# Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

## 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:** Do not use this guide (1) if you do not have an EIDM account, or (2) if you had an Individuals Authorized Access to the CMS Computer Services (IACS) account, but never logged into EIDM with a Physician Value – Physician Quality Reporting System (PV-PQRS) role. Please visit http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html to determine which guide you should use based on your needs.

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 on behalf of a group practice:
  - Register the group practice to participate in the Physician Quality Reporting System (PQRS) Group Practice Reporting Option (GPRO);
  - Obtain the group practice's Mid-Year and Annual Quality and Resource User Report (QRUR), Supplemental QRUR, and PQRS Feedback Report;
  - Submit a Value Modifier Informal Review Request on behalf of the group practice; and
  - 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 on behalf of a group practice:
  - Register the group practice to participate in the PQRS GPRO;
  - Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and
  - 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 on behalf of a solo practitioner:
  - Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report;
  - Submit a Value Modifier Informal Review Request on behalf of a solo practitioner; and
  - 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 on behalf of the solo practitioner:
  - Obtain a solo practitioner's QRUR, Supplemental QRUR and PQRS Feedback Report; and
  - 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 registering to participate in the PQRS GPRO and obtaining QRURs is available at http://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 related to setting up an EIDM account, please contact the QualityNet Help Desk at:

- Monday – Friday: 8:00 am – 8:00 pm EST
- 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 visit http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html.

**If you have questions about the 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 EST**

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## IV. Getting Started - Please follow each step listed below unless otherwise noted.

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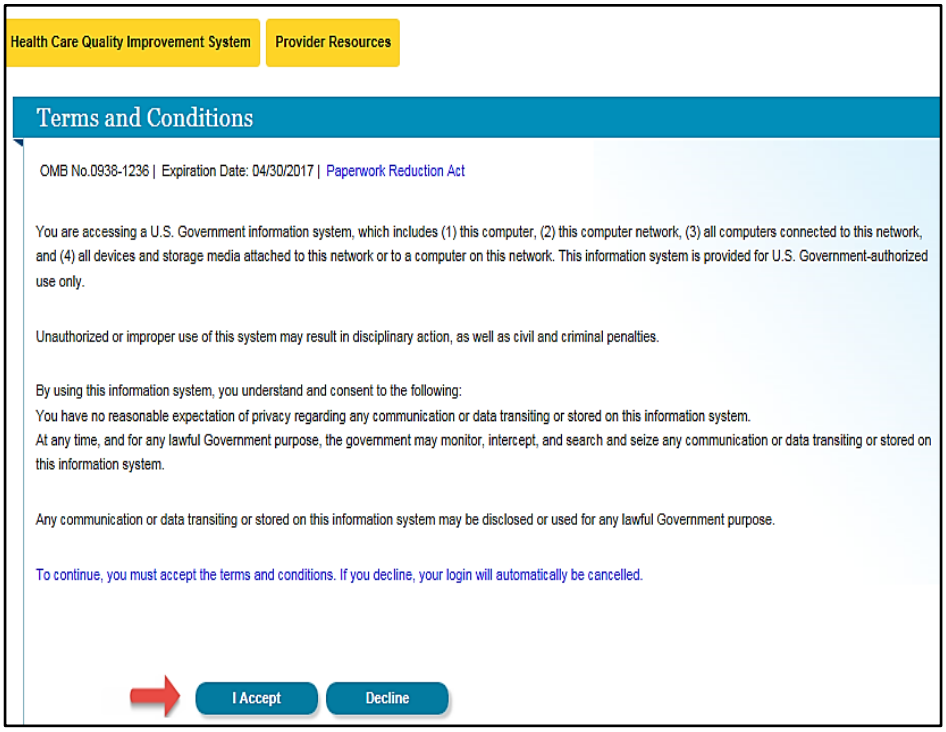
| 1. Go to https://portal.cms.gov and select **Login to CMS Secure Portal**.<br><br>**Note:** The CMS Enterprise Portal supports the following internet browsers:<br>• Internet Explorer 8 (without compatibility mode)<br>• Internet Explorer 9 (without compatibility mode)<br>• Internet Explorer 10 (without compatibility mode)<br>• Internet Explorer 11 (without compatibility mode)<br>• Mozilla-Firefox<br>• Chrome<br>• Safari<br><br>Enable JavaScript and adjust any zoom features to ensure you are not seeing the screen in too wide of a view. | |
| 2. Read the **Terms and Conditions** and select ***I Accept*** *to continue.* |  |

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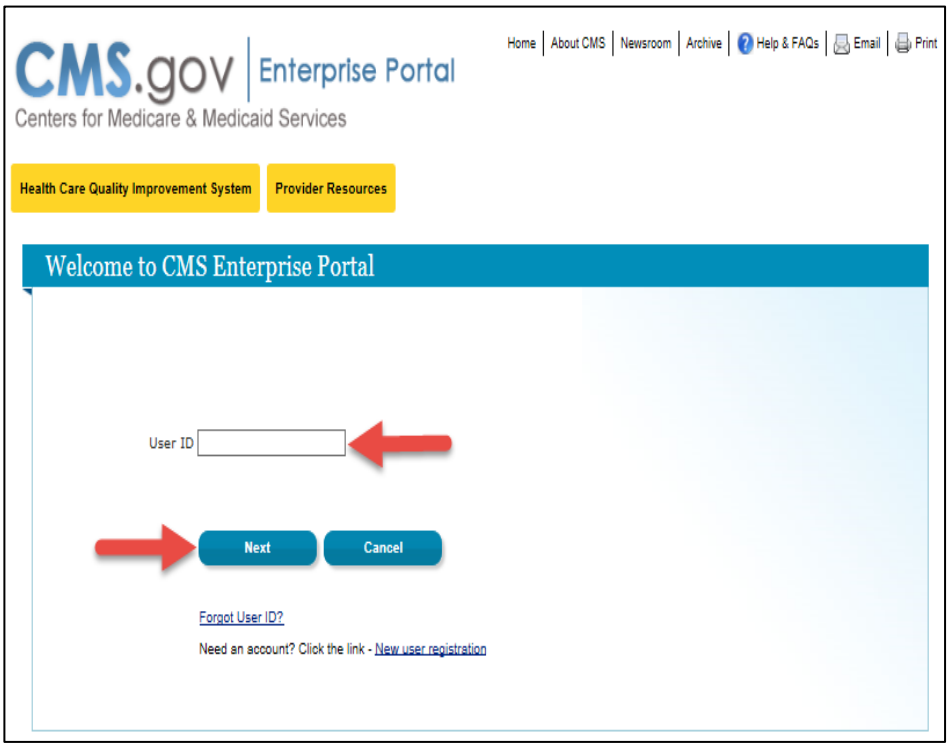
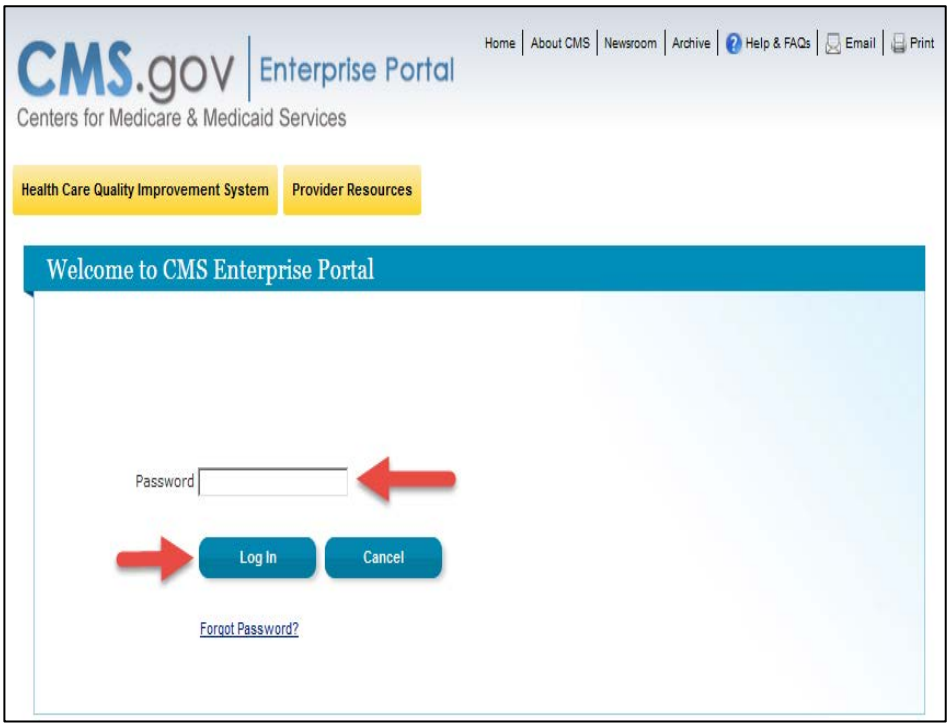
| Steps | Screenshots |
|---|---|
| 3. Enter your **EIDM User ID** and select ***Next*** on the **Welcome to CMS Enterprise Portal** screen. |  |
| 4. Enter your EIDM **Password** and select ***Log In.*** |  |

