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

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If you have questions about requesting a role 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 Eastern Time Zone.
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: If you do not have an EIDM account, then please use the guide titled “New User: Guide for Obtaining an EIDM account” located at https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html.

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 within the PV-PQRS application on behalf of a group practice:
  - View the group practice’s Physician Quality Reporting System (PQRS) Group Practice Reporting Option (GPRO) registration status from prior years
  - Obtain the group practice’s Annual Quality and Resource User Report (QRUR) and PQRS Feedback Report
  - Obtain the group practice’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years
  - Submit a Value Modifier Informal Review Request on behalf of the group practice
  - 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 within the PV-PQRS application on behalf of a group practice:
  - View the group practice’s PQRS GPRO registration status from prior years
  - Obtain the group practice’s Annual QRUR and PQRS Feedback Report
  - Obtain the group practice’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years
  - 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 within the PV-PQRS application on behalf of a solo practitioner:
  - Obtain the solo practitioner’s Annual QRUR and PQRS Feedback Report
  - Obtain the solo practitioner’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years
  - Submit a Value Modifier Informal Review Request on behalf of a solo practitioner
  - 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 within the PV-PQRS application on behalf of the solo practitioner:
  - Obtain the solo practitioner’s Annual QRUR and PQRS Feedback Report

If you have questions about requesting a role 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 Eastern Time Zone.
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- Obtain the solo practitioner’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years
- Submit a Value Modifier Informal Review Request on behalf of a solo practitioner

**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 obtaining QRURs and PQRS Feedback Reports is available at [https://www.cms.gov/PhysicianFeedbackProgram](https://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 about setting up an EIDM account, please contact the QualityNet Help Desk at:
- Monday – Friday: 8:00 am – 8:00 pm Eastern Time Zone
- 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

If you have questions about requesting a role 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 Eastern Time Zone.
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visit [https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html](https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html).

If you have questions about requesting a role 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 Eastern Time Zone.
III. Existing User Access for an EIDM Account

Please follow each step listed below unless otherwise noted.

<table>
<thead>
<tr>
<th>Steps</th>
<th>Screenshots</th>
</tr>
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</table>
| 1. Go to the CMS Enterprise Portal at [https://portal.cms.gov](https://portal.cms.gov). Note: The CMS Enterprise Portal supports the following internet browsers:  
  - Internet Explorer 11 (without compatibility mode)  
  - Firefox  
  - Chrome  
  - Safari  
  Enable JavaScript and adjust any zoom features to ensure you are not seeing the screen in too wide of a view. | ![Screenshot of CMS Enterprise Portal login page] |
| 2. Enter your EIDM UserID and Password.                                | ![Screenshot of entering EIDM UserID and Password] |
| 3. Select Agree to our Terms & Conditions checkbox and then select Login. | ![Screenshot of Agree to Terms & Conditions and Login] |
| 4. Select Request/Add Apps link on the My Portal page to begin the process of requesting a new user role to CMS Systems/Applications. | ![Screenshot of My Portal] |

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<table>
<thead>
<tr>
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</table>
| 5. Select **Request Access** for the **Physician Quality and Value Programs** application within the **Access Catalog**.  
**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. | ![Screenshot of CMS.gov My Enterprise Portal](image1)  
![Screenshot of CMS.gov My Enterprise Portal](image2) |

| 6. (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.  
**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. | ![Screenshot of CMS.gov My Enterprise Portal](image3)  
![Screenshot of CMS.gov My Enterprise Portal](image4) |

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<th>Steps</th>
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<tbody>
<tr>
<td>7. Select the appropriate role you want to request from the Select a Role drop-down menu and then select Next.</td>
<td><img src="https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html" alt="Select a Role" /></td>
</tr>
</tbody>
</table>

**Multi-Factor Authentication (MFA)**

Please follow Steps 8 to 11 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 https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html

| 8. Select Next to begin registration for the Multi-Factor Authentication process. | ![Multi-Factor Authentication](https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html) |

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<th>Steps</th>
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</thead>
<tbody>
<tr>
<td>9. Read the <strong>Register Your Phone, Computer, or E-mail</strong> notification and then select an option from the <strong>MFA Device Type</strong> drop-down menu.</td>
<td><img src="image.png" alt="Screenshot" /></td>
</tr>
<tr>
<td><strong>Note:</strong> If selecting <strong>Phone/Tablet/PC/Laptop</strong> as <strong>MFA Device Type</strong>, 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.</td>
<td></td>
</tr>
</tbody>
</table>

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Steps

10. (a) If selecting Phone/Tablet/PC/Laptop as MFA 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.

   OR

(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.

