

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

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If you have questions about the 2015 PQRS feedback report 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 a.m. to 8 p.m. Eastern Time.

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

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## I. **Introduction**

In **September 2016**, the Centers for Medicare & Medicaid Services (CMS) made the 2015 Physician Quality Reporting System (PQRS) feedback reports available to all eligible report recipients through the CMS Enterprise Portal at <https://portal.cms.gov>.

PQRS is a quality reporting program that encourages individual eligible professionals (EPs) and group practices participating via the group practice reporting option (GPRO), referred to as PQRS group practices, to report information on the quality of care to Medicare. PQRS gives participating EPs and PQRS group practices the opportunity to assess the quality of care they provide to their patients, helping to ensure that patients get the right care at the right time.

By reporting on PQRS quality measures, individual EPs and PQRS group practices can also quantify how often they are meeting a particular quality metric. The program applies a negative payment adjustment to individual EPs and PQRS group practices who did not satisfactorily report data on quality measures for Medicare Part B Physician Fee Schedule (Medicare PFS) covered professional services in 2015. Those who report satisfactorily for the 2015 program year will avoid the 2017 PQRS negative payment adjustment.

There are two types of PQRS feedback reports available:

- **PQRS Payment Adjustment Feedback Report**

The PQRS Payment Adjustment Feedback Report provides payment adjustment information at the Medicare Taxpayer Identification Number (TIN) level, with individual-level reporting by National Provider Identifier (NPI), for each EP who reported quality measures data under the TIN for services furnished during the reporting period (January 1, 2015 - December 31, 2015).

- **PQRS Payment Adjustment Measure Performance Detail Report**

The PQRS Payment Adjustment Measure Performance Detail Report provides NPI-level performance information for an EP who reported quality measures data during the reporting period (January 1, 2015-December 31, 2015).

For more information on PQRS or the payment adjustment, visit the PQRS webpage at <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/PQRS/index.html>

A User Guide for the 2015 PQRS feedback reports is also available to assist individual EPs and PQRS group practices with understanding and interpreting the 2015 PQRS feedback reports.

This Quick Reference Guide (QRG) illustrates how to access and generate the following reports:

- PQRS Payment Adjustment Feedback Report
  - Adjustment Summary
  - Individual Adjustment Detail
  - GPRO Adjustment Detail
- PQRS Payment Adjustment Measure Performance Detail Report
  - Claim Measure
  - Registry Measure
  - Measure Group Measure
  - QCDR Measure
  - EHR QRDA I Measure
  - EHR QRDA III Measure
  - GPRO Registry Measure

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- GPRO EHR QRDA I Measure
- GPRO EHR QRDA III Measure

## II. Getting Started

Authorized representatives of individual EPs and PQRS group practices can access the 2015 PQRS feedback reports at <https://portal.cms.gov> using an Enterprise Identity Management (EIDM) account with one of the following roles in the **Physician Quality and Value Programs** application:

**For a group with 2 or more EPs (TIN with 2 or more NPIs that bill under the TIN):**

- Security Official
- Group Representative

**For an individual EP (TIN with only 1 NPI that bill under the TIN):**

- Individual Practitioner
- Individual Practitioner Representative

**Having an EIDM account with one of these roles will allow you to access the Annual Quality and Resource User Reports (QRURs), Mid-year QRURs and Supplemental QRURs.**

Instructions for obtaining an EIDM account are available at:

[Physician Feedback Program/Value-Based Payment Modifier webpage.](#)

- If a physician solo practitioner representative has an existing EIDM account, but not one of the individual-specific roles listed above, then ensure that the account is still active and add a role-specific Physician Quality and Value Programs role to the individual's existing EIDM account. To ensure the EIDM account is still active, please contact the QualityNet Help Desk.
- If a group does not have an authorized representative with an EIDM account, then one person representing the group must sign up for an EIDM account with the Security Official role.
- If a group has a representative with an existing EIDM account, but not one of the group-specific roles listed above, then ensure that the account is still active and add a role-specific Physician Quality and Value Programs role to that person's existing EIDM account. To ensure the EIDM account is still active, please contact the QualityNet Help Desk.

For questions about information contained in your 2015 PQRS feedback reports, setting up an EIDM account and/or resetting the EIDM password, please contact the QualityNet Help Desk:

- Monday – Friday: 8:00 a.m. – 8:00 p.m. Eastern Time
- Phone: (866) 288-8912 (TTY (877) 715-6222)
- Fax: (888) 329-7377
- Email: [gnetsupport@hcqis.org](mailto:gnetsupport@hcqis.org)

For retrieving a forgotten password, navigate to <https://portal.cms.gov>, and select the **Forgot Password** link located in the **Login to Secure Portal** section. Step-by-step instructions on how to retrieve an EIDM password are available on page 25 of the CMS Enterprise Identity Management User Guide located at the following link:

<https://www.cms.gov/Research-Statistics-Data-and-Systems/CMS-Information-Technology/IACS/Downloads/IACS-EIDM-Migration-User-Guide.pdf>

If you have questions about the 2015 PQRS feedback report 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 a.m. to 8 p.m. Eastern Time.

## Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

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For questions about how to access your 2015 PQRS feedback reports or to provide feedback to CMS, please contact the Physician Value Help Desk:

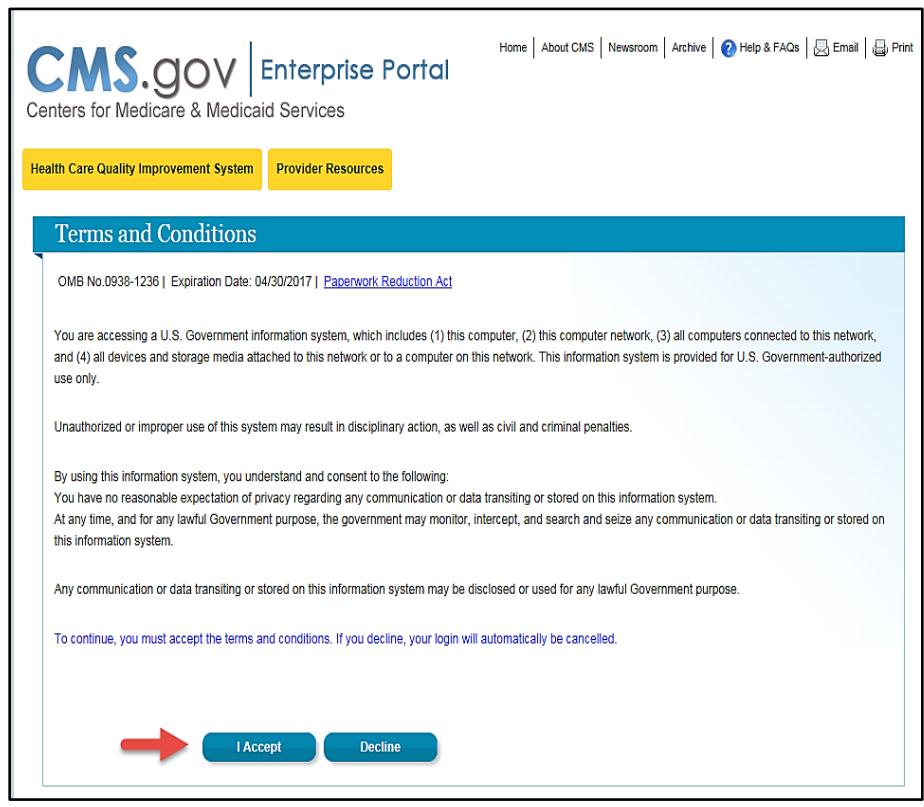
- Monday – Friday: 8:00 a.m. – 8:00 p.m. Eastern Time
- Phone: (888) 734-6433 (press option 3); (TTY (888) 734-6563)

If you have questions about the 2015 PQRS feedback report 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 a.m. to 8 p.m. Eastern Time.

