

# Physician Quality Reporting System (PQRS) / Electronic Prescribing Incentive Program (eRx) Program Year 2013 Phase 1 Part 2

# **Submission User Manual**

Version: 2.1 08/08/2013

Document Number: N/A Contract Number: HHSM-500-2007-00017I, Task Order HHSM-500-TO002

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# 1. Introduction

This User Manual provides the information necessary to effectively use the Submission Portlet. The Submission Portlet allows the secure exchange of data and interoperability between health care systems, Eligible Professionals, Registries, Electronic Health Record (EHR) Data Submission Vendors, Maintenance of Certification Entities and Centers for Medicare & Medicaid Services (CMS) as part of the Physician Quality Reporting System (PQRS), Maintenance of Certification Incentive Program (MOCP), and Electronic Prescribing Incentive Program (eRx).

This User Manual provides the information necessary for users to effectively use the PQRS Submission Portlet.

# 2. Overview

The Physician Quality Reporting System (PQRS) is a voluntary reporting program that provides an incentive payment to registered eligible professionals who satisfactorily report data on quality measures for covered Physician Fee Schedule (PFS) services furnished to Medicare Part B beneficiaries in accordance with Section 101 of Division B of the Tax Relief and Health Care Act of 2006 (Pub. Law 109-432) (TRHCA). PQRS was further extended and enhanced by legislation such as the Medicare, Medicaid, and SCHIP Act of 2007 (Pub. Law 110-173) (MMSEA), Medicare Improvements for Patients and Providers Act of 2008 (Pub. Law 110-275) (MIPPA) and the Affordable Care Act of 2010 (Pub. Law 111-148). The Electronic Prescribing (eRx) Incentive Program was first implemented in 2009 in accordance with the MIPPA.

The eRx Incentive Program is a reporting program that uses a combination of incentive payments and payment adjustments to encourage electronic prescribing by eligible professionals. The program provides an incentive payment to practices with eligible professionals (identified on claims by their individual rendering National Provider Identifier (NPI) and Tax Identification Number (TIN) who successfully e-prescribe for covered Physician Fee Schedule (PFS) services furnished to Medicare Part B Fee-for-Service (FFS) beneficiaries (including Railroad Retirement Board and Medicare Secondary Payer). In 2012, the program also applies a payment adjustment to those eligible professionals who are not successful electronic prescribers on their Medicare Part B services. This payment adjustment applies to all of the eligible professional's Part B-covered professional services under the Medicare Physician Fee Schedule (MPFS). From 2012 through 2014, the payment adjustment will increase with each new reporting period. For 2012, eligible professionals receiving a payment adjustment will be paid 1.0% less than the MPFS amount for that service. In 2013 and 2014, the payment adjustment adjustment increases to 1.5% and 2.0% respectively.

The Maintenance of Certification Program Incentive provides an additional 0.5% incentive payment for eligible professionals who successfully complete the following:

- Satisfactorily submitting data, without regard to method, on quality measures under Physician Quality Reporting for a 12-month reporting period, either as an individual physician or as a member of a selected group practice.
- More frequently than is required to qualify for or maintain board certification:
  - Participate in a Maintenance of Certification Program Incentive and

 Successfully complete a qualified Maintenance of Certification Program Incentive practice assessment.

The Submission Portlet will accept files with production data from CMS authorized users which comply with the data specifications for an appropriate program year on the CMS web site. Visit the PQRS section of the <u>CMS Web Site</u> for the data specifications.

## 2.1 Conventions

This document provides screen prints and corresponding narrative to describe how to use the PQRS Portal.

Fields or buttons to be acted upon are indicated in **bold**; links to be acted upon are indicated as links in underlined blue text.

The term "user" is used throughout this document to refer to a person who requires and/or has acquired access to PQRS.

This document is an Adobe® Acrobat® PDF. You may use the table of contents to "jump" to sections in the document. You may also use Adobe's built-in search functionality to search by a keyword. To perform a search:

- 1. From the toolbar, select **Edit** | **Find** (keyboard shortcut: CTRL+F).
- 2. In the upper right of the window, enter your keyword.

#### Figure 1: Adobe Acrobat Keyword Search Functionality

| 1998 and 199 | ana Augustra consumatos capos Paga ad Australia Augus Fad Austra. Sur Augus  | Auge and a second second |
|--------------|--|--------------------------|
| 080          | * * * * * * * * * * * * * * * *  | (Contractor)             |
|              | Save   | ≠ ● ►×                   |
| e.           | Enter your search term in<br>the field that appears and<br>click the arrows. |                          |
|              | Hannes factore al affron equipment i a consult of the factor for the factor. |                          |

3. Click the right arrow to move forward through each instance of the keyword; click the left arrow to view previous instances within the document.

