

# Obtaining the PV-PQRS Role for Existing IACS User Quick Reference Guide

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## Introduction

If you have an existing IACS account:

- You must first ensure that your account is still active → Contact the QualityNet Help Desk; and
- You must add a Physician Value-Physician Quality Reporting System (PV-PQRS) Registration System role to your account.

I. Before adding a PV-PQRS Registration System role to your existing IACS account, you will first need to determine which one of the following four roles you want to request:

- **PV-PQRS Group Security Official role:** The primary or backup 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 2013.
  - If the group practice has 100 or more eligible professionals, elect quality-tiering to calculate the Value-Based Payment Modifier in 2015.
  - View the group practice's 2012 Quality and Resource Use Report after September 16, 2013.
  - Approve requests for the "PV-PQRS Group Representative" role in IACS.
- **PV-PQRS Group Representative role:** The PV-PQRS Group Representative 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 2013.
  - If the group practice has 100 or more eligible professionals, elect quality-tiering to calculate the Value-Based Payment Modifier in 2015.
  - View the group practice's 2012 Quality and Resource Use Report after September 16, 2013.
- **PV-PQRS Individual role:** The primary or backup PV-PQRS Individual approver role allows the user to perform the following tasks on behalf of the individual eligible professional (EP):
  - Select the CMS-calculated administrative claims reporting mechanism in 2013 in order for the individual EP to avoid the PQRS payment adjustment in 2015.
  - Approve requests for the "PV-PQRS Individual Representative" role in IACS.
- **PV-PQRS Individual Representative role:** The PV-PQRS Individual Representative role allows the user to perform the following task on behalf of the individual EP:
  - Select the CMS-calculated administrative claims reporting mechanism in 2013 in order for the individual EP to avoid the PQRS payment adjustment in 2015.

**Note:** Group practices are identified in IACS by their Medicare billing Taxpayer Identification Number (TIN). Individual EPs are identified in IACS by their Medicare billing TIN and rendering National Provider Identifier (NPI).

II. Please gather the following information before you begin the process for modifying your IACS account for the group or individual role you want to request:

- **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 NPIs for **two** individual physicians who bill under the TIN and their corresponding Provider Transaction Access Numbers (PTANs), Address, and Phone Number.
- **OR**
  - For a **backup** Group Security Official role: Group practice's Medicare billing TIN.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at [qnetSupport@sdps.org](mailto:qnetSupport@sdps.org). Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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- **PV-PQRS Group Representative 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:**
    - Group practice's Medicare billing TIN.
  
- **PV-PQRS Individual 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.
  - **Individual Eligible Professional Information:**
    - For a **primary** Individual approver role: First Name, Last Name, Individual EP's Medicare billing TIN, Individual EP's rendering NPI and the corresponding PTAN, Address, and Phone Number.
    - OR**
    - For a **backup** Individual approver role: Individual EP's Medicare billing TIN and rendering NPI.
  
- **PV-PQRS Individual Representative 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.
  - **Individual Eligible Professional Information:**
    - Individual EP's Medicare billing TIN and rendering NPI.

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**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.

