

**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

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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 do not 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.

QualityNet Log in to QualityNet Secure Portal (formerly MyQualityNet) Search

Home My QualityNet Help

Hospitals - Inpatient Hospitals - Outpatient Physician Offices Ambulatory Surgical Centers PPS-Exempt Cancer Hospitals ESRD Facilities Inpatient Psychiatric Facilities Quality Improvement

QualityNet Registration

- Hospitals - Inpatient
- Hospitals - Outpatient
- Physician Offices
- ASCs
- Cancer Hospitals
- ESRD Facilities
- Inpatient Psychiatric Facilities
- QIOs

Getting Started with QualityNet

- Registration
- Sign-In Instructions
- Security Statement
- Password Rules
- QualityNet System Security Policy, PDF

Join ListServes

Sign up for Notifications and Discussions.

Known Issues - Hospital Reporting

- Inpatient
- EHR Incentive Program
- Hospital Value-Based Purchasing (VBP)
- Outpatient
- Ambulatory Surgical

QualityNet News [More News >](#)

CMS grants exemptions for Quality Program participants in FEMA disaster areas in Texas and Louisiana affected by Hurricane Harvey

The Centers for Medicare & Medicaid Services (CMS) is granting exceptions under certain Medicare quality reporting and value-based purchasing programs to acute care hospitals, Prospective Payment System (PPS)-exempt cancer hospitals, inpatient psychiatric facilities, skilled nursing facilities, home health agencies, hospices, inpatient rehabilitation facilities, outpatient dialysis facilities, long-term care hospitals, and ambulatory surgical centers located in areas affected by Hurricane Harvey due to the devastating impact of the storm. These providers will be granted exceptions without having to submit an extraordinary circumstances exception (ECE) request if they are located in one of the Texas counties or Louisiana parishes that have been designated by the [Federal Emergency Management Agency \(FEMA\)](#) as a major disaster county or parish.

[Full Article >](#)

Headlines

- [Hospital VBP Program FY 2018 Percentage Payment Summary Report now available](#)
- [CMS announces steps to address CLABSI, CDI, and CAUTI data errors](#)
- [CY 2018 OPPI/ASC Proposed Rule published and open for comment](#)
- [FY 2018 HSRs for HAC Reduction Program Review and Corrections Period released](#)
- [CMS releases October 2017 Hospital Compare preview reports](#)
- [July 2017 Hospital Compare Overall Hospital Quality Star Ratings update postponed](#)
- [FY 2018 Hospital Readmissions Reduction Program HSRs released](#)
- [FY 2018 Hospital VBP and Hospital IQR Program MSPB Measure HSRs released](#)
- [CMS issues CY 2017 eCOM reporting updates for IQR and Medicare EHR Incentive programs](#)
- [Targeted sample of inpatient hospitals for FY 2019 validation selected](#)
- [FY 2018 IPPS proposed rule published, open for public comment](#)
- [CMS releases HSRs for the Hospital VBP Program 30-day Risk-Standardized Mortality and AHRQ PSI-90 measures](#)
- [CMS releases July 2017 Hospital Compare preview reports](#)
- [IQR claims-based measures HSRs for FY 2018 available for download](#)

Log in to QualityNet Secure Portal

[Login](#)

- Download Symantec ID (required for login)
- Portal Resources
- Secure File Transfer Resources

Questions & Answers

- Hospitals - Inpatient
- Hospitals - Outpatient
- Ambulatory Surgical Centers
- Inpatient Psychiatric Facilities
- PPS-Exempt Cancer Hospitals

Note: First-time registration required

Downloads

- CART - Inpatient
- CART - Outpatient
- CART Module Designer

Training

- QualityNet Training
- QualityNet Event Center
- Secure Portal

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

QualityNet Log in to QualityNet Secure Portal (formerly MyQualityNet) Search

Home My QualityNet Help

Hospitals - Inpatient Hospitals - Outpatient Physician Offices Ambulatory Surgical Centers PPS-Exempt Cancer Hospitals ESRD Facilities Inpatient Psychiatric Facilities Quality Improvement

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- Inpatient Psychiatric Facilities
- PPS-Exempt Cancer Hospitals

