Open Payments System Quick Reference Guide

Teaching Hospital User Roles and Nominations

Introduction

This guide provides an overview of the user roles for teaching hospitals in the Open Payments system. Also explained is how to nominate yourself for a teaching hospital user role and how a teaching hospital authorized official can approve or reject a self-nomination as well as deactivate users associated with the teaching hospital.

Prerequisites

- User is registered in the CMS Identity Management (IDM) system and obtained access to the Open Payments system
- Teaching hospital has registered in the Open Payments system

Actions

Teaching Hospital User Roles

If you are a physician or non-physician practitioner (NPP) affiliated with a teaching hospital and wish to see data related to you in your capacity as a physician or NPP, select the "Physician or Non-Physician Practitioner" option when creating a profile. A user affiliated with a teaching hospital will allow you to see only data related to that teaching hospital. If you want to be able to see records associated with you as a physician or NPP and records associated with a teaching hospital, you may create your profile as either a physician or NPP and a user affiliated with a teaching hospital.

Individuals affiliated with teaching hospitals must hold one of two user roles: **authorized official** or **authorized representative**.

Authorized officials can:

- Create the teaching hospital profile in the Open Payments system
- Nominate other users and modify existing user roles
- Approve or modify nominations made by others and requests for user roles made by others, including self-nominations
- Remove user roles from other users
- Review and dispute records associated with the teaching hospital

Authorized representatives can:

- Review and dispute records associated with the teaching hospital
- Nominate other individuals for user roles with teaching hospitals (nominations must be approved by an authorized official)

A teaching hospital may have up to 10 affiliated users (Authorized Officials or Authorized Representatives), with no more than 5 individuals holding the role of the Authorized Official.

Nominating an Individual for a User Role

If you are already affiliated with a teaching hospital, you can nominate others for a user role at that teaching hospital by following the steps below.

1. Log in to the Open Payments system via the CMS Enterprise Portal at https://portal.cms.gov and select the "Manage Teaching Hospitals" tab.
2. Select the hyperlinked name of the teaching hospital for which you want to nominate others for a user role.
3. Select the "Manage Roles" tab, then select the "Nominate New Role" button.
4. Enter information about the individual in the required fields (name, email address, etc.) and select the desired role for the nominated user. Select the "Send Nomination" button.

Nominees will receive email notification of their nomination, which contains a registration ID and a nomination ID. Nominees have 10 calendar days from the time your nomination is submitted to accept or reject their user role nomination. At the end of the 10-day period, the nomination request will expire.

Accepting/Rejecting a User Role Nomination

If you are nominated for a user role, you will receive an email notification containing a registration ID and nomination ID which must be used to access your nomination.

1. Log in to the Open Payments system via the CMS Enterprise Portal at https://portal.cms.gov.

   a) If you are a first-time system user:
      i. Select the "Create My Profile" button.
      ii. On the "Create Profile" page, you can select a link on that page to access the quick reference guide "Required Fields for Profile Creation" which contains a list of information required during profile creation. When you are ready to proceed, select the "Start Profile" button at the bottom of the "Create Profile" page.
      iii. Select the "I have a Nomination ID and/or a Registration ID" link on the Select Profile Type page.

   b) If you are a returning user, select the "My Profile" tab. Select the "My Roles and Nominations" tab on the "My Profile" page. Then select the "Accept/Reject Nominations" button.

2. Select the user type "Teaching Hospital" from the drop-down list and enter the Nomination ID and Registration ID from the notification email.

3. Select the "Show Nomination" button. Review the information. If the information it returns is correct, select the "Continue" button. If it is incorrect, select the "Cancel" button, end your session, and contact the user who nominated you directly about the inaccuracies.

4. If you have continued, select the radio button for "Yes, I accept" to accept the role or "No, I do not accept" to decline the role. Select the "Continue" button. If you decline the role, you will exit the system.

   a) If you are a first-time system user and have accepted the nomination, enter your personal information and select the "Continue" button.

5. Review the information displayed on the screen. To correct errors, select the "Back" button to return to previous pages and make your corrections. If the information is correct, select the "Continue" button.

Self-Nominating for Teaching Hospital User Roles

The teaching hospital must already be registered in the Open Payments system to nominate yourself for a user role associated with it. Self-nominations must be approved by a user holding the authorized official role for that teaching hospital.

1. Log in to the Open Payments system via the CMS Enterprise Portal at https://portal.cms.gov.

   a) If you are a first-time system user:
      i. Select the "Create My Profile" button.
      ii. On the "Create Profile" page, you can select a link on that page to access the quick reference guide "Required Information for Profile Creation" which contains a list of information required during profile creation. When you are ready to proceed, select the "Start Profile" button at the bottom of the "Create Profile" page. Select the "Start Profile" button at the bottom of the screen.
      iii. Select the profile type "Teaching Hospital," then select the "Continue" button.

   b) If you are a returning user, select the "My Profile" tab. On the "My Profile" page, select the "My Roles and Nominations" tab. Then select the "Request a Role" button.