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

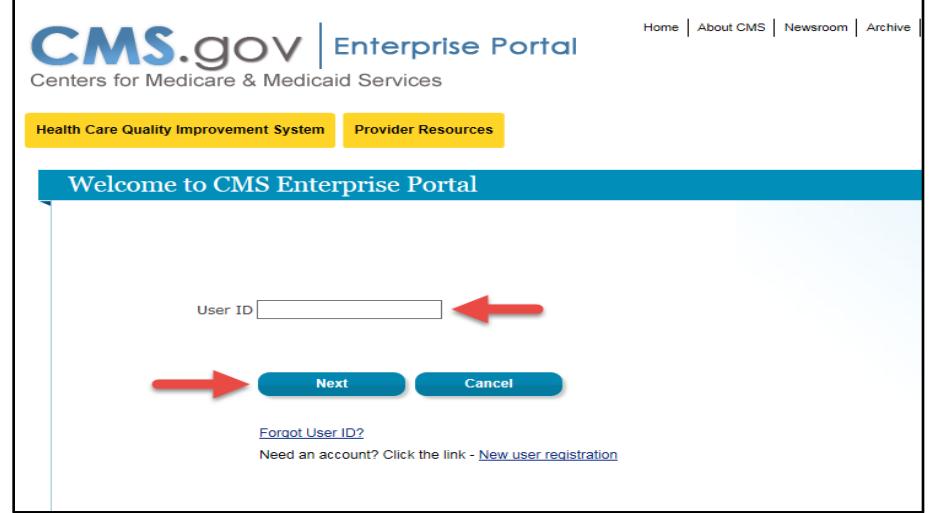
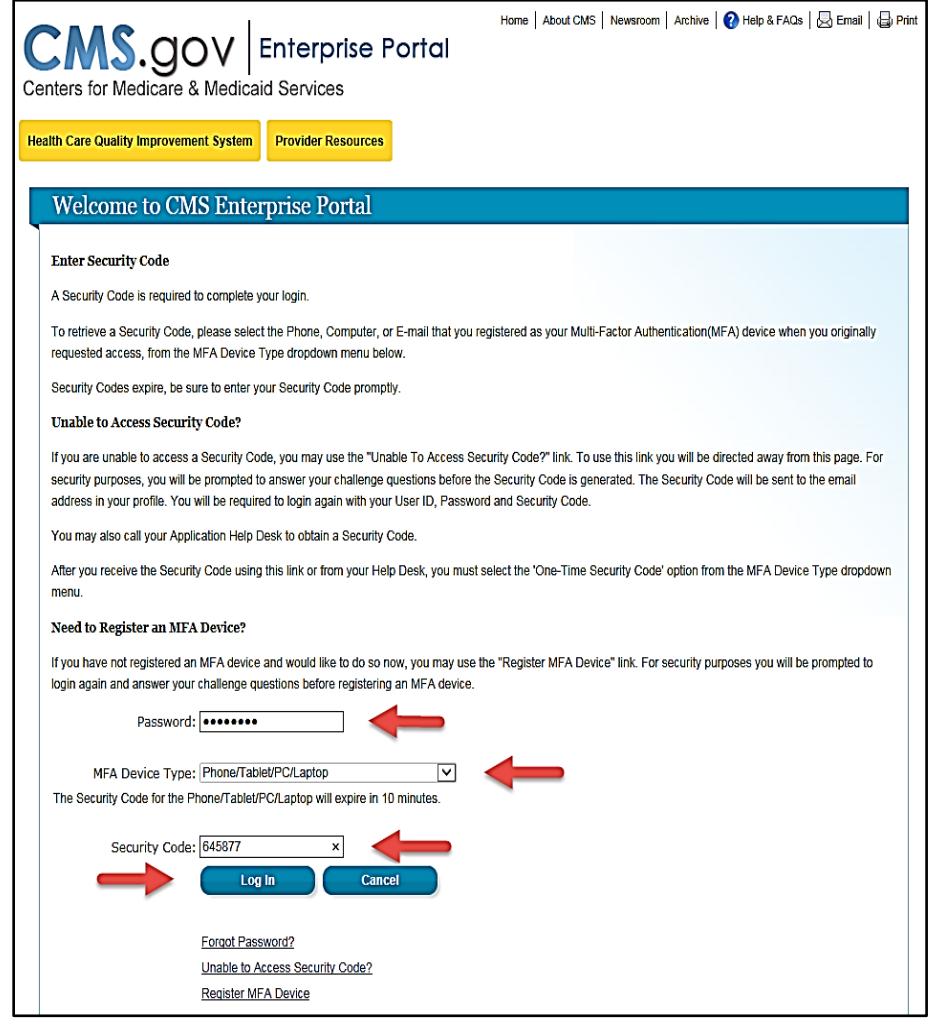
## III. Access the 2015 PQRS Feedback Reports

You can access 2015 PQRS feedback reports from the CMS Enterprise Portal.

Steps	Screenshots
<p>1. Go to <a href="https://portal.cms.gov">https://portal.cms.gov</a> and select <b>Login to CMS Secure Portal</b>.</p> <p><b>Note:</b> The CMS Enterprise Portal supports the following internet browsers:</p> <ul style="list-style-type: none"><li>• Internet Explorer 8 (without compatibility mode)</li><li>• Internet Explorer 9 (without compatibility mode)</li><li>• Internet Explorer 10 (without compatibility mode)</li><li>• Internet Explorer 11 (without compatibility mode)</li><li>• Mozilla Firefox</li><li>• Chrome</li><li>• Safari</li></ul> <p>Enable JavaScript and adjust any browser zoom features to ensure you are not seeing the screen in too wide of a view.</p>	 <p>The screenshot shows the CMS.gov Enterprise Portal homepage. At the top right, there is a "CMS Secure Portal" button with a lock icon and the text "Login to CMS Secure Portal". A red arrow points to this button. Below it are links for "Forgot User ID?", "Forgot Password?", and "New User Registration".</p>
<p>2. Read <b>Terms and Conditions</b> and select <b>I Accept</b> to continue.</p> <p><b>Note:</b> If you select <b>Decline</b>, then you will be returned to the <b>CMS Enterprise Portal Landing</b> screen.</p>	 <p>The screenshot shows the "Terms and Conditions" page of the CMS Enterprise Portal. It includes a summary of the terms, a note about unauthorized use, and a statement about government monitoring. At the bottom, there are "I Accept" and "Decline" buttons, with a red arrow pointing to the "I Accept" button.</p>

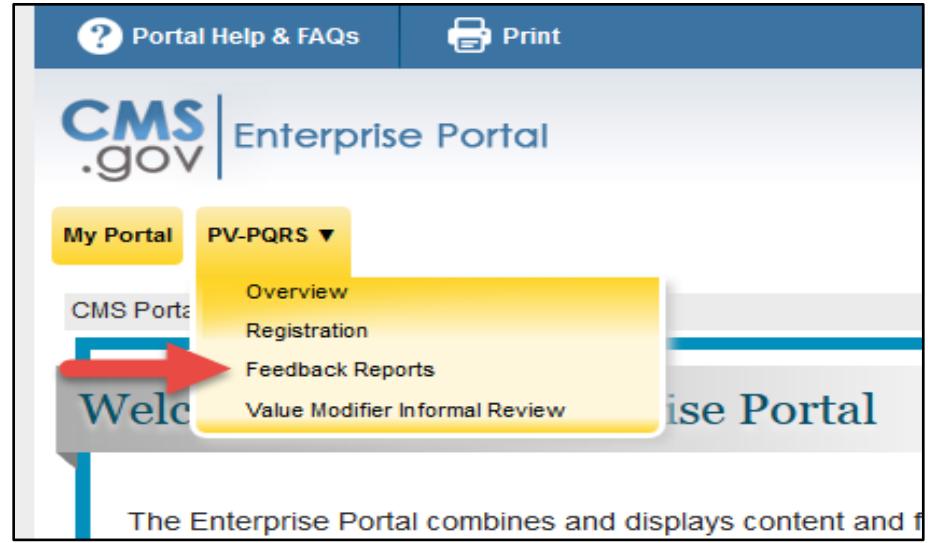
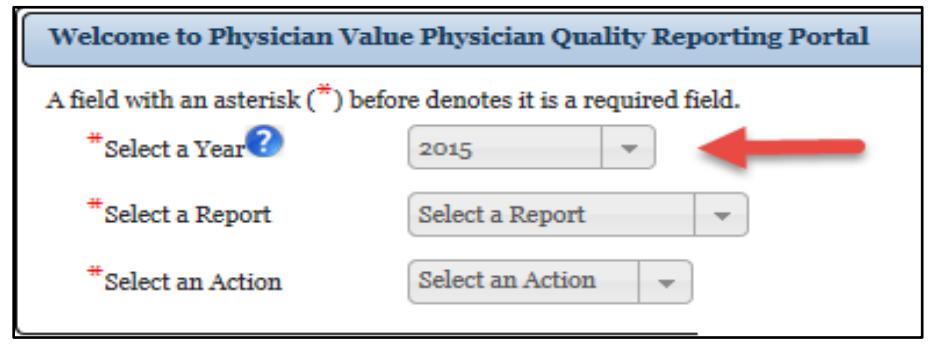
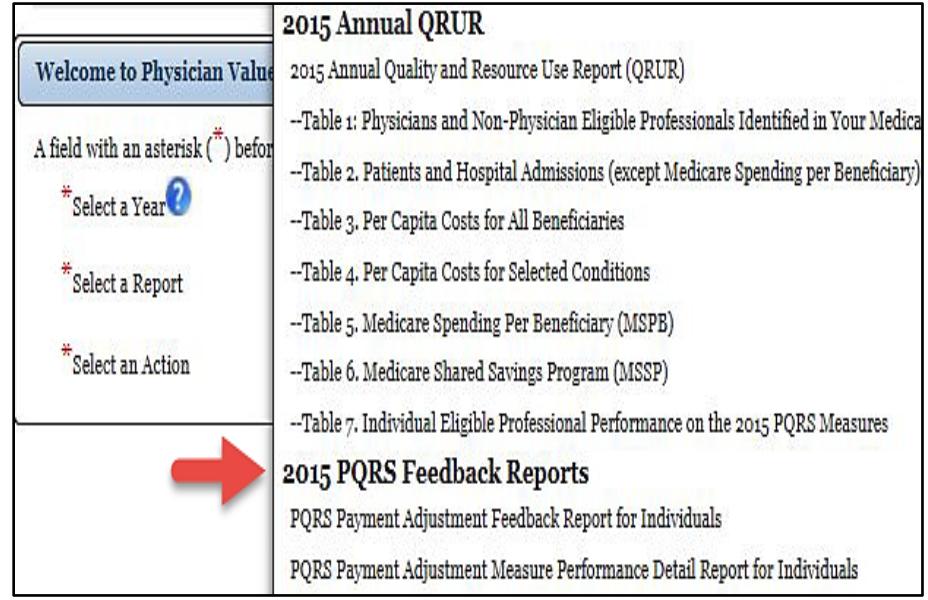
If you have questions about the 2015 PQRS feedback report or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 a.m. to 8 p.m. Eastern Time.

