Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

I.   Introduction

This guide is for users who have an Enterprise Identity Data Management (EIDM) account. This guide provides step-by-step instructions on how users can request a role to access the 'Physician Quality and Value Programs' application in the CMS Enterprise Portal using their existing EIDM account.

> **Note:** <u>Do not</u> use this guide (1) if you have an active Individuals Authorized Access to the CMS Computer Services (IACS) account with a Physician Value – Physician Quality Reporting System (PV-PQRS) role or (2) if you do not have an EIDM account. 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 QRUR, Supplemental QRUR and PQRS Feedback Report.

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

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 requesting a 'Physician Quality and Value Programs' user role:

- **Security Official:**
  o **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:**
  o **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:**
  o **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:**
  o **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.

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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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User
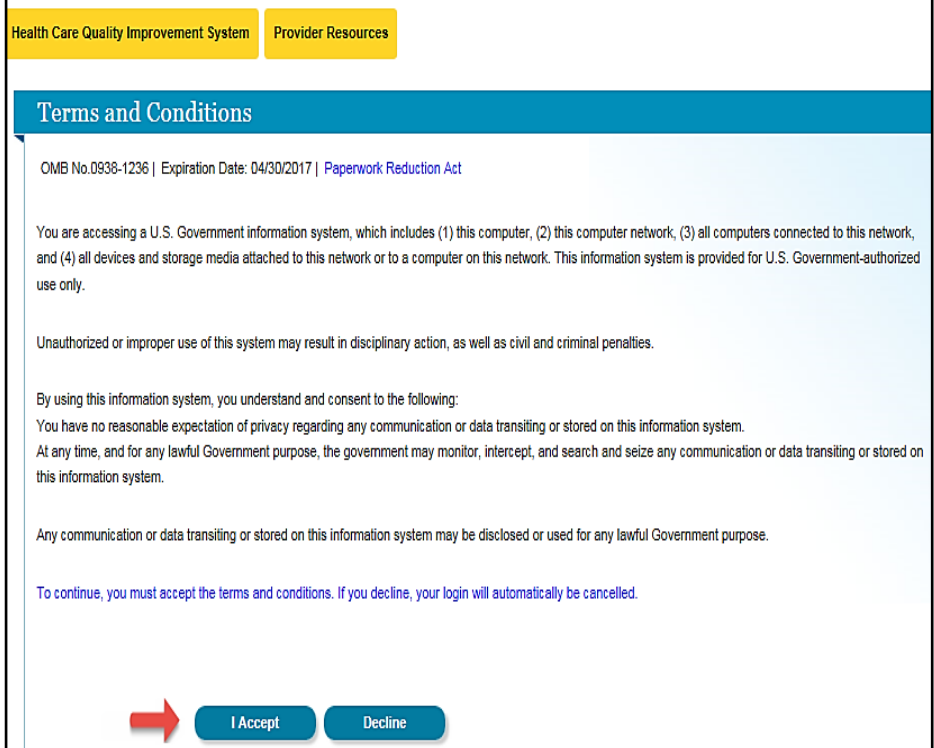
III. <u>**Table of Content**</u>

Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

IV. Getting Started - Please follow each step listed below unless otherwise noted.

Steps	Screenshots
1. Go to https://portal.cms.gov and select **Login to CMS Secure Portal**. **Note:** *The CMS Enterprise Portal supports the following internet browsers:* • *Internet Explorer 8 (without compatibility mode)* • *Internet Explorer 9 (without compatibility mode)* • *Internet Explorer 10 (without compatibility mode)* • *Mozilla-Firefox* • *Chrome* • *Safari* *Enable JavaScript and adjust any zoom features to ensure you are not seeing the screen in too wide of a view.*	
2. Read the **Terms and Conditions** and select *I Accept* to continue.	

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
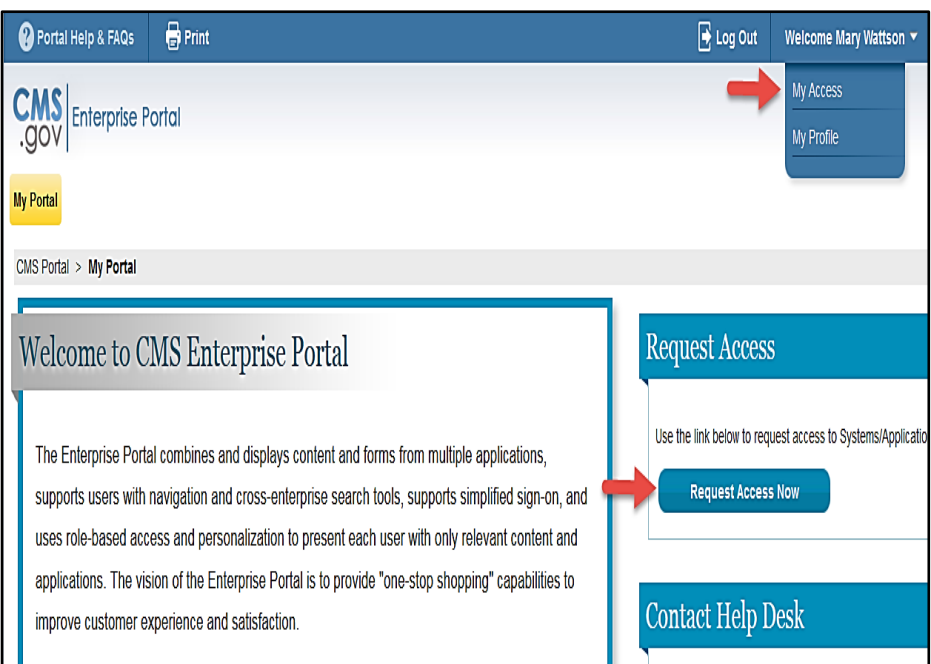
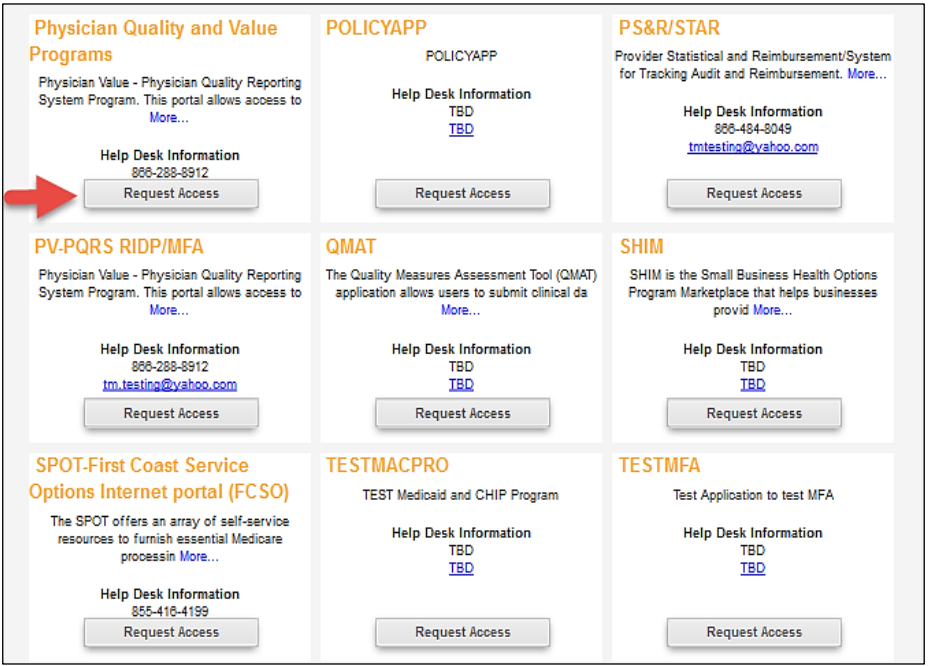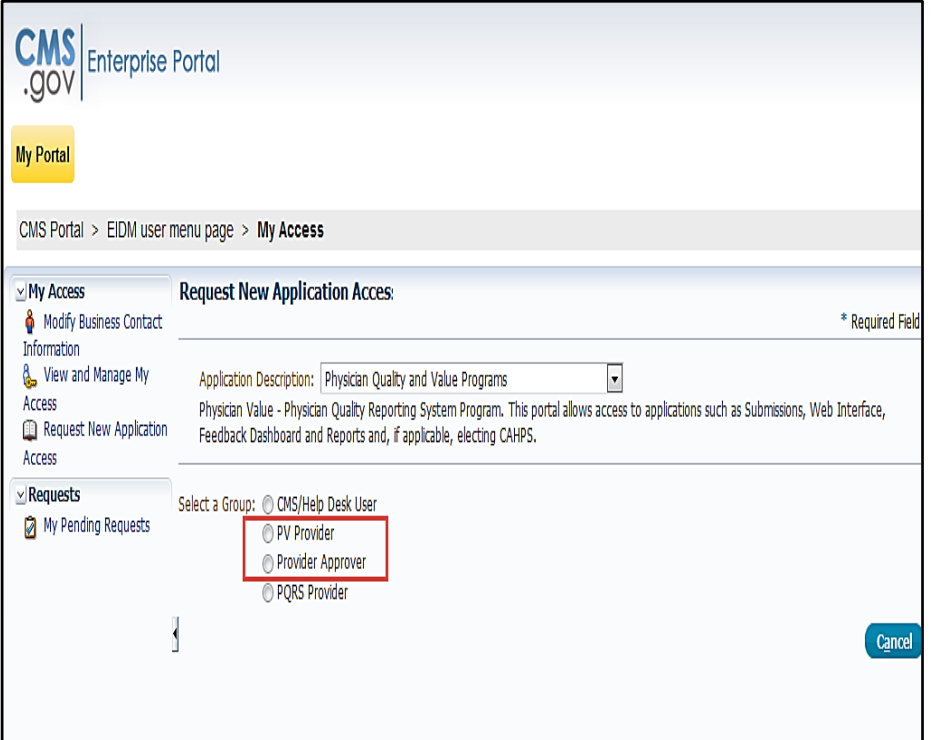| Steps	Screenshots
3. Enter the following information and select *Log In*: a. EIDM User ID b. EIDM Password	
4. Select ***Request Access Now*** under **Request Access** to begin the process of requesting a new user role. **Note**: *You may also select your username and then select **My Access** from the drop-down menu to begin the process of requesting a new user role.*	

