

# Individual Eligible Professional Registration in the PV-PQRS Registration System Quick Reference Guide

---

## **Introduction**

The Physician Value-Physician Quality Reporting System (PV-PQRS) Registration System will allow individual eligible professionals (EPs) or authorized representatives of EPs to perform the following task on behalf of the EP:

- Select the CMS-calculated administrative claims reporting mechanism in 2013 in order for the EP to avoid the PQRS negative payment adjustment in 2015.

Individual EPs who will participate in the PQRS in 2013 using a participating registry, claims, or electronic health records (EHRs) **do not** have to register in the PV-PQRS Registration System.

*The PV-PQRS Registration System is open from July 15, 2013 until October 15, 2013.*

## **Getting Started**

An Individuals Authorized Access to the CMS Computer Services (IACS) account with a PV-PQRS Individual approver role or PV-PQRS Individual Representative role is required to access the PV-PQRS Registration System. The EP or representatives of an EP can sign up for a new IACS account or modify an existing IACS account to add the appropriate EP role at <https://applications.cms.hhs.gov/>.

EPs are identified in the PV-PQRS Registration System by their Medicare billing Taxpayer Identification Number (TIN) **and** rendering National Provider Identifier (NPI).

Please gather the following information before you begin to register an EP (TIN/NPI) in the PV-PQRS Registration System:

- Individual Eligible Professional Information: Email, Phone Number, and Mailing Address.
- Decide if you want to select the CMS-calculated administrative claims reporting mechanism in 2013 in order to avoid the PQRS negative payment adjustment in 2015.

For additional information on obtaining or modifying an IACS account and the PV-PQRS Registration System, please refer to <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Self-Nomination-Registration.html>.

## **Creating a New Registration**

1. Go to <https://portal.cms.gov>. On the right hand side, select **Login to CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your IACS User ID and Password in the **Welcome to CMS Enterprise Portal** screen. Select **Login** to continue.
3. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu.
4. You will see a screen where the EP(s) and group practice(s) (if applicable) that are associated with your IACS account are listed. To register an EP for the first time, select the **Register** link to the right of the EP you want to register.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at [qnet-support@sdps.org](mailto:qnet-support@sdps.org). Normal business hours are Monday-Friday from 8 am to 8 pm EST.

# Individual Eligible Professional Registration in the PV-PQRS Registration System Quick Reference Guide

---

**Note:** If the EP is participating in the **Medicare Shared Savings Program**, then you will see an alert message letting you know that it is not necessary for you to register the EP in the PV-PQRS Registration System.

5. Enter the required information in the following sections: **Individual Eligible Professional Information and Reporting Mechanism**. Select **Save & Continue** to save your information and proceed to the next screen.
6. Verify that all the information in the Summary screen is correct. To modify any of the information, select **Edit**. After you verified that the information is correct, select **Submit** to complete your registration.
7. Record the Registration Identification Number provided in the Confirmation Message. If you need to contact the Help Desk to discuss your registration, please refer to this number. You will also receive an email with the Registration Identification Number confirming your registration.

## Modifying an Existing Registration

You can modify an existing registration until the PV-PQRS Registration System closes on October 15, 2013.

1. Go to <https://portal.cms.gov>. On the right hand side, select **Login to CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your IACS User ID and Password in the **Welcome to CMS Enterprise Portal** screen. Select **Login** to continue.
8. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu.
3. You will see a screen where the EP(s) and group practice(s) (if applicable) that are associated with your IACS account are listed. To modify an existing registration, select the **Modify** link to the right of the EP whose registration you want to modify.
4. Update the information in the following sections: **Individual Eligible Professional Information and Reporting Mechanism**. Select **Save & Continue** to save your information and proceed to the next screen.
5. Verify that all the information in the Summary screen is correct. To modify any of the information, select **Edit**. After you verified that the information is correct, select **Submit** to complete your registration.
6. Record the Registration Identification Number provided in the Confirmation Message. If you need to contact the Help Desk to discuss your registration, please refer to this number. You will also receive an email with the Registration Identification Number confirming your registration.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at [qnet-support@sdps.org](mailto:qnet-support@sdps.org). Normal business hours are Monday-Friday from 8 am to 8 pm EST.