Essential

Questions & Answers
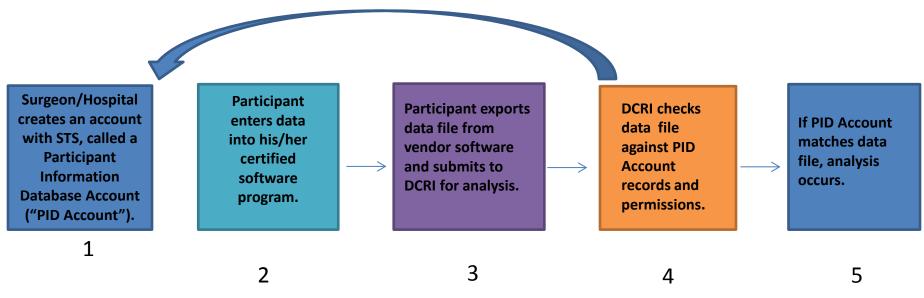
for New Participants

Table of Contents

What are my next steps after my contract is executed?

1) Provide your Participant ID# to your vendor – he/she will use this information to create your vendor account.

2) Familiarize yourself with data collection forms for the appropriate databases: [Adult Cardiac Surgery Database](#), [General Thoracic Surgery Database](#), and [Congenital Heart Surgery Database](#).

3) Review the instructions on how to submit harvest data and become familiar with the harvest deadlines for the applicable databases: [ACSD](#), [GTSD](#), and [CHSD](#).

How does the STS National Database Work?

Surgeon/Hospital creates an account with STS, called a Participant Information Database Account ("PID Account").	Participant enters data into his/her certified software program.	Participant exports data file from vendor software and submits to DCRI for analysis.	DCRI checks data file against PID Account records and permissions.	If PID Account matches data file, analysis occurs.
1	2	3	4	5

PLEASE NOTE: Information in PID Account (#1), your vendor account (#2), and your STS data file (#3) **MUST MATCH** to successfully harvest.

What account information must always be current in order to submit data to the STS National Database?

- Surgeon names

- Surgeon NPI#s

- Site (facility) NPI#s

- Vendor Name

When should you update your PID Account with STS?

ALWAYS UPDATE WHEN:

- You change VENDORS

- You are making a surgeon inactive

- You are adding a new surgeon

- A surgeon NPI# changes

- A facility NPI# changes

- A site name changes or you are adding a site

- There is any change in contact person or contact information

How do I update STS PID Account Information?

- If making *surgeon updates (INCLUDING VENDOR AND SITE NAME /NPI# changes)* – submit a [Participant Contact Form (PCF)](#) to STS by fax at (312) 202-5867.

  o IF ADDING a new surgeon OR anesthesiologist, you MUST **submit a Signed [Schedule A](#) for a new surgeon** or a **Signed [Schedule B](#) for a new Anesthesiologist** with the PCF.

- If making other *non-surgeon updates* – submit a [PCF](#) to DCRI by fax at (919) 668-7074.

All updates will be made to your PID Account upon receipt.

If you have questions about how to fill out the PCF, contact Derek Steck at dsteck@sts.org.

Who do I contact for help?

- **For all <u>Contract</u> Questions** – contact Elizabeth Watkins at ewatkins@sts.org or (312) 202-5858.

- **For all questions <u>related to data Harvests</u>** – contact your DCRI Data Submission Coordinator.

- **For all <u>clinical questions</u> -** please submit an e-mail to the clinical inbox.

What websites will I need to use?

- To submit your data - please visit the STS /DCRI Data Warehouse.
  A universal password for upload is available on STS website.

- To access your STS National Database Reports – please visit the DCRI website.
  DCRI will provide a unique login for this website.

- Database-related forms are available on the STS website.

What data manager resources are available?

- Access the Data Manager Training Module.

- Attend the STS Advances in Quality & Outcomes: A Data Managers Meeting.

- Join a Regional Group.

Other Helpful Information

- [Sample Executive Summaries and National Reports](#)

- For Public Reporting of your outcomes on [STS Public Reporting Online](#) or [ConsumerReports.org](#), submit a completed [Data Sharing Consent/Release form](#).

- To participate in the [Physician Quality Reporting System](#) (PQRS) through STS, submit a completed [Data Sharing Consent and Release Form](#).