

## Enterprise Identity Management (EIDM)

# **MODULE 2: PQRS GROUP PRACTICE PROVIDER APPROVER ROLE**

# **GPRO Web Interface Key Dates**

- **Sampled beneficiaries available in the Web Interface for viewing and download:**
  - January 3-6, 2017
- **Training version of the Web Interface available:**
  - January 9-13, 2017
- **Enter and submit 2016 quality data through the Web Interface:**
  - January 17 – March 17, 2017 (closes at 8:00pm Eastern Time)

# Introduction

- The EIDM training modules are based on material in the EIDM Quick Reference Guides (QRG), available for download at [https://qnpapp.qualitynet.org/pqrs/eidm\\_guide.htm](https://qnpapp.qualitynet.org/pqrs/eidm_guide.htm).
- The Shared Savings Program ACO EIDM Account and Role Set-up Guide is available on the Shared Savings Program ACO Portal under the Program Announcement, “2016 Quality Measurement and Reporting Guides.”
  - Available for download after logging into the CMS Enterprise Portal at <https://portal.cms.gov>.
- For Next Generation ACO Model, please reference <https://app.innovation.cms.gov/NGACOConnect> for additional guidance.

# A Note on Screenshots

- Please note that screenshots in this presentation are taken from the QRGs and/ or a test EIDM system. They may not match exactly what you see in the live EIDM system.

# GPRO Web Interface Roles in EIDM

- In order to submit data via the Web Interface, you must have **Web Interface Submitter** role for **your organization** (PQRS group practice or SSP/Pioneer/Next Generation ACO) in the EIDM.
- **Organization** must exist in EIDM prior to **Web Interface Submitter** role request.
- **Organization** is created by the user who requests **Provider Approver** role during this role's request process.
- **Organization** is created when the **Provider Approver** role for the Physician Quality and Value Programs application is approved.

# Provider Approver Roles in EIDM

- There are two types of EIDM **Provider Approver** roles for those who are using the Web Interface:
  - ✓ **Security Official** applicable for PQRS Group Practices
  - ✓ **ACO Security Official** applicable for Accountable Care Organizations
- This module will discuss the **Security Official** Provider Approver role. Please see Module 3 for a discussion of the **ACO Security Official** Provider Approver role.

# Security Official Provider Approver Role

- **Security Official** role is applicable for organizations identified by a TIN with at least 2 eligible professionals.
- **Security Official** role assumes **Provider Approver** responsibility for the created organization in EIDM, which includes:
  - ✓ Approval of all **Provider** roles for this organization including other Security Official roles
  - ✓ Role management and recertification for the organization.

# Security Official Role Request

- To request a role in EIDM, you must first have an EIDM account.
- If you do not have a user ID and password, please see Module 1 on how to create an EIDM account.
- See the following slides for requesting the **Security Official** role in EIDM.



# Log into CMS Enterprise Portal

- Begin by navigating to <https://portal.cms.gov>. The CMS Enterprise Portal home page is displayed.
- Once on the page, select the **Login to CMS Secure Portal** link and enter your EIDM user ID and password.

The screenshot shows the CMS.gov Enterprise Portal home page. At the top, the CMS.gov logo is on the left, and navigation links (Home, About CMS, Newsroom, Archive, Help & FAQs, Email, Print) are on the right. Below the logo, the text 'Centers for Medicare & Medicaid Services' is displayed. A search bar is located on the right side of the header. The main content area features a large banner with the text 'Welcome to CMS Enterprise Portal' and a description: 'The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.' To the right of the banner is a 'CMS Secure Portal' section with a 'Login to CMS Secure Portal' button and links for 'Forgot User ID?', 'Forgot Password?', and 'New User Registration'. At the bottom, there is a row of links for various CMS programs (CMS Enterprise Portal, MACBIS, Medicare Shared Savings Program, Physician Value, ASP, Open Payments, QMAT, CPC, Innovation Center, MLMS, MCU, PECOS, CBIC) and a footer section with the text 'CMS Provides Health Coverage for 100' and a link for 'Information for people with Medicare, Medicare open enrollment, and benefits.' The browser address bar at the bottom shows the URL 'https://portalval.cms.gov/wps/portal/unauthportal/home/#'.