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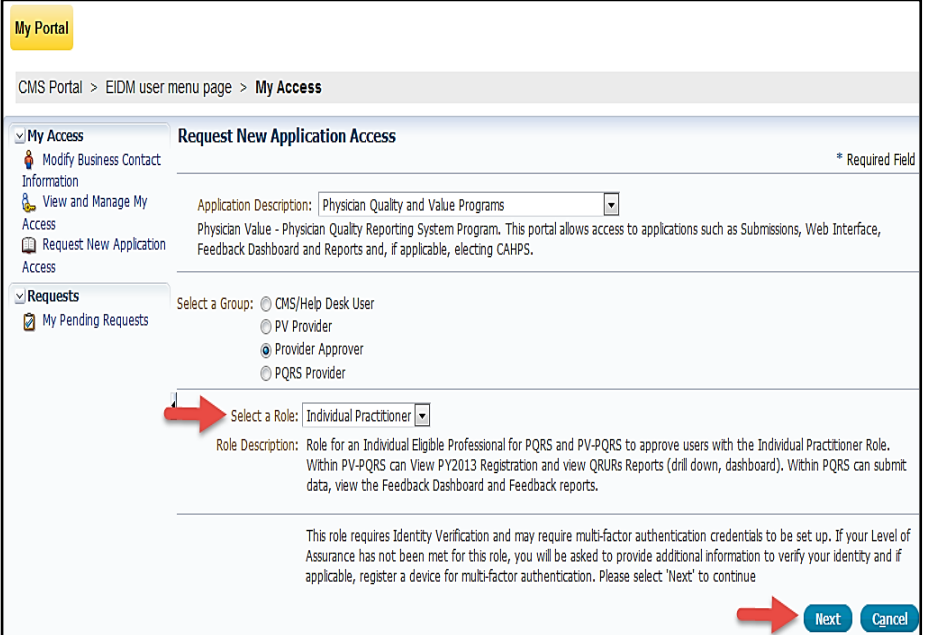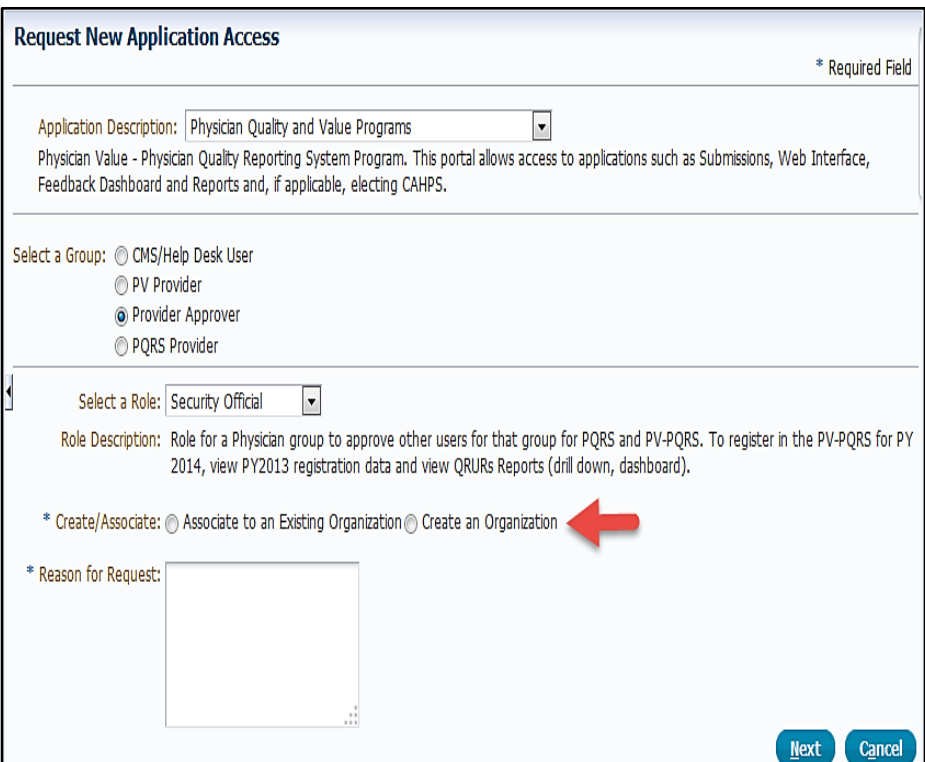| Steps	Screenshots
5. Select **Request Access** for the **Physician Quality and Value Programs** application within the **Access Catalog**. **Note:** *The Access Catalog list presented is in alphabetical order. Scroll down until you find the Physician Quality and Value Programs application or enter the first few letters of the application in the Access Catalog text box to narrow down the selection criteria.*	
6. (a) Under **Select a Group,** choose **Provider Approver**, if you are requesting **Security Official** or **Individual Practitioner** role <center>OR</center>(b) Choose **PV Provider**, if you are requesting **Group Representative** or **Individual Practitioner Representative** role**.** **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.*	

