Open Payments

Phase 2 Physician and Teaching Hospital Registration Demo

OPEN PAYMENTS

CREATING PUBLIC TRANSPARENCY
INTO INDUSTRY-PHYSICIAN
FINANCIAL RELATIONSHIPS

August 2014

Advisory on Dates

- Specific dates given within this webinar may no longer be current.

- Please check the Open Payments website (http://go.cms.gov/openpayments) for specific dates for system-related events.

Agenda

- Target Audience and Learning Objectives

- Phase 1 and Phase 2 Registration Overview

- Open Payments System User Roles and Common Registration Scenarios

  1. Physician Registration in the Open Payments System

  2. Teaching Hospital Registration in the Open Payments System

  3. Confirming Nomination(s) and Creating an Individual Profile

  4. Teaching Hospital User Self-Nomination

  5. Approving Self-Nominations (Teaching Hospital Only)

- Next Steps and Available Resources

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Target Audience

- Physicians and teaching hospitals who wish to view and possibly dispute information submitted about them regarding payments, other transfers of value, or physician ownership or investment interests from applicable manufacturers or applicable GPOs ("reporting entities")

Learning Objectives

- Understanding of the registration process in the Open Payments system

- Understanding of how to nominate individuals to perform system actions on your behalf

Phase 1 and Phase 2 Registration Overview

Open Payments Registration Overview

- Registration is for physicians and teaching hospitals who wish to review or dispute the following information reported about them by applicable manufacturers and applicable GPOs ("reporting entities"):

  - Payments made to physicians and teaching hospitals

  - Other transfers of value made to physicians and teaching hospitals

  - Ownership or investment interests held by physicians or their immediate family members

- Registration is conducted in two phases for this first Open Payments reporting year

Phase 1 Registration Overview: EIDM

- Phase 1 Registration began June 1, 2014 and is ongoing

- Physicians and Teaching Hospitals can register with CMS's Enterprise Identity Management system (EIDM) - EIDM registration is required to perform activities in Open Payments system

  - Go to the CMS Enterprise Portal (https://portal.cms.gov)

  - Obtain an EIDM user ID and password

  - Request access to the Open Payments system

- Review Phase 1 step-by-step CMS Enterprise Portal Registration for Physicians and Teaching Hospitals webinar on the Program Registration and Data Submission and Attestation pages at http://go.cms.gov/openpayments

EIDM Account Locking and Deactivation

- Locking
  - EIDM locks your account if no activity has occurred for 60 or more days
  - If your account is locked, at login the system will display the "Unlock my Account" view
  - EIDM will ask your user ID and challenge questions
  - Once answered, enter your new password in the "new password" field to unlock the account
- Deactivation
  - Account will be disabled after 180 days of inactivity
  - Contact the Open Payments Help Desk to reinstate a disabled account on 1-855-326-8366

Phase 2 Registration Overview: Open Payments System

- Beginning July 14, 2014, physicians and teaching hospitals can:

  - Register in the Open Payments system

    - No official end date for when physicians need to finish the registration steps

  - Review and dispute data submitted by reporting entities prior to the publication of the data

    - Begins on July 14 and ends on August 27

Note: If a physician wants to participate in the review/dispute period for 2013 Open Payments data, CMS advises that they complete registration in EIDM and Open Payments by the end of the initial 45-day review/dispute period. Identity verification for registration will take some time, so it is recommended that the registration process be completed as soon as possible.

Open Payments System
User Roles and Common Registration Scenarios

User Roles for Physicians

User Role	Function
Physician	• Registers him- or herself in the system • Nominates an authorized representative • Has full access to review and dispute records

Authorized Representative	• Allowed activities depend upon access levels granted by physician:
	
	  — Read-only: (default) Able to see a physician's "My Profile" and records information
	
	  — Modify Profile: Able to edit or enter a physician's "My Profile" information (NPI, license, specialties, etc.)
	
	  — Dispute Records: Able to dispute records related to the physician submitted by reporting entities
	
	• Access levels are separate; having "dispute records" access does not automatically include "modify profile" access, or vice versa
	
	• Must be nominated by the physician

User Roles for Teaching Hospitals

Physicians should register for the user role of "Teaching Hospital" only if they wish to represent the teaching hospital

User Role	Function
Authorized Official	• Registers the teaching hospital in the Open Payments system • Modifies the teaching hospital's profile in the Open Payments system • Nominates other users and modifies existing user roles • Approves/denies nominations made by others, including self-nominations • Reviews and disputes records associated with the teaching hospital
Authorized Representative	• Reviews and disputes records associated with the teaching hospital • Nominates other individuals for user roles with teaching hospital

Common Registration Scenarios

The most common scenarios are described in this webinar. A full list of scenarios and instructions can be found in the Open Payments User Guide on the Program Fact Sheets and User Guides page on the Open Payments website.

1. Physician Registration: *New registration by physician*

2. Teaching Hospital Registration: *New registration by an authorized official*

3. Confirming Nominations: *Individual registration, accepting or rejecting a nomination*

4. Teaching Hospital User Self-Nomination: *Registration by an individual to associate with a teaching hospital that has already been registered*

5. Approving Self-Nominations*: Authorized officials confirming or rejecting self-nominations*

1. Physician Registration in the Open Payments System

Definition of Physician

- For the purposes of Open Payments, a "physician" is any of the following types of professionals that are legally authorized by the state to practice, regardless of whether they are Medicare, Medicaid, or Children's Health Insurance Program (CHIP) providers:
  - Doctors of medicine or osteopathy
  - Doctors of dental medicine or dental surgery
  - Doctors of podiatric medicine
  - Doctors of optometry
  - Chiropractors
- Note: Medical residents are excluded from the definition of physicians for the purpose of this program.

