

# Open Payments System Quick Reference Guide

## Physician and Non-Physician Practitioners Registration

### Introduction

This guide provides an overview of the physician and non-physician practitioner (NPP) registration process in the Open Payments system.

### Prerequisites

- User is registered in the Centers for Medicare & Medicaid Services (CMS) Identity Management system (IDM) and has obtained access to the Open Payments system
- Required information for registration includes at least one active State License and corresponding Taxonomy Code

### Actions

#### Registering as a Physician or Non-Physician Practitioner

1. Log in to the CMS Enterprise Portal at <https://portal.cms.gov> using IDM 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 or Non-Physician Practitioner” 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.

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6. Enter the requested physician or NPP information on the “Covered Recipient Details” page. Required fields are marked with an asterisk. Required fields must be filled in order to proceed.

Note the following:

- If the physician or NPP 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 or NPP’s name in NPPES.
- If the physician or NPP 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 or NPP. A physician or NPP can only have one authorized representative.
- An authorized representative can be another physician or NPP, an office manager, or a practice manager. A physician or NPP cannot be his or her own authorized representative.
- Refer to the quick reference guide “Nominating a Physician or NPP 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 or NPP’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 or NPP. The user will

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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](mailto: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 or NPP’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 or NPP 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 “Covered Recipients 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 or NPP registration and next steps include:

- Required Information for Registration
- Nominating a Physician or NPP Authorized Representative and Accepting/Rejecting Nominations
- Covered Recipients Review and Dispute Process

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## Disclosure

- **Disclaimer:** The contents of this document do not have the force and effect of law and are not meant to bind the public in any way, unless specifically incorporated into a contract. This document is intended only to provide clarity to the public regarding existing requirements under the law.
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