**QualityNet Secure Portal Enrollment and Login User Guide
For
Eligible Hospitals and Critical Access Hospitals Attesting to the Centers
for Medicare & Medicaid Services for the Electronic Health Record
Incentive Program**

October 2017

Table of Contents

Overview

Starting in 2018, Medicare eligible hospitals and critical access hospitals (CAHs) attesting to the Centers for Medicare & Medicaid Services (CMS) for the Electronic Health Record (EHR) Incentive Programs will use **one system** to report meaningful use attestations—the QualityNet Secure Portal, also referred to as QNet.

The Medicare & Medicaid EHR Incentive Program Registration and Attestation System – the System previously used for Medicare EHR Incentive Program attestation – Prior year attestations will be *view-only* for Medicare eligible hospitals and CAHs **after December 31, 2017**.

Why CMS Is Transitioning to QNet
By transitioning to one system, CMS is streamlining data submission methods for eligible hospitals and CAHs attesting to CMS for the EHR Incentive Programs. The goal is to make it easier for hospitals to report data to CMS. Instead of reporting clinical quality measures (CQMs) and meaningful use attestations in two separate systems, eligible hospitals and CAHs will be able to report this information through one portal—QNet.

Note: **Eligible hospitals and CAHs do not need to do anything differently to prepare for this transition. Instead, they can continue to collect data the way they normally would**.

Attestation for Eligible Hospitals and CAHs in 2018
The following highlights the data submission process for Medicare and Medicaid eligible hospitals and CAHs in 2018. For the 2018 attestation period:

- **Medicare** eligible hospitals and CAHs will use QNet to submit meaningful use attestations.

- **Medicaid-only** hospitals and CAHs need to update their registration through the Medicare & Medicaid EHR Incentive Program Registration and Attestation System and coordinate with their respective State Medicaid agencies to submit their meaningful use attestation.

- **Dually eligible** hospitals and CAHs (both first-time participants and returning participants) will need to register or update their registration with both QNet and the Medicare & Medicaid EHR Incentive Program Registration and Attestation System.
    - Meaningful use attestation will be submitted through QNet.
      Processing of Medicaid EHR Incentive payments will be based upon updated "Active" registration status in the Medicare & Medicaid EHR Incentive Program Registration and Attestation System.

Note: If you are not a Medicare eligible hospital or CAH, or dually eligible hospital or CAH, you are **not required** to attest the EHR Incentive Programs through QNet.

- Medicaid-only clinicians would coordinate with their respective State Medicaid agencies to submit their meaningful use attestation.

- Medicare Part B clinicians eligible to participate in the Merit-based Incentive Payment System (MIPS) should visit qpp.cms.gov for more information about how to report through that program.

Key Dates and Milestones

The following are key dates for eligible hospitals and CAHs that wish to attest to the EHR Incentive Programs.

October 1, 2017
- Eligible hospitals and CAHs attesting to CMS who are *new* to the QNet system can enroll to create an account.
- Eligible hospitals and CAHs attesting to CMS who are *existing* QNet users should select the meaningful use role in their accounts.

January 2, 2018
- QNet system opens for eligible hospitals and CAHs attesting to CMS.
- Attestation period begins for EHR Incentive Programs.

March 16, 2018
- Attestation period ends for EHR Incentive Programs for CY2017 reporting.

Enrollment in QNet

The following steps outline how to successfully enroll in the QNet Secure Portal.

Note: Only new QNet users need to enroll in the system. Returning users <u>do not</u> need to re-enroll; they will be able to add the meaningful use option to their accounts starting October 1, 2017.

The new roles for the Web-Based Data Collection tool are:

- MU Web-Based Read
    - Allows Read Only access to Top Level Admins and Providers
- MU Web-Based Update
    - Allows Read, Create, and Update access to Top Level Admins and Providers
- MU Web-Based US Read
    - Allows Read Only access to all MU (spanning all states) data for Top Level Admins, as well as Support Staff (Help Desk, Internal staff, etc.)