Physician Registration Overview

- Physicians may register for the Open Payments system if they wish to review and dispute any information reported about them in the Open Payments system prior to its publication

- Registration creates a profile for the physician in the Open Payments system

- All physician profiles will be vetted to ensure the physician's identity

- Vetting occurs after the physician completes and submits his or her profile in the Open Payments system

- If the physician profile is modified, it may trigger re-vetting

Physician Registration Overview (cont.)

- Physicians will be vetted using profile information including:
  - Business address
  - National Provider Identifier (NPI)
  - Drug Enforcement Agency (DEA) number
  - State license information
- Vetting may take up to 24 hours
- Provide as much information as possible, as more information speeds vetting and ensures all records associated with you will be matched to your profile
- Vetting must be successful in order for the physician to perform any system actions within the Open Payments system

Physician Registration Overview (cont.)

- One authorized representative can be nominated

- Registration must be completed in one sitting (there is no option to save and return at a later time)

- Not all registration fields are required

Physician Vetting

- To check vetting status, visit the "My Profile" page in the Open Payments system—you will not receive an email notification

- Physicians may update their profiles and resubmit as many times as needed

- Physicians must ensure to enter valid state license information
  - If **incorrect** or **no** license information is entered, and no NPI is entered, the physician may not be able to review or perform actions on certain records – without NPI, physicians can perform actions only on record(s) associated with state licenses that have been entered and verified to be accurate

- If vetting remains unsuccessful, physicians should contact the Open Payments Help Desk for assistance (openpayments@cms.hhs.gov)

Fields for Physician Registration Profile

Required and Optional Fields for Physician Profiles Table

Fields	Required	Optional
Practice Name		X
Practice Business Address	X	
Physician Primary Type	X	
National Provider Identifier (NPI)		X
Drug Enforcement Administration (DEA) Number		X
Primary Specialty Code	X	
License State (at least 1)	X	
License Number (at least 1)	X	

NPIs can be found on the NPI Registry at:
https://npiregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do

DEA numbers can be obtained by contacting the DEA Office of Diversion Control:
https://www.deadiversion.usdoj.gov/

Fields for User Profile

Required and Optional Fields for Individual User Profiles Table

Fields	Required	Optional
First Name	X	
Middle Name		X
Last Name	X	
Name Suffix		X
Job Title		X
Business Address	X	
Business Phone Number	X	
Business Email Address	X	

Physician Registration Process Overview

Access the Open Payments System via the CMS Enterprise Portal

↓

Enter Personal and Practice Information

↓

Enter Physician Details

↓

Designate an Authorized Representative (optional)

↓

Review and Submit Profile
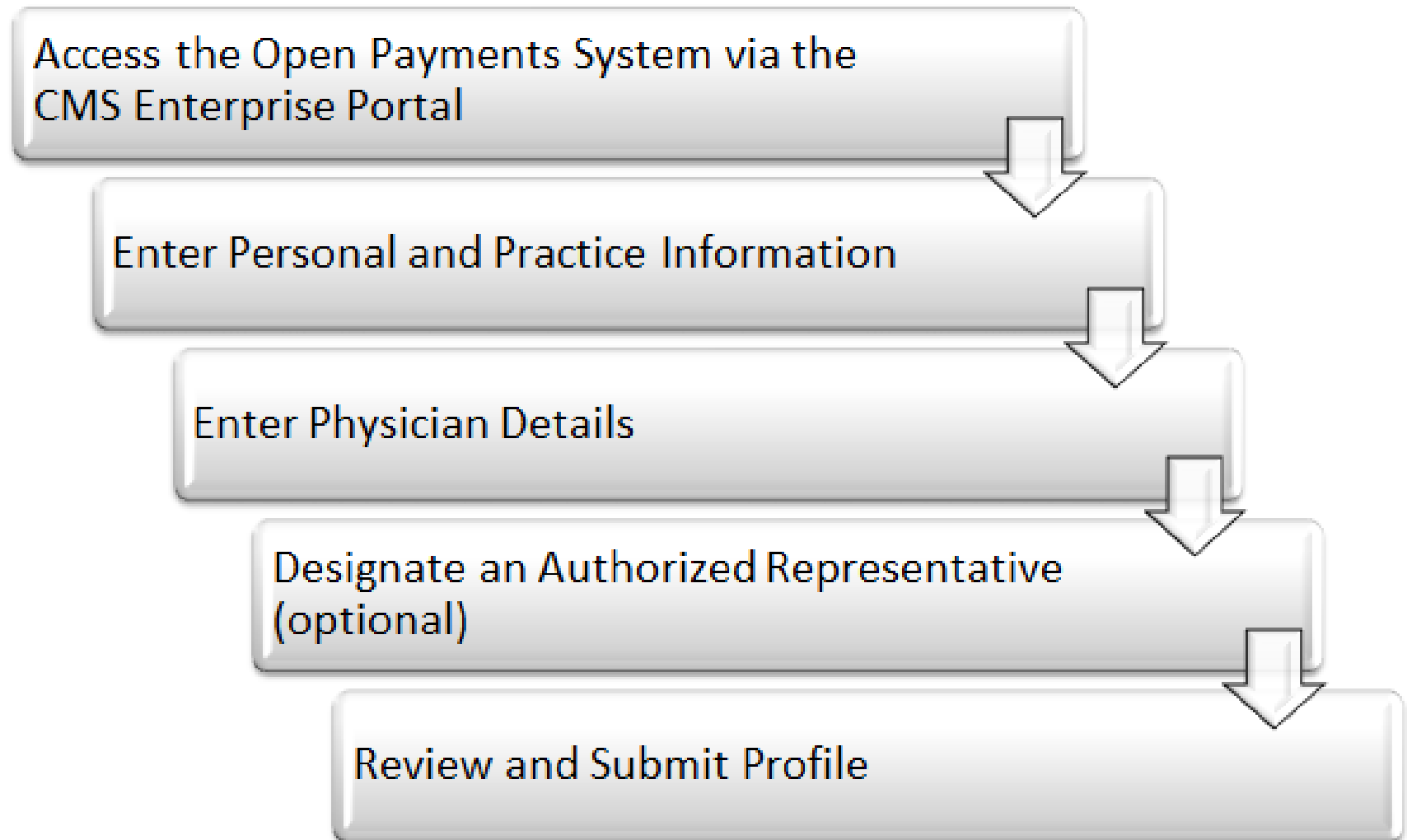
Before Beginning Physician Registration

