

Guide for Obtaining a New EIDM Account with a ‘Physician Quality and Value Programs’ Role

I. Introduction

This guide is for users who do not have an Enterprise Identity Data Management (EIDM) or an Individuals Authorized Access to the CMS Computer Services (IACS) account. This guide provides step-by-step instructions on how users can sign up for an EIDM account for the first time and how to request a role to access the ‘Physician Quality and Value Programs’ application using the EIDM in the CMS Enterprise Portal.

Note: Do not use this guide (1) if you already have an EIDM account or (2) if you already have an active IACS account with a Physician Value – Physician Quality Reporting System (PV-PQRS) role. Please visit <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html> to determine which guide you should use based on your needs.

- A. Before requesting a ‘Physician Quality and Value Programs’ role for your EIDM account, you will first need to determine which **one** of the following four user roles you want to request:
- **Security Official role:** The Security Official role allows the user to perform the following tasks on behalf of a group practice:
 - Register the group practice to participate in the Physician Quality Reporting System (PQRS) Group Practice Reporting Option (GPRO);
 - Obtain the group practice’s Mid-Year and Annual Quality and Resource User Report (QRUR), Supplemental QRUR, and PQRS Feedback Report;
 - Submit an informal review request on behalf of the group practice; and
 - Approve requests for the ‘Group Representative’ role in the EIDM.
 - **Group Representative role:** The Group Representative role allows the user to perform the following tasks on behalf of a group practice:
 - Register the group practice to participate in the PQRS GPRO;
 - Obtain the group practice’s Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and
 - Submit an informal review request on behalf of the group practice.
- Note:** Group practices are identified in the EIDM by their Medicare billing Taxpayer Identification Number (TIN). A group practice consists of **two or more eligible professionals** (as identified by their National Provider Identifier [NPI]) that bill under the TIN. To find out if a group practice is already registered in the EIDM and who is the group practice’s Security Official, please contact the QualityNet Help Desk and provide the group practice’s TIN and the name of the group practice.
- **Individual Practitioner role:** The Individual Practitioner role allows the user to perform the following tasks on behalf of a solo practitioner:
 - Obtain the solo practitioner’s Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and
 - Approve requests for the ‘Individual Practitioner Representative’ role in the EIDM.
 - **Individual Practitioner Representative role:** The Individual Representative role allows the user to perform the following task on behalf of the solo practitioner:
 - Obtain a solo practitioner’s Mid-Year and Annual QRUR, Supplemental QRUR and PQRS Feedback Report.

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Note: Solo Practitioners are identified in the EIDM by their Medicare billing TIN and rendering NPI. A solo practitioner consists of **only one eligible professional** (as identified by the NPI) that bills under the TIN. To find out if a solo practitioner is already registered in the EIDM and who is the solo practitioner's Individual Practitioner, please contact the QualityNet Help Desk and provide the solo practitioner's TIN and the name of the solo practitioner.

Information about registering to participate in the PQRS GPRO and obtaining QRURs is available at <http://www.cms.gov/PhysicianFeedbackProgram>.

B. Please gather the following information before you begin the process for signing up for an EIDM account for the following user role:

- **Security Official:**

- **Your Information:** First Name, Last Name, E-mail Address, Social Security Number, Date of Birth, Home Address, City, State, Zip Code, and Primary Phone Number.
- **Business Contact Information:** Company Name, Address, City, State, Zip Code, Company Phone Number, and Office Phone Number.
- **Organization Information:** Group practice's Medicare billing TIN, Legal Business Name, Rendering NPIs for **two different** eligible professionals who bill under the TIN and their corresponding individual Provider Transaction Access Numbers (PTANs) (*do not use the GROUP NPI or GROUP PTAN*), Address, City, State, Zip Code, and Phone Number.

- **Group Representative:**

- **Your Information:** First Name, Last Name, E-mail Address, Social Security Number, Date of Birth, Home Address, City, State, Zip Code, and Primary Phone Number.
- **Business Contact Information:** Company Name, Address, City, State, Zip Code, Company Phone Number, and Office Phone Number.
- **Organization Information:** Group practice's Medicare billing TIN; or the Legal Business Name and the State; or the Legal Business Name and the Street Address.

- **Individual Practitioner:**

- **Your Information:** First Name, Last Name, E-mail Address, Social Security Number, Date of Birth, Home Address, City, State, Zip Code, and Primary Phone Number.
- **Business Contact Information:** Company Name, Address, City, State, Zip Code, Company Phone Number, and Office Phone Number.
- **Professional Information:** Solo practitioner's First Name, Solo practitioner's Last Name, Legal Business Name, Solo practitioner's Medicare billing TIN, Solo practitioner's rendering NPI and the corresponding individual PTAN (*do not use the GROUP NPI or GROUP PTAN*), Address, City, State, Zip Code and Phone Number.

- **Individual Practitioner Representative:**

- **Your Information:** First Name, Last Name, E-mail Address, Social Security Number, Date of Birth, Home Address, City, State, Zip Code, and Primary Phone Number.
- **Business Contact Information:** Company Name, Address, City, State, Zip Code, Company Phone Number, and Office Phone Number.
- **Professional Information:** Solo practitioner's Medicare billing TIN; or the Legal Business Name and the State; or the Legal Business Name and the Street Address.

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- C. **Step-by-Step Instructions:** You have **twenty-five (25) minutes** to complete each screen (unless a different time is noted on the screen). Otherwise, you will lose all of the information you entered and will need to start the process again.

II. **Questions**

For questions related to setting up an EIDM account, please contact the QualityNet Help Desk at:

- Monday – Friday: 8:00 am – 8:00 pm EST
- Phone: (866) 288-8912 (TTY 1-877-715-6222)
- Email: qnetsupport@hcqis.org

For additional information on how to sign up for a new EIDM account and how to request a role to access the ‘Physician Quality and Value Programs’ application using the EIDM, please visit <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html>.


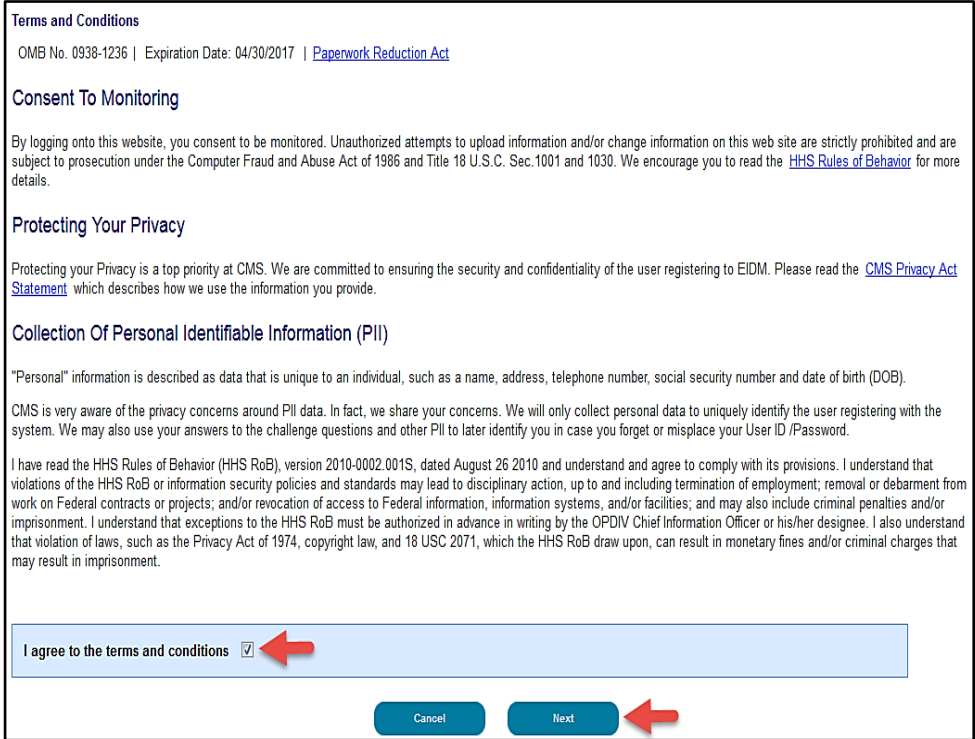
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IV. New User Registration for an EIDM Account – Please follow each step listed below unless otherwise noted.

Steps	Screenshots
<p>1. Go to https://portal.cms.gov/ and select New User Registration.</p> <p>Note: The CMS Enterprise Portal supports the following internet browsers:</p> <ul style="list-style-type: none"> Internet Explorer 8 (without compatibility mode) Internet Explorer 9 (without compatibility mode) Internet Explorer 10 (without compatibility mode) Mozilla-Firefox Chrome Safari <p>Enable JavaScript and adjust any zoom features to ensure you are not seeing the screen in too wide of a view.</p>	
<p>2. Read the Terms and Conditions. Select the I agree to the terms and conditions checkbox and select Next.</p> <p>Note: <i>Next</i> will be enabled only after checking the I agree to the terms and conditions checkbox.</p>	

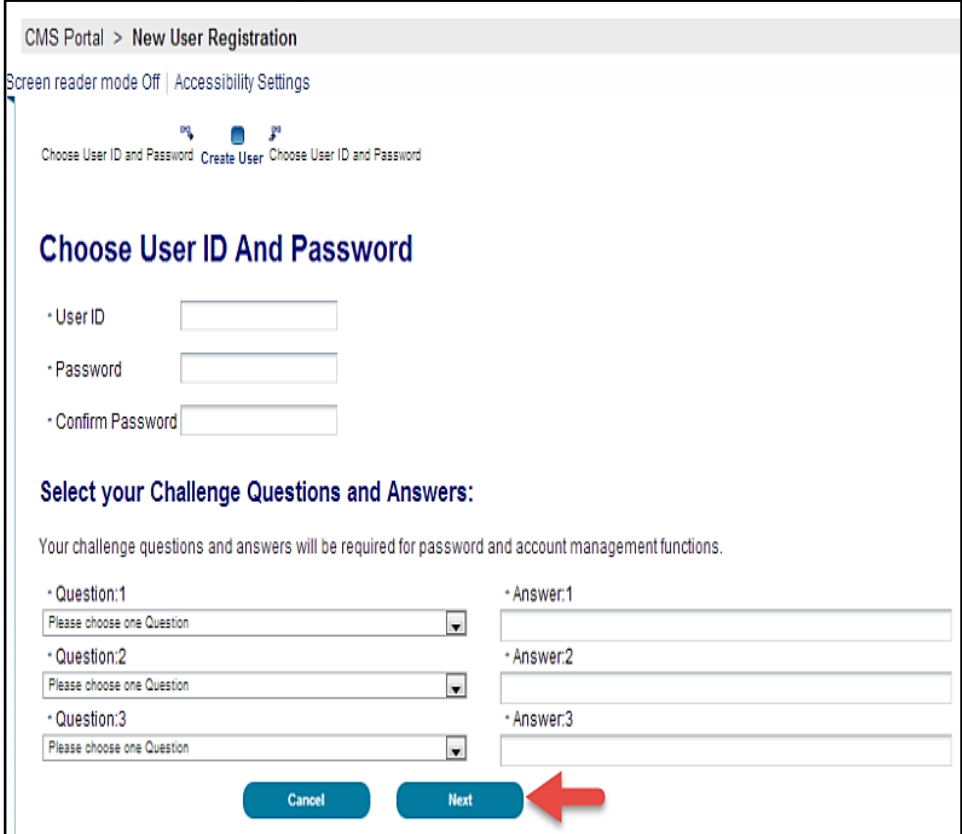
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Steps	Screenshots
<p>3. Enter the following required information under Your Information section and select <i>Next</i>.</p> <ul style="list-style-type: none">• First Name• Last Name• E-mail Address• Confirm E-mail Address• Social Security Number• Date of Birth• Home Address Line 1• City• State• Zip Code• Primary Phone Number	<div><h3>Your Information</h3><p>Enter your legal first name and last name, as it may be required for Identity Verification.</p><p>* First Name: <input type="text"/> Middle Name: <input type="text"/></p><p>* Last Name: <input type="text"/> Suffix: <input type="text"/></p><hr/><p>Enter your E-mail address, as it will be used for account related communications.</p><p>* E-mail Address: <input type="text"/></p><p>Re-enter your E-mail address.</p><p>* Confirm E-mail Address: <input type="text"/></p><hr/><p>Enter your full 9 digit social security number, as it may be required for Identity Verification.</p><p>Social Security Number: <input type="text"/></p><hr/><p>Enter your date of birth in MM/DD/YYYY format, as it may be required for Identity Verification.</p><p>* Date of Birth: <input type="text"/></p><hr/><p><input checked="" type="radio"/> U.S. Home Address <input type="radio"/> Foreign address</p><p>Enter your current or most recent home address, as it may be required for Identity Verification.</p><p>* Home Address Line 1: <input type="text"/></p><p>Home Address Line 2: <input type="text"/></p><p>* City: <input type="text"/> * State: <input type="text"/> * Zip Code: <input type="text"/> Zip Code Extension: <input type="text"/> Country: USA</p><hr/><p>Enter your primary phone number, as it may be required for Identity Verification.</p><p>* Primary Phone Number: <input type="text"/></p><div><input type="button" value="Cancel"/> <input type="button" value="Next"/> </div></div>

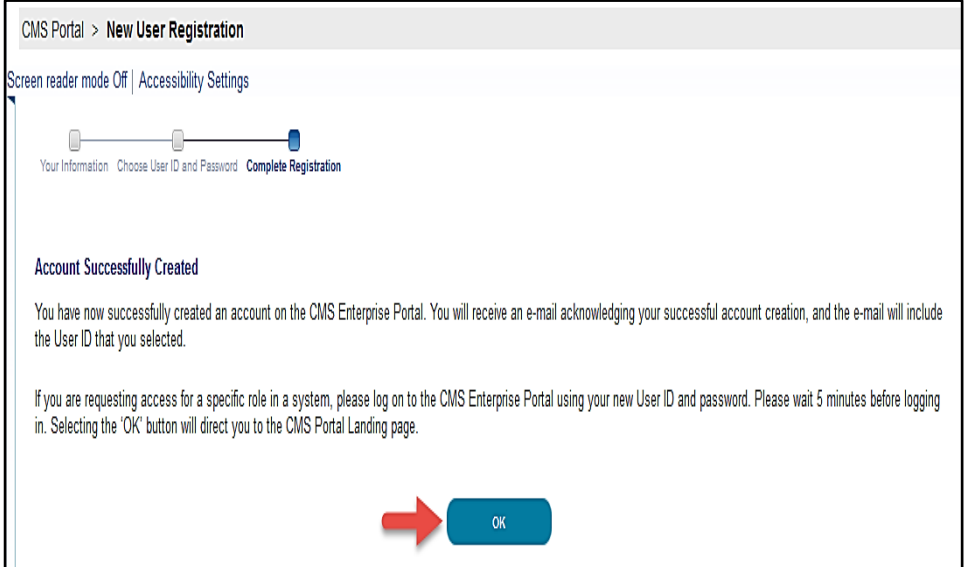
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Steps	Screenshots
<p>4. (a) Create your EIDM User ID and EIDM Password.</p> <p>Note: Your EIDM User ID must be a minimum of six (6) and a maximum of seventy four (74) alphanumeric characters. It must contain at least 1 letter and cannot contain your Social Security Number or any 9 consecutive numbers. Allowed special characters are dashes (-), underscores (_), apostrophes ('), @ and periods (.) followed by alphanumeric characters.</p> <p>Note: Your EIDM Password must be a minimum of eight (8) and a maximum of twenty (20) characters in length. It must contain at least one (1) letter, one (1) number, one (1) uppercase letter, and one (1) lowercase letter. It cannot contain your User ID and the following special characters may not be used: ?, <, >, (,), ', ", /, , and &. Your password must be changed at least every 60 days and can only be changed once a day.</p> <p>(b) Select and provide the answer to three (3) challenge questions under Select your Challenge Questions and Answers section.</p> <p>(c) Select <i>Next</i>.</p>	 <p>The screenshot displays the 'CMS Portal > New User Registration' page. At the top, there are links for 'Screen reader mode Off' and 'Accessibility Settings'. Below these are icons for a printer, a mobile device, and a document. The main heading is 'Choose User ID And Password'. It includes three input fields: 'User ID', 'Password', and 'Confirm Password'. Below the heading is another section titled 'Select your Challenge Questions and Answers:'. A note states: 'Your challenge questions and answers will be required for password and account management functions.' This section contains three rows, each with a question dropdown (labeled 'Question:1', 'Question:2', 'Question:3') and an answer text field (labeled 'Answer:1', 'Answer:2', 'Answer:3'). At the bottom of the form are two buttons: 'Cancel' and 'Next'. A red arrow points to the 'Next' button.</p>