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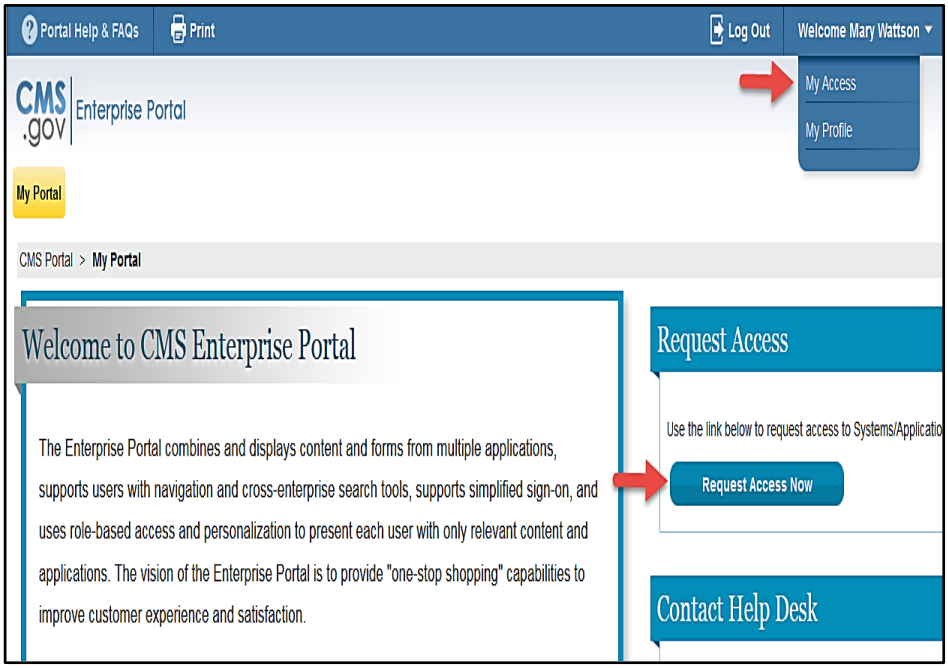
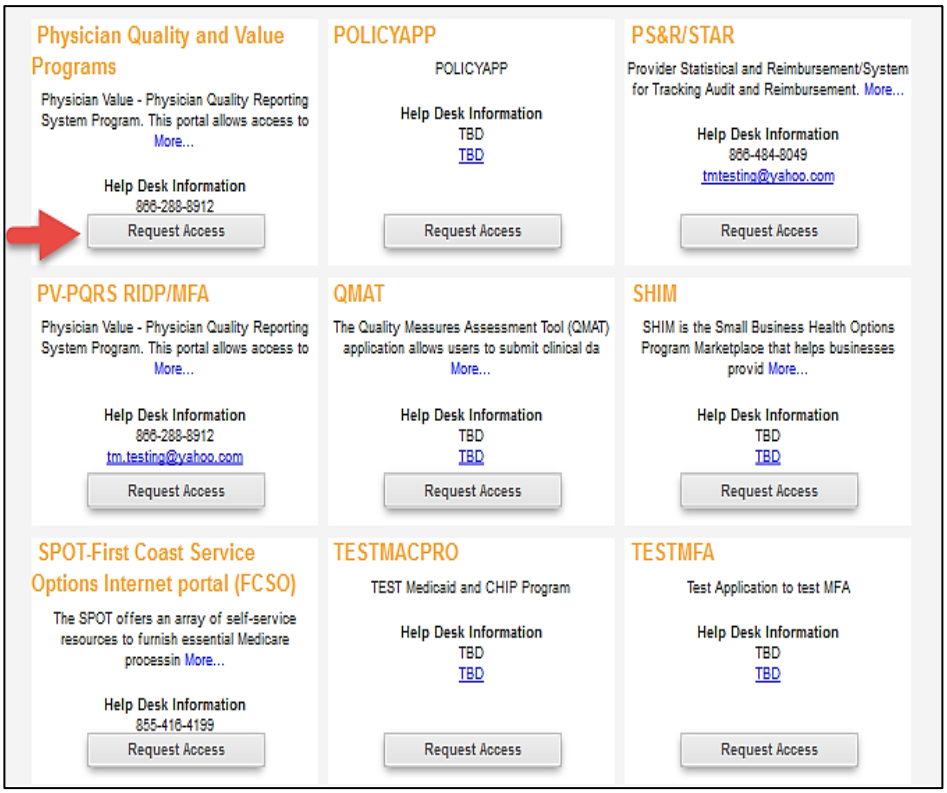
| Steps | Screenshots |
|---|---|
| 5. Select ***Request Access Now*** under **Request Access** to begin the process of requesting a new user role.<br><br>**Note**: You may also select your username and then select **My Access** from the drop-down menu to begin the process of requesting a new user role. |  |
| 6. Select ***Request Access*** for the **Physician Quality and Value Programs** application within the **Access Catalog**.<br><br>**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. |  |

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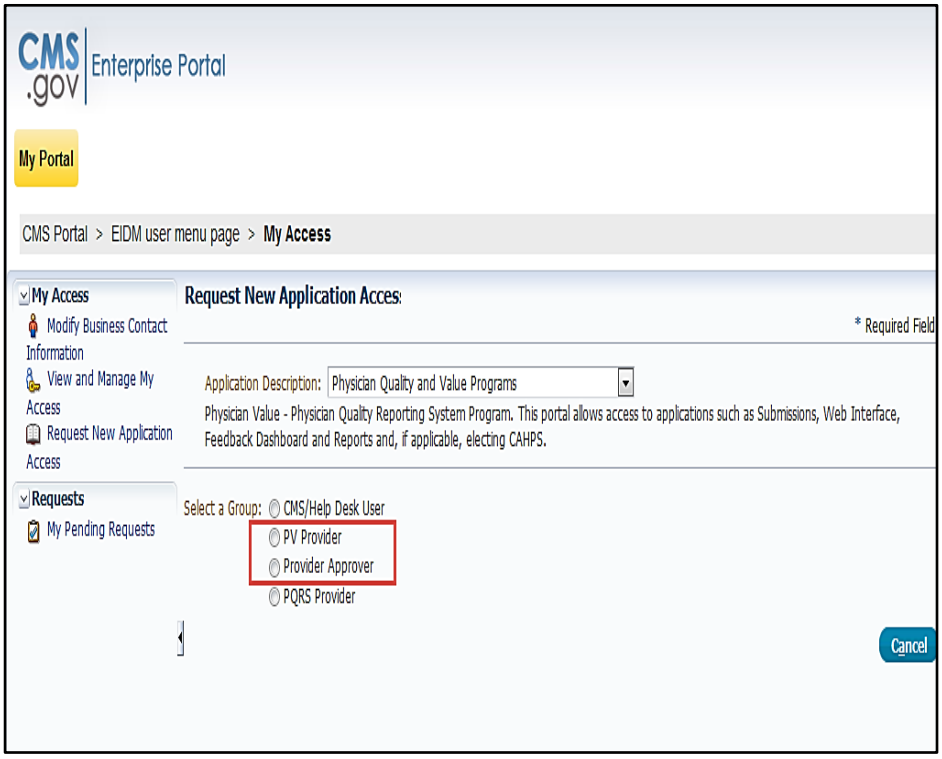
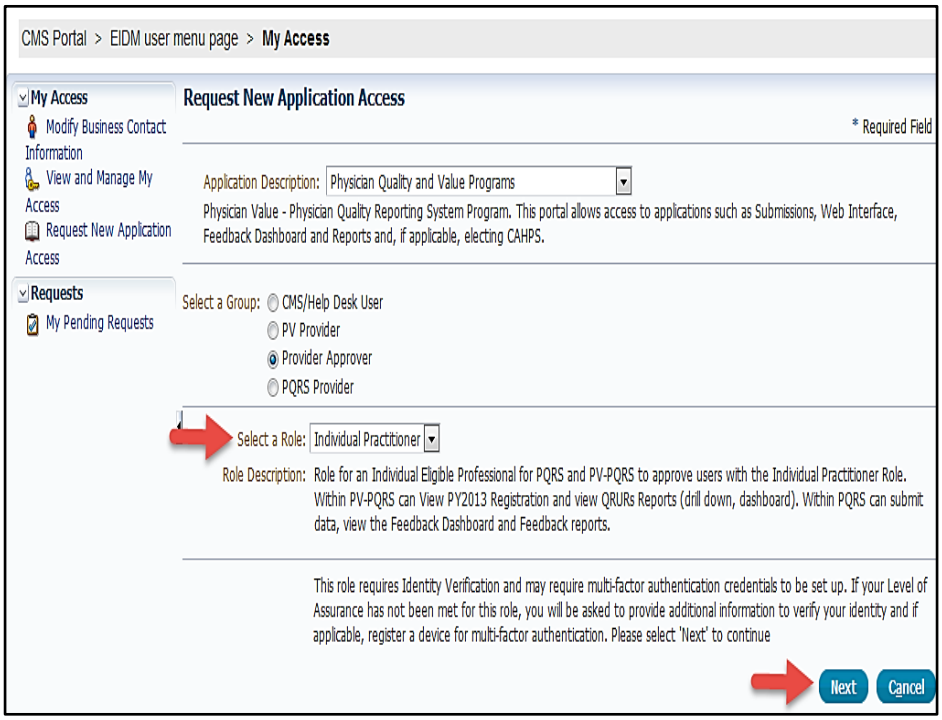
| Steps | Screenshots |
|---|---|
| 7. (a) Under **Select a Group,** choose ***Provider Approver***, if you are requesting ***Security Official*** or ***Individual Practitioner*** role<br>OR<br>(b) Choose ***PV Provider***, if you are requesting ***Group Representative*** or ***Individual Practitioner Representative*** role**.**<br><br>**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. |  |
| 8. Select the appropriate role you want to request from the **Select a Role** drop-down menu. |  |

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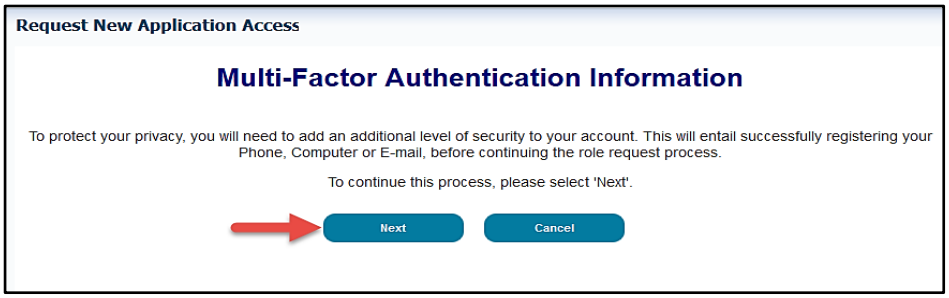
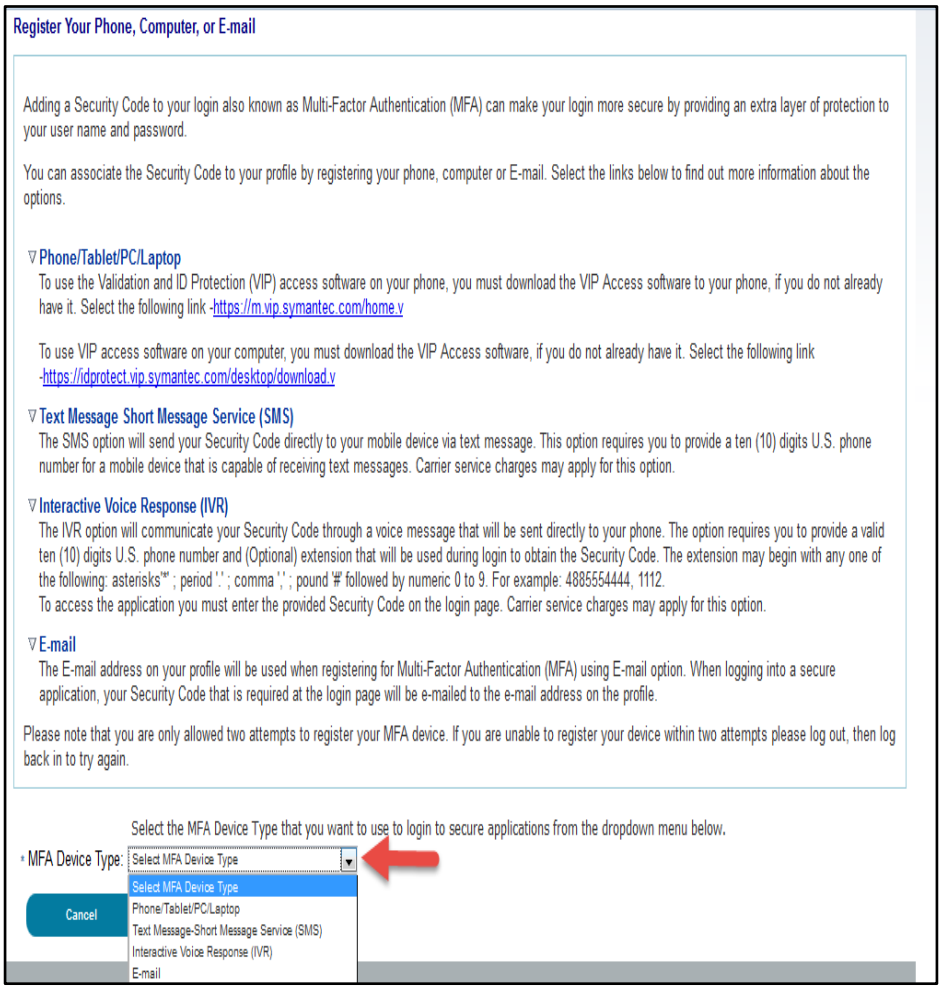
| Steps | Screenshots |
|---|---|
| **Multi-Factor Authentication (MFA)**<br>**Please follow steps 9 to 12 to register for MFA. MFA is an approach to security authentication which requires users to provide more than one form of verification in order to prove their identity. MFA registration is required 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 [http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html](http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html)** | |
| 9. Select ***Next*** to begin registration for the **Multi-Factor Authentication** process. |  |
| 10. Read the **Register Your Phone, Computer, or E-mail** notification and then select an option from the ***MFA Device Type*** drop-down menu.<br><br>**Note**: If selecting Phone/Tablet/PC/Laptop as **MFA Device Type**, 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. |  |

