

Open Payments System Quick Reference Guide

Physician Registration

January 2019

Introduction

This guide provides an overview of the physician registration process in the Open Payments system.

Prerequisites

- User is registered in the CMS Enterprise Identity Management system (EIDM) and has obtained access to the Open Payments system

Actions

Registering as a Physician

1. Log in to the CMS Enterprise Portal at <https://portal.cms.gov> using EIDM credentials and navigate to the Open Payments home page.
2. On the Open Payments home page, select “Create My Profile.”
3. On the “Create Profile” page, scroll to the bottom of the page and select the “Start Profile” button.
 - Note: A list of the information required for registration is available in the “Required Information for Registration” quick reference guide. This guide is available on the “Create Profile” page and also on the Resources page of the Open Payments website (<https://www.cms.gov/openpayments/about/resources.html>).
4. On the “Select Profile Type” page, select the “Physician” radio button and select the “Continue” button to begin the registration process.
5. Enter personal information. Required fields are marked with an asterisk. Required fields must be filled in order to proceed.
6. Enter the requested physician information on the “Physician Details” page. Required fields are marked with an asterisk. Required fields must be filled in order to proceed.

Note the following:

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- If the physician is registered with the National Plan and Provider Enumeration System (NPPES), ensure that the name provided for registration is exactly the same as the physician’s name in NPPES.
 - If the physician has a National Provider Identifier (NPI), enter it exactly as listed in NPPES for the current calendar year.
 - Enter at least one active state license.
 - For each license or taxonomy code entered, select the “Add” button to save the information to the profile. Without selecting the “Add” button, the information will not be saved.
7. Nominate an authorized representative, if desired.
- Authorized representative nomination may be performed during initial registration or at a later time.
 - Authorized representatives can take certain actions in the Open Payments system on behalf of their associated physician. A physician can only have one authorized representative.
 - An authorized representative can be another physician, an office manager, or a practice manager. A physician cannot be his or her own authorized representative.
 - Refer to the quick reference guide “Nominating a Physician Authorized Representative and Accepting/Rejecting Nominations” for more information.
8. Review the information on the “Review and Submit Profile” page and select the “Submit” button to complete registration.

Once the physician’s registration has been submitted, the system will vet the profile using the information submitted to verify that the individual is a covered recipient physician. The user will receive an email confirming vetting success or failure. No system actions can be performed until vetting has been successfully completed. Contact the Open Payments Help Desk at openpayments@cms.hhs.gov or 1-855-326-8366 or 1-844-649-2766 (TTY line) if any issues occur with the vetting process.

- **Once vetting is successful, the physician’s name and NPI referenced in the profile cannot be changed.** If edits to either of these fields are required after vetting is successful, contact the Open Payments Help Desk for assistance.

Next Steps

- Review the data submitted about the physician and affirm or dispute the data as necessary

Additional Resources

All registration resources can be found on the Resources page of the Open Payments website at <https://www.cms.gov/OpenPayments/About/Resources.html>.

The “Physician and Teaching Hospital Registration” section of the Open Payments User Guide for Covered Recipients, covers the entire registration process in detail and provides step-by-step instructions for various scenarios.

Quick reference guides relevant to physician registration and next steps include:

- Required Information for Registration
- Nominating a Physician Authorized Representative and Accepting/Rejecting Nominations
- Physician and Teaching Hospital Review and Dispute Process