<b>Steps</b>	<b>Screenshots (if available)</b>
<ol style="list-style-type: none"> <li>Navigate to <a href="https://applications.cms.hhs.gov">https://applications.cms.hhs.gov</a>.</li> <li>Select <b>Enter CMS Applications Portal</b>, select <b>Account Management</b>, and select <b>My Profile</b>.</li> <li>After accepting the <b>Terms and Conditions</b>, enter your <b>IACS User ID</b> and <b>Password</b> in the <b>Login to IACS</b> screen and select <b>Log In</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>Select <b>Modify Account Profile</b> in the <b>My Profile</b> screen.</li> </ol>	<p><b>My Profile</b></p> <p>Welcome, <b>JURJ814</b>. Please select one of these options:</p> <ul style="list-style-type: none"> <li>&gt;&gt; Modify User/Contact Information</li> <li>&gt;&gt; Modify Account Profile</li> <li>&gt;&gt; Change Answers to Authentication Questions</li> <li>&gt;&gt; Change Password</li> <li>&gt;&gt; Pending Approvals</li> <li>&gt;&gt; Pending Certifications</li> <li>&gt;&gt; Manage users under my authority</li> </ul>
<ol style="list-style-type: none"> <li>Select <b>Add Application</b> from the <b>Select Action</b> dropdown menu under the <b>Access Request</b> section of the <b>Modify Account Profile</b> screen.</li> </ol>	<p><b>Access Request</b></p> <p>Select Action: Add Application</p>
<ol style="list-style-type: none"> <li>Select <b>PV/PQRS Registration System</b> from the <b>Select Application</b> dropdown menu.</li> </ol>	<p>Select Application: PV/PQRS Registration System * <a href="#">Availability of CMS Applications</a></p>
<ol style="list-style-type: none"> <li>Select the PV-PQRS Registration System role from the <b>Role</b> dropdown menu that you want to add to your IACS account.</li> </ol> <p><b>Note:</b> The screen will refresh after you select the role and display the appropriate fields that you need to complete. The PV Helpdesk Approver role is for CMS-use only.</p> <ul style="list-style-type: none"> <li>If you are requesting a <b>PV-PQRS Group Security Official</b> role, go to step 8(a).</li> <li>If you are requesting a <b>PV-PQRS Group Representative</b> role, go to step 9(a).</li> <li>If you are requesting a <b>PV-PQRS Individual</b> role, go to step 10(a).</li> <li>If you are requesting a <b>PV-PQRS Individual Representative</b> role, go to step 11(a).</li> </ul>	<p>Role: Select Role *</p> <p>Justification for Action:</p> <ul style="list-style-type: none"> <li>Select Role</li> <li>User roles <ul style="list-style-type: none"> <li>PV PQRS Group Representative</li> <li>PV PQRS Individual Representative</li> </ul> </li> <li>Approver roles <ul style="list-style-type: none"> <li>PV PQRS Group Security Official</li> <li>PV PQRS Individual</li> </ul> </li> <li>Helpdesk roles <ul style="list-style-type: none"> <li>PV Helpdesk Approver</li> </ul> </li> </ul> <p>Next Cancel</p>
<ol style="list-style-type: none"> <li>(a) Select <b>PV PQRS Group Security Official</b> from the <b>Role</b> dropdown menu.</li> </ol> <p>If you are requesting a <b>primary</b> Group Security Official role, proceed to Step 8(b)(1)</p> <p>If you are requesting a <b>backup</b> Group Security Official role, proceed to Step 8(b)(2).</p>	<p>Role: PV PQRS Group Security Official *</p>

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<p>8. (b)(1) <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(c)(1).</p> <p style="text-align: center;"><b>OR</b></p> <p>(b)(2) <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(c)(2)(i).</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>User Type: <span style="border: 1px solid #ccc; padding: 2px;">PV/PQRS Registration System</span></p> <p>Role: <span style="border: 1px solid #ccc; padding: 2px;">PV PQRS Group Security Official</span> *</p> <p style="text-align: center;"> <input checked="" type="radio"/> Create a new Organization                <input type="radio"/> Associate to an Existing Organization           </p> </div>
<p>8. (c)(1) <b>Primary Group Security Official:</b> Enter your group practice's Medicare billing <b>TIN</b>; enter <b>two unique rendering NPIs</b> for individual physicians who bill under the TIN (do not use the <u>group</u> NPI); enter <b>two PTANs</b>, where each PTAN corresponds to one of the rendering NPIs; and enter the remaining required <b>Organization Information</b>. Then proceed to Step 8(d).</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Organization Information</b></p> <p><input type="text"/> TIN: <input type="text"/> * Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXX format</p> <p><input type="text"/> Legal Business Name: <input type="text"/> * Group Practice's Legal Business Name</p> <p><input type="text"/> NPI 1: <input type="text"/> *    <input type="text"/> PTAN 1: <input type="text"/> * Individual Physician's PTAN corresponding to NPI 1</p> <p><input type="text"/> NPI 2: <input type="text"/> *    <input type="text"/> PTAN 2: <input type="text"/> * Individual Physician's PTAN corresponding to NPI 2</p> <p><input type="text"/> NPI 3: <input type="text"/>    <input type="text"/> PTAN 3: <input type="text"/> Individual Physician's PTAN corresponding to NPI 3</p> <p><input type="text"/> Address Line 1: <input type="text"/> *    <input type="text"/> Address Line 2: <input type="text"/></p> <p><input type="text"/> City: <input type="text"/> *    <input type="text"/> State: <input type="text"/> *    <input type="text"/> Zip Code: <input type="text"/> *    - <input type="text"/> Zip 4: <input type="text"/></p> <p><input type="text"/> Country: United States</p> <p><input type="text"/> Phone Number: <input type="text"/> * Group Practice's 10 digit contact phone number in XXX-XXX-XXXX format</p> <p><input type="text"/> Fax Number: <input type="text"/> Group Practice's 10 digit fax number in XXX-XXX-XXXX format</p> </div>
<p>8. (c)(2)(i) <b>Backup Group Security Official:</b> Enter your group practice's Medicare billing <b>TIN</b> and select <b>Search</b>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Organization Search</b></p> <p><input type="text"/> TIN: <input type="text"/> * Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXX format</p> <p style="text-align: center;"><input type="button" value="Search"/></p> </div>
<p>8. (c)(2)(ii) <b>Backup Group Security Official:</b> Select the Organization's Name from the <b>Organization</b> dropdown menu.</p> <p><b>Note:</b> 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 <a href="#">QualityNet Help Desk</a>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Select the Organization you want to associate with, from the list below.</p> <p><input type="text"/> Organization: <input type="text"/> *    <input type="button" value="New Search"/>    <a href="#">Click 'New Search' to search for a new Organization.</a></p> </div>
<p>8. (d) Enter the <b>Justification for Action</b> (e.g., modify existing account) and select <b>Next</b>.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Justification for Action: <input style="width: 100%;" type="text" value="Request initiated on 03/29/2013 01:09:45 PM"/> *</p> <p style="text-align: center;"><input type="button" value="Next"/>    <input type="button" value="Cancel"/></p> </div>

