

# How to run an EPIC report for OP-18

Screenshots and wording provided by Sanford Health with help from Julie Girard, Improvement Advisor at Sanford Vermillion Medical Center



# How to Abstract OP-18

1. Sign into One Report and open the Future Sanford/Clinical/Clinical Reports folder
2. Find and double click the CI566 CMS ED Discharges report to run it, choose your dates and site
3. Refer to Section 4 of the manual to see if you should sample.

## Section 4 - Population and Sampling Specifications

### Population, Sampling and Transmission

Introduction

Order of Data Flow

Sample Size Requirements

Sampling Approaches

Transmission of Outpatient Population and Sample Data Elements

To find Section 4- Population and Sampling Specifications:

1. <https://qualitynet.cms.gov/outpatient/specifications-manuals>
2. Scroll down to Section 4

# Sample size

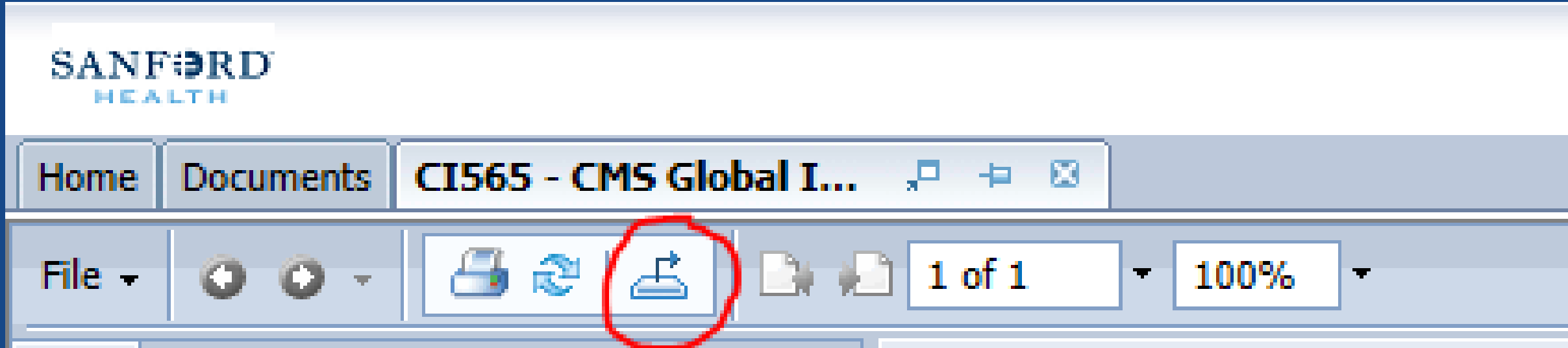
**Table 3: Sample Size Requirements per Quarter per Hospital for OP-18**

<b>Population Per Quarter</b>	<b>0–900</b>
Quarterly Sample Size	63
Monthly Sample Size	21
<b>Population Per Quarter</b>	<b>≥ 901</b>
Quarterly Sample Size	96
Monthly Sample Size	32

This data was found in the Specs manual page 4-6/Table 3:  
<https://qualitynet.cms.gov/outpatient/specifications-manuals>

Most of you fall under 0-900 – quarterly sample size of 63 and monthly = 21. We have found 25 to be a nice round number per month and easier to remember