**CMS.gov** | Enterprise Portal  
Centers for Medicare & Medicaid Services

Home | About CMS | Newsroom | Archive | Help & FAQs | Email | Print

Learn about [your healthcare options](#) Search CMS.gov

Health Care Quality Improvement System Provider Resources

CMS Portal > Welcome to CMS Portal

## Welcome to CMS Enterprise Portal

The CMS Enterprise Portal is a gateway being offered to allow the public to access a number of systems related to Medicare Advantage, Prescription Drug, and other CMS programs.

### CMS Secure Portal

To log into the CMS Portal a CMS user account is required.

**Login to CMS Secure Portal**

[Forgot User ID?](#)  
[Forgot Password?](#)  
[New User Registration](#)

CMS Enterprise Portal | MACBIS | Medicare Shared Savings Program | Physician Value | ASP | Open Payments | QMAT | CPC | Innovation Center | MLMS  
MCU | PECOS | CBIC

**CMS Provides Health Coverage for 100**

[Information for people with Medicare, Medicare open enrollment, and benefits.](#)

**Get E-Mail Alerts Non-Production Environments**

<https://portalval.cms.gov/wps/portal/unauthportal/home/#>

# Terms and Conditions Screen

- This will take you to a screen showing the terms and conditions of using the EIDM. You must agree to the terms and conditions in order to continue.
- Read the **Terms and Conditions**, select **I Accept** to continue.

## Terms and Conditions

OMB No.0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.

By using this information system, you understand and consent to the following:

You have no reasonable expectation of privacy regarding any communication or data transiting or stored on this information system.

At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.

Any communication or data transiting or stored on this information system may be disclosed or used for any lawful Government purpose.

To continue, you must accept the terms and conditions. If you decline, your login will automatically be cancelled.

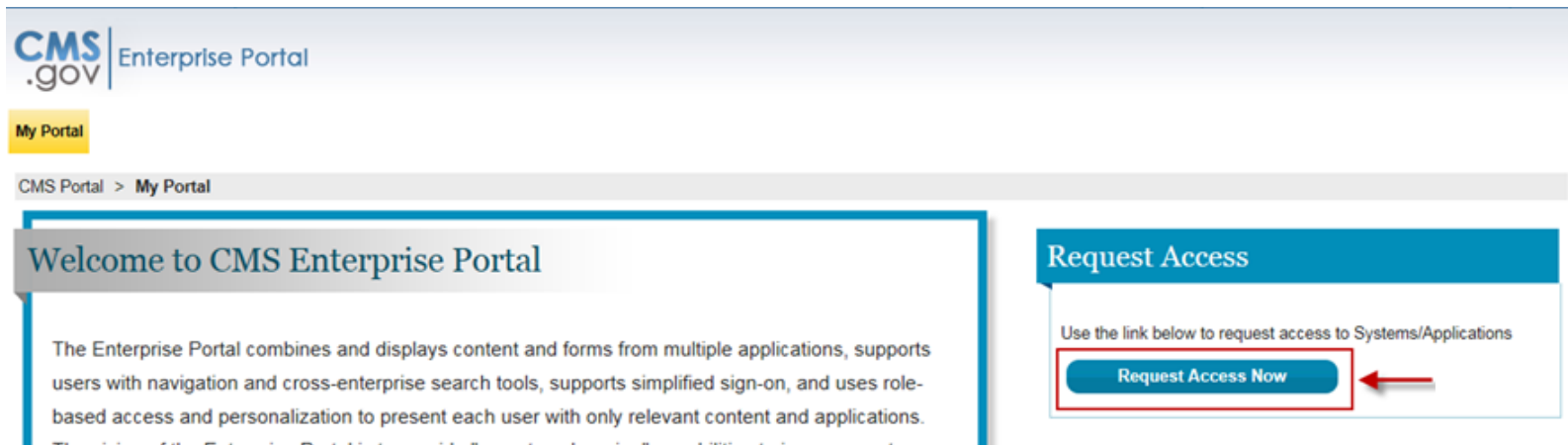


I Accept

Decline

# Welcome to the CMS Portal

- The **Welcome to the CMS Enterprise Portal** page is displayed.
- Select the **Request Access Now** link.



