

Open Payments System Quick Reference Guide – Physician Registration

To register as a physician execute the steps as identified below. Note that you must have successfully registered in both the Enterprise Identity Management System and have requested and received access to the Open Payments system prior to initiating registration in the Open Payments system. For detailed steps and screenshots, please refer to the Open Payments User Guide, section 8.3a.

1. On the “Welcome” page, click on the “Create My Profile” button.
2. On the “Create Profile” page, scroll to the bottom of the page and click on the “Start Profile” button.
3. On the “Select Profile Type” page, select the “Physician” radio button and click on the “Continue” button to begin the registration process.
4. Follow the on-screen instructions to complete your registration. Note the following items:
 - a. The National Provider Identification (NPI) and Drug Enforcement Administration (DEA) numbers are key values that are used in the vetting process. As a result, while the system does not require these fields to be entered since not all physicians have these identifiers, **the NPI and DEA numbers should be entered if you have them.**
 - b. You are required to enter at least one physician license number; however, to ensure that you are able to see all records that are attributable to you, you should enter all of your medical license numbers if you have multiple. **Note: If you do not enter all of your license numbers, you may not be able to view all of your records.**
 - c. You may choose to add an authorized representative to take certain actions on your behalf in the Open Payments system. This person can be another physician, an office manager, a practice manager, or another person you would like to designate. You may designate this person during your registration process by selecting the “Designate an authorized representative” radio button on the “Physician: Authorized Representative” page. In addition to identifying the individual’s personal information, you will also designate the levels of access that you would like to grant the authorized representative. Refer to the onscreen text or the User Guide for the available access roles that can be assigned. If you do not wish to identify an authorized representative during registration, you may select “Not now”, and add this information at a later time via the Update Profile function.
5. Once you have entered all of your information per the on-screen instructions, and selected the “Submit” button on the “Review and Submit Profile” page, your profile will automatically be submitted for vetting. The vetting process is performed to ensure that the physician is a valid covered recipient and to aid in the matching of submitted records to the corresponding physicians.

Note: Physician registration is not considered complete until the vetting process has been successfully completed. As a result, you will not be able to access some of the Open Payments system functions, including the Review and Dispute functions, until the vetting is successful. You can check your profile status by going to “My Profile” and reviewing the “Role Status” field.