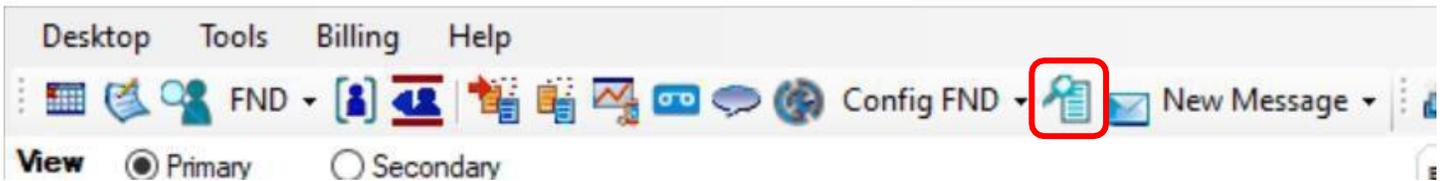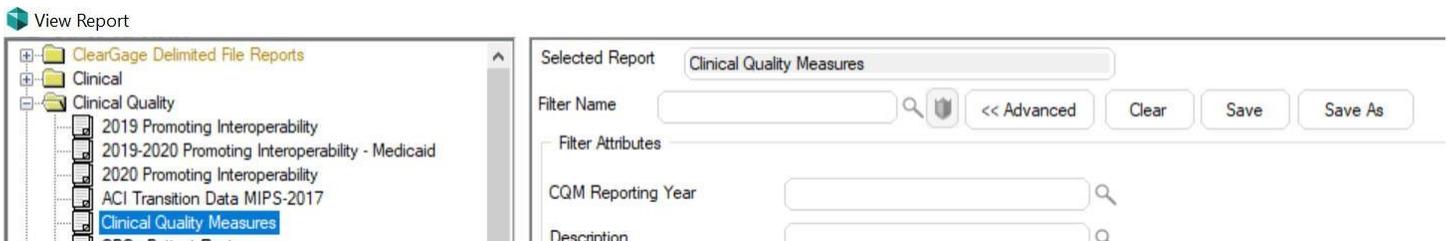# How to Guide: Pull QRDA CAT 1 File

## Aprima

Select **REPORT** icon on the desktop toolbar



Under Clinical Quality choose **Clinical Quality Measures**



Complete your filters as directed by program
- CMS Program: Select the radio button that applies to you
- Payer: Leave blank for all payers
- Provider: Select your provider(s), if left blank it will populate all providers.  If reporting as GRPO you will submit all providers together. For individual reporting you will want to select your providers separately.
- Provider Option: Select your option
- Measure Date: Must be for the full year
- Financial Center: If left blank will populate all financial centers
- Measure Name: Select measures
- Service Site: If left blank will populate all service sites
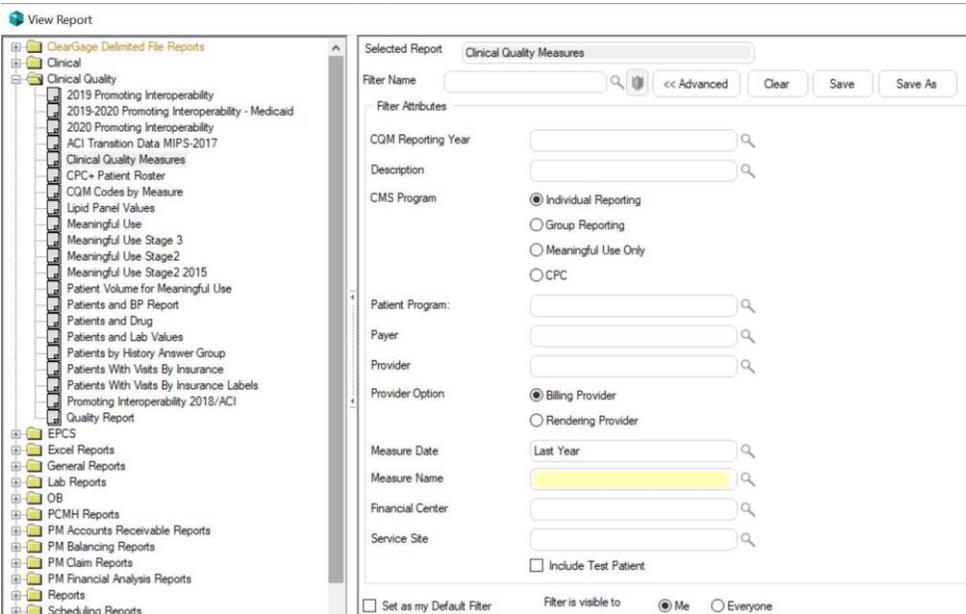
Choose **VIEW** at the bottom of filters (MUST view prior to printing/generating report)
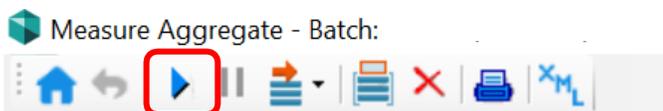


Navigate to Tools → Document Batch Management & Select "Today" as the Created Date
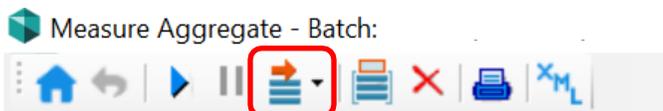Select Search



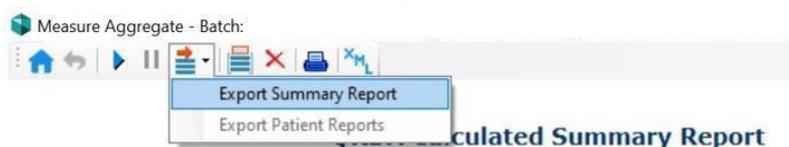Once report is done generating, select the Description Hyperlink to view the report



To generate the patient report you will select the **Start or Resume Generation of Patient Reports** Icon



Once Completed select the **Export Reports** icon.



Select **Export Patient Reports** (This will be in QRDA I format and will be available to select once step 8 has successfully completed)



Save the file on computer.