# Requesting Access

- For the PQRS applications; scroll down to the **Physician Quality and Value Programs** domain and select **Request Access**.

<b>Novitasphere</b> Internet Provider Portal for Novitas Solutions, Inc.  Help Desk Information 855-880-8424 <a href="mailto:tmtesting@yahoo.com">tmtesting@yahoo.com</a>  <b>Request Access</b>	<b>OPENPAYEMENTS</b> The Open Payments system satisfies the reporting requirement in Centers for Medicare & More...  Help Desk Information 1-855-326-8388 <a href="mailto:Openpayments@cms.hhs.gov">Openpayments@cms.hhs.gov</a>  <b>Request Access</b>	<b>Perf-PVPQRS</b> Physician Value - Physician Quality Reporting System Program. This portal allows access to <a href="#">More...</a>  Help Desk Information 866-288-8912 <a href="mailto:tmtest@yahoo.com">tmtest@yahoo.com</a>  <b>Request Access</b>
<b>Physician Quality and Value Programs</b> Physician Value - Physician Quality Reporting System Program. This portal allows access to <a href="#">More...</a>  Help Desk Information 866-288-8912 <a href="mailto:tmtest@yahoo.com">tmtest@yahoo.com</a>  <b>Request Access</b>	<b>POLICYAPP</b> POLICYAPP  Help Desk Information TBD <a href="#">TBD</a>  <b>Request Access</b>	<b>PS&amp;R/STAR</b> Provider Statistical and Reimbursement/System for Tracking Audit and Reimbursement. <a href="#">More...</a>  Help Desk Information 866-484-8049 <a href="mailto:tmtesting@yahoo.com">tmtesting@yahoo.com</a>  <b>Request Access</b>
<b>PV-PQRS RIDP/MFA</b> Physician Value - Physician Quality Reporting System Program. This portal allows access to <a href="#">More...</a>  Help Desk Information 866-288-8912 <a href="mailto:tm.testing@yahoo.com">tm.testing@yahoo.com</a>  <b>Request Access</b>	<b>QMAT</b> The Quality Measures Assessment Tool (QMAT) application allows users to submit clinical da <a href="#">More...</a>  Help Desk Information TBD <a href="#">TBD</a>  <b>Request Access</b>	<b>SHIM</b> SHIM is the Small Business Health Options Program Marketplace that helps businesses provid <a href="#">More...</a>  Help Desk Information TBD <a href="#">TBD</a>  <b>Request Access</b>

# Provider Approver Role

- At the top of the next screen, the **Physician Quality and Value Programs** domain will be auto-populated.
- Under **Select a Group**, select **Provider Approver**.

The screenshot displays a web interface for requesting application access. On the left, a sidebar contains a 'My Access' section with links for 'Modify Business Contact Information', 'View and Manage My Access', and 'Request New Application Access'. Below this is a 'Requests' section with a link for 'My Pending Requests'. The main content area is titled 'Request New Application Access' and includes a dropdown menu for 'Application Description' set to 'Physician Quality and Value Programs'. Below the dropdown is a descriptive text: 'Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.' Under the heading 'Select a Group:', there are four radio button options: 'PQRS Provider', 'PV Provider', 'Provider Approver', and 'CMS/Help Desk User'. The 'Provider Approver' option is selected and highlighted with a red rectangular box, with a red arrow pointing to it from the right. A 'Cancel' button is located at the bottom right of the form.

# Select Security Official

- Select the appropriate approver role, in this case **Security Official** for PQRS Group Practices.

The screenshot displays a web application interface for requesting new application access. On the left, a sidebar contains two main sections: 'My Access' with links for 'Modify Business Contact Information', 'View and Manage My Access', and 'Request New Application Access'; and 'Requests' with a link for 'My Pending Requests'. The main content area is titled 'Request New Application Access' and includes a '\* Required Field' indicator. The 'Application Description' field is set to 'Physician Quality and Value Programs', with a detailed description below: 'Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.' Under 'Select a Group', four radio buttons are shown: 'PQRS Provider', 'PV Provider', 'Provider Approver' (which is selected), and 'CMS/Help Desk User'. The 'Select a Role' dropdown menu is open, showing a list of roles: 'Approver Roles', 'ACO Security Official', 'Security Official' (highlighted in blue), and 'Individual Practitioner'. The 'Role Description' for the selected role states: 'This role requires Identity Verification and may require multi-factor authentication credentials to be set up. If your Level of Assurance has not been met for this role, you will be asked to provide additional information to verify your identity and if applicable, register a device for multi-factor authentication. Please select 'Next' to continue'. At the bottom right, there is a red arrow pointing to the 'Next' button, with a 'Cancel' button next to it.