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

Steps	Screenshots
<p>3. Enter the EIDM User ID information and select <b>Next</b> on the <b>Welcome to CMS Enterprise Portal</b> screen.</p>	
<p>4. You are directed to the <b>Multi-Factor Authentication (MFA)</b> process each time you log in and attempt to access the feedback reports interface.</p> <ol style="list-style-type: none"> <li>a. Enter the EIDM <b>Password</b>.</li> <li>b. Select the <b>MFA Device Type</b> from the drop-down menu.</li> </ol> <p><b>Note:</b> You previously registered to complete the MFA process when setting up your EIDM account. Please ensure that you select the same <b>MFA Device Type</b> you selected when registering for the MFA process during your initial account set-up.</p> <ol style="list-style-type: none"> <li>c. Select <b>Send</b> to retrieve the <b>Security Code</b>.</li> </ol> <p><b>Note:</b> The <b>Send</b> option will appear only when the following <b>MFA Device Type</b> is selected:</p> <ul style="list-style-type: none"> <li>• Text Message-Short Message Service (SMS)</li> <li>• Interactive Voice Response (IVR)</li> <li>• Email</li> </ul> <p>Enter the <b>Security code</b> and select <b>Log In</b>.</p>	

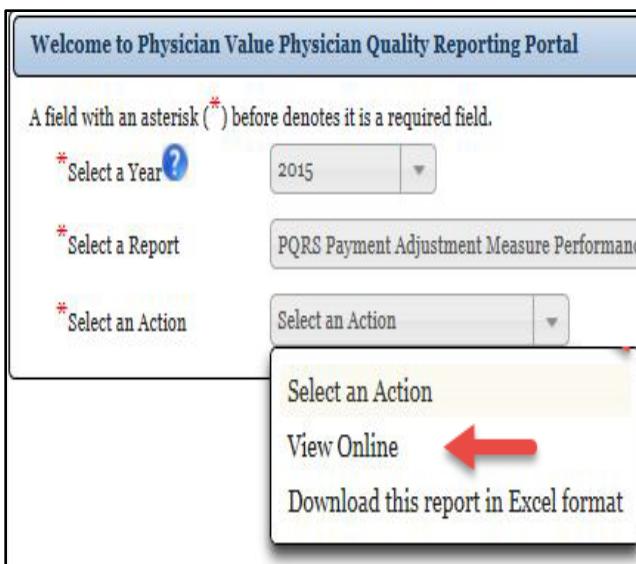
If you have questions about the 2015 PQRS feedback report or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 a.m. to 8 p.m. Eastern Time.

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Steps	Screenshots
<p>5. Select the <b>PV-PQRS</b> tab at the top of the screen and then select <b>feedback reports</b> from the drop-down menu.</p>	 <p>The Enterprise Portal combines and displays content and functionality from multiple CMS websites.</p>
<p>6. Select a year (<b>2015</b>) from the <b>Select a Year</b> drop-down menu.</p> <p><b>Note:</b> When you select the year "2015" the "Select an Action" field will be displayed. Refer to Step 8 of this section for more information about the "Select an Action" field.</p>	
<p>7. Select a PQRS feedback report.</p> <p>a. Users with an Individual Practitioner or Individual Practitioner Representative role will choose between the following reports:</p> <ul style="list-style-type: none"> <li>• PQRS Payment Adjustment Feedback Report for Individuals</li> <li>• PQRS Payment Adjustment Measure Performance Detail Report for Individuals</li> </ul>	 <p><b>2015 Annual QRUR</b> 2015 Annual Quality and Resource Use Report (QRUR)      -Table 1: Physicians and Non-Physician Eligible Professionals Identified in Your Medical Practice      -Table 2: Patients and Hospital Admissions (except Medicare Spending per Beneficiary)      -Table 3: Per Capita Costs for All Beneficiaries      -Table 4: Per Capita Costs for Selected Conditions      -Table 5: Medicare Spending Per Beneficiary (MSPB)      -Table 6: Medicare Shared Savings Program (MSSP)      -Table 7: Individual Eligible Professional Performance on the 2015 PQRS Measures</p> <p><b>2015 PQRS Feedback Reports</b> PQRS Payment Adjustment Feedback Report for Individuals PQRS Payment Adjustment Measure Performance Detail Report for Individuals</p>

If you have questions about the 2015 PQRS feedback report 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 a.m. to 8 p.m. Eastern Time.

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Steps	Screenshots
<p>b. Users with a Security Official or Group Representative role will choose between the following reports:</p> <ul style="list-style-type: none"> <li>• PQRS Payment Adjustment Feedback Report for Groups</li> <li>• PQRS Payment Adjustment Measure Performance Detail Report for Groups</li> </ul> <p><b>Note:</b> If you do not see the <b>2015 PQRS feedback report</b> in the drop-down menu:</p> <ul style="list-style-type: none"> <li>• Verify that you selected <b>2015</b> from the <b>Select a Year</b> drop-down menu OR</li> <li>• Call the QualityNet Help Desk to ensure that you logged in with an EIDM account with a correct role</li> </ul>	 <p><b>2015 Annual QRUR</b> 2015 Annual Quality and Resource Use Report (QRUR)</p> <ul style="list-style-type: none"> <li>-Table 1: Physicians and Non-Physician Eligible Professionals Identified in Your Medical Record</li> <li>-Table 2. Patients and Hospital Admissions (except Medicare Spending per Beneficiary)</li> <li>-Table 3. Per Capita Costs for All Beneficiaries</li> <li>-Table 4. Per Capita Costs for Selected Conditions</li> <li>-Table 5. Medicare Spending Per Beneficiary (MSPB)</li> <li>-Table 6. Medicare Shared Savings Program (MSSP)</li> <li>-Table 7. Individual Eligible Professional Performance on the 2015 PQRS Measures</li> </ul> <p><b>2015 PQRS Feedback Reports</b></p> <p>PQRS Payment Adjustment Feedback Report for Groups</p> <p>PQRS Payment Adjustment Measure Performance Detail Report for Groups</p>
<p>8. Select <b>View Online</b> from the <b>Select an Action</b> drop down menu.</p> <p><b>Note:</b> The action “View Online” will allow you to view the report online in MicroStrategy. The action “Download this report in Excel format” will allow you to download the report directly to Excel. Refer to <b>Section V</b> for more information about downloading the report to Excel.</p>	 <p><b>Welcome to Physician Value Physician Quality Reporting Portal</b></p> <p>A field with an asterisk (*) before denotes it is a required field.</p> <p>* Select a Year <input type="button" value="2015"/></p> <p>* Select a Report <input type="button" value="PQRS Payment Adjustment Measure Performance Detail Report for Groups"/></p> <p>* Select an Action <input type="button" value="Select an Action"/></p> <p>Select an Action</p> <p>View Online <span style="background-color: #e0e0e0; padding: 2px;">View Online</span></p> <p>Download this report in Excel format</p>