The person registering must:

- **Have an EIDM user ID and password on hand**

- Have access to the Open Payments application through EIDM (system will log you out after 15 minutes of inactivity)

- Have the required profile information available

- Know who to nominate for the authorized representative role, if anyone (may nominate only one authorized representative)

Before Beginning Physician Registration (cont.)

The person registering must:

- Study the levels of access for authorized representative and determine who will fill the role and what levels of access you will grant them

- Be sure to use Internet Explorer 8 or higher

- Only use the navigation buttons within the Open Payments system itself—never use the navigation buttons on your browser toolbar

Physician Registration Instructions

Step 1: Log into the Open Payments System via the CMS Enterprise Portal

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

Create My Profile

Step 2: Read the Create Profile Screen

Start Profile

Step 3: Select Profile Type

Step 4: Enter Personal Information

Step 5: Enter Physician Details

Step 6: Nominate Representative (optional)

Step 7: Review and Submit Profile

On-Screen Confirmation

2. Teaching Hospital Registration in the Open Payments System

Definition of Teaching Hospital

- For the purposes of Open Payments, "teaching hospitals" are hospitals that received payment for Medicare direct graduate medical education (GME), inpatient prospective payment system (IPPS) indirect medical education (IME), or psychiatric hospital IME programs during the last calendar year for which such information is available.

Teaching Hospital Registration Overview

- Teaching hospitals may register in the Open Payments system if they wish to review and dispute any **information reported about the hospital** by reporting entities prior to its publication

- Teaching hospitals must be selected from a prepopulated list in Open Payments

- You may nominate other individuals as authorized representatives and authorized officials

- Teaching hospitals can have up to 10 individuals associated with them in Open Payments, including five authorized officials

Fields for Teaching Hospital Registration

Required and Optional Fields for Teaching Hospital Profiles Table

Fields	Required	Optional
State Where Teaching Hospital is Located	X	
Teaching Hospital Name	X	
Teaching Hospital Address	X	
Taxpayer Identifier Number (TIN)/ Employer Identification Number (EIN)	X	
National Provider Identifier (NPI)	X	
Teaching Hospital Business Phone Number	X	

Fields for User Profile

Required and Optional Fields for Individual User Profiles Table

Fields	Required	Optional
First Name	X	
Middle Name		X
Last Name	X	
Name Suffix		X
Job Title	X	
Business Address	X	
Business Phone Number	X	
Business Email Address	X	

Teaching Hospital Registration Process Overview

Access the Open Payments System via the CMS Enterprise Portal

Search for Teaching Hospital Using Required Fields

Enter NPI and Business Phone Number

Confirm Your Role and Nominate Additional Individuals (optional)

