

## Urgent Hospice Registration Information

### Prior to Registering:

It is **imperative** that prior to registering for a user account to enter quality data for your hospice, users review the Technical User Guide for Hospice Quality Reporting Data Entry and Submission located on the CMS Hospice Quality Reporting webpage under Downloads at <http://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/Hospice-Quality-Reporting/Data-Submission.html>. This guide provides step by step instruction on registration, data entry, and submission of hospice quality reporting data. Also available is the Hospice Quality Reporting Program Data Entry and Submission WebEx recording. The recording is available on the Hospice Training page of the QTSO website located at <https://www.qtso.com/hospicetrain.html>.

### After Registering

After Registering if the Hospice Registration Activation E-mail has not been received:

If you have registered for a user account to enter quality data for your hospice and have not received an e-mail from [hospice.quality.report@GDIT.com](mailto:hospice.quality.report@GDIT.com) to activate your account, please take the following steps:

1. If you have more than one e-mail address, check all your email accounts in case you registered with a different account. If no account has the activation e-mail, do the following steps for each account.
  - a. Check all your Mail folders, not just your inbox.
  - b. Look in any folders marked Junk or Spam for an e-mail from: [hospice.quality.report@GDIT.com](mailto:hospice.quality.report@GDIT.com).
  - c. If you do not have access to a Junk or Spam folder, check with your e-mail technical support staff to see if your mail server may have trapped the e-mail.
2. If you are unable to locate the e-mail, contact the QIES Help Desk at [help@qtso.com](mailto:help@qtso.com) for a Deactivation Form.

Once you receive the Deactivation Form, fill it out completely and return it to the address on the form. Your registration attempt will be removed and you will be notified when you can register once again. We strongly recommend you use a different e-mail address for the new registration.