WESTAT SECURE TRANSFER SYSTEM (WSTS)

Quick Reference

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Westat Secure Transfer System (WSTS) Quick Reference

Welcome to the National Hospital Care Survey (NHCS). Once you receive your username and password for the Westat Secure Transfer System (WSTS), you can log in and follow the directions below to transfer your data. The WSTS is maintained by Westat, an agent of the CDC's National Center for Health Statistics (NCHS). If you need assistance at any point, please contact your Regional Operations Manager.

This document provides step-by-step instructions to upload your files for submission to Westat. There are a few steps you may have to take the first time you log in. For these more detailed instructions, please see the document titled, "Using the Westat Secure Transfer System (WSTS)". If, at any point in time, you need assistance, please contact the Regional Operations Manager assigned to your hospital.

TO UPLOAD UB-04 FILES TO THE WSTS:

1. To transmit your files, go to https://securetransfer2.westat.com. This is the "Westat Secure Transfer System (WSTS)".

2. Enter your username and password and click "Sign On".

If you were able to install the Upload Wizard upon first log in, follow Steps 3–7. If you were unable to install the Upload Wizard, follow Steps 8–12 located on the back of this page.

Steps 3 – 7: Uploading files using Upload Wizard

3. To upload files to the site; click on the link at the bottom of the page to launch the Upload Wizard.

4. Click on the "Add File" button to get a file selection window. Navigate to the folder that contains the file(s) by using the "Look in" drop down. Select one or more files and then click on the "Open" button.

5. Choose your upload options. Either upload files individually or upload all files as one .zip file. If you choose to upload as one .zip file, enter a name for the zip file.

6. Enter documentation in the Notes field. Please enter the following information each time you upload files: number of files submitted, file format, timeframe of files being submitted, and number of claims in the file(s).

7. Click on "Next" to transmit the file(s) to the secure server. You will receive an email confirming that each file is transferred successfully. If you transfer a .zip file, you will only receive one email.

Steps 8 –12: Uploading files not using Upload Wizard

8. To upload files to the site; click on "Browse" at the bottom of the Home Screen.

9. You can only select and upload one file at a time. Choose the first file and click "Open."

10. Back on the Home Screen, enter documentation in the Notes field. Please enter the following information each time you upload files: file format, timeframe of file being submitted, and number of claims in the file.

11. Click on "Upload" to transmit the file to the secure server. You will receive an email confirming that the file was transferred successfully.

12. Repeat this process for additional files you need to transfer.

* Remember, if you need assistance at any point in the transfer process; please contact the Regional Operations Manager Assigned to your hospital.