Review and Submit Profile
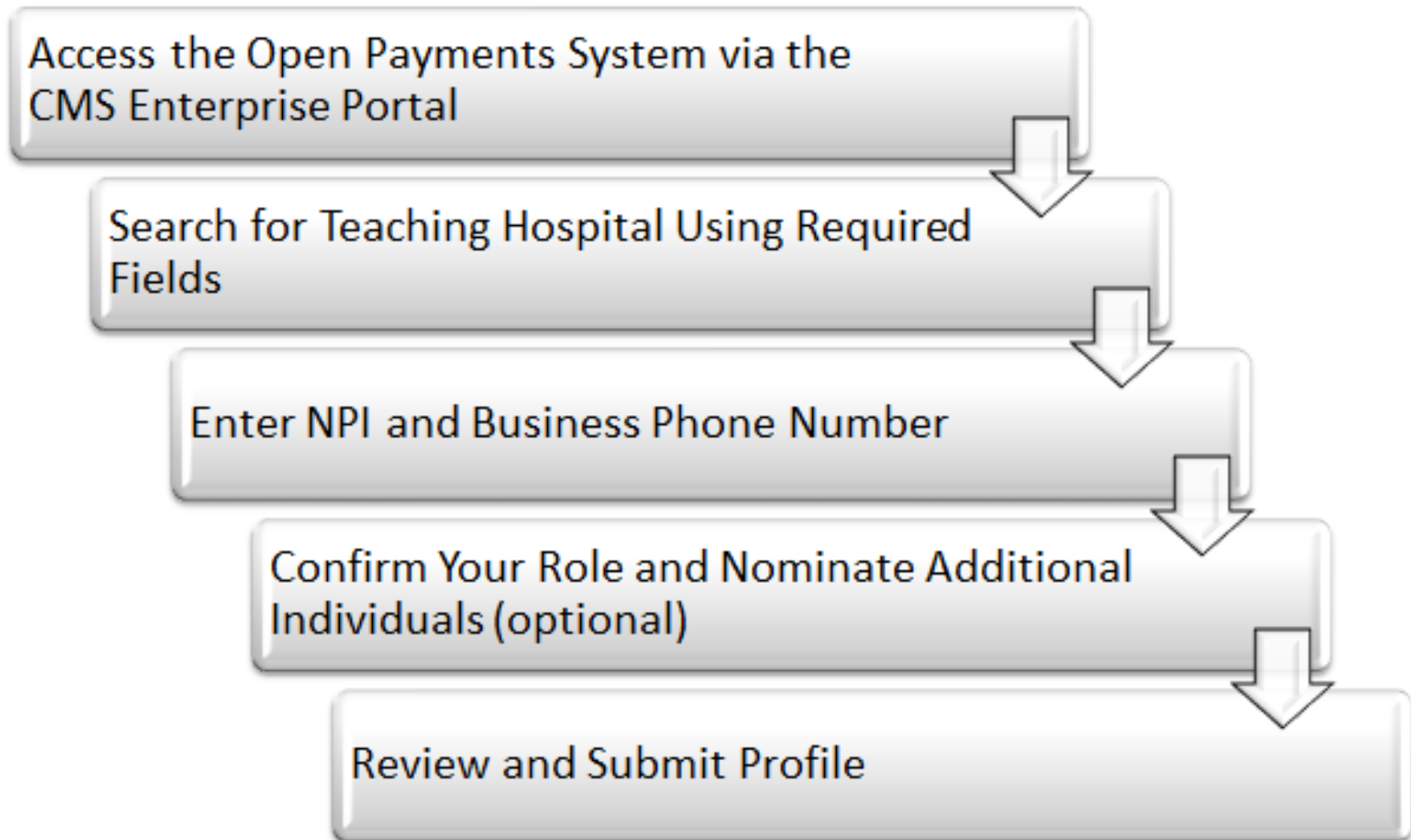
Before Beginning Teaching Hospital Registration

The person registering the teaching hospital must:

- **Have EIDM user ID and password on hand**

- Have access to the Open Payments application through EIDM

- Have the required profile information available

- Assume the user role of authorized official for that teaching hospital

- Know who to nominate for the authorized official and authorized representative roles, if anyone (May have up to 10 active users for a teaching hospital, five of which can be authorized officials)

- Use Internet Explorer 8 or higher

- Only use the navigation buttons within the Open Payments system itself - never use the navigation buttons on your browser toolbar

Teaching Hospital Registration Instructions

Step 1: Log into the Open Payments System via the CMS Enterprise Portal

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

▶ Create My Profile

Step 2: Read the Create Profile Screen

Start Profile

Step 3: Select Profile Type

Step 4: Select Criteria for Teaching Hospital

Step 5: View Teaching Hospital Search Result

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Step 6: View Teaching Hospital Information

Step 7: Select User Role

Step 8: Nominate Additional Users

Step 9: View All Nominees

Step 10: Enter Personal Information

Step 11: Review and Submit Profile

On-Screen Registration Confirmation

Open Payments (Sunshine Act)

Teaching Hospital Switch User Type

Create Profile

✓ Select Profile Type

✓ Teaching Hospital: Search

✓ Personal Information

✓ Review and Submit Profile

? Need help with the website?
Contact Us by email.

Access the Open Payments User Guide

Success Confirmed

You have successfully submitted ABCDE Hospital profile information

You may now: Open Payments Home

You will receive an email confirming a profile was successfully created for the teaching hospital. The email confirmation message will have the teaching hospital's registration ID. You can refer to the Open Payments User Guide for further information.

Note: You will not be able to take any actions related to this teaching hospital until your nomination is approved.

