



**New York State Department of Health**  
**Medicaid Perinatal Care Quality Improvement Project**

**Instruction Module 3: Return Excel Data to the Prenatal Portal**

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*Submitting medical record reviews to the NYSDOH is a three-step process,  
with an instruction module for each step of the process.*

- Module 1:** Login to the Prenatal Portal and Download Excel Data Entry Forms
- Module 2:** Complete Excel Data Entry Forms and Send Data to Your Computer Desktop
- Module 3:** Return Excel Data to the Prenatal Portal

**Module 1** provides detailed instruction for creating a Portal Password, downloading your practice medical record review data entry forms, and viewing your practice sample.

**Module 2** provides instruction on using the Excel Data Entry Forms to enter medical record review information, and sending that information to your computer desktop when done (Export Data).

**Module 3** directs users in sending the medical record review data from their computer desktop to the Prenatal Portal (Upload Data), and confirming the submission was successful.



## Instruction Module 3: Return Excel Data to the Prenatal Portal

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### Return Completed Excel Data to the Prenatal Portal

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## Getting Help

1. Go to the Prenatal Portal at <http://prenatal.ipro.org> and Submit a Request from the Login page, or any Prenatal Portal page.
2. OR send an email directly to [prenatal@support.ipro.us](mailto:prenatal@support.ipro.us).
3. You will receive an email confirmation your request has been received. IPRO Health Informatics personnel endeavor to respond to all questions by telephone (if requested) or email within two business days.

*For detailed direction on Submitting a Request, please refer to  
Module 1: Login to the Prenatal Portal and Download Excel Data Entry Forms,  
page 3.*

## Overview of Upload Process

Returning Excel data to the Prenatal Portal consists of 3 steps:

- Step 1. Send the Excel file containing completed form data to your computer's desktop (Export data).
- Step 2. Return the file containing completed form data to the Prenatal Portal (Upload data).
- Step 3. Confirm the Upload was a "Success." If the Upload was a "Failure," please Submit a Request for assistance.

### **Step 1. Send completed data entry form data to your computer desktop**

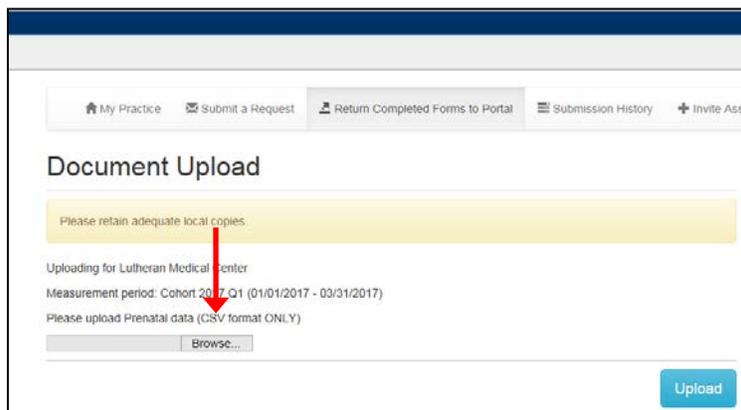
While still in Excel, click on the button "Send Completed Forms to Desktop."

*For detailed direction on Sending Completed Form Data to Desktop, please refer to Instruction Module 2: Complete Excel Data Entry Forms and Send Data to Your Computer Desktop, page 8.*

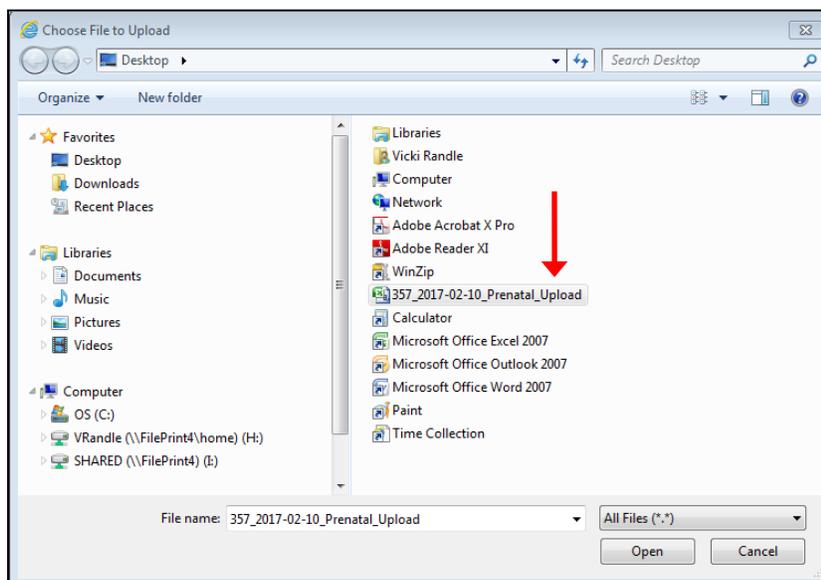
## Step 2. Return completed Excel form data to the Prenatal Portal

After sending the file containing the completed form data to your computer's desktop:

1. Log in to the Prenatal Portal and select the tab Return Completed Forms to Portal.
2. If you are using Internet Explorer, click on the Browse button. A dialog box will open.