| <b>1</b> 2 (1997) - Alfan (1997) - A | And the second state of the se | _ 0 <mark>_ X</mark> |
|--------------------------------------|--|----------------------|
|                                      |  | Comment              |
|                                      | Save   | - • • × )            |
| P                                    | Agen: /Eachane Prescribing/Isomitial/Program   |                      |
| 0                                    | Hyper-Trit. Condition (Reconstruct)  |                      |
|                                      |  |                      |
|                                      | Once the selection is complete, the reviewer can select one of three options.  Reset Filter clear the filters selections and start again.  |                      |
|                                      | <ul> <li>Save as View –save the search criteria into a new View that can be used repeatedly.</li> <li>Apply Filter –run a search based upon the criteria selected.</li> </ul>  |                      |
|                                      | NO Recent Soft Providentian Respects   |                      |
|                                      | The control of a second s |                      |
|                                      | And a staff frameworking for such  |                      |

Figure 2: Adobe Acrobat Keyword Search Results

## 2.2 Cautions & Warnings

The web browser's pop-up blocker may need to be disabled or set to temporarily allow pop-up files in order to download the reports described in this manual.

# 3. Getting Started

## 3.1 Set-Up Considerations

The minimum hardware and software required to effectively access a Submission Portlet are listed below:

### 3.1.1 Hardware Requirements

- 233 MHZ Pentium processor with a minimum of 150 MB free disk space
- 64 MB Ram (128MB is recommended)

### 3.1.2 Software Requirements

- Microsoft® Internet Explorer version 8.0
- Windows XP operating system
- WinZip version 7.0 (or compatible zip programs using default compression settings) for Zip file creation to upload data

### 3.1.3 Internet Connections

The Physician Quality Reporting System Submission Portlet will be accessible via any Internet connection running on a minimum of 33.6k or high speed connection.

### 3.1.4 **Pop-Up Blocker Browser Settings**

Internet Explorer's Pop-up blocker feature must be disabled in order to use the Communication Support Page.

- 1. Open **Internet Explorer Browser**. The Internet Explorer Browser contains a Tools dropdown menu where certain settings, such as the Turn off Pop-up Blocker feature, may be enabled.
- 2. Click **Tools** on the main menu bar located at the top of the browser window (Figure 3).

| File Edit   | View     | Favorites | To                                  | ols Help  |                 |  |  |
|-------------|----------|-----------|-------------------------------------|---|-----------------|--|--|
| 🖕 Favorites | <i>(</i> | QRI Hopie | 1                                   | Delete Browsing History   | Ctrl+S          | Shift+Del  |  |
|             |          |           | InPrivate Browsing                  | Ctrl  | +Shift+P        |  |  |
|             |          |           | /                                   | Diagnose Connection Problems  |                 |  |  |
|             |          |           |                                     | Reopen Last Browsing Session  |                 |  |  |
|             |          |           |                                     | InPrivate Filtering   | Ctrl            | +Shift+F   |  |
|             |          |           |                                     | InPrivate Filtering Settings  |                 |  | uncement   |
|             |          |           |                                     |   |                 |  | the Taxpayer Identification Number (Tax ID or TIN-level) PQRI feedback reports is confidential. Your report is safely<br>and accessible only to you (and those you authorize) through the web application. TIN-level reports should be shared only |
|             | -        |           | -                                   | Pop-up Blocker  |                 |  | thin the practice who have a vested interest in the summarized quality data. Sharing of other PQRI participants'<br>acceptable only if the individual EP has authorized the TIN to do so. Please ensure that these reports are handled             |
|             |          |           |                                     | SmartScreen Filter  |                 | ,  | and disposed of property to avoid a potential Personally Identifiable Information (PII) exposure or Identity Theft risk.   |
|             |          |           |                                     | Manage Add-ons  |                 |  |  |
|             |          |           |                                     | Compatibility View  |                 |  | Physician and Other Health Care Professionals Quality Reporting Portal   |
|             |          |           |                                     | Compatibility View Settings   |                 |  | Sign In to your Bortal   |
|             |          |           |                                     | Subscribe to this Feed  |                 |  |  |
|             |          |           |                                     | Feed Discovery  |                 | Þ  | If you do not have an account, please register.  |
|             |          |           |                                     | Windows Update  |                 |  | Forgot your password?  |
|             |          |           |                                     | Developer Tools   |                 | F12  | ance with new & existing IACS accounts, review the Quick Reference Guides.   |
|             |          |           |                                     | OneNote Linked Notes  |                 |  | have not used your IACS account within the past 60 days or more, your account has been temporarily disabled as required<br>curity policy. You should have received an e-mail at the e-mail address associated with your IACS account profile       |
|             |          |           | Send to OneNote<br>Internet Options |   |                 | u how to get your account re-enabled. If you need further assistance, please contact the QualityNet Help Desk at 1-<br>qnetsupport@sdps.org.   |  |
|             |          |           |                                     |   |                 | are experiencing difficulties viewing the PQRS Communications Support Page with Intarnet Explorer 8.0, please ensure<br>using the compatibility view feature by doing the following: Open Internet Explorer, Select Tools, Select Compatibility View |  |
|             |          | _         |                                     | 2012 PQRS GPRO Web Interface User Man   | ual 🔀           | For suppo  | nt please contact the QualityNet Hein Desk at 866-288-8912 TTY 827-215-6222 or via email at operayonod@s/os oro  |
|             |          |           |                                     | 2012 ACO GPRO Web Interface User Manua<br>2012 PQRS Feedback Dashboard User Guid            |                 |  | <u></u>  |
|             |          |           |                                     | Verify Report Portlet   |                 |  |  |
|             |          |           |                                     | This tool is used to verify if a feedback report  | t exists        |  |  |
|             |          |           |                                     | for your organization's filly or NPL  |                 |  |  |
|             |          |           |                                     | NOTE: The TIN or NPI must be the one used<br>eligible professional to submit Medicare claim | by the<br>s and |  |  |
|             |          |           |                                     | valid PQRI quality data codes.  |                 |  |  |
|             |          |           |                                     | IN O NPI  |                 |  |  |
|             |          |           |                                     | Lookup  |                 |  |  |
|             |          |           |                                     | TIN: e.g. 01-2123234 or 012123234   |                 |  |  |
|             |          |           |                                     | NPT: = n 0171232345   |                 |  |  |
|             |          |           |                                     |   |                 |  |  |
|             |          |           |                                     |   |                 | QualityNet He  | elp Desk   Accessibility Statement   Privacy Policy   Terms of Use   |
|             |          |           |                                     |   | _               |  |  |