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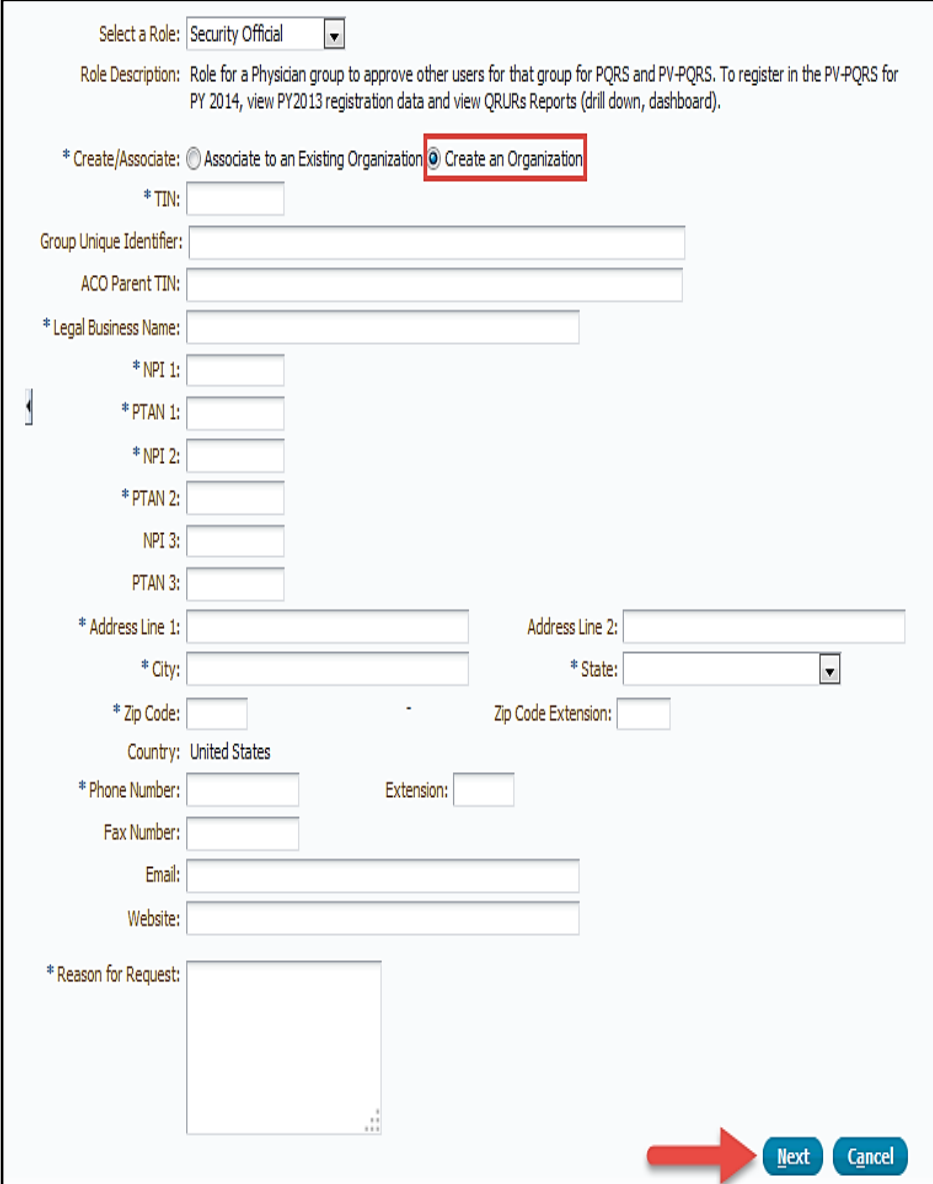| Steps	Screenshots
7. Select the appropriate role you want to request from the **Select a Role** drop-down menu. • If you are requesting a Security Official role, go to step 8. • If you are requesting a Group Representative role, go to step 15. • If you are requesting an Individual Practitioner role, go to step 18. • If you are requesting an Individual Practitioner Representative role, go to step 25.	
Follow Steps 8 to 14 to Request a 'Security Official' Role	
8. (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 9. ***OR*** (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 12.	

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Steps	Screenshots
9. If selecting ***Create an Organization*** as the **Create/Associate** option, enter the following required information for the group practice: • Medicare Billing TIN • Legal Business Name • NPI 1 • PTAN 1 • NPI 2 • PTAN 2 • Address • City • State • Zip Code • Phone Number • Reason for Request Select ***Next***. **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 group NPI) and enter their corresponding **individual PTANs** (do not use the group PTAN); and enter the remaining required information.* ***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.* • *Dr. Smith's **rendering NPI** is 4545454545 and the corresponding **individual PTAN** is G676767676.* **Note**: *PTANs are alphanumeric therefore, enter the alpha characters.* • *Dr. Beaver's **rendering NPI** is 2525252525 and the corresponding **individual PTAN** is 0012789456.*	Select a Role: Security Official Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard). * Create/Associate: ○ Associate to an Existing Organization ● Create an Organization * TIN: Group Unique Identifier: ACO Parent TIN: * Legal Business Name: * NPI 1: * PTAN 1: * NPI 2: * PTAN 2: NPI 3: PTAN 3: * Address Line 1: Address Line 2: * City: * State: * Zip Code: - Zip Code Extension: Country: United States * Phone Number: Extension: Fax Number: Email: Website: * Reason for Request: Next Cancel

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

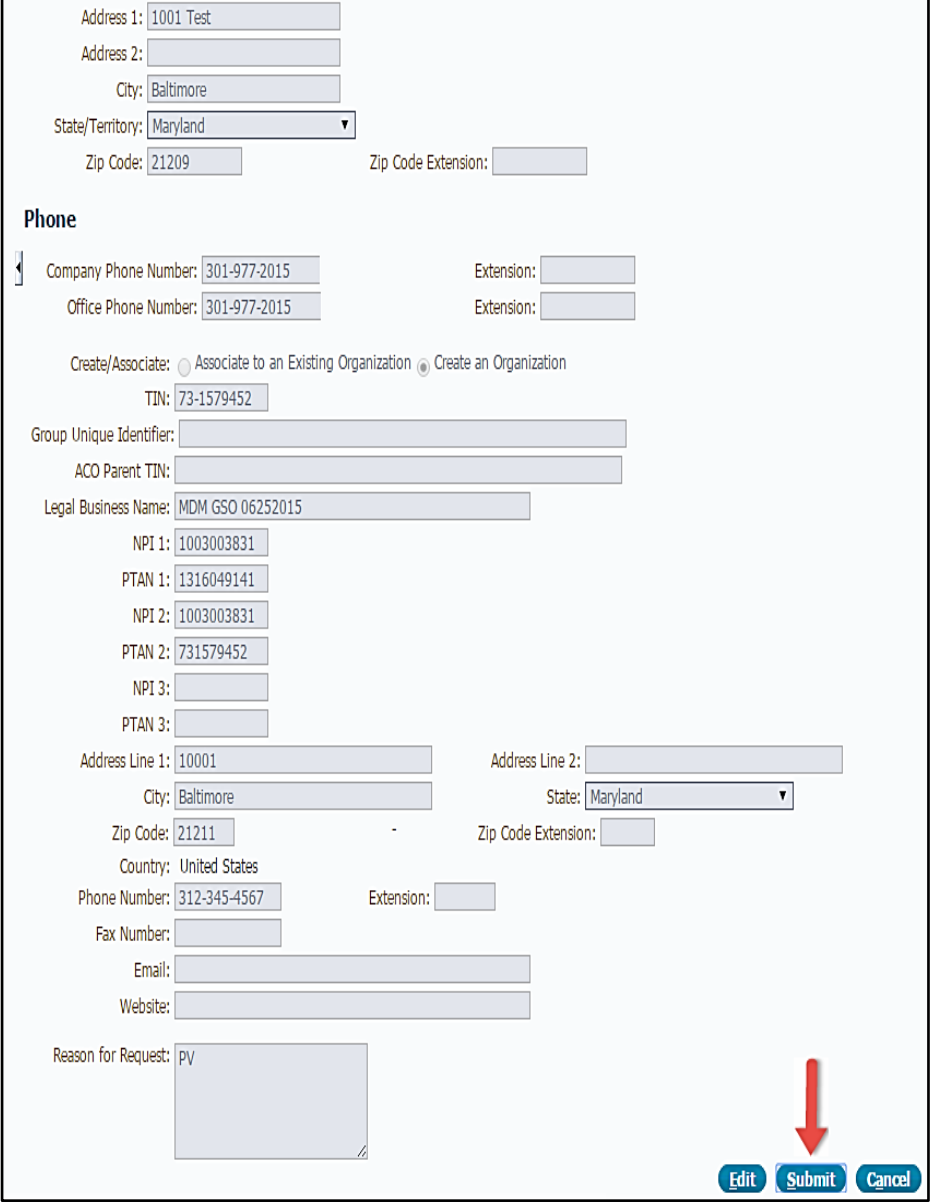| Steps	Screenshots
Note: *All leading zeros in the PTAN should be entered.*	
10. Verify the information on the **Verification** screen and select *Submit*.	