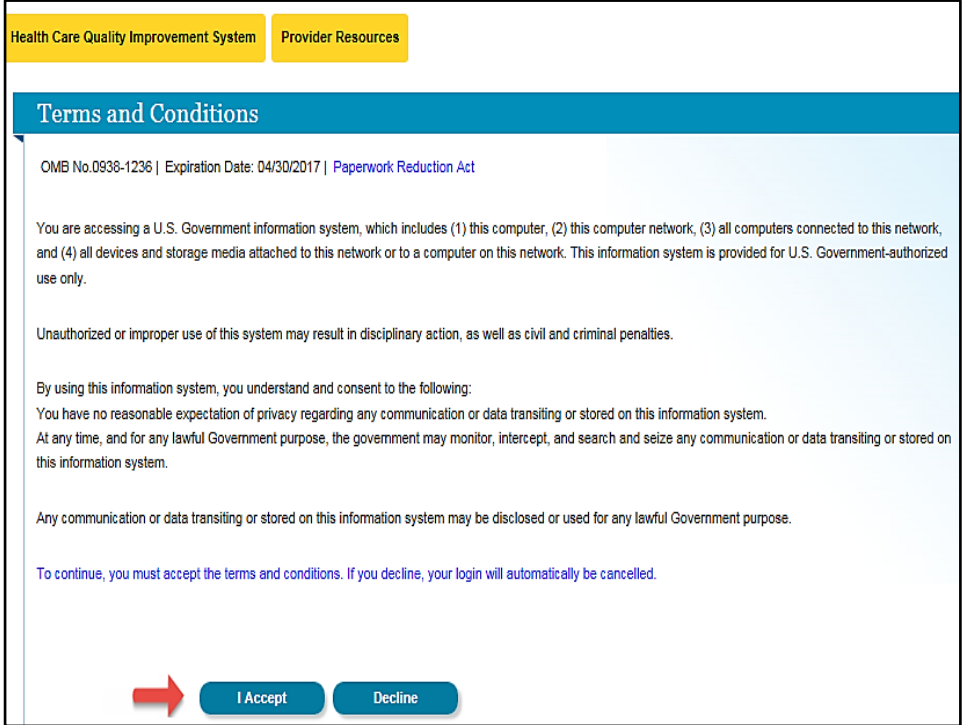

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Steps	Screenshots
<p>5. Your registration for an EIDM account is now complete. You will receive an E-mail acknowledging your successful account creation with your EIDM User ID.</p> <p>Select OK to navigate to the CMS Enterprise Portal in order to request a user role for the 'Physician Quality and Value Programs' application.</p> <p>Note: Wait approximately five (5) minutes before logging in to the portal with your EIDM User ID and EIDM Password.</p>	
<p>6. Select Login to CMS Secure Portal on the CMS Enterprise Portal.</p>	

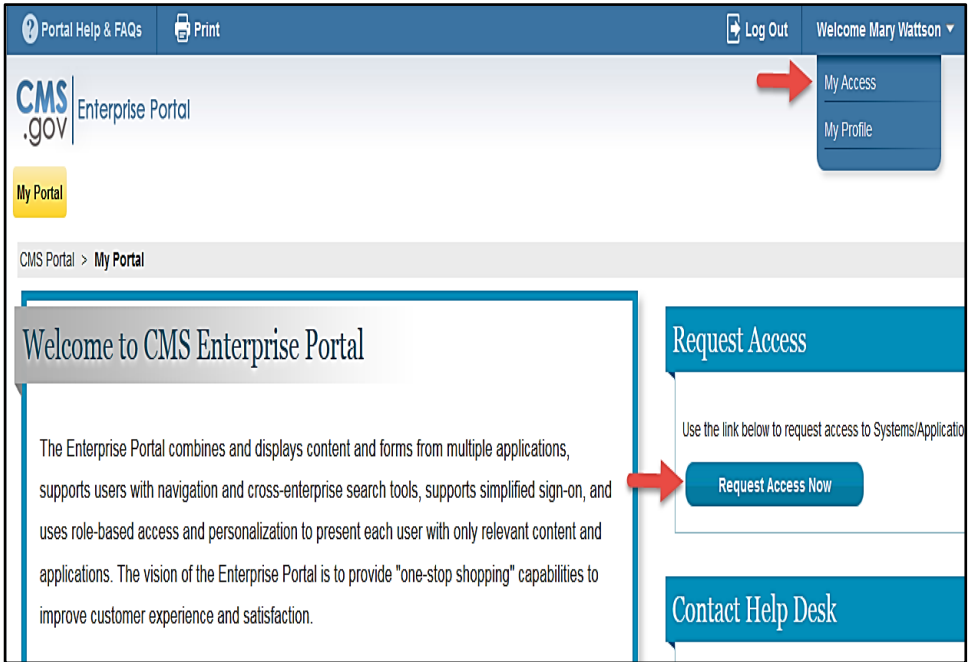
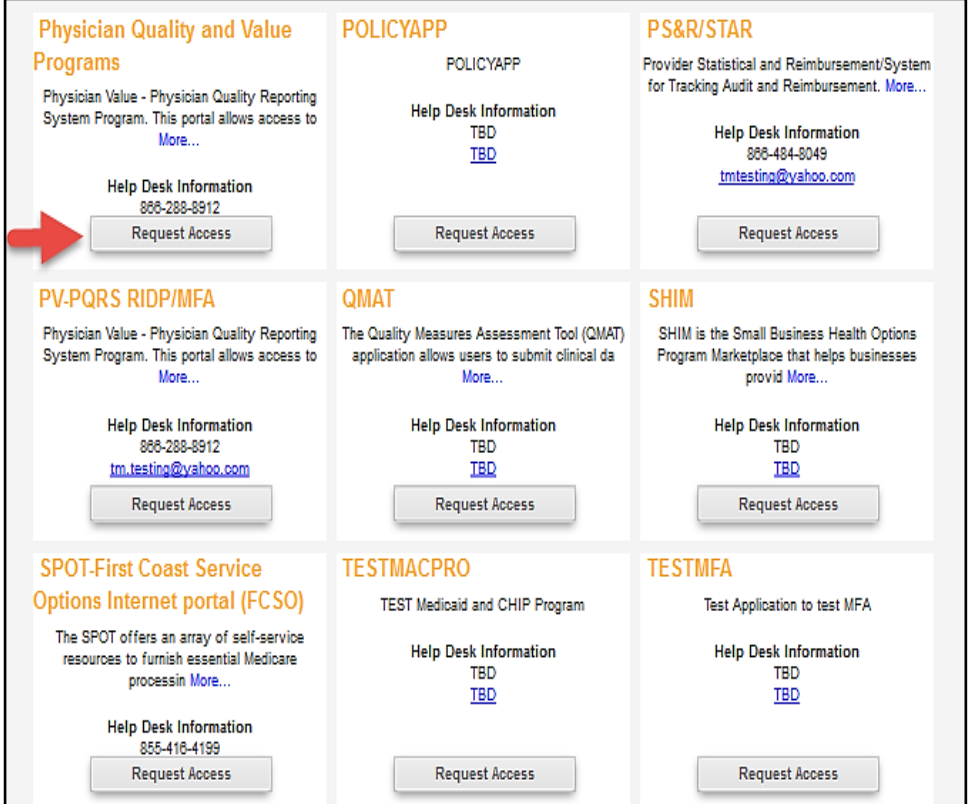
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Steps	Screenshots
7. Read Terms and Conditions and select <i>I Accept</i> to continue.	
8. Enter the following information and select <i>Log In</i> : <ul style="list-style-type: none">• EIDM User ID• EIDM Password	

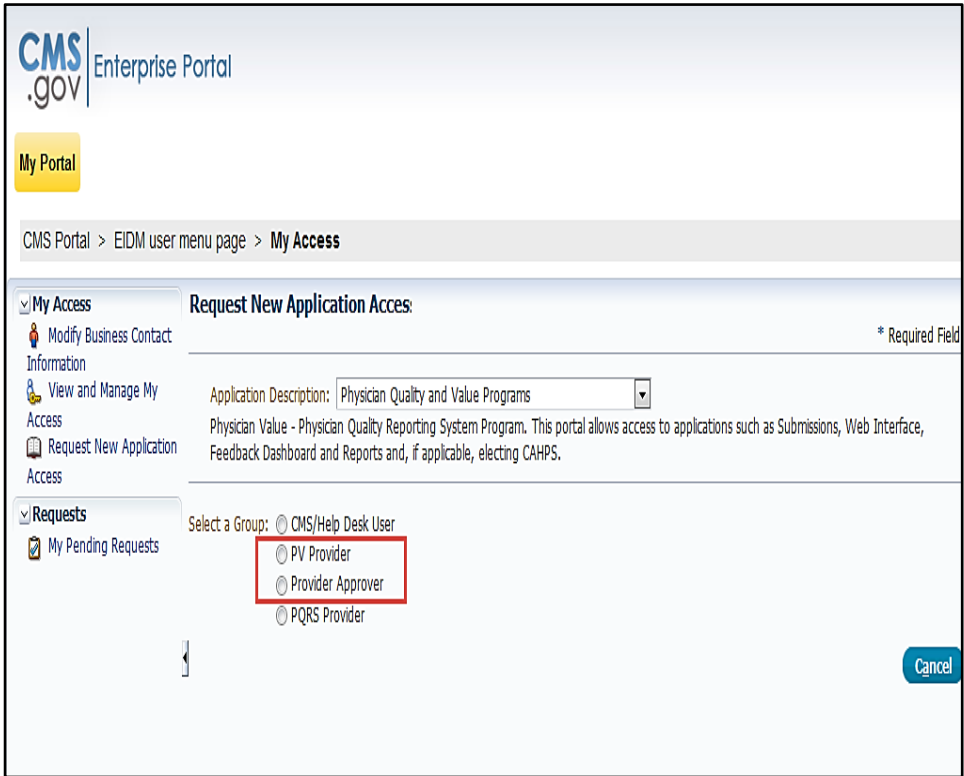
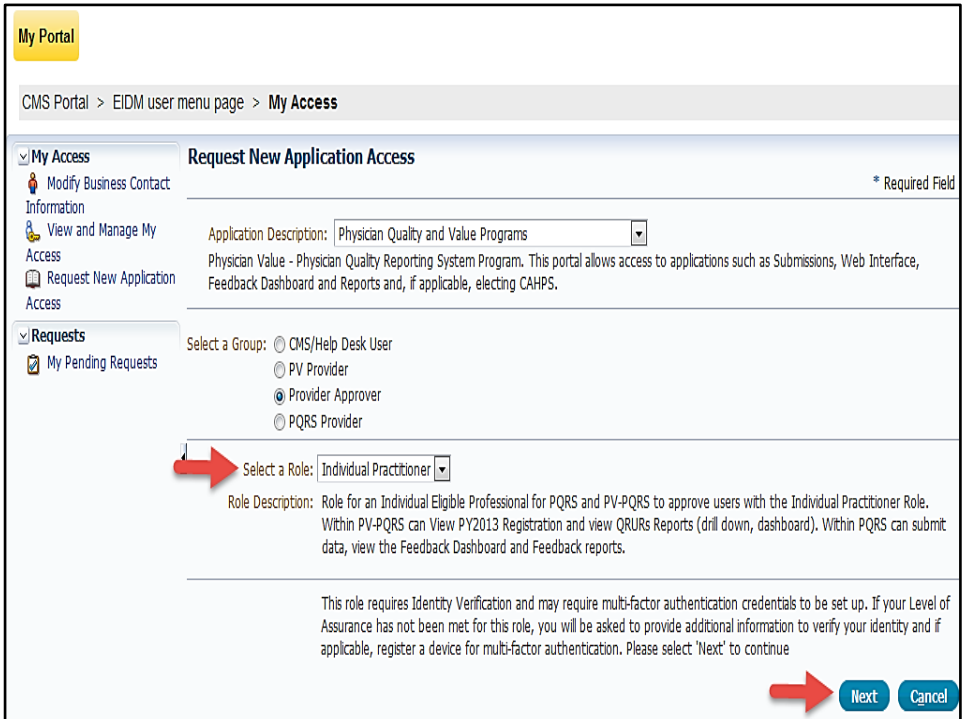
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<p>Steps</p> <p>9. Select Request Access Now under Request Access to begin the process of requesting a new user role.</p> <p>Note: You may also select your username and then select My Access from the drop-down menu to begin the process of requesting a new user role.</p>	<p>Screenshots</p> 
<p>10. Select Request Access for the Physician Quality and Value Programs application within the Access Catalog.</p> <p>Note: The Access Catalog list presented is in alphabetical order. Scroll down until you find the Physician Quality and Value Programs application or enter the first few letters of the application in the Access Catalog text box to narrow down the selection criteria.</p>	

