

Data Collection and Submission Process

Each hospital determines for itself how best to collect COAP data elements and which staff participate in the process. Hospitals may use the paper case report forms or any other COAP-approved method. COAP's data-management subcontractor has developed an Access database that is available at no charge; contact the COAP offices for a copy. If you are considering using any other electronic method (e.g. Excel or a customized Access database), contact COAP before implementation to discuss compatibility.

Timely and complete data are a priority, as noted in the Quality Improvement Plan. Hospitals can resubmit records to correct errors in previous submissions or to submit cases not previously sent; however, hospitals must coordinate such resubmissions with COAP.

1. Complete one paper form or electronic record for each eligible procedure performed during the calendar quarter.
2. Submit all records by the published deadline (generally, one month after the quarter ends)
3. With each quarterly data submission, provide a summary with the following criteria:
 - The number of CABG and PCI procedures (separately) included in the transfer
 - The number of CABG and PCI deaths (separately) included in the transfer
4. Do not e-mail COAP data and/or information. COAP policy prohibits the use of e-mail to transmit information containing hospital, patient, and/or provider identifiers. Send all information, whether electronic (on disk) or paper, via a method with a tracking system (e.g. FedEx, UPS, USPS.)