# Export your CI566 report to Excel

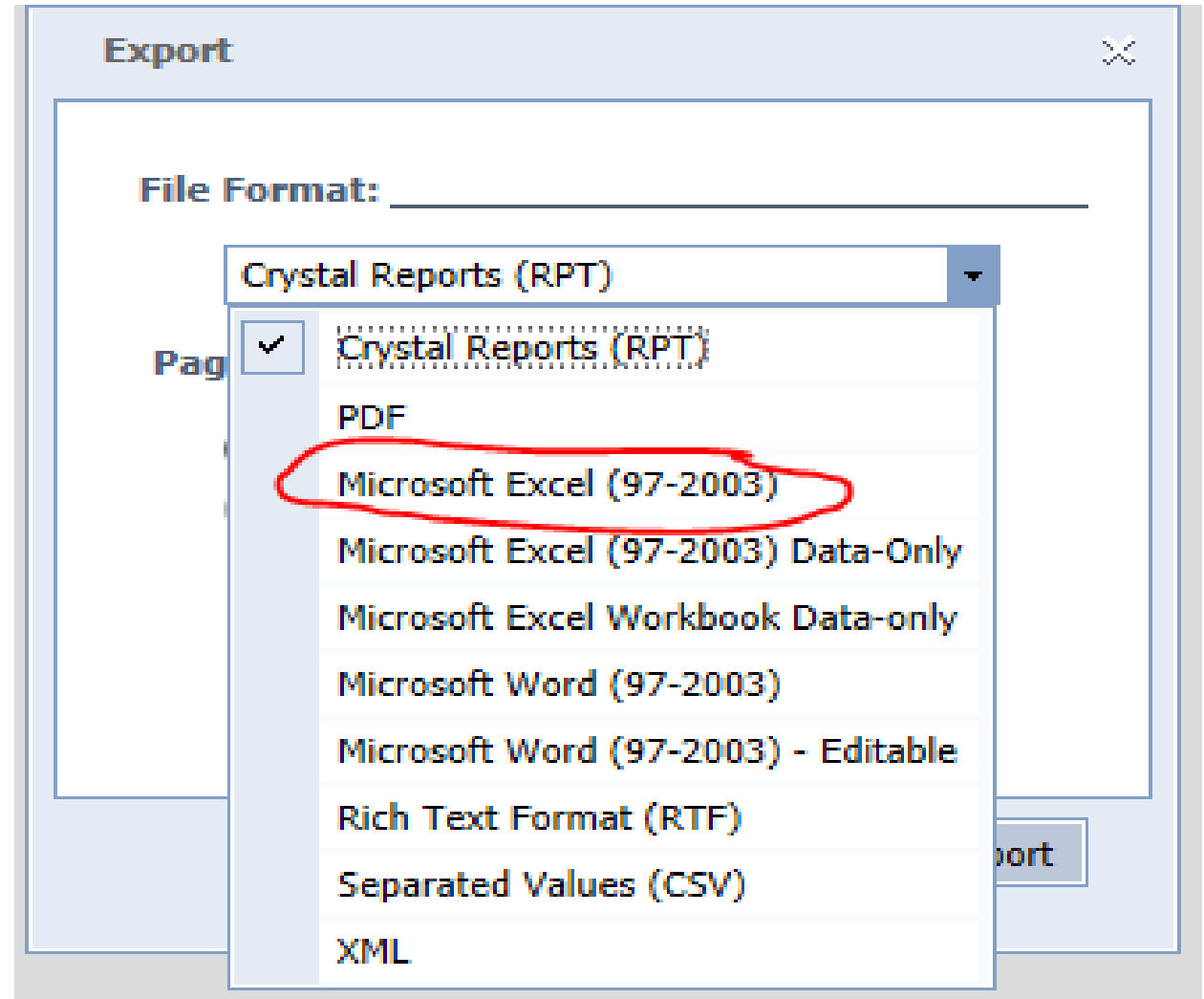


To create a random sample, first **export** your CI566 report to Excel. Click the export button in One Report

**Remember:** The CI566 report provides your initial patient population. If you have more than 63 discharges in a quarter, you may do a sample.

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The file format will default to Crystal Reports, so you need to change it to Microsoft Excel:

