

# Obtaining the 'PV-PQRS Group Security Official' Role Quick Reference Guide

## Introduction

The primary or backup Physician Value-Physician Quality Reporting System (PV-PQRS) Group Security Official role allows the user to perform the following tasks on behalf of the group practice:

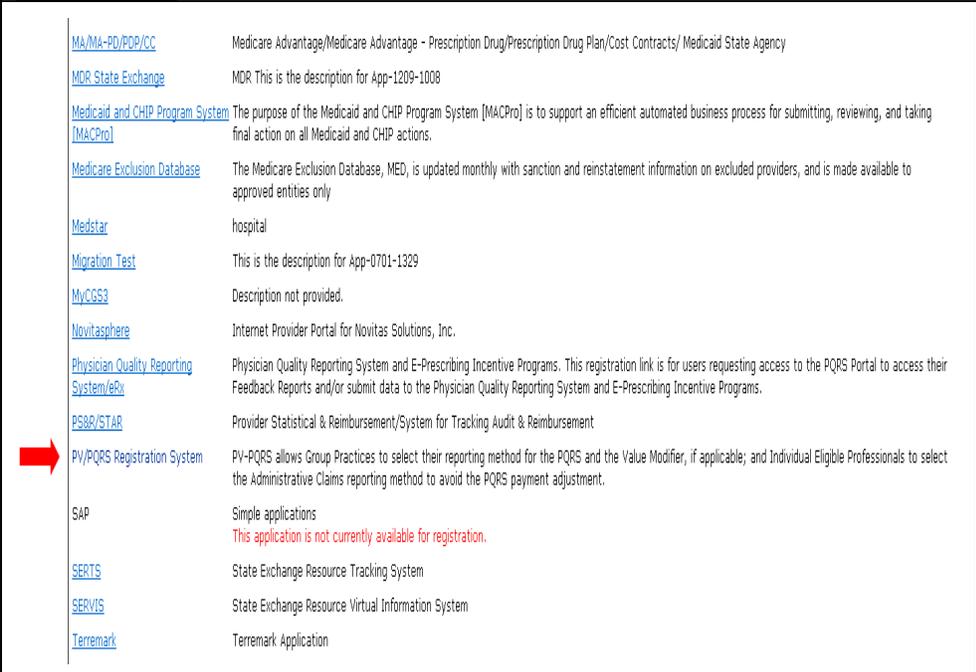
- Select/change the group practice's PQRS group reporting mechanism for 2014.
- In general, if the group practice has 25 or more eligible professionals (EPs), then the group can elect to supplement its PQRS reporting mechanism with the Consumer Assessment of Health Providers and Systems (CAHPS) for PQRS survey. However, if the group practice has 100 or more EPs and has selected the Web Interface reporting mechanism for 2014, then the group is required to report the CAHPS survey. Group practices that have elected or are required to report the CAHPS survey may choose to include their performance on the 2014 CAHPS survey in the calculation of the group's 2016 Value-Based Payment Modifier.
- If available, view the group practice's Quality and Resource Use Report and 2012 Episodes Report (after May 2014).
- Approve requests for the "PV-PQRS Group Representative" role in IACS.

Group practices are identified in IACS by their Medicare billing Taxpayer Identification Number (TIN).

Please gather the following information before you begin the process for signing up for an IACS account with a PV-PQRS Group Security Official role:

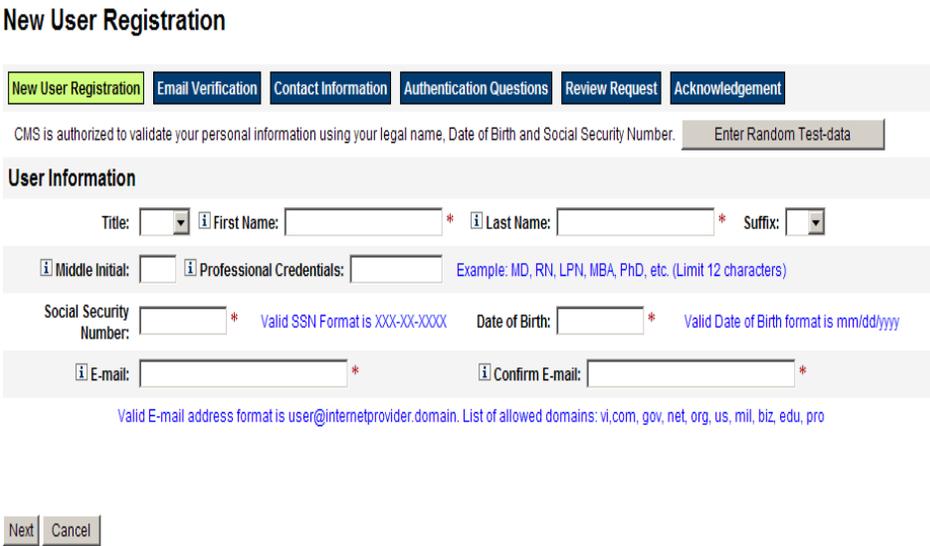
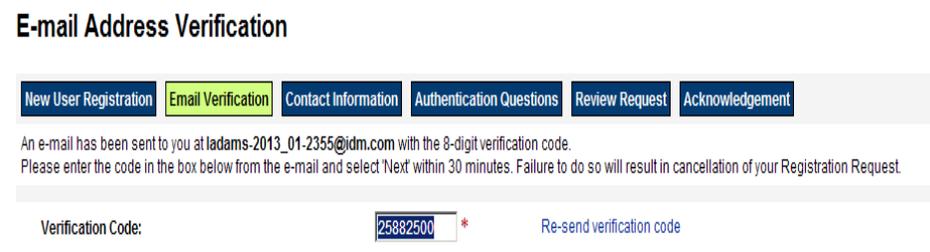
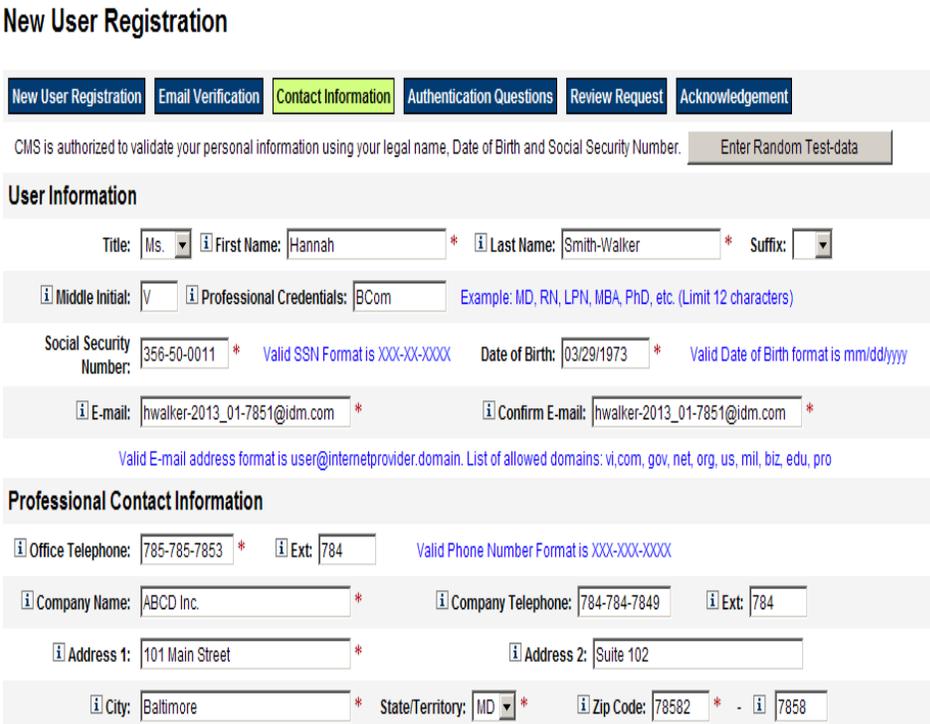
- **User Information:** First Name, Last Name, Social Security Number, Date of Birth, and E-mail.
- **Professional Contact Information:** Office Telephone, Company Name, and Address.
- **Organization Information:**
  - For a **primary** Group Security Official role: Group practice's Medicare billing TIN, Legal Business Name, Rendering National Provider Identifiers (NPIs) for **two different** individual physicians who bill under the TIN and their corresponding individual Provider Transaction Access Numbers (PTANs) (*do not use the GROUP NPI or GROUP PTAN*), Address, and Phone Number.
  - OR**
  - For a **backup** Group Security Official role: Group practice's Medicare billing TIN.