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

CMS.gov | QualityNet
Centers for Medicare & Medicaid Services

Choose Your QualityNet Destination

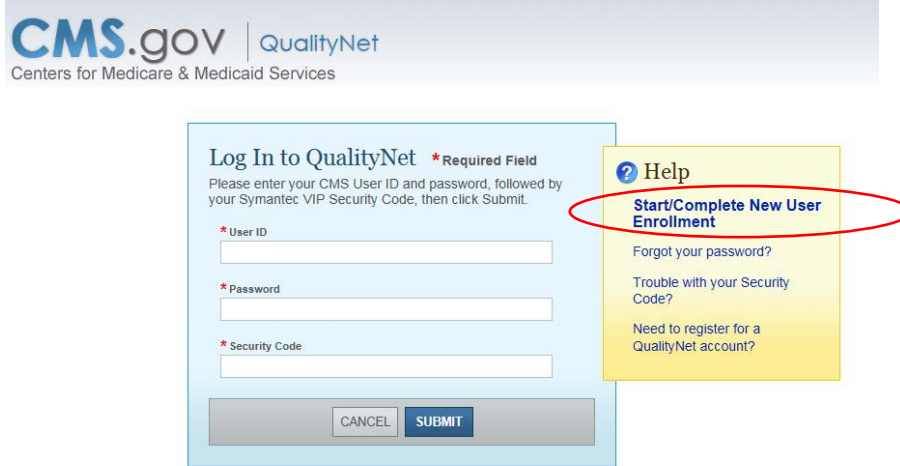
Please select your primary quality program to reach the correct login screen for your QualityNet portal.

[Secure File Transfer](#)

Select your primary quality program:

- End-Stage Renal Disease Quality Reporting System
- Ambulatory Surgical Center Quality Reporting Program
- PPS-Exempt Cancer Hospital Quality Reporting Program
- Inpatient Hospital Quality Reporting Program**
- Inpatient Psychiatric Facility Quality Reporting Program
- Outpatient Hospital Quality Reporting Program
- Physician Quality Reporting System
- Quality Improvement Organizations

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."



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

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[Login](#)
[Verify Identity](#)
[Identity Questions](#)
[Identity Confirmed](#)
[Enroll Credential](#)
[Enrollment Confirmed](#)

Verify Your Identity

To verify your identity, CMS uses an Identity Proofing Service provided by Experian.

You will be asked for personal information about yourself; this information will be securely encrypted and sent to Experian. Experian will return a series of personal questions for you to answer. After you answer the questions, Experian will confirm whether you provided the right information to prove you are who you say you are. For a better understanding on the data collected and how it is used, please visit the identity proofing frequently asked questions:

[Remote Proofing FAQs](#)

Please enter the answers to the following information and click Submit.

Personal Information * Required FWD

* First Name Middle Name * Last Name

Suffix

* Street Address Additional Address Information

* City * State/Province * ZIP/Postal Code

* Country

* Personal Phone Number Full Social Security Number * Date of Birth

* CMS is highly aware of the privacy concerns around disclosure of your personal data including your Social Security Number. CMS is collecting the Personally Identifiable Information (PII) on this screen and on the identity question screen to verify your identity only. Your information will be disclosed to Experian, an external authentication service provider to help us verify your identity. Your Social Security Number will be masked and encrypted during this transaction to assure it is secure. Other than your name, none of the PII data collected in this process is retained.

- 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.

[Login](#)
[Verify Identity](#)
[Identity Questions](#)
[Identity Confirmed](#)
[Enroll Credential](#)
[Enrollment Confirmed](#)

Your Information Has Been Sent to Experian

Please wait as your information is processed. Experian will generate a set of questions you will need to answer.

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.'

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

Identity Challenge Questions from 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.



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

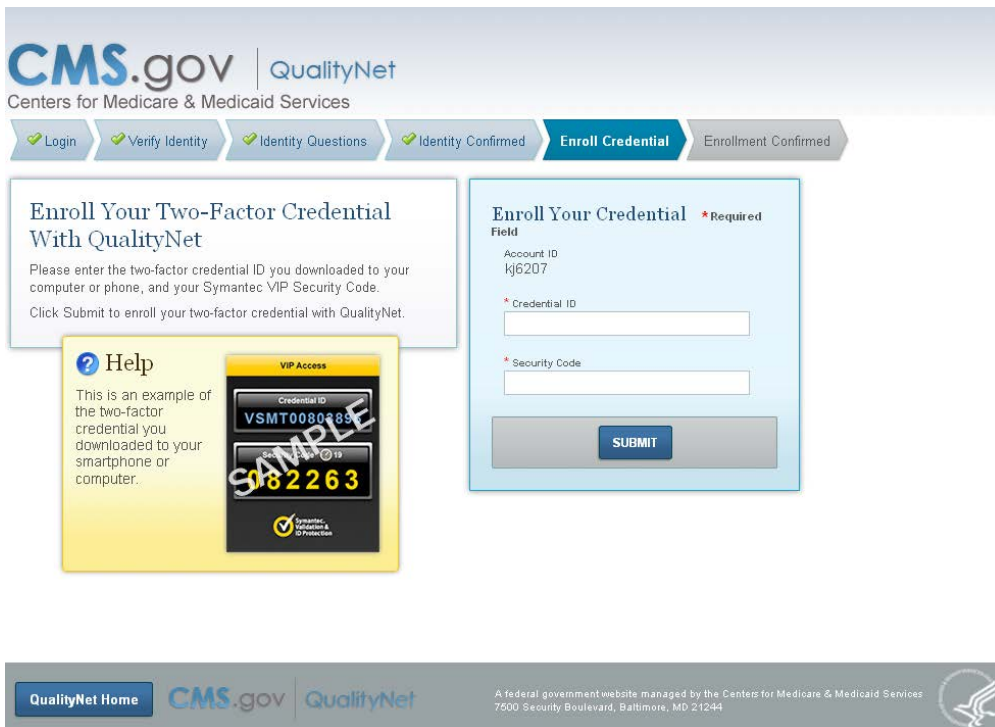
***4. Which of the following is the highest level of education you have completed? If there is not a matched educational level, please select 'NONE OF THE ABOVE'.**

- 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.'