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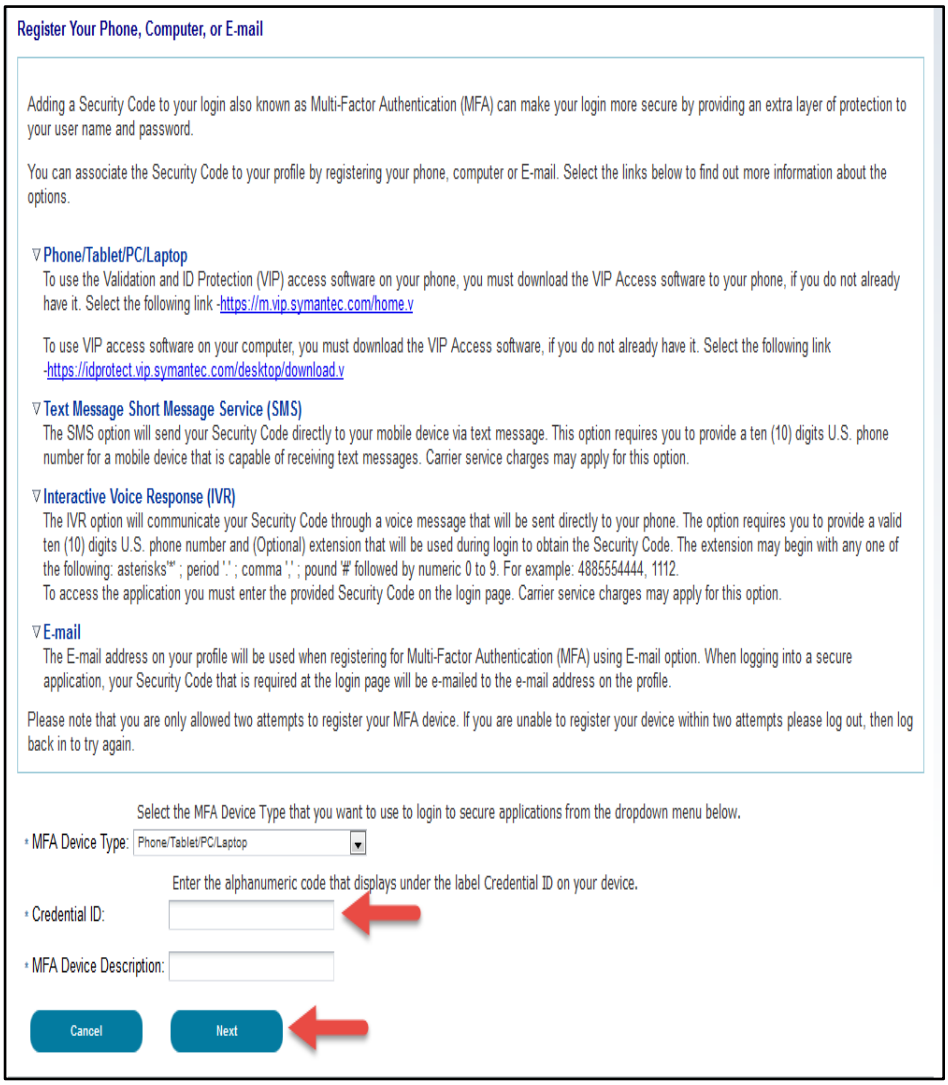
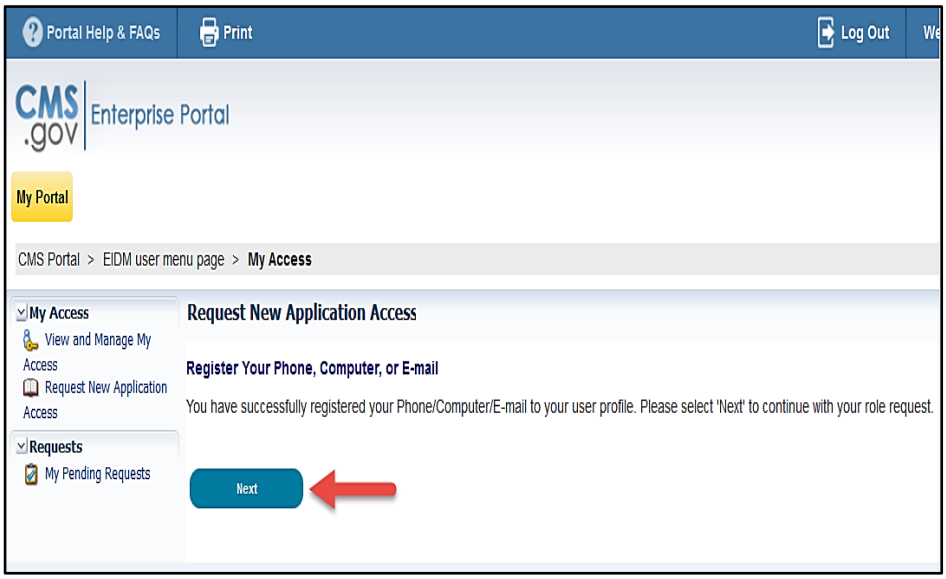
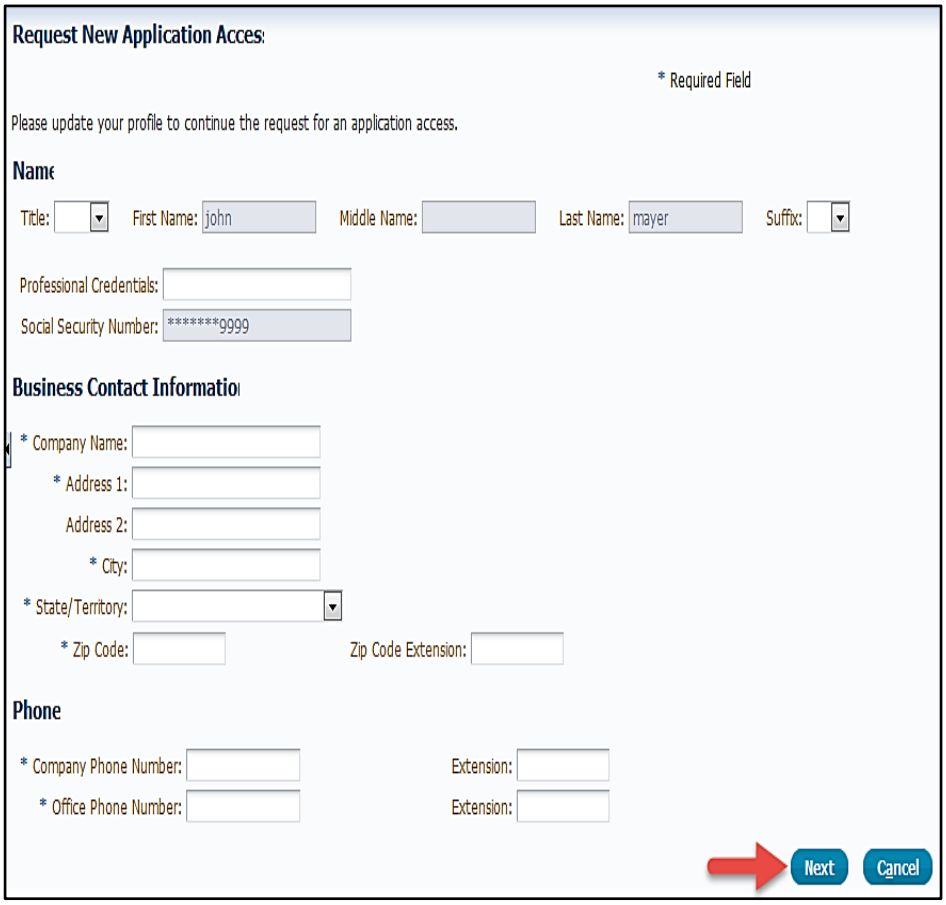
| Steps | Screenshots |
|---|---|
| 11. (a) If selecting ***Phone/Tablet/PC/Laptop*** as **MDA Device Type**, enter the alphanumeric code that displays under the label Credential ID on your device. Enter the **MFA Device Description** which is a nick-name that can help you identify your device**.**<br>**OR**<br>(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.**<br>**OR**<br>(c) If selecting ***Text Message – Short Message service (SMS)*** as **MFA Device Type**, enter the ***Phone Number*** that will be used to obtain the security code and the **MFA Device Description**.<br>**OR**<br>(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**.<br><br>Select ***Next*** to continue. |  <br>Register Your Phone, Computer, or E-mail<br>Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by providing an extra layer of protection to your user name and password.<br>You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the links below to find out more information about the options.<br>Phone/Tablet/PC/Laptop<br>To use the Validation and ID Protection (VIP) access software on your phone, you must download the VIP Access software to your phone, if you do not already have it. Select the following link -https://m.vip.symantec.com/home.v<br>To use VIP access software on your computer, you must download the VIP Access software, if you do not already have it. Select the following link -https://idprotect.vip.symantec.com/desktop/download.v<br>Text Message Short Message Service (SMS)<br>The SMS option will send your Security Code directly to your mobile device via text message. This option requires you to provide a ten (10) digits U.S. phone number for a mobile device that is capable of receiving text messages. Carrier service charges may apply for this option.<br>Interactive Voice Response (IVR)<br>The IVR option will communicate your Security Code through a voice message that will be sent directly to your phone. The option requires you to provide a valid ten (10) digits U.S. phone number and (Optional) extension that will be used during login to obtain the Security Code. The extension may begin with any one of the following: asterisks'*' ; period '.' ; comma ',' ; pound '#' followed by numeric 0 to 9. For example: 4885554444, 1112.<br>To access the application you must enter the provided Security Code on the login page. Carrier service charges may apply for this option.<br>E-mail<br>The E-mail address on your profile will be used when registering for Multi-Factor Authentication (MFA) using E-mail option. When logging into a secure application, your Security Code that is required at the login page will be e-mailed to the e-mail address on the profile.<br>Please note that you are only allowed two attempts to register your MFA device. If you are unable to register your device within two attempts please log out, then log back in to try again.<br>Select the MFA Device Type that you want to use to login to secure applications from the dropdown menu below.<br>* MFA Device Type: Phone/Tablet/PC/Laptop<br>Enter the alphanumeric code that displays under the label Credential ID on your device.<br>* Credential ID:<br>* MFA Device Description:<br>Cancel Next |

| Steps | Screenshots |
|---|---|
| 12. 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.<br><br>**Note**: You will receive an E-mail notification for successfully registering the MFA credential type. |  |
| 13. Enter the required information under **Business Contact Information** and **Phone** sections and select ***Next.***<br><br>**Note:** The information under the **Name** section will be pre-populated.<br><br>• If you are requesting a Security Official role, go to step 14.<br>• If you are requesting a Group Representative role, go to step 21.<br>• If you are requesting an Individual Practitioner role, go to step 24.<br>• If you are requesting an Individual Practitioner Representative role, go to step 31. |  |