**Step-by-Step Instructions:** You have **15 minutes** to complete each screen (unless a different time is noted on the screen). Otherwise, you will lose all of the information you filled in and will need to start the process again. Please follow each step listed below unless otherwise noted for primary or backup role-specific screens.

Steps	Screenshots																														
<ol style="list-style-type: none"> <li>1. Navigate to <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a>.</li> <li>2. Select <b>Enter CMS Applications Portal</b>, select <b>Account Management</b>, select <b>New User Registration</b>, and select <b>PV/PQRS Registration System</b>.</li> </ol>	 <table border="1"> <tbody> <tr> <td><a href="#">MA/MA-PD/POP/CC</a></td> <td>Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Contracts/ Medicaid State Agency</td> </tr> <tr> <td><a href="#">MDR State Exchange</a></td> <td>MDR This is the description for App-1209-1008</td> </tr> <tr> <td><a href="#">Medicaid and CHIP Program System [MACPro]</a></td> <td>The purpose of the Medicaid and CHIP Program System [MACPro] is to support an efficient automated business process for submitting, reviewing, and taking final action on all Medicaid and CHIP actions.</td> </tr> <tr> <td><a href="#">Medicare Exclusion Database</a></td> <td>The Medicare Exclusion Database, MED, is updated monthly with sanction and reinstatement information on excluded providers, and is made available to approved entities only</td> </tr> <tr> <td><a href="#">Medstar</a></td> <td>hospital</td> </tr> <tr> <td><a href="#">Migration Test</a></td> <td>This is the description for App-0701-1329</td> </tr> <tr> <td><a href="#">MyCGS3</a></td> <td>Description not provided.</td> </tr> <tr> <td><a href="#">Novitasphere</a></td> <td>Internet Provider Portal for Novitas Solutions, Inc.</td> </tr> <tr> <td><a href="#">Physician Quality Reporting System/eRx</a></td> <td>Physician Quality Reporting System and E-Prescribing Incentive Programs. This registration link is for users requesting access to the PQRS Portal to access their Feedback Reports and/or submit data to the Physician Quality Reporting System and E-Prescribing Incentive Programs.</td> </tr> <tr> <td><a href="#">PS&amp;R/STAR</a></td> <td>Provider Statistical &amp; Reimbursement/System for Tracking Audit &amp; Reimbursement</td> </tr> <tr> <td> <a href="#">PV/PQRS Registration System</a></td> <td>PV-PQRS allows Group Practices to select their reporting method for the PQRS and the Value Modifier, if applicable; and Individual Eligible Professionals to select the Administrative Claims reporting method to avoid the PQRS payment adjustment.</td> </tr> <tr> <td><a href="#">SAP</a></td> <td>Simple applications <i>This application is not currently available for registration.</i></td> </tr> <tr> <td><a href="#">SERTS</a></td> <td>State Exchange Resource Tracking System</td> </tr> <tr> <td><a href="#">SERVIS</a></td> <td>State Exchange Resource Virtual Information System</td> </tr> <tr> <td><a href="#">Terremark</a></td> <td>Terremark Application</td> </tr> </tbody> </table>	<a href="#">MA/MA-PD/POP/CC</a>	Medicare Advantage/Medicare Advantage - Prescription Drug/Prescription Drug Plan/Cost Contracts/ Medicaid State Agency	<a href="#">MDR State Exchange</a>	MDR This is the description for App-1209-1008	<a href="#">Medicaid and CHIP Program System [MACPro]</a>	The purpose of the Medicaid and CHIP Program System [MACPro] is to support an efficient automated business process for submitting, reviewing, and taking final action on all Medicaid and CHIP actions.	<a href="#">Medicare Exclusion Database</a>	The Medicare Exclusion Database, MED, is updated monthly with sanction and reinstatement information on excluded providers, and is made available to approved entities only	<a href="#">Medstar</a>	hospital	<a href="#">Migration Test</a>	This is the description for App-0701-1329	<a href="#">MyCGS3</a>	Description not provided.	<a href="#">Novitasphere</a>	Internet Provider Portal for Novitas Solutions, Inc.	<a href="#">Physician Quality Reporting System/eRx</a>	Physician Quality Reporting System and E-Prescribing Incentive Programs. This registration link is for users requesting access to the PQRS Portal to access their Feedback Reports and/or submit data to the Physician Quality Reporting System and E-Prescribing Incentive Programs.	<a href="#">PS&amp;R/STAR</a>	Provider Statistical & Reimbursement/System for Tracking Audit & Reimbursement	 <a href="#">PV/PQRS Registration System</a>	PV-PQRS allows Group Practices to select their reporting method for the PQRS and the Value Modifier, if applicable; and Individual Eligible Professionals to select the Administrative Claims reporting method to avoid the PQRS payment adjustment.	<a href="#">SAP</a>	Simple applications <i>This application is not currently available for registration.</i>	<a href="#">SERTS</a>	State Exchange Resource Tracking System	<a href="#">SERVIS</a>	State Exchange Resource Virtual Information System	<a href="#">Terremark</a>	Terremark Application