3. Confirming Nomination(s) and Creating an Individual Profile

Confirming Nominations & Individual Profile Overview

- Occurs when an individual has been nominated by a physician or teaching hospital to fill a user role in the system

- Physician authorized representative nominees will receive an email containing a system-generated nomination ID

- Teaching hospital nominees will receive an email containing a system-generated registration ID and a nomination ID

- Use these IDs to log into the system and accept or reject the nomination

- Nominees must accept or reject the nomination within 10 business days

- EIDM registration is required prior to Open Payments system registration

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Before Confirming Nominations

- Have the nomination ID and (if nomination is for a teaching hospital) registration ID on hand

- **Have your EIDM user ID and password on hand**

- Make sure you have access to the Open Payments system

- Be sure to use Internet Explorer 8 or higher

- Only use the navigation buttons within the Open Payments system itself - never use the navigation buttons on your browser toolbar

Confirming Nominations Process

Access the Open Payments System via the CMS Enterprise Portal

Enter Registration ID and/or Nomination ID

Accept or Reject Nomination

[If Accepted] Enter Personal Information

[If Accepted] Review and Submit Registration
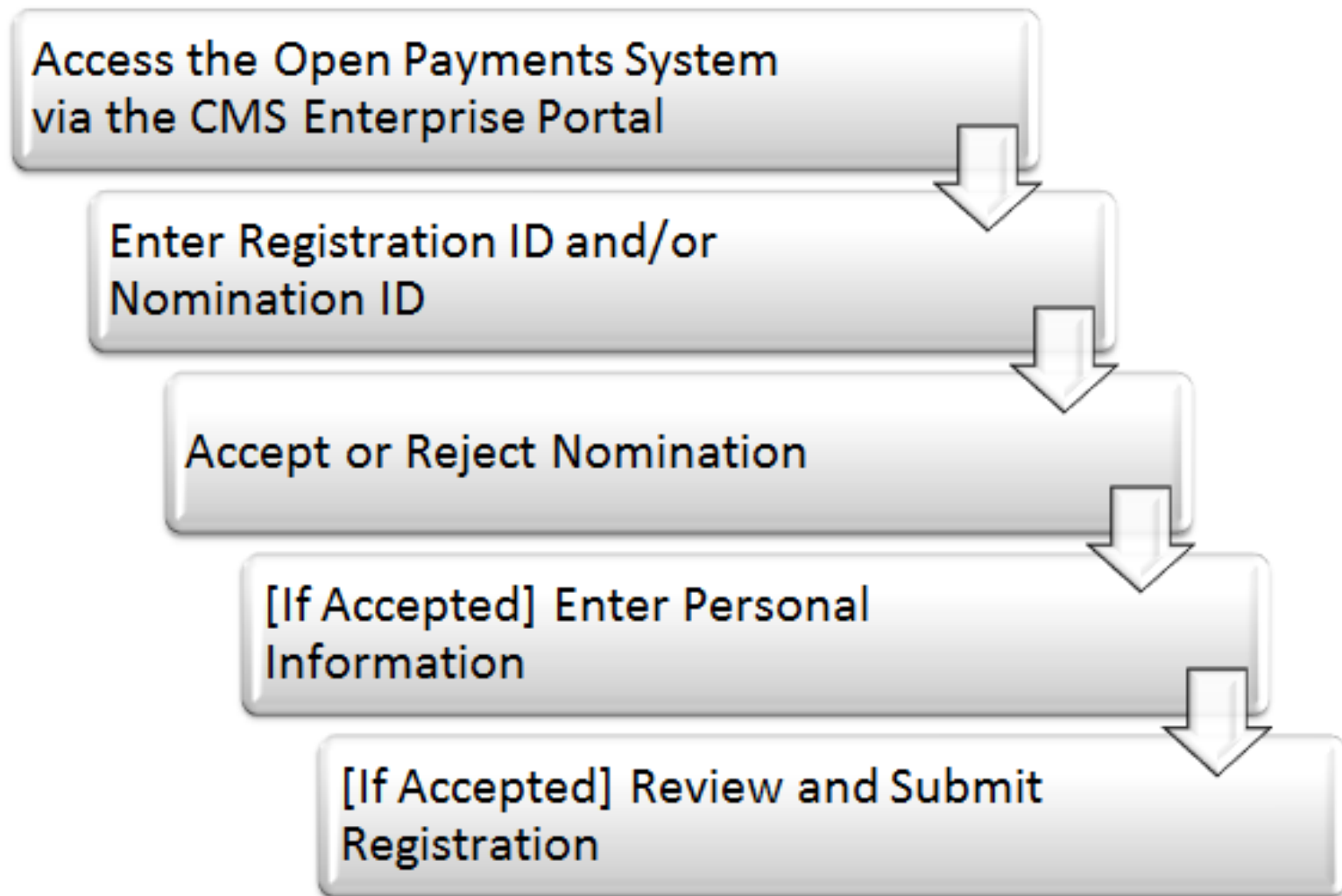
Confirming Physician Nomination & Creating an Individual Profile Instructions

Nomination Notification Email

Open Payments System Action Required - Physician AuthorizedRepresentative Nomination
From: openpaymentsnotification@cms.hhs.gov
Date: 2014-07-03 10:13

Encoding: English ▼

You have been nominated in the Open Payments system as an authorized representative for the physician listed below. As a physician's authorized representative, you are able to perform certain functions in the Open Payments system on behalf of the physician. The functions you may perform are specified under your access level listed below.

- Physician: physician@yopmail.com
- Nomination ID: 184845703651
- Access level: Review Data (Read-Only),Edit Physician profile

You have 10 business days to accept or reject this nomination. If no action is taken, the nomination will be deactivated after 10 days.