Figure 3: Internet Explorer Browser

- 3. Select **Pop-up Blocker** from the Tools drop-down menu.
- 4. Select **Turn Off Pop-up Blocker** to disable the Pop-up Blocker setting from the browser window (Figure 4).

### Figure 4. Turn Off Pop-up Blocker



### 3.2 User Access Considerations

- 1. The Submission Report Portlet is available through the PQRS Portal.
- To access Submission Reports, click the Sign In button in the center of the page (Figure 5).

| est Announcement<br>Immation in the Taxpayer Identification Number (Tax ID or TIN-level) PQRI feedback reports is confidential.<br>Ir report is safely stored online and accessible only to you (and those you authorize) through the web<br>lication. TIN-level reports should be shared only with others within the practice who have a vested interest in<br>summarized quality data. Sharing of other PQRI participants' information is acceptable only if the individual<br>as authorized the TIN to do so. Please ensure that these reports are handled appropriately and disposed<br>roperly to avoid a potential Personally Identifiable Information (PII) exposure or Identity Theft risk.<br>Physician and Other Health Care Professionals Quality Reporting Portal |
|---|
| Irmation in the Taxpayer Identification Number (Tax ID or TIN-level) PQRI feedback reports is confidential.<br>r report is safely stored online and accessible only to you (and those you authorize) through the web<br>lication. TIN-level reports should be shared only with others within the practice who have a vested interest in<br>summarized quality data. Sharing of other PQRI participants' information is acceptable only if the individua<br>as authorized the TIN to do so. Please ensure that these reports are handled appropriately and disposed<br>roperly to avoid a potential Personally Identifiable Information (PII) exposure or Identity Theft risk.<br>Physician and Other Health Care Professionals Quality Reporting Portal                       |
| Physician and Other Health Care Professionals Quality Reporting Portal  |
|   |
| Sign In to your Portal<br>If you do not have an account, please register.   |
| Forgot your password?   |
| assistance with new & existing IACS accounts, review the Quick Reference Guides.  |
| ce: If you have not used your IACS account within the past 60 days or more, your account has been porarily disabled as required by the CMS security policy. You should have received an e-mail at the e-mail ress associated with your IACS account profile instructing you how to get your account re-enabled. If you d further assistance, please contact the QualityNet Help Desk at 1-866-288-8912, or tsupport@sdps.org. ce: If you are experiencing difficulties viewing the PQRS Communications Support Page with Internet   |
|   |

Figure 5: Physician Quality Reporting System Portal Page

## 3.3 System Organization & Navigation

After logging in to the PQRS Portal, one or more Submission Portlet appears depending on the role and authorization associated with the Individuals Authorized Access to CMS Computer Services (IACS) and Quality Role Management System user profile (Figure 6).

#### Figure 6: Submission Home Page

| QualityNe   | rt AAAAAAAAA  |  |  |  |  |
|---|---|--|--|--|--|
| Site Nevigation Welcome, tufd235 Log Off ERR Aggregate Submission ERA Submission Registry Submission Registry Submission Registry Submission Registry Submission Registry Submission Registry Submission Submission Regine Validation Tool Submission reguines the Java Runtline Environment (JRE) version 6. Pla3Ee If your computer does not meet this requirement. | EHR Aggrégate Submission<br>Select document(s) for submission in Production mode:<br>Select Document(s) |  |  |  |  |
| QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use  |   |  |  |  |  |

PQRS contains the Site Navigation menu located on the left of the screen. The Site Navigation menu contains links (Table 1).

