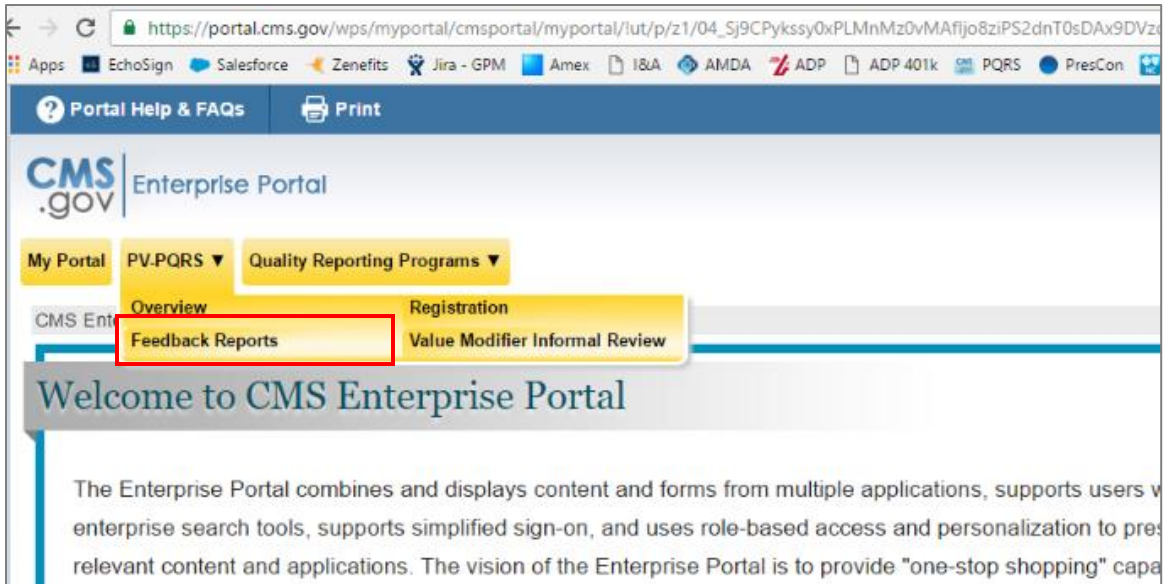


Downloading your Practice's PQRS and QRUR Reports

Step 1: Log into the CMS Enterprise Portal

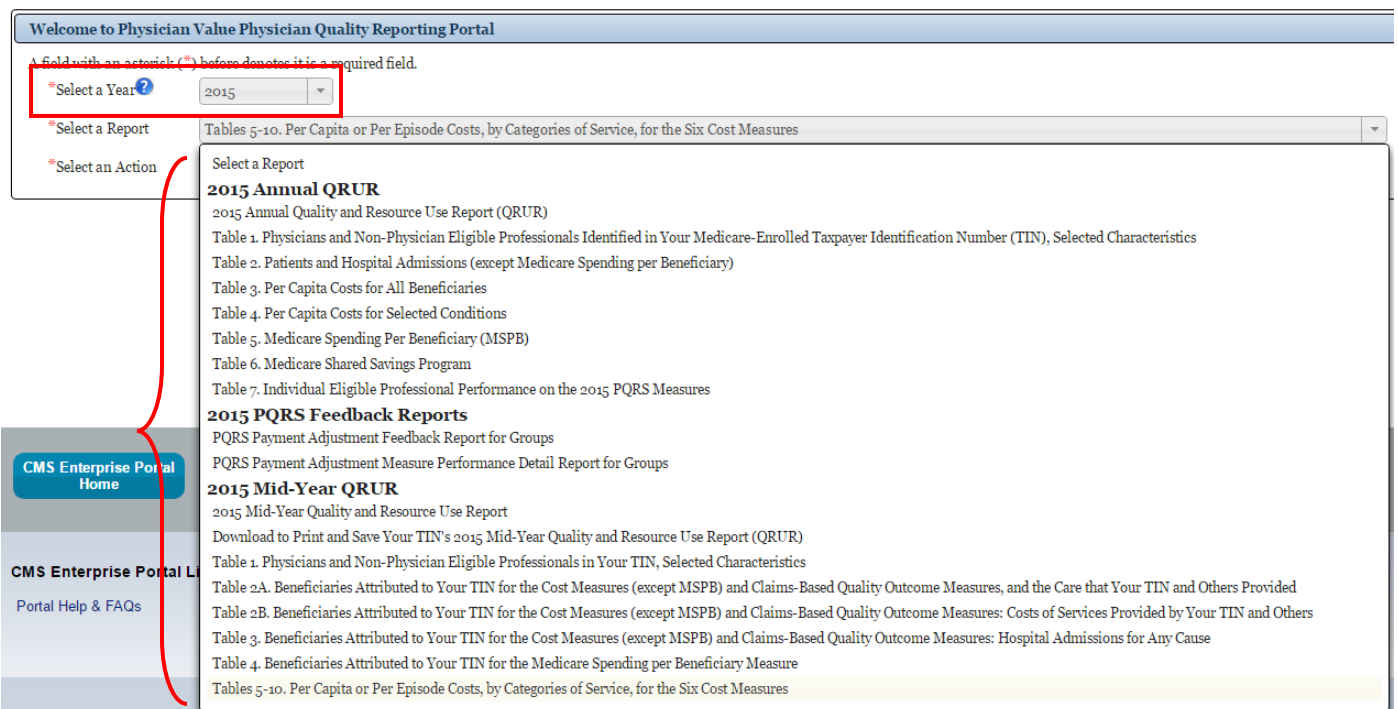
- Log in at: <https://portal.cms.gov/>
- Once logged in, Click on the drop down under 'PV-PQRS'
 - Select 'Feedback Reports'



**If you do not have access to 'PV-PQRS' from your dashboard, follow the directions in Attachment 1*

Step 2: Downloading the Reports


- From the Feedback Reports screen, select the report year and type of report you'd like to view



- Select the format of the report (view or download)

Welcome to Physician Value Physician Quality Reporting Portal

A field with an asterisk (*) before denotes it is a required field.

*Select a Year 

*Select a Report

*Select an Action

Select an Action

[View Online](#)

[Download this report in Excel format](#)

- Confirm your relationship to the group – HIPAA Covered Entity or Business Associate

Physician Quality Reporting System (PQRS) feedback reports is confidential. Your report is safely stored online and accessible only to you (and those you authorize) through the web application. Your report is shared only with others within the practice who have an authorized vested interest in the summarized quality data. Please ensure that these reports are handled appropriately and disposed of to minimize potential Personally Identifiable Information (PII) exposure or Identity Theft risk.

in my capacity as a: *

- HIPAA Covered Entity (CE) provider.

I need to use this information in my work for care coordination and quality improvement purposes that fall within the first and/or second paragraphs of the HIPAA Privacy Rule definition of "Health Care Operations," and I confirm that my request constitutes the "minimum necessary" data to accomplish these purposes.

- Business Associate (BA) of HIPAA CE(s) in accordance with a valid HIPAA Business Associate Agreement that allows us to request individually identifiable health information (IIH) for use in care coordination and quality work on behalf of the HIPAA CE(s).

I need to use this information in my work for care coordination and quality improvement purposes that fall within the first and/or second paragraphs of the HIPAA Privacy Rule definition of "Health Care Operations" on behalf of the HIPAA CE(s), and I confirm that my request constitutes the "minimum necessary" data to accomplish these purposes.

- Move over the TIN for the group's report you'd like to view, and click 'Export'


TIN (Required)

Please select a TIN.

This prompt allows only one selection.

Search for: Match case

Available:

 Selected: (none)	<input type="button" value=">"/>
	<input type="button" value=">>"/>
	<input type="button" value="<"/>
	<input type="button" value="<<"/>

1 - 1 of 1

Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

I. Introduction

This guide is for users who have an Enterprise Identity Data Management (EIDM) account. This guide provides step-by-step instructions on how users can request a role to access the ‘Physician Quality and Value Programs’ application in the CMS Enterprise Portal using their existing EIDM account.

Note: Do not use this guide (1) if you do not have an EIDM account, or (2) if you had an Individuals Authorized Access to the CMS Computer Services (IACS) account, but never logged into EIDM with a Physician Value – Physician Quality Reporting System (PV-PQRS) role. Please visit <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html> to determine which guide you should use based on your needs.

- A. Before requesting a ‘Physician Quality and Value Programs’ role for your EIDM account, you will first need to determine which **one** of the following four user roles you want to request:
- **Security Official role:** The Security Official role allows the user to perform the following tasks on behalf of a group practice:
 - Register the group practice to participate in the Physician Quality Reporting System (PQRS) Group Practice Reporting Option (GPRO);
 - Obtain the group practice’s Mid-Year and Annual Quality and Resource User Report (QRUR), Supplemental QRUR, and PQRS Feedback Report;
 - Submit a Value Modifier Informal Review Request on behalf of the group practice; and
 - Approve requests for the ‘Group Representative’ role in the EIDM.
 - **Group Representative role:** The Group Representative role allows the user to perform the following tasks on behalf of a group practice:
 - Register the group practice to participate in the PQRS GPRO;
 - Obtain the group practice’s Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and
 - Submit a Value Modifier Informal Review Request on behalf of the group practice.
- Note:** Group practices are identified in the EIDM by their Medicare billing Taxpayer Identification Number (TIN). A group practice consists of **two or more eligible professionals** (as identified by their National Provider Identifier [NPI]) that bill under the TIN. To find out if a group practice is already registered in the EIDM and who is the group practice’s Security Official, please contact the QualityNet Help Desk and provide the group practice’s TIN and the name of the group practice.
- **Individual Practitioner role:** The Individual Practitioner role allows the user to perform the following tasks on behalf of a solo practitioner:
 - Obtain the solo practitioner’s Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report;
 - Submit a Value Modifier Informal Review Request on behalf of a solo practitioner; and
 - Approve requests for the ‘Individual Practitioner Representative’ role in the EIDM.
 - **Individual Practitioner Representative role:** The Individual Representative role allows the user to perform the following task on behalf of the solo practitioner:
 - Obtain a solo practitioner’s QRUR, Supplemental QRUR and PQRS Feedback Report; and
 - Submit a Value Modifier Informal Review Request on behalf of a solo practitioner.

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Note: Solo Practitioners are identified in the EIDM by their Medicare billing TIN and rendering NPI. A solo practitioner consists of **only one eligible professional** (as identified by the NPI) that bills under the TIN. To find out if a solo practitioner is already registered in the EIDM and who is the solo practitioner’s Individual Practitioner, please contact the QualityNet Help Desk and provide the solo practitioner’s TIN and the name of the solo practitioner.

Information about registering to participate in the PQRS GPRO and obtaining QRURs is available at <http://www.cms.gov/PhysicianFeedbackProgram>.

- B. Please gather the following information before you begin the process for requesting a ‘Physician Quality and Value Programs’ user role:
- **Security Official:**
 - **Organization Information:** Group practice’s Medicare billing TIN, Legal Business Name, Rendering NPIs for **two different** eligible professionals who bill under the TIN and their corresponding individual Provider Transaction Access Numbers (PTANs) (*do not use the GROUP NPI or GROUP PTAN*), Address, City, State, Zip Code, and Phone Number.
 - **Group Representative:**
 - **Organization Information:** Group practice’s Medicare billing TIN; or the Legal Business Name and the State; or the Legal Business Name and the Street Address.
 - **Individual Practitioner:**
 - **Professional Information:** Solo practitioner’s First Name, Solo practitioner’s Last Name, Legal Business Name, Solo practitioner’s Medicare billing TIN, Solo practitioner’s rendering NPI and the corresponding individual PTAN (*do not use the GROUP NPI or GROUP PTAN*), Address, City, State, Zip Code and Phone Number.
 - **Individual Practitioner Representative:**
 - **Professional Information:** Solo practitioner’s Medicare billing TIN; or the Legal Business Name, and the State; or the Legal Business Name and the Street Address.
- C. **Step-by-Step Instructions:** You have **twenty-five (25) minutes** to complete each screen (unless a different time is noted on the screen). Otherwise, you will lose all of the information you entered and will need to start the process again.

II. Questions

For questions related to setting up an EIDM account, please contact the QualityNet Help Desk at:

- Monday – Friday: 8:00 am – 8:00 pm EST
- Phone: (866) 288-8912 (TTY 1-877-715-6222)
- Email: qnetsupport@hcqis.org

For additional information on how to sign up for a new EIDM account and how to request a role to access the ‘Physician Quality and Value Programs’ application using the EIDM, please visit <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html>.