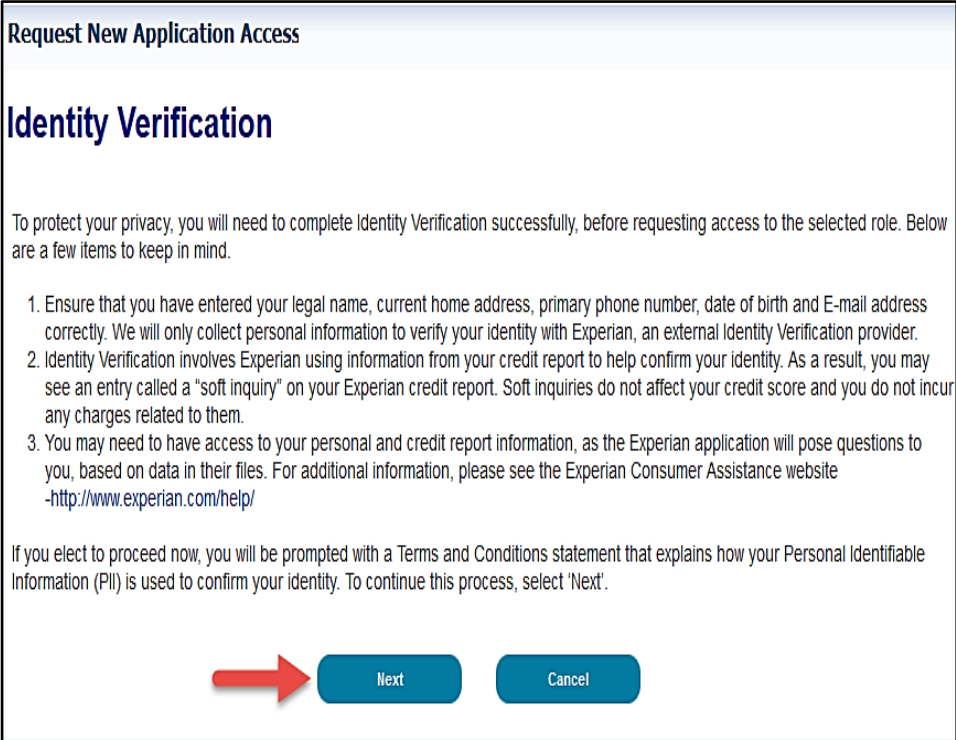

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Steps	Screenshots
<p>11. (a) Under Select a Group, choose Provider Approver, if you are requesting Security Official or Individual Practitioner role OR (b) Choose PV Provider, if you are requesting Group Representative or Individual Practitioner Representative role.</p> <p>Note: The Select a Role option will be visible after making a selection for the Select a Group option. The Next button will be visible after making a selection for Select a Role option.</p>	
<p>12. Select the appropriate role you want to request from the Select a Role drop-down menu.</p> <p>Select Next to begin Remote Identity Proofing (RIDP) and Multi-Factor Authentication (MFA) processes.</p>	

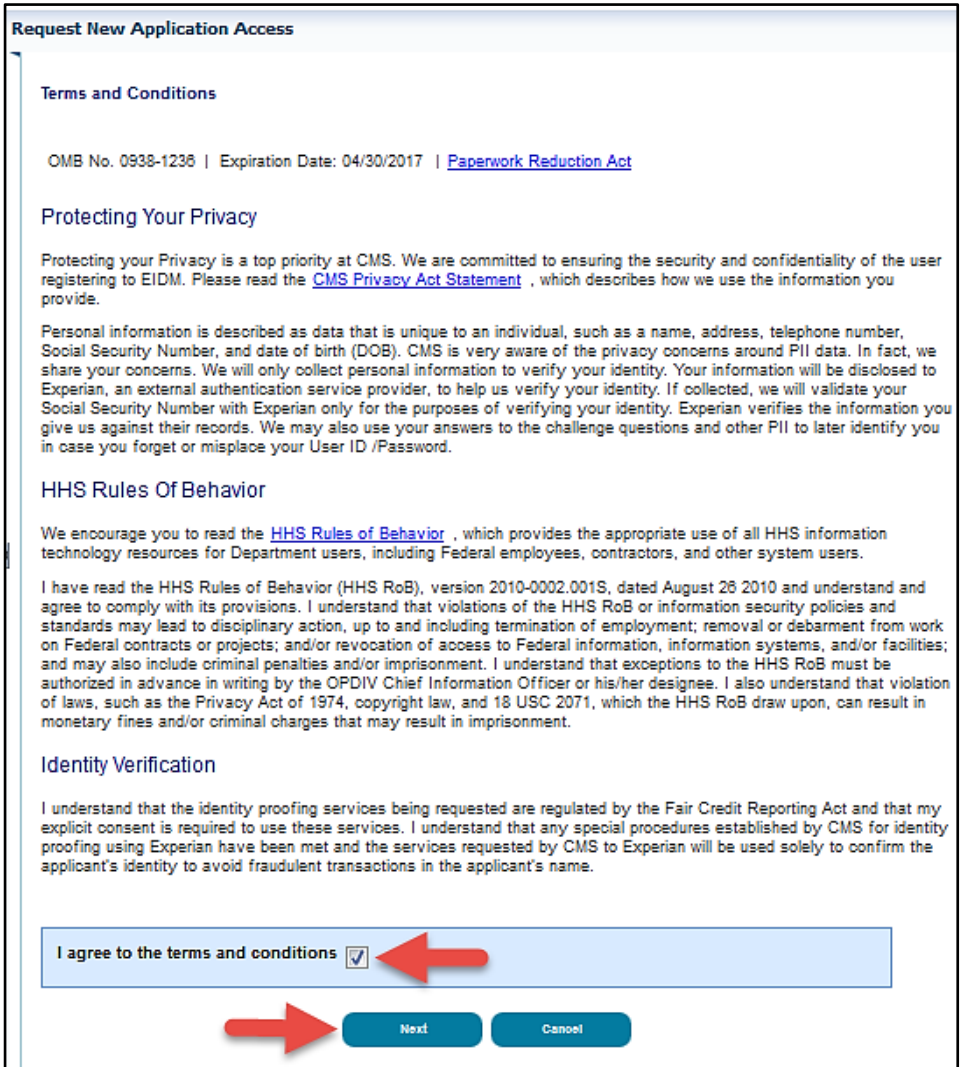
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Steps	Screenshots
	<p style="text-align: center;">Remote Identity Proofing (RIDP) - Please follow steps 13 to 17 to begin the RIDP process. This process is used to verify your identity and is done by asking random questions based on your personal and financial history. Additional information on how the RIDP process works can be found at http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html.</p>
<p>13. Select <i>Next</i> to complete the Identity Verification section.</p>	 <p>Request New Application Access</p> <p>Identity Verification</p> <p>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.</p> <ol style="list-style-type: none"> 1. 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. 2. 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. 3. 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/ <p>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'.</p> <p style="text-align: center;">  <input type="button" value="Next"/> <input type="button" value="Cancel"/> </p>




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Steps	Screenshots
<p>14. Read the Terms and Conditions. Select the <i>I agree to the terms and conditions</i> checkbox and then select <i>Next</i>.</p> <p>Note: <i>Next</i> will be enabled only after checking the <i>I agree to the terms and conditions</i> checkbox.</p>	

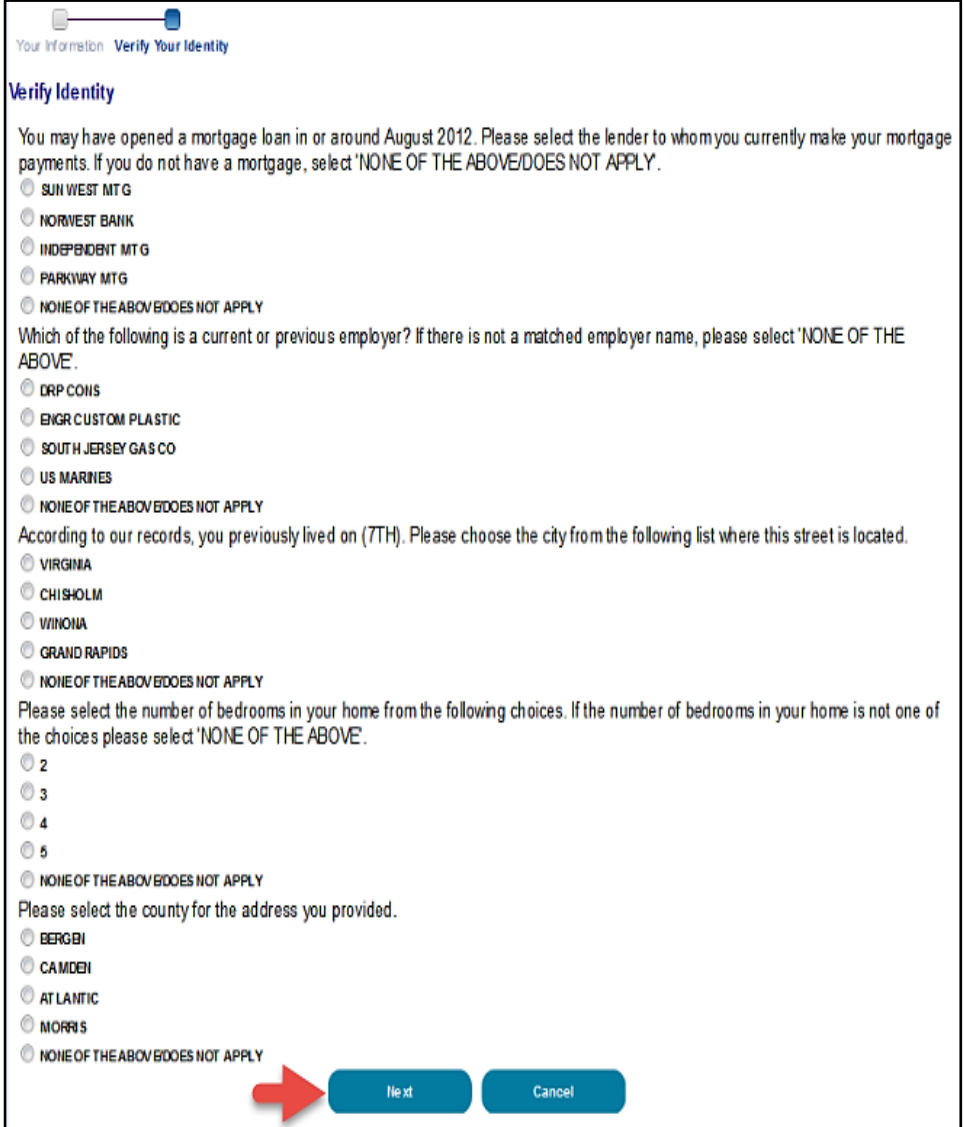
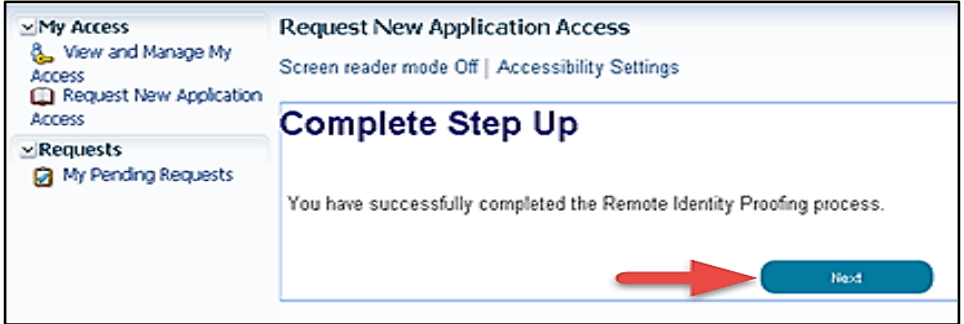
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Steps	Screenshots
15. Confirm your E-mail Address and enter your Social Security Number. Select <i>Next</i> after verifying the pre-populated information.	<div><h3>Your Information</h3><p>Enter your legal first name and last name, as it may be required for Identity Verification.</p><p>* First Name: <input type="text" value="John"/> Middle Name: <input type="text"/></p><p>* Last Name: <input type="text" value="Smith"/> Suffix: <input type="text" value=""/></p><hr/><p>Enter your E-mail address, as it will be used for account related communications.</p><p>* E-mail Address: <input type="text" value="John.Smith@yahoo.com"/></p><p>Re-enter your E-mail address.</p><p>* Confirm E-mail Address: <input type="text" value="John.Smith@yahoo.com"/> </p><hr/><p>Enter your full 9 digit social security number, as it may be required for Identity Verification.</p><p>Social Security Number: <input type="text" value="... .."/> </p><hr/><p>Enter your date of birth in MM/DD/YYYY format, as it may be required for Identity Verification.</p><p>* Date of Birth: <input type="text" value="12"/> <input type="text" value="11"/> <input type="text" value="1988"/></p><hr/><p><input checked="" type="radio"/> U.S. Home Address <input type="radio"/> Foreign address</p><p>Enter your current or most recent home address, as it may be required for Identity Verification.</p><p>* Home Address Line 1: <input type="text" value="2810 Lord Baltimore Dr"/></p><p>Home Address Line 2: <input type="text"/></p><p>* City: <input type="text" value="Baltimore"/> * State: <input type="text" value="Maryland"/> <input type="text" value="21244"/> * Zip Code: <input type="text" value="21244"/> Zip Code Extension: <input type="text"/> Country: USA</p><hr/><p>Enter your primary phone number, as it may be required for Identity Verification.</p><p>* Primary Phone Number: <input type="text" value="301"/> <input type="text" value="121"/> <input type="text" value="1212"/></p><hr/><p><input type="button" value="Cancel"/> <input type="button" value="Next"/> </p></div>

