QualityNet Secure Portal User Role Management Guide

For Eligible Hospitals and Critical Access Hospitals
Attesting to the Centers for Medicare & Medicaid Services
for the Electronic Health Record Incentive Program

January 2018



Overview

Starting in January 2018, Medicare eligible hospitals and critical access hospitals (CAHs) attesting to the Centers for Medicare & Medicaid Services (CMS) for the Electronic Health Record (EHR) Incentive Program will use **one system** to report attestations—the <u>QualityNet Secure Portal</u>, also referred to as <u>QNet</u>.

By transitioning to one system, CMS is streamlining data submission methods for eligible hospitals and CAHs attesting to CMS for the EHR Incentive Program. The goal is to make it easier for hospitals to report data to CMS. Instead of reporting clinical quality measures (CQMs) and meaningful use (MU) attestations in two separate systems, eligible hospitals and CAHs will be able to report this information through <u>QNet</u>.

For more information about the transition, see the EHR Hospital Transition Overview fact sheet.

Role Management in QNet

In order to attest to Medicare, users will need to be enrolled in QNet and have the correct roles assigned to their accounts. CMS has created the QNet Enrollment User Guide to help with the enrollment process. This guide is intended to assist with role management.

The new roles for the Web-Based Data Collection tool are:

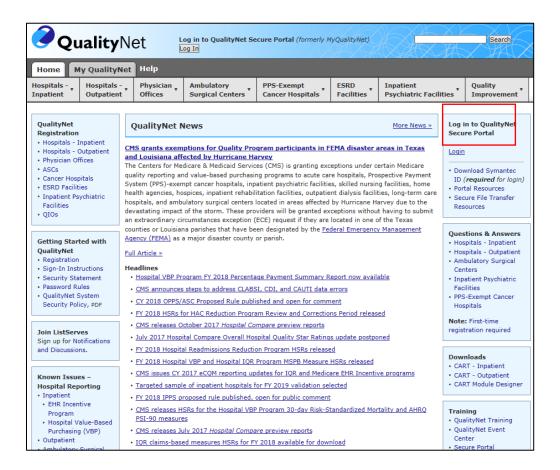
- Inpatient Structural MSR DACA Read
 - o Allows Read-only access to the Web-Based application
 - This role is necessary to access the Web-Based application with read only rights
- Inpatient Structural MSR DACA Update
 - o Allows Read, Create, and Update access to the Web-Based application
 - This role is necessary to access the Web-Based application with submission rights
- MU Web-Based Read
 - Allows Read-only access to a facility's data for Providers and Top Level Administrators
 - This role is necessary to view attestation questions and data that have been submitted within the Web-Based application
- MU Web-Based Update
 - Allows Read, Create, and Update access to a facility's data for Providers and Top Level
 Administrators
 - This role is necessary to enter, modify, and submit attestation data within the Web-Based application
 - Users with this role also have the ability to view questions and/or previously submitted answers
- MU Web-Based Submission Reports
 - Allows Providers and Top Level Administrators to view and run submission reports for a facility's data

The following steps outline how an Admin User can update another user from the same organization's role in the QNet Secure Portal. **Only an Admin User is able to add MU roles for a Provider User**.

Note: In order to update a user's role, they must first have a QNet account.



1. Navigate to https://www.qualitynet.org. The QNet home page appears with a link to the Secure QNet Portal in the upper-right corner of the page. Choose "Log in" to be taken to a two-factor login page.



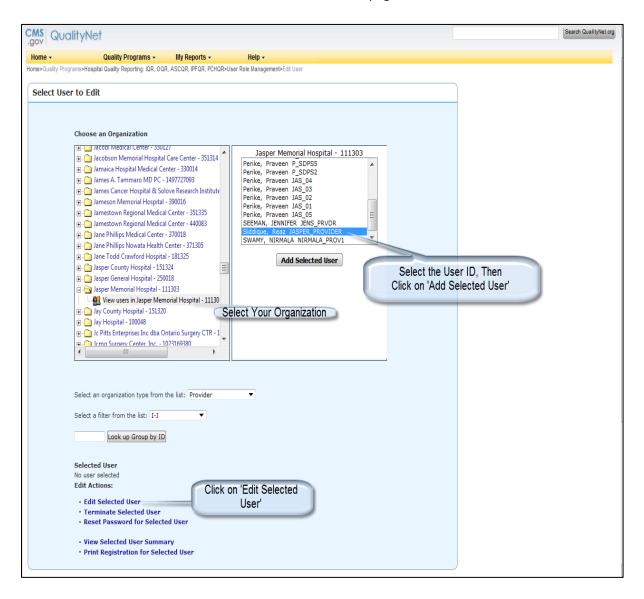


2. After logging in as an Admin User, click on "Edit User" link.

Home>Quality Programs>Hospital Quality Reporting: IQR, OQR, ASCQR, IPFQR, PCHO Quality Reporting System: My Tasks User Role Management Create User Approve User Edit User Reactivate User Create Group	Hospital Reporting Inpatient / Outpatient View / Edit Population and Sampling
Edit Group Create Exchange Group Edit Exchange Group	
Manage Security In-Person Proofing Help Desk Assistant Manage Multifactor Credentials My Account	Manage Notice of Participation View/Edit Notice of Participation, Contacts, Campuses
Patient Satisfaction Data Entry Online Survey Entry	Vendor Authorization Authorize Vendors to Submit Data
EHR Incentive Program Hospital eCQM Reporting Denominator Declaration/QRDA File Deletion	Hospital Reporting External Files External Files Online Tool