**Request New Application Access** \* Required Field

Application Description:

Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.


Select a Group:

- ☐ PQRS Provider
- ☐ PV Provider
- ☒ Provider Approver
- ☐ CMS/Help Desk User

Select a Role:

Role Description: Approver Roles to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PV registration data and view QRURs Reports (drill down, dashboard).

This role requires Identity Verification and may require multi-factor authentication credentials to be set up. If your Level of Assurance has not been met for this role, you will be asked to provide additional information to verify your identity and if applicable, register a device for multi-factor authentication. Please select 'Next' to continue





# Identity Verification

- You will then be taken to the **Identity Verification** section.
- Select **Next** to complete the **Identity Verification** section.

The screenshot shows a web interface for 'My Access'. On the left, there's a sidebar with 'My Access' and two links: 'Request New System Access' and 'View and Manage My Access'. The main content area is titled 'Identity Verification'. It contains a paragraph explaining the need for identity verification for privacy. Below this is a bulleted list of instructions: ensure correct personal information entry, understand that Experian uses credit reports for verification (which may result in a 'soft inquiry' on the credit report), and note that access to personal and credit report information is required. A URL for Experian's consumer assistance is provided. At the bottom, a note states that a Terms and Conditions statement will be shown if the user proceeds, and they should select 'Next'. Two buttons, 'Cancel' and 'Next', are at the bottom right.

My Portal

CMS Portal > EIDM user menu page > My Access

Screen reader mode Off | Accessibility Settings

## My Access

[Request New System Access](#)

[View and Manage My Access](#)

## Identity Verification

To protect your privacy, you will need to complete Identity Verification successfully, before requesting access to the selected role. Below are a few items to keep in mind.

- Ensure that you have entered your legal name, current home address, primary phone number, date of birth and E-mail address correctly. We will only collect personal information to verify your identity with Experian, an external Identity Verification provider.
- Identity Verification involves Experian using information from your credit report to help confirm your identity. As a result, you may see an entry called a "soft inquiry" on your Experian credit report. Soft inquiries do not affect your credit score and you do not incur any charges related to them.
- You may need to have access to your personal and credit report information, as the Experian application will pose questions to you, based on data in their files. For additional information, please see the Experian Consumer Assistance website -<http://www.experian.com/help/>

If you elect to proceed now, you will be prompted with a Terms and Conditions statement that explains how your Personal Identifiable Information (PII) is used to confirm your identity. To continue this process, select 'Next'.

Cancel Next

# Identity Verification (cont'd)

- The **Identity Verification** process will only be completed the first time a user requests a role in the **Physician Quality and Value Programs** domain in EIDM.
  - If the **Identity Verification** has been completed, users can skip this step.



# Terms and Conditions

- This will take you to a screen showing the terms and conditions of using the EIDM. You must agree to the terms and conditions in order to continue.
- Click the box next to the statement **I agree to the terms and conditions.**
- Then, click on the **Next** button.

OMB No. 0938-1236 | Expiration Date: 04/30/2017 | [Paperwork Reduction Act](#)

### Consent To Monitoring

By logging onto this website, you consent to be monitored. Unauthorized attempts to upload information and/or change information on this web site are strictly prohibited and are subject to prosecution under the Computer Fraud and Abuse Act of 1986 and Title 18 U.S.C. Sec.1001 and 1030. We encourage you to read the [HHS Rules of Behavior](#) for more details.

### Protecting Your Privacy

Protecting your Privacy is a top priority at CMS. We are committed to ensuring the security and confidentiality of the user registering to EIDM. Please read the [CMS Privacy Act Statement](#) which describes how we use the information you provide.