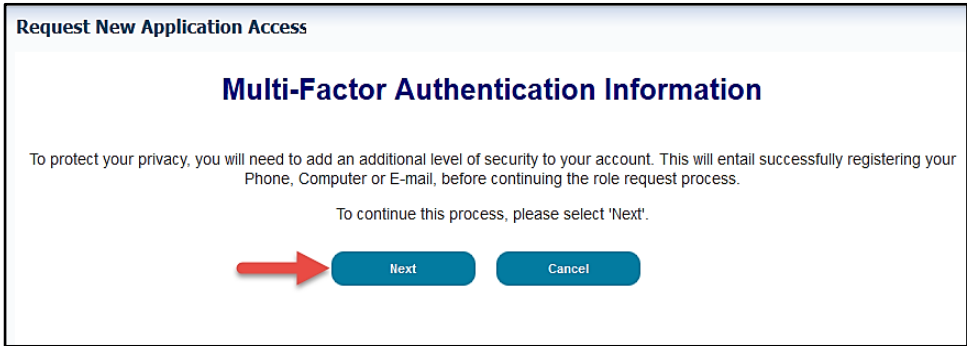
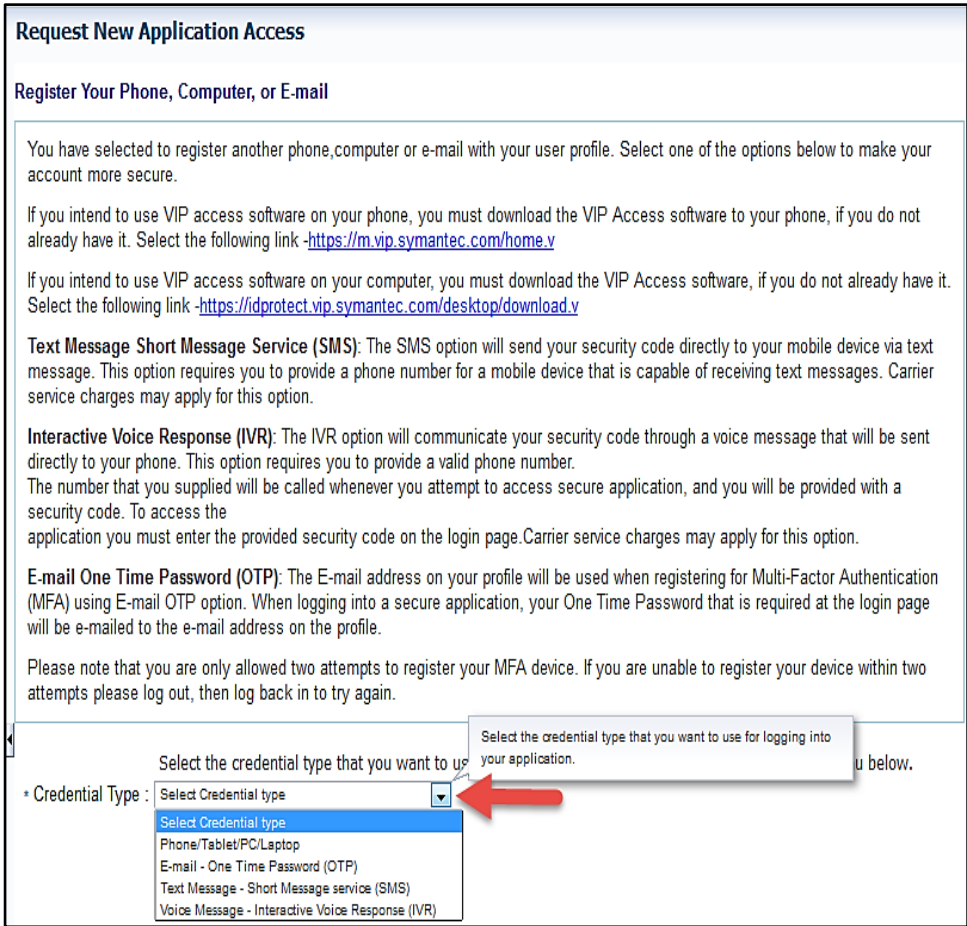
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Steps	Screenshots
<p>16. Provide an answer to each question under the Verify Identity section.</p> <p>Select <i>Next</i> to continue.</p> <p>Note: <i>Verify Identity questions are provided from Experian based on the information provided in step 15.</i></p>	
<p>17. Remote Identity Proofing is now complete. Select <i>Next</i> to proceed to register for the Multi-Factor Authentication process.</p>	

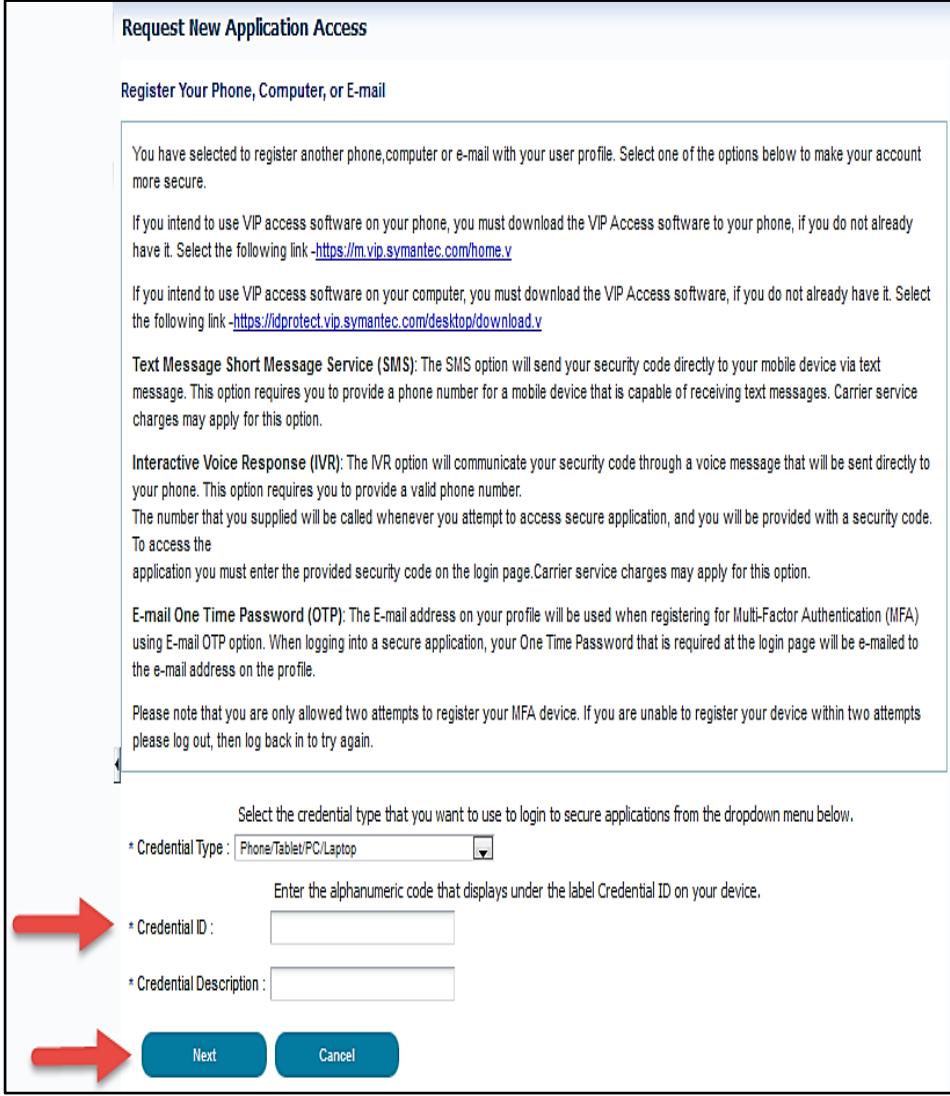
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Steps	Screenshots
<p align="center">Multi-Factor Authentication (MFA)</p> <p>Please follow steps 18 to 21 to register for MFA. MFA is an approach to security authentication which requires users to provide more than one form of verification in order to prove their identity. MFA registration is required only once when you are requesting a user role, but will be verified every time you log into the CMS Enterprise Portal. Additional information on how the MFA process works can be found at http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-ORUR.html.</p>	
18. Select <i>Next</i> to begin registration for the Multi-Factor Authentication process.	
<p>19. Read the Register Your Phone, Computer, or E-mail notification and then select an option from the Credential Type drop-down menu.</p> <p>Note: <i>Regardless of the mechanism you choose, you will have 30 minutes to retrieve and enter the Security Code. If you are unable to enter the code within 30 minutes, then the code will expire and you need to request a new Security Code. If selecting Phone/Tablet/PC/Laptop as Credential Type, you will first need to ensure you have the VIP Client and appropriate VIP Access software downloaded to your device. The VIP Client and VIP Access software can be downloaded via the Symantec Site (direct link is provided on your screen). Refer to the hyper link on the right screen to make selection. If the VIP Client and VIP Access software is not installed on your device, you will be unable to complete the Multi-Factor Authentication process.</i></p>	

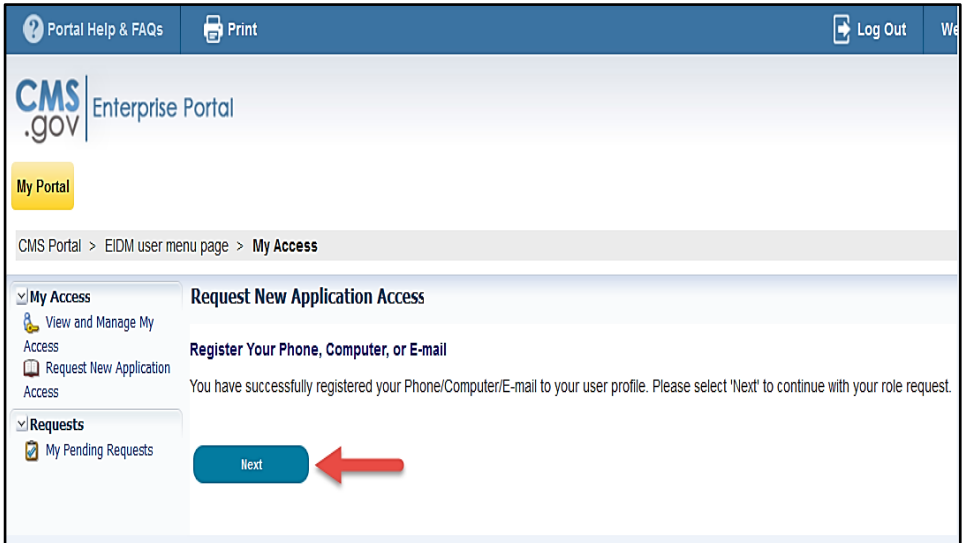
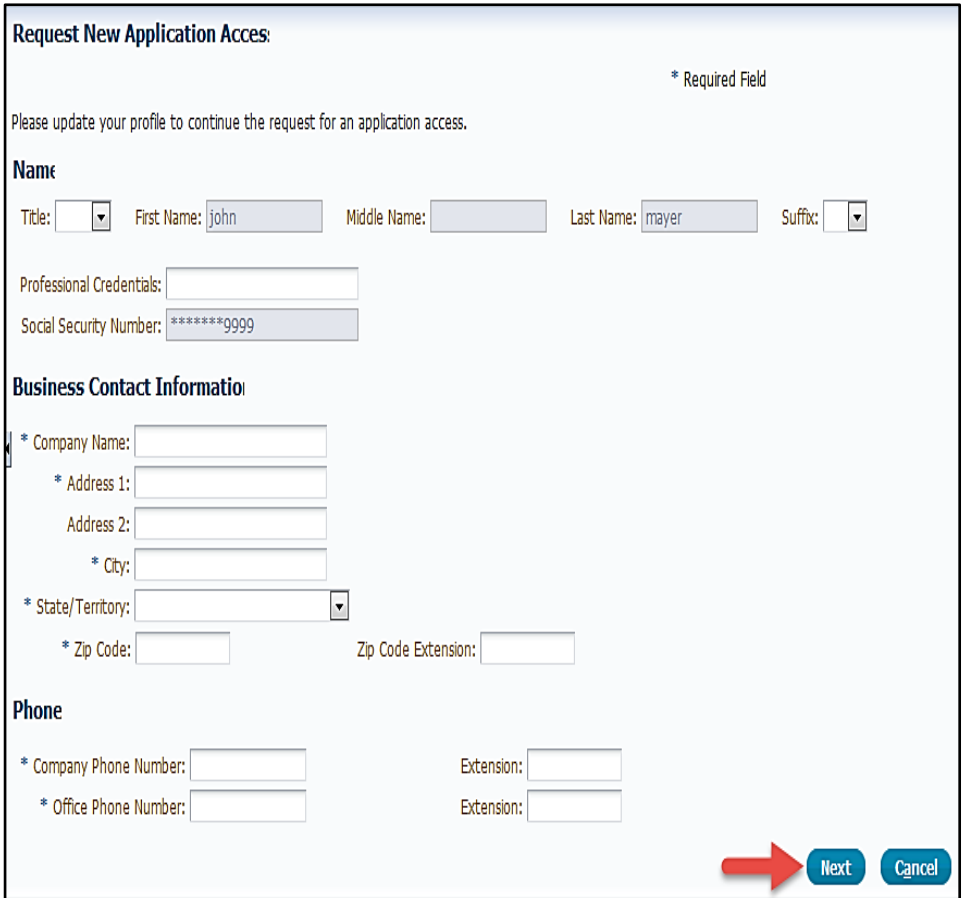
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Steps	Screenshots
<p>20. (a) If selecting Phone/Tablet/PC/Laptop as Credential Type, enter the alphanumeric code that displays under the field label Credential ID and Device ID as the Credential Description.</p> <p style="text-align: center;">OR</p> <p>(b) If selecting E-mail – One Time Password (OTP) as Credential Type, the email associated with the EIDM account will be entered as E-mail Address to obtain the security code. Enter E-mail as the Credential Description.</p> <p style="text-align: center;">OR</p> <p>(C) If selecting Text Message – Short Message service (SMS) as Credential Type, enter the Phone Number that will be used to obtain the security code as Phone Number and Text as the Credential Description.</p> <p style="text-align: center;">OR</p> <p>(D) If selecting Voice Message – Interactive Voice Response (IVR) as Credential Type, enter the Phone Number that will be used to obtain the security code as Phone Number and IVR as Credential Description.</p> <p>Select Next to continue.</p>	

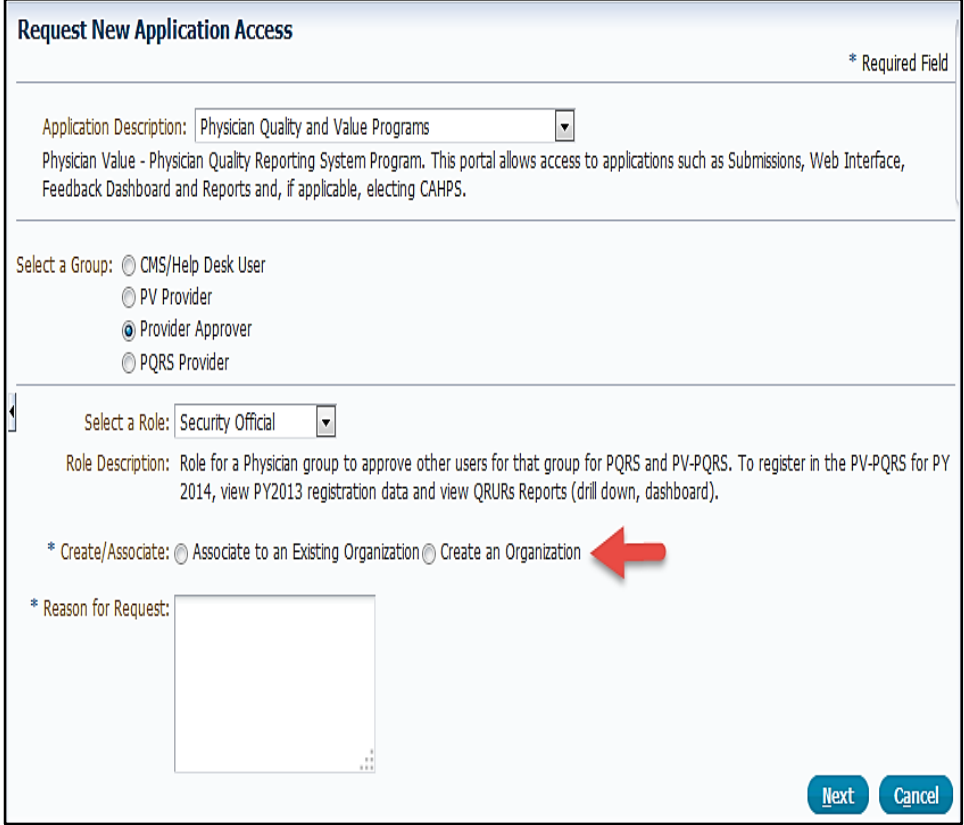
If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>21. Your registration for the Multi-Factor Authentication is now complete. Select Next to proceed to request a user role in order to access the 'Physician Quality and Value Programs' application.</p> <p>Note: You will receive an E-mail notification for successfully registering the MFA credential type.</p>	
<p>22. Enter the required information under Business Contact Information and Phone sections and select Next.</p> <p>Note: The information under the Name section will be pre-populated with the Remote Identity Proofing information from step 15.</p> <ul style="list-style-type: none">• If you are requesting a Security Official role, go to step 23.• If you are requesting a Group Representative role, go to step 30.• If you are requesting an Individual Practitioner role, go to step 33.• If you are requesting an Individual Practitioner Representative role, go to step 40.	