1. Navigate to https://www.qualitynet.org. The QNet home page appears with a link to the Secure QNet Portal in the upper-right corner of the page.

2. Choose "Login" to be taken to a two-factor login page.

3. The QNet Destination page will appear. Select "Inpatient Hospital Quality Reporting Program."

4. Click on "Start/Complete New User Enrollment" in the yellow help box.
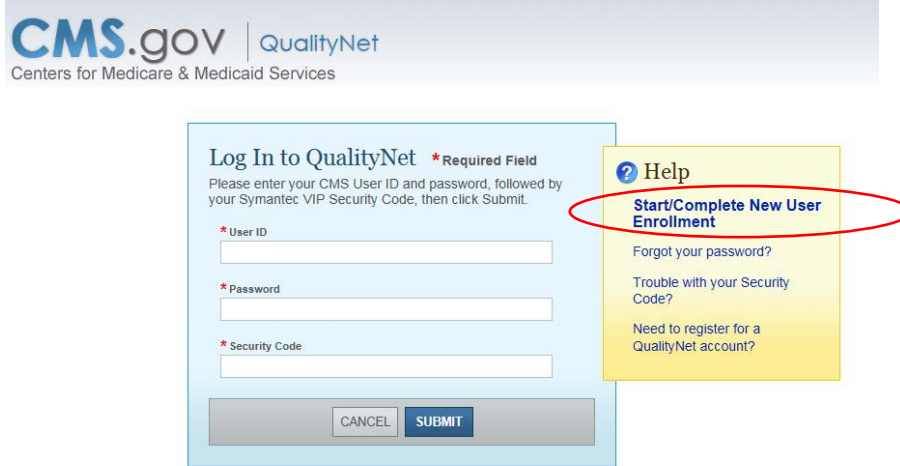
5. Type User ID and Password (user ID is not case-sensitive, password is case-sensitive). Click "Submit."

6. The verify identity page will display. Enter all required fields, which are marked with a red asterisk. Click "submit."

7. The following acknowledgement page will display if successful. This page will be displayed until Experian is able to provide identity questions or an error message with additional information.

8. If successful, the next page will display a series of identity questions specific to the user's credit history. Click on the radio button next to the correct answer for each question then click 'Submit.'

CMS.gov | QualityNet
Centers for Medicare & Medicaid Services

Login | Verify Identity | **Identity Questions** | Identity Confirmed | Enroll Credential | Enrollment Confirmed

Identity Challenge Questions from Experian

Experian

On this screen you will find four (4) questions about yourself. All questions must be answered.

Please answer the following questions and click Submit when you are finished.

VeriSign Secure Site Click to verify

Identity Challenge Questions   *Required Field

*1. You may have opened an auto loan or auto lease in or around September 2012. Please select the dollar amount range in which your monthly auto loan or lease payment falls. If you have not had an auto loan or lease with any of these amount ranges now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.
- ○ $295 - $394
- ○ $395 - $494
- ○ $495 - $594
- ○ $595 - $694
- ○ NONE OF THE ABOVE/DOES NOT APPLY

*2. Please select the number of bedrooms in your home from the following choices. If the number of bedrooms in your home is not one of the choices please select 'NONE OF THE ABOVE'.
- ○ 2
- ○ 3
- ○ 4
- ○ 5
- ○ NONE OF THE ABOVE

*3. According to our records, you currently own, or have owned within the past year, one of the following vehicles. Please select the vehicle that you purchased or leased prior to April 2009 from the following choices.
- ○ AUDI ALLROAD
- ○ MAZDA B SERIES PICKUP
- ○ FORD F100 PICKUP
- ○ SUBARU BRAT
- ○ NONE OF THE ABOVE

*4. Which of the following is the highest level of education you have completed? If there is not a matched educational level, please select 'NONE OF THE ABOVE'.
- ○ HIGH SCHOOL DIPLOMA
- ○ SOME COLLEGE
- ○ BACHELOR DEGREE
- ○ GRADUATE DEGREE
- ○ NONE OF THE ABOVE

9. If all questions are successfully answered, the following page will display. If the user cannot answer the questions correctly, they will need to call Experian at 866-578-5409.