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User


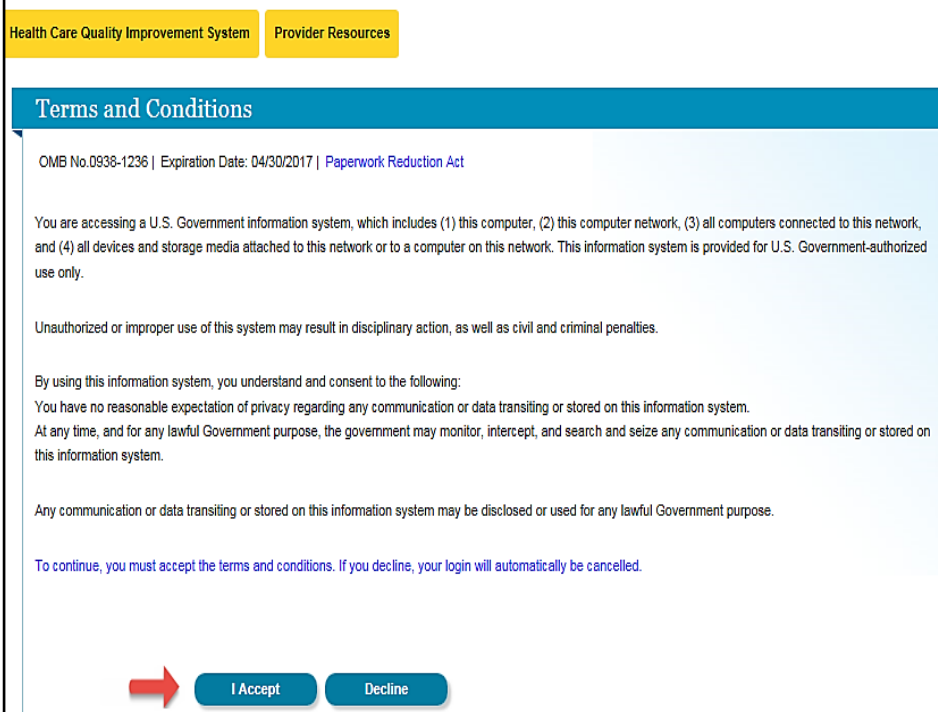
III. Table of Content

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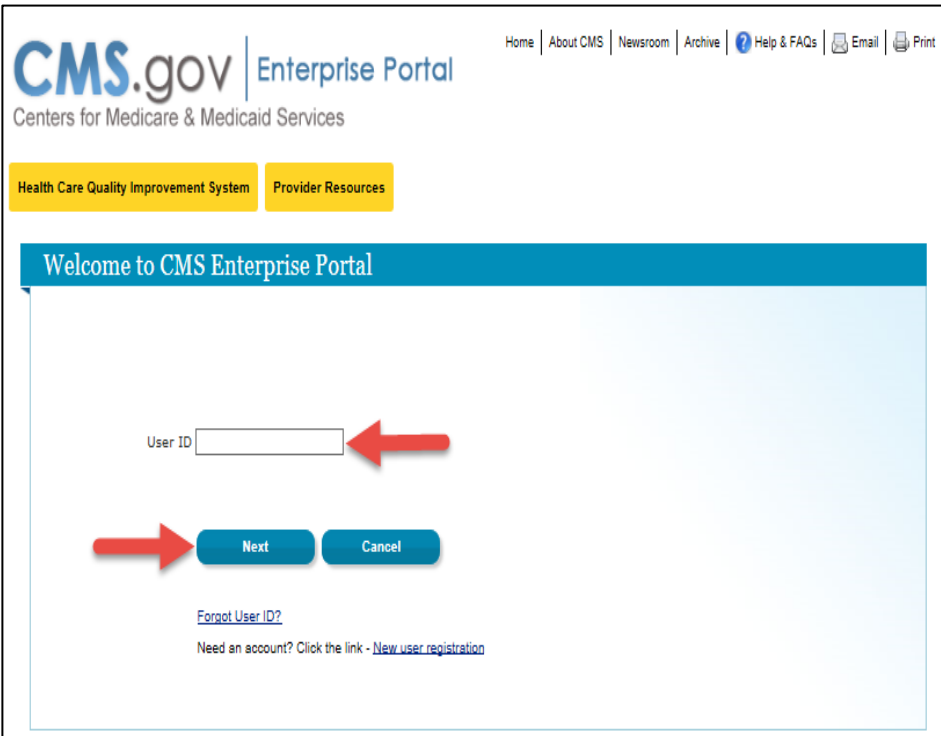
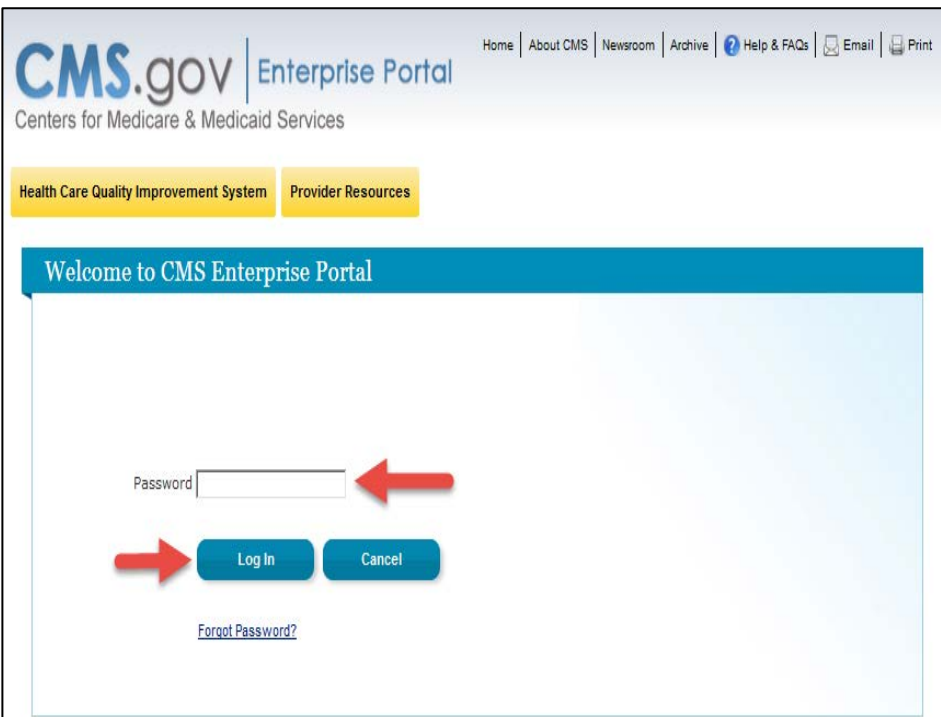
Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

IV. Getting Started - Please follow each step listed below unless otherwise noted.

Steps	Screenshots
<p>1. Go to https://portal.cms.gov and select Login to CMS Secure Portal.</p> <p>Note: The CMS Enterprise Portal supports the following internet browsers:</p> <ul style="list-style-type: none"> • Internet Explorer 8 (without compatibility mode) • Internet Explorer 9 (without compatibility mode) • Internet Explorer 10 (without compatibility mode) • Internet Explorer 11 (without compatibility mode) • Mozilla-Firefox • Chrome • Safari <p>Enable JavaScript and adjust any zoom features to ensure you are not seeing the screen in too wide of a view.</p>	
<p>2. Read the Terms and Conditions and select <i>I Accept to continue.</i></p>	

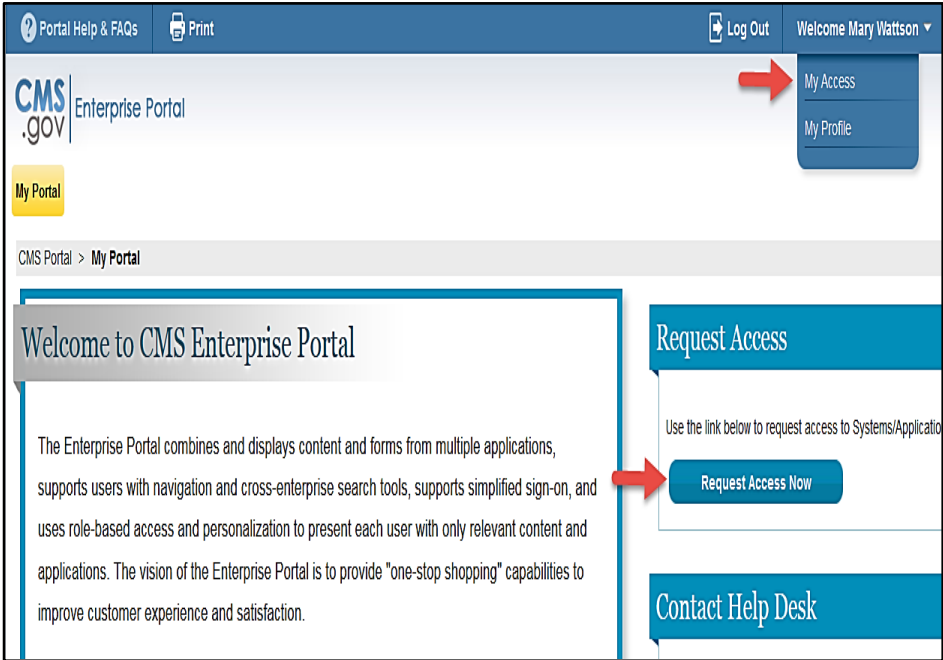
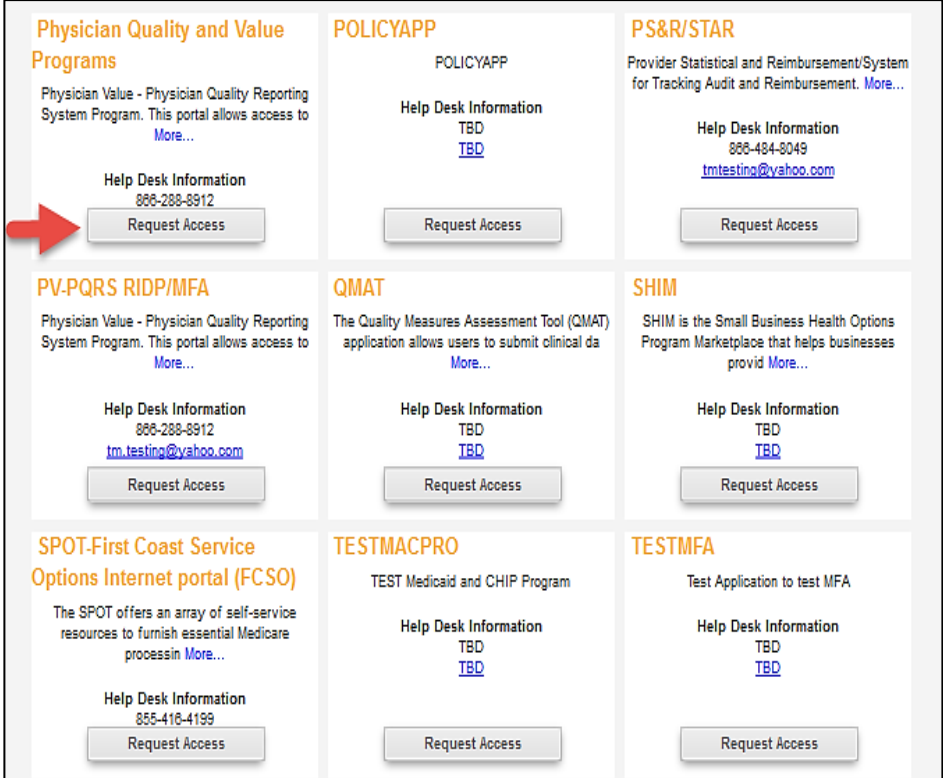
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>3. Enter your EIDM User ID and select Next on the Welcome to CMS Enterprise Portal screen.</p>	
<p>4. Enter your EIDM Password and select Log In.</p>	

