

User Guide

2008 Physician Quality Reporting Initiative (PQRI) Measure Finder Tool (Version 1.2)

Purpose

The 2008 PQRI Measure Finder Tool (Version 1.2) is designed to help eligible professionals and their coding/billing staff quickly search for applicable measures and their detailed specifications, which include all corresponding ICD-9, CPT[®] Category I and II, and HCPCS G-codes for each. This tool will allow users to search for applicable measures based on a single code or a combination of codes.

System Requirements

To run on Microsoft[®]/PC-format operating systems, the downloadable application requires the three following programs be installed and functional:

- Microsoft[®] Excel spreadsheet software
- Adobe[®] Acrobat[®] Reader
- WinZip[®] file compression utility or Windows[®] compressed folders

To run on Mac[®] operating systems, the downloadable application requires the three following programs be installed and functional:

- Microsoft[®] Excel for Mac spreadsheet software
- Adobe[®] Acrobat[®] Reader
- STUFFIT[®] file compression utility

Warning: The 2008 PQRI Measure Finder Tool (Version 1.2) may not function optimally, or at all, with some older versions of these three programs.

How to Access

You must use WinZip[®] or STUFFIT[®] to open the “2008 PQRI Measure Finder Tool.zip” folder containing 120 files (119 .pdf files and one .xls file). All 120 files need to be **extracted** from the zip file and placed into one folder when saved on your computer. To extract the files once the .zip folder is opened:

- Select all of the files then click the “Extract” button.
- Select the location on your computer where you want to save the files, then click “Extract” to complete the download.

How to Use

Open the Excel file which was extracted. Depending on the security setting for your Excel application, there are two steps you may need to complete when you first open the 2008 PQRI Measure Finder Tool (Version 1.2) in Excel:

- Select the “Tools” menu, then the “Macro” option, then the “Security” option.
- Click “Medium” Security Level then click “OK”.

When you open the 2008 PQRI Measure Finder Tool (Version 1.2) in Excel in the future, click “Enable Macros” when prompted. You’re ready to start using this tool.

The cornerstones of the Excel file are four yellow data entry fields - ICD-9 Code, CPT Category I Code, HCPCS G-Code, and CPT Category II Code, along with two action buttons – Reset Data and Find Measures. All of these items are located in the main worksheet of this file, called the “Select” page. Users may only input information into the respective code filter fields on this page. In order to use the 2008 PQRI Measure Finder Tool (Version 1.2) effectively, please follow these directions (also inside the large Instructions rectangle in the Excel file – See Figure 1 on page 2).

If interested in PQRI measures associated with a **single code** or **multiple codes**:

1. Type a Code (include decimal if 4- or 5-digit ICD-9 code) into the yellow cells under the appropriate Code title and press Enter. Invalid PQRI codes will be shown in red.
2. Once all Codes have been entered, click the "Find Measures" button.
3. The related measures will appear on the lower left portion of the screen under Search Results. You may need to scroll your screen to view the entire list of measures.

Review your **Search Results**:

4. To see the measure specification, click on the left part of the measure's title from the Search Results column.
5. When finished with a search, click the "Reset Data" button before starting another search.