10. Choose 'Continue' and the Enroll Two Factor Credential page appears.
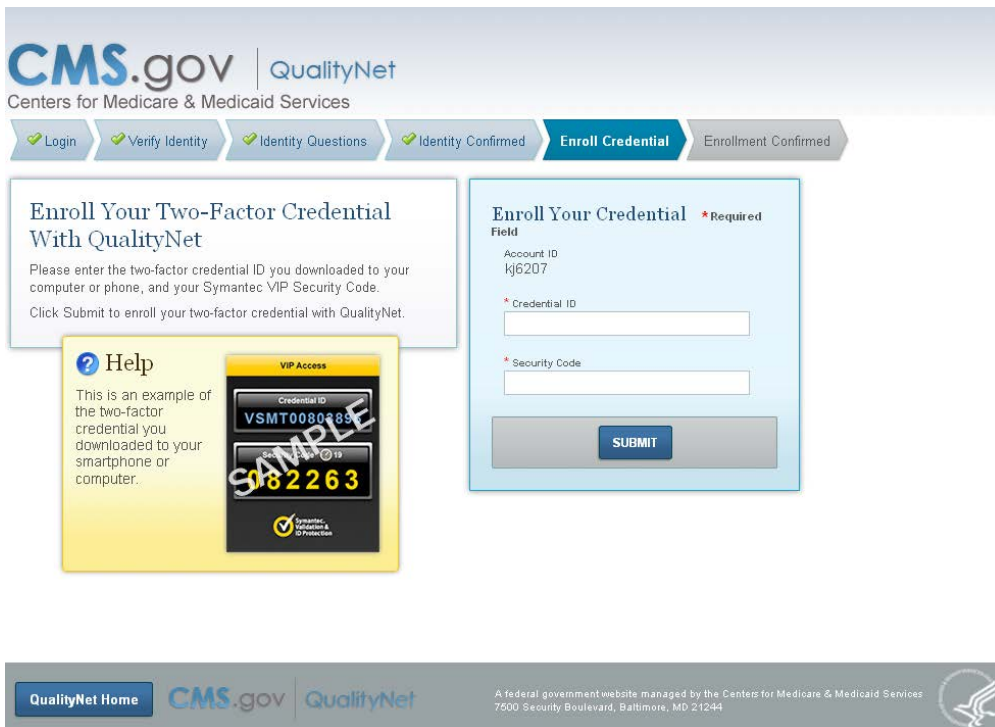
11. Download Symantec VIP to your phone or tablet. Enter your Credential ID. Type Symantec VIP Credential ID and a fresh security code and choose 'Submit.'
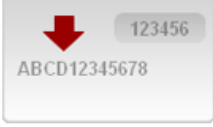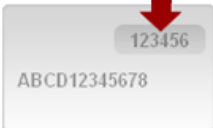
12. Upon submission of a fresh security code, the following screen appears.

Logging in to the QNet

The following steps outline how to successfully log in to the QNet Secure Portal.

1. Navigate to http://www.qualitynet.org. Choose 'Login' at the upper-right hand corner of the page.

2. The QNet Destination page will appear. Choose the Inpatient Hospital Quality Reporting Program to be directed to the proper login page.

3. The Secure QNet Portal login page will display. Type User ID, Password, and Security Code and click 'Submit.'

4. Accept the Terms and Conditions.

5. Upon successful login, the user will be directed to the landing page.

For More Information

- Visit the QualityNet Secure Portal webpage
- Visit the EHR Incentive Programs website
- Follow CMS on Twitter
- Subscribe to the EHR Incentive Programs listserv
- For questions, please contact the EHR Inquiries Mailbox at EHRinquiries@cms.hhs.gov

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