   OR

(c) If selecting Text Message – Short Message Service (SMS) as a MFA Device Type, enter the Phone Number that will be used to obtain the Security Code and the MFA Device Description.

   OR

(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.

Select Next to continue.

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Steps

11. 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.  
   **Note:** You will receive an E-mail notification for successfully registering the MFA credential type.

<table>
<thead>
<tr>
<th>Screenshots</th>
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<tbody>
<tr>
<td><img src="image1.png" alt="My Enterprise Portal" /></td>
</tr>
</tbody>
</table>

12. Enter the required information under **Business Contact Information** and **Phone** sections and select **Next**.  
   **Note:** The information under the **Name** section will be pre-populated:
   - If you are requesting a **Security Official** role, go to Step 13.
   - If you are requesting a **Group Representative** role, go to Step 20.
   - If you are requesting an **Individual Practitioner** role, go to Step 23.
   - If you are requesting an **Individual Practitioner Representative** role, go to Step 30.

<table>
<thead>
<tr>
<th>Screenshots</th>
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</thead>
<tbody>
<tr>
<td><img src="image2.png" alt="Request New Application Access" /></td>
</tr>
</tbody>
</table>

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<table>
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<tr>
<th>Steps</th>
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</tr>
</thead>
</table>
| **a. Security Official Role**  
Follow Steps 13 to 19 to request a Security Official Role | ![Request New Application Access](image) |

13. **(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 14.

   **OR**

   **(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 17.

If you have questions about requesting a role 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 Eastern Time Zone.
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### Steps

14. If selecting **Create an Organization** as the Create/Associate option, enter the following required information for the group practice:
   - Medicare Billing TIN
   - Legal Business Name
   - NPI 1
   - PTAN 1
   - NPI 2
   - PTAN 2
   - Address Line 1
   - City
   - State
   - Zip Code
   - Phone Number
   - Reason for Request

Select **Next**.

**Note:** In this section, enter your group practice’s Medicare billing TIN; enter rendering NPIs for two different eligible professionals who bill under the TIN (do not use the group NPI) and enter their corresponding individual PTANs (do not use the group PTAN); and enter the remaining required information.

**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.

- Dr. Smith’s rendering NPI is 4545454545 and the corresponding individual PTAN is G676767676.

### Screenshots

Select a Role: Security Officer

- **TIN:**
- **Group Unique Identifier:**
- **ACO Parent TIN:**
- **Legal Business Name:**
- **NPI 1:**
- **PTAN 1:**
- **NPI 2:**
- **PTAN 2:**
- **NPI 3:**
- **PTAN 3:**
- **Address Line 1:**
- **City:**
- **State:**
- **Zip Code:**
- **Phone Number:**
- **Reason for Request:**

Select **Next**.
### Steps

| Note: PTANs are alphanumeric therefore, enter the alpha characters. |

- Dr. Beaver’s rendering NPI is 2525252525 and the corresponding individual PTAN is 0012789456.

**Note:** All leading zeroes in the PTAN should be entered.

### Screenshots

15. Verify the information on the Verification screen and select **Submit**.

If you have questions about requesting a role 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 Eastern Time Zone.
16. (a) You have successfully applied for the Security Official role.

(b) If your role request is automatically approved, proceed to Step 33 to complete the Multi-Factor Authentication before you can access the Physician Quality and Value Programs application using your EIDM UserID and EIDM Password in order to:

- View the group practice’s PQRS GPRO registration status from prior years;
- Obtain the group practice’s Annual QRUR and PQRS Feedback Report;
- Obtain the group practice’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years;
- Submit a Value Modifier Informal Review Request on behalf of the group practice; and
- Approve requests for the ‘Group Representative’ role in the EIDM.

A confirmation E-mail will be sent shortly after the submission confirmation message.

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,
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<table>
<thead>
<tr>
<th>Steps</th>
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<tbody>
<tr>
<td>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.</td>
<td><img src="image1.png" alt="Screenshots" /></td>
</tr>
</tbody>
</table>

17. (a) If selecting **Associate to an Existing Organization** as the Create/Associate option, enter one of the following information for the group practice:

i. Medicare Billing TIN OR

ii. Legal Business Name and State OR

iii. Legal Business Name and Street Address

(b) Select **Search**.

(c) Select your group practice from the **Organization** drop-down menu. Enter **Reason for Request** and select **Next**.

*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.

If you have questions about requesting a role 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 Eastern Time Zone.
## Steps

18. Verify the information on the **Verification** screen and select **Submit**.

19. (a) You have successfully applied for the Security Official role.  