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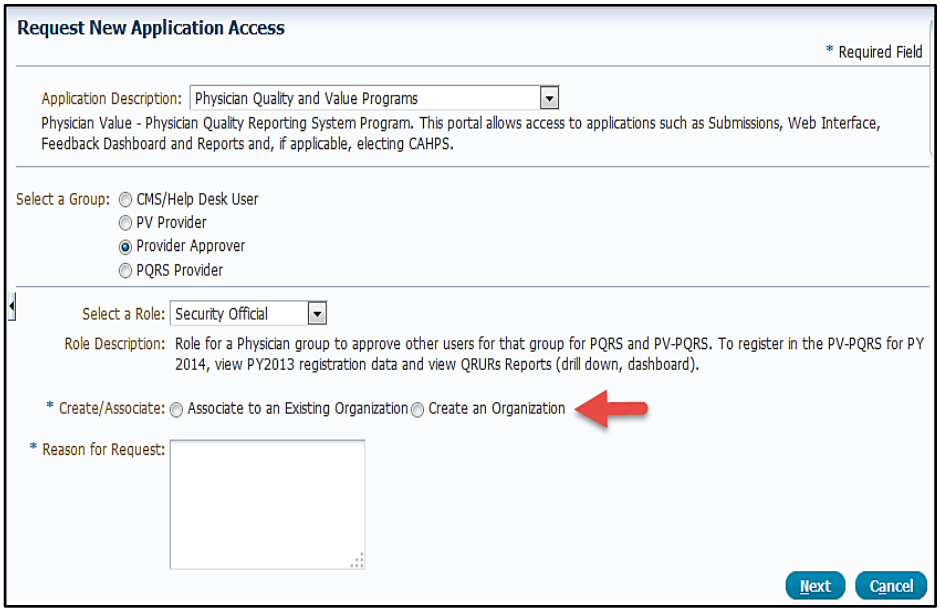
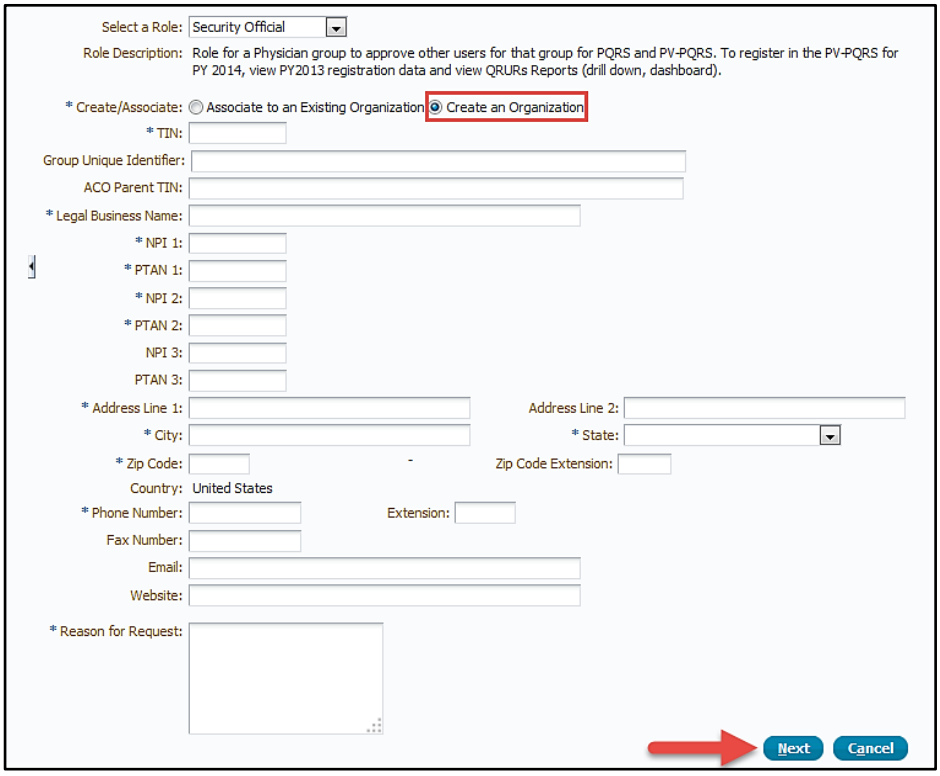
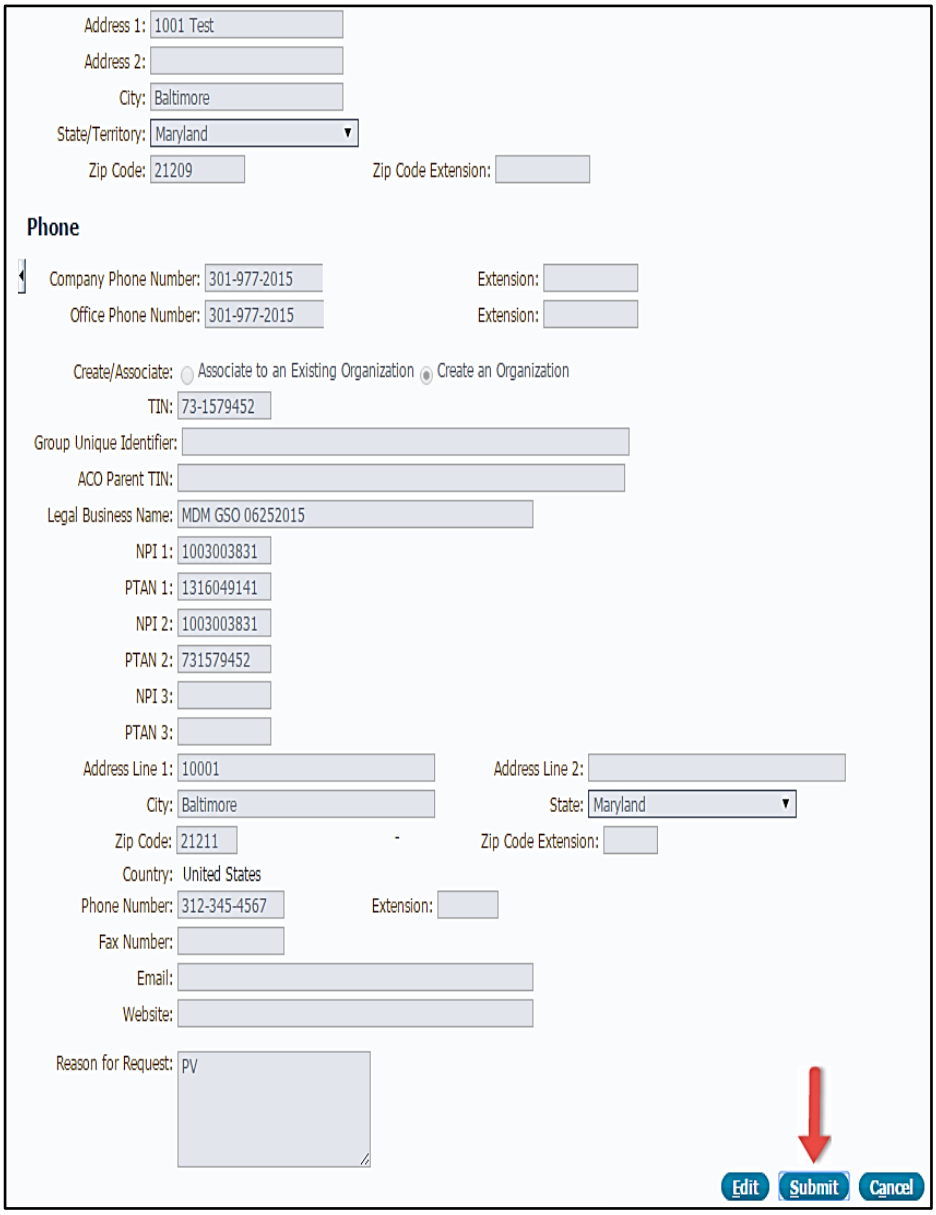
| Steps | Screenshots |
|---|---|
| **Follow Steps 14 to 20 to Request a 'Security Official' Role** | |
| 14. (a) If you are the first person in your group practice to sign up for the Security Official role and register your group practice in the EIDM, select ***Create an Organization.*** Then, proceed to Step 15.<br>***OR***<br>(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 18. |  |
| 15. If selecting ***Create an Organization*** as the **Create/Associate** option, enter the following required information for the group practice:<br>• Medicare Billing TIN<br>• Legal Business Name<br>• NPI 1<br>• PTAN 1<br>• NPI 2<br>• PTAN 2<br>• Address<br>• City<br>• State<br>• Zip Code<br>• Phone Number<br>• Reason for Request<br><br>Select ***Next***.<br><br>**Note**: In this section, enter your group practice's Medicare billing **TIN**; enter **rendering NPIs** for **<u>two different</u>** eligible |  |

| Steps | Screenshots |
|---|---|
| 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.<br><br>**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.<br><br>• Dr. Smith's **rendering NPI** is 4545454545 and the corresponding **individual PTAN** is G676767676.<br><br>**Note**: PTANs are alphanumeric therefore, enter the alpha characters.<br><br>• Dr. Beaver's **rendering NPI** is 2525252525 and the corresponding **individual PTAN** is **00**12789456.<br><br>**Note:** All leading zeros in the PTAN should be entered. | |

| Steps | Screenshots |
|---|---|
| 16. Verify the information on the **Verification** screen and select ***Submit.*** |  |

Address 1: 1001 Test
Address 2:
City: Baltimore
State/Territory: Maryland
Zip Code: 21209 Zip Code Extension:

Phone

Company Phone Number: 301-977-2015 Extension:
Office Phone Number: 301-977-2015 Extension:

Create/Associate: Associate to an Existing Organization Create an Organization
TIN: 73-1579452
Group Unique Identifier:
ACO Parent TIN:
Legal Business Name: MDM GSO 06252015
NPI 1: 1003003831
PTAN 1: 1316049141
NPI 2: 1003003831
PTAN 2: 731579452
NPI 3:
PTAN 3:
Address Line 1: 10001 Address Line 2:
City: Baltimore State: Maryland
Zip Code: 21211 - Zip Code Extension:
Country: United States
Phone Number: 312-345-4567 Extension:
Fax Number:
Email:
Website:

Reason for Request: PV

Edit Submit Cancel

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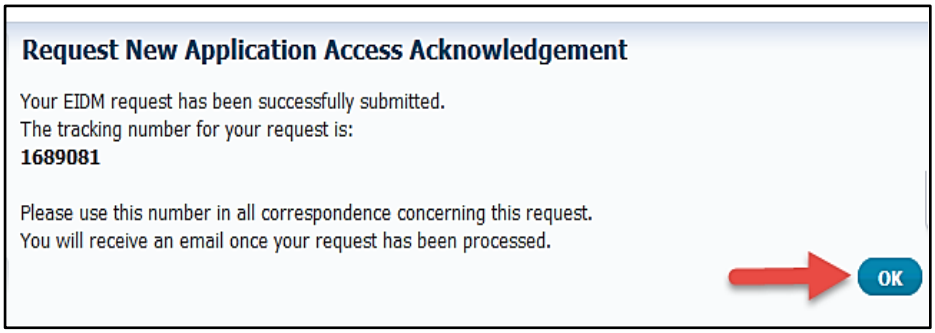
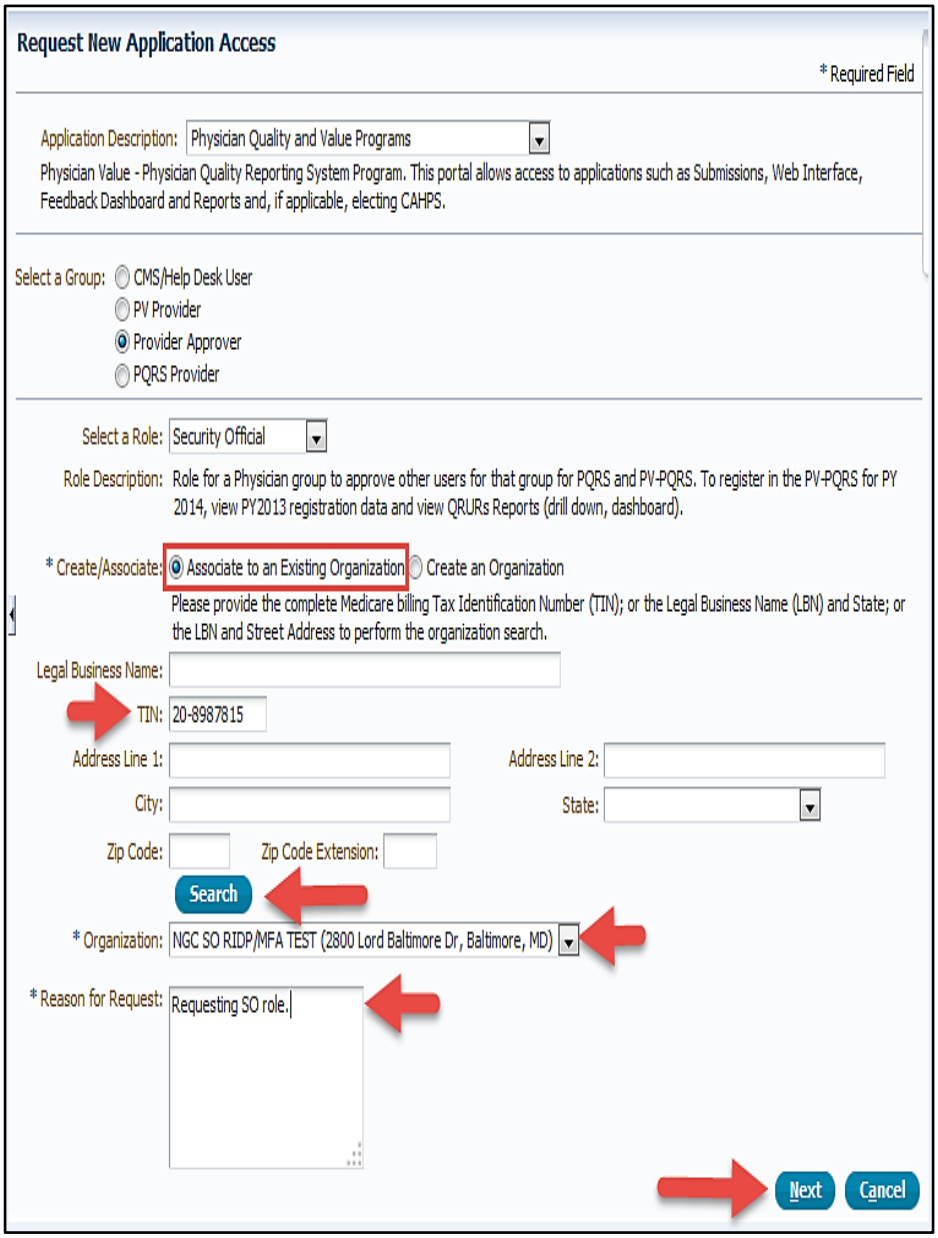
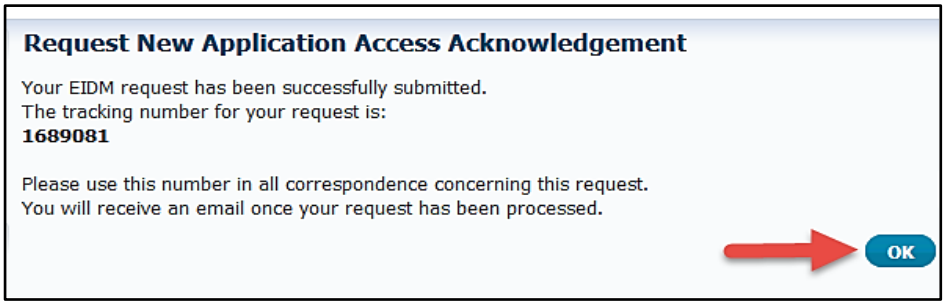
| Steps | Screenshots |
|---|---|
| 17. (a) You have successfully applied for the Security Official role.<br><br>(b) **If your role request is automatically approved**, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Register the group practice to participate in the PQRS GPRO;<br>• Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and<br>• Submit an informal review request on behalf of the group practice.<br><br>A confirmation E-mail will be sent shortly after the submission confirmation message.<br><br>**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, 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. |  <br>**Request New Application Access Acknowledgement**<br>Your EIDM request has been successfully submitted.<br>The tracking number for your request is:<br>**1689081**<br><br>Please use this number in all correspondence concerning this request.<br>You will receive an email once your request has been processed.<br>OK |

| Steps | Screenshots |
|---|---|
| 18. (a) If selecting ***Associate to an Existing Organization*** as the **Create/Associate** option, enter **one** of the following information for the group practice:<br><br>i. Medicare Billing TIN<br>**OR**<br>ii. Legal Business Name and State<br>**OR**<br>iii. Legal Business Name and Street Address<br><br>(b) Select ***Search***.<br><br>(c) Select your group practice from the **Organization** drop-down menu. Enter ***Reason for Request*** and select ***Next***.<br><br>**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. |  |

| Steps | Screenshots |
|---|---|
| 19. Verify the information on the **Verification** screen and select ***Submit***. | |
| 20. (a) You have successfully applied for the Security Official role.<br><br>**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.<br><br>(b) **After your role request is approved,** proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Register the group practice to participate in the PQRS GPRO;<br>• Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and<br>• Submit an informal review request on behalf of the group practice. |  |

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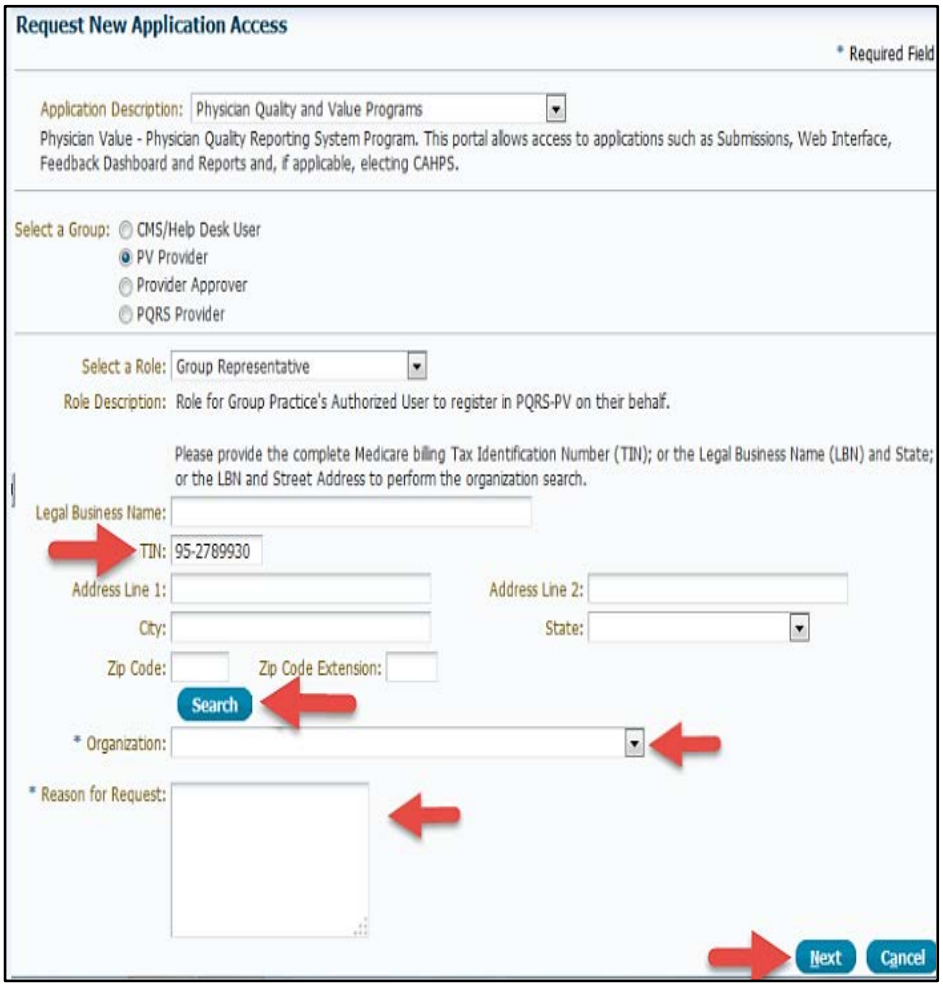
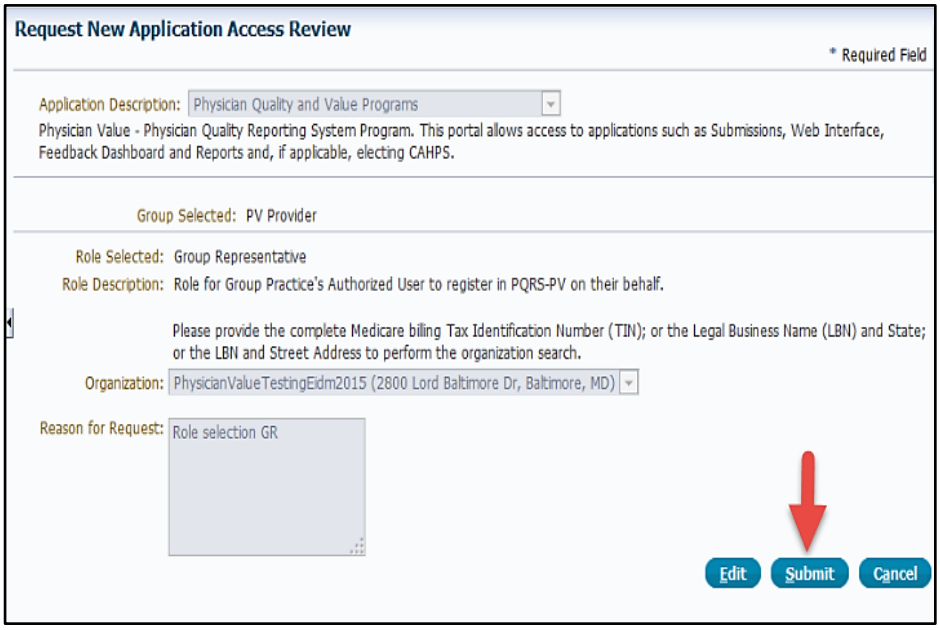
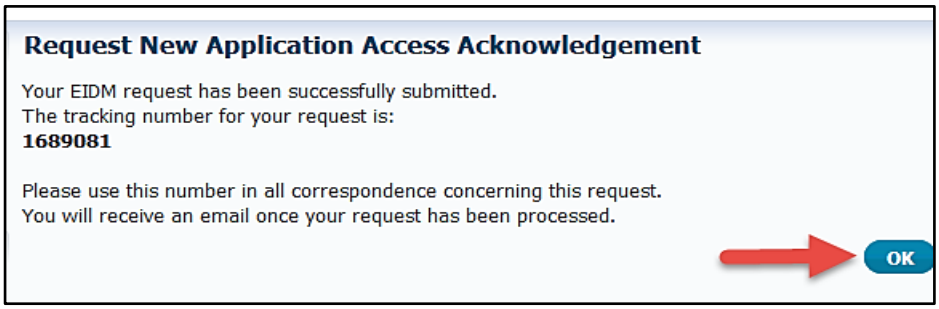
| Steps | Screenshots |
|---|---|
| **Follow Steps 21 to 23 to Request a 'Group Representative' Role** | |
| 21. (a) Enter one of the following information for the group practice.<br><br>i. Medicare Billing TIN<br>**OR**<br>ii. Legal Business Name and State<br>**OR**<br>iii. Legal Business Name and Street Address<br><br>(b) Select ***Search***.<br><br>(c) Select your group practice from the **Organization** drop-down menu. Enter ***Reason for Request*** and select ***Next***.<br><br>**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. |  |

