# NCIR HEDIS Extract Job Aid

1. Enter your unique **username** and secure **password** on the North Carolina Immunization Registry Homepage: <https://ncir.dhhs.state.nc.us/>. Then click **NCID Login**.

Graphical user interface, application

Description automatically generated

1. Select the **hedis query** link from the left-hand menu bar.



1. You may enter a Job Name in the box (optional), then select the **Choose File** button to select the input file to upload. Click the **Upload** button. \*See the file specs document for details on the import file.

Graphical user interface, text, application

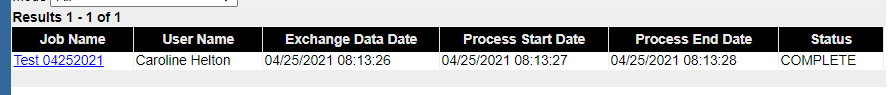
Description automatically generated

1. Once the file has been uploaded, click the **Check Status** button to refresh the screen and check the status of the report.

A picture containing text

Description automatically generated

1. Click the **job name link** once complete.



1. Click the **HEDIS Extract** link for the results. Click the **HEDIS Summary** for a summary of the records.

Graphical user interface, text, application

Description automatically generated

1. The HEDIS Extract results contain the client-specific information. \*See the file specs document for the details on output file format.



1. The HEDIS Summary results contain a summary of the input and output records.

Text

Description automatically generated

1. When creating your .txt file, break your query into smaller files,
   1. your query will complete in less time;
   2. and generate your queries early in the morning. This will ensure your query is not stopped if it is still processing at midnight.