3. In the dialog box, select the file with the naming convention ID\_Date\_Prenatal\_Upload.  
If you renamed the file exported to your desktop, Browse for that file name.
4. If you are using Internet Explorer, click on the Open button in the dialog box.



5. When the dialog box closes and the file name appears next to the Browse button on the Prenatal Portal page, click on the Upload button.

Web browsers other than Internet Explorer may display commands such as “Choose File,” which automatically places the file name on the Portal page. If you require assistance, please Submit a Request.

### Step 3. Confirm the data file was successfully returned to the Prenatal Portal

After you have clicked on the Upload button, the Submission Results will be displayed.

1. If the Upload was a "Success," the Total Number of Cases will be displayed and the Total Number of Errors will be 0.
2. If the Upload was a "Failure," The Total Number of Cases you attempted to Upload, as well as The Total Number of Errors, and specific errors, will be displayed.
3. If the Upload was a "Failure," click on the link to Submit a Request and IPRO Health Informatics will help you return the data file.

### Submission Results

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**Submitted by:**  
vrandle@ipro.org (376 + vrandle@ipro.org)

**Total number of cases:** 9

**Total number of errors:** 2

**Errors:**  
If the Submission History displays a **Failure** – please [Submit a Request](#).  
Please do not Copy and Paste any patient information in the Description box.  
IPRO Health Informatics will call and help you return the records successfully.

General

You may also select the tab Submission History to view Upload results.

1. If the Upload was a "Success," a date and time-stamped green bar will display Success.
2. If the Upload was a "Failure," the date and time-stamped pink bar will display Failure.
3. You can click on the arrow at the right-hand side of the message bar for details.

Again, Submit a Request for assistance re-submitting a failed Upload.

### Submission History:

(for Hospital Group ID: 4)

<b>sd_c_0777_2014-07-18_2.csv</b> Submitted on: Jul 18th, 2014 @ 09:31 Total number of cases: 9, Total number of errors: 0	<b>Success</b> ➔
<b>sd_c_0777_2014-07-18_1.csv</b> Submitted on: Jul 18th, 2014 @ 09:31 Total number of cases: 9, Total number of errors: 2	<b>Failure</b> ➔



### Meeting the Reporting Requirement

Your practice progress toward uploading the required number of medical record reviews can be seen in the lower right-hand corner of the My Practice page.

<a href="#">My Practice</a>	<a href="#">Submit a Request</a>	<a href="#">Return Completed Forms to Portal</a>	<a href="#">Submission History</a>	<a href="#">Invite Associate</a>
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Users in your Facility Group		
Name	Title	Email
Vicki Randle	Physician	vrandle@ipro.org
Theresa Wasserman	Associate	TWasserman@ipro.org
Li Hung	Associate	lhung@ipro.org
Carolyn-Gallagher Carolyn-Gallagher	Unconfirmed	cgallagher@ipro.org
William Upload	Associate	wpultz+upload@ipro.us
Steven Gilliard	Associate	steven+upload@ipro.us

List of Practices with submission progress for Cohort 2017 Q1 (01/01/2017 - 03/31/2017)			
ID	Practice Name	Excel Form	Progress
376	Lutheran Medical Center	<a href="#">Prenatal_Tool_1-Feb-2017.xlsm</a> <small>Added: 02/02/2017</small>	15 Completed
377	Practice One	No Excel Form attached yet.	0 Completed

When the number of medical record reviews required for your practice (10, 20 or the number negotiated with the IPRO Clinical Project Manager and/or NYSDOH), have been successfully returned to the Prenatal Portal, you will receive an email confirming the reporting requirement has been met.

## Additional Features

### Upload Demonstration Video

You may view a video demonstrating the return of medical record reviews to the Prenatal Portal.

1. Select the Return Completed Forms to Portal page.
2. Click on the arrow in the middle of the Submission Results window.
3. A two-minute video demonstrating the Upload process will be displayed.

### Document Upload

Please retain adequate local copies.

Uploading for SUFFOLK CNTY DOH CLINIC SERV  
Measurement period: Cohort 2017 Q1 (01/01/2017 - 03/31/2017)  
Please upload Prenatal data (CSV format ONLY)

#### Prenatal Data Collection - Patients File Upload Process

How to return completed forms to the Prenatal Portal

