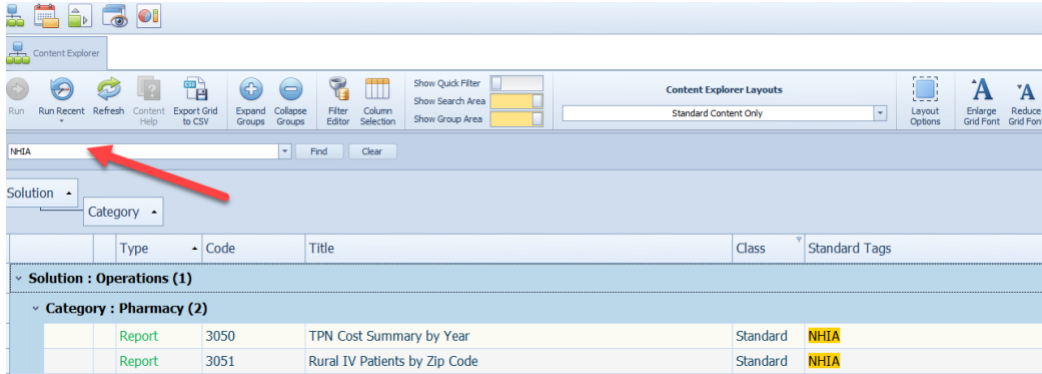To Access the reports designed to assist NHIA with data gathering, use these steps:
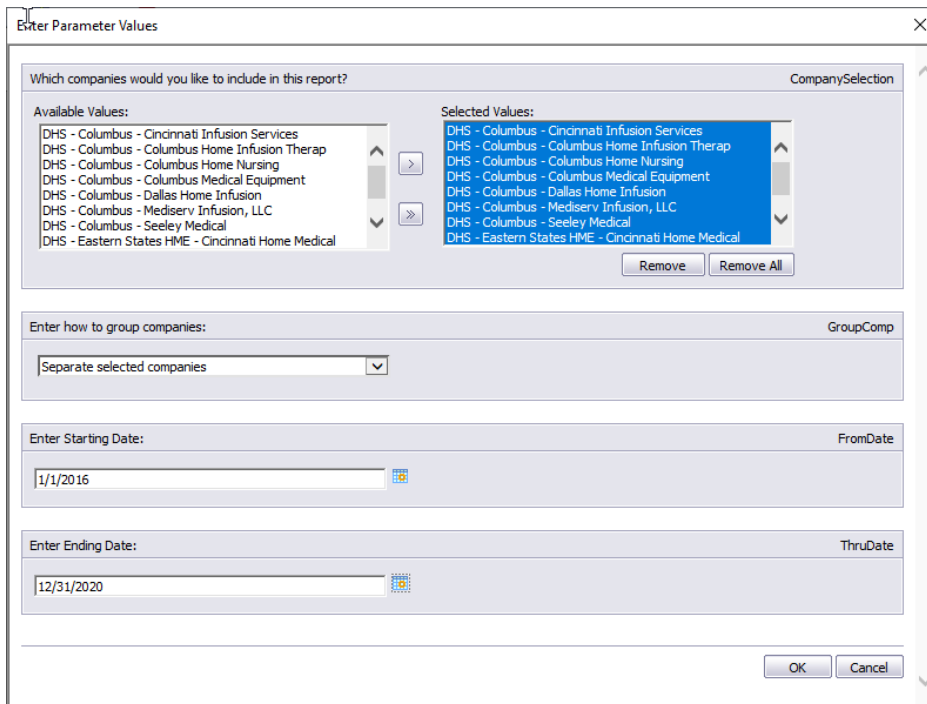
Launch your CareTend BI application (how you launch this can vary depending on how it is installed as well as which product you are using CareTend BI with)

In the content explorer search bar, search for NHIA. This will return any current or future reports that WellSky creates in conjunction with NHIA for data gathering initiatives.

Right click on the Rural IV Patients by Zip Code report and select "Run". Enter the following parameters and click "OK".

- Select all Companies/Sites
- Separate selected Companies/Sites
- Enter Starting Date: 1/1/2016
- Enter Ending Date: 12/31/2020

To submit the data to NHIA, select Export to Excel and choose the data only option. You can then select where to save the data for submission.