| Steps | Screenshots |
|---|---|
| 22. Verify the information on the **Verification** screen and select ***Submit***. |  |
| 23. (a) You have successfully applied for the Group Representative role.<br><br>**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.<br><br>(b) **After your role request is approved,** proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Register the group practice to participate in the PQRS GPRO;<br>• Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and<br>• Submit an informal review request on behalf of the group practice. |  |

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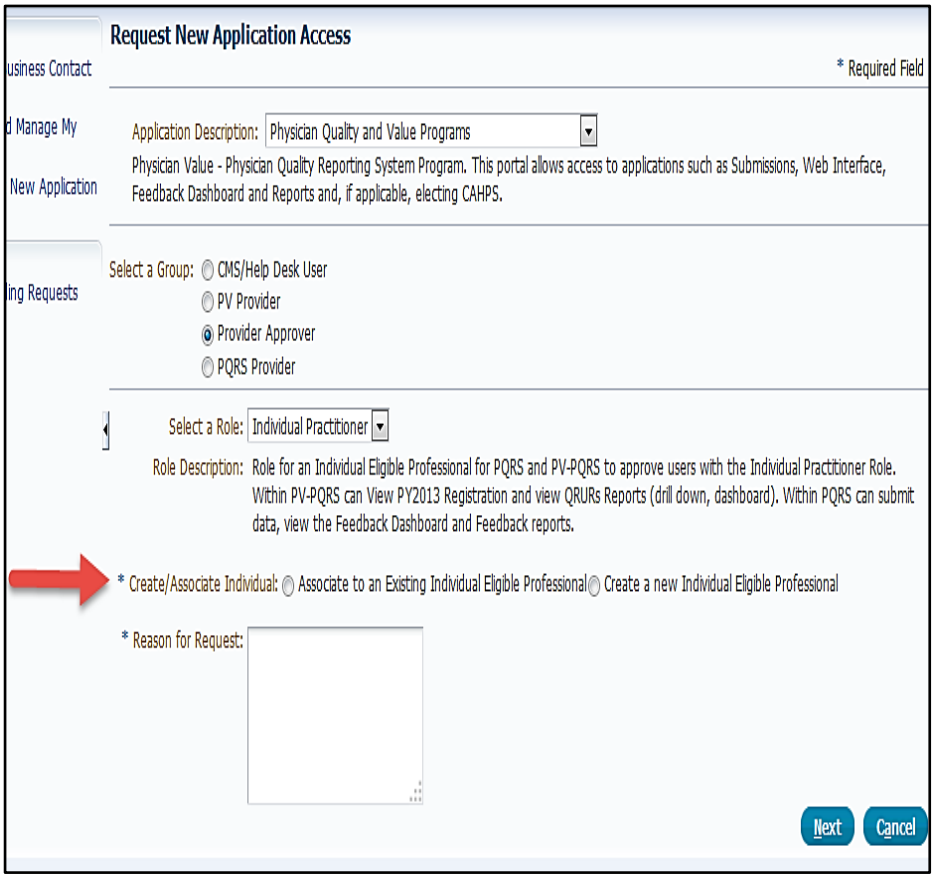
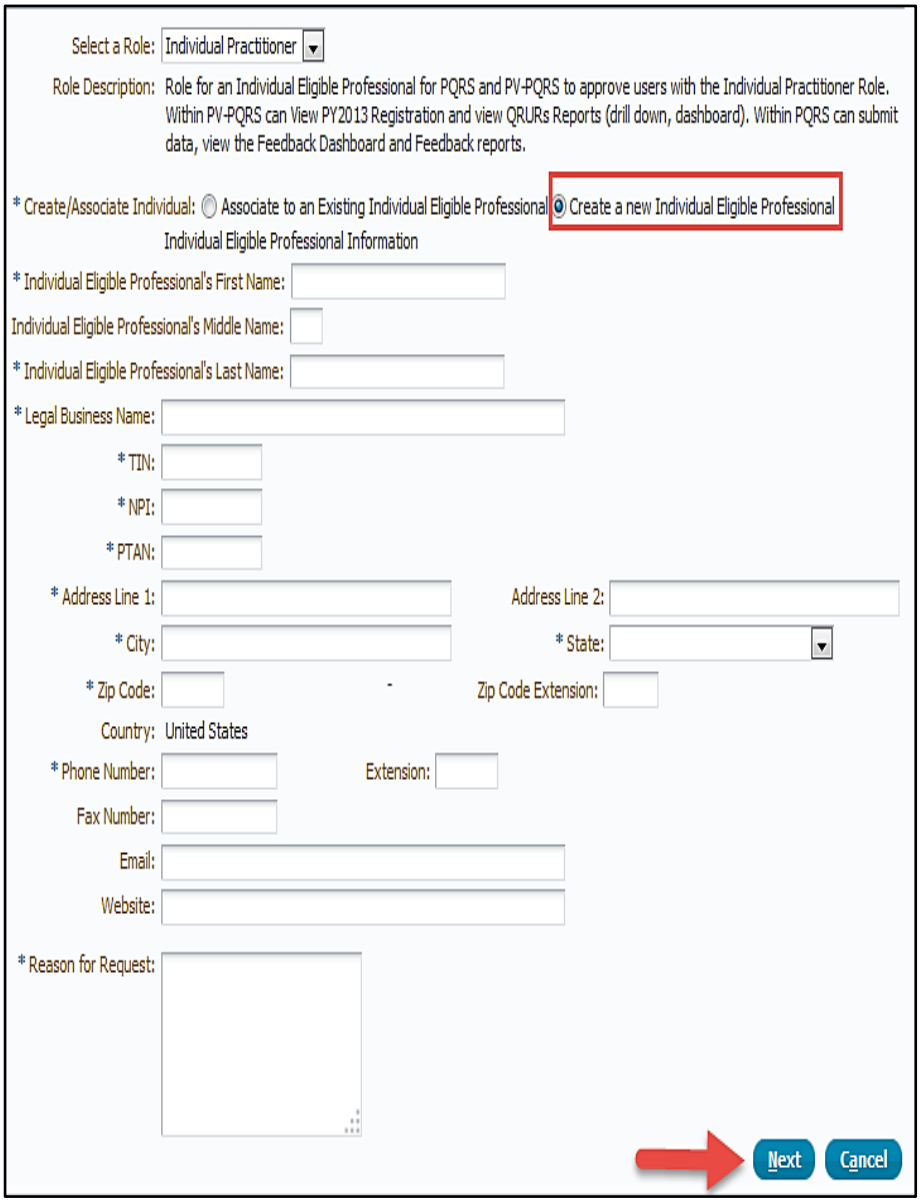
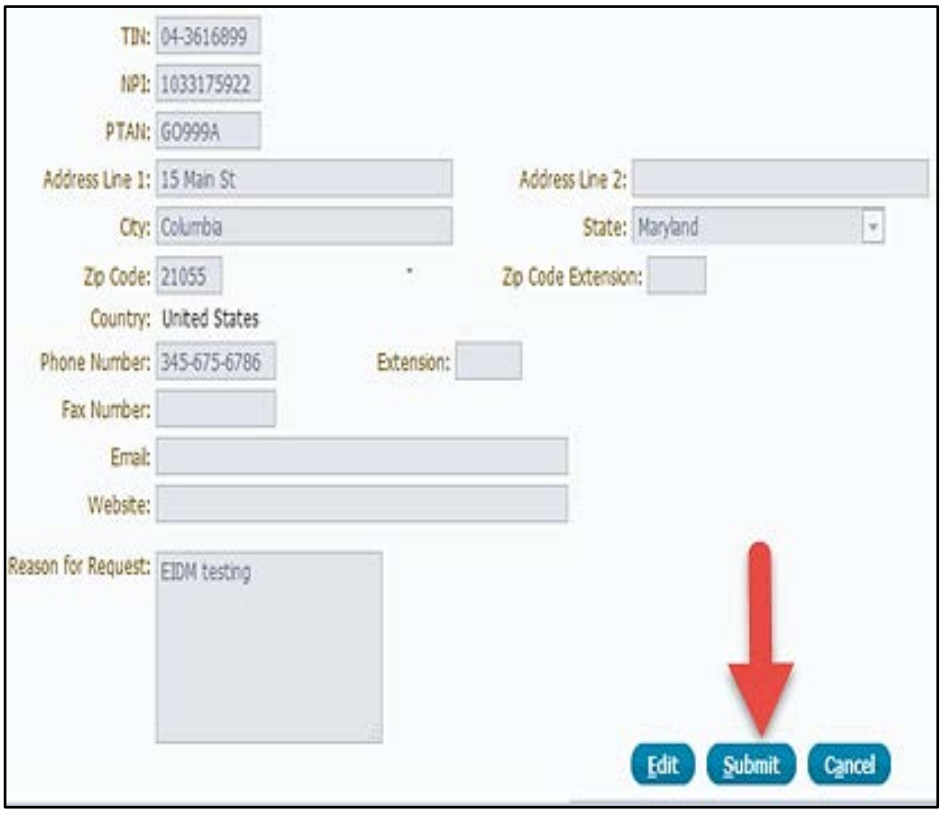
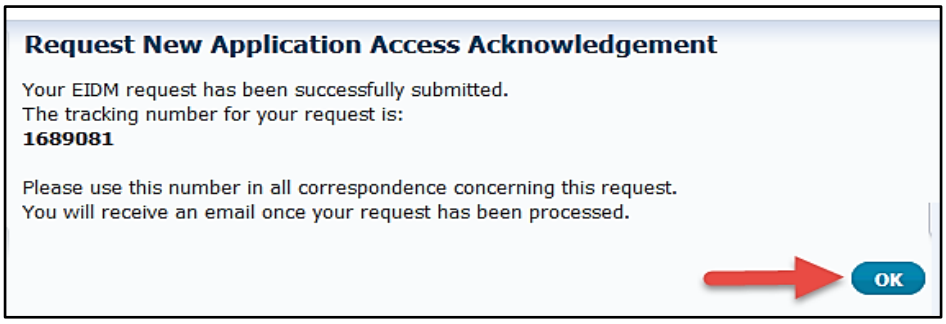
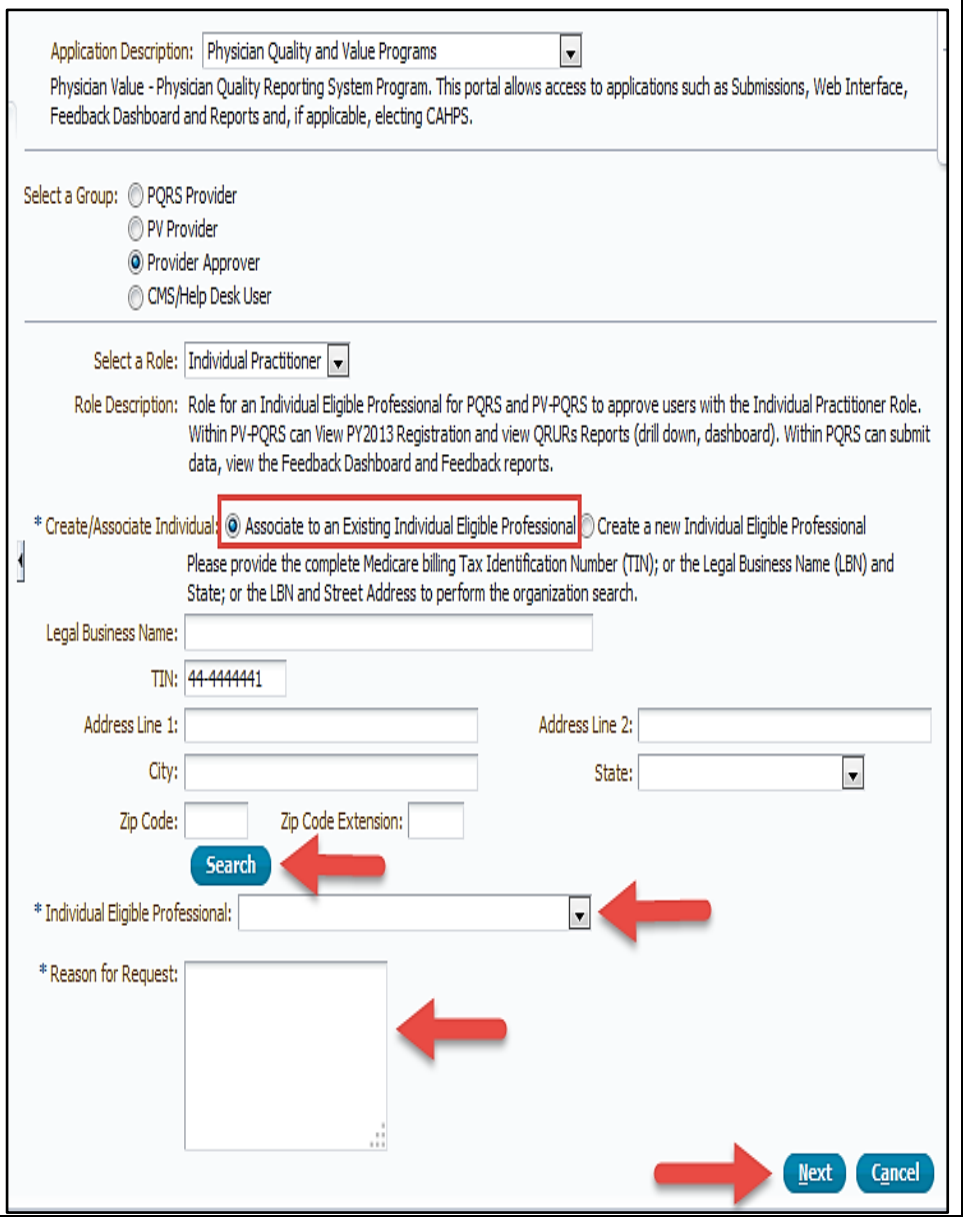
| Steps | Screenshots |
|---|---|
| **Follow Steps 24 to 30 to Request an 'Individual Practitioner' Role** | |
| 24. (a) If you are the first person (the solo practitioner or an authorized representative of the solo Practitioner) to sign up for an Individual Practitioner role on behalf of a solo practitioner and register the solo practitioner in the EIDM, select ***Create a New Individual Eligible Professional.*** Then, proceed to Step 25.<br>***OR***<br>(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 28. |  |