### Collection Of Personal Identifiable Information (PII)

"Personal" information is described as data that is unique to an individual, such as a name, address, telephone number, social security number and date of birth (DOB).

CMS is very aware of the privacy concerns around PII data. In fact, we share your concerns. We will only collect personal data to uniquely identify the user registering with the system. We may also use your answers to the challenge questions and other PII to later identify you in case you forget or misplace your User ID /Password.

I have read the HHS Rules of Behavior (HHS RoB), version 2010-0002.001S, dated August 26 2010 and understand and agree to comply with its provisions. I understand that violations of the HHS RoB or information security policies and standards may lead to disciplinary action, up to and including termination of employment; removal or debarment from work on Federal contracts or projects; and/or revocation of access to Federal information, information systems, and/or facilities; and may also include criminal penalties and/or imprisonment. I understand that exceptions to the HHS RoB must be authorized in advance in writing by the OPDIV Chief Information Officer or his/her designee. I also understand that violation of laws, such as the Privacy Act of 1974, copyright law, and 18 USC 2071, which the HHS RoB draw upon, can result in monetary fines and/or criminal charges that may result in imprisonment.

☒ I agree to the terms and conditions

[Cancel](#) [Next](#)

# Your Information

- You will then be taken to the **Your Information** page.
- You will need to complete the information request on this page. Please note that fields with an asterisk (\*) are required fields and have to be completed.
- After all required information has been provided, select **Next** to continue.

Enter your full 9-digit Social Security number, as it may be required for Identity Verification.

Social Security Number:

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Enter your date of birth in MM/DD/YYYY format, as it may be required for Identity Verification.

\* Date of Birth:

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☒ U.S. Home Address ☐ Foreign address

Enter your current or most recent home address, as it may be required for Identity Verification.

\* Home Address Line 1:

Home Address Line 2:

\* City:  \* State:  \* Zip Code:  Zip Code Extension:  Country: USA

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Enter your primary phone number, as it may be required for Identity Verification.

\* Primary Phone Number:

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# Entering Your Information

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- You may select **Cancel** at any time to exit out of the user ID registration process. All information provided, and any changes made, will not be saved.

# Identity Verification

- Select an answer to each question under **Verify Identity**.
- Select **Next** after providing an answer to each question.
- **Verify Identity** question information is provided from Experian in association with the Social Security Number provided.

[Request New System Access](#)

[View and Manage My Access](#)

## Verify Identity

You may have opened an auto loan in or around July 2014. Please select the lender for this account. If you do not have such an auto loan, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ☐ FIRST UNION
- ☐ WELLS FARGO BANK
- ☐ BANK ONE
- ☐ FORD MOTOR CREDIT CO
- ☐ NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a student loan in or around May 2012. Please select the lender that you have previously or you are currently making payments to. If you have not received student loans with any of these lenders now or in the past, please select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ☐ US BANK
- ☐ PANHANDLE PLNS STUDNT
- ☐ SALLIE MAE
- ☐ COMMERCE BANK
- ☐ NONE OF THE ABOVE/DOES NOT APPLY

Please select the term of your auto loan (in months) from the following choices. If your auto loan or auto lease term is not one of the choices please select 'NONE OF THE ABOVE'.

- ☐ 24
- ☐ 36
- ☐ 48
- ☐ 60
- ☐ NONE OF THE ABOVE/DOES NOT APPLY

You may have opened a mortgage loan in or around March 2014. Please select the lender to whom you currently make your mortgage payments. If you do not have a mortgage, select 'NONE OF THE ABOVE/DOES NOT APPLY'.

- ☐ FREDDIE MAC
- ☐ SUN WEST MTG
- ☐ COLONIAL MORTGAGE
- ☐ LOAN AMERICA
- ☐ NONE OF THE ABOVE/DOES NOT APPLY

# Multi-Factor Authentication

- Remote Identity Proofing is now complete. Select **Next** to proceed to the **Multi-Factor Authentication Registration** process.
- You are now at the screen to begin the multi-factor authentication step. Select **Next** to begin registration for **Multi-Factor Authentication Information** process.



# Multi-Factor Authentication (cont'd)

- You will need to register either a phone, computer or email address.
- Read through the descriptions of each of these options on this screen and then select an option from the **MFA Device Type** drop-down menu.