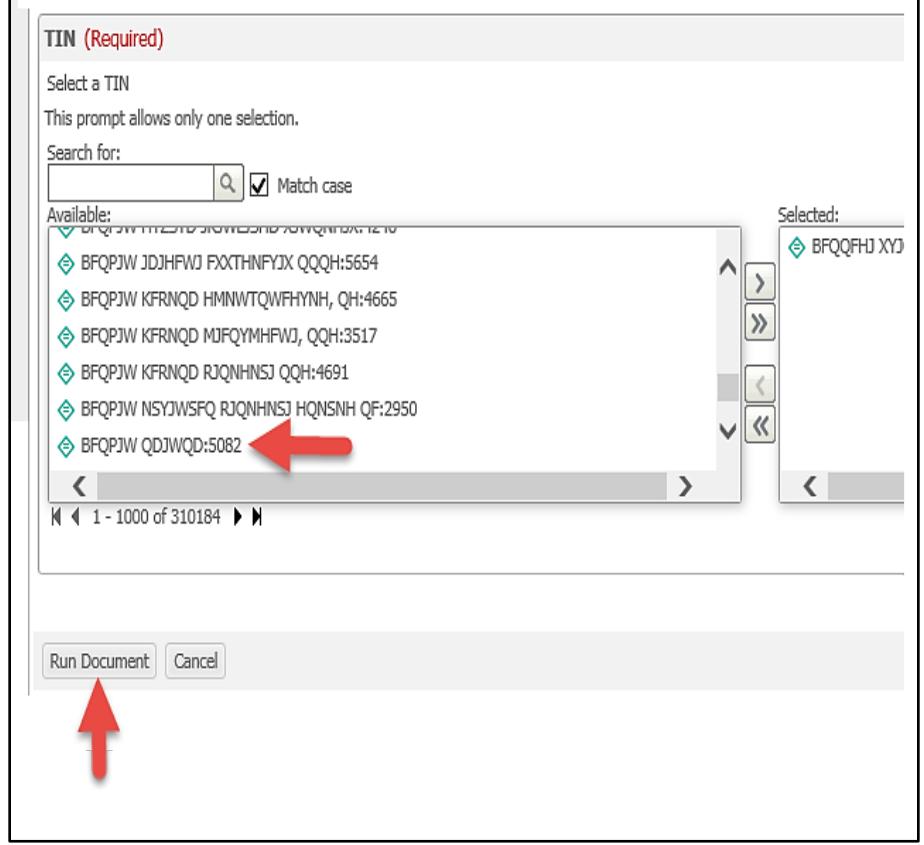
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Steps	Screenshots
<p>9. Read the <b>Attestation Message</b> and make the appropriate attestation selection.</p> <p>a. Select <u>one</u> of the options under "<b>I plan to use this data in my capacity as a:</b>"</p> <p>b. Then, select <b>I Confirm</b> to continue.</p> <p><b>Note:</b> If you select "<b>Neither of the above or I do not know,</b>" the option to <b>Exit to the Overview screen</b> will be enabled.</p>	<p>*I plan to use this data in my capacity as a: (Must select one box)</p> <p><input type="radio"/> HIPAA Covered Entity (CE) provider I need to use this information in my work for care coordination and quality improvement purposes that fall within the first and/or second paragraphs of the HIPAA Privacy Rule definition of "Health Care Operations," and I confirm that my request constitutes the "minimum necessary" data to accomplish these purposes.  <input type="radio"/> Business Associate (BA) of HIPAA CE(s) in accordance with a valid HIPAA Business Associate Agreement that allows us to request individually Identifiable Health Information (IIHI) for use in care coordination and quality work on behalf of the HIPAA CE(s). I need to use this information in my work for care coordination and quality improvement purposes that fall within the first and/or second paragraphs of the HIPAA Privacy Rule definition of "Health Care Operations" on behalf of the HIPAA CE(s), and I confirm that my request constitutes the "minimum necessary" data to accomplish these purposes.  <input type="radio"/> Neither of the above or I do not know. Please contact the Physician Value Help Desk at 1-888-734-6433 if you need further assistance.  <input type="button" value="Exit to Overview screen"/></p>

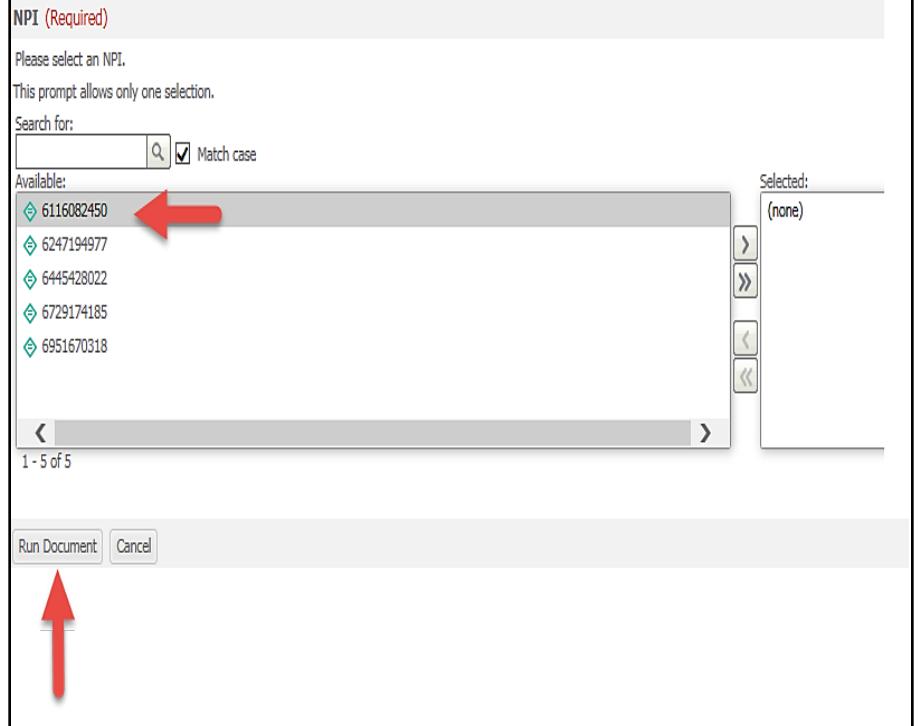
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Steps	Screenshots
<p>10. You are now in the <b>MicroStrategy Web Platform</b>.</p> <p><b>Note:</b> Depending on which report you selected, you will be prompted to select a TIN or NPI. The prompt screen shows only the TIN(s) or NPI(s) associated with your EIDM account.</p> <p>a. PQRS Payment Adjustment Feedback Report (for Individuals or Groups)</p> <ol style="list-style-type: none"><li>Select <b>one TIN</b> from the <b>Available</b> TINs:</li><li>Select a TIN and either double-click the mouse or click on the arrow button to move the TIN from Available to Selected.</li><li>You can also filter the list of Available TINs by entering the name or last 4 digits of a TIN in the "Search for" field.</li></ol> <p><b>Note:</b> Select only <b>one TIN</b> each time you attempt to retrieve a <b>PQRS Payment Adjustment Feedback Report</b>.</p> <p><b>Note:</b> For better search results, it is recommended to search by the last 4 digits of the TIN.</p> <p><b>Note:</b> TIN Prompt will only appear for the following reports:</p> <ul style="list-style-type: none"><li>PQRS Payment Adjustment Feedback Report (All Users)</li><li>PQRS Payment Adjustment Measure Performance Detail Report (Group User only)</li></ul> <ol style="list-style-type: none"><li>Select <b>Run Document</b>.</li></ol> <p><b>Note:</b> You will need to wait several seconds while the system generates your <b>2015 PQRS feedback report</b>.</p>	