| Site Navigation Link                 | Description   |
|--------------------------------------|---|
| Log Off                              | Click the link to exit the system.  |
| Submission Engine<br>Validation Tool | Click the link to use a tool to test a selected data file format against the CMS posted data specifications   |
| Registry Submission                  | Click the link to submit a Registry (XML) Production data file(s). The ability to submit files depends on the user's role/authorization.  |
| eRx Submission                       | Click the link to submit an Electronic Prescribing (XML) Production data file(s). The ability to submit files depends on the user's role/authorization.                             |
| EHR Direct Submission                | Click the link to submit an EHR Quality Reporting Document<br>Architecture (QRDA) Production data file(s). The ability to submit<br>files depends on the user's role/authorization. |

| Site Navigation Link                       | Description   |
|--|---|
| EHR Aggregate<br>Submission                | Click the link to submit an EHR Aggregate (XML) Production data file(s). The ability to submit files is dependent on the user's role/authorization.                     |
| Maintenance of<br>Certification Submission | Click the link to submit a Maintenance of Certification (XML)<br>Production data file(s). The ability to submit files is dependent on the<br>user's role/authorization. |
| Submission Reports                         | Click the link to generate or view reports based upon submission activity. The type of report available is dependent on the user's role/authorization.                  |
| Roles Management                           | Click the link to send notification to the organization's Security<br>Official with a request a role.   |

Navigation through the system is accomplished by clicking the appropriate buttons and links shown on the screens. To print a screen, press **CTRL-P**, select a printer, and then click **Print** 

### 3.4 Exiting the System

To exit the system, click Log Off on the Site Navigation Menu (Figure 7).

### Figure 7: Exiting the System

| QualityNe  | et All All All All All All All All All Al                                      |
|--|--|
| Site Navigation  | EHR Aggregate Submission   |
| Welcome, tufd235   | Select document(s) for submission in Production mode:                          |
| EHR Aggregate Submission<br>EHR Direct Submission  | Select Document(s)   |
| Registry Submission  |  |
| Submission Engine Validation Tool<br>Submission Reports  |  |
| JRE Download Instructions  |  |
| Submission requires the Java Runtime Environment<br>(JRE) version 6. Please download the recommended<br>version of the JRE if your computer does not meet<br>this requirement. |  |
|  | QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use |

# 4. Using the System

## 4.1 PQRS Portal

The <u>PQRS Portal Home Page</u>, is the location users sign in to access the "Submission Portlet." A list of available links from the PQRS Portal home page is shown in Figure 8. Depending on which user role is assigned to an individual, the following actions may be available:

- Upload and submit PQRS and eRx quality data files;
- Run and view submission reports; or
- Access the Submission Engine Validation Tool.

#### Figure 8: Related Links Screenshot

| <b>Quality</b> Net  |   |
|---|---|
| Related Links         Quality Improvement Resources         Measure Development         Consensus Organizations for Measure<br>Endorsement/Approval         Communication Support Page         Guest Instructions         Welcome to the Physician and Other Health Care<br>Professionals Quality Reporting Portal. Please click on<br>the Sign In button located in the center of the page.         Download and install Adobe Reader to View User Guides In<br>accessible PDF format.         User Guides         PQRS/eRx Submission Report User Guide<br>eRx Payment Adjustment Feedback Payment<br>eRUE Payment Adjustment Payment<br>eRUE Payment Payment<br>eRUE Payment Payment<br>eRUE Payment Payment<br>eRUE Payme | Cuest Amountement         Internation in the Tarageyer Identification Number (Tax. ID or TNI-level) PQRI feedback reports in confidential. Your report is asfely spread on properly to avoid a potential becoment due to an advect the transmitter in the test application. TNI-level reports should be shared only appropriately and disposed of properly to avoid a potential Personally Identifiate)       Click Repiter to have a vector become the test and the test application. TNI-level reports should be shared only appropriately and disposed of properly to avoid a potential Personally Identifiate)       Click Repiter to have a vector become test and the test application. TNI-level reports and the test application. The test application is account and the test application. TNI-level reports and the test application. TNI-level reports and the test application. The test application is account and the test application application and the test application application and the test application. The test application applicatin application application applicant applicant |
|   | QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use  |

A user login must be established to gain access to the Submission Portlet.

- For information on requesting an account, refer to Section 4.2. Establishing a New User Login ID (IACS).
- For existing account holders who have forgotten their passwords, refer to Section 4.3 Retrieving or Resetting a Password to Access the PQRS Submission Portlet.
- If a secured login has been established, continue to **Sign In** on the PQRS Portal (see Section 4.4).

If access the PQRS Portlet is still unsuccessful, and a user login has been established, contact the <u>QualityNet Help Desk</u>, qnetsupport@.sdps.org, or call (866) 288-8912 for assistance.

## 4.2 Establishing a New User Login ID (IACS)

Individuals without an account must apply for a new account to be able to access the PQRS Submission Portlet.

Go to the <u>PQRS Portal Home Page</u>. Directly under the login boxes, "If you do not have an account, please register" text appears. Click the word "**Register**" to be routed to the online IACS application for a new user ID (Figure 9).