*Credential Name:
Enter a simple name for your credential that is easy to remember.

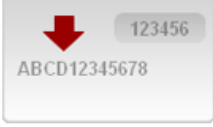
*Credential ID:
[What is a Credential ID?](#)

Credential ID examples: [Close](#)


Your credential contains a unique alphanumeric ID.



VIP Security Token
(Back)



VIP Security Card (Front)





VIP Access

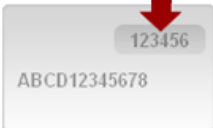
*Security Code:
[What is a Security Code?](#)


Security Code examples: [Close](#)

Your credential provides a dynamic 6-digit code that changes every 30 seconds.




Press 





12. Upon submission of a fresh security code, the following screen appears.

 **You have successfully registered vpn test.**
Enter a security code from this credential the next time you Sign In.


Register another credential?

Register

Manage Your Credentials

This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials

Credential Name	Credential ID	Type	State ?	Actions
vpn test	[REDACTED]	VIP Credential	Enabled	

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.

The screenshot shows the QualityNet website homepage. At the top right, there is a search bar and a 'Log In' link. Below the header is a navigation menu with tabs for 'Home', 'My QualityNet', and 'Help'. Under 'My QualityNet', there are dropdown menus for various facility types: Hospitals - Inpatient, Hospitals - Outpatient, Physician Offices, Ambulatory Surgical Centers, PPS-Exempt Cancer Hospitals, ESRD Facilities, Inpatient Psychiatric Facilities, and Quality Improvement. The main content area is divided into several sections: 'QualityNet Registration' (with links for Inpatient, Outpatient, etc.), 'Getting Started with QualityNet' (with links for Registration, Sign-In Instructions, etc.), 'Join ListServes', 'Known Issues - Hospital Reporting', 'QualityNet News' (with a 'More News' link and a list of headlines), and 'Log in to QualityNet Secure Portal' (with a 'Login' link highlighted by a red box). Other sections include 'Questions & Answers', 'Downloads', and 'Training'.

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

The screenshot shows the 'Choose Your QualityNet Destination' page on the CMS.gov website. The page title is 'Choose Your QualityNet Destination' and the subtitle is 'Please select your primary quality program to reach the correct login screen for your QualityNet portal.' Below the title, there is a section for 'Secure File Transfer' and a list of quality programs to choose from: 'End-Stage Renal Disease Quality Reporting System', 'Ambulatory Surgical Center Quality Reporting Program', 'PPS-Exempt Cancer Hospital Quality Reporting Program' (circled in red), 'Inpatient Hospital Quality Reporting Program', 'Inpatient Psychiatric Facility Quality Reporting Program', and 'Outpatient Hospital Quality Reporting Program'. There is also a section for 'Physician Quality Reporting System' and 'Quality Improvement Organizations'. At the bottom of the page, there is a 'CANCEL' button.

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

CMS.gov | QualityNet
Centers for Medicare & Medicaid Services

Log In to QualityNet *Required Field
Please enter your CMS User ID and password, followed by your Symantec VIP Security Code, then click Submit.

* User ID
* Password
* Security Code

CANCEL SUBMIT

Help
Start/Complete New User Enrollment
Forgot your password?
Trouble with your Security Code?
Need to register for a QualityNet account?

4. Accept the Terms and Conditions.

****WARNING**WARNING**WARNING****

You have accessed a U.S. Government information system. There is no right of privacy on this system.

All data contained within this system is owned by the Centers for Medicare & Medicaid Services of the U.S. Department of Health and Human Services. For the purpose of protecting the rights and property of the Department, and to monitor compliance with all applicable statutes, regulations, agreements and policies; data access, entry and utilization may be monitored, intercepted, recorded, copied, audited, inspected or otherwise captured and/or analyzed in any manner.

Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, copying, auditing, inspecting or otherwise capturing and/or analyzing of data access, entry and/or utilization through this system.

Unauthorized access is prohibited by Title 18 of the United States Code, Section 1030. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. System personnel may give any potential evidence of crime found on Department computer systems to law enforcement officials.

System users are required to adhere to all applicable statutes, regulations, agreements and policies governing their access to and use of the data contained within this system including, but not limited to, "CMS Information Security Policies, Standards and Procedures."

****WARNING**WARNING**WARNING****

I Accept I Deny

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 EHRIquiries@cms.hhs.gov

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