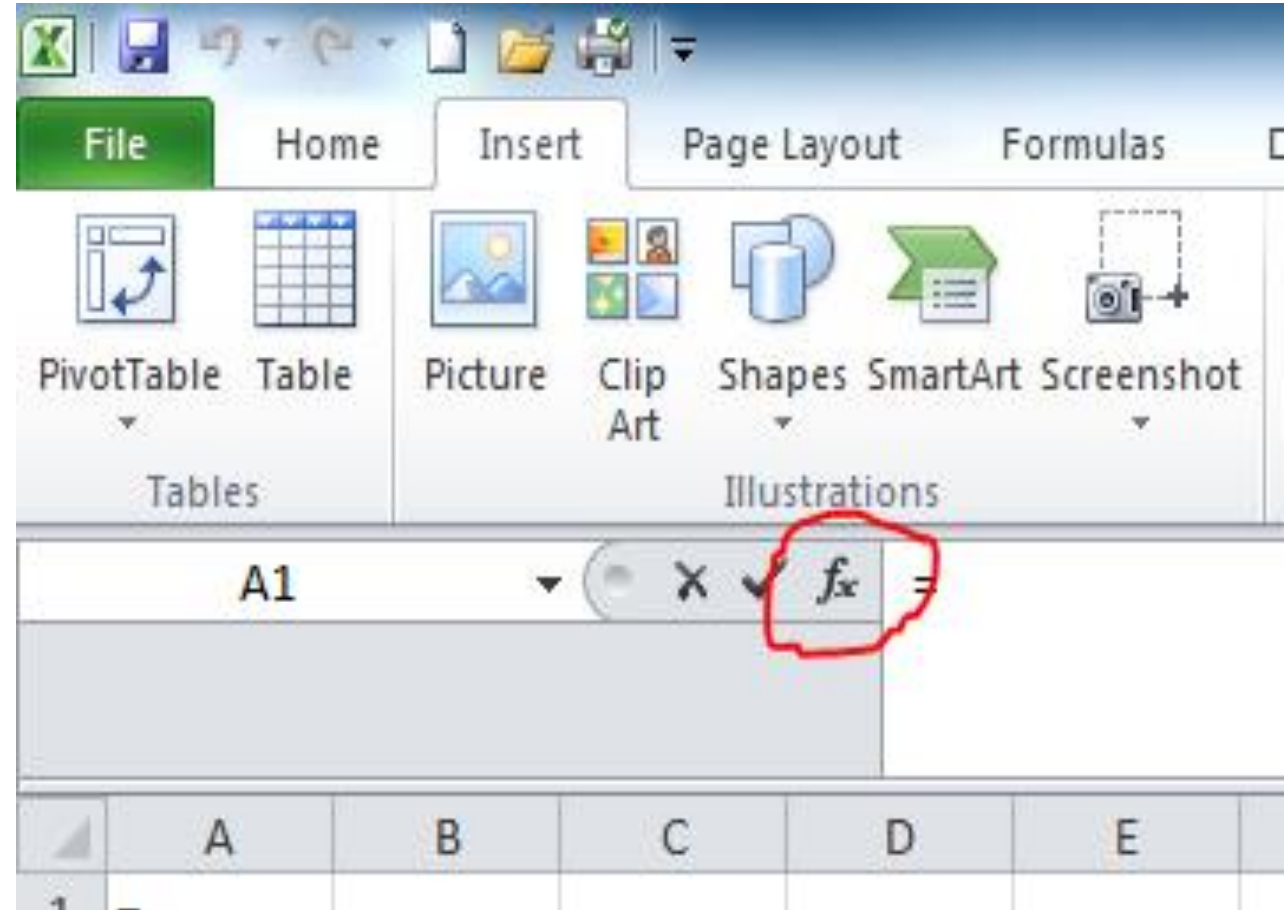


# Random Sampling In Excel

You can edit the list as you want and print if needed.

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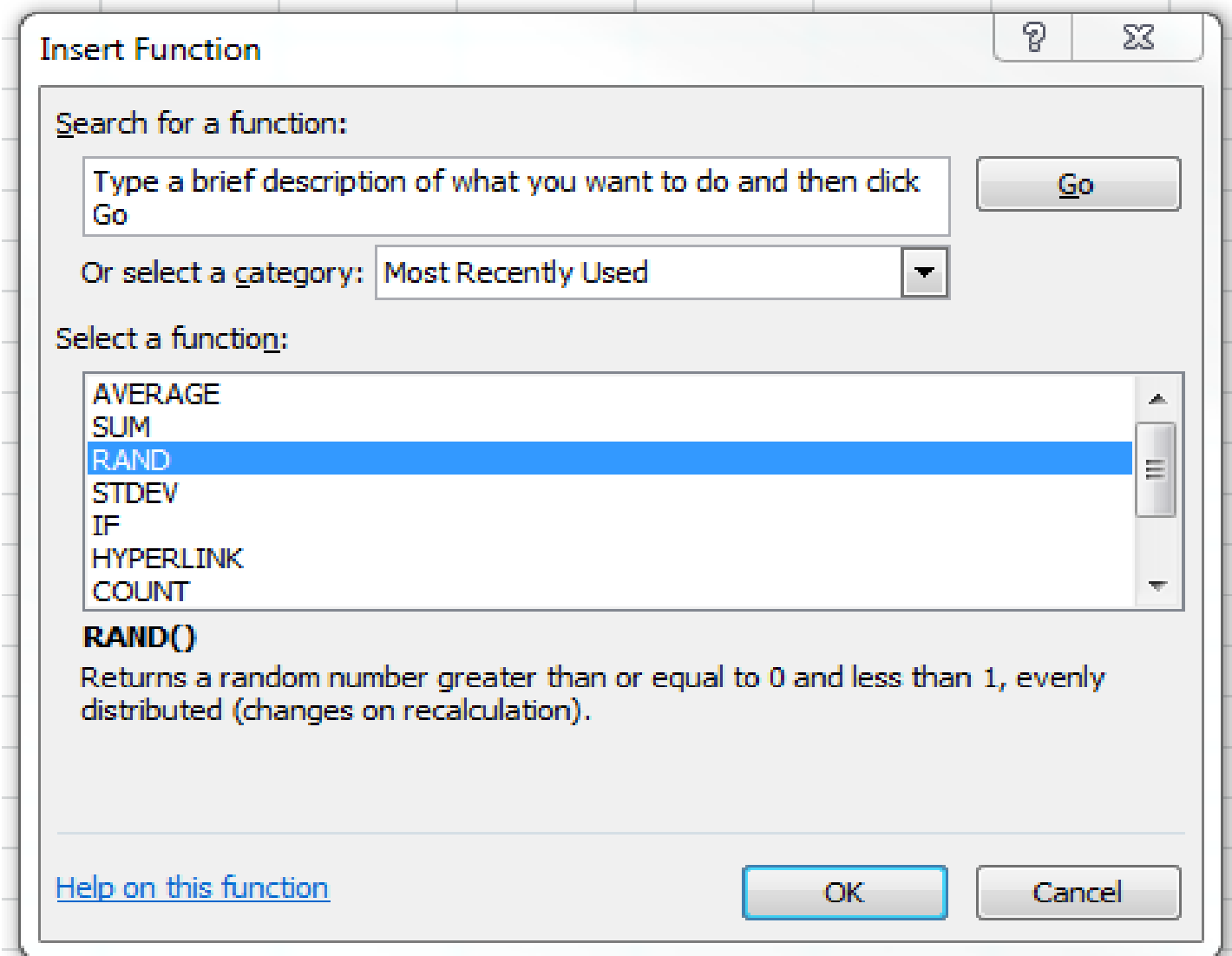
1. Insert a column in column A of your spreadsheet
2. Click on the first cell you want to display a random number
3. Click on the function button (fx)