To accept your nomination, you must register yourself in the Open Payments system. Prior to registering in the Open Payments system, you must first register for the CMS Enterprise Identity Management system (EIDM). To register in EIDM:

1. Access EIDM on the CMS Enterprise portal at https://portal.cms.gov.

2. Select the "New User Registration" hyperlink to create an account on EIDM and follow the on-screen instructions.

Once you are registered with EIDM, or if you already have registered with EIDM, you can register with Open Payments through the following steps:

1. Access the CMS Enterprise portal at https://portal.cms.gov.

2. Log in by entering your user name and password.

3. Click on "Open Payments."

4. Click on "Search Nominations."

5. Enter your Nomination ID and then click "Submit."

6. Continue through physician information to either accept/reject the nomination.

If you have any questions or concerns you can contact us by email at openpayments@cms.hhs.gov or by telephone at 855-326-8366. If you would like more information about the program, please visit the Open Payments website at http://go.cms.gov/openpayments or our existing Frequently Asked Questions. Do not reply to this automatically generated email.

Step 1: Log into the Open Payments System via the CMS Enterprise Portal

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

Create My Profile

Step 2: Read the Create Profile Screen

Start Profile

Step 3: Select Profile Type

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Step 4: Select User Type and Enter Nomination ID

Step 5: View Results

Step 6: Confirm Physician Information

Step 7: Accept or Reject Nomination

Open Payments (Sunshine Act)

Create Profile

- ✔ Select Profile Type
- ✔ Confirm Physician
- ③ Confirm Nomination
- ④ Authorized Representative
- ⑤ Review and Submit Profile

? Need help with the website?
Contact Us by email.

↪ **Access the Open Payments User Guide**

Confirm Nomination

You have been nominated for Authorized Representative Role.

Jane

Review, accept or reject your nominated role(s). Select "Continue" button to review and complete your user profile.

Confirm Nominations:

Authorized Representative *

    ⦿ Yes, I accept   ○ No, I do not accept

Access Level:

- ☑ **Read** - Default access level. Able to see physician profile and records information.

- ☑ **Modify Profile** - Able to edit or enter the physician's My Profile information (NPI, license, specialties, etc.).

- ☐ **Dispute Records** - Able to comment on information submitted about payments or other transfers of value, ownership, and investment interests with the submitter (applicable manufacturer or GPO). Also able to dispute reported payments or other transfers of value, ownership, and investment interests.

Cancel   Back   Continue

Step 8: Enter Personal Information

Step 9: Review and Submit Profile

On-Screen Confirmation

Open Payments (Sunshine Act)

Physician Switch User Type

Create Profile

✔ Select Profile Type

✔ Confirm Physician

✔ Confirm Nomination

✔ Authorized Representative

✔ Review and Submit Profile

? Need help with the website? **Contact Us** by email.

➡ **Access** the Open Payments User Guide

You have successfully created your profile, Jane Doe

You may now:

- Go to Open Payments Home
- Refer to the Open Payments User Guide for further information

Confirming Teaching Hospital Nomination & Creating an Individual Profile Instructions

Nomination Notification Email

Open Payments System Action Required - Nomination for Authorized Representative for Teaching Hospital in Op…

From: openpaymentsnotification@cms.hhs.gov
Date: 2014-07-03 11:28   Encoding: English ▾

You have been nominated in the Open Payments system for the following user role for the below teaching hospital:

- Teaching hospital: ABCDE Hospital
- Registration ID: 100000000019
- Nomination ID: 786049438133
- List of role of the user roles: Authorized Official

You have 10 business days to accept or reject the nomination for this role in the Open Payments system. Your nomination will be deactivated if you do not register in Open Payments and accept or reject your nomination within 10 business days of this message.

To accept your nomination, you must register yourself in the Open Payments system. Prior to registering in the Open Payments system, you must first register for the CMS Enterprise Identity Management system (EIDM). To register in EIDM:

1. Access EIDM on the CMS Enterprise portal at https://portal.cms.gov.
2. Select the "New User Registration" hyperlink to create an account on EIDM and follow the on-screen instructions.

Once you are registered with EIDM, or if you already have registered with EIDM, you can register with Open Payments through the following steps:

1. Access the CMS Enterprise portal at https://portal.cms.gov.
2. Log in by entering your user name and password.
3. Access the Open Payments system.
4. Continue to "Select Profile Type" page
5. Click on I have Nomination ID and Registration ID
6. Select Teaching Hospital from the list
7. Enter the teaching hospital's registration and nomination ID you received via email, and click "Show Nomination."
8. Confirm the teaching hospital information and continue through to either accept/reject the nomination.

If you have any questions or concerns you can contact us by email at openpayments@cms.hhs.gov or by telephone at 855-326-8366. If you would like more information about the program, please visit the Open Payments website at http://go.cms.gov/openpayments or our existing Frequently Asked Questions. Do not reply to this automatically generated email.

Step 1: Log into the Open Payments System via the CMS Enterprise Portal

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

Create My Profile

Step 2: Read the Create Profile Screen

Start Profile

Step 3: Select Profile Type

Step 4: Enter Registration ID and Nomination ID

Step 5: View Results

Step 6: Accept or Reject Nomination

Step 7: Enter Personal Information

Step 8: Review and Submit Profile

On-Screen Confirmation

Open Payments (Sunshine Act)

Teaching Hospital Switch User Type

Create Profile

✓ Select Profile Type

✓ Teaching Hospital: Search

✓ Personal Information

✓ Review and Submit Profile

? Need help with the website? **Contact Us** by email.