| Steps | Screenshots |
|---|---|
| 25. If selecting ***Create a new Individual Eligible Professional*** as the **Create/Associate Individual** option, enter the following required information for the solo practitioner:<br>• Individual Eligible Professional's (Solo Practitioner's) First Name<br>• Individual Eligible Professional's (Solo Practitioner's) Last Name<br>• Legal Business Name<br>• Medicare Billing TIN<br>• Rendering NPI<br>• Individual PTAN<br>• Address<br>• City<br>• State<br>• Zip Code<br>• Phone Number<br>• Reason for Request<br><br>Select ***Next.***<br><br>**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.<br><br>**Note:** PTANs are alphanumeric therefore, enter the alpha characters. All leading zeros in the PTAN should be entered. |  |

| Steps | Screenshots |
|---|---|
| 26. Verify the information on the **Verification** screen and select ***Submit***. |  |

| Steps | Screenshots |
|---|---|
| 27. (a) You have successfully applied for the Individual Practitioner role.<br><br>(b) **After your role request is automatically approved**, proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report;<br>• Submit a Value Modifier informal review request on behalf of a solo practitioner; and<br>• Approve request for the 'Individual Practitioner Representative' role in the EIDM.<br><br>A confirmation E-mail will be sent shortly after the submission confirmation message.<br><br>**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 contact you for further assistance within two (2) business days. |  |

| Steps | Screenshots |
|---|---|
| 28. (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:<br><br>i. Medicare Billing TIN<br>**OR**<br>ii. Legal Business Name and State<br>**OR**<br>iii. Legal Business Name and Street Address<br><br>(b) Select ***Search.***<br><br>(c) Select the solo practitioner from the **Individual Eligible Professional** drop-down menu. Enter **Reason for Request** and select ***Next.***<br><br>**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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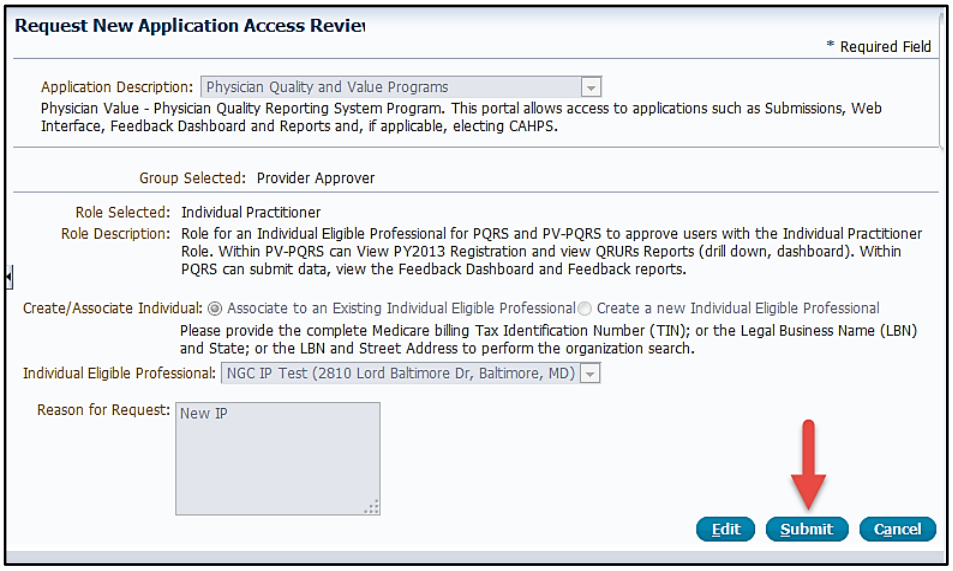
| Steps | Screenshots |
|---|---|
| 29. Verify the information on the **Verification** screen and select ***Submit***. |  |
| 30. (a) You have successfully applied for the Individual Practitioner role.<br><br>**Note:** Another Individual Practitioner on behalf of the solo practitioners must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.<br><br>(b) **After your role request is approved,** proceed to Step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report;<br>• Submit a Value Modifier Informal Review request on behalf of solo practitioner; and<br>• Approve requests for the 'Individual Practitioner Representative' role in the EIDM. | |