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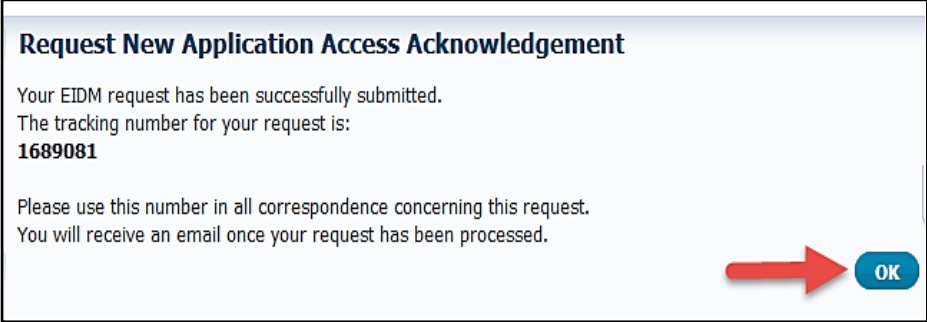| Steps	Screenshots
11. (a) You have successfully applied for the Security Official role. (b) **If your role request is automatically approved**, proceed to Step 28 to complete the Multi-Factor Authentication before you can access the 'Physician Quality and Value Programs' application using your EIDM User ID and EIDM password in order to: • 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. A *confirmation E-mail will be sent shortly after the submission confirmation message.* **Note:** *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.*	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed. OK

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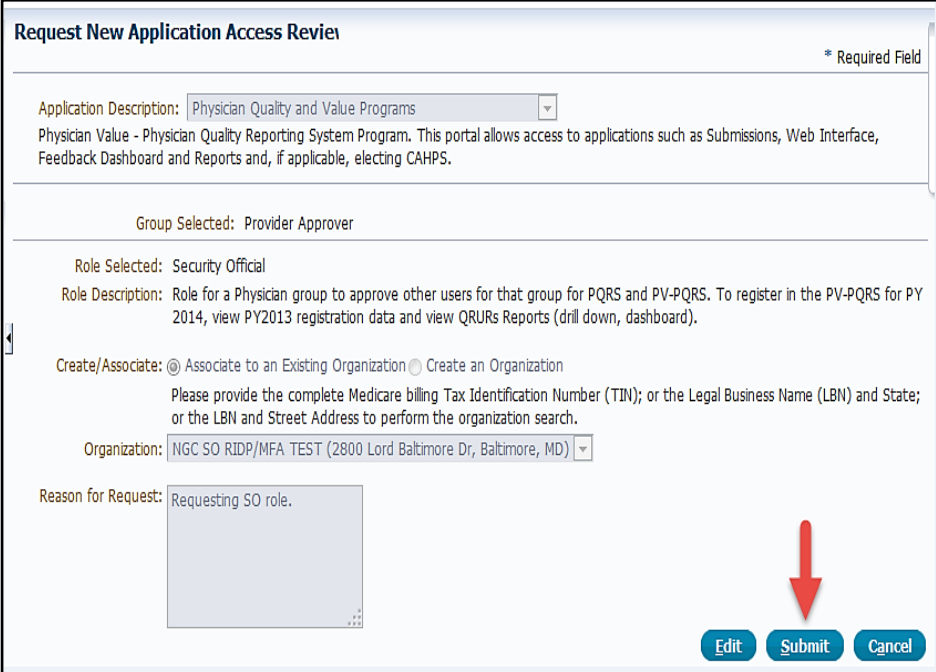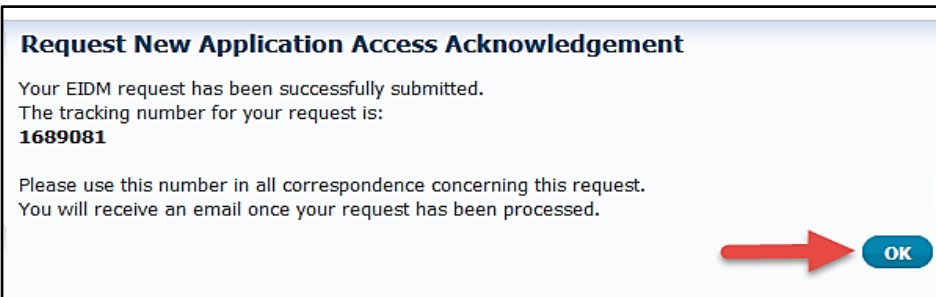| Steps	Screenshots

12. (a) If selecting ***Associate to an Existing Organization*** as the **Create/Associate** option, enter **one** of the following information for the group practice:
 	
   i.   Medicare Billing TIN
                OR
  ii.   Legal Business Name and State
                OR
 iii.   Legal Business Name and Street Address
 	
   (b) Select ***Search***.
 	
   (c) Select your group practice from the **Organization** drop-down menu. Enter ***Reason for Request*** and select ***Next***.
 	
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.*
	Request New Application Access
	
	* Required Field
	
	Application Description: Physician Quality and Value Programs
	Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.
	
	Select a Group: ○ CMS/Help Desk User
	○ PV Provider
	◉ Provider Approver
	○ PQRS Provider
	
	Select a Role: Security Official
	Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard).
	
	* Create/Associate: ◉ Associate to an Existing Organization ○ Create an Organization
	Please provide the complete Medicare billing Tax Identification Number (TIN); or the Legal Business Name (LBN) and State; or the LBN and Street Address to perform the organization search.
	
	Legal Business Name:
	TIN: 20-8987815
	Address Line 1: Address Line 2:
	City: State:
	Zip Code: Zip Code Extension:
	Search
	* Organization: NGC SO RIDP/MFA TEST (2800 Lord Baltimore Dr, Baltimore, MD)
	* Reason for Request: Requesting SO role.
	