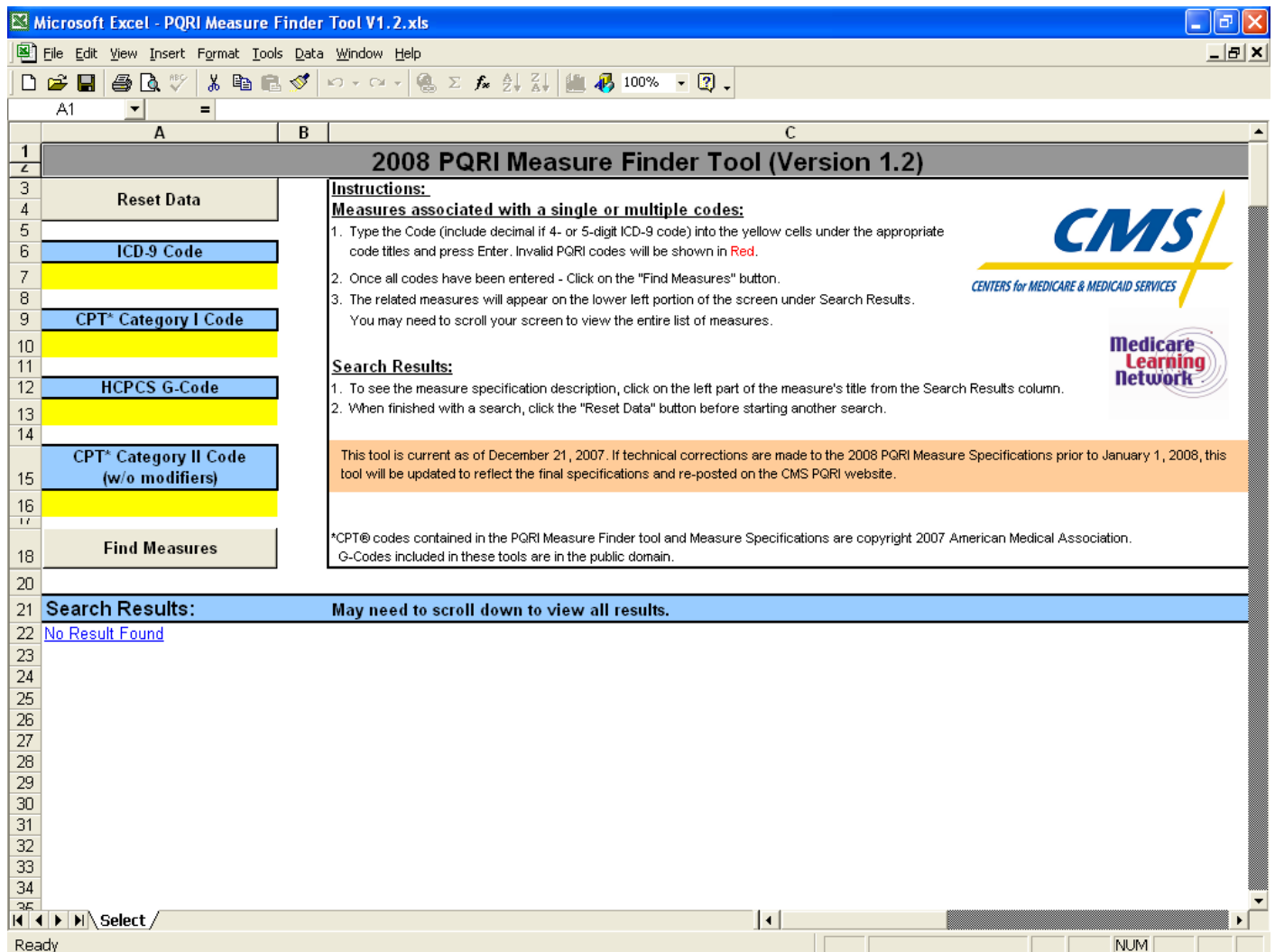


Figure 1. Screenshot of 2008 PQRI Measure Finder Tool (Version 1.2)

Help/Troubleshooting

- Users may need to turn off their web browser's Pop-up Blocker or temporarily allow Pop-up files in order to download the 2008 PQRI Measure Finder Tool (Version 1.2).
- If the 2008 PQRI Measure Finder Tool (Version 1.2) is saved to a network directory, only one user can be in the program at a time. Offices with multiple users may want to consider downloading the 2008 PQRI Measure Finder Tool (Version 1.2) to each individual's workstation or copying this tool onto a CD for each user.
- Macros must be enabled for the 2008 PQRI Measure Finder Tool (Version 1.2) to work.
- The 2008 PQRI Measure Finder Tool (Version 1.2) may not function optimally, correctly, or at all with some older versions of Microsoft Excel, Adobe Acrobat, and WinZip.
- If the Excel file becomes corrupted, unusable, or formulas are inadvertently changed, delete the files from your PC then download a new copy from the CMS website.
- When entering CPT Category II code queries, do not include modifiers (i.e. 1P, 2P, 3P, 8P).

Additional Information About the 2008 PQRI Measure Finder Tool (Version 1.2)

The 2008 PQRI Measure Finder Tool (Version 1.2) is current as of December 18, 2007. If technical corrections are made to the 2008 PQRI Measure Specifications prior to January 1, 2008, this tool will be updated to reflect the final specifications and re-posted on the CMS PQRI website with a higher version number.

Copyright, Trademark, and Code-Set Maintenance Information

- *The ICD-9-CM is maintained jointly by the National Center for Health Statistics (NCHS) and the Centers for Medicare & Medicaid Services (CMS).*
- *CPT[®] codes contained in the 2008 PQRI Measure Finder Tool and Measure Specifications are copyright 2007 American Medical Association. G-codes included in these tools are in the public domain.*
- *HCPCS is maintained by the Centers for Medicare & Medicaid Services (CMS).*
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