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Steps	Screenshots
<p>3. After accepting the <b>Terms and Conditions</b>, enter the required <b>User Information</b> in the <b>New User Registration</b> screen and select <b>Next</b>.</p>	 <p><b>New User Registration</b></p> <p> <a href="#">New User Registration</a> <a href="#">Email Verification</a> <a href="#">Contact Information</a> <a href="#">Authentication Questions</a> <a href="#">Review Request</a> <a href="#">Acknowledgement</a> </p> <p>CMS is authorized to validate your personal information using your legal name, Date of Birth and Social Security Number. <input type="button" value="Enter Random Test-data"/></p> <p><b>User Information</b></p> <p>Title: <input type="text"/> First Name: <input type="text"/> * Last Name: <input type="text"/> * Suffix: <input type="text"/></p> <p><input type="text"/> Middle Initial: <input type="text"/> <input type="text"/> Professional Credentials: <input type="text"/> Example: MD, RN, LPN, MBA, PHD, etc. (Limit 12 characters)</p> <p>Social Security Number: <input type="text"/> * Valid SSN Format is XXX-XX-XXXX Date of Birth: <input type="text"/> * Valid Date of Birth format is mm/dd/yyyy</p> <p><input type="text"/> E-mail: <input type="text"/> * <input type="text"/> Confirm E-mail: <input type="text"/> *</p> <p>Valid E-mail address format is user@internetprovider.domain. List of allowed domains: vi, com, gov, net, org, us, mil, biz, edu, pro</p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>4. Enter the verification code sent to your registered email and select <b>Next</b>.</p> <p><i>Note: The registered email is the email you provided in Step 3.</i></p>	 <p><b>E-mail Address Verification</b></p> <p> <a href="#">New User Registration</a> <a href="#">Email Verification</a> <a href="#">Contact Information</a> <a href="#">Authentication Questions</a> <a href="#">Review Request</a> <a href="#">Acknowledgement</a> </p> <p>An e-mail has been sent to you at ladams-2013_01-2355@jdm.com with the 8-digit verification code. Please enter the code in the box below from the e-mail and select 'Next' within 30 minutes. Failure to do so will result in cancellation of your Registration Request.</p> <p>Verification Code: <input type="text" value="25882500"/> * <a href="#">Re-send verification code</a></p>
<p>5. Enter the required information in the <b>Professional Contact Information</b> section.</p> <p><i>Note: The User Information section is pre-populated from Step 3.</i></p>	 <p><b>New User Registration</b></p> <p> <a href="#">New User Registration</a> <a href="#">Email Verification</a> <a href="#">Contact Information</a> <a href="#">Authentication Questions</a> <a href="#">Review Request</a> <a href="#">Acknowledgement</a> </p> <p>CMS is authorized to validate your personal information using your legal name, Date of Birth and Social Security Number. <input type="button" value="Enter Random Test-data"/></p> <p><b>User Information</b></p> <p>Title: Ms. <input type="text"/> First Name: Hannah * Last Name: Smith-Walker * Suffix: <input type="text"/></p> <p><input type="text"/> Middle Initial: V <input type="text"/> Professional Credentials: BCom Example: MD, RN, LPN, MBA, PHD, etc. (Limit 12 characters)</p> <p>Social Security Number: 356-50-0011 * Valid SSN Format is XXX-XX-XXXX Date of Birth: 03/29/1973 * Valid Date of Birth format is mm/dd/yyyy</p> <p><input type="text"/> E-mail: hwalker-2013_01-7851@jdm.com * <input type="text"/> Confirm E-mail: hwalker-2013_01-7851@jdm.com *</p> <p>Valid E-mail address format is user@internetprovider.domain. List of allowed domains: vi, com, gov, net, org, us, mil, biz, edu, pro</p> <p><b>Professional Contact Information</b></p> <p><input type="text"/> Office Telephone: 785-785-7853 * <input type="text"/> Ext: 784 Valid Phone Number Format is XXX-XXX-XXXX</p> <p><input type="text"/> Company Name: ABCD Inc. * <input type="text"/> Company Telephone: 784-784-7849 <input type="text"/> Ext: 784</p> <p><input type="text"/> Address 1: 101 Main Street * <input type="text"/> Address 2: Suite 102</p> <p><input type="text"/> City: Baltimore * State/Territory: MD * <input type="text"/> Zip Code: 78582 * - <input type="text"/> 7858</p>

