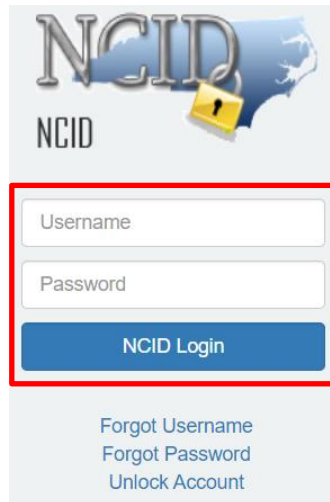


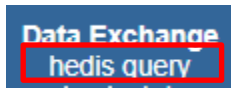
NCIR HEDIS Extract Job Aid

1. Enter your unique **username** and secure **password** on the North Carolina Immunization Registry Homepage: <https://ncir.dhhs.state.nc.us/>. Then click **NCID Login**.

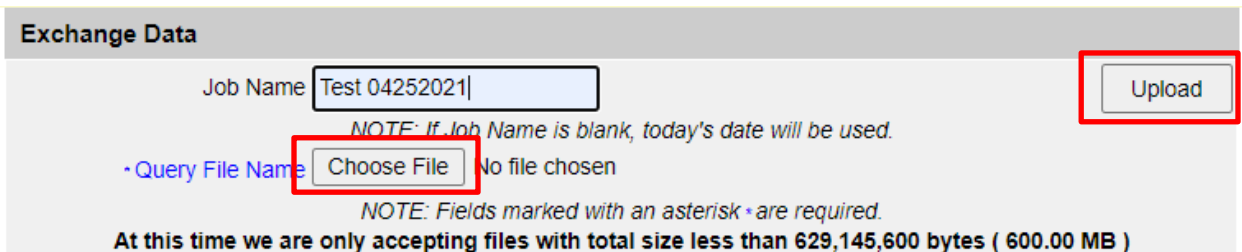


The image shows the NCID login interface. At the top, there is a logo with the text 'NCID' and a map of North Carolina with a padlock icon. Below the logo, there are two input fields: 'Username' and 'Password'. A blue button labeled 'NCID Login' is positioned below the password field. At the bottom of the form, there are three links: 'Forgot Username', 'Forgot Password', and 'Unlock Account'. A red rectangular box highlights the Username, Password, and NCID Login button fields.

2. Select the **hedis query** link from the left-hand menu bar.

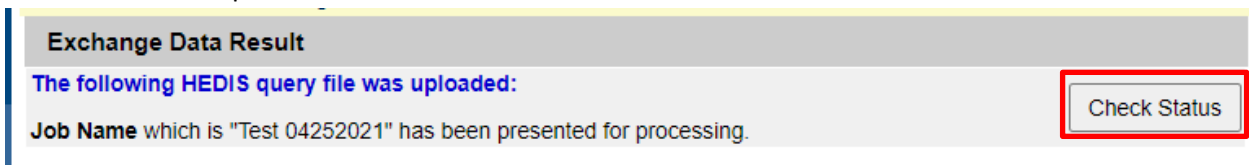


3. You may enter a Job Name in the box (optional), then select the **Choose File** button to select the input file to upload. Click the **Upload** button. *See the file specs document for details on the import file.



The image shows the 'Exchange Data' form. It has a header 'Exchange Data' in a grey bar. Below the header, there is a 'Job Name' input field containing 'Test 04252021|'. To the right of this field is an 'Upload' button. Below the Job Name field, there is a note: 'NOTE: If Job Name is blank, today's date will be used.' Below this note, there is a 'Query File Name' label, a 'Choose File' button, and the text 'No file chosen'. Below the 'Choose File' button, there is another note: 'NOTE: Fields marked with an asterisk * are required.' At the bottom of the form, there is a bolded message: 'At this time we are only accepting files with total size less than 629,145,600 bytes (600.00 MB)'. A red rectangular box highlights the 'Choose File' button.

4. Once the file has been uploaded, click the **Check Status** button to refresh the screen and check the status of the report.



The image shows the 'Exchange Data Result' section. It has a header 'Exchange Data Result' in a grey bar. Below the header, there is a blue link: 'The following HEDIS query file was uploaded:'. Below this link, there is a message: 'Job Name which is "Test 04252021" has been presented for processing.' To the right of this message is a 'Check Status' button. A red rectangular box highlights the 'Check Status' button.

5. Click the **job name link** once complete.

Results 1 - 1 of 1					
Job Name	User Name	Exchange Data Date	Process Start Date	Process End Date	Status
Test 04252021	Caroline Helton	04/25/2021 08:13:26	04/25/2021 08:13:27	04/25/2021 08:13:28	COMPLETE

6. Click the **HEDIS Extract** link for the results. Click the **HEDIS Summary** for a summary of the records.

Download Files for: Test 04252021

[Hedis Extract \(22KB \)](#)

[Hedis Summary \(1KB \)](#)

7. The HEDIS Extract results contain the client-specific information. *See the file specs document for the details on output file format.

MONTHLY	IMA	06/01/2001	
Meningococcal ACWY, unspecified	08/01/2012108		1

8. The HEDIS Summary results contain a summary of the input and output records.

```
Count of input records = 1
Count of output records with match number 00 = 0
Count of output records with match number not 00 = 1
Total count of output records = 1
```

9. When creating your .txt file, break your query into smaller files,
- your query will complete in less time;
 - and generate your queries early in the morning. This will ensure your query is not stopped if it is still processing at midnight.