   **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.

   (b) After your role request is approved, proceed to Step 33 to complete the Multi-Factor Authentication before you can access the **Physician Quality and Value Programs** application using your EIDM UserID and EIDM Password in order to:

   - View your group’s PQRS GPRO registration status form prior years;
   - Obtain the group practice’s Annual

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If you have questions about requesting a role 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 Eastern Time Zone.
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<tr>
<th>Steps</th>
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<tr>
<td>QRUR and PQRS Feedback Report; Obtain the group practice’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years; and Submit a Value Modifier Informal Review Request on behalf of the group practice.</td>
<td></td>
</tr>
</tbody>
</table>

b. Group Representative Role
Follow Steps 20 to 22 to request a Group Representative Role

20. (a) Enter one of the following information for the group practice.
   i. Medicare Billing TIN OR
   ii. Legal Business Name and State OR
   iii. Legal Business Name and Street Address
(b) Select Search.
(c) Select your group practice from the Organization drop-down menu. Enter Reason for Request and select Next.

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.

If you have questions about requesting a role 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 Eastern Time Zone.
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<th>Steps</th>
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<tbody>
<tr>
<td>21. Verify the information on the <strong>Verification</strong> screen and select <strong>Submit</strong>.</td>
<td>![Verification Screen]</td>
</tr>
</tbody>
</table>

22. (a) You have successfully applied for the Group Representative role.

**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.

(b) After your role request is approved, proceed to Step 33 to complete the Multi-Factor Authentication before you can access the **Physician Quality and Value Programs** application using your EIDM UserID and EIDM Password in order to:

- View the group practice’s PQRS GPRO registration status from prior years;
- Obtain the group practice’s Annual QRUR and PQRS Feedback Report;

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<tr>
<th>Steps</th>
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</table>
| ● Obtain the group practice’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years; and  
  ● Submit a Value Modifier Informal Review Request on behalf of the group practice. |             |

**c. Individual Practitioner Role**

Follow Steps 23 to 29 to request an Individual Practitioner Role

23. (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 24.

OR

(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 27.

If you have questions about requesting a role 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 Eastern Time Zone.
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Steps

24. If selecting **Create a new Individual Eligible Professional** as the Create/Associate Individual option, enter the following required information for the solo practitioner:

- 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

Select **Next**.

**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.

**Note:** PTANs are alphanumeric, therefore, enter the alpha characters. All leading zeroes in the PTAN should be entered.

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25. Verify the information on the **Verification** screen and select **Submit**.

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<tr>
<th>Steps</th>
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</thead>
<tbody>
<tr>
<td>25.</td>
<td><img src="image" alt="Verification Screen" /></td>
</tr>
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If you have questions about requesting a role 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 Eastern Time Zone.
26. (a) You have successfully applied for the Individual Practitioner role.

(b) After your role request is automatically approved, proceed to Step 33 to complete the Multi-Factor Authentication before you can access the Physician Quality and Value Programs application using your EIDM UserID and EIDM Password in order to:

- Obtain the solo practitioner’s Annual QRUR and PQRS Feedback Report;
- Obtain the solo practitioner’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years;
- 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.

A confirmation E-mail will be sent shortly after the submission confirmation message.

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

If you have questions about requesting a role 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 Eastern Time Zone.
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<tbody>
<tr>
<td>contact you for further assistance within two (2) business days.</td>
<td>![Screeshot of Request New Application Access form]</td>
</tr>
</tbody>
</table>

27. (a) If selecting **Associate to an Existing Individual Eligible Professional** as the Create/Associate Individual, enter one of the following information for the solo practitioner:

i. Medicare Billing TIN  
OR

ii. Legal Business Name and State  
OR

iii. Legal Business Name and Street Address

(b) Select **Search**.

(c) Select the solo practitioner from the Individual Eligible Professional drop-down menu. Enter **Reason for Request** and select **Next**.

**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.

If you have questions about requesting a role 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 Eastern Time Zone.
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<tr>
<th>Steps</th>
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<tbody>
<tr>
<td>28. Verify the information on the Verification screen and select Submit.</td>
<td><img src="image1.png" alt="Verification Screen" /></td>
</tr>
<tr>
<td>29. (a) You have successfully applied for the Individual Practitioner role. <strong>Note:</strong> 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. (b) After your role request is approved, proceed to Step 33 to complete the Multi-Factor Authentication before you can access the Physician Quality and Value Programs application using your EIDM UserID and EIDM Password in order to:</td>
<td><img src="image2.png" alt="Request New Application Access Acknowledgement" /></td>
</tr>
<tr>
<td>• Obtain the solo practitioner’s Annual QRUR and PQRS Feedback Report; • Obtain the solo practitioner’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and</td>
<td></td>
</tr>
</tbody>
</table>
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<tr>
<td>Supplemental QRUR from prior years;</td>
<td></td>
</tr>
<tr>
<td>• Submit a Value Modifier Informal Review request on behalf of solo practitioner; and</td>
<td></td>
</tr>
<tr>
<td>• Approve requests for the ‘Individual Practitioner Representative’ role in the EIDM.</td>
<td></td>
</tr>
</tbody>
</table>