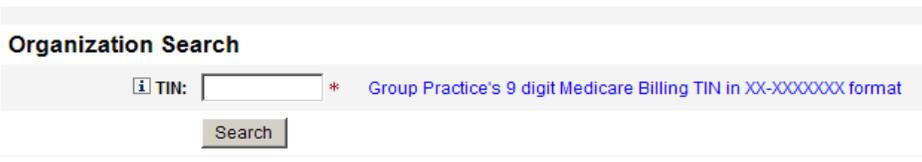
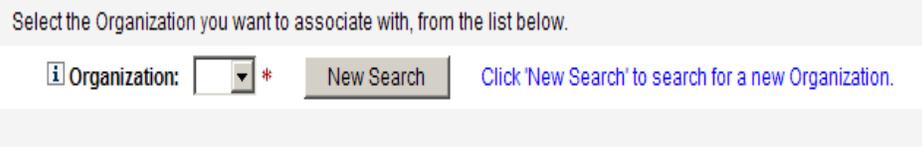
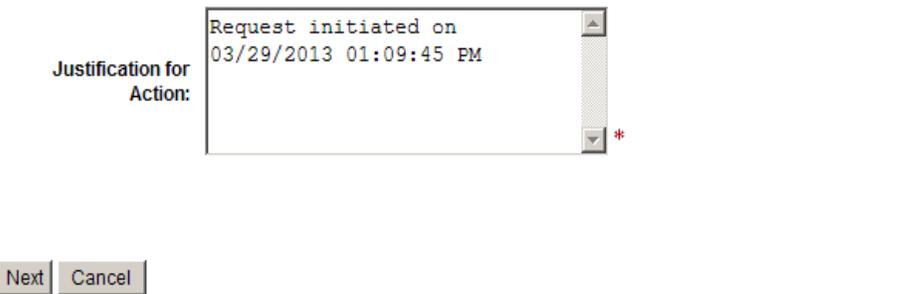
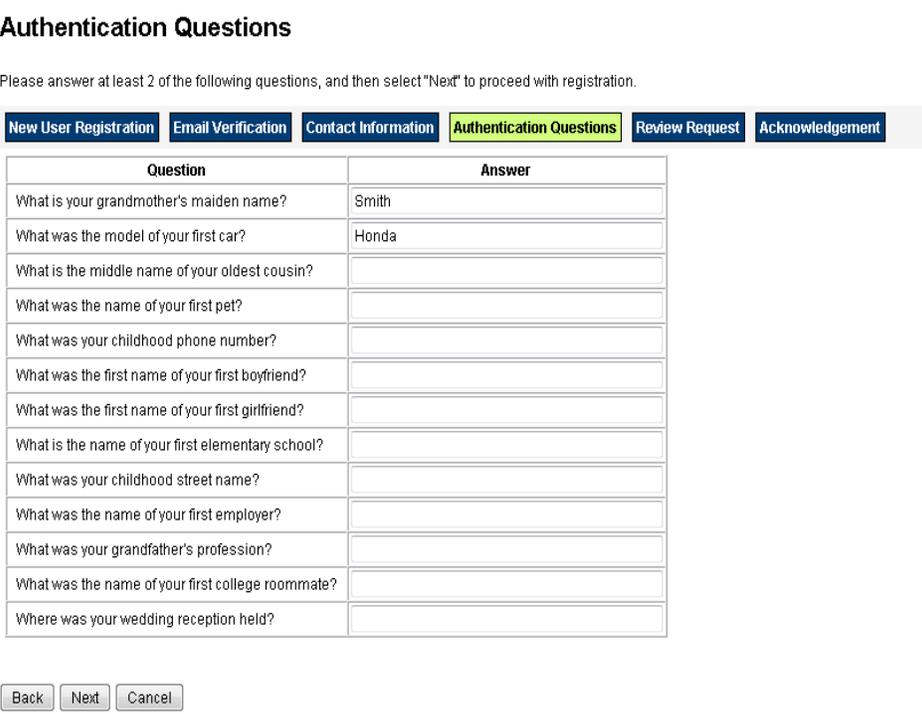
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<p>6. Select the <b>PV PQRS Group Security Official</b> role under <b>Access Request</b>.</p> <p><i>Note: The screen will refresh after you select the role and display the appropriate fields that you need to complete.</i></p> <p>If you are requesting a <b>primary</b> Group Security Official role, proceed to Step 7(a).</p> <p>If you are requesting a <b>backup</b> Group Security Official role, proceed to Step 7(b).</p>	
<p>7. (a) <b>Primary Group Security Official:</b> If you are the first person in your group practice to sign up for an IACS account, select <b>Create a New Organization</b>. Then proceed to Step 8(a).</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) <b>Backup Group Security Official:</b> If you are signing up for an IACS account in order to become your group practice's backup Group Security Official, select <b>Associate to an Existing Organization</b>. Then proceed to Step 8(b)(1).</p>	
<p>8. (a) <b>Primary Group Security Official:</b> Enter your group practice's Medicare billing <b>TIN</b>; enter <b>rendering NPIs</b> for <b>two different</b> individual physicians who bill under the TIN (<i>do not use the group NPI</i>) and enter their corresponding <b>individual PTANs</b> (<i>do not use the group PTAN</i>); and enter the remaining required <b>Organization Information</b>. Then proceed to Step 9.</p> <p><b>Example:</b> Healthy Clinic with Medicare billing TIN 74-7575757 has ten EPs in the group and five of the EPs are physicians. Enter the rendering NPI and individual PTAN combinations for two of the physicians: Dr. Smith and Dr. Beaver.</p> <ul style="list-style-type: none"> <li>• Dr. Smith's <b>rendering NPI</b> is 4545454545 and the corresponding <b>individual PTAN</b> is G676767676. <i>Note: PTANs are alphanumeric therefore, enter the alpha characters.</i></li> <li>• Dr. Beaver's <b>rendering NPI</b> is 2525252525 and the corresponding <b>individual PTAN</b> is 0012789456. <i>Note: All leading zeros in the PTAN should be entered.</i></li> </ul>	