➦ **Access** the Open Payments User Guide

Success Confirmed

You have successfully requested to be affiliated with You have successfully accepted your affiliation with ABCDE Hospital

You may now: Open Payments Home

You will receive an email when your nomination is approved. You can refer to the Open Payments User Guide for further information.

Note: You will not be able to take any actions related to this teaching hospital until your nomination is approved.

Reminders for Confirming Nominations

- Have the registration ID and nomination ID on hand for a teaching hospital role

- Have the nomination ID on hand if you are nominated for a physician authorized representative role

- Understand the user roles and what actions you will be able to perform

4. Teaching Hospital User Self-Nomination

Teaching Hospital Self-Nomination Overview

- Self-nominations occur when an individual nominates him or herself for a user role to a teaching hospital that has already been registered

- Individuals cannot self-nominate for roles related to physicians— only teaching hospitals

- Self-nominations must be approved by an authorized official

- The teaching hospital must already be registered in the Open Payments system

- Self-nominate for either authorized official or authorized representative role

- EIDM registration is required prior to Open Payments system registration

Fields for User Profile

Required and Optional Fields for Individual User Profiles Table

Fields	Required	Optional
First Name	X	
Middle Name		X
Last Name	X	
Name Suffix		X
Job Title	X	
Business Address	X	
Business Phone Number	X	
Business Email Address	X	

Teaching Hospital Self-Nomination Process Overview

Access the Open Payments System via the CMS Enterprise Portal

Search for the Teaching Hospital Using the Required Fields

Select Teaching Hospital

Select Your Role and Enter Personal Information

Review and Submit Profile

Before Beginning Teaching Hospital Self-Nomination

- **Have EIDM user ID and password on hand**
- Check that you have access to the Open Payments application through EIDM
- Have the required profile information available
- Know which role you want—authorized representative or authorized official
- Be sure to use Internet Explorer 8 or higher
- Only use the navigation buttons within the Open Payments system itself—never use the navigation buttons on your browser toolbar

Teaching Hospital Self-Nomination Instructions

Step 1: Log into the Open Payments System via the CMS Enterprise Portal

Open Payments (Sunshine Act)

Welcome to the Open Payments System

Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.

Create My Profile

Step 2: Read the Create Profile Screen

Start Profile

Step 3: Select Profile Type

Step 4: Select Search Criteria for Teaching Hospital

Step 5: View Teaching Hospital Search Results

Step 6: View Teaching Hospital Information

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Step 7: Select Role for Nomination

Step 8: Enter Personal Information

Step 9: Review and Submit Profile

On-Screen Confirmation

Open Payments (Sunshine Act)

Teaching Hospital Switch User Type

Create Profile

✔ Select Profile Type

✔ Teaching Hospital: Search

✔ Personal Information

✔ Review and Submit Profile

? Need help with the website? **Contact Us** by email.

↪ **Access** the Open Payments User Guide

Success Confirmed

You have successfully requested to be affiliated with ABCDE Hospital

You may now: Open Payments Home

You will receive an email when your nomination is approved. You can refer to the Open Payments User Guide for further information.

Note: You will not be able to take any actions related to this teaching hospital until your nomination is approved.

5. Approving Self-Nominations (Teaching Hospitals Only)

Approving Self-Nominations Overview

Authorized officials:

- May either approve or reject the nomination

- Must approve user nominations before users can perform the functions of their roles

- Will receive an email notification when an individual self-nominates for a user role