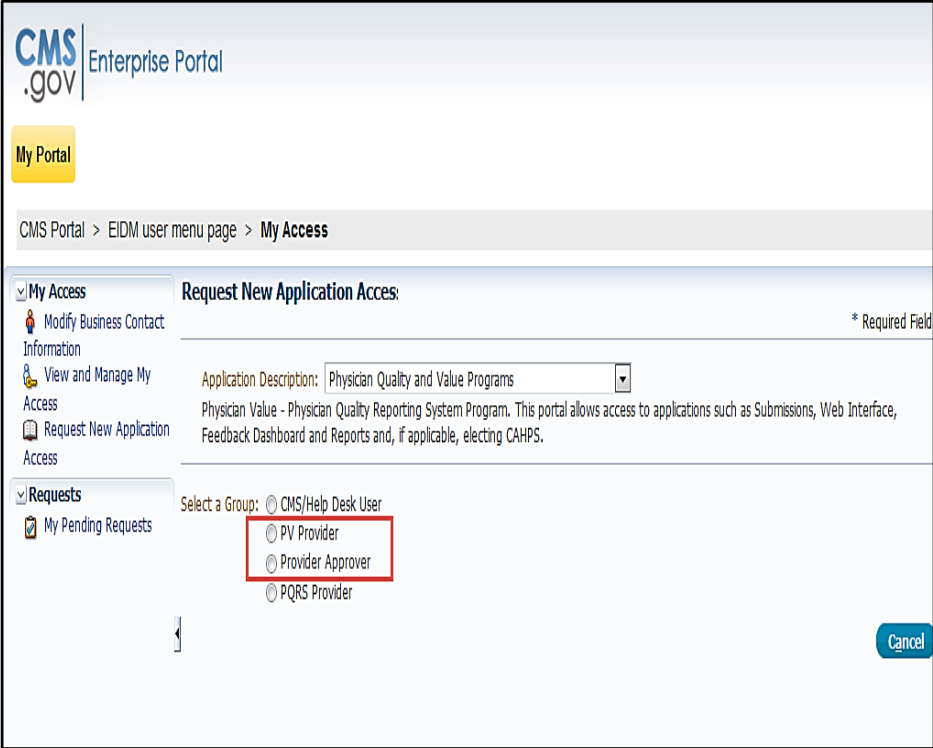

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>5. Select Request Access Now under Request Access to begin the process of requesting a new user role.</p> <p>Note: You may also select your username and then select My Access from the drop-down menu to begin the process of requesting a new user role.</p>	
<p>6. Select Request Access for the Physician Quality and Value Programs application within the Access Catalog.</p> <p>Note: The Access Catalog list presented is in alphabetical order. Scroll down until you find the Physician Quality and Value Programs application or enter the first few letters of the application in the Access Catalog text box to narrow down the selection criteria.</p>	

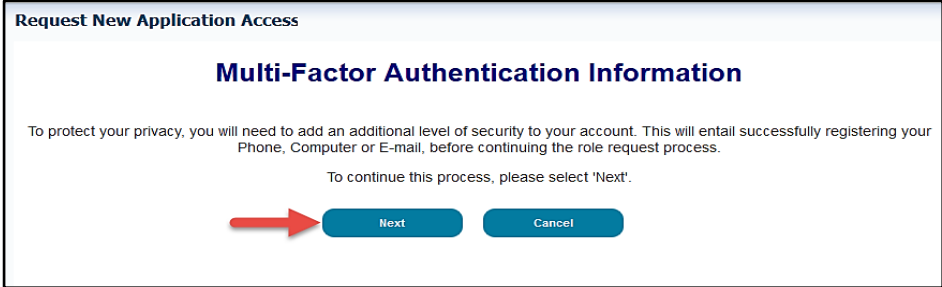
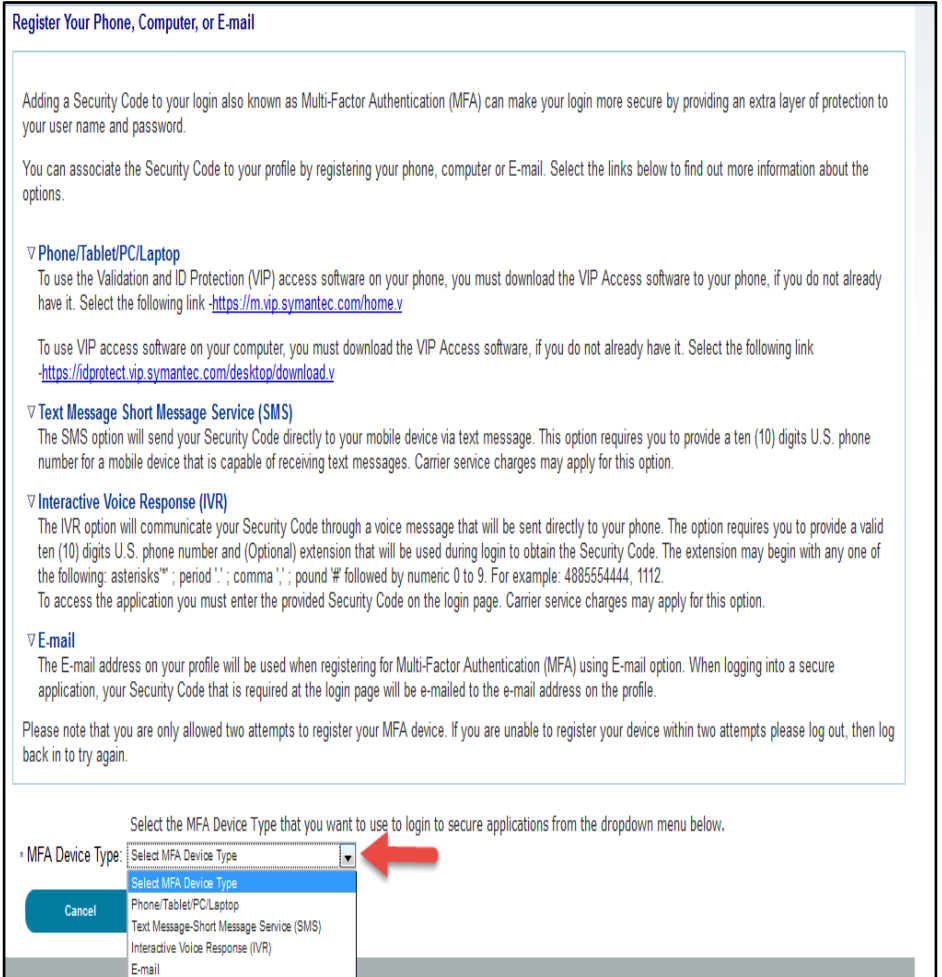
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>7. (a) Under Select a Group, choose Provider Approver, if you are requesting Security Official or Individual Practitioner role OR (b) Choose PV Provider, if you are requesting Group Representative or Individual Practitioner Representative role.</p> <p>Note: The Select a Role option will be visible after making a selection for the Select a Group option. The Next button will be visible after making a selection for Select a Role option.</p>	
<p>8. Select the appropriate role you want to request from the Select a Role drop-down menu.</p>	

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
	<p style="text-align: center;">Multi-Factor Authentication (MFA)</p> <p>Please follow steps 9 to 12 to register for MFA. MFA is an approach to security authentication which requires users to provide more than one form of verification in order to prove their identity. MFA registration is required only once when you are requesting a user role, but will be verified every time you log into the CMS Enterprise Portal. Additional information on how the MFA process works can be found at http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html</p>
<p>9. Select <i>Next</i> to begin registration for the Multi-Factor Authentication process.</p>	 <p>The screenshot shows a web page titled "Request New Application Access" with a sub-header "Multi-Factor Authentication Information". The text explains that to protect privacy, an additional security level is required. It instructs the user to select "Next" to continue. A red arrow points to the "Next" button.</p>
<p>10. Read the Register Your Phone, Computer, or E-mail notification and then select an option from the MFA Device Type drop-down menu.</p> <p>Note: If selecting Phone/Tablet/PC/Laptop as MFA Device Type, you will first need to ensure you have the appropriate VIP Access software downloaded to your device. The VIP Access software can be downloaded via the Symantec Site (link is provided on your screen). Refer to the link on the screen to make selection. If the VIP Access software is not installed on your device, you will be unable to complete the Multi-Factor Authentication process.</p>	 <p>The screenshot shows a page titled "Register Your Phone, Computer, or E-mail". It provides instructions on adding a security code for MFA. It lists four options: Phone/Tablet/PC/Laptop, Text Message Short Message Service (SMS), Interactive Voice Response (IVR), and E-mail. At the bottom, there is a dropdown menu labeled "MFA Device Type" with a red arrow pointing to it. The dropdown menu is open, showing the following options: "Phone/Tablet/PC/Laptop", "Text Message-Short Message Service (SMS)", "Interactive Voice Response (IVR)", and "E-mail".</p>

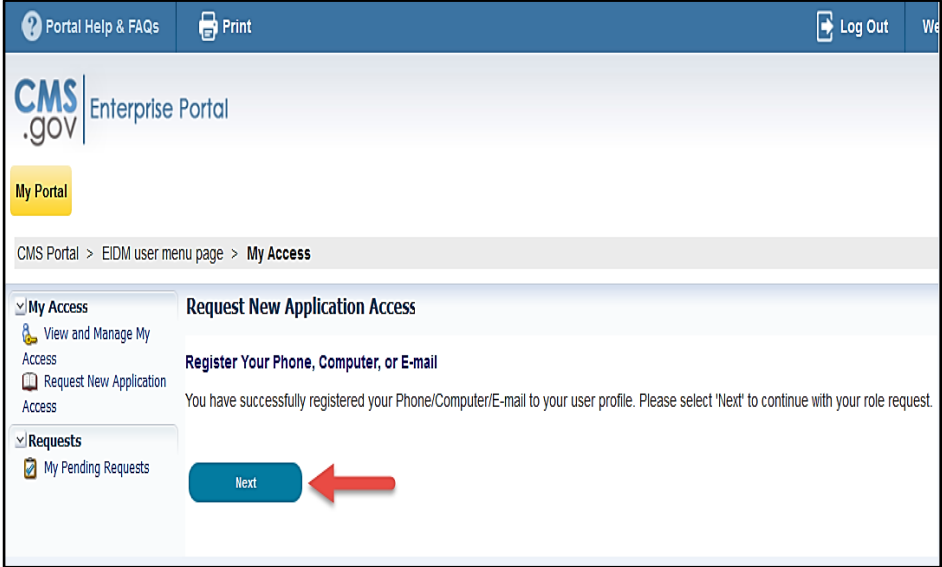
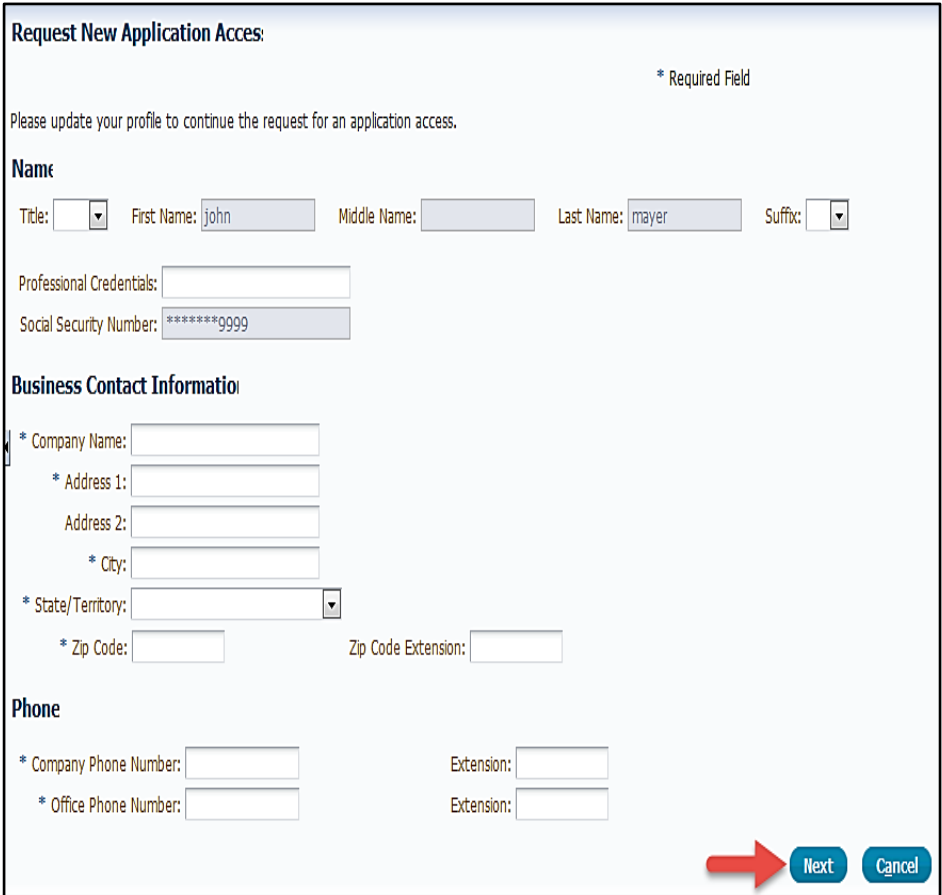
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
<p>11. (a) If selecting Phone/Tablet/PC/Laptop as MDA Device Type, enter the alphanumeric code that displays under the label Credential ID on your device. Enter the MFA Device Description which is a nick-name that can help you identify your device.</p> <p style="text-align: center;">OR</p> <p>(b) If selecting E-mail –as MFA Device Type, the E-mail address on your profile will automatically be used for the E-mail option to obtain the security code. Enter the MFA Device Description.</p> <p style="text-align: center;">OR</p> <p>(c) If selecting Text Message – Short Message service (SMS) as MFA Device Type, enter the Phone Number that will be used to obtain the security code and the MFA Device Description.</p> <p style="text-align: center;">OR</p> <p>(d) If selecting Voice Message – Interactive Voice Response (IVR) as MFA Device Type, enter the Phone Number and Extension that will be used to obtain the security code. Enter the MFA Device Description.</p> <p>Select Next to continue.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="margin: 0;">Register Your Phone, Computer, or E-mail</p> <p style="font-size: small; margin: 5px 0;">Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password.</p> <p style="font-size: small; margin: 5px 0;">You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.</p> <p style="margin: 5px 0;"> ▽ Phone/Tablet/PC/Laptop <small>To use the Validation and ID Protection (VIP) access software on your phone, you must download the VIP Access software to your phone, if you do not already have it. Select the following link -https://m.vip.symantec.com/home.v</small> </p> <p style="margin: 5px 0;"> ▽ Text Message Short Message Service (SMS) <small>To use VIP access software on your computer, you must download the VIP Access software, if you do not already have it. Select the following link -https://idprotect.vip.symantec.com/desktop/download.v</small> </p> <p style="margin: 5px 0;"> ▽ Text Message Short Message Service (SMS) <small>The SMS option will send your Security Code directly to your mobile device via text message. This option requires you to provide a ten (10) digits U.S. phone number for a mobile device that is capable of receiving text messages. Carrier service charges may apply for this option.</small> </p> <p style="margin: 5px 0;"> ▽ Interactive Voice Response (IVR) <small>The IVR option will communicate your Security Code through a voice message that will be sent directly to your phone. The option requires you to provide a valid ten (10) digits U.S. phone number and (Optional) extension that will be used during login to obtain the Security Code. The extension may begin with any one of the following: asterisks"*"; period "."; comma ","; pound "#" followed by numeric 0 to 9. For example: 4885554444, 1112. <small>To access the application you must enter the provided Security Code on the login page. Carrier service charges may apply for this option.</small> </small></p> <p style="margin: 5px 0;"> ▽ E-mail <small>The E-mail address on your profile will be used when registering for Multi-Factor Authentication (MFA) using E-mail option. When logging into a secure application, your Security Code that is required at the login page will be e-mailed to the e-mail address on the profile.</small> </p> <p style="font-size: x-small; margin: 5px 0;">Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.</p> <div style="margin-top: 10px; border: 1px solid #ccc; padding: 5px;"> <p style="text-align: center; font-size: x-small;">Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.</p> <p style="margin: 5px 0;">* MFA Device Type: Phone/Tablet/PC/Laptop</p> <p style="margin: 5px 0; font-size: x-small;">Enter the alphanumeric code that displays under the label Credential ID on your device.</p> <p style="margin: 5px 0;">* Credential ID: <input style="width: 100px;" type="text"/></p> <p style="margin: 5px 0;">* MFA Device Description: <input style="width: 100px;" type="text"/></p> <p style="margin: 5px 0; text-align: center;"> Cancel Next </p> </div> </div>