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In the “Insert Function” dialog box, click on “RAND”. The description indicates that this function will insert a random number into the cell.

Then, click OK. You may have to click OK again.



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A decimal number should now appear in that cell. You can use the fill handle (black square in the lower right corner of the cell) to click and drag down the column for every cell you need a random number. You may have to click on the cell to see the fill handle.

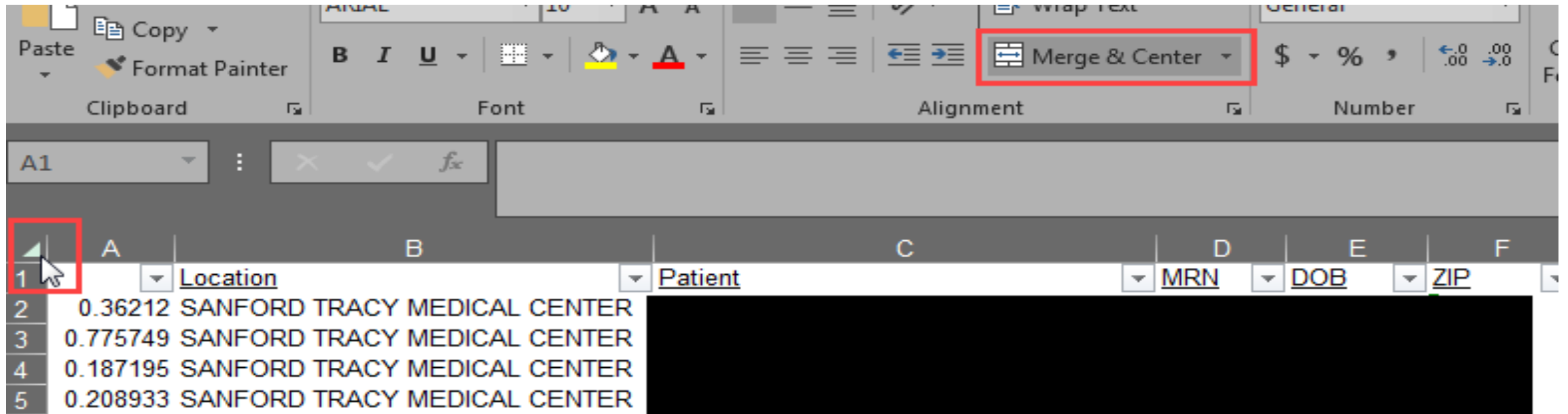
	A	B	C
1	0.567783		0.08598
2	0.601858		
3	0.555212		
4	0.609966		
5	0.087197		
6	0.512332		
7	0.036374		
8	0.673672		
9	0.209436		
10	0.061558		
11	0.607336		
12	0.167098		
13	0.89807		
14	0.01153		
15	0.856217		



**Column C is how it looks before pulling down and Column A is after.**

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You will next need to unmerge any merged cells. To do this first highlight the entire sheet by clicking the corner button in the top left by row 1 and column A. Next click the “Merge and Center” box if it is shaded dark gray to unmerge any cells. Both are highlighted by the red boxes.



Now that all rows have a random number assigned to them, you can sort the spreadsheet by column A and take the first “x” number of charts as your sample

# Contact Information:



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*Reach out to your consultant if you get stuck, we do not want you spending hours entering this data when it could be solved with one simple question.*