2. Select the state, hospital name, Taxpayer Identification Number (TIN), and business address of the teaching hospital from the drop-down lists. Select the "Search" button.

3. The system will return to a teaching hospital.

   a) If the returned hospital is not the correct hospital, select "Back" to edit the search information.
   b) If the returned hospital is the correct hospital but it is not registered in the Open Payments system, end the self-nomination process, and instead follow the instructions in the quick

reference guide "Teaching Hospital Profile Creation" to create a profile for the teaching hospital.

    i. If the teaching hospital does not have a profile in the Open Payments system and you do not want to create a profile yourself, end the self-nomination process and contact an appropriate individual to create a profile for the teaching hospital.

   c) If the returned hospital is the correct hospital and it has a profile in the Open Payments system, select "Continue."

4. If you have continued the self-nomination process, review the hospital information shown. If it is correct, select the "Continue" button to proceed. If not, select the "Back" button to select a different teaching hospital.
5. Select the role for which you want to self-nominate. Enter the requested role-related information and select "Continue."
6. If you are a first-time system user, enter your personal information and select the "Continue" button.
7. Review the information provided on the previous screens. Select the "Back" button to go back and edit information, if needed. If the information is correct, select the "Continue" button to complete the self-nomination process.

The authorized officials of the teaching hospital will receive an email notifying them of your user role request. You will receive an email when your nomination is approved or rejected.

Approving/Modifying User Role Self-Nominations

Authorized officials for a teaching hospital can approve or modify self-nominations by following these steps.

1. Log in to the Open Payments system via the CMS Enterprise Portal at https://portal.cms.gov and select the "Manage Teaching Hospitals" tab.
2. Select the hyperlinked name of the teaching hospital for which you want to approve or modify self-nominations.
3. On the teaching hospital's page, select the "Manage Roles" tab.
4. Approve or modify the nomination:

   a) To approve a nomination request, select the "Approve" button next to that person's name.
   b) To modify the user role nomination request, select the "Modify" button next to that person's name. Make the necessary updates to the role information, which can include removal of the nomination, then select the "Save Role" button.

The self-nominator will receive an email notifying him or her of the approval or modification of the nomination.

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Deactivating User Roles

An **authorized official** for a teaching hospital can deactivate other individuals' user roles with that teaching hospital.

Deactivation removes an individual's association with a teaching hospital in the Open Payments system, including removing the individual's access to that teaching hospital's information and records. It does not remove the individual from the Open Payments system.

To deactivate an individual's user role, follow these steps.

1. Log in to the Open Payments system via the CMS Enterprise Portal at https://portal.cms.gov and select the "Manage Teaching Hospitals" tab.
2. Select the hyperlinked name of the teaching hospital for which you want to deactivate an individual's user role.
3. Select the "Manage Roles" tab.
4. To deactivate a user, select the "Deactivate User" button next to the individual's name.
5. The Open Payments system will ask you to confirm the deactivation. Select the "Continue" button to confirm deactivation or the "Cancel" button to return to the "Manage Roles" page with no action taken. If you confirm deactivation, the Open Payments system will send emails to you and the individual being removed confirming the individual's user role deactivation.

Authorized officials cannot deactivate themselves. To deactivate yourself, contact the Open Payments Help Desk. Only active users can be deactivated; individuals who have not yet accepted or rejected a user role nomination cannot be deactivated, nor can individuals who have self-nominated for a user role, but their nomination has not yet been approved or denied.

Next Steps

*   Review data in Open Payments associated with the teaching hospital and initiate disputes if necessary

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Additional Resources

System resources are available on the Resources page of the Open Payments website at
https://www.cms.gov/OpenPayments/About/Resources.html.

The "Physician, Non-Physician Practitioner, and Teaching Hospital Registration" section of the Open
Payments User Guide for Covered Recipients covers the registration process in detail and provides step-
by-step instructions for various registration scenarios.

Quick reference guides relevant to your next steps include:

- Teaching Hospital Profile Creation for Open Payments
- Covered Recipient Review and Dispute Process
- Review and Dispute Timing and Data Publication

Disclosure

- **Disclaimer:** The contents of this document do not have the force and effect of law and are not meant to bind the public in any way unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.

- **Activities/persons addressed by this document:** Guidance explaining teaching hospital user roles, how to nominate others or yourself for a user role and approving/rejecting nominations.

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