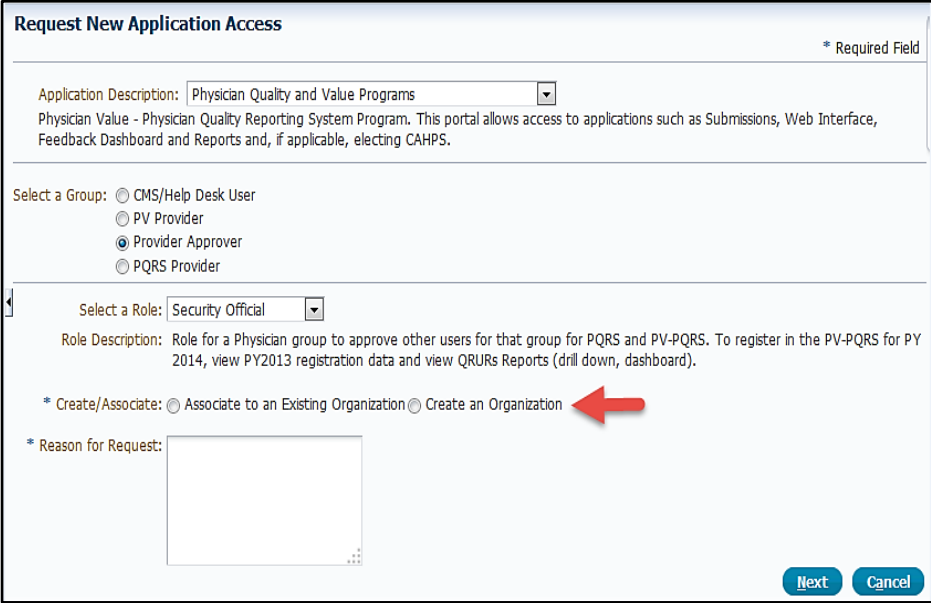
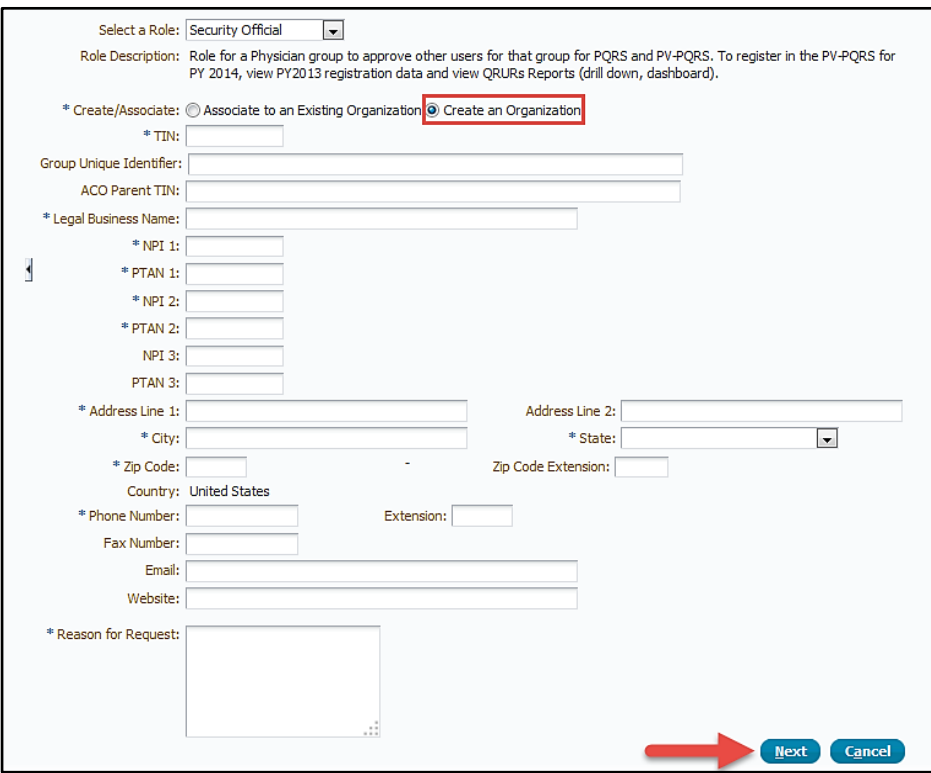
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>12. Your registration for the Multi-Factor Authentication is now complete. Select Next to proceed to request a user role in order to access the 'Physician Quality and Value Programs' application.</p> <p>Note: You will receive an E-mail notification for successfully registering the MFA credential type.</p>	
<p>13. Enter the required information under Business Contact Information and Phone sections and select Next.</p> <p>Note: The information under the Name section will be pre-populated.</p> <ul style="list-style-type: none"> If you are requesting a Security Official role, go to step 14. If you are requesting a Group Representative role, go to step 21. If you are requesting an Individual Practitioner role, go to step 24. If you are requesting an Individual Practitioner Representative role, go to step 31. 	

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
Follow Steps 14 to 20 to Request a 'Security Official' Role	
<p>14. (a) If you are the first person in your group practice to sign up for the Security Official role and register your group practice in the EIDM, select Create an Organization. Then, proceed to Step 15.</p> <p style="text-align: center;">OR</p> <p>(b) If you are signing up for a Security Official role and your group practice already exists in the EIDM, select Associate to an Existing Organization. Then, proceed to Step 18.</p>	 <p>The screenshot shows the 'Request New Application Access' form. The 'Application Description' is 'Physician Quality and Value Programs'. Under 'Select a Group', 'Provider Approver' is selected. Under 'Select a Role', 'Security Official' is selected. In the '* Create/Associate:' section, 'Associate to an Existing Organization' is selected, indicated by a red arrow. The 'Reason for Request' field is empty. 'Next' and 'Cancel' buttons are at the bottom right.</p>
<p>15. If selecting Create an Organization as the Create/Associate option, enter the following required information for the group practice:</p> <ul style="list-style-type: none"> • Medicare Billing TIN • Legal Business Name • NPI 1 • PTAN 1 • NPI 2 • PTAN 2 • Address • City • State • Zip Code • Phone Number • Reason for Request <p>Select Next.</p> <p>Note: In this section, enter your group practice's Medicare billing TIN; enter rendering NPIs for two different eligible</p>	 <p>The screenshot shows the 'Request New Application Access' form with the 'Create an Organization' radio button selected and highlighted with a red box. The form includes fields for TIN, Group Unique Identifier, ACO Parent TIN, Legal Business Name, NPIs, PTANs, Address, City, State, Zip Code, Phone Number, Fax Number, Email, and Website. The 'Reason for Request' field is empty. A red arrow points to the 'Next' button at the bottom right.</p>

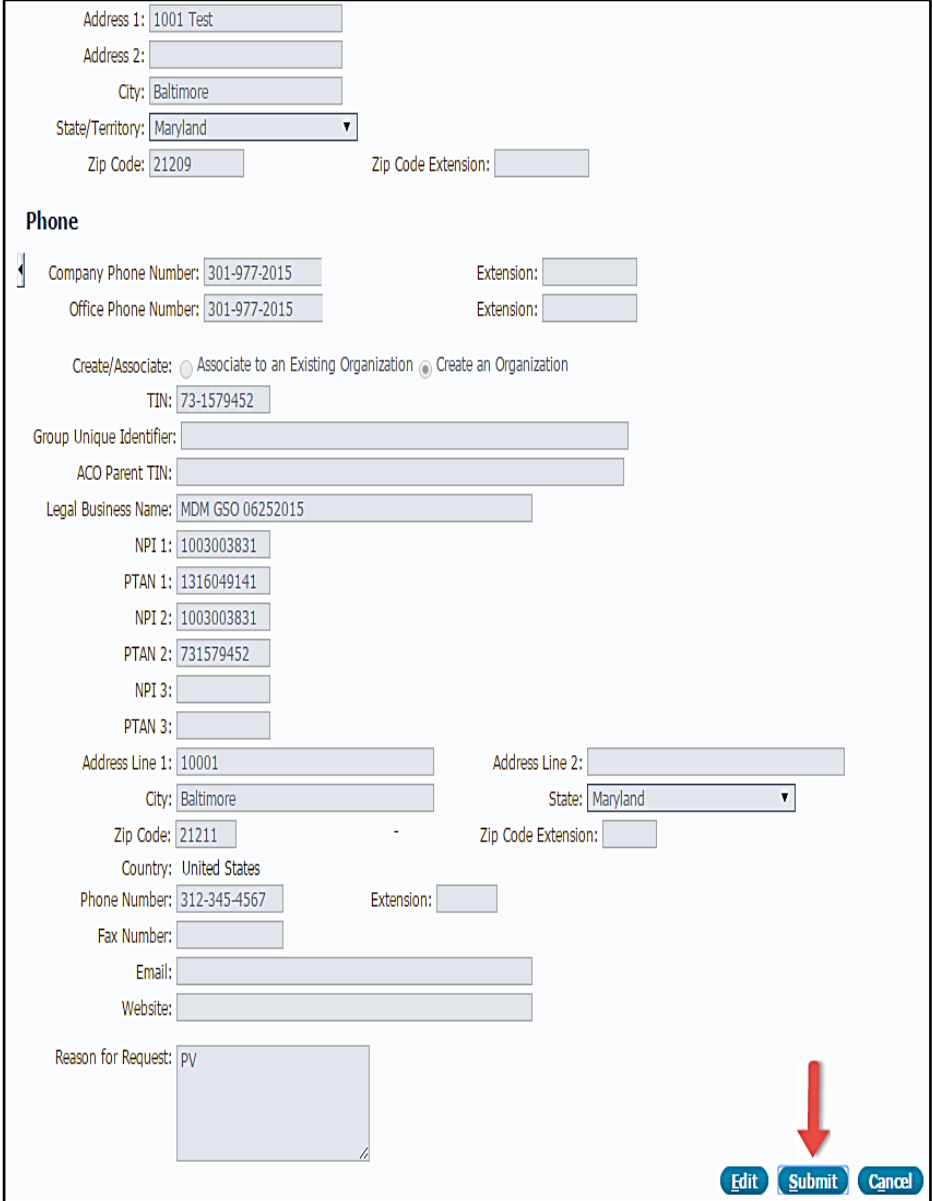
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
<p>professionals who bill under the TIN (do not use the <u>group</u> NPI) and enter their corresponding individual PTANs (do not use the <u>group</u> PTAN); and enter the remaining required information.</p> <p>Example: Healthy Clinic with Medicare billing TIN 74-7575757 has ten eligible professionals in the group. Enter the rendering NPI and individual PTAN combinations for two of the eligible professionals: Dr. Smith and Dr. Beaver.</p> <ul style="list-style-type: none"> • Dr. Smith’s rendering NPI is 4545454545 and the corresponding individual PTAN is G676767676. <p>Note: PTANs are alphanumeric therefore, enter the alpha characters.</p> <ul style="list-style-type: none"> • Dr. Beaver’s rendering NPI is 2525252525 and the corresponding individual PTAN is 0012789456. <p>Note: All leading zeros in the PTAN should be entered.</p>	

