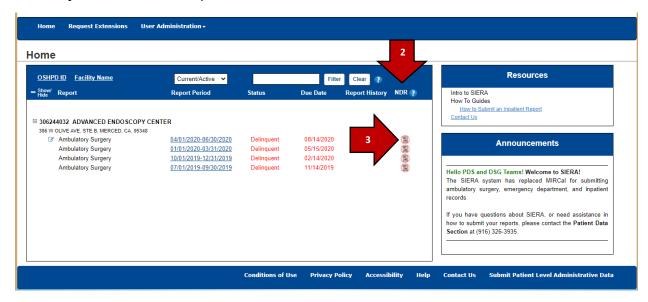


Patient Level Data Quick Guide Series

File a No Data to Report (NDR)

- 1. Log in to SIERA.
- 2. On the Home page, find the column marked "NDR."
- 3. Select the icon (a) that corresponds to the facility, report type, and report period you wish to certify has no data to report.



4. In the resulting pop-up, enter all applicable information. Click Continue.

C	on	tir	nu	е

No Data to Report Requ	est		×
ADVANCED ENDOSCOPY C	ENTER		OSHPD ID: 306244032
Report Type: Ambulatory Surgery	Report Period: 04/01/20-06/30/20	Due Date: 08/14/20	Status: Delinquent
We did not perform procedures on cardiac catheterization laboratory.	an outpatient basis in a general ope Additional explanation (optional):	rating room, ambulator	y surgery room, endoscopy unit, or
	4 Continue Ca	ncel	

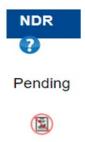
5. Read the certification message. Check the checkbox <a> and then click Certify. <a><a> certify



The screen will display a confirmation message in green. Your NDR request has been submitted to OSHPD and is pending approval. You will receive an email when it has been approved.



7. On the Home page, the icon in the NDR column will be replaced with the word "Pending."



8. To confirm your NDR was approved, check the Home page the next business day. Once the NDR is approved, you will see "Approved-NDR" noted in the Status column.

Approved-NDR Approved-NDR Pending Data Available

Status