	Next **Cancel**

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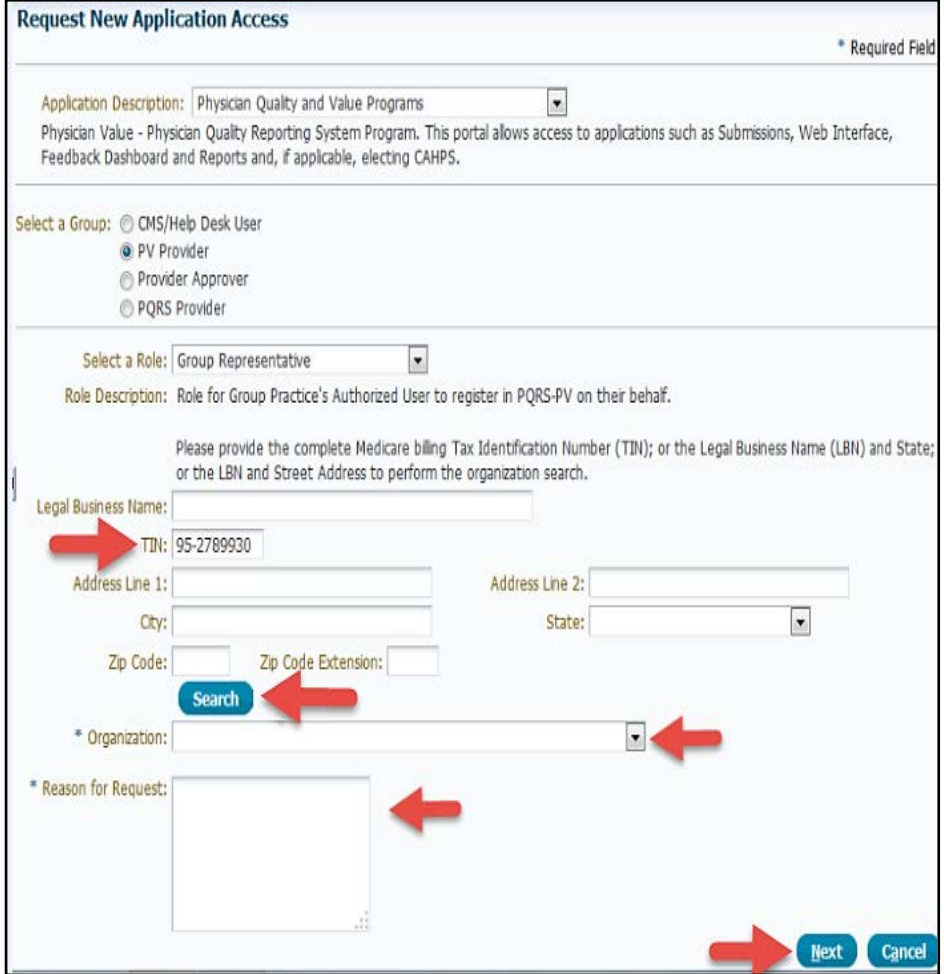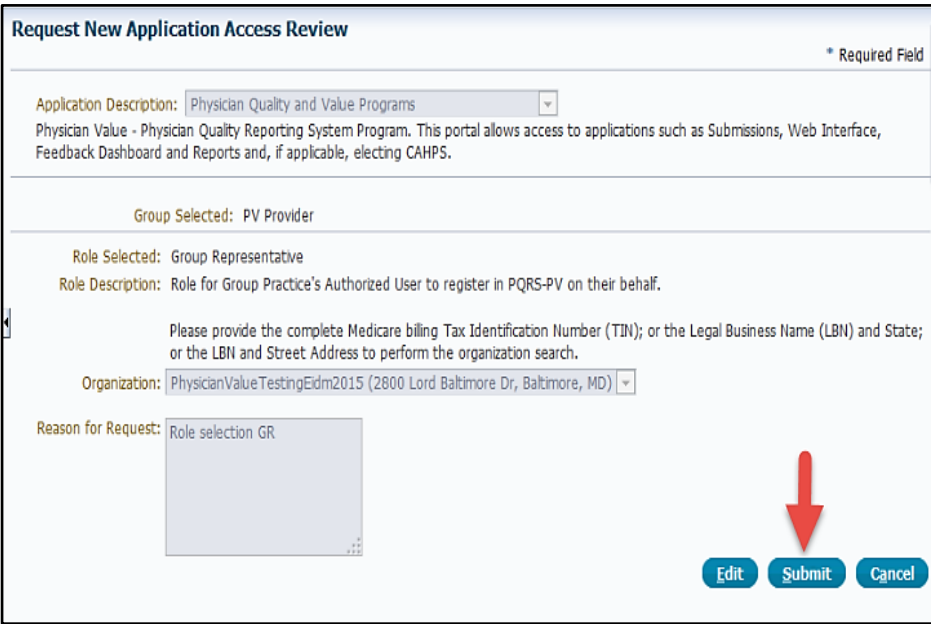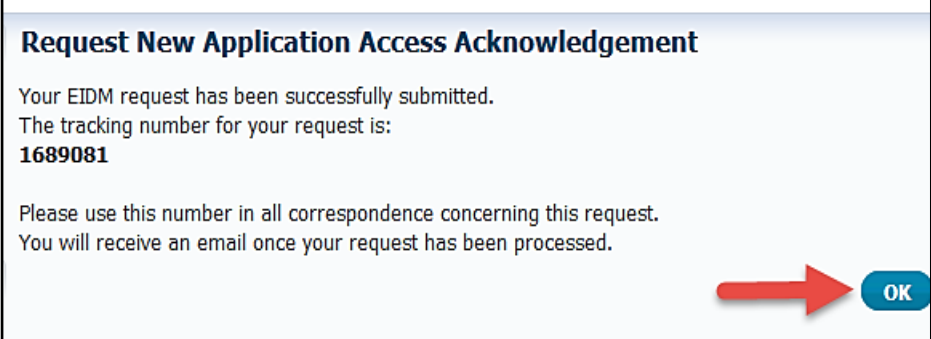| Steps	Screenshots
13. Verify the information on the **Verification** screen and select *Submit*.	**Request New Application Access Review** * Required Field Application Description: Physician Quality and Value Programs Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS. Group Selected: Provider Approver Role Selected: Security Official Role Description: Role for a Physician group to approve other users for that group for PQRS and PV-PQRS. To register in the PV-PQRS for PY 2014, view PY2013 registration data and view QRURs Reports (drill down, dashboard). Create/Associate: ◉ Associate to an Existing Organization ○ Create an Organization Please provide the complete Medicare billing Tax Identification Number (TIN); or the Legal Business Name (LBN) and State; or the LBN and Street Address to perform the organization search. Organization: NGC SO RIDP/MFA TEST (2800 Lord Baltimore Dr, Baltimore, MD) Reason for Request: Requesting SO role. Edit Submit Cancel
14. (a) You have successfully applied for the Security Official role. **Note**: *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.* (b) **After your role request is approved,** proceed to Step 28 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: • 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.	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed. OK

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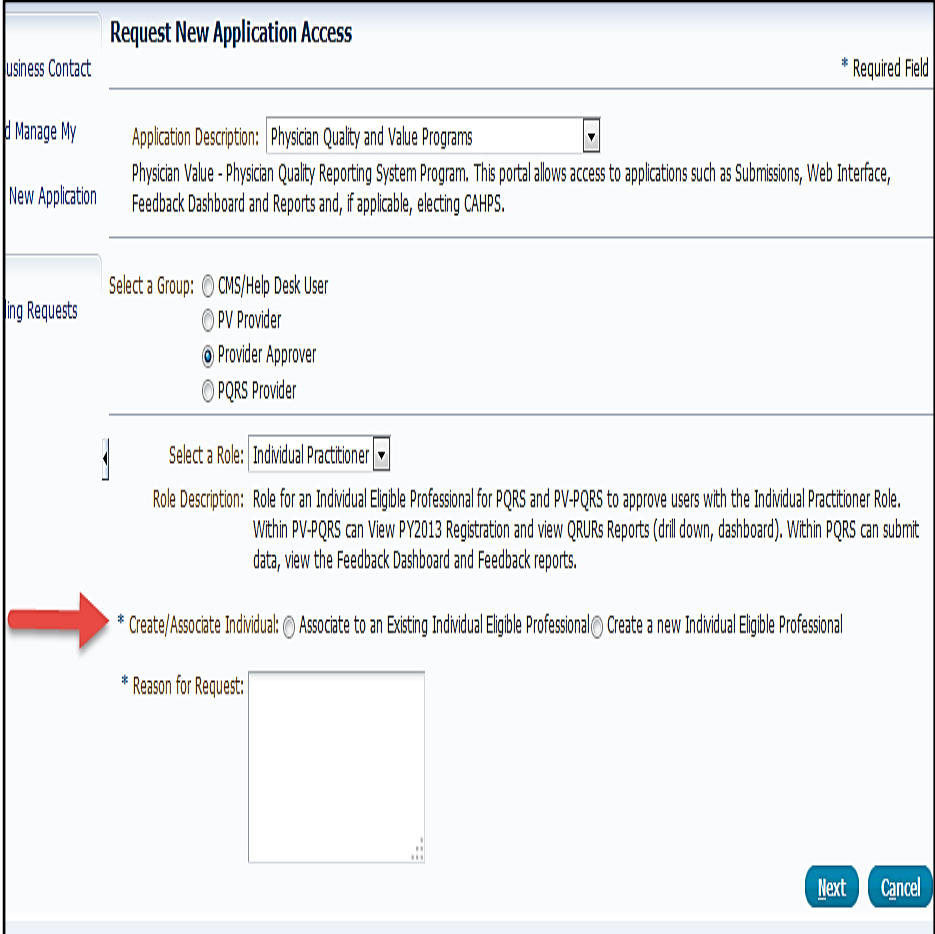| Steps	Screenshots
Follow Steps 15 to 17 to Request a 'Group Representative' Role	

15. (a) Enter one of the following information for the group practice.
 	
  i.   Medicare Billing TIN
        OR
  ii.   Legal Business Name and State
        OR
  iii. Legal Business Name and Street Address
 	
(b) Select *Search*.
 	
(c) Select your group practice from the **Organization** drop-down menu. Enter *Reason for Request* and select *Next*.
 	