The browser will automatically redirect to <u>CMS IACS New User Registration</u>.

| QualityNet  |   |
|---|---|
| Related Links   | Guest Announcement  |
| CMS     Quality Improvement Resources     Measure Development     Consensus Organizations for     Measure Endorsement/Approval  | Information in the Taxpayer Identification Number (Tax ID or TIN-level) PQRI feedback reports is confidential.<br>Your report is safely stored online and accessible only to you (and those you authorize) through the web<br>application. TIN-level reports should be shared only with others within the practice who have a vested interest in<br>the summarized quality data. Sharing of other PQRI participants' information is acceptable only if the individual<br>EP has authorized the TIN to do so. Please ensure that these reports are handled appropriately and disposed<br>of properly to avoid a potential Personally Identifiable Information (PII) exposure or Identity Theft risk. |
| Communication Support Page  | Division and Other Health Care Professionals Quality Reporting Portal   |
| Guest Instructions<br>Welcome to the Physician and Other Health<br>Care Professionals Quality Reporting Portal.<br>Please click on the Sign In button located in<br>the center of the page.           | <b>Sign In</b> to your Portal<br>If you do not have an account, please <b>register</b> .  |
| Download and install Adobe Reader to view   | Forgot your password?   |
| User Guides in accessible For Iomat.  | For assistance with new & existing IACS accounts, review the Quick Reference Guides.  |
| User Guides PQRS Portal User Guide S PQRS/eRX SEVT User Guide S PQRS/eRX Submission User Guide S PQRS/eRX Submission Report User Guide PQRS Feedback Report User Guide eRY Feedback Report User Guide | Notice: If you have not used your IACS account within the past 60 days or more, your account has been temporarily disabled as required by the CMS security policy. You should have received an e-mail at the e-mail address associated with your IACS account profile instructing you how to get your account re-enabled. If you need further assistance, please contact the QualityNet Help Desk at 1-866-288-8912, or qnetsupport@sdps.org.<br>Notice: If you are experiencing difficulties viewing the PQRS Communications Support Page with Internet Explorer 8.0, please ensure that you are using the compatibility view feature by doing the following:Open                                  |

#### Figure 9: Guest Announcement

Please refer to the Quick Reference Guides for customized instructions for setting up the correct type of secure account. The Guides are linked from the Portal Home Page.

The Tax Identification Number organization will need to establish a Security Officer. The "Security Official" role sets up the organization and approves roles for other users. Members of the Tax Identification Number organization will register as "End Users" and have the ability to access the feedback reports on the Portal. See <u>MLN Article on Organization Registration</u>.

Solo practitioners who submit under their Social Security Number (have not assigned benefits to a Tax Identification Number organization) should register in IACS as "Individual Practitioners." See MLN Article on Individual Practitioner Registration: <u>CMS MLN Matters Number Articles</u>.

Please contact the <u>QualityNet Help Desk</u>, qnetsupport@.sdps.org, or call (866) 288-8912 for assistance with any questions regarding the type of Secure Login account to set up. It is also helpful to access the Quick Reference Guides linked from the Portal Home Page.

### 4.3 Retrieving/Resetting a Password to Access the PQRS Submission Portlet

To retrieve a password for an existing account:

- 1. From the web browser, go to: <u>QualityNet Portal</u>. The home page of the PQRS Portal appears (Figure 5).
- 2. In the center of the page is the link, "Forgot your password?" Click **Forgot your password**. The <u>CMS Account Management</u> displays.

### 4.4 Logging into the PQRS Submission Portlet

- 1. Once a login is established, go to the Home Page of the PQRS Portal.
- 2. Enter your IACS ID and password. Click Sign In (Figure 10).

|  | Figure 10: Individua | Authorized Access | s to the CMS ( | Computer |
|--|----------------------|-------------------|----------------|----------|
|--|----------------------|-------------------|----------------|----------|

| QualityNet | <u>A</u>  |   |
|------------|---|---|
|            | Please sign in with your IACS credentials not your QualityNet credentials. User Name: Password: Sign In If you do not have an account, please register. Forgot your password? | Enter IACS ID and<br>Password, then<br>click " <i>Sign In</i> " |

3. Click the check box next to the text I accept the above Terms and Condition. and click the I Accept button (Figure 11).

|  | Fiaure | 11: User | Aareement |
|--|--------|----------|-----------|
|--|--------|----------|-----------|

| <b>Quality</b> Net   |
|--|
| **** WARNING ** WARNING ** WARNING ****  |
| You have accessed a U.S. Government information system. There is no right of privacy on this system.   |
| All data contained within this system is owned by the Centers for Medicare & Medicaid Services of the U.S. Department of Health and<br>Human Services. For the purpose of protecting the rights and property of the Department, and to monitor compliance with all applicable<br>statutes, regulations, agreements and policies; data access, entry and utilization may be monitored, intercepted, recorded, copied<br>audited, inspected or otherwise captured and/or analyzed in any manner. |
| Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, copying, auditing, inspecting or otherwise capturing and/or analyzing of data access, entry and/or utilization through this system.   |
| Unauthorized access is prohibited by Title 18 of the United States Code, Section 1030. Unauthorized access or use of this computer system<br>may subject violators to criminal, civil, and/or administrative action. System personnel may give any potential evidence of crime found on<br>Department computer systems to law enforcement officials.   |
| System users are required to adhere to all applicable statutes, regulations, agreements and policies governing their access to and use of<br>the data contained within this system including, but not limited to, "CMS Information Security Policies, Standards and Procedures."   |
| **** WARNING ** WARNING ** WARNING ****  |
| Check the box accepting<br>terms and conditions then<br>click <i>I Accept</i> .  |
|  |

- 4. For Registry and EHR users logging into the PQRS Submission Portlet for the first time, an Annual Attestation Statement screen appears. (**Error! Reference source not found.**).
- 5. After reading the Accept Terms text, click the box next to I Accept the above Terms and Conditions. and then click I Accept. Clicking I Decline will end the session.