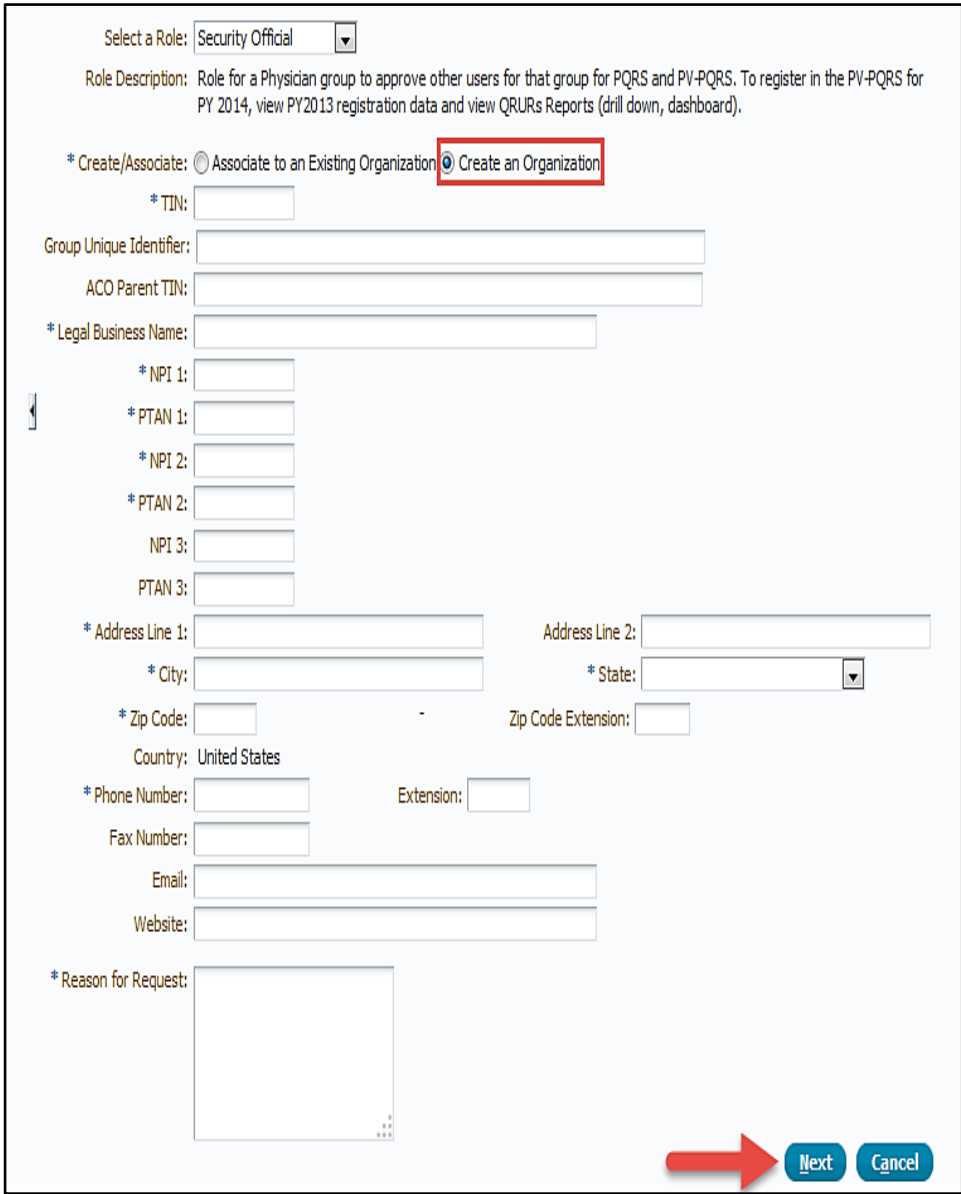
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
Follow Steps 23 to 29 to Request a 'Security Official' Role	
<p>23. a) If you are the first person in your group practice to sign up for the Security Official role and register your group practice in the EIDM, select Create an Organization. Then, proceed to Step 24.</p> <p style="text-align: center;">OR</p> <p>(b) If you are signing up for a Security Official role and your group practice already exists in the EIDM, select Associate to an Existing Organization. Then, proceed to Step 27.</p>	

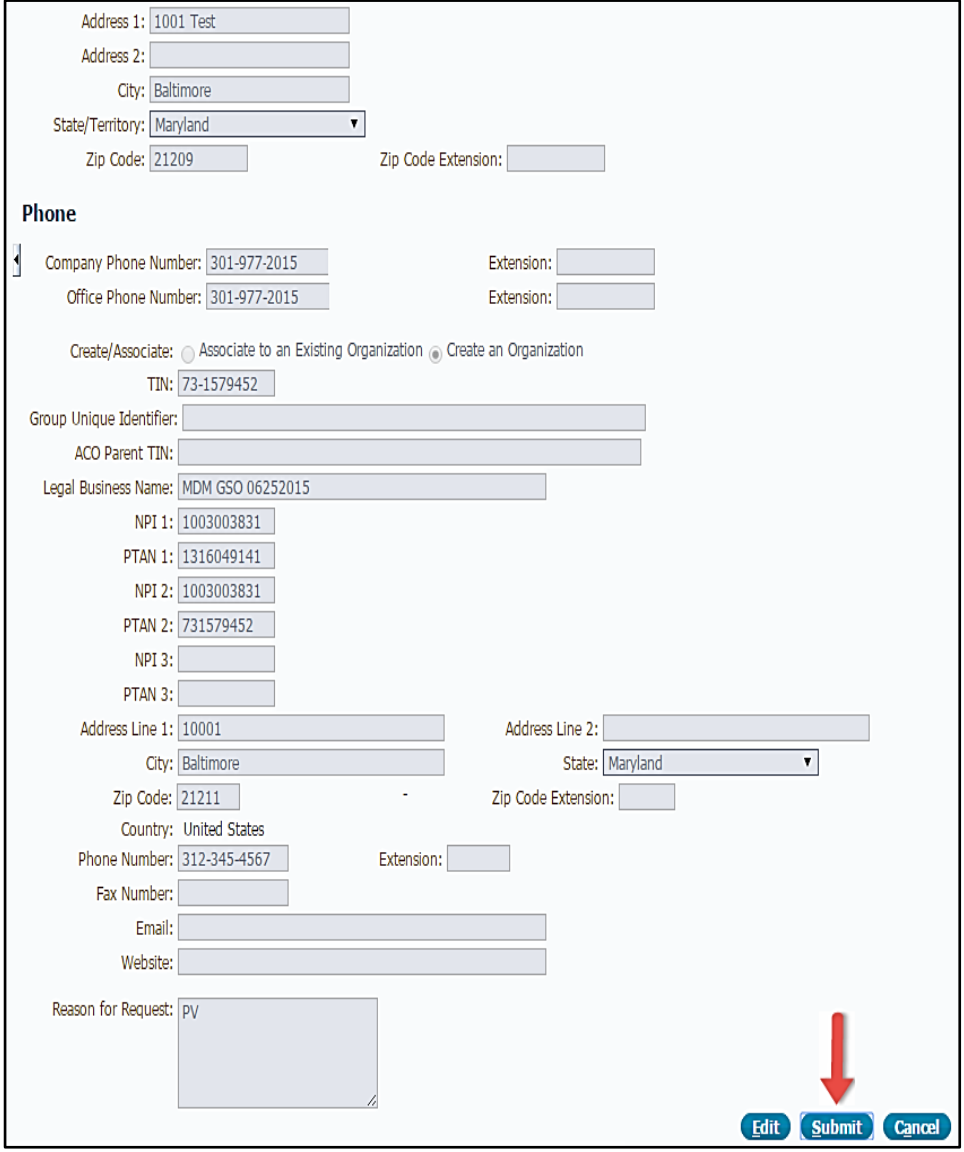
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Steps	Screenshots
<p>24. If selecting Create an Organization as the Create/Associate option, enter the following required information for the group practice:</p> <ul style="list-style-type: none"> • Medicare Billing TIN • Legal Business Name • NPI 1 • PTAN 1 • NPI 2 • PTAN 2 • Address • City • State • Zip Code • Phone Number • Reason for Request <p>Select Next.</p> <p>Note: In this section, enter your group practice's Medicare billing TIN; enter rendering NPIs for two different eligible professionals who bill under the TIN (do not use the <u>group NPI</u>) and enter their corresponding individual PTANs (do not use the <u>group PTAN</u>); and enter the remaining required information.</p> <p>Example: Healthy Clinic with Medicare billing TIN 74-7575757 has ten eligible professionals in the group. Enter the rendering NPI and individual PTAN combinations for two of the eligible professionals: Dr. Smith and Dr. Beaver.</p> <ul style="list-style-type: none"> • Dr. Smith's rendering NPI is 4545454545 and the corresponding individual PTAN is G676767676. <p>Note: PTANs are alphanumeric therefore, enter the alpha characters.</p> <ul style="list-style-type: none"> • Dr. Beaver's rendering NPI is 2525252525 and the corresponding individual PTAN is 0012789456. <p>Note: All leading zeros in the PTAN</p>	

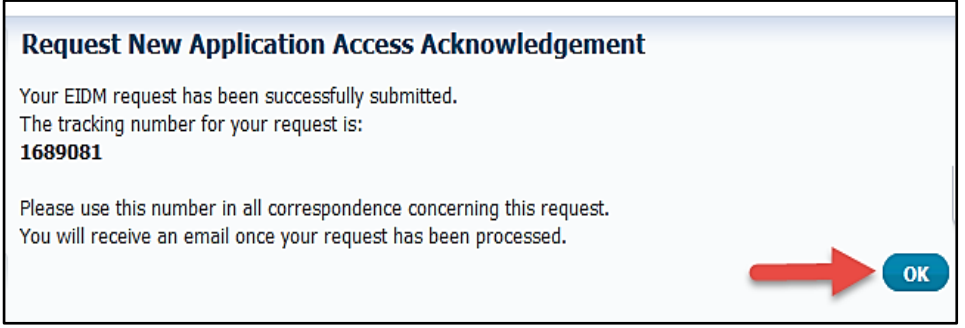
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p><i>should be entered.</i></p>	
<p>25. Verify the information on the Verification screen and select Submit.</p>	

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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>26. (a) You have successfully applied for the Security Official role.</p> <p>(b) If your role request is automatically approved, proceed to Step 43 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Register the group practice to participate in the PQRS GPRO; • Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit an informal review request on behalf of the group practice. <p><i>A confirmation E-mail will be sent shortly after the submission confirmation message.</i></p> <p>Note: <i>You have three (3) attempts to enter two valid NPI/PTAN combinations for two different eligible professionals who bill under the TIN. If the information is a confirmed match, the request will be automatically approved. If you exceed these attempts, your request will be sent to the QualityNet Help Desk for manual approval. The QualityNet Help Desk will contact you for further assistance within two (2) business days.</i></p>	

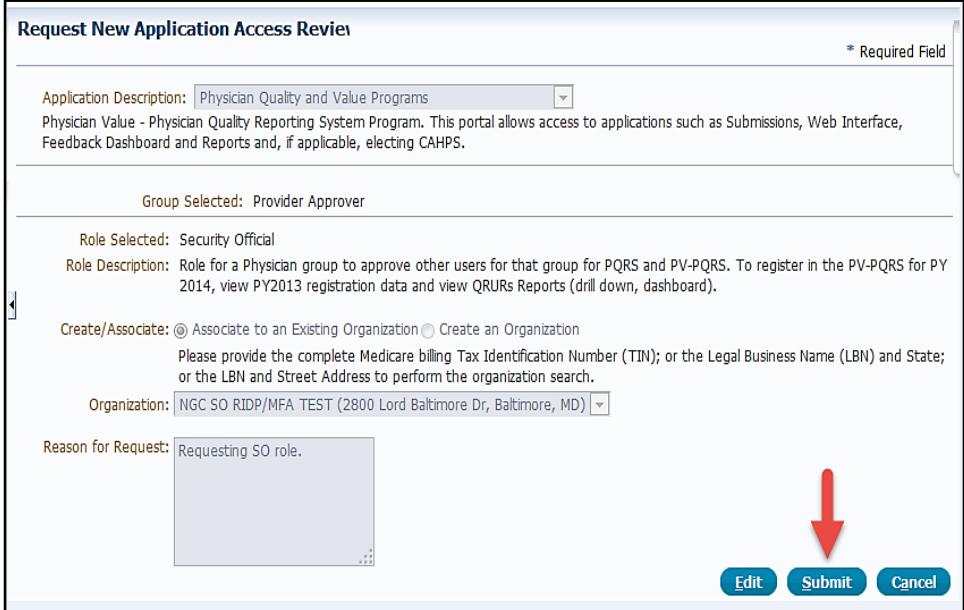
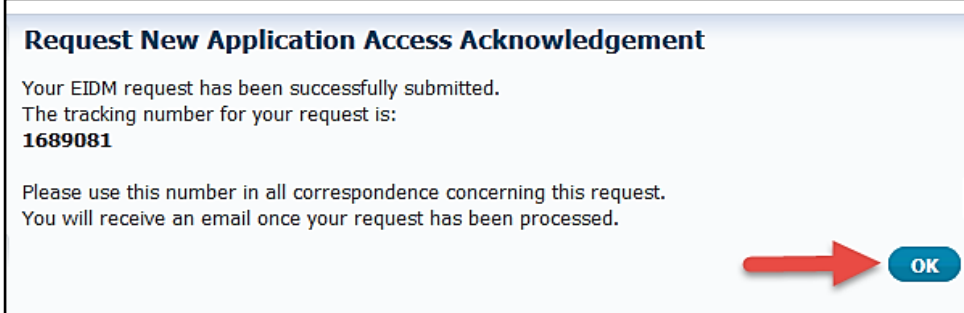
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>27. (a) If selecting Associate to an Existing Organization as the Create/Associate option, enter one of the following information for the group practice:</p> <ul style="list-style-type: none">i. Medicare Billing TINORii. Legal Business Name and StateORiii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select your group practice from the Organization drop-down menu. Enter Reason for Request and select Next.</p> <p>Note: If your group practice cannot be found, please verify that your group practice already has a user with an approved Security Official role and you entered the group practice's Medicare billing TIN correctly. If you do not know the Security Official, contact the QualityNet Help Desk.</p>	<p>The screenshot shows the 'Request New Application Access' form. It includes fields for Application Description (Physician Quality and Value Programs), Select a Group (CMS/Help Desk User, PV Provider, Provider Approver, PQRS Provider), Select a Role (Security Official), Role Description, and Create/Associate options (Associate to an Existing Organization, Create an Organization). The form also has fields for Legal Business Name, TIN (20-8987815), Address Line 1, Address Line 2, City, State, Zip Code, and Zip Code Extension. A Search button is present. The Organization dropdown is set to 'NGC SO RIDP/MFA TEST (2800 Lord Baltimore Dr, Baltimore, MD)'. The Reason for Request text area contains 'Requesting SO role.'. The form ends with Next and Cancel buttons. Red arrows point to the TIN field, the Search button, the Organization dropdown, the Reason for Request text area, and the Next button.</p>

