



TIPS AND TRICKS TO.....
Quarterly Summaries

**DID YOU KNOW THE DQCMS SYSTEM WILL TELL YOU IT’S TIME TO PRINT A QUARTERLY SUMMARY?
JUST CLICK YES AND IT AUTOMATICALLY PRINTS**

If QS are not received by the 15th of the month due, your data will not be included in the state wide report.

QUARTERLY SUMMARY DUE DATES:

- January 1
- April 1
- July 1
- October 1

RATIONALE:

Once your QS reaches us, your data is transformed into an easy to read graph for you to present to your staff and providers so your facility can take a team approach to improving care for patients with diabetes. We also take data from each facility and compile information for a statewide report of statewide trends and information. Isn't it nice to know that you are contributing to the health of all Montanans with diabetes?

INSTRUCTIONS FOR PRINTING and FAXING QUARTERLY SUMMARIES

- 1). Go to reports (a drop down menu will appear)
- 2). Go to Quarterly Summary (a side menu will appear)
- 3). Click on Preview QS a window will appear and will say “Calculating Quarterly Summary Data”
- 4). A window will appear asking if you want to save Quarterly Summary (Choose No)
- 5). The window Quarterly Summary Report will appear. Allow this window to remain in its place then.
- 6). Go to FILE, A drop down menu will appear and click on print. Your Quarterly Summary will print to the designated printer for you computer.

7). FAX QUARTERLY SUMMARY to (406) 444-7465

Contact Information

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