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.*	

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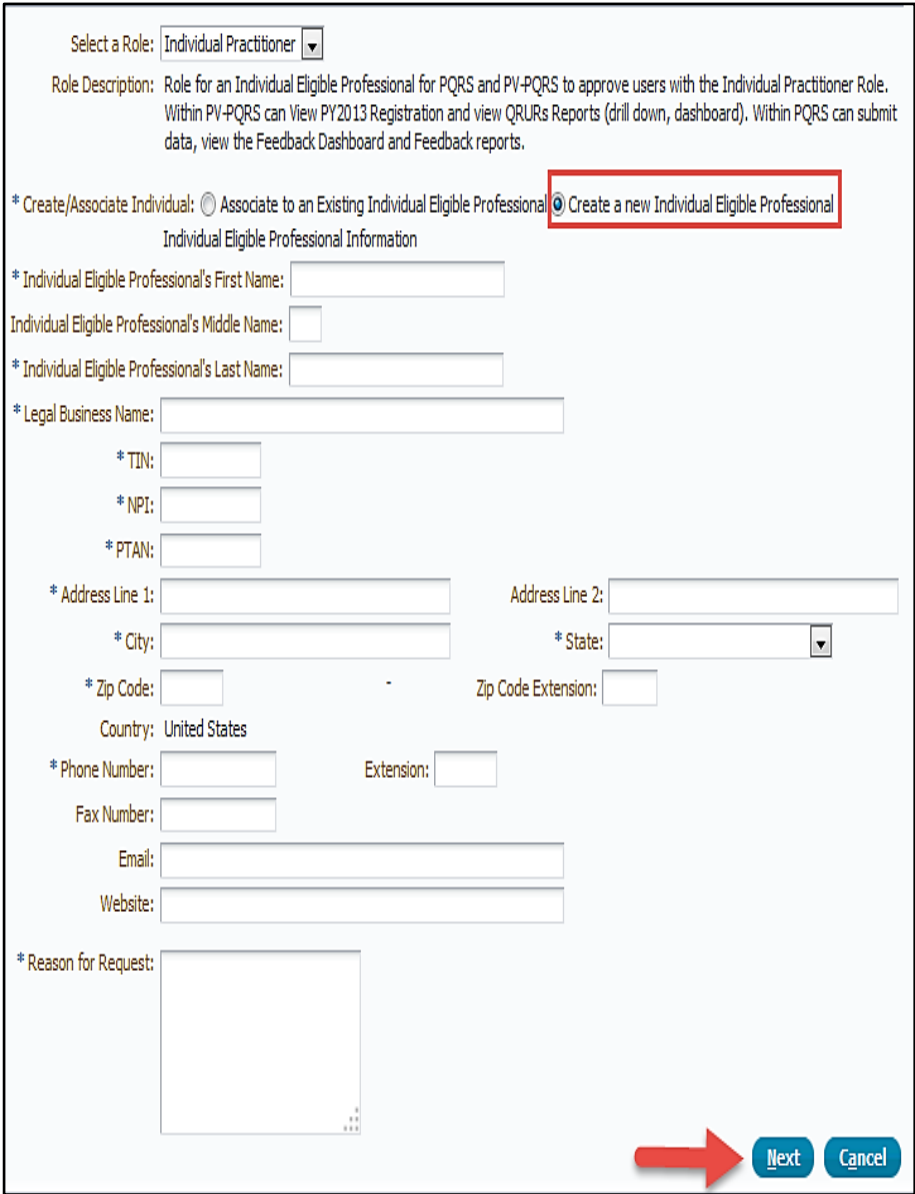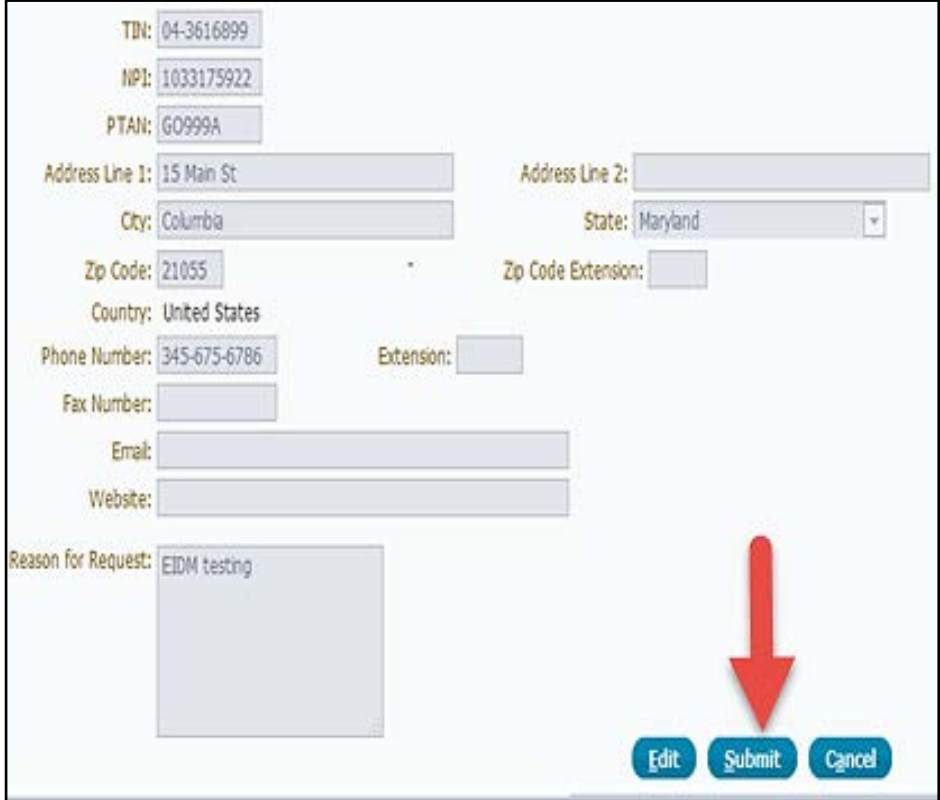| Steps	Screenshots
16. Verify the information on the **Verification** screen and select *Submit*.	**Request New Application Access Review** * Required Field Application Description: Physician Quality and Value Programs Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS. Group Selected: PV Provider Role Selected: Group Representative Role Description: Role for Group Practice's Authorized User to register in PQRS-PV on their behalf. 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. Organization: PhysicianValueTestingEidm2015 (2800 Lord Baltimore Dr, Baltimore, MD) Reason for Request: Role selection GR Edit Submit Cancel
17. (a) You have successfully applied for the Group Representative role. **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.* (b) **After your role request is approved,** proceed to Step 28 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: • 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.	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed. OK

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Steps	Screenshots
Follow Steps 18 to 24 to Request an 'Individual Practitioner' Role	

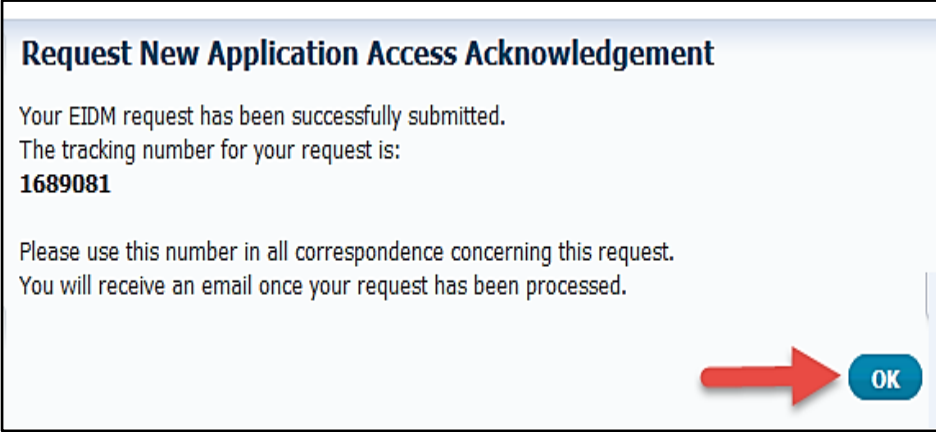|	

18. (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 19.
 	
    OR
 	
 (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 22.
	Request New Application Access
	
	* Required Field
	
	Application Description: Physician Quality and Value Programs
	
	Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS.
	
	Select a Group: ○ CMS/Help Desk User
	      ○ PV Provider
	      ◉ Provider Approver
	      ○ PQRS Provider
	
	Select a Role: Individual Practitioner
	
	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.
	