#### **Figure 12: Annual Attestation Statement**

| Constant of the source of |   |  |
|---|---|--|
| Welcome: wkrh466         Log Off         EHR Aprepriate Submission         EIRR Direct Submission         Maintenance of Certification Submission         PQRS Self Nomination         Registry Submission         Registry Submission         Registry Submission         Registry Submission         Submission Engine Validation Tool         Submission Reports             I accept the above Terms and Conditions.  | QualityNe   | t AAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAAA   |
| ERR Aggregate Submission     ERR Direct Submission     Data received from participating providers are true and accurate to the best of their knowledge.     Adata validation plan is in place to ensure the integrity of the measure outcomes submitted.     Appropriate documentation is on file from participating providers authorizing submission of data to CMS on their behalf (in accord with appl     regulations and contractual or business associate agreements) and confirming that the appropriate number of Medicare beneficiaries are in     Submission Reports     I accept the above Terms and Conditions.     I accept I Decline  | Welcome, wkrh466  | **** WARNING ** WARNING ** WARNING ****  |
| Maintenance of Certification     Submission     PQRS Self Nomination     PQRS Self Nomination     Registry Submission     Registry Submission     Submission Engine Validation Tool     Submission Reports     I accept the above Terms and Conditions.     I accept I Decline  | EHR Aggregate Submission     EHR Direct Submission                | Data received from participating providers are true and accurate to the best of their knowledge.   |
| PORS Self Nomination     Registry Submission     Registry Submission     Registry Submission     Registry Submission     Submission Engine Validation Tool     Submission Reports     I accept the above Terms and Conditions.     I Accept     I Decline   | Maintenance of Certification     Submission                       | A data validation plan is in place to ensure the integrity of the measure outcomes submitted.  |
| Submission Engine Validation Tool     WARNING ** WARNING ** WARNING ** WARNING ****     I accept the above Terms and Conditions.     I Accept I Decline   | PQRS Self Nomination     Registry Submission     Roles Management | Appropriate documentation is on file from participating providers authorizing submission of data to CMS on their behalf (in accord with applicable laws,<br>regulations and contractual or business associate agreements) and confirming that the appropriate number of Medicare beneficiaries are included in the<br>data for the reporting mechanism (individual measures or measures groups). |
| I accept the above Terms and Conditions.  | Submission Engine Validation Tool     Submission Reports          | **** WARNING ** WARNING ** WARNING ****  |
|   |   | 1 accept the above Terms and Conditions.     1 Accept     1 Decline  |
| QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use  |   | QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use   |

### 4.5 PQRS Submission Portlet – Submitting eRx or PQRS Files

- 1. File(s) to be uploaded and submitted should be either in XML format or multiple files compressed into a zip file.
- 2. After the user logs in and accepts the Terms and Conditions, then the Submission Portlets (Registry, eRx, EHR Direct, Maintenance of Certification EHR Aggregate) are displayed.
- 3. Select a Submission portlet matching the quality data files submission type. Review Table 1 to identify the type a file a specified submission portlet will accept.
- 4. Within the submission portlet, click the Select Document(s) button (Figure 13).

| <b>Quality</b> Net   | I DA A A  |
|--|---|
| Site Navigation<br>Welcome, eibl275<br>Log Off<br>eRX Submission<br>Maintenance Of Certification<br>Submission<br>Roles Management<br>Submission Engine Validation Tool<br>Submission Reports<br>JRE Download Instructions | Registry Submission         Select document(s) for submission in Production mode:         Click Select Document(s)         Select Document(s) |
| Submission requires the Java Runtime<br>Environment (RE) version of Please<br>download the latest version of the RE if<br>your computer does not meet this<br>requirement.   |   |
|  | QualityNet Help Desk   Accessibility Statement   Privacy Policy   Terms of Use  |

#### Figure 13: Registry Submission Portlet

5. The **Browse** screen appears. Click **Browse for File(s)** to locate the data file(s) to be uploaded (i.e., submitted) (Figure 14).