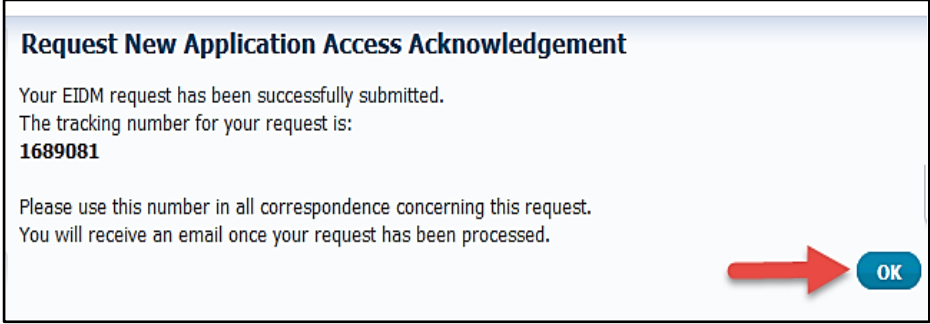

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>16. Verify the information on the Verification screen and select Submit.</p>	 <p>The screenshot shows a verification form with the following fields and values:</p> <ul style="list-style-type: none">Address 1: 1001 TestAddress 2: [Redacted]City: BaltimoreState/Territory: MarylandZip Code: 21209Zip Code Extension: [Redacted]PhoneCompany Phone Number: 301-977-2015Extension: [Redacted]Office Phone Number: 301-977-2015Extension: [Redacted]Create/Associate: <input type="radio"/> Associate to an Existing Organization <input checked="" type="radio"/> Create an OrganizationTIN: 73-1579452Group Unique Identifier: [Redacted]ACO Parent TIN: [Redacted]Legal Business Name: MDM GSO 06252015NPI 1: 1003003831PTAN 1: 1316049141NPI 2: 1003003831PTAN 2: 731579452NPI 3: [Redacted]PTAN 3: [Redacted]Address Line 1: 10001Address Line 2: [Redacted]City: BaltimoreState: MarylandZip Code: 21211Zip Code Extension: [Redacted]Country: United StatesPhone Number: 312-345-4567Extension: [Redacted]Fax Number: [Redacted]Email: [Redacted]Website: [Redacted]Reason for Request: pv <p>At the bottom right, there are three buttons: Edit, Submit, and Cancel. A red arrow points to the Submit button.</p>

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>17. (a) You have successfully applied for the Security Official role.</p> <p>(b) If your role request is automatically approved, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none">• Register the group practice to participate in the PQRS GPRO;• Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and• Submit an informal review request on behalf of the group practice. <p>A confirmation E-mail will be sent shortly after the submission confirmation message.</p> <p>Note: You have three (3) attempts to enter two valid NPI/PTAN combinations for two different eligible professionals who bill under the TIN. If the information is a confirmed match, the request will be automatically approved. If you exceed these attempts, your request will be sent to the QualityNet Help Desk for manual approval. The QualityNet Help Desk will contact you for further assistance within two (2) business days.</p>	 <p>Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <p> OK</p>

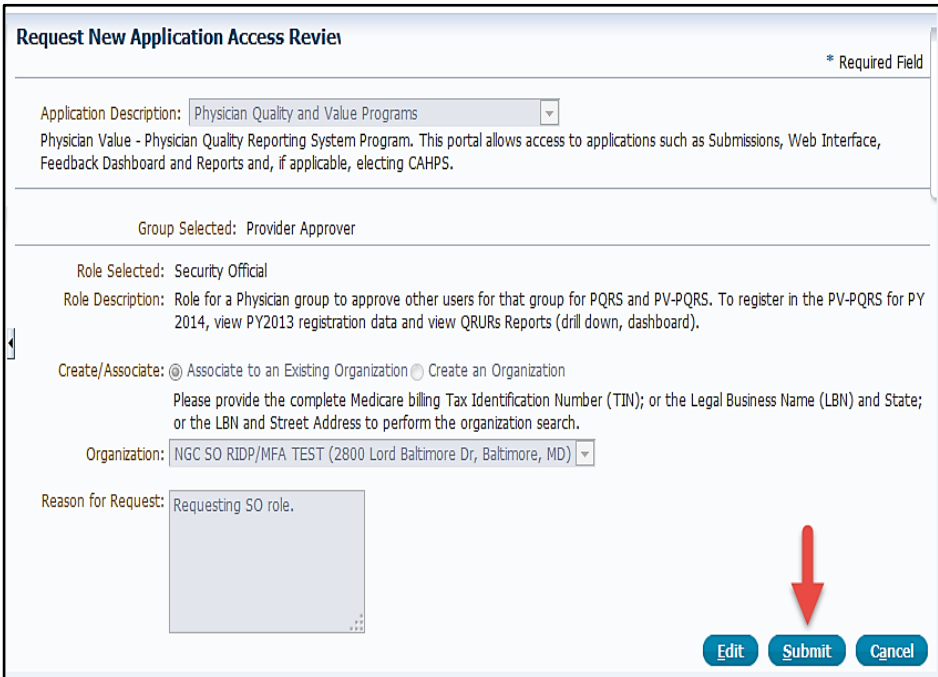
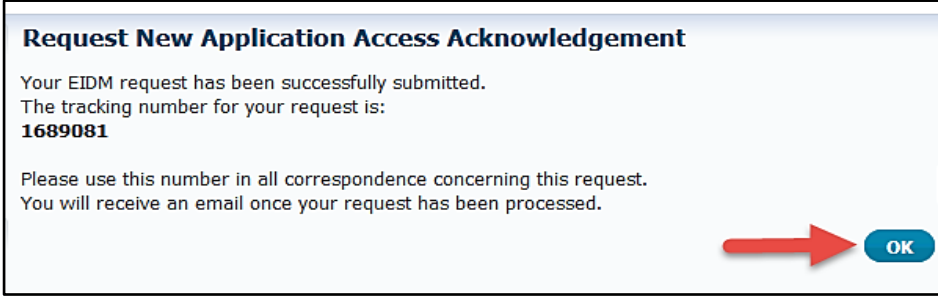
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
<p>18. (a) If selecting <i>Associate to an Existing Organization</i> as the Create/Associate option, enter one of the following information for the group practice:</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select your group practice from the Organization drop-down menu. Enter Reason for Request and select Next.</p> <p>Note: If your group practice cannot be found, please verify that your group practice already has a user with an approved Security Official role and you entered the group practice’s Medicare billing TIN correctly. If you do not know the Security Official, contact the QualityNet Help Desk.</p>	

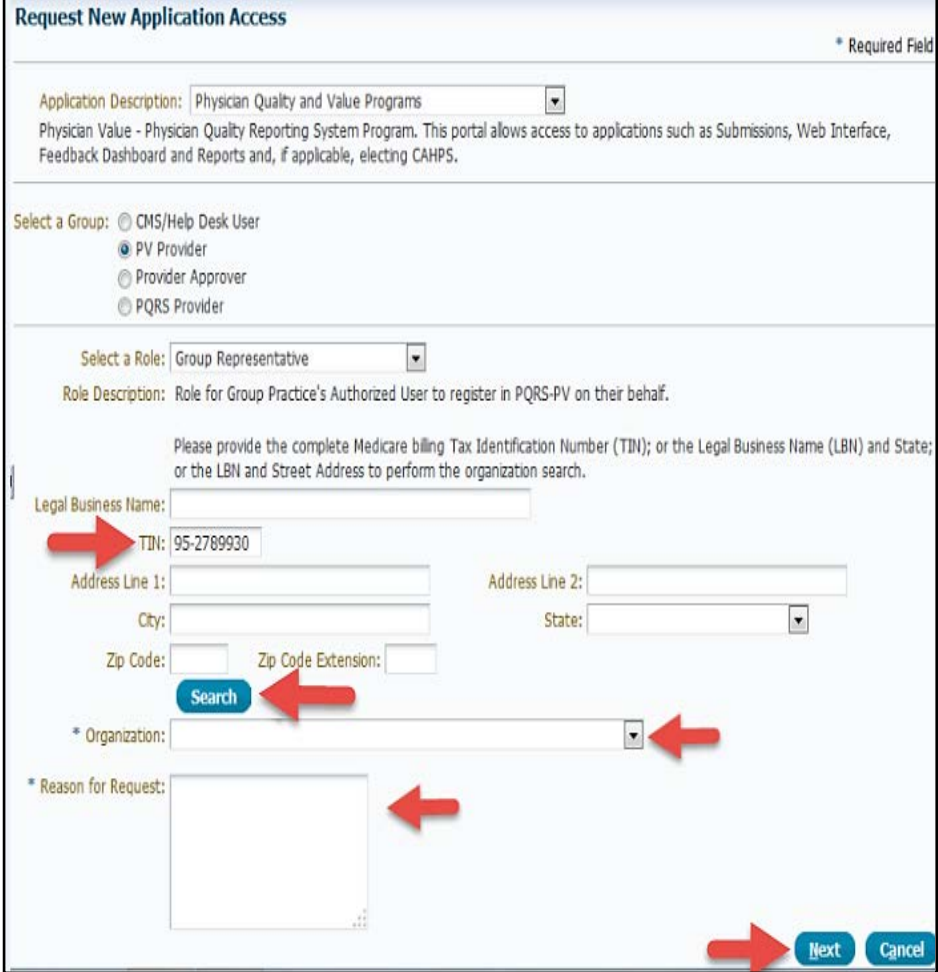
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>19. Verify the information on the Verification screen and select Submit.</p>	 <p>Request New Application Access Review * Required Field</p> <p>Application Description: <input type="text" value="Physician Quality and Value Programs"/> ▼ Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.</p> <p>Group Selected: Provider Approver</p> <p>Role Selected: Security Official Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard).</p> <p>Create/Associate: <input checked="" type="radio"/> Associate to an Existing Organization <input type="radio"/> Create an Organization Please provide the complete Medicare billing Tax Identification Number (TIN); or the Legal Business Name (LBN) and State; or the LBN and Street Address to perform the organization search.</p> <p>Organization: <input type="text" value="NGC SO RIDP/MFA TEST (2800 Lord Baltimore Dr, Baltimore, MD)"/> ▼</p> <p>Reason for Request: <input type="text" value="Requesting SO role."/> <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/></p>
<p>20. (a) You have successfully applied for the Security Official role.</p> <p>Note: Another Security Official from your group practice must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Register the group practice to participate in the PQRS GPRO; • Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit an informal review request on behalf of the group practice. 	 <p>Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <p style="text-align: right;"><input type="button" value="OK"/></p>