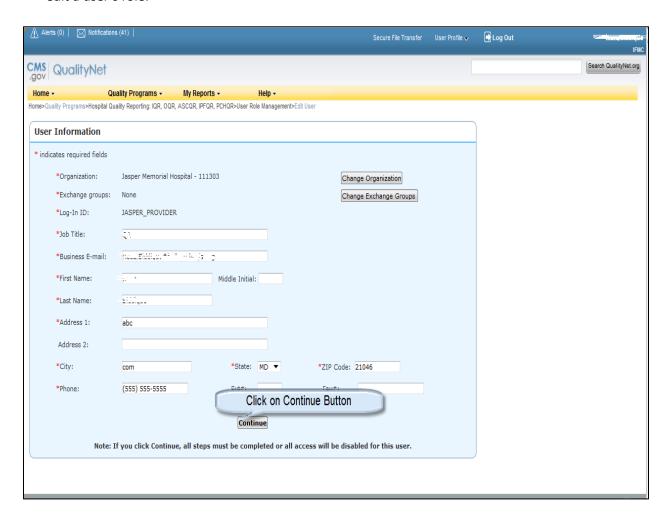


- 3. On the "Select User to Edit" page:
 - Select your organization from the "Choose an Organization" menu
 - Select the User ID of the user whose role you want to edit
 - Click the "Add Selected User" button
 - Click "Edit Selected User" toward the bottom of the page.



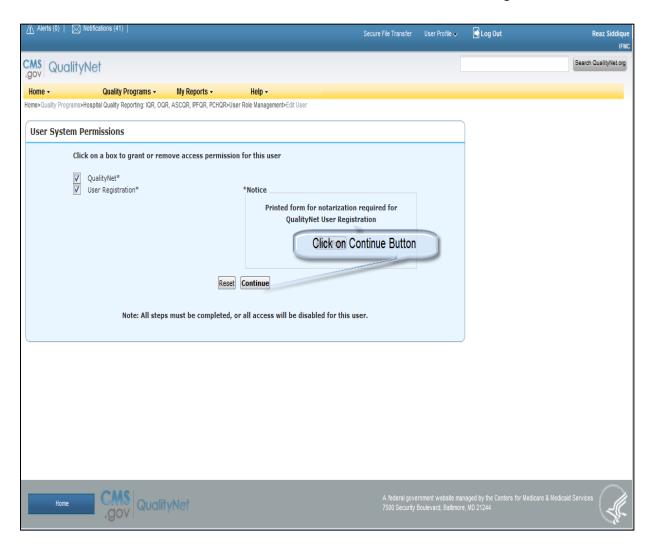


4. Once you click on the "Edit Selected User" link, the system will direct you to the "User Information" page. Click the "Continue" button to go to the the "User Systems Permissions" page, where you can edit a user's role.



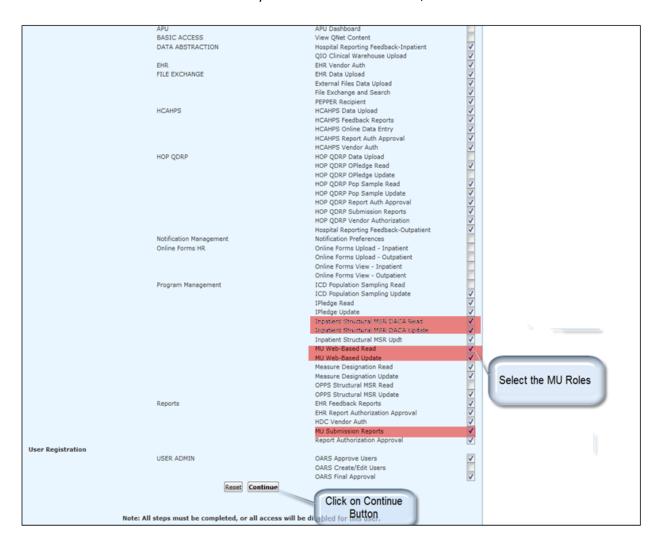


5. Click the "Continue" button to select from the different roles available for assignment.





6. Select the relevant MU Roles. Once you have selected the roles, click the "Continue" button.





7. Confirm that the roles you selected have been added to the list of user permissions, then enter your Admin password and click the "Submit" button. Once this step is complete, the user's roles will have been updated.



For More Information

- Visit the <u>QualityNet Secure Portal</u> webpage
- Visit the EHR Incentive Programs website
- Follow CMS on <u>Twitter</u>
- Subscribe to the EHR Incentive Programs listsery
- For questions, please contact the EHR Inquiries Mailbox at EHRinquiries@cms.hhs.gov