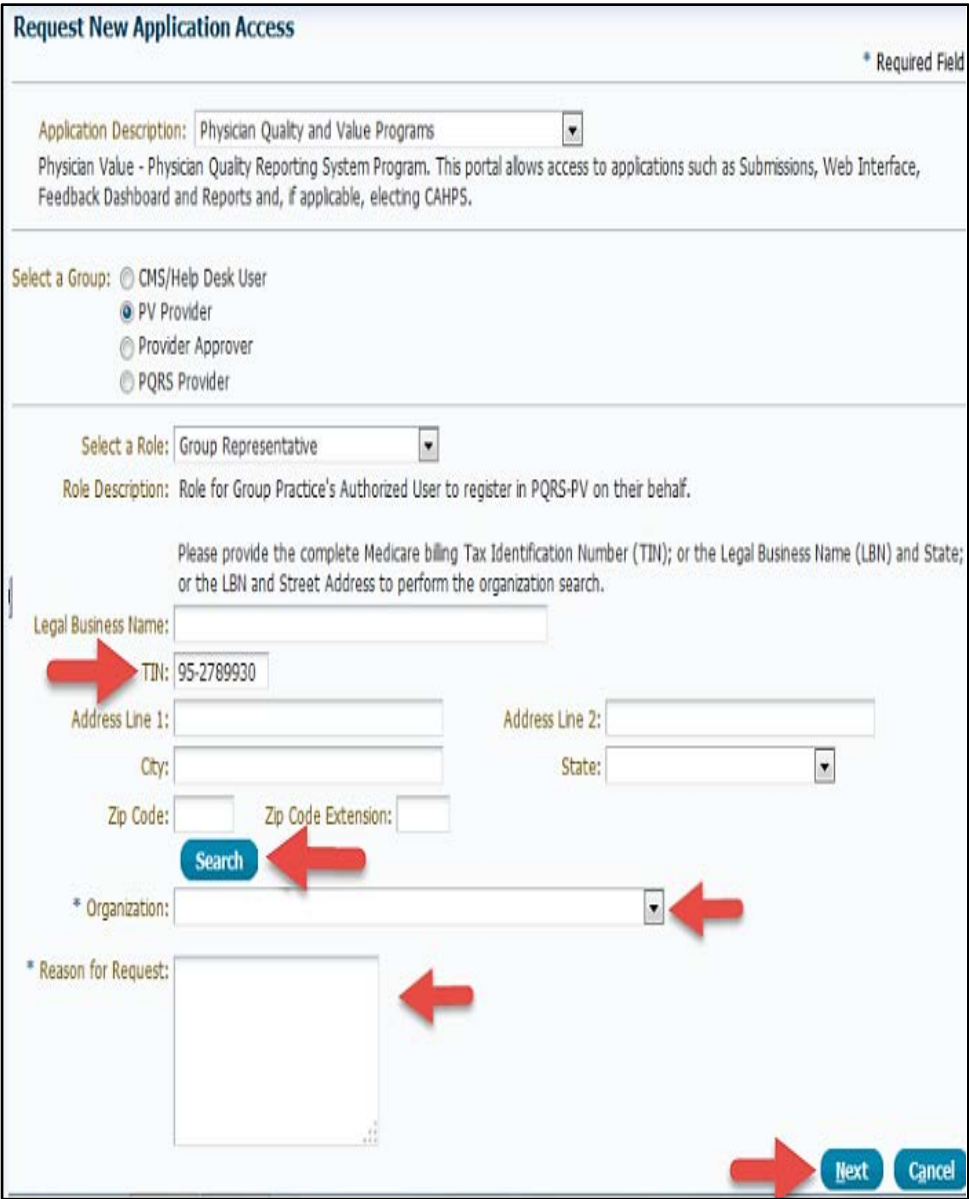
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>28. Verify the information on the Verification screen and select Submit.</p>	 <p>Request New Application Access Review * Required Field</p> <p>Application Description: Physician Quality and Value Programs</p> <p>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.</p> <p>Group Selected: Provider Approver</p> <p>Role Selected: Security Official</p> <p>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).</p> <p>Create/Associate: <input checked="" type="radio"/> Associate to an Existing Organization <input type="radio"/> Create an Organization</p> <p>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.</p> <p>Organization: NGC SO RIDP/MFA TEST (2800 Lord Baltimore Dr, Baltimore, MD)</p> <p>Reason for Request: Requesting SO role.</p> <p>Edit Submit Cancel</p>
<p>29. (a) You have successfully applied for the Security Official role.</p> <p>Note: <i>Another Security Official from your group practice must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</i></p> <p>(b) After your role request is approved, proceed to Step 43 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Register the group practice to participate in the PQRS GPRO; • Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit an informal review request on behalf of the group practice. 	 <p>Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <p>OK</p>

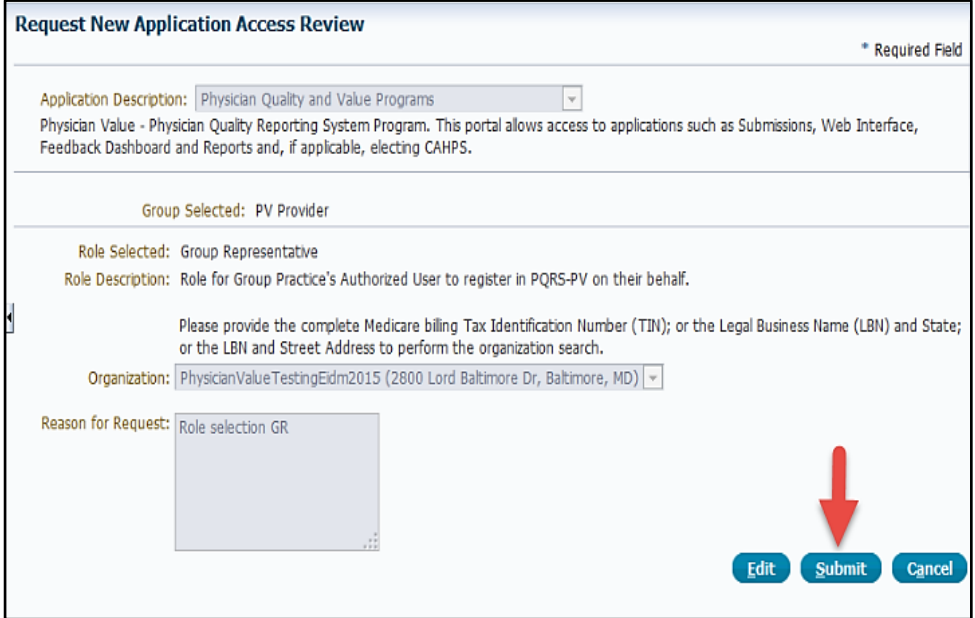
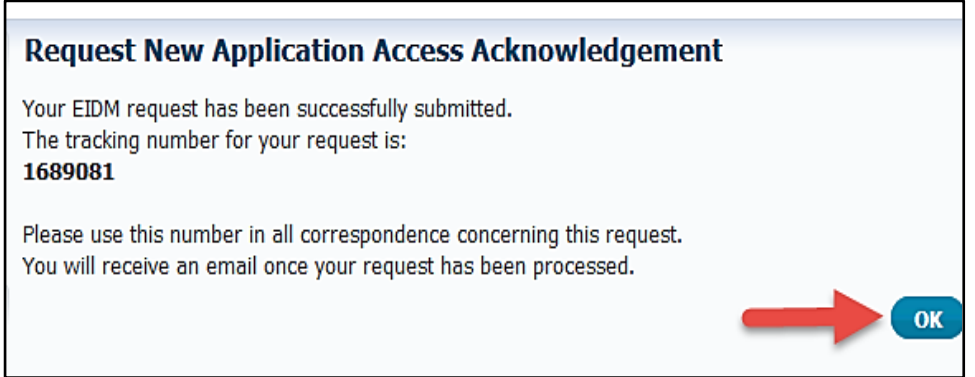
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Guide for Obtaining a New EIDM Account with a ‘Physician Quality and Value Programs’ Role

Steps	Screenshots
Follow Steps 30 to 32 to Request a ‘Group Representative’ Role	
<p>30. (a) Enter one of the following information for the group practice.</p> <p style="margin-left: 40px;">i. Medicare Billing TIN OR</p> <p style="margin-left: 40px;">ii. Legal Business Name and State OR</p> <p style="margin-left: 40px;">iii. Legal Business Name and Street Address</p> <p>(b) Select Search.</p> <p>(c) Select your group practice from the Organization drop-down menu. Enter Reason for Request and select Next.</p> <p>Note: If your group practice cannot be found, please verify that your group practice already has a user with an approved Security Official role and you entered the group practice’s Medicare billing TIN correctly. If you do not know your Security Official, contact the QualityNet Help Desk.</p>	

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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>31. Verify the information on the Verification screen and select Submit.</p>	
<p>32. (a) You have successfully applied for the Group Representative role.</p> <p>Note: A Security Official from your group practice must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to Step 43 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Register the group practice to participate in the PQRS GPRO; • Obtain the group practice's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Submit an informal review request on behalf of the group practice. 	

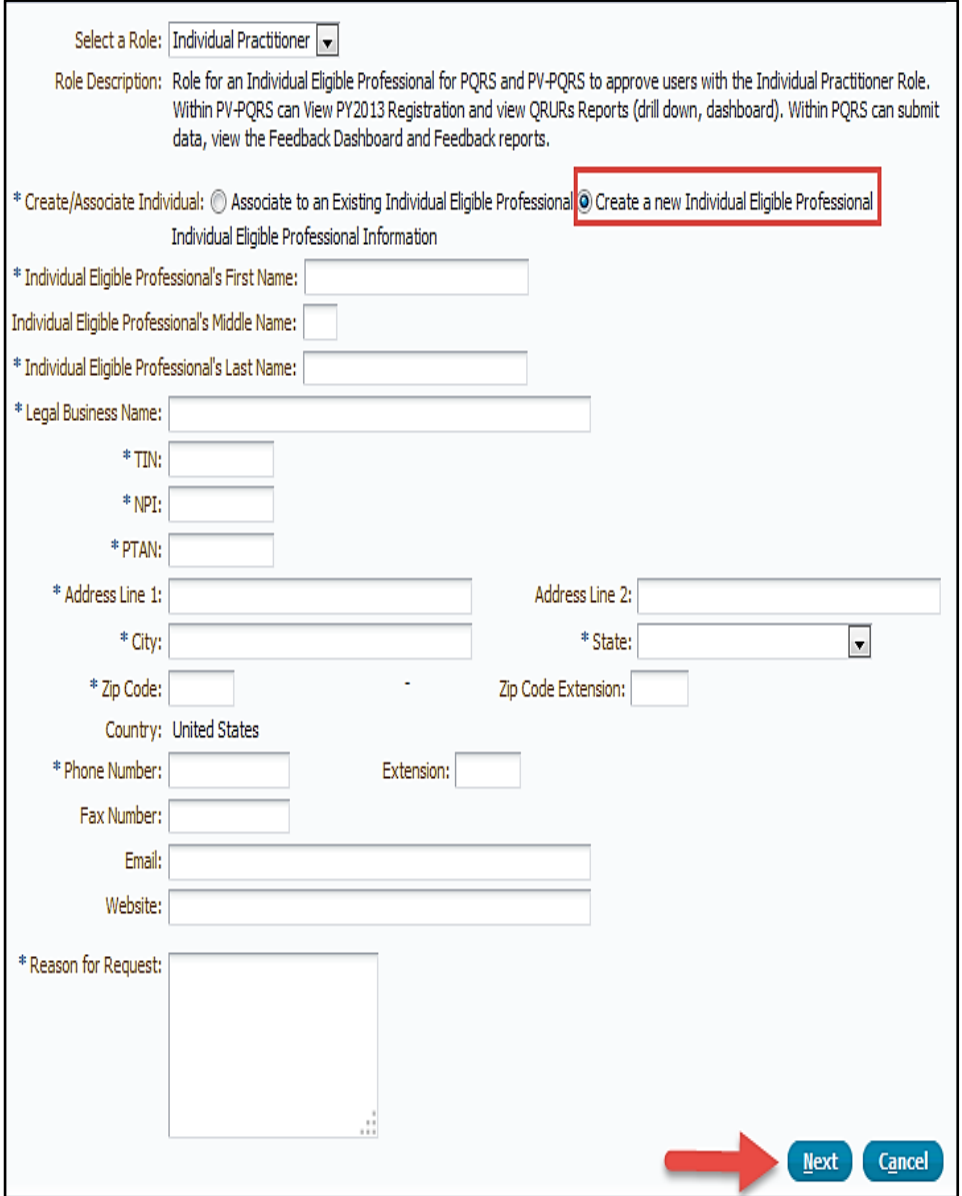

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Guide for Obtaining a New EIDM Account with a ‘Physician Quality and Value Programs’ Role

Steps	Screenshots
Follow Steps 33 to 39 to Request an ‘Individual Practitioner’ Role	
<div> 33. (a) If you are the first person (the solo practitioner or an authorized representative of the solo Practitioner) to sign up for an Individual Practitioner role on behalf of a solo practitioner and register the solo practitioner in the EIDM, select Create a New Individual Eligible Professional. Then, proceed to Step 34. <div> OR </div> (b) If you are signing up for an Individual Practitioner role and the solo practitioner already exists in the EIDM, select Associate to an Existing Individual Eligible Professional. Then proceed to Step 37. </div>	<div> </div>


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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>34. If selecting Create a new Individual Eligible Professional as the Create/Associate Individual option, enter the following required information for the solo practitioner:</p> <ul style="list-style-type: none">• Individual Eligible Professional's (Solo Practitioner's) First Name• Individual Eligible Professional's (Solo Practitioner's) Last Name• Legal Business Name• Medicare Billing TIN• Rendering NPI• Individual PTAN• Address• City• State• Zip Code• Phone Number• Reason for Request <p>Select Next.</p> <p>Note: In this section, enter the solo practitioner's Medicare billing TIN, rendering NPI, and the corresponding individual PTAN (do not use the GROUP NPI or GROUP PTAN); and enter the remaining required information.</p> <p>Note: PTANs are alphanumeric therefore, enter the alpha characters. All leading zeros in the PTAN should be entered.</p>	 <p>Select a Role: Individual Practitioner</p> <p>Role Description: Role for an Individual Eligible Professional for PQRS and PV-PQRS to approve users with the Individual Practitioner Role. Within PV-PQRS can View PY2013 Registration and view QRURs Reports (drill down, dashboard). Within PQRS can submit data, view the Feedback Dashboard and Feedback reports.</p> <p>* Create/Associate Individual: <input type="radio"/> Associate to an Existing Individual Eligible Professional <input checked="" type="radio"/> Create a new Individual Eligible Professional</p> <p>Individual Eligible Professional Information</p> <p>* Individual Eligible Professional's First Name: <input type="text"/></p> <p>Individual Eligible Professional's Middle Name: <input type="text"/></p> <p>* Individual Eligible Professional's Last Name: <input type="text"/></p> <p>* Legal Business Name: <input type="text"/></p> <p>* TIN: <input type="text"/></p> <p>* NPI: <input type="text"/></p> <p>* PTAN: <input type="text"/></p> <p>* Address Line 1: <input type="text"/> Address Line 2: <input type="text"/></p> <p>* City: <input type="text"/> * State: <input type="text"/></p> <p>* Zip Code: <input type="text"/> Zip Code Extension: <input type="text"/></p> <p>Country: United States</p> <p>* Phone Number: <input type="text"/> Extension: <input type="text"/></p> <p>Fax Number: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Website: <input type="text"/></p> <p>* Reason for Request: <input type="text"/></p> <p> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>