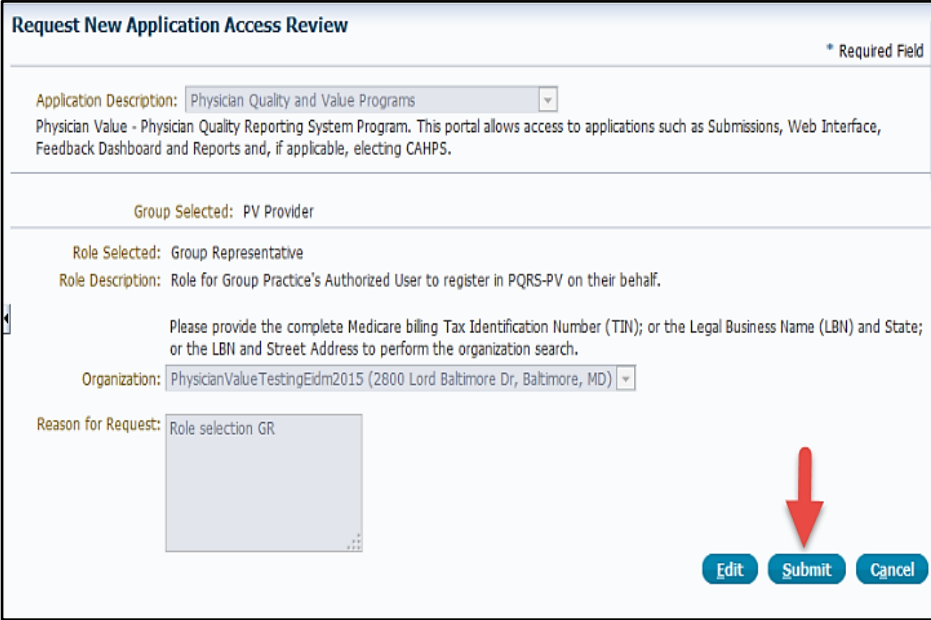
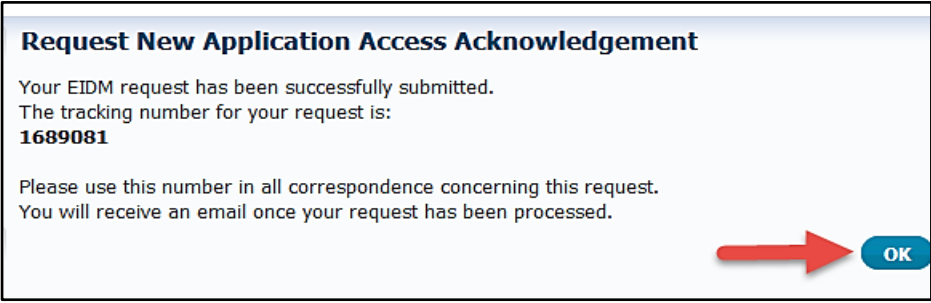
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
Follow Steps 21 to 23 to Request a ‘Group Representative’ Role	
<p>21. (a) Enter one of the following information for the group practice.</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select <i>Search</i>.</p> <p>(c) Select your group practice from the Organization drop-down menu. Enter <i>Reason for Request</i> and select <i>Next</i>.</p> <p>Note: If your group practice cannot be found, please verify that your group practice already has a user with an approved Security Official role and you entered the group practice’s Medicare billing TIN correctly. If you do not know your Security Official, contact the QualityNet Help Desk.</p>	 <p>The screenshot shows the 'Request New Application Access' form. It includes a dropdown for 'Application Description' set to 'Physician Quality and Value Programs'. Under 'Select a Group', 'PV Provider' is selected. 'Select a Role' is set to 'Group Representative'. The 'Role Description' is 'Role for Group Practice's Authorized User to register in PQRS-PV on their behalf.' The form asks for either a Medicare billing TIN (95-2789930 is entered) or legal business name and address. A 'Search' button is highlighted with a red arrow. Below it is an 'Organization' dropdown menu with a red arrow pointing to it. At the bottom, there is a 'Reason for Request' text area with a red arrow pointing to it, and 'Next' and 'Cancel' buttons with a red arrow pointing to the 'Next' button.</p>

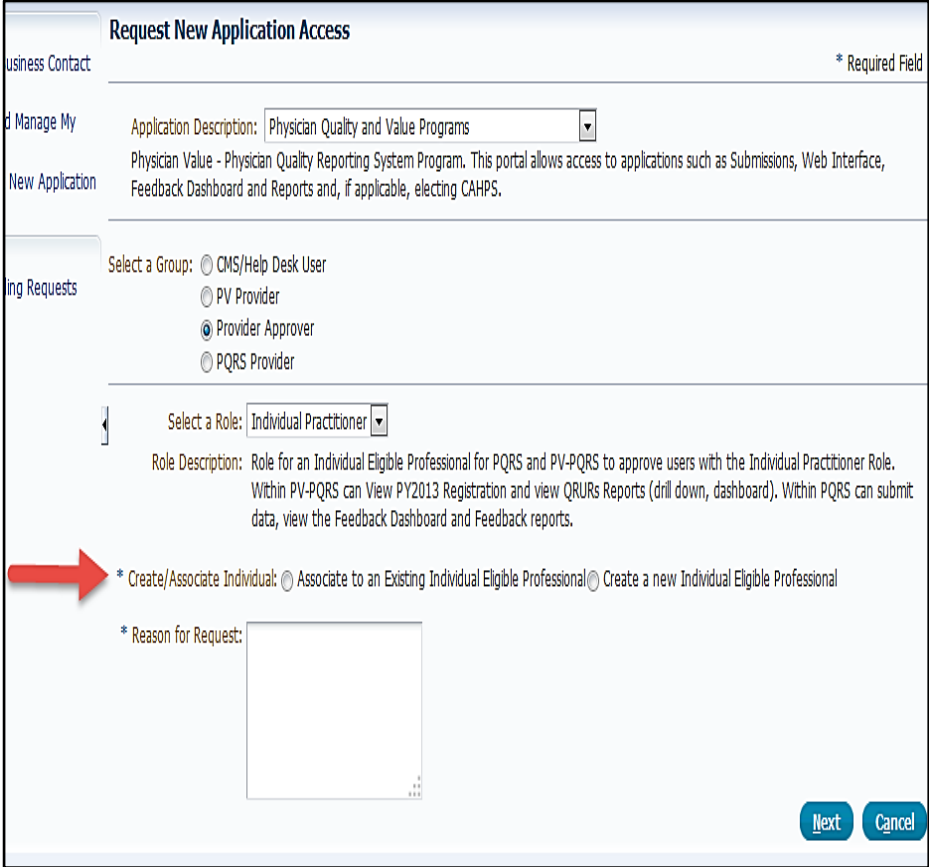
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>22. Verify the information on the Verification screen and select Submit.</p>	
<p>23. (a) You have successfully applied for the Group Representative role.</p> <p>Note: A Security Official from your group practice must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Register the group practice to participate in the PQRS GPRO; • Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit an informal review request on behalf of the group practice. 	

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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
Follow Steps 24 to 30 to Request an ‘Individual Practitioner’ Role	
<p>24. (a) If you are the first person (the solo practitioner or an authorized representative of the solo Practitioner) to sign up for an Individual Practitioner role on behalf of a solo practitioner and register the solo practitioner in the EIDM, select Create a New Individual Eligible Professional. Then, proceed to Step 25.</p> <p style="text-align: center;">OR</p> <p>(b) If you are signing up for an Individual Practitioner role and the solo practitioner already exists in the EIDM, select Associate to an Existing Individual Eligible Professional. Then proceed to Step 28.</p>	

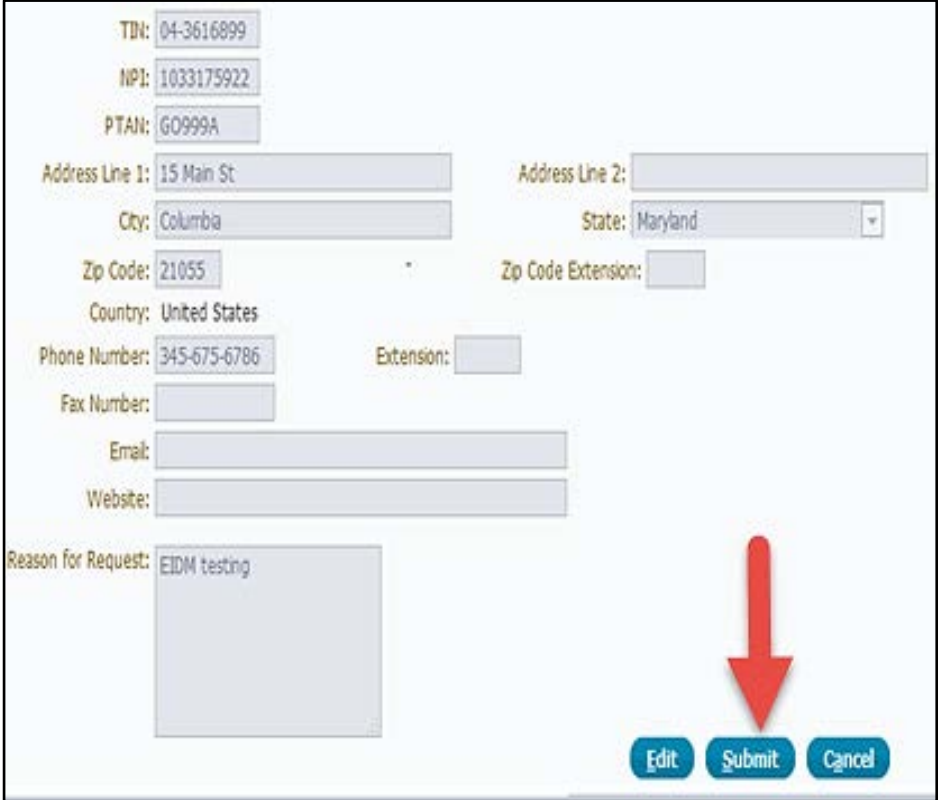
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>25. If selecting <i>Create a new Individual Eligible Professional</i> as the Create/Associate Individual option, enter the following required information for the solo practitioner:</p> <ul style="list-style-type: none"> Individual Eligible Professional's (Solo Practitioner's) First Name Individual Eligible Professional's (Solo Practitioner's) Last Name Legal Business Name Medicare Billing TIN Rendering NPI Individual PTAN Address City State Zip Code Phone Number Reason for Request <p>Select <i>Next</i>.</p> <p>Note: In this section, enter the solo practitioner's Medicare billing TIN, rendering NPI, and the corresponding individual PTAN (do not use the GROUP NPI or GROUP PTAN); and enter the remaining required information.</p> <p>Note: PTANs are alphanumeric therefore, enter the alpha characters. All leading zeros in the PTAN should be entered.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Select a Role: <input style="width: 100px;" type="text" value="Individual Practitioner"/> ▼</p> <p>Role Description: Role for an Individual Eligible Professional for PQRS and PV-PQRS to approve users with the Individual Practitioner Role. Within PV-PQRS can View PY2013 Registration and view QRURs Reports (drill down, dashboard). Within PQRS can submit data, view the Feedback Dashboard and Feedback reports.</p> <p>* Create/Associate Individual: <input type="radio"/> Associate to an Existing Individual Eligible Professional <input checked="" type="radio"/> Create a new Individual Eligible Professional</p> <p style="text-align: center;">Individual Eligible Professional Information</p> <p>* Individual Eligible Professional's First Name: <input style="width: 200px;" type="text"/></p> <p>Individual Eligible Professional's Middle Name: <input style="width: 50px;" type="text"/></p> <p>* Individual Eligible Professional's Last Name: <input style="width: 200px;" type="text"/></p> <p>* Legal Business Name: <input style="width: 250px;" type="text"/></p> <p>* TIN: <input style="width: 50px;" type="text"/></p> <p>* NPI: <input style="width: 50px;" type="text"/></p> <p>* PTAN: <input style="width: 50px;" type="text"/></p> <p>* Address Line 1: <input style="width: 200px;" type="text"/> Address Line 2: <input style="width: 200px;" type="text"/></p> <p>* City: <input style="width: 100px;" type="text"/> * State: <input style="width: 100px;" type="text" value="State"/></p> <p>* Zip Code: <input style="width: 50px;" type="text"/> - Zip Code Extension: <input style="width: 50px;" type="text"/></p> <p>Country: United States</p> <p>* Phone Number: <input style="width: 100px;" type="text"/> Extension: <input style="width: 50px;" type="text"/></p> <p>Fax Number: <input style="width: 100px;" type="text"/></p> <p>Email: <input style="width: 200px;" type="text"/></p> <p>Website: <input style="width: 200px;" type="text"/></p> <p>* Reason for Request: <input style="width: 150px; height: 50px;" type="text"/></p> <div style="text-align: right; margin-top: 10px;"> <input style="margin-left: 10px;" type="button" value="Next"/> <input style="margin-left: 10px;" type="button" value="Cancel"/> </div> </div>


