# 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**.



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.



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



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.



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.



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.