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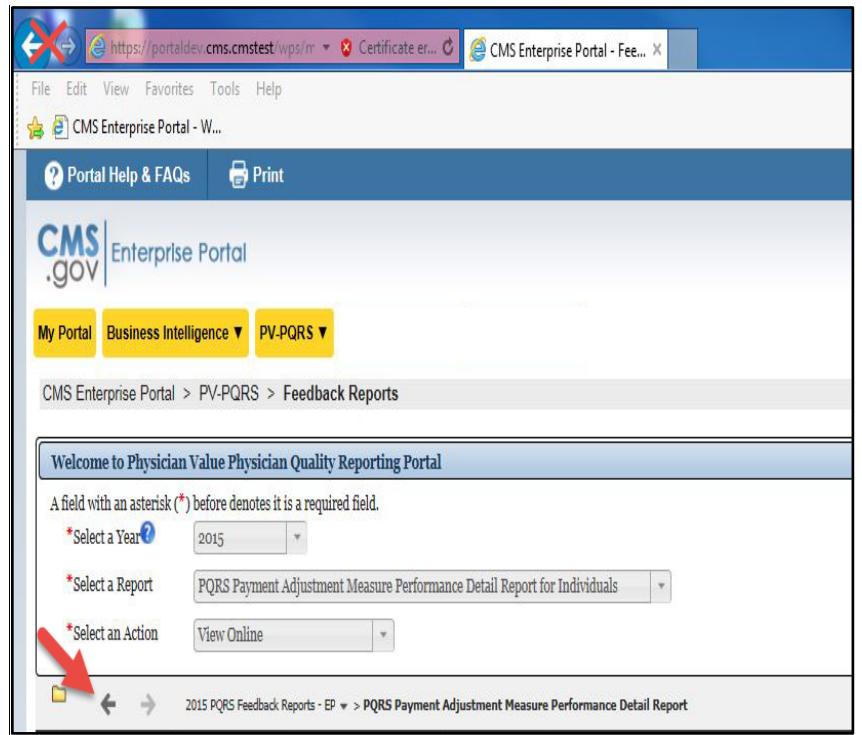
# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

Steps	Screenshots
<p>b. PQRS Payment Adjustment Measure Performance Detail Report for Individuals</p> <p><b>Note:</b> The NPI Prompt will only appear for users with an individual EIDM role who run this report.</p> <ol style="list-style-type: none"><li>i. Select one NPI from the Available NPIs.</li><li>ii. Select an NPI and either double-click the mouse or click on the arrow button to move the NPI from Available to Selected.</li><li>iii. Select <b>Run Document</b>.</li></ol> <p><b>Note:</b> Select only <b>one NPI</b> each time you attempt to retrieve a <b>PQRS Payment Adjustment Measure Performance Detail Report</b>.</p> <p><b>Note:</b> You will need to wait several seconds while the system generates your <b>2015 PQRS feedback report</b>.</p>	

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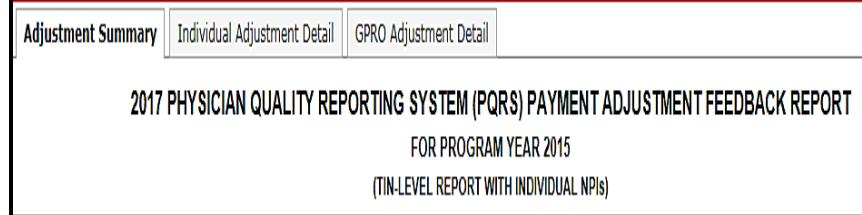
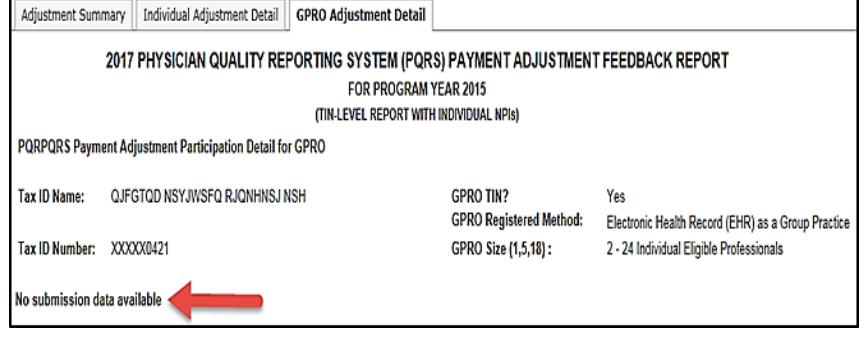
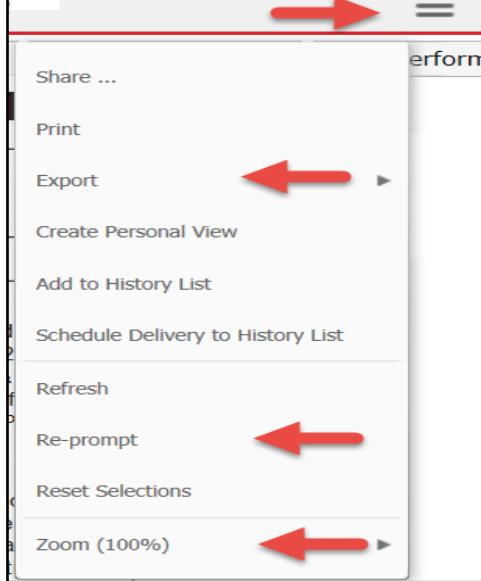
## IV. Navigating the 2015 PQRS Feedback Reports

Global Note	Screenshot
<p>1. Use the <b>back arrow button</b> on the <b>MicroStrategy Platform Toolbar</b> to navigate between screens when viewing your report.</p> <p><b>Note:</b> Please do not use the browser's arrow buttons.</p>	

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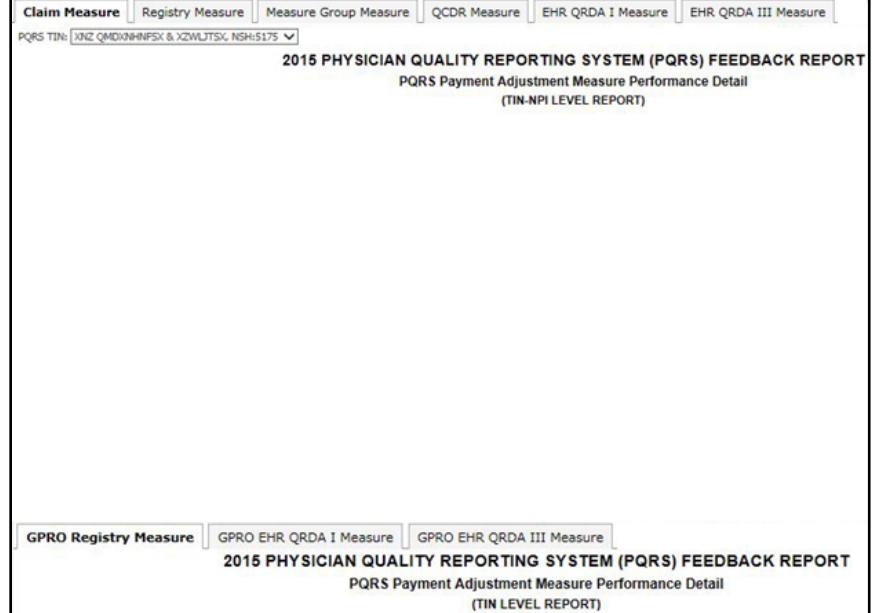
## A. PQRS Payment Adjustment Feedback Report (for Individuals or Groups)

Steps	Screenshots
<p>The <b>PQRS Payment Adjustment Feedback Report (for Individuals or Groups)</b> contains the following sections:</p> <ul style="list-style-type: none"><li>• Adjustment Summary</li><li>• Individual Adjustment Detail</li><li>• GPRO Adjustment Detail</li></ul> <p>1. Select any of the section tabs at the top of the screen to navigate to different sections of the PQRS Payment Adjustment Feedback Report.</p>	
<p>2. The PQRS Payment Adjustment Feedback Report (for Individuals or Groups) will display the message "<b>No data submission available</b>" if there is no data available for any tab(s).</p>	
<p>3. Use the commands from the drop-down menu at the top of the report to perform the following functions in the MicroStrategy Web Platform:</p> <ul style="list-style-type: none"><li>• <b>Export:</b> To export the reports follow section V. <b>Download and View the PQRS feedback reports in Excel Format.</b></li><li>• <b>Re-prompt:</b> To run a report for a different TIN</li><li>• <b>Zoom:</b> Ensure that the Zoom setting in the drop-down menu is set to 100%; otherwise, the report may not appear in the correct format.</li></ul>	

