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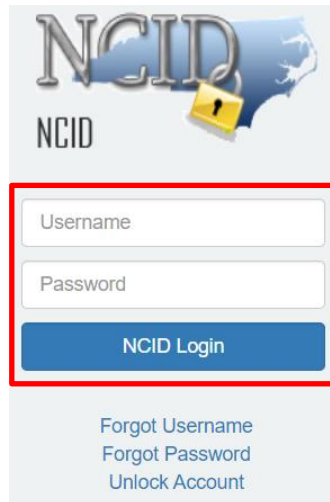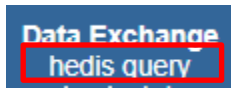
1. Enter your unique **username** and secure **password** on the North Carolina Immunization Registry Homepage: https://ncir.dhhs.state.nc.us/. Then click **NCID Login**.
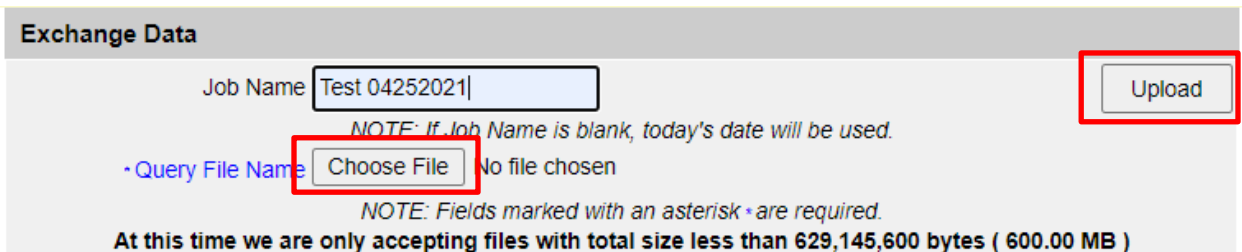

2. Select the **hedis query** link from the left-hand menu bar.
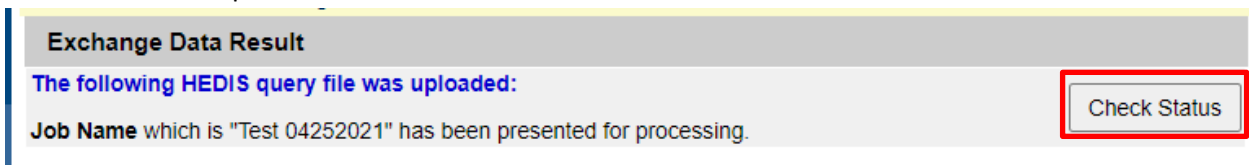

3. You may enter a Job Name in the box (optional), then select the **Choose File** button to select the input file to upload. Click the **Upload** button. *See the file specs document for details on the import file.

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

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

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

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

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

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