Approving Self-Nominations Process

Access the Open Payments System via the CMS Enterprise Portal

Select Manage Roles

Select Approve or Modify

If Modified, Enter Updated User Role Information

Approve or Modify Nomination
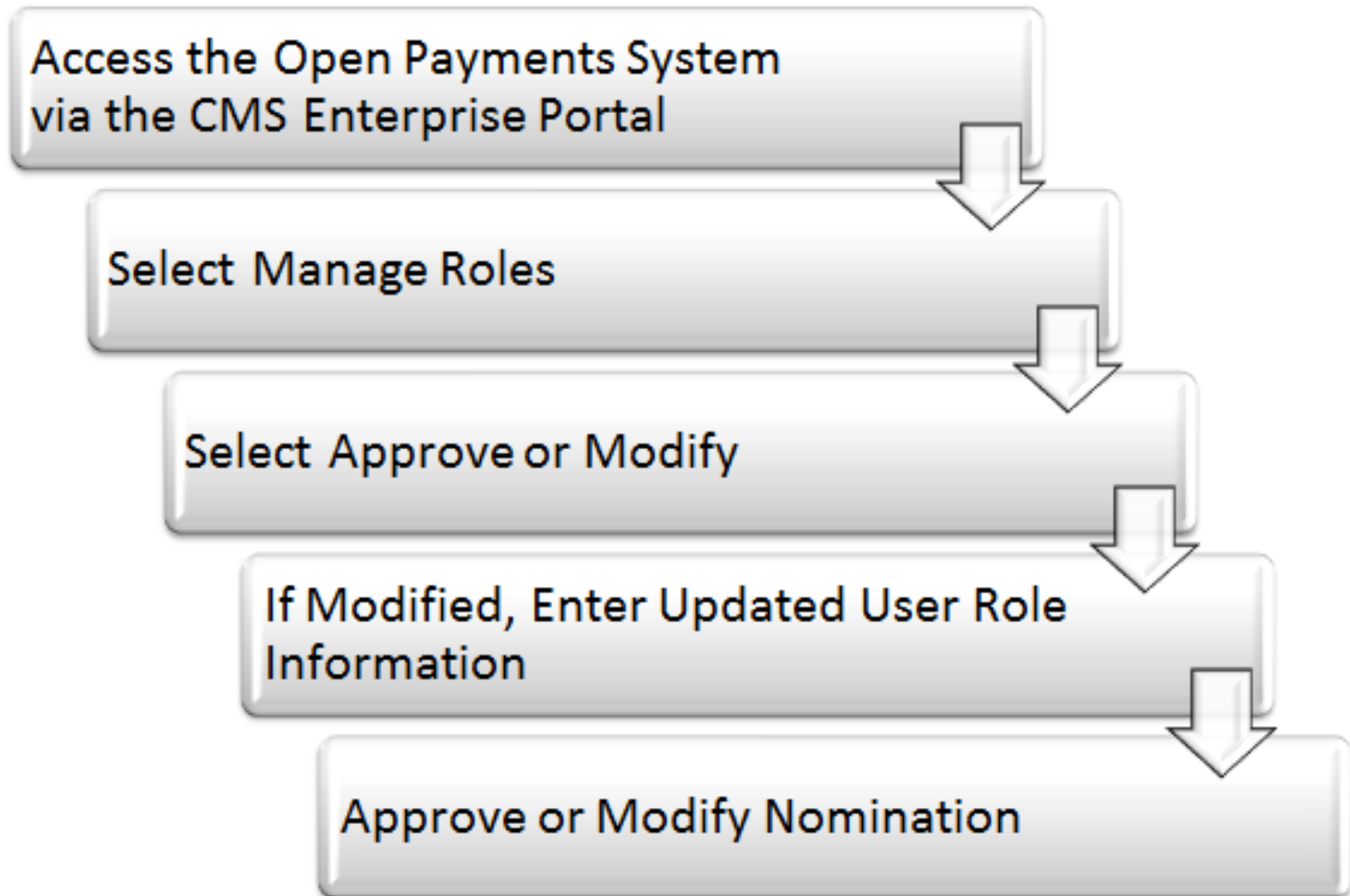
Before Approving Self-Nominations

- **Have your EIDM user ID and password on hand**

- Know who has submitted a self-nomination request and if they are the appropriate individual to fill that role

- Use Internet Explorer 8 or higher

- Only use the navigation buttons within the Open Payments system itself - never use the navigation buttons on your browser toolbar

Approving Self-Nominations Instructions

Step 1: Log into the Open Payments System via the CMS Enterprise Portal and Select "Manage Teaching Hospitals"

Step 2: Select Hospital to View

Step 3: Select "Manage Roles" Tab

Step 4: Select "Approve" or "Modify"

Step 4 (If Modified): Update User Role

Step 5: View Updated Nominations

Open Payments (Sunshine Act)

Teaching Hospital Switch User Type

Home	Review and Dispute Review, Affirm, Dispute	Manage Teaching Hospitals Register, Edit, Nominate Roles	My Profile Account, Roles, Nominations	Help

ABCDE Hospital

Teaching Hospital Information	Manage Roles

Below is the list of nominations for the teaching hospital. You may have up to 10 active users for this teaching hospital, 5 of which can be authorized officials. Select one of the actions (i.e. "Modify", "Approve") to update or approve the roles. Select "Nominate New Role" to create a new nomination.

Nominate New Role

Name:	Role:	Status:	Actions:
John Doe	Authorized Official	Vetted	
James Doe	Authorized Official	Nomination Approved	**Modify**
Jane Doe	Authorized Official	Accepted	
James Doe	Authorized Official	Nomination Approved	**Modify**

Access the Open Payments User Guide

? Need help with the website?
Contact Us by email

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Next Steps and Available Resources

What You Can Do Now

- Register for your EIDM user ID and password and request access to the Open Payments system, if you haven't already done so

- Decide who will be the authorized official(s) for the teaching hospital

- Decide who will serve as an authorized representative on behalf of the physician or teaching hospital, if anyone

- Register in the Open Payments system

- Begin review and dispute actions after successful registration

- Register for the CMS listserv via the Open Payments website (http://go.cms.gov/openpayments) to receive email updates about Open Payments

General Resources Available

- CMS Open Payments website: http://go.cms.gov/openpayments
  - FAQs

  - "Events" page: Open Payments technology-focused webinar recordings and materials, plus a schedule of upcoming webinars

  - "Program Registration" and "Data Submission and Attestation" pages: Supplemental materials, instruction documents, and other resources

  - "Fact Sheets and User Guides" page: Link to the User Guide with comprehensive information regarding the Open Payments system functionality

  - "Teaching Hospitals" page: http://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Teaching-Hospitals.html

  - "Physician" page: http://www.cms.gov/Regulations-and-Guidance/Legislation/National-Physician-Payment-Transparency-Program/Physicians.html

General Resources Available

- Open Payments Help Desk:

  - openpayments@cms.hhs.gov

  - 1-855-326-8366

    - Hours: Monday-Friday, 7:30 a.m.- 6:30 p.m. (CT)