**Register Your Phone, Computer, or E-mail**

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by adding a second factor to your user name and password.

You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select the MFA Device Type that you want to use.

- Phone/Tablet/PC/Laptop
- Text Message Short Message Service (SMS)
- Interactive Voice Response (IVR)
- E-mail

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register, you will be locked out for 15 minutes. You can then return back in to try again.

Select the MFA Device Type that you want to use into your application.

\* MFA Device Type:

E-mail Address:

The E-mail address on your profile will automatically be used for the E-mail option. You can change your E-mail address from the 'Change E-Mail Address' link in the 'My Profile' section.

\* MFA Device Description:

# Multi-Factor Authentication (cont'd)

- If selecting **Phone/Tablet/PC/Laptop** as **MFA Device Type**, the following required information fields will be displayed:
  - Credential ID
  - MFA Device Description
  - NOTE: If you intend to use your mobile device or computer then you must download the VIP software.
- If selecting **E-mail** as **MFA Device Type**, the following required information fields will be displayed:
  - E-mail
  - MFA Device Description
- If selecting **Text Message – Short Message Service (SMS)** as **MFA Device Type**, the following required information fields will be displayed:
  - Phone Number
  - MFA Device Description
- If selecting **Interactive Voice Response (IVR)** as **MFA Device Type**, the following required information fields will be displayed:
  - Phone Number
  - MFA Device Description
- After providing the required information, select **Next**.

**Register Your Phone, Computer, or E-mail**

Adding a Security Code to your login also known as Multi-Factor Authentication (MFA) can make your login more secure by adding a second factor to your user name and password.

You can associate the Security Code to your profile by registering your phone, computer or E-mail. Select from the following options:

- **Phone/Tablet/PC/Laptop**
- **Text Message Short Message Service (SMS)**
- **Interactive Voice Response (IVR)**
- **E-mail**

Please note that you are only allowed two attempts to register your MFA device. If you are unable to register, please wait 24 hours before trying again.

Select the MFA Device Type that you want to register:

• MFA Device Type:

E-mail Address:

• MFA Device Description:

Select the MFA Device Type that you want to register into your application.

The E-mail address on your profile will automatically be used for the E-mail option. To change your E-mail, please select 'Change E-Mail Address' from the 'My Profile' page.

# Selecting the Approver Role

- Registration for the **Multi-Factor Authentication** is now complete, but you still need to request the appropriate role.
- Select **Next** to proceed to request the role.
- Select the **Security Official** role.



# Organization Information

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- You will need to select either **Create an Organization** or **Associate to an Existing Organization**.

# Creating an Organization

- The first user registering on behalf of the organization will select **Create an Organization**.
- Complete the required information, including entering a **Reason for Request**, then select **Next**.

The screenshot shows a web application interface for creating a new organization. The left sidebar contains navigation links: 'My Access' (Modify Business Contact Information, View and Manage My Access, Request New Application Access) and 'Requests' (My Pending Requests). The main content area is titled 'Request New Application Access' and 'Create New Organization' (marked as a required field). The 'Application Description' is set to 'Physician Quality and Value Programs'. Under 'Select a Group', 'Provider Approver' is selected. The 'Select a Role' dropdown is set to 'Security Official'. The 'Role Description' explains the role for a Physician group to approve other users. The 'Create/Associate' section has two radio buttons: 'Associate to an Existing Organization' and 'Create an Organization' (highlighted with a red box and an arrow). Below this, a large red-bordered box contains the organization details form. Red arrows point to the 'TIN' field, the 'Legal Business Name' field, and the 'PTAN 1' field. At the bottom right, a red arrow points to the 'Next' button, which is next to a 'Cancel' button. The 'Reason for Request' field is at the bottom of the form.

**My Access**

- Modify Business Contact Information
- View and Manage My Access
- Request New Application Access

**Requests**

- My Pending Requests

**Request New Application Access**

**Create New Organization** \* Required Field

Application Description: Physician Quality and Value Programs  
Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.

Select a Group: ☐ PQRS Provider  
☐ PV Provider  
☒ Provider Approver  
☐ CMS/Help Desk User

Select a Role: Security Official  
Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard).