	* Create/Associate Individual: ○ Associate to an Existing Individual Eligible Professional ○ Create a new Individual Eligible Professional
	
	* Reason for Request:
	
	Next Cancel

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Steps	Screenshots
19. If selecting *Create a new Individual Eligible Professional* as the **Create/Associate Individual** option, enter the following required information for the solo practitioner: • 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 Select *Next.* **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.* **Note:** *PTANs are alphanumeric therefore, enter the alpha characters. All leading zeros in the PTAN should be entered.*	

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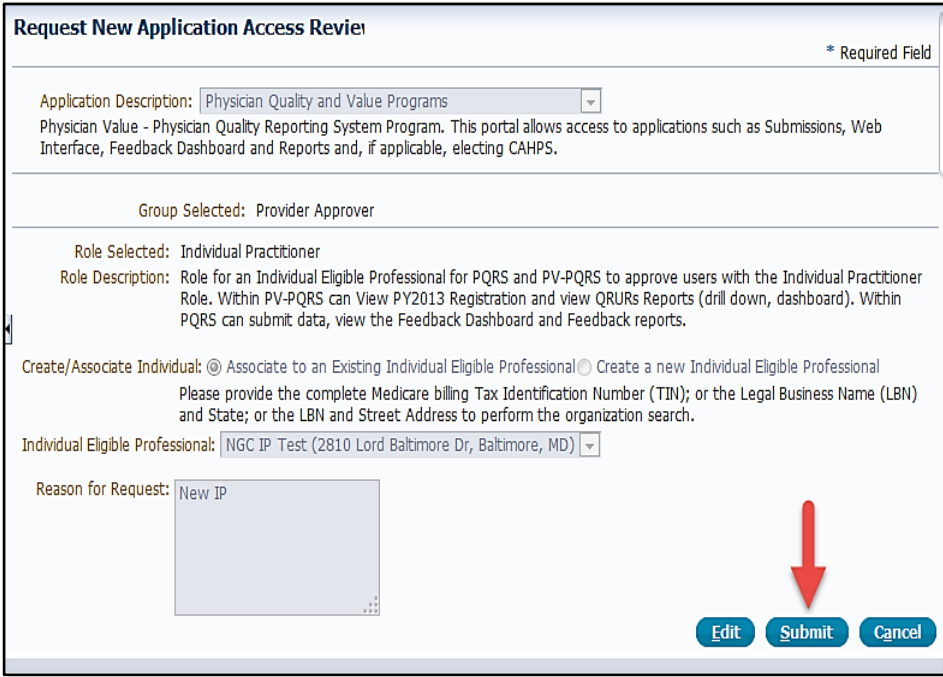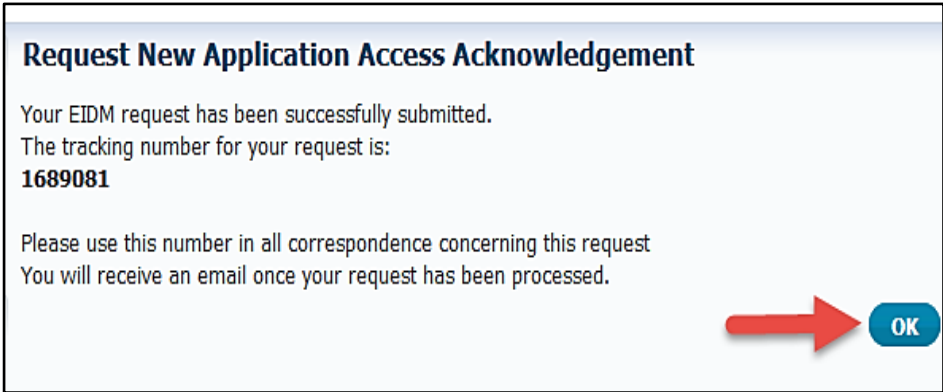| Steps	Screenshots
20. Verify the information on the **Verification** screen and select *Submit*.	TIN: 04-3616899 NPI: 1033175922 PTAN: GO999A Address Line 1: 15 Main St Address Line 2: City: Columbia State: Maryland Zip Code: 21055 Zip Code Extension: Country: United States Phone Number: 345-675-6786 Extension: Fax Number: Email: Website: Reason for Request: EIDM testing Edit Submit Cancel

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Steps	Screenshots
21. (a) You have successfully applied for the Individual Practitioner role. (b) **After your role request is automatically approved**, proceed to Step 28 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: • 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. *A confirmation E-mail will be sent shortly after the submission confirmation message.* **Note***: 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.*	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed. OK

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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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

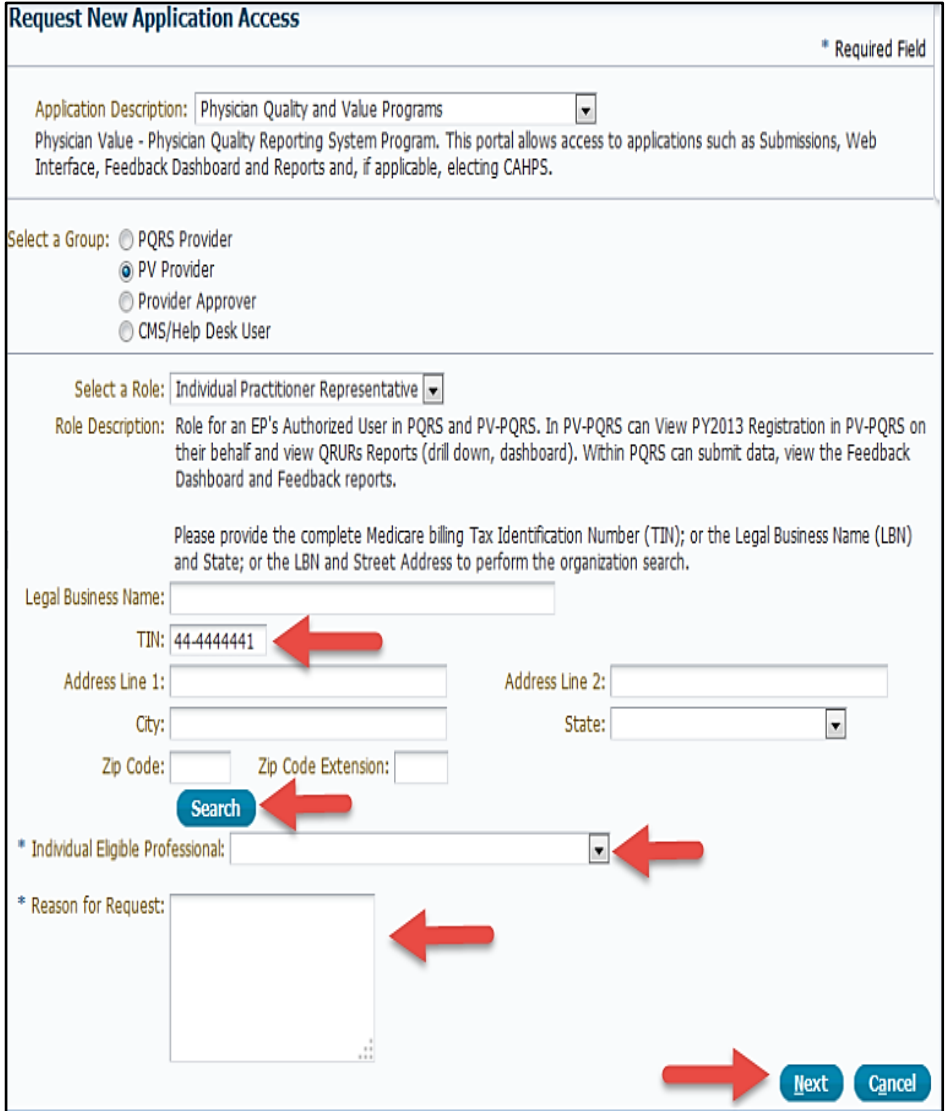| Steps	Screenshots
22. (a) If selecting ***Associate to an Existing Individual Eligible Professional*** as the **Create/Associate Individual,** enter one of the following information for the solo practitioner: i. Medicare Billing TIN **OR** ii. Legal Business Name and State **OR** iii. Legal Business Name and Street Address (b) Select ***Search.*** (c) Select the solo practitioner from the **Individual Eligible Professional** drop-down menu. Enter **Reason for Request** and select ***Next.*** **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.*	