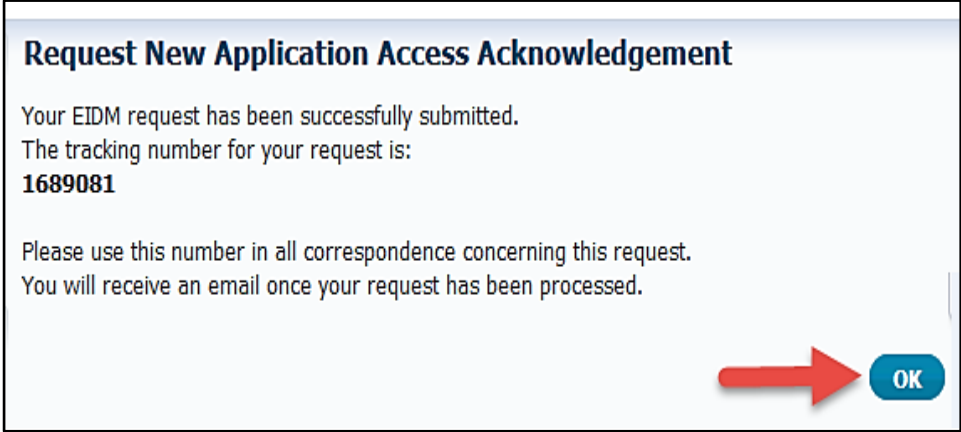
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Guide for Obtaining a New EIDM Account with a ‘Physician Quality and Value Programs’ Role

Steps	Screenshots
35. Verify the information on the Verification screen and select <i>Submit</i> .	

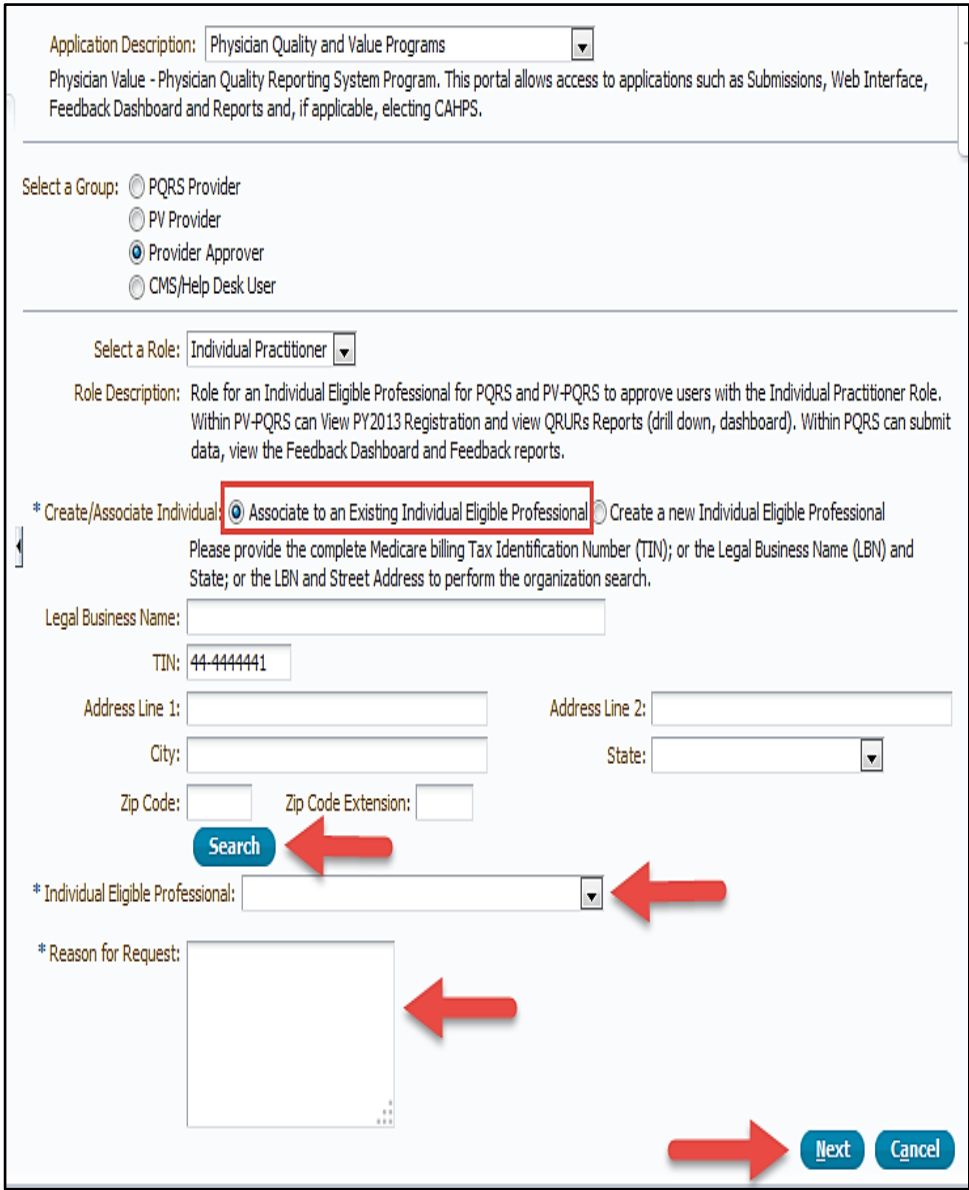
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>36. (a) You have successfully applied for the Individual Practitioner role.</p> <p>(b) After your role request is automatically approved, proceed to Step 43 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report; and • Approve request for the Individual Practitioner Representative role in the EIDM. <p><i>A confirmation E-mail will be sent shortly after the submission confirmation message.</i></p> <p>Note: <i>You have three (3) attempts to enter the valid NPI/PTAN combinations for eligible professionals who bill under the TIN. If the information is a confirmed match, the request will be automatically approved. If you exceed these attempts, your request will be sent to the QualityNet Help Desk for manual approval. The QualityNet Help Desk will contact you for further assistance within two (2) business days.</i></p>	

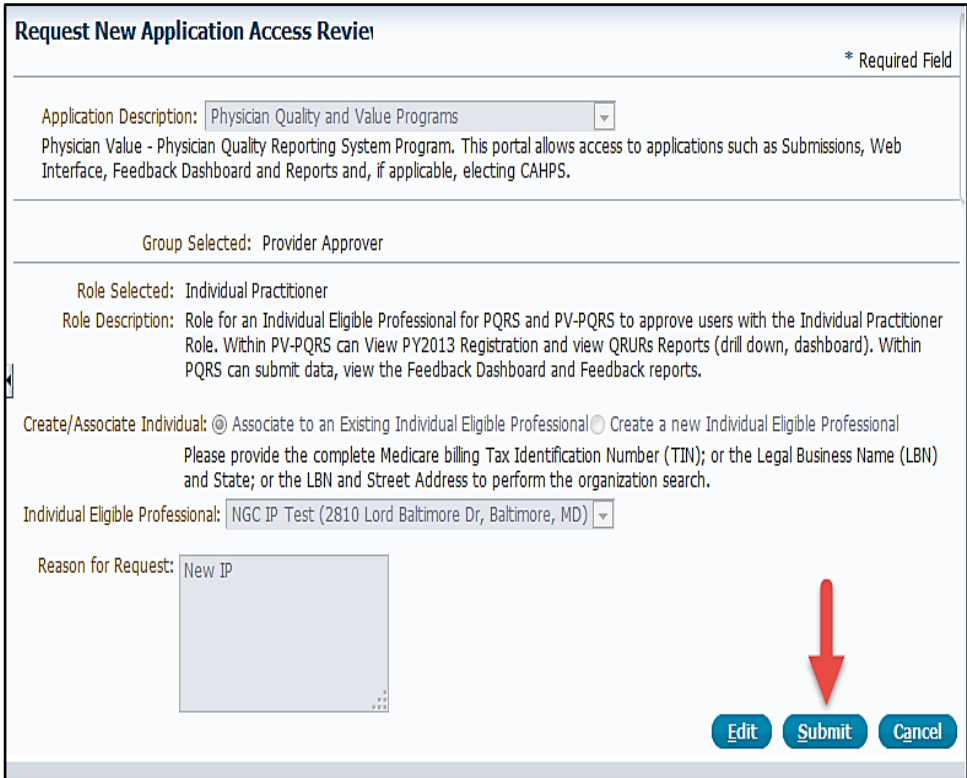
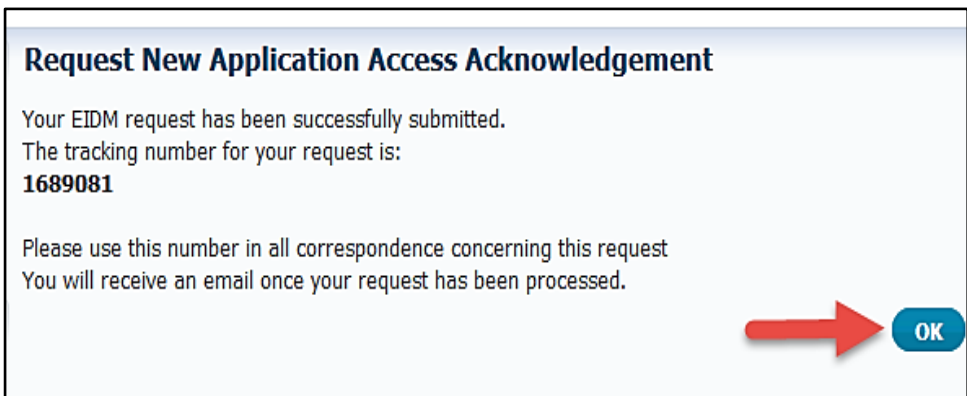
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>37. (a) If selecting Associate to an Existing Individual Eligible Professional as the Create/Associate Individual, enter one of the following information for the solo practitioner:</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select the solo practitioner from the Individual Eligible Professional drop-down menu. Enter Reason for Request and select Next.</p> <p>Note: If the solo practitioner cannot be found, please verify that the solo practitioner already has a user with an approved Individual Practitioner role and you entered the solo practitioner's Medicare billing TIN correctly. If you do not know the Individual Practitioner, contact the QualityNet Help Desk.</p>	 <p>The screenshot displays the 'Create/Associate Individual' section of the EIDM system. It includes a dropdown for 'Application Description' set to 'Physician Quality and Value Programs'. Below this, there's a 'Select a Group' section with radio buttons for 'PQRS Provider', 'PV Provider', 'Provider Approver' (selected), and 'CMS/Help Desk User'. The 'Select a Role' dropdown is set to 'Individual Practitioner'. A 'Role Description' box explains the role. The 'Create/Associate Individual' section has two radio buttons: 'Associate to an Existing Individual Eligible Professional' (selected and highlighted with a red box) and 'Create a new Individual Eligible Professional'. Below this, a text box prompts for Medicare billing TIN, Legal Business Name (LBN), and State/Address. Fields for 'Legal Business Name', 'TIN' (44-4444441), 'Address Line 1', 'Address Line 2', 'City', 'State' (dropdown), 'Zip Code', and 'Zip Code Extension' are present. A blue 'Search' button is highlighted with a red arrow. Below the search fields, there's a dropdown for 'Individual Eligible Professional' (highlighted with a red arrow) and a text area for 'Reason for Request' (highlighted with a red arrow). At the bottom right, 'Next' and 'Cancel' buttons are visible, with the 'Next' button highlighted by a red arrow.</p>

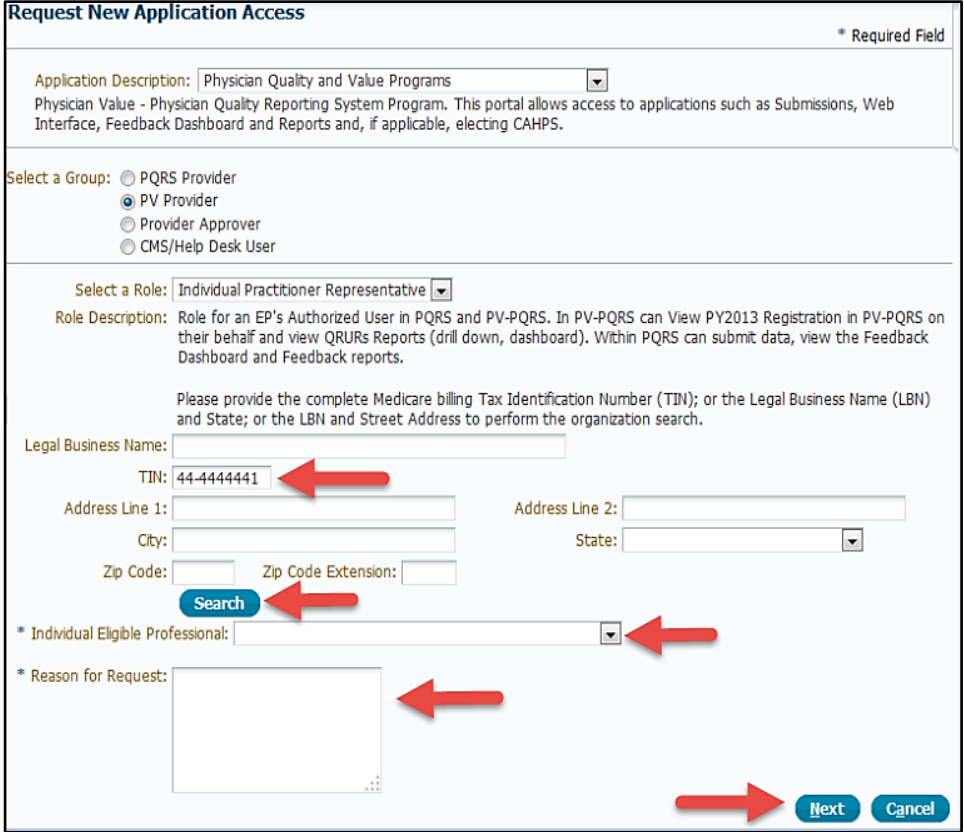
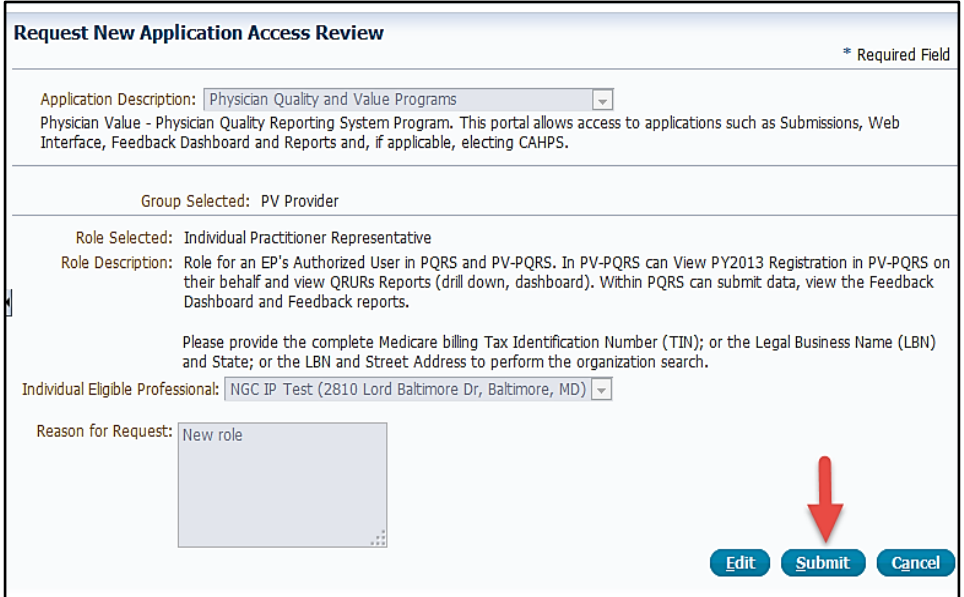
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>38. Verify the information on the Verification screen and select Submit.</p>	
<p>39. (a) You have successfully applied for the Individual Practitioner role.</p> <p>Note: Another Individual Practitioner on behalf of the solo practitioners must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</p> <p>(b) After your role request is approved, proceed to Step 43 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none"> Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report. 	

