

Open Payments System Quick Reference Guide – Teaching Hospital Registration

Users new to the Open Payments system who wish to register or affiliate with a teaching hospital should execute the steps as identified below. Note that you must have successfully registered in both the Enterprise Identity Management System and have requested and received access to the Open Payments system prior to reviewing data in the Open Payments system. For detailed steps and screenshots, please refer to the Open Payments User Guide (Section 8.3d to register teaching hospital or Section 8.5a (7) to request to affiliate with an already registered teaching hospital (“self-nomination”).

1. On the “Welcome” page, click on the “Create My Profile” button.
2. On the “Create Profile” page, scroll to the bottom of the page and click on the “Start Profile” button.
3. On the “Select Profile Type” page, select the “Teaching Hospital” radio button and click on the “Continue” button to begin the registration process.
4. On the “Teaching Hospital Search” page, enter the required hospital information. Click the “Search” button. Note: If you do not see your teaching hospital listed, contact the Open Payments Help Desk (openpayments@cms.hhs.gov) for guidance.
5. **If you receive a message indicating that your teaching hospital is not yet registered in the Open Payments system:**
 - a. Select the “Continue” button and follow the on-screen instruction to register the hospital, and yourself as an authorized official of the teaching hospital. You will also have the ability to nominate other users who can perform certain actions on behalf of the teaching hospital in the Open Payments system. Any users that you nominate will receive emails that contain a Registration ID and Nomination ID for their registration process.

Note: Individuals registering a hospital will automatically be given the role of authorized official. As the authorized official you will be able to nominate additional users or approve future requests for users to affiliate with the hospital, as well as perform the review and dispute functions.
 - b. Once you have entered all of the required information, and clicked “Continue” on the Review and Submit Profile page, you will have the ability to access all of the Open Payments system functionality, including the Review and Dispute, Manage Teaching Hospitals, and My Profile tabs.

If you receive a message indicating that your teaching hospital is already registered in the Open Payments system:

- a. Select the “Continue” button and follow the on-screen instructions to associate yourself with the hospital. This action is referred to as “self-nomination.” You will have the opportunity to affiliate yourself as an authorized official or an authorized representative.

Note: Your request to be affiliated with the teaching hospital must be approved by the hospital’s authorized official before you will have access to the Open Payments system functionality. Until your request is approved, you will not see your teaching hospital name as an option in the “Choose a Teaching Hospital” field on the Review and Dispute Overview page. You can check the status of your role by selecting the “My Profile” tab.