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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
26. Verify the information on the Verification screen and select <i>Submit</i> .	 <p>The screenshot shows a verification form with the following fields and values:</p> <ul style="list-style-type: none">TIN: 04-3616899NPI: 1033175922PTAN: G0999AAddress Line 1: 15 Main StAddress Line 2: (empty)City: ColumbiaState: MarylandZip Code: 21055Zip Code Extension: (empty)Country: United StatesPhone Number: 345-675-6786Extension: (empty)Fax Number: (empty)Email: (empty)Website: (empty)Reason for Request: EIDM testing <p>At the bottom right, there are three buttons: Edit, Submit, and Cancel. A large red arrow points directly to the Submit button.</p>

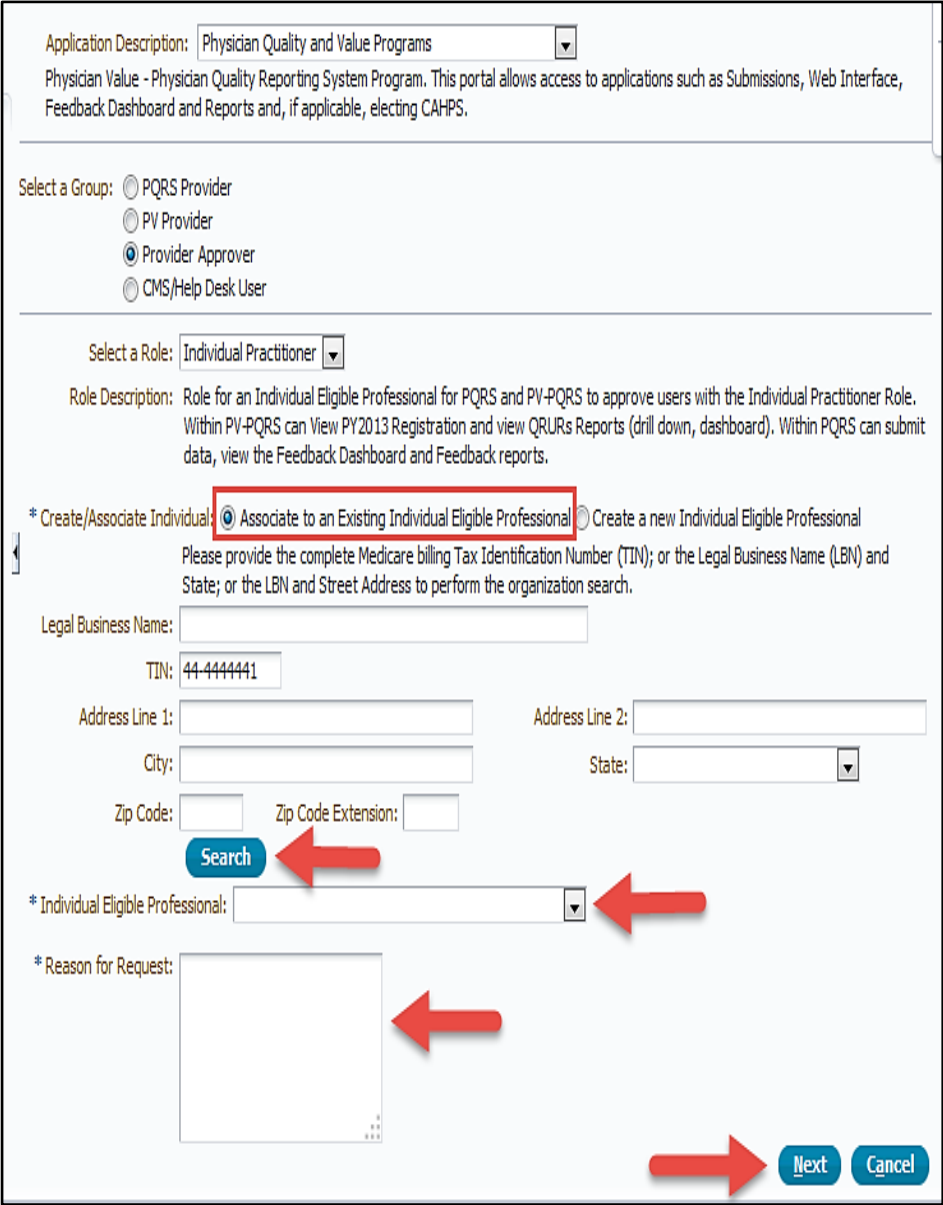
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>27. (a) You have successfully applied for the Individual Practitioner role.</p> <p>(b) After your role request is automatically approved, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; • Submit a Value Modifier informal review request on behalf of a solo practitioner; and • Approve request for the 'Individual Practitioner Representative' role in the EIDM. <p>A confirmation E-mail will be sent shortly after the submission confirmation message.</p> <p>Note: You have three (3) attempts to enter the valid NPI/PTAN combinations for eligible professionals who bill under the TIN. If the information is a confirmed match, the request will be automatically approved. If you exceed these attempts, your request will be sent to the QualityNet Help Desk for manual approval. The QualityNet Help Desk will contact you for further assistance within two (2) business days.</p>	<div style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <div style="text-align: right;">  </div> </div>

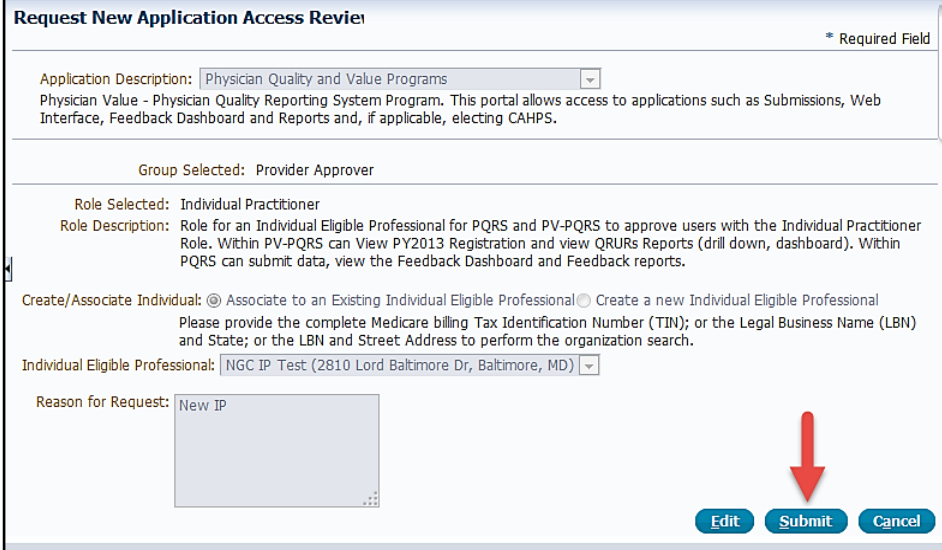
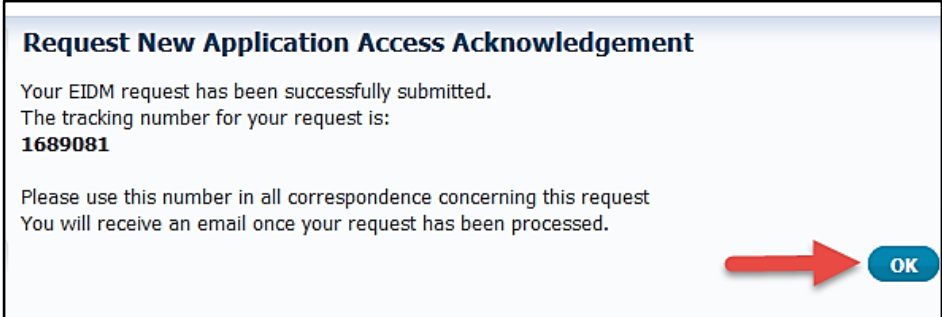
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
<p>28. (a) If selecting <i>Associate to an Existing Individual Eligible Professional</i> as the Create/Associate Individual, enter one of the following information for the solo practitioner:</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select the solo practitioner from the Individual Eligible Professional drop-down menu. Enter Reason for Request and select Next.</p> <p>Note: If the solo practitioner cannot be found, please verify that the solo practitioner already has a user with an approved Individual Practitioner role and you entered the solo practitioner’s Medicare billing TIN correctly. If you do not know the Individual Practitioner, contact the QualityNet Help Desk.</p>	 <p>The screenshot shows a web form for creating or associating an individual. The 'Application Description' is 'Physician Quality and Value Programs'. Under 'Select a Group', 'Provider Approver' is selected. Under 'Select a Role', 'Individual Practitioner' is selected. The 'Role Description' explains the role for PQRS and PV-PQRS. In the '* Create/Associate Individual' section, the radio button for 'Associate to an Existing Individual Eligible Professional' is selected and highlighted with a red box. Below this, there are input fields for 'Legal Business Name', 'TIN' (with '44-4444441' entered), 'Address Line 1', 'Address Line 2', 'City', 'State', 'Zip Code', and 'Zip Code Extension'. A blue 'Search' button is present. Below these fields is a dropdown menu for '* Individual Eligible Professional' and a text area for '* Reason for Request'. At the bottom right, there are 'Next' and 'Cancel' buttons. Red arrows point to the 'Search' button, the dropdown menu, the text area, and the 'Next' button.</p>

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>29. Verify the information on the Verification screen and select Submit.</p>	
<p>30. (a) You have successfully applied for the Individual Practitioner role.</p> <p>Note: Another Individual Practitioner on behalf of the solo practitioners must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; • Submit a Value Modifier Informal Review request on behalf of solo practitioner; and • Approve requests for the 'Individual Practitioner Representative' role in the EIDM. 	

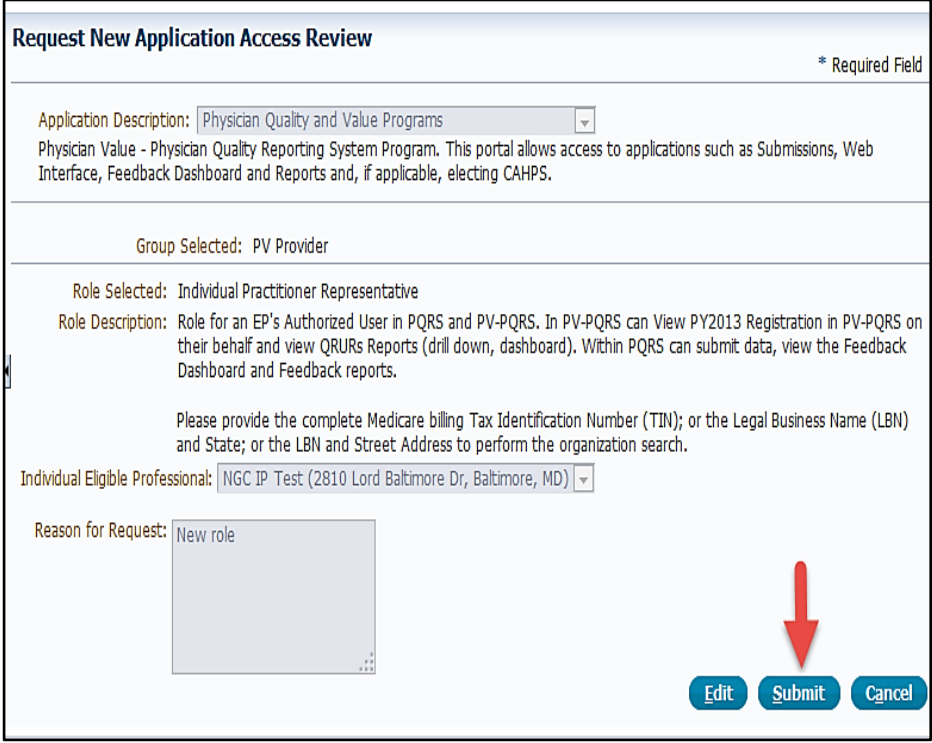
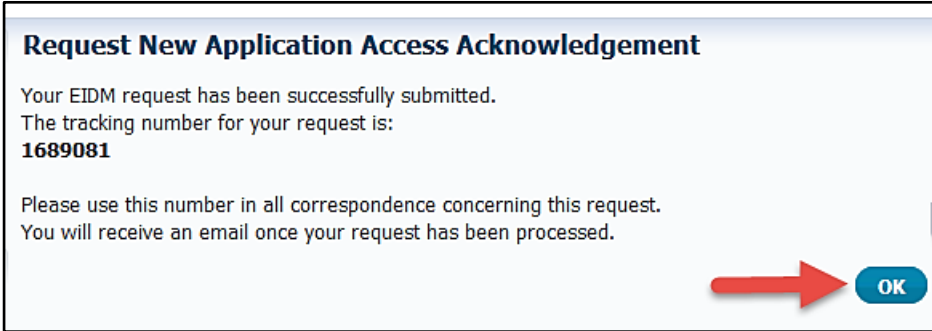
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Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