**d. Individual Practitioner Representative Role**

Follow Steps 30 to 32 to request an Individual Practitioner Representative Role

30. (a) Enter one of the following information for the solo practitioner:
   
   i. Medicare Billing TIN OR
   
   ii. Legal Business Name and State OR
   
   iii. Legal Business Name and Street Address

   (b) Select **Search**.

   (c) Select the solo practitioner from the **Individual Eligible Professional** drop-down menu. Enter the **Reason for Request** and select **Next**.

   **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.

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<tbody>
<tr>
<td>31. Verify the information on the <strong>Verification</strong> screen and select <strong>Submit</strong>.</td>
<td></td>
</tr>
<tr>
<td><img src="image1.png" alt="Verification Screen" /></td>
<td></td>
</tr>
</tbody>
</table>

32. (a) You have successfully applied for the Individual Practitioner Representative role.

**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.

(b) After your role request is approved, proceed to next Step 33 to complete the Multi-Factor Authentication before you can access the **Physician Quality and Value Programs** application using your EIDM UserID and EIDM Password in order to:

![Multi-Factor Authentication](image2.png)

If you have questions about requesting a role 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 Eastern Time Zone.
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<tr>
<td>• Obtain the solo practitioner’s Annual QRUR and PQRS Feedback Report;</td>
<td></td>
</tr>
<tr>
<td>• Obtain the solo practitioner’s Mid-Year QRUR, Annual QRUR, PQRS Feedback Report, and Supplemental QRUR from prior years; and</td>
<td></td>
</tr>
<tr>
<td>• Submit a Value Modifier Informal Review Request on behalf of a solo practitioner.</td>
<td></td>
</tr>
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IV. 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 https://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html.

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>33. Go to the CMS Enterprise Portal at: <a href="https://portal.cms.gov">https://portal.cms.gov</a>.</td>
<td><img src="image" alt="CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>34. Enter your EIDM UserID.</td>
<td><img src="image" alt="Verify User Identity" /></td>
</tr>
</tbody>
</table>

**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. The Choose MFA Device drop-down menu will be displayed when you enter your EIDM UserID.

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<tr>
<td>34. Enter your <strong>EIDM Password</strong>.</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>35. Complete the MFA each time you attempt to log into the CMS Enterprise Portal.</td>
<td></td>
</tr>
<tr>
<td>(a) Select an option under the Choose MFA Device drop-down menu. <strong>Note:</strong> You previously registered to complete the MFA process when setting-up your EIDM account. Please ensure that you select the same <strong>MFA Device Type</strong> 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 <strong>MFA Device Type</strong> does not match your initial selection when setting-up your account.</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>(b) Select the <strong>Send MFA Code</strong> to receive a Security Code. <strong>Note:</strong> The <strong>Send</strong> option will appear only when the following MFA Device Type is selected:</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>• Text Message-Short Message Service (SMS)</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>• Interactive Voice Response (IVR)</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>• Email</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>(c) Retrieve the <strong>Security Code</strong> from the selected MFA Device type.</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>(d) Enter the <strong>Security Code</strong> and select the <strong>Agree to Our Terms &amp; Conditions</strong> checkbox.</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
</tr>
<tr>
<td>(e) Select <strong>Log In</strong>.</td>
<td><img src="image" alt="Screenshot of CMS.gov Enterprise Portal" /></td>
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If you have questions about requesting a role 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 Eastern Time Zone.
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<tr>
<td>36. You will be directed to <strong>CMS Portal Homepage.</strong> Select the following links from the PV-PQRS drop-down menu: (a) <strong>Resources</strong> (to view AQRUR, PQRS, and VM Informal Review related FAQs and reference material) (b) <strong>Registration</strong> (to view prior year’s PQRS GPRO registration) (c) <strong>Feedback Reports</strong> (to obtain an Annual QRUR, PQRS Feedback Report Mid-Year QRUR, and Supplemental QRUR) (d) <strong>Value Modifier Informal Review</strong> (to submit an Informal Review request)</td>
<td><img src="image" alt="CMS Portal Homepage" /></td>
</tr>
</tbody>
</table>