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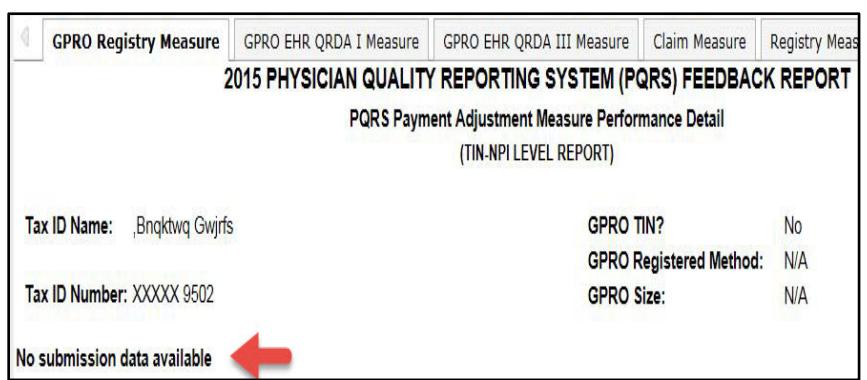
## B. PQRS Payment Adjustment Measure Performance Detail Report (for Individuals and Groups)

Steps	Screenshots
<p>The <b>PQRS Payment Adjustment Measure Performance Detail Report for Individuals</b> contains the following sections</p> <ul style="list-style-type: none"><li>• Claim Measure</li><li>• Registry Measure</li><li>• Measure Group Measure</li><li>• QCDR Measure</li><li>• EHR QRDA I Measure</li><li>• EHR QRDA II Measure</li><li>• GPRO Registry Measure</li><li>• GPRO EHR QRDA I Measure</li><li>• GPRO EHR QRDA III Measure</li></ul> <p><b>Note:</b> All the above tabs are displayed in the <b>PQRS Payment Adjustment Measure Performance Detail Report for Individuals</b>, but the three (3) GPRO tabs may not display any information for users with an Individual role.</p>	 <p>Claim Measure Registry Measure Measure Group Measure QCDR Measure EHR QRDA I Measure EHR QRDA III Measure PQRS TIN: XNZ QMDXNHNPSX 8.XZWLJTSX NSH45175 ▾ <b>2015 PHYSICIAN QUALITY REPORTING SYSTEM (PQRS) FEEDBACK REPORT</b> PQRS Payment Adjustment Measure Performance Detail (TIN-NPI LEVEL REPORT)</p>  <p>GPRO Registry Measure GPRO EHR QRDA I Measure GPRO EHR QRDA III Measure <b>2015 PHYSICIAN QUALITY REPORTING SYSTEM (PQRS) FEEDBACK REPORT</b> PQRS Payment Adjustment Measure Performance Detail (TIN LEVEL REPORT)</p>
<p>The <b>PQRS Payment Adjustment Measure Performance Detail Report for Groups</b> contains the following sections</p> <ul style="list-style-type: none"><li>• GPRO Registry Measure</li><li>• GPRO EHR QRDA I Measure</li><li>• GPRO EHR QRDA II Measure</li><li>• Claim Measure</li><li>• Registry Measure</li><li>• Measure Group Measure</li><li>• QCDR Measure</li><li>• EHR QRDA I Measure</li><li>• EHR QRDA II Measure</li></ul> <p><b>Note:</b> All the above tabs are displayed in the <b>PQRS Payment Adjustment Measure Performance Detail Report for Groups</b>, but the six (6) tabs for individual users may not display any information for users with Group role.</p> <p><b>Note:</b> Due to a spacing limitation in this document the nine (9) tabs that will display at the top of this report are split into two (2) images for the purposes of this example. .</p> <ol style="list-style-type: none"><li>1. Select any of the section tabs at the top of the screen to navigate to different sections of the PQRS Payment Detail Report.</li></ol>	

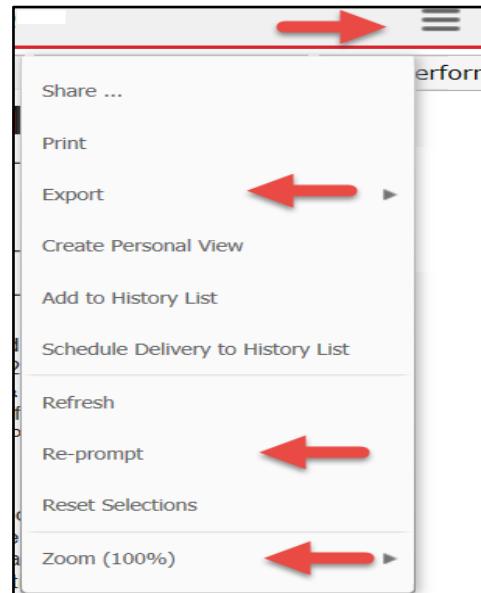
If you have questions about the 2015 PQRS feedback report or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 a.m. to 8 p.m. Eastern Time.

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

2. The PQRS Payment Adjustment Measure Performance Detail Report (for Individuals or Groups) will display the message “**No data submission available**” if there is no data available for any certain tabs.



3. Use the commands from the drop-down menu at the top of the report to perform the following functions in the MicroStrategy Web Platform:
- **Export:** To export the reports follow Section V. **Download and View the PQRS feedback reports in Excel Format.**
  - **Re-prompt:** To run a report for a different TIN
  - **Zoom:** Ensure that the Zoom setting in the drop-down menu is set to 100%; otherwise, the report may not appear in the correct format



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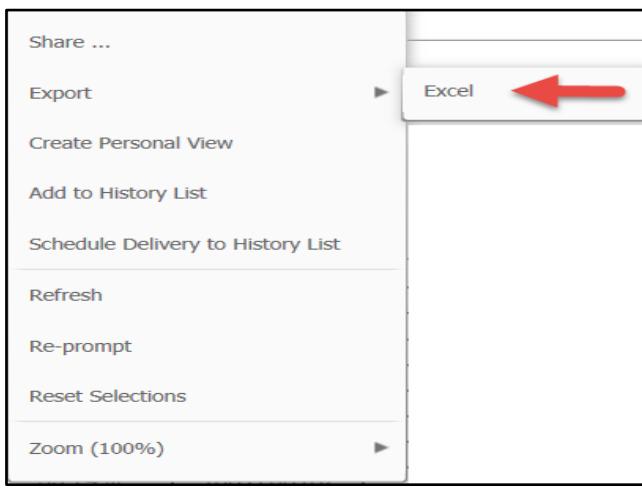
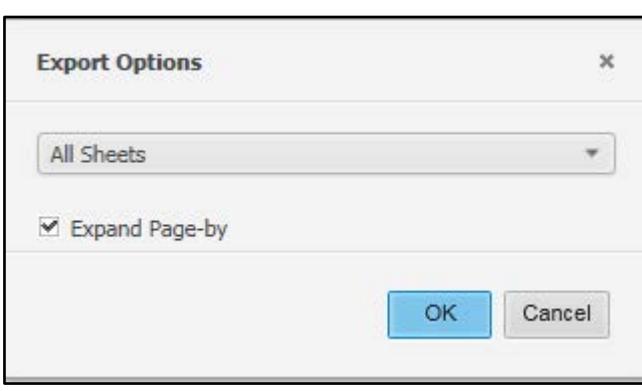
# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

## V. Download the PQRS Feedback Reports in Excel Format

There are two options for downloading the PQRS feedback reports to Excel:

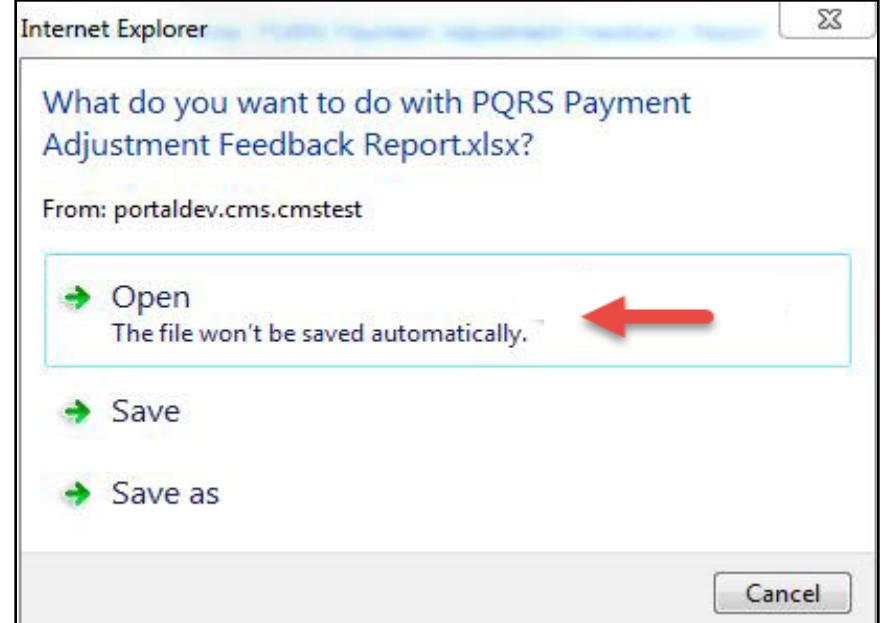
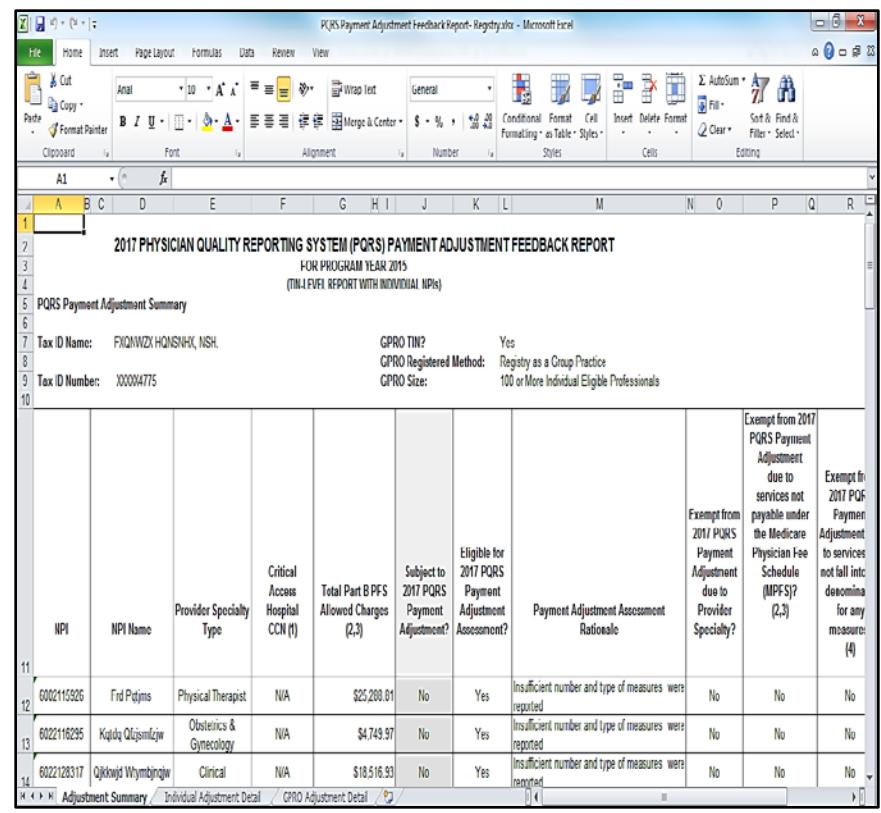
- Using the MicroStrategy Toolbar – use this function to download the report after you have chosen the “View Online” option from “Select an Action.”
- Using the “Select an Action” feature on the reports portal – use this function to download the report to Excel without generating the report online in MicroStrategy.

### A. Download a PQRS feedback report to Excel Using the MicroStrategy Toolbar

Steps	Screenshots
<p>1. Select the <b>Export</b> button on the <b>MicroStrategy Platform</b> toolbar and then select <b>Excel</b>.</p> <p><b>Note:</b> Selecting the <b>Excel</b> option will display an <b>Export Option</b> menu in a new window.</p>	
<p>2. Select one (1) of the following options to determine the content of the exported report:</p> <ol style="list-style-type: none"><li><b>All Sheets.</b> Select this option to export the information displayed in all tabs included in the report to the Excel file.</li><li><b>Current Sheet.</b> Select this option to export only the information displayed on the active report tab to the Excel file.</li><li><b>Expand Page-by</b> (check box). Select this option to have each section of the report displayed in a separate tab.</li></ol> <p><b>Note:</b> By default, the export option is on <b>All Sheets</b> and the <b>Expand Page-by</b> check box is selected. If you un-check this check box, each section of the report will be displayed in a single tab.</p>	

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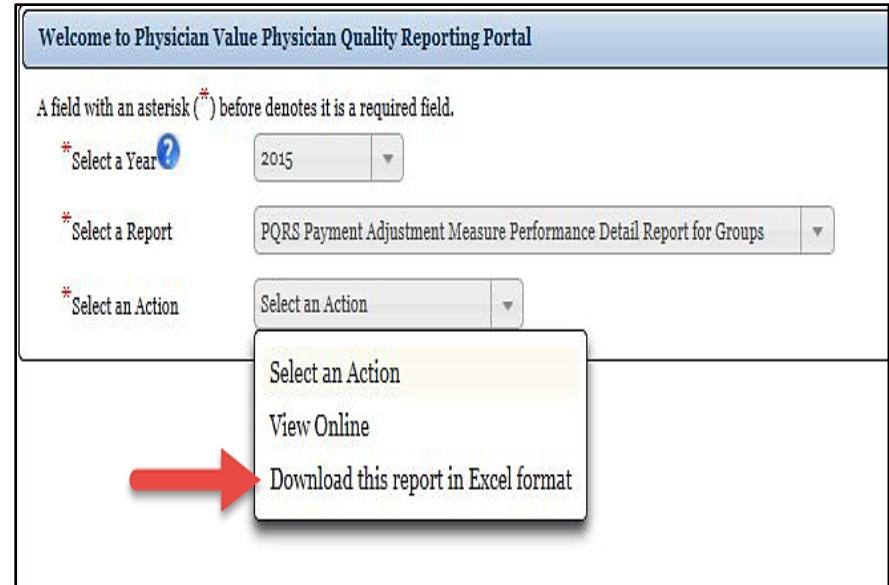
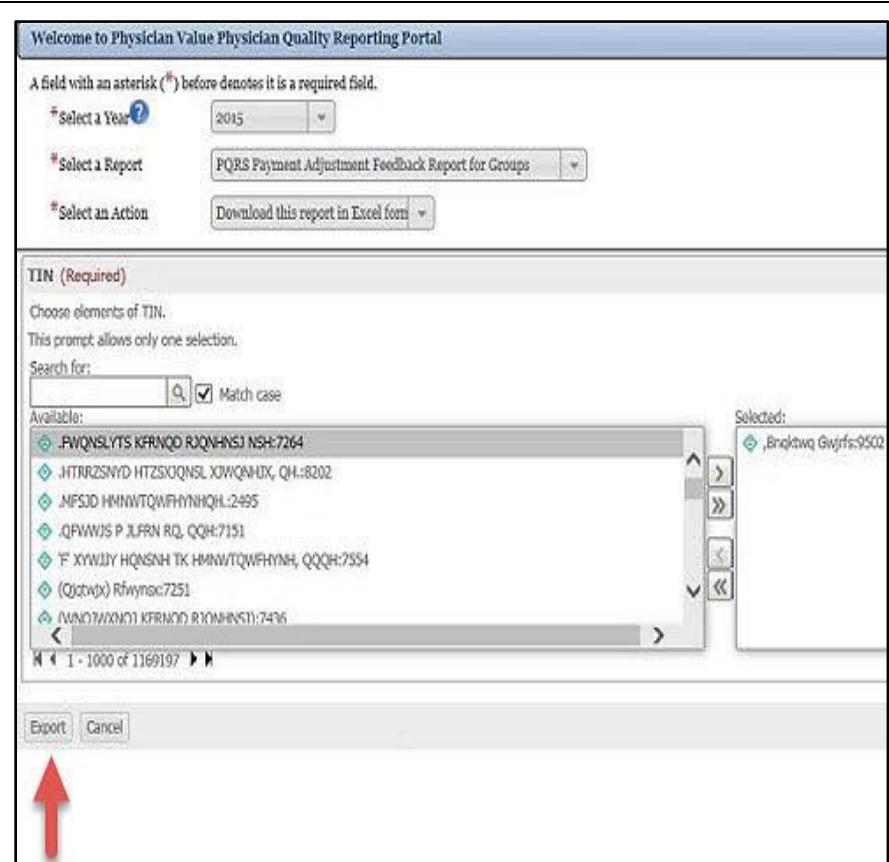
# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

Steps	Screenshots
<p>3. Select <u>one</u> (1) of the following options:</p> <ul style="list-style-type: none"> <li><b>Open.</b> This will open the PQRS Payment Adjustment Feedback Report in Excel. The file will open in Excel and will not be automatically saved.</li> <li><b>Save.</b> The file will be saved in Excel format in the Downloads folder on your computer.</li> <li><b>Save As.</b> You will be prompted with a Save As window on which you can choose the location where you would like to save the file.</li> </ul>	
<p>4. The <b>PQRS Payment Adjustment Feedback Report</b> is exported to Excel format.</p> <p><b>Note:</b> Use the <b>Microsoft Excel</b> toolbar features to <b>Save</b> and/or <b>Print</b> the selected report.</p> <p><b>Note:</b> All the tabs in the Report will be exported to the Excel file.</p> <p><b>Note:</b> Exported cells may look truncated. Please expand the cells to view the whole content.</p>	

If you have questions about the 2015 PQRS feedback report 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 a.m. to 8 p.m. Eastern Time.

# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

## B. Download a PQRS feedback report from the Portal Using Select an Action

Steps	Screenshots
<p>1. Select the year (<b>2015</b>) from the <b>Select a Year</b> drop-down menu and then select one of the PQRS feedback reports.</p> <ul style="list-style-type: none"><li>Choose the option to '<b>Download this report in Excel Format</b>'.</li></ul>	
<p>2. Select one TIN or NPI (depending on which report you choose) from the <b>Available TINs/NPIs</b>.</p> <ul style="list-style-type: none"><li>Select <b>Export</b>.</li></ul>	

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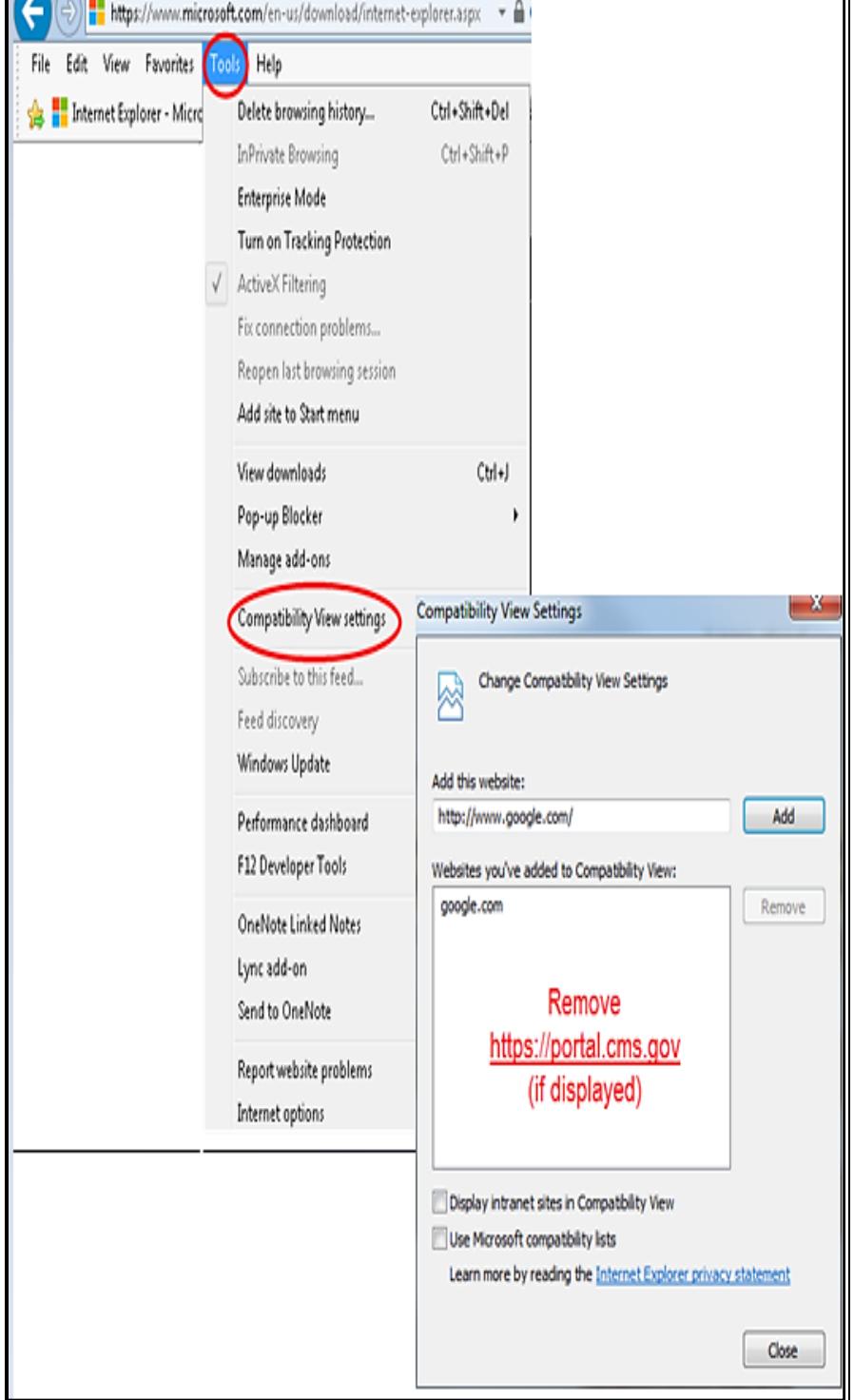
# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

Steps	Screenshots
<p>3. The PQRS feedback report is exported to Excel format.</p> <p><b>Note:</b> Use the <b>Microsoft Excel</b> toolbar features to <b>Save</b> and/or <b>Print</b> the selected report.</p> <p><b>Note:</b> All the tabs in the Report will be exported to the Excel file.</p> <p><b>Note:</b> Exported cells may look truncated. Please expand the cells to view the whole content.</p>	

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# Quick Reference Guide for Accessing 2015 PQRS Feedback Reports

## VI. Troubleshooting Browser Settings

Steps	Screenshots
<p><b>Troubleshooting</b></p> <p>If you are not using one of the supported browsers or are having trouble viewing the <b>CMS Enterprise Portal</b> using Internet Explorer 9:</p> <ul style="list-style-type: none"><li>• Ensure the browser is open,</li><li>• Press the <b>Alt</b> key to display the Menu bar (or right-click the <b>Address bar</b> and then select <b>Menu bar</b>).</li><li>• Select <b>Tools</b> on the <b>Menu bar</b>.</li><li>• Select <b>Compatibility View Settings</b>.</li><li>• Remove the CMS Enterprise Portal web address if it appears in the <b>Websites you've added to Compatibility View</b> box.</li><li>• Un-check all of the boxes below <b>Websites you've added to Compatibility View</b>.</li><li>• Close the <b>Compatibility View Settings</b> box.</li><li>• Close the current browser session.</li><li>• Open a new browser session.</li><li>• Go to <a href="https://portal.cms.gov">https://portal.cms.gov</a> and select <b>Login to the CMS Enterprise Portal</b>.</li></ul> <p><b>Note:</b> The <b>CMS Enterprise Portal</b> supports the following internet browsers:</p> <ul style="list-style-type: none"><li>• Internet Explorer 8</li><li>• Internet Explorer 9</li><li>• Internet Explorer 10</li><li>• Internet Explorer 11</li><li>• Mozilla Firefox</li><li>• Chrome</li><li>• Safari</li></ul>	 <p>The screenshot shows the Internet Explorer 9 interface. The address bar at the top displays the URL <a href="https://www.microsoft.com/en-us/download/internet-explorer.aspx">https://www.microsoft.com/en-us/download/internet-explorer.aspx</a>. Below the address bar is the menu bar with File, Edit, View, Favorites, Tools, and Help. The Tools menu is open, showing various options like Delete browsing history, InPrivate Browsing, Enterprise Mode, Turn on Tracking Protection, ActiveX Filtering, Fix connection problems, Reopen last browsing session, Add site to Start menu, View downloads, Pop-up Blocker, and Manage add-ons. The 'Compatibility View settings' option is highlighted with a red circle. A secondary window titled 'Compatibility View Settings' is overlaid on the main window. This settings window has a title bar 'Change Compatibility View Settings'. It contains a text input field 'Add this website:' with the value 'http://www.google.com/' and a 'Add' button. Below this is a list box titled 'Websites you've added to Compatibility View' containing 'google.com'. There is a 'Remove' button next to the list box. At the bottom of the settings window, there are two checkboxes: 'Display intranet sites in Compatibility View' and 'Use Microsoft compatibility lists'. A link 'Learn more by reading the <a href="#">Internet Explorer privacy statement</a>' is also present. A large red annotation at the bottom of the settings window reads 'Remove https://portal.cms.gov (if displayed)'.</p>

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