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<p>8. (b)(1) <b>Backup Group Security Official:</b> Enter your group practice's Medicare billing TIN and select <b>Search</b>.</p>	 <p>The screenshot shows a form titled "Organization Search". It features a text input field labeled "TIN:" with a red asterisk to its right. Below the input field is a "Search" button. To the right of the input field, there is a blue link that reads "Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXXX format".</p>																												
<p>8. (b)(2) <b>Backup Group Security Official:</b> Select the Organization's Name from the <b>Organization</b> dropdown menu.</p> <p><i>Note: If your Organization cannot be found, please verify that your group practice has an approved primary PV-PQRS Group Security Official and you entered the group practice's Medicare billing TIN correctly. If you do not know the primary Group Security Official, contact the QualityNet Help Desk.</i></p>	 <p>The screenshot shows a form with the instruction "Select the Organization you want to associate with, from the list below." Below this is a dropdown menu labeled "Organization:" with a red asterisk to its right. To the right of the dropdown is a "New Search" button and a blue link that says "Click 'New Search' to search for a new Organization."</p>																												
<p>9. Enter the <b>Justification for Action</b> (e.g., new user or modify existing account) and select <b>Next</b>.</p>	 <p>The screenshot shows a form with a label "Justification for Action:" followed by a text area. The text area contains the text "Request initiated on 03/29/2013 01:09:45 PM". Below the text area is a red asterisk. At the bottom of the form are two buttons: "Next" and "Cancel".</p>																												
<p>10. Complete at least <u>two</u> <b>Authentication Questions</b> and select <b>Next</b>. (<i>Note: Fields are case sensitive</i>)</p>	 <p>The screenshot shows a form titled "Authentication Questions". Below the title is the instruction "Please answer at least 2 of the following questions, and then select 'Next' to proceed with registration." There is a navigation bar with buttons: "New User Registration", "Email Verification", "Contact Information", "Authentication Questions" (highlighted in green), "Review Request", and "Acknowledgement". Below the navigation bar is a table with two columns: "Question" and "Answer".</p> <table border="1" data-bbox="646 1297 1307 1780"> <thead> <tr> <th>Question</th> <th>Answer</th> </tr> </thead> <tbody> <tr> <td>What is your grandmother's maiden name?</td> <td>Smith</td> </tr> <tr> <td>What was the model of your first car?</td> <td>Honda</td> </tr> <tr> <td>What is the middle name of your oldest cousin?</td> <td></td> </tr> <tr> <td>What was the name of your first pet?</td> <td></td> </tr> <tr> <td>What was your childhood phone number?</td> <td></td> </tr> <tr> <td>What was the first name of your first boyfriend?</td> <td></td> </tr> <tr> <td>What was the first name of your first girlfriend?</td> <td></td> </tr> <tr> <td>What is the name of your first elementary school?</td> <td></td> </tr> <tr> <td>What was your childhood street name?</td> <td></td> </tr> <tr> <td>What was the name of your first employer?</td> <td></td> </tr> <tr> <td>What was your grandfather's profession?</td> <td></td> </tr> <tr> <td>What was the name of your first college roommate?</td> <td></td> </tr> <tr> <td>Where was your wedding reception held?</td> <td></td> </tr> </tbody> </table> <p>At the bottom of the form are three buttons: "Back", "Next", and "Cancel".</p>	Question	Answer	What is your grandmother's maiden name?	Smith	What was the model of your first car?	Honda	What is the middle name of your oldest cousin?		What was the name of your first pet?		What was your childhood phone number?		What was the first name of your first boyfriend?		What was the first name of your first girlfriend?		What is the name of your first elementary school?		What was your childhood street name?		What was the name of your first employer?		What was your grandfather's profession?		What was the name of your first college roommate?		Where was your wedding reception held?	
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<p>11. Verify that the information is correct on the <b>Review Registration Details</b> screen and select <b>Submit</b>.</p>	
<p>12. Record the registration request tracking number displayed on the <b>Registration Acknowledgement</b> screen.</p>	

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<u>Steps</u>	<u>Screenshots</u>
<p>13. Once the request is approved, you will receive an IACS User ID and temporary password in two separate emails sent to the registered email address.</p> <p><i>Note: The Centers for Medicare and Medicaid Services (CMS) will review a request for a <u>primary Group Security Official</u> role and notify the requestor of approval or denial within 24 hours after the request is submitted. CMS will approve a request for a <u>backup Group Security Official</u> role after verifying with the <u>primary</u> Group Security Official by phone that the requestor should have the backup Group Security Official role.</i></p> <p>14. After receiving your IACS User ID and temporary password, log into <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a> to change your password. Select <b>Enter CMS Applications Portal</b>, select <b>Account Management</b>, select <b>My Profile</b>, and accept the <b>Terms and Conditions</b>. Enter your IACS User ID and temporary password in the <b>Login to IACS</b> screen and select <b>Log In</b>. Change your password when prompted.</p> <p>15. You will be able to use your IACS User ID and password to log into <a href="https://portal.cms.gov">https://portal.cms.gov</a> in order to:</p> <ol style="list-style-type: none"> <li>(1) Select/change the group practice's PQRS group reporting mechanism and elect CAHPS (if applicable) for 2014 between April 1, 2014 and September 30, 2014; and</li> <li>(2) If available, view the group practice's Quality and Resource Use Report and 2012 Episodes Report (after May 2014).</li> </ol> <p>Additional information is available at <a href="http://www.cms.gov/PhysicianFeedbackProgram">http://www.cms.gov/PhysicianFeedbackProgram</a>.</p>	This area is intentionally left blank for screenshots

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## Approval of 'PV-PQRS Group Representative' Roles

The primary or backup Group Security Official must approve requests for 'PV-PQRS Group Representative' roles. The request must be approved within 12 calendar days after it has been submitted. Otherwise, the request will be canceled and need to be resubmitted.

## Step-by-Step Instructions

1. Navigate to <https://applications.cms.hhs.gov> .
2. Click **Enter CMS Applications Portal**, select **Account Management**, and select **My Profile**.
3. After accepting the **Terms and Conditions**, enter your IACS User ID and Password on the **Login to IACS** screen and select **Login**.
4. Select **Pending Approvals**.  
**Note:** The **Pending Approvals** link will only appear if there is a request pending for a representative role.
5. Click on the appropriate request under the **Process** heading on the **Inbox** screen.
6. Review the request information and enter the **Approval/Rejection Justification**.
7. Select **Approve** to approve the request, **Reject** to reject the request, or **Defer** to defer the request.

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