Create/Associate: ☐ Associate to an Existing Organization ☒ Create an Organization

\* TIN:   
Group Unique Identifier:   
ACO Parent TIN:   
\* Legal Business Name:   
\* NPI 1:   
\* PTAN 1:   
\* NPI 2:   
\* PTAN 2:   
NPI 3:   
PTAN 3:   
\* Address Line 1:   
\* City:   
\* Zip Code:   
Country: United States  
\* Phone Number:   
Fax Number:   
Email:   
Website:   
\* Reason for Request:   
Address Line 2:   
\* State:   
Zip Code Extension:   
Extension:

**Next** **Cancel**

# Creating an Organization (cont'd)

- You have 3 attempts to enter 2 valid individual National Provider Identifier/Provider Transaction Account Number combinations.
  - If the information is a confirmed match, the request will be auto approved.
  - If you exceed these attempts, your request will be sent on for manual approval. If further assistance is needed, contact the QualityNet Helpdesk.

# Associating to an Existing Organization

- Other users registering with an existing EIDM organization will select **Associate to an Existing Organization**.
- Enter the search criteria and select the appropriate organization.

The screenshot shows a web interface for requesting application access. On the left is a sidebar with 'My Access' and 'Requests' sections. The main area is titled 'Request New Application Access' and 'Associate to Existing Organization'. It includes a dropdown for 'Application Description' (set to 'Physician Quality and Value Programs'), a 'Select a Group' section with radio buttons (selected: 'Provider Approver'), and a 'Select a Role' dropdown (set to 'Security Official'). Below these is a 'Create/Associate' section with two radio buttons: 'Associate to an Existing Organization' (selected) and 'Create an Organization'. A red box highlights this section, with an arrow pointing to the selected option. Below this is a form for organization search with fields for 'Legal Business Name', 'TIN', 'Address Line 1', 'City', 'Zip Code', and 'Zip Code Extension', along with a 'Search' button. A red box highlights this entire form, with an arrow pointing to the 'Address Line 1' field. At the bottom is a 'Reason for Request' text area. At the very bottom right are 'Next' and 'Cancel' buttons. A red arrow points from the 'Next' button towards the bottom right corner.

**My Access**

- Modify Business Contact Information
- View and Manage My Access
- Request New Application Access

**Requests**

- My Pending Requests

**Request New Application Access** **Associate to Existing Organization** \* Required Field

Application Description: Physician Quality and Value Programs  
Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.

Select a Group: ☐ PQRS Provider  
☐ PV Provider  
☒ Provider Approver  
☐ CMS/Help Desk User

Select a Role: Security Official  
Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard).

\* Create/Associate: ☒ Associate to an Existing Organization ☐ Create an Organization  
Please provide the complete Medicare billing Tax Identification Number (TIN); or the Legal Business Name (LBN) and State; or the LBN and Street Address to perform the organization search.

Legal Business Name:   
TIN:   
Address Line 1:   
City:   
Zip Code:  Zip Code Extension:

\* Reason for Request:

# Associating to an Existing Organization (cont'd)

- Make sure that the search criteria entered is accurate. If the organization is unable to be found, contact the QualityNet Helpdesk for assistance.
- Review the entire request to confirm all of the data was entered accurately.
  - If the information is accurate, select **Submit**.
  - If a change needs to be made, select **Edit** and make the appropriate changes.

# Application Access Request Acknowledgement

- A tracking number will be displayed on screen, and is also sent via email to the requestor.
- This tracking number should be retained until the requested role has been applied to the account.
- Click **OK**.



# Application Access Request Approval

- The **QualityNet Helpdesk Approver** will receive an email notifying them of the request for the **Security Official** role approval.
  - The approver will need to log into the CMS Enterprise Portal to approve or reject the request.
  - The notification of approval, denial, or other requests will be sent to the role requestor's email address on file for the request.

# Help with EIDM

## QualityNet Helpdesk

Monday – Friday:  
7:00 AM – 7:00 PM (Central Time)

E-mail: [qnetsupport@hcqis.org](mailto:qnetsupport@hcqis.org)

Phone: 866-288-8912

TTY: 877-715-6222

Fax: 888-329-7377