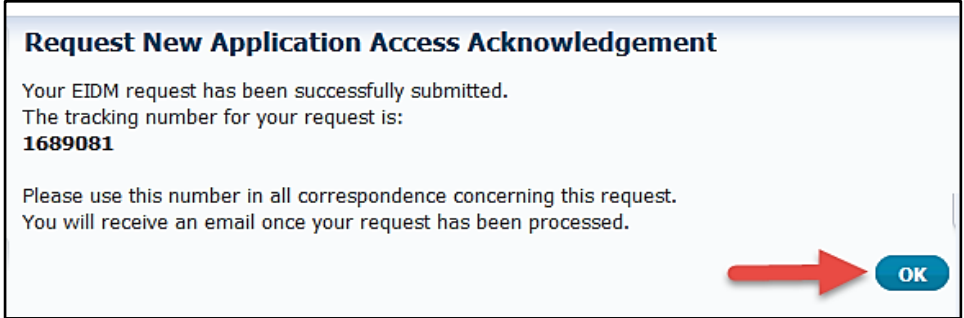
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Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p align="center">Follow Steps 40 to 42 to Request an "Individual Practitioner Representative" Role</p>	
<p>40. (a) Enter one of the following information for the solo practitioner:</p> <ul style="list-style-type: none"> i. Medicare Billing TIN OR ii. Legal Business Name and State OR iii. Legal Business Name and Street Address <p>(b) Select Search.</p> <p>(c) Select the solo practitioner from the Individual Eligible Professional drop-down menu. Enter the Reason for Request and select Next.</p> <p>Note: If the solo practitioner cannot be found, please verify that the solo practitioner already has a user with an approved Individual Practitioner role and you entered the solo practitioner's Medicare billing TIN correctly. If you do not know the Individual Practitioner, contact the QualityNet Help Desk.</p>	
<p>41. Verify the information on the Verification screen and select Submit.</p>	

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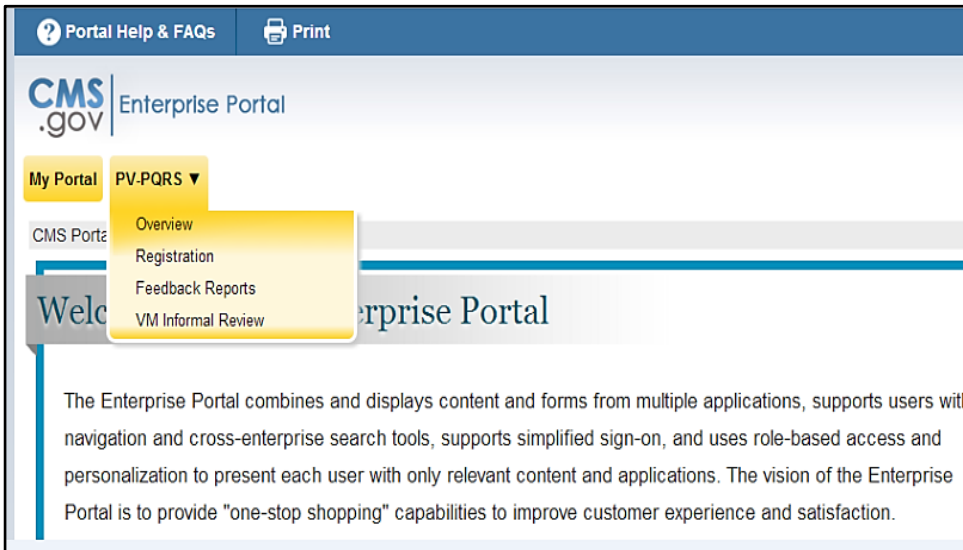
Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

Steps	Screenshots
<p>42. (a) You have successfully applied for the Individual Practitioner Representative role.</p> <p>Note: <i>An Individual Practitioner on behalf of the solo practitioner must approve your request within sixty (60) days after it is submitted; otherwise, the request will be canceled and need to be resubmitted.</i></p> <p>(b) After your role request is approved, proceed to next step to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to:</p> <ul style="list-style-type: none">Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report.	 <p>Request New Application Access Acknowledgement</p> <p>Your EIDM request has been successfully submitted. The tracking number for your request is: 1689081</p> <p>Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed.</p> <p>OK</p>

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

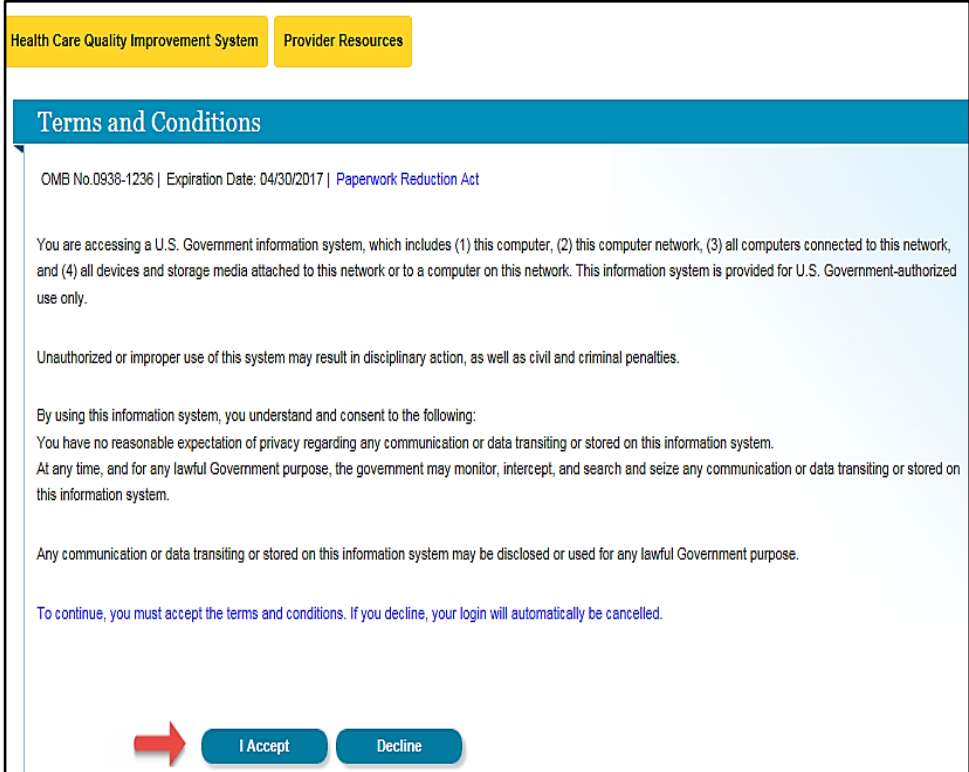

Guide for Obtaining a New EIDM Account with a 'Physician Quality and Value Programs' Role

- V. **Completing the Multi-Factor Authentication(MFA) – Multi-Factor Authentication will need to be completed each time you log into the CMS Enterprise Portal. Additional information on how the MFA process works can be found at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013-QRUR.html>.**

Steps	Screenshots
<p>43. Log In to the CMS Enterprise Portal. Enter the following information and select Log In:</p> <ol style="list-style-type: none"> EIDM User ID EIDM Password <p>Note: <i>Multi-Factor Authentication (MFA) is a new approach to security authentication which will help improve CMS' ability to reduce fraud and ensure system security. It requires users to provide more than one form of verification in order to prove their identity in order to access certain information provided via the 'Physician Quality and Value Programs' application. MFA registration is required only once when you are requesting a role but will be verified at every logon.</i></p>	
<p>44. Select Registration (to register for the PQRS GPRO), Feedback Reports (to obtain a Mid-Year or Annual QRUR, Supplemental QRUR, or PQRS Feedback Report), or VM Informal Review (to submit an informal review request on behalf of a group practice) from the PV-PQRS drop-down menu.</p> <p>Note: <i>You will be re-directed to the Multi-Factor Terms and Conditions screen in order to complete the second portion of the Multi-Factor Authentication process.</i></p>	

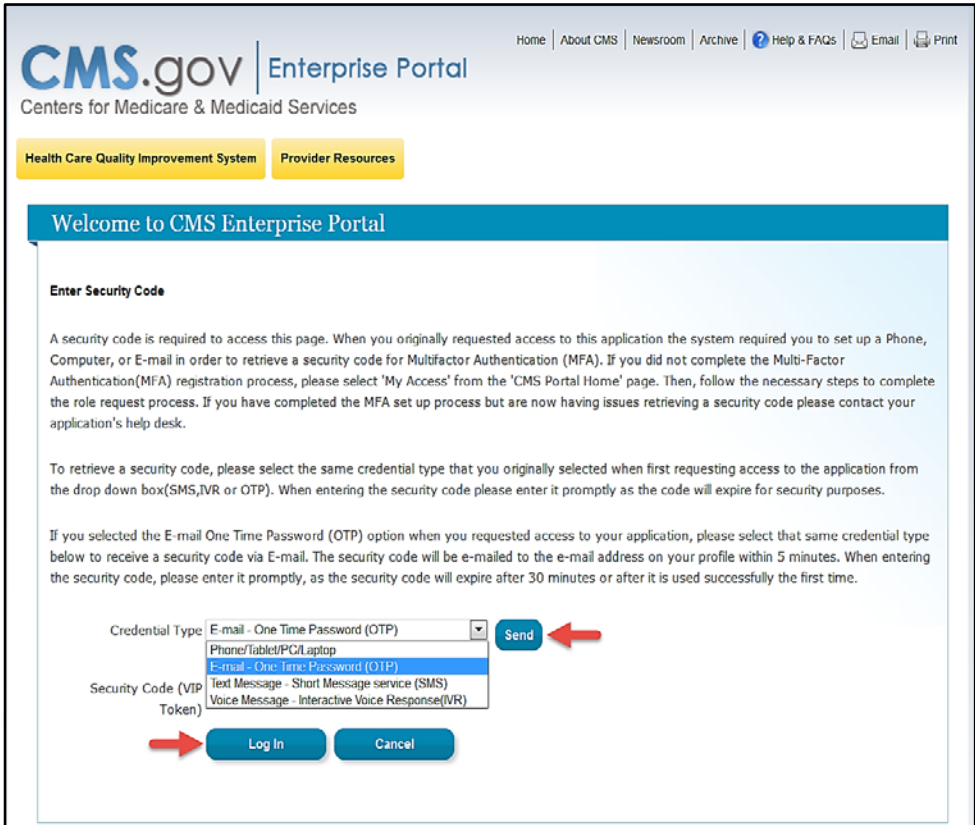
If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

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Steps	Screenshots
<p>45. Read the Terms and Conditions and select <i>I Accept</i>.</p>	
<p>46. Enter your EIDM User ID and EIDM Password on the Multi-Factor Authentication Login screen and select <i>Next</i>.</p>	

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST

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Steps	Screenshots
<p>47. (a) Select the Credential Type for the drop-down menu and then select Send to receive a Security Code.</p> <p>Note 1: You previously registered to complete the MFA process. Please ensure that you select the same Credential Type you selected when registering for the MFA process in Step 20. If you select a different Credential Type, you will receive an error message stating you did not register to complete MFA using the selected option and you will be unable to proceed. If you may have forgotten the Credential Type you selected, you may (1) retrieve the E-mail received upon successfully registering for MFA or (2) navigate to My Profile and select Remove Your Phone or Computer for this information. Selecting Remove Your Phone or Computer will display the Credential Type you selected to complete the MFA process.</p> <p>(b) Enter the Security Code (VIP Token) and then select Log In.</p> <p>Note: You will have 30 minutes to retrieve and enter the Security Code. If you are unable to enter the code within 30 minutes, then the code will expire and you will need to request a new Security Code.</p>	 <p>The screenshot displays the 'Enter Security Code' page of the CMS.gov Enterprise Portal. At the top, there are navigation links: Home, About CMS, Newsroom, Archive, Help & FAQs, Email, and Print. Below these are two buttons: 'Health Care Quality Improvement System' and 'Provider Resources'. The main heading is 'Welcome to CMS Enterprise Portal'. The section 'Enter Security Code' contains instructions: 'A security code is required to access this page. When you originally requested access to this application the system required you to set up a Phone, Computer, or E-mail in order to retrieve a security code for Multifactor Authentication (MFA). If you did not complete the Multi-Factor Authentication(MFA) registration process, please select 'My Access' from the 'CMS Portal Home' page. Then, follow the necessary steps to complete the role request process. If you have completed the MFA set up process but are now having issues retrieving a security code please contact your application's help desk.' It then explains how to retrieve a security code by selecting the same credential type as originally selected. A dropdown menu for 'Credential Type' is shown with 'E-mail - One Time Password (OTP)' selected. A red arrow points to the 'Send' button. Below this is a field for 'Security Code (VIP Token)' and a red arrow pointing to the 'Log In' button.</p>
<p>48. The Multi-Factor Authentication process is now complete. You will be redirected to your initial selection (Registration, Feedback Reports, or VM Informal Review [for group practices only]) within the PV-PQRS drop-down menu.</p>	

If you have questions about the or need assistance accessing any of the reports, please contact the QualityNet Help Desk by phone at 866-288-8912. Normal business hours are Monday-Friday from 8 am to 8 pm EST