Steps	Screenshots
Follow Steps 31 to 33 to Request an ‘Individual Practitioner Representative’ Role	
<p>31. (a) Enter one of the following information for the solo practitioner:</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select the solo practitioner from the Individual Eligible Professional drop-down menu. Enter the Reason for Request and select Next.</p> <p>Note: If the solo practitioner cannot be found, please verify that the solo practitioner already has a user with an approved Individual Practitioner role and you entered the solo practitioner’s Medicare billing TIN correctly. If you do not know the Individual Practitioner, contact the QualityNet Help Desk.</p>	

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

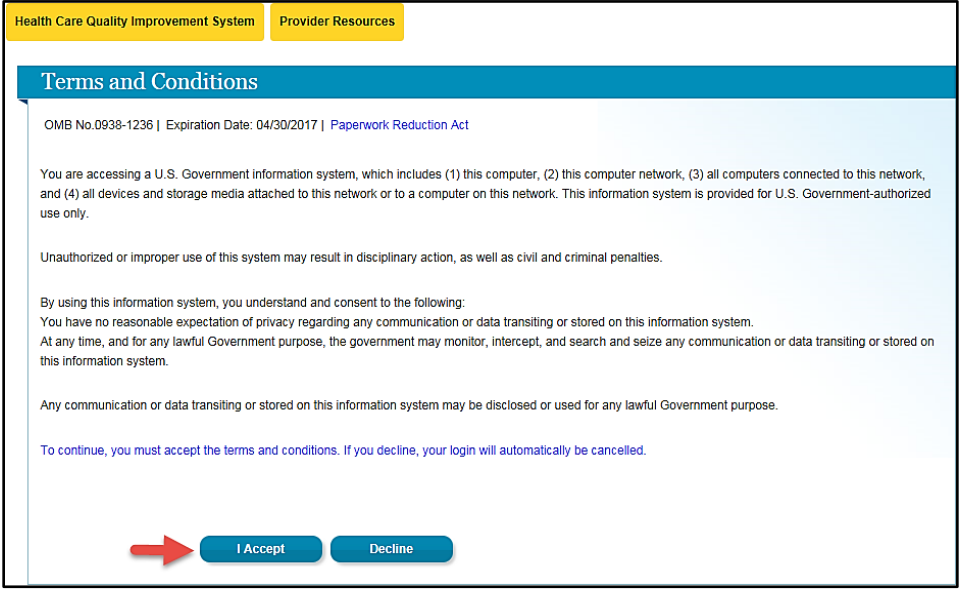

Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>32. Verify the information on the Verification screen and select Submit.</p>	 <p>Request New Application Access Review * Required Field</p> <p>Application Description: <input type="text" value="Physician Quality and Value Programs"/> Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.</p> <p>Group Selected: PV Provider</p> <p>Role Selected: Individual Practitioner Representative Role Description: Role for an EP's Authorized User in PQRS and PV-PQRS. In PV-PQRS can View PY2013 Registration in PV-PQRS on their behalf and view QRURs Reports (drill down, dashboard). Within PQRS can submit data, view the Feedback Dashboard and Feedback reports.</p> <p>Please provide the complete Medicare billing Tax Identification Number (TIN); or the Legal Business Name (LBN) and State; or the LBN and Street Address to perform the organization search.</p> <p>Individual Eligible Professional: <input type="text" value="NGC IP Test (2810 Lord Baltimore Dr, Baltimore, MD)"/></p> <p>Reason for Request: <input type="text" value="New role"/></p> <p style="text-align: right;"> <input type="button" value="Edit"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/> </p>
<p>33. You have successfully applied for the Individual Practitioner Representative role.</p> <p>Note: An Individual Practitioner on behalf of the solo practitioner must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to next step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit a Value Modifier informal review request on behalf of a solo practitioner. 	 <p>Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <p style="text-align: right;"><input type="button" value="OK"/></p>

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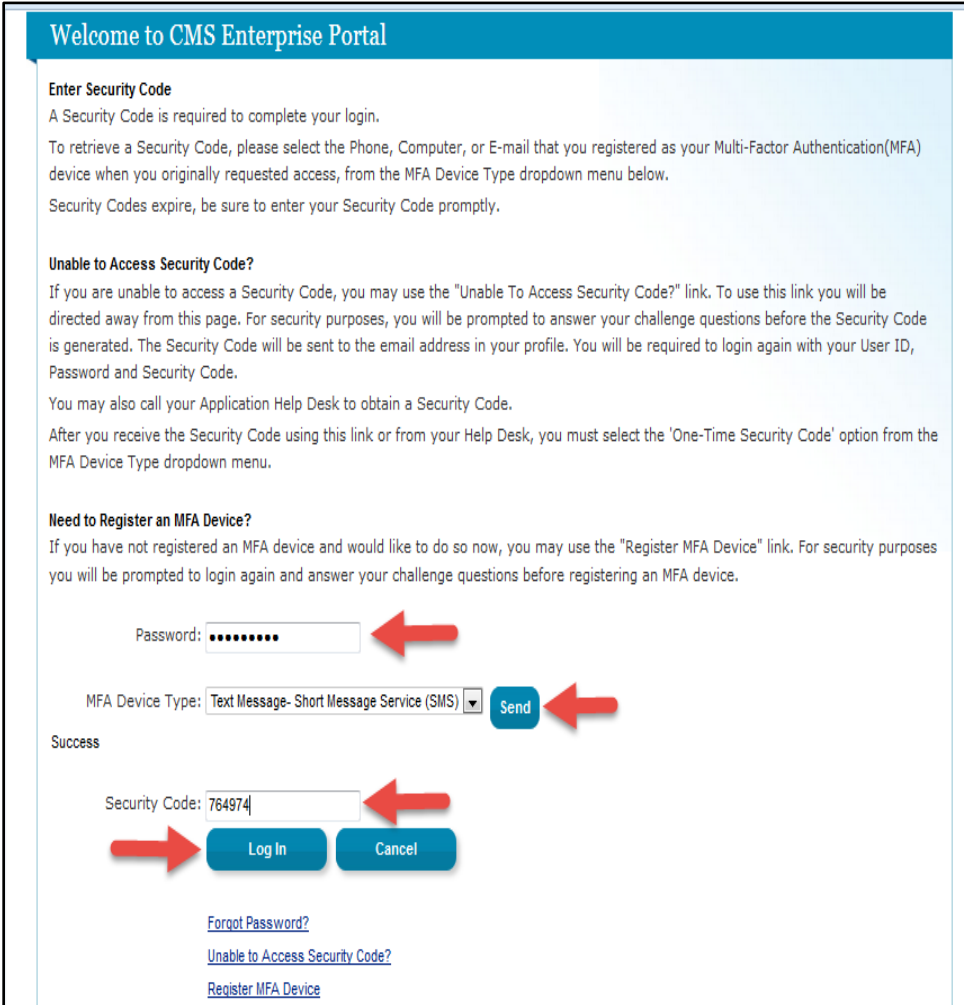
Guide for Obtaining a ‘Physician Quality and Value Programs’ Role for an Existing EIDM User

- V. **Completing the Multi-Factor Authentication (MFA) – Multi-Factor Authentication will need to be completed each time you log into the CMS Enterprise Portal. Additional information on how the MFA process works can be found at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013=QRUR.html>.**

Steps	Screenshots
<p>34. Log In to the CMS Enterprise Portal and then Accept the Terms and Conditions.</p> <p>Note: Multi-Factor Authentication (MFA) is a new approach to security authentication which will help improve CMS’ ability to reduce fraud and ensure system security. It requires users to provide more than one form of verification in order to prove their identity in order to access certain information provided via the ‘Physician Quality and Value Programs’ application. MFA registration is required only once when you are requesting a role but will be verified at every logon.</p>	
<p>35. Enter Your EIDM User ID and select Next on the Welcome to CMS Enterprise Portal screen.</p>	

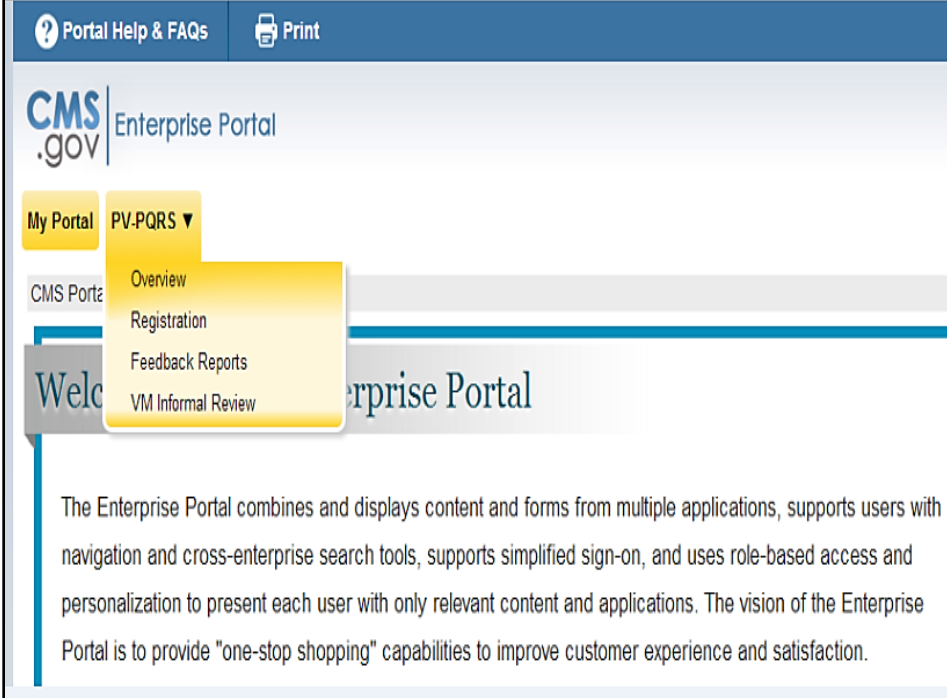
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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
<p>36. Multi-Factor Authentication (MFA) will need to be completed each time you log into the CMS Enterprise Portal.</p> <p>a) Enter Your EIDM Password.</p> <p>b) Select the MFA Device Type from the drop-down menu.</p> <p>Note: You previously registered to complete the MFA process when setting-up your Physician Quality and Value Programs account. Please ensure that you select the same MFA Device Type you selected when registering for the MFA process during your initial account set-up. You will not be able to complete the MFA process if your selection from the MFA Device Type does not match your initial selection when setting-up your account.</p> <p>c) Select Send to retrieve the Security Code.</p> <p>Note: The Send option will appear only when the following MFA Device Type is selected:</p> <ul style="list-style-type: none"> • Text Message-Short Message Service (SMS) • Interactive Voice Response (IVR) • Email <p>d) Enter the Security code and select Log In.</p>	

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

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Steps	Screenshots
<p>37. You will be directed to CMS Portal Homepage. Select Registration (to register for the PQRS GPRO), Feedback Reports (to obtain a Mid-Year or Annual QRUR, Supplemental QRUR, or PQRS Feedback Report), or VM Informal Review (to submit an informal review request on behalf of a group practice) from the PV-PQRS drop-down menu.</p>	 <p>The Enterprise Portal combines and displays content and forms from multiple applications, supports users with navigation and cross-enterprise search tools, supports simplified sign-on, and uses role-based access and personalization to present each user with only relevant content and applications. The vision of the Enterprise Portal is to provide "one-stop shopping" capabilities to improve customer experience and satisfaction.</p>

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