#### Figure 14: Browse

| 🖉 https://deccpqrsqa.qualitynet.org/?opened           | FromPortlet=false&multi=true&j 🔳 🗖 📘  |
|---|---|
| Upload  | Upload Cancel   |
| Select files and folders and then click <b>Upload</b> | 0   |
| Browse for files to submit                            |   |
| Browse for File(s)                                    | Click <b>Browse for File(s)</b> to<br>locate data file(s) for upload<br>(Submission). |
|   |   |

- 6. The Select Files and Folders to Upload window appears (Figure 15). Users must locate the data file on the drive where it is saved. File sizes must adhere to the following parameters:
  - XML format file sizes greater than 0 bytes and may not exceed 80 MB.
  - 2013 or 2014 EHR Quality Reporting Data Architecture format file greater than 0 bytes and may not exceed 10 MB.
- From the Select files and folders to upload screen, choose file(s) to be submitted or a zip file; once you've finished choosing the applicable files, click Select. The Upload screen appears (Figure 15).

| 🕌 Select files   | and folders to upload 🛛 🔀  |
|--|--|
| Look in:   | : 🛅 PQRI 🗾 🧭 🔛 📰   |
| My Recent<br>Documents<br>Desktop<br>My Documents<br>My Computer | <ul> <li>1.xml</li> <li>2.xml</li> <li>3.xml</li> <li>4.xml</li> <li>5.xml</li> <li>6.xml</li> <li>7.xml</li> <li>8.xml</li> <li>9.xml</li> <li>9.xml</li> <li>C.xml</li> <li>Payment Files.xml</li> </ul> |
|  | File name:     "7.xml" "8.xml" "9.xml" "A.xml"     Select  |
| My Network   | Files of type: (.xml, .zip)  |

Figure 15: Select Files and Folders to Upload

- 8. The files selected will appear on the **Upload** screen (Figure 16). Users can perform any of the following actions:
  - Click **Browse** for File(s) to select more files
  - Click **Remove** to remove any unnecessary files
  - Verify the correct file(s) to be submitted was selected and then click Upload
  - Click **Cancel** to return to the Submission Portlet main screen.

#### Figure 16: Upload



9. If Upload was selected, a new window displays which requests the user to confirm or decline the request. Click **OK** to confirm the request or **Cancel** to decline (Figure 17).

#### Figure 17: File Upload Query

| ( | 🏉 https://pqriqa.qualitynet.org/?openedFromPortlet=false&multi=true&jsCallba 🗖 🔲 🔀 |
|---|--|
|   | Upload Upload Cancel   |
|   | Select files and folders and then click Upload 🕜                                   |
| l | Browse for files to submit   |
|   | Browse for File(s)   |
|   | File Name File Size Remove Message from webpage                                    |
|   | 9.xml 2 KB Re  |
|   | 8.xml 2 KB Re Do you want to Proceed ?   |
|   | 7.xml 2 KB Re  |
|   | A.xml 2 KB Re OK Cancel  |
| I |  |
| l |  |
| l |  |
|   |  |
| l |  |

10. If **OK** is selected, a progression window appears which displays the upload status (Figure 18).

| Your file is being uploaded, please wait |   |
|--|---|
|  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| File upload is 2 % complete.             |   |
| Uploading file large_file_test.zip       |   |
|  |   |
|  |   |
|  |   |
|  |   |
|  | ~ |

### Figure 18: Upload Progress

11. After the upload is completed, a message confirming the selected files have been submitted appears (Figure 19).

### Figure 19: Submission Confirmation



### 4.6 Exiting the System

To log off of the PQRS Submission Portlet, click **Log Off** in the left-hand Site Navigation screen (Figure 7).

# 5. Troubleshooting & Support

The <u>PQRS Portal User Guide</u> helps users navigate throughout the Portal. This document is in PDF format and can be downloaded or printed, as desired.

The Feedback Reports User Guides help users navigate throughout the Feedback Reports related to their Tax Identification Number organization. Click the PQRS Feedback Reports User

<u>Guide</u> to access the user guides. These documents are in PDF format and can be downloaded or printed as desired.

The PQRS Submission Reports User Guide is designed to help eligible data submission vendors and their authorized users understand the submission reports.

The PQRS/eRx Submission Engine Validation Tool User Guide helps users navigate the automated file verification and data structure application system.

## 5.1 Help/Troubleshooting

The following are helpful hints and troubleshooting information:

- For assistance with the PQRS Portal, PQRS Submission assistance, or IACS registration process, that is, forgotten ID, password resets, etc., contact the QualityNet Help Desk via phone (866) 288-8912, Fax: (888) 329-7377 (Monday-Friday 7:00 a.m.-7:00 p.m., CT), or email at <u>QNet Support</u>, qnetsupport@sdps.org.
- The security level for the web browser's Internet zone must be set to the equivalent of Medium or lower.

To locate this setting:

- Open Internet Explorer
- Click the Tools menu option at the top of the page
- Select Internet Options from the drop-down list
- Click the Security tab
- Click Internet to highlight it (in the area at the top where you can select a Web content zone to specify its security settings)
- Click the Custom Level button at the bottom of this box
- Verify that the Custom Settings field (at the bottom of the Security Settings box) is set to Medium or lower
- Users must have an adequate operating system (administrator) rights to properly install programs and modify the workstation's registry.
- The web browser must be set appropriately to enable pop-up messages to be displayed from QualityNet.org. *Please contact your Help Desk Staff if assistance is needed.*

## 5.2 Additional Software

WinZip version 7.0 or greater (or compatible zip programs using default compression settings) for zip file creation to upload data.