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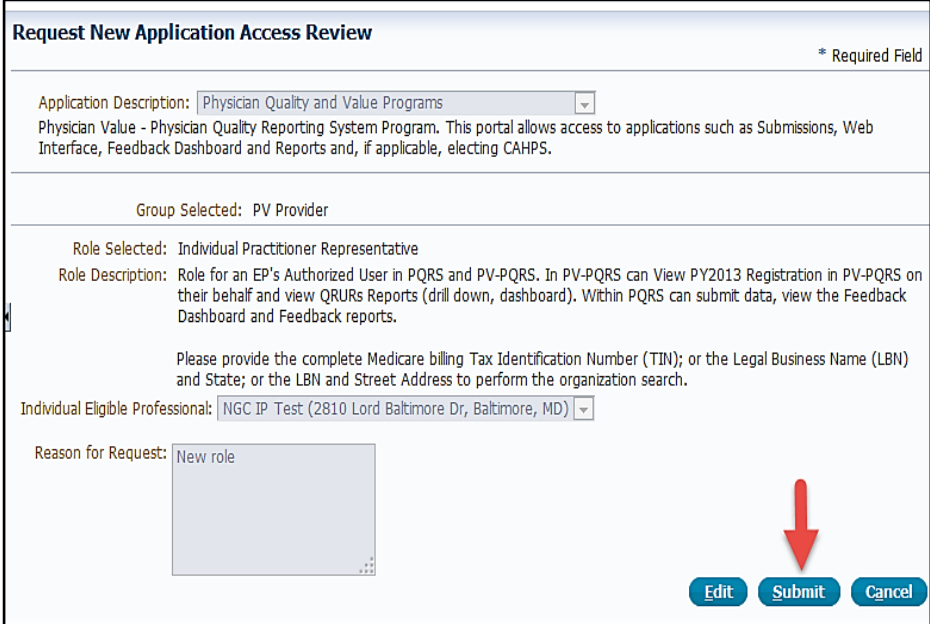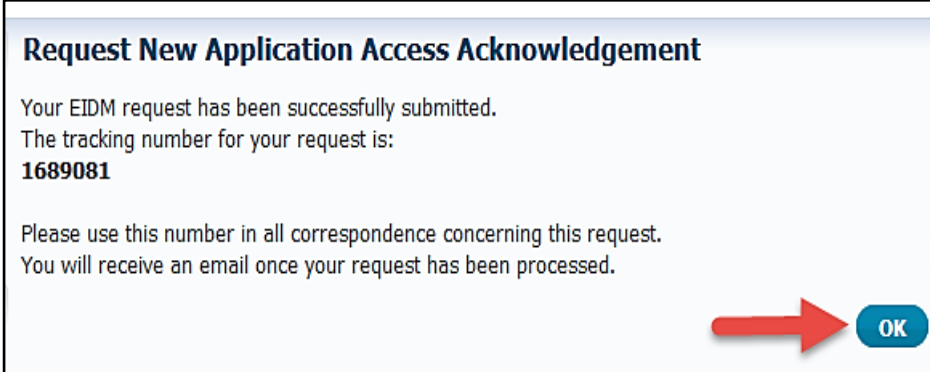| Steps	Screenshots
23. Verify the information on the **Verification** screen and select *Submit*.	**Request New Application Access Review** * Required Field Application Description: Physician Quality and Value Programs Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS. Group Selected: Provider Approver Role Selected: Individual Practitioner 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. Create/Associate Individual: ⦿ Associate to an Existing Individual Eligible Professional ◯ Create a new Individual Eligible Professional 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. Individual Eligible Professional: NGC IP Test (2810 Lord Baltimore Dr, Baltimore, MD) Reason for Request: New IP [Edit] [Submit] [Cancel]
24. (a) You have successfully applied for the Individual Practitioner role. **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.* (b) **After your role request is approved,** proceed to Step 28 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: • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report.	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request You will receive an email once your request has been processed. [OK]

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Steps	Screenshots
Follow Steps 25 to 27 to Request an 'Indiviudal Practitioner Representative' Role	

25. (a) Enter one of the following information for the solo practitioner:
 	
   i.   Medicare Billing TIN
          OR
  ii.   Legal Business Name and State
          OR
 iii.   Legal Business Name and Street Address
 	
(b) Select **Search.**
 	
(c) Select the solo practitioner from the **Individual Eligible Professional** drop-down menu. Enter the **Reason for Request** and select **Next**.
 	
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.*	

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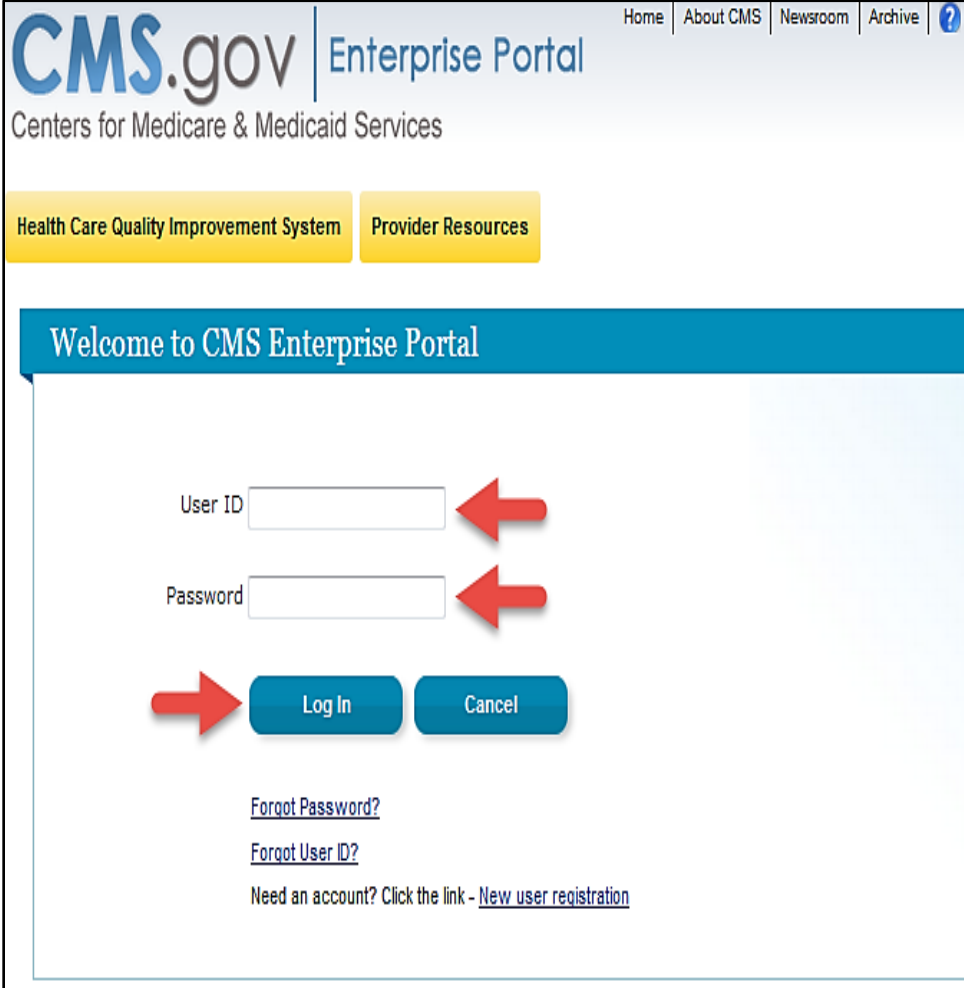
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Steps	Screenshots
26. Verify the information on the **Verification** screen and select *Submit*.	**Request New Application Access Review** * Required Field Application Description: Physician Quality and Value Programs Physician Value - Physician Quality Reporting System Program. This portal allows access to applications such as Submissions, Web Interface, Feedback Dashboard and Reports and, if applicable, electing CAHPS. Group Selected: PV Provider Role Selected: Individual Practitioner Representative Role Description: Role for an EP's Authorized User in PQRS and PV-PQRS. In PV-PQRS can View PY2013 Registration in PV-PQRS on their behalf and view QRURs Reports (drill down, dashboard). Within PQRS can submit data, view the Feedback Dashboard and Feedback reports. 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. Individual Eligible Professional: NGC IP Test (2810 Lord Baltimore Dr, Baltimore, MD) Reason for Request: New role Edit Submit Cancel
27. You have successfully applied for the Individual Practitioner Representative role. **Note**: *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.* (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: • Obtain the solo practitioner's Mid-Year and Annual QRUR, Supplemental QRUR, and PQRS Feedback Report.	**Request New Application Access Acknowledgement** Your EIDM request has been successfully submitted. The tracking number for your request is: **1689081** Please use this number in all correspondence concerning this request. You will receive an email once your request has been processed. OK

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