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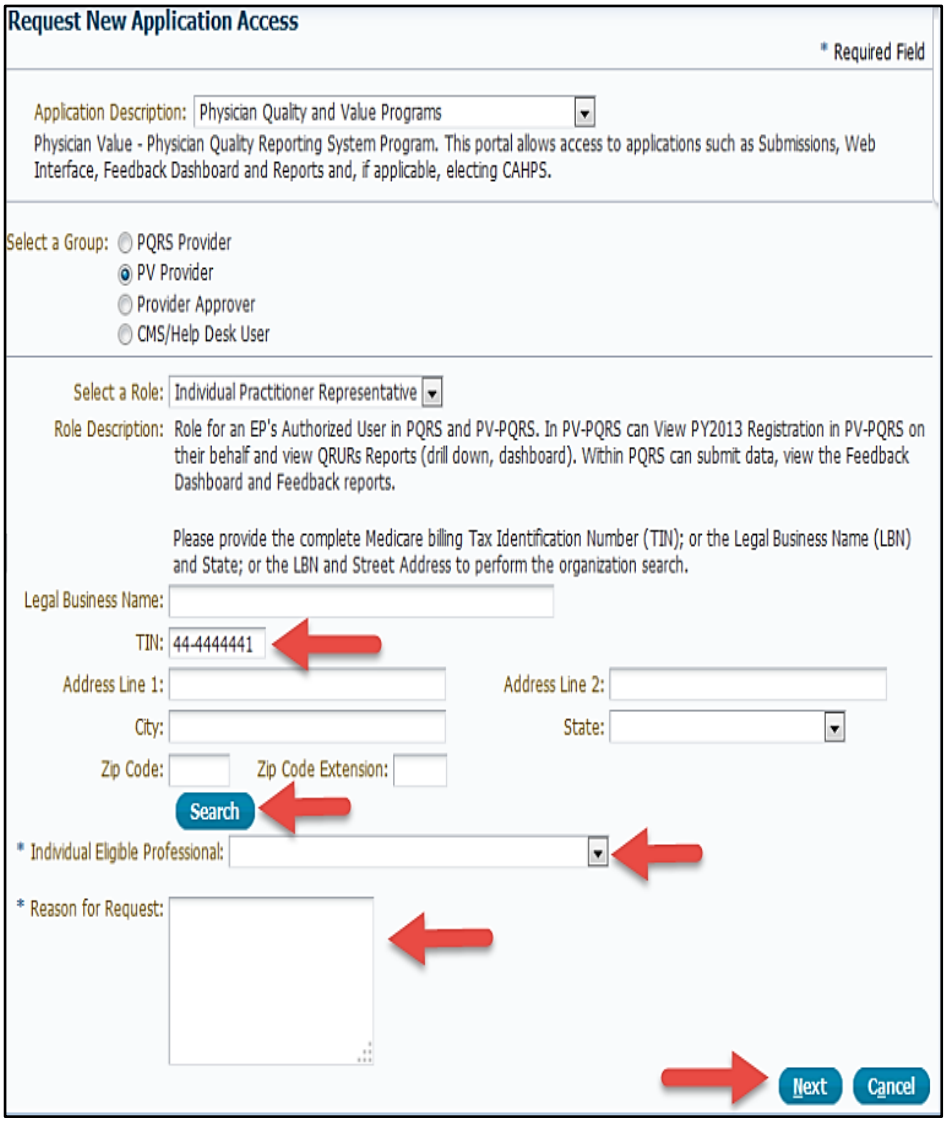
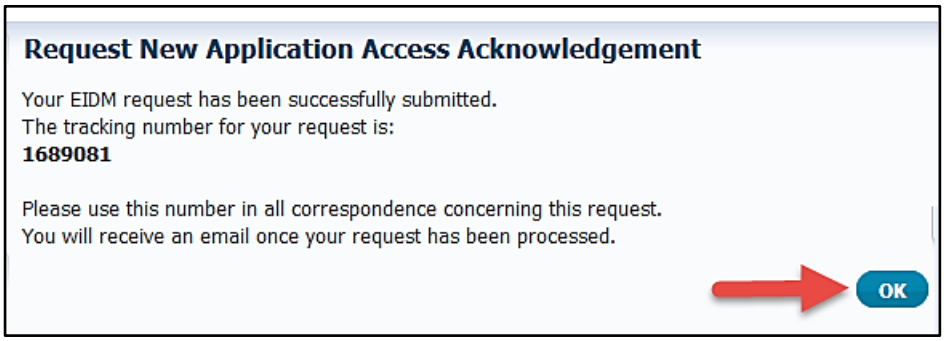
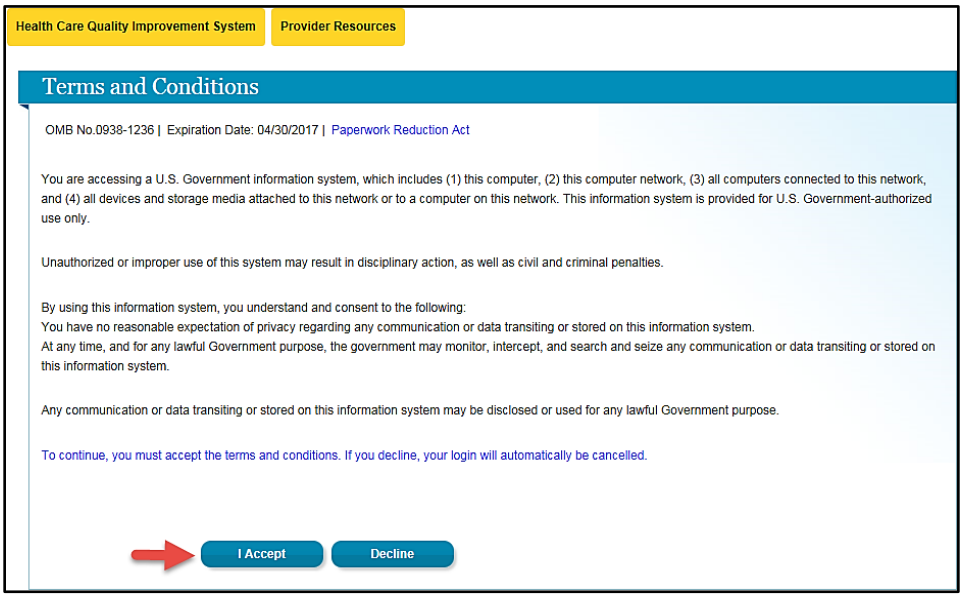
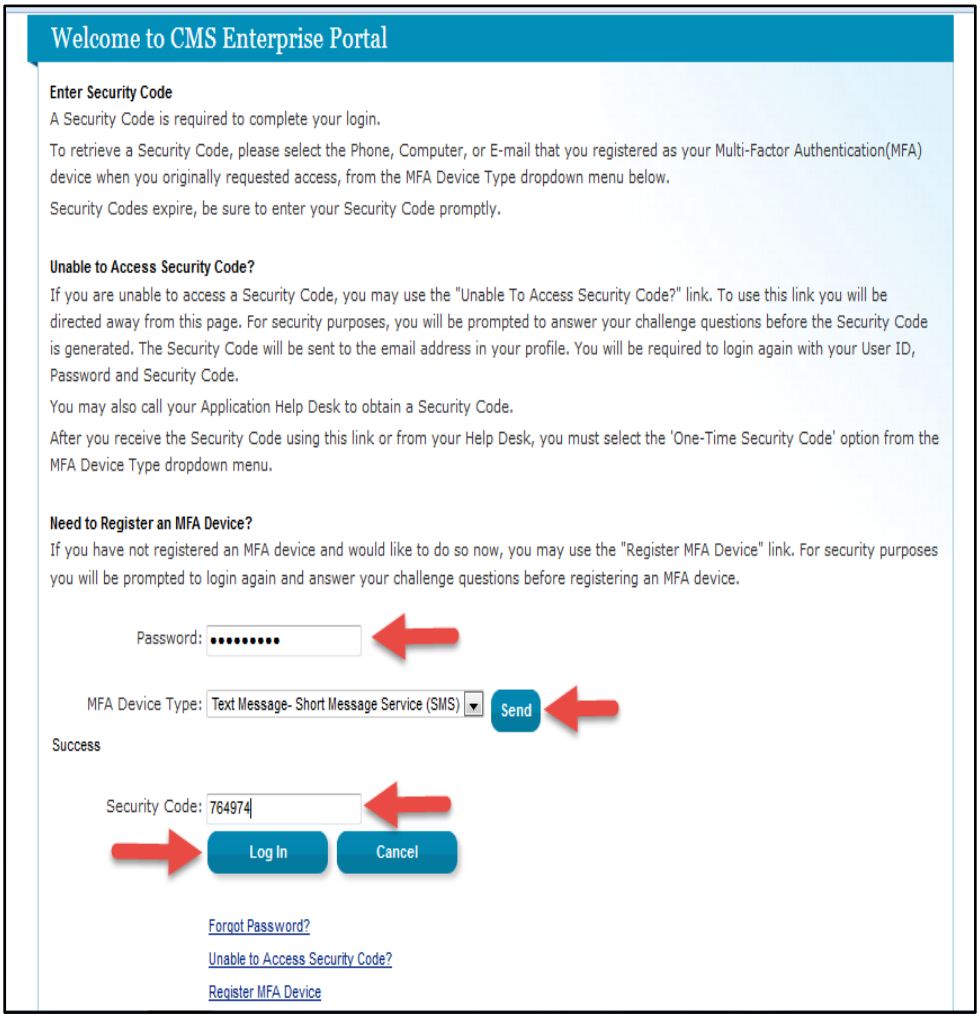
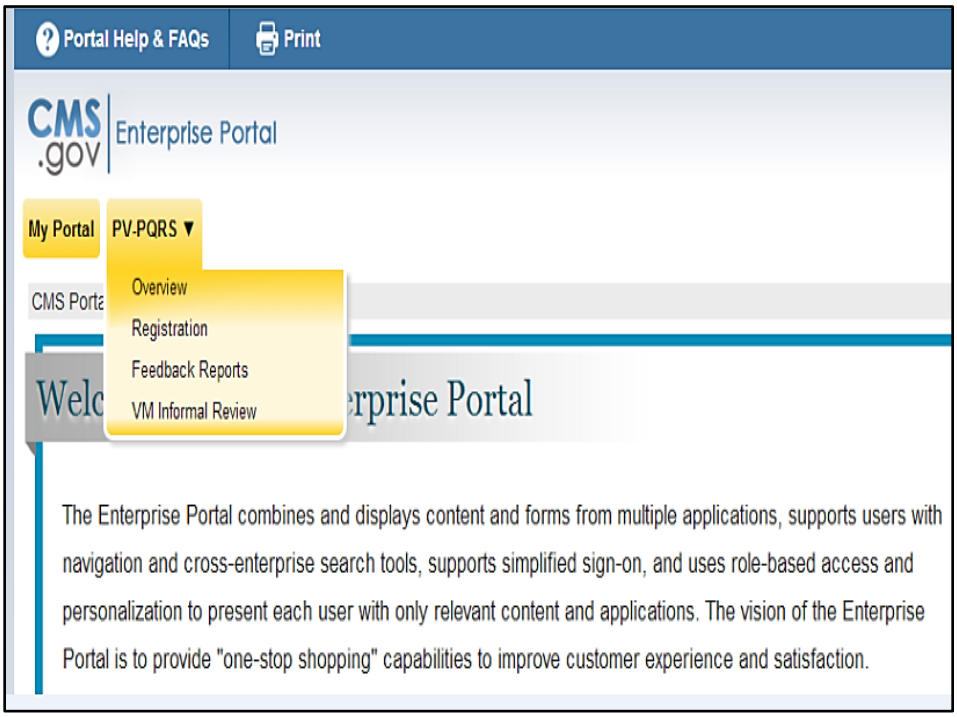
| Steps | Screenshots |
|---|---|
| **Follow Steps 31 to 33 to Request an 'Indiviudal Practitioner Representative' Role** | |
| 31. (a) Enter one of the following information for the solo practitioner:<br><br>i. Medicare Billing TIN<br>**OR**<br>ii. Legal Business Name and State<br>**OR**<br>iii. Legal Business Name and Street Address<br><br>(b) Select ***Search.***<br><br>(c) Select the solo practitioner from the **Individual Eligible Professional** drop-down menu. Enter the ***Reason for Request*** and select ***Next***.<br><br>**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. |  |

| Steps | Screenshots |
|---|---|
| 32. Verify the information on the **Verification** screen and select ***Submit***. | |
| 33. You have successfully applied for the Individual Practitioner Representative role.<br><br>**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.<br><br>(b) **After your role request is approved,** proceed to next step 34 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:<br>• Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and<br>• Submit a Value Modifier informal review request on behalf of a solo practitioner. |  |

**V. 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 http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013=QRUR.html .**

| Steps | Screenshots |
|---|---|
| 34. **Log In** to the **CMS Enterprise Portal** and then **Accept** the **Terms and Conditions**.<br><br>**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. |  |
| 35. Enter Your EIDM User ID and select ***Next*** on the **Welcome to CMS Enterprise Portal** screen. | |

| Steps | Screenshots |
|---|---|
| 36. **Multi-Factor Authentication (MFA)** will need to be completed each time you log into the CMS Enterprise Portal.<br><br>a) Enter Your EIDM **Password**.<br><br>b) Select the **MFA Device Type** from the drop-down menu.<br><br>**Note:** You previously registered to complete the MFA process when setting-up your Physician Quality and Value Programs account. Please ensure that you select the same **MFA Device Type** 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 **MFA Device Type** does not match your initial selection when setting-up your account.<br><br>c) Select ***Send*** to retrieve the **Security Code**.<br><br>**Note:** The ***Send*** option will appear only when the following MFA Device Type is selected:<br>• Text Message-Short Message Service (SMS)<br>• Interactive Voice Response (IVR)<br>• Email<br><br>d) Enter the **Security code** and select ***Log In***. |  |

| Steps | Screenshots |
|---|---|
| 37. You will be directed to **CMS Portal Homepage**. Select ***Registration*** (to register for the PQRS GPRO), ***Feedback Reports*** (to obtain a Mid-Year or Annual QRUR, Supplemental QRUR, or PQRS Feedback Report), or ***VM Informal Review*** (to submit an informal review request on behalf of a group practice) from the **PV-PQRS** drop-down menu. |  |