## 5.3 Error Messages

### Table 2: Error Messages

| Error Message                                       | Cause of Error Message   | Corrective Action  |
|---|--|--|
| Your user ID or password was incorrect.             | User ID or password was incorrect.   | Retry with correct user ID or<br>password was incorrect. Refer to<br>the Support section for contact<br>information. |
| The selected files exceed the upload limit of 80MB. | For the Registry, eRx, MOCP,<br>and EHR Aggregate<br>submission types, when file<br>size validation fails. | The selected files should not exceed the upload limit of 80MB.   |
| The selected files exceed the upload limit of 10MB. | For the EHR Submission, when file size validation fails.   | The selected files should not exceed the upload limit of 10MB.   |
| Not allowed to upload empty files.                  | The user uploads a file size of 0 bytes and/or empty file.   | The upload file size should be greater than 0.   |
| SYSTEM ERROR  | For any system errors while files are uploading.   | Re-Submit the files or refer to the Support section for contact information.   |
| Only ZIP or XML files are allowed for submission.   | User selected files other than ZIP<br>or XML file extensions and file<br>extension validation fails        | The select files with ZIP or XML file extension for upload.  |

# 5.4 Special Considerations

Not applicable.

## 5.5 Support

### Table 3: Points of Contact

| Contact                   | Organization | Phone                                      | Email               | Role                    | Responsibility  |
|---------------------------|--------------|--|---------------------|-------------------------|---|
| CMS IT<br>Service<br>Desk | CMS          | 410-786-<br>2580 or 1-<br>800-562-<br>1963 | CMS_IT_Service_Desk | Help<br>desk<br>support | 1 <sup>st</sup> level user<br>support &<br>problem<br>reporting |

# Acronyms

This section describes the acronyms used in this document.

### Table 4: Acronyms

| Acronym | Literal Translation   |
|---------|---|
| CMS     | Centers for Medicare & Medicaid Services  |
| EHR     | Electronic Health Record  |
| eRx     | Electronic Prescribing  |
| IACS    | Individuals Authorized Access to Centers for Medicare & Medicaid Services Computer Services |
| PQRS    | Physician Quality Reporting System  |
| QRDA    | Quality Reporting Data Architecture   |
| XML     | Extensible Markup Language  |

# Glossary

### Table 5: Glossary

| Term  | Definition   |
|---|--|
| Data Submission<br>Vendor (DSV)                     | Data Submission Vendors collect an eligible professional's clinical quality data (at least the numerator data) directly from the eligible professional's EHR.  |
| Electronic Health<br>Record (EHR)                   | Electronic Health Records are electronic records of patient health<br>information gathered and/or generated in any care delivery setting. This<br>information includes patient demographics, progress notes, medications,<br>vital signs, past medical history, immunizations, laboratory data and<br>radiology reports. This provides the ability to pass information from care<br>point to care point providing the ability for quality health management by<br>physicians.  |
| Electronic<br>Prescribing (eRx)                     | Electronic Prescribing is a process of entering information about<br>prescriptions at the point of care and sending that information over a<br>secure network to a select pharmacy. The pharmacy receives the<br>prescription and can begin filling it right away.   |
| Eligible Providers                                  | Eligible professionals are defined for both PQRS/eRx programs as<br>Medicare Physicians, Practitioners and Therapists including: Doctor of<br>Medicine, Doctor of Osteopathy, Doctor of Podiatric Medicine, Doctor of<br>Optometry, Doctor of Oral Surgery, Doctor of Dental Medicine, Doctor of<br>Chiropractic, Physician Assistant, Nurse Practitioner, Clinical Nurse<br>Specialist, Certified Registered Nurse Anesthetist (and Anesthesiologist<br>Assistant), Certified Nurse Midwife, Clinical Social Worker, Clinical<br>Psychologist, Registered Dietician, Nutrition Professional and<br>Audiologists, Physical Therapist, Occupational Therapist and Qualified<br>Speech-Language Therapist. This list can also be found on <u>CMS</u><br><u>Website</u> , <u>http://www.cms.gov</u> . |
| Maintenance of<br>Certification<br>Incentive Entity | Entity refers to a medical specialty board or equivalent organization that<br>has been authorized by CMS to act as a special registry for the<br>submission of Maintenance of Certification Program (MOCP) Incentive<br>data as well as to administer the MOCP on its behalf.  |
| National Provider<br>Identifier (NPI)               | A unique identification number for covered health care providers.  |

| Term  | Definition   |
|---|--|
| Physician Quality<br>Reporting System<br>(PQRS) | A quality reporting system that includes an incentive payment for eligible<br>professionals who satisfactorily report data on quality measures for<br>covered professional services provided during the specified program<br>year. |
| Registry  | Qualified vendor that are eligible to submit data for professionals.   |
| Tax Identification<br>Number (TIN)              | An identification number used by the Internal Revenue Service in the administration of tax laws.   |

# **Referenced Documents**

Not applicable.