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<p>8. (e) Confirm the request on the <b>Modify Request Confirmation</b> screen and select <b>Submit</b></p>	<p style="text-align: center;"><b>Modify Request Confirmation</b></p> <p style="text-align: center;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #90ee90; padding: 2px 5px;">Review Request</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Acknowledgement</span> </p> <p>You made changes to your profile.</p> <p>To submit your request please click <b>Submit</b> button.          If you want to edit your changes please click <b>Edit</b> button.          If you want to cancel the changes, which you made please click <b>Cancel</b> button</p> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Submit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Cancel</span> </p>
<p>8. (f) Confirm the request on the <b>Modify Request Confirmation</b> screen and select <b>Submit</b>.</p>	<p style="text-align: center;"><b>Modification Request Acknowledgement</b></p> <p style="text-align: center;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #90ee90; padding: 2px 5px;">Acknowledgement</span> </p> <p>Thank you for your request to modify registration.          The tracking number for your request is: <b>REQ-1364568789305</b> </p> <p>Please use this number in all correspondences concerning this request.          You will be notified via e-mail once your request has been processed.</p> <p>Contact your Help Desk if you need further assistance.          Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <p style="text-align: center;"><span style="border: 1px solid #ccc; padding: 2px 5px;">OK</span></p>
<p>8. (g) 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.</p> <p>8. (h) Once your request is approved, 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) Access the PV-PQRS Registration System between July 15, 2013 and October 15, 2013; and</li> <li>(2) For group practices with 25 or more eligible professionals, view the group practice's 2012 Quality and Resource Use Report after September 16, 2013.</li> </ol>	
<p>9. (a) Select the <b>PV PQRS Group Representative</b> from the <b>Role</b> dropdown menu.</p>	<p style="text-align: center;">Role: <span style="border: 1px solid #ccc; padding: 2px 5px;">PV PQRS Group Representative</span> *</p>
<p>9. (b) Enter you group practice's Medicare billing TIN and select <b>Search</b>.</p>	<p style="text-align: center;"><b>Organization Search</b></p> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">TIN:</span> <span style="border: 1px solid #ccc; padding: 2px 5px;"> </span> * <span style="color: blue; font-size: small;">Group Practice's 9 digit Medicare Billing TIN in XX-XXXXXXX format</span> </p> <p style="text-align: center;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Search</span></p>
<p>9. (c) Select the Organization's Name from the <b>Organization</b> dropdown menu.</p> <p><b>Note:</b> If your Organization cannot be found, please verify that your group</p>	<p style="text-align: center;">Select the Organization you want to associate with, from the list below.</p> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Organization:</span> <span style="border: 1px solid #ccc; padding: 2px 5px;"> </span> * <span style="border: 1px solid #ccc; padding: 2px 5px;">New Search</span> <span style="color: blue; font-size: small;">Click 'New Search' to search for a new Organization.</span> </p>

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<p>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 your Group Security Official, contact the QualityNet Help Desk</p>	
<p>9. (d) Enter the <b>Justification for Action</b> (e.g., modify existing account) and select <b>Next</b>.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Justification for Action:</b></p> <div style="border: 1px solid gray; padding: 2px;">             Request initiated on              04/01/2013 12:39:39 PM         </div> </div> <p style="text-align: right;">*</p> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>
<p>9. (e) Confirm the request on the <b>Modify Request Confirmation</b> screen and select <b>Submit</b>.</p>	<h3 style="margin: 0;">Modify Request Confirmation</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #92d050; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Acknowledgement</span> </div> <p style="margin: 0;">You made changes to your profile.</p> <p style="margin: 0; font-size: small;">To submit your request please click <b>Submit</b> button.              If you want to edit your changes please click <b>Edit</b> Button.              If you want to cancel the changes, which you made please click <b>Cancel</b> button</p> <p style="text-align: center; margin: 0;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p>
<p>9. (f) Record the registration modification request tracking number displayed on the <b>Modification Request Acknowledgement</b> screen.</p>	<h3 style="margin: 0;">Modification Request Acknowledgement</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #92d050; color: white; padding: 2px 5px;">Acknowledgement</span> </div> <p style="margin: 0; font-size: small;">Thank you for your request to modify registration.              The tracking number for your request is: <b>REQ-1364568789305</b></p> <p style="margin: 0; font-size: small;">Please use this number in all correspondences concerning this request.              You will be notified via e-mail once your request has been processed.</p> <p style="margin: 0; font-size: small;">Contact your Help Desk if you need further assistance.              Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <p style="text-align: center; margin: 0;"> <input type="button" value="OK"/> </p>
<p>9. (g) Your request must be approved by the group practice's primary or backup Security Official within 12 calendar days after it is submitted. Otherwise, the request will be canceled and need to be resubmitted.</p> <p>9. (h) Once your request is approved, 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) Access the PV-PQRS Registration System between July 15, 2013 and October 15, 2013; and</li> <li>(2) For group practices with 25 or more eligible professionals, view the group practice's 2012 Quality and Resource Use Report after September 16, 2013.</li> </ol>	

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<p>10. (a) Select <b>PV PQRS Individual</b> from the <b>Role</b> dropdown menu.</p> <p>If you are requesting a <b>primary</b> Individual approver role, proceed to Step 10(b)(1).          If you are requesting a <b>backup</b> Individual approver role, proceed to Step 10(b)(2).</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span style="font-size: small;">Role:</span> <input style="width: 100%;" type="text" value="PV PQRS Individual"/> *         </div> </div>
<p>10. (b)(1) <b>Primary Individual Approver:</b>          If you are the first person (the individual EP or an authorized representative of the individual EP) to sign up for an IACS account on behalf of the individual EP, select <b>Create a New Individual Eligible Professional</b>. Then proceed to Step 10(c)(1).</p> <p style="text-align: center;"><b>OR</b></p> <p>(b)(2) <b>Backup Individual Approver:</b>          If you are signing up for an IACS account in order to become the individual EP's backup approver, select <b>Associate to an Existing Individual Eligible Professional</b>. Then proceed to Step 10(c)(2)(i).</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span style="font-size: small;">Role:</span> <input style="width: 100%;" type="text" value="PV PQRS Individual"/> *         </div> <div style="text-align: center; margin-top: 10px;"> <input checked="" type="radio"/> Create a new Individual Eligible Professional              <input type="radio"/> Associate to an Existing Individual Eligible Professional         </div> </div>
<p>10. (c)(1) <b>Primary Individual Approver:</b>          Enter the individual EP's Medicare billing <b>TIN</b>, rendering <b>NPI</b>, and corresponding <b>PTAN</b>; and enter the remaining required <b>Individual Eligible Professional Information</b>. Then proceed to Step 10(d).</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>Individual Eligible Professional Information</b></p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">First Name:</span> <input style="width: 150px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">Middle Initial:</span> <input style="width: 50px;" type="text"/>              <span style="font-size: small;">i</span> <span style="font-size: x-small;">Last Name:</span> <input style="width: 150px;" type="text"/> *         </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">TIN:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: x-small;">Individual Eligible Professional's 9 digit Medicare Billing TIN in XX-XXXXXXX format</span> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">NPI:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">PTAN:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: x-small;">Individual Eligible Professional's PTAN number corresponding to NPI</span> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">Address Line 1:</span> <input style="width: 150px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">Address Line 2:</span> <input style="width: 150px;" type="text"/> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">City:</span> <input style="width: 100px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">State:</span> <input style="width: 50px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">Zip Code:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: small;">i</span> <span style="font-size: x-small;">Zip 4:</span> <input style="width: 50px;" type="text"/> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">Country:</span> <input style="width: 100px;" type="text" value="United States"/> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">Phone Number:</span> <input style="width: 100px;" type="text"/> *              <span style="font-size: x-small;">Individual Eligible Professional's 10 digit contact number in XXX-XXX-XXXX format</span> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">Fax Number:</span> <input style="width: 100px;" type="text"/>              <span style="font-size: x-small;">Individual Eligible Professional's 10 digit fax number in XXX-XXX-XXXX format</span> </div> </div>
<p>10. (c)(2)(i) <b>Backup Individual Approver:</b>          Enter the individual EP's Medicare billing <b>TIN</b> and rendering <b>NPI</b> and select <b>Search</b></p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p><b>Search for an Individual Eligible Professional</b></p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">TIN:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: x-small;">Individual Eligible Professional's 9 digit Medicare Billing TIN in XX-XXXXXXX format</span> </div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">NPI:</span> <input style="width: 80px;" type="text"/> *              <span style="font-size: x-small;">Individual Eligible Professional's 10 digit NPI number</span> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Search"/> </div> </div>
<p>10. (c)(2)(ii) <b>Backup Individual Approver:</b>          Select the individual EP's name from the <b>Individual Eligible Professional</b> dropdown menu.  <b>Note:</b> If the individual EP cannot be found, then please verify that there is an approved primary PV-PQRS Individual approver for the individual EP and you entered the individual EP's Medicare billing TIN and rendering NPI correctly.          If you do not know the primary Individual approver, contact the</p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Select the Individual Eligible Professional you want to associate with, from the list below.</p> <div style="border-bottom: 1px solid #ccc; margin-bottom: 10px;"> <span style="font-size: small;">i</span> <span style="font-size: x-small;">Individual Eligible Professional:</span> <input style="width: 150px;" type="text"/> *              <input type="button" value="New Search"/>              <a href="#" style="font-size: small; color: #0070c0;">Click 'New Search' to search for a new Individual Eligible Professional.</a> </div> </div>

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QualityNet Help Desk.	
10. (d) Enter the <b>Justification for Action</b> (e.g., modify existing account) and select <b>Next</b> .	<div style="border: 1px solid gray; padding: 5px;"> <p>Justification for Action: <input style="width: 100%;" type="text" value="Request initiated on 04/01/2013 12:39:39 PM"/></p> <p style="text-align: right;">*</p> </div> <p style="text-align: center;"> <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>
10. (e) Confirm the request on the <b>Modify Request Confirmation</b> screen and select <b>Submit</b> .	<h3 style="margin: 0;">Modify Request Confirmation</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #92d050; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Acknowledgement</span> </div> <p style="font-size: small;">You made changes to your profile.</p> <p style="font-size: x-small;">To submit your request please click <b>Submit</b> button. If you want to edit your changes please click <b>Edit</b> button. If you want to cancel the changes, which you made please click <b>Cancel</b> button</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/> </p>
10. (f) Record the registration modification request tracking number displayed on the <b>Modification Request Acknowledgement</b> screen.	<h3 style="margin: 0;">Modification Request Acknowledgement</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #92d050; color: white; padding: 2px 5px;">Acknowledgement</span> </div> <p style="font-size: x-small;">Thank you for your request to modify registration. The tracking number for your request is: <b>REQ-1364568789305</b></p> <p style="text-align: right; font-size: x-small;"> Print</p> <p style="font-size: x-small;">Please use this number in all correspondences concerning this request. You will be notified via e-mail once your request has been processed.</p> <p style="font-size: x-small;">Contact your Help Desk if you need further assistance. Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <p style="text-align: center; font-size: small;">OK</p>
<p>10. (g) CMS will review a request for a <b>primary Individual approver</b> role and notify the requestor of approval or denial within 24 hours after the request is submitted. CMS will approve a request for a <b>backup Individual approver</b> role after verifying with the <b>primary Individual approver</b> by phone that the requestor should have the backup Individual approver role.</p> <p>10. (h) Once your request is approved, 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> and access the PV-PQRS Registration System between July 15, 2013 and October 15, 2013.</p>	
11. (a) Select <b>PV PQRS Individual Representative</b> from the <b>Role</b> dropdown menu.	<p style="text-align: center;">Role: <input style="width: 100%;" type="text" value="PV PQRS Individual Representative"/></p>
11. (b) Enter the individual EP's Medicare billing <b>TIN</b> and rendering <b>NPI</b> and select <b>Search</b> .	<h3 style="margin: 0;">Search for an Individual Eligible Professional</h3> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Modify Contact Information</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Email Verification</span> <span style="background-color: #0056b3; color: white; padding: 2px 5px;">Review Request</span> <span style="background-color: #92d050; color: white; padding: 2px 5px;">Acknowledgement</span> </div> <p style="font-size: small;"> <input style="width: 100%;" type="text" value="TIN"/> * Individual Eligible Professional's 9 digit Medicare Billing TIN in XX-XXXXXXX format     </p> <p style="font-size: small;"> <input style="width: 100%;" type="text" value="NPI"/> * Individual Eligible Professional's 10 digit NPI number     </p> <p style="text-align: center;"> <input type="button" value="Search"/> </p>

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at [qnet-support@sdps.org](mailto:qnet-support@sdps.org). Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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<p>11. (c) Select the individual EP's name from the <b>Individual Eligible Professional</b> dropdown menu.  <b>Note:</b> If the individual EP cannot be found, then please verify that there is an approved primary PV-PQRS Individual approver for the individual EP and you entered the individual EP's Medicare billing TIN and rendering NPI correctly. If you do not know your Individual approver, contact the QualityNet Help Desk.</p>	<p>Select the Individual Eligible Professional you want to associate with, from the list below.</p> <p>Individual Eligible Professional: <input type="text"/> * <input type="button" value="New Search"/> <a href="#">Click 'New Search' to search for a new Individual Eligible Professional.</a></p>
<p>11. (d) Enter the <b>Justification for Action</b> (e.g., modify existing account) and select <b>Next</b>.</p>	<p>Justification for Action: <input type="text" value="Request initiated on 04/01/2013 12:55:52 PM"/> *</p> <p><input type="button" value="Next"/> <input type="button" value="Cancel"/></p>
<p>11. (e) Confirm the request on the <b>Modify Request Confirmation</b> screen and select <b>Submit</b>.</p>	<p><b>Modify Request Confirmation</b></p> <p><input type="button" value="Modify Contact Information"/> <input type="button" value="Email Verification"/> <input type="button" value="Review Request"/> <input type="button" value="Acknowledgement"/></p> <p>You made changes to your profile.</p> <p>To submit your request please click <b>Submit</b> button.          If you want to edit your changes please click <b>Edit</b> Button.          If you want to cancel the changes, which you made please click <b>Cancel</b> button</p> <p><input type="button" value="Submit"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/></p>
<p>11. (f) Record the registration modification request tracking number on the <b>Modification Request Acknowledgement</b> screen.</p>	<p><b>Modification Request Acknowledgement</b></p> <p><input type="button" value="Modify Contact Information"/> <input type="button" value="Email Verification"/> <input type="button" value="Review Request"/> <input type="button" value="Acknowledgement"/></p> <p>Thank you for your request to modify registration.          The tracking number for your request is: <b>REQ-1364568789305</b> </p> <p>Please use this number in all correspondences concerning this request.          You will be notified via e-mail once your request has been processed.</p> <p>Contact your Help Desk if you need further assistance.          Your Help Desk contact information is listed in the "Help Resources" portion of the Account Management page in the CMS Applications Portal.</p> <p><input type="button" value="OK"/></p>
<p>11. (g) Your request must be approved by the individual EP's primary or backup Individual approver within 12 calendar days after it is submitted. Otherwise, the request will be canceled and need to be resubmitted.</p> <p>11. (h) Once your request is approved, 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> and access the PV-PQRS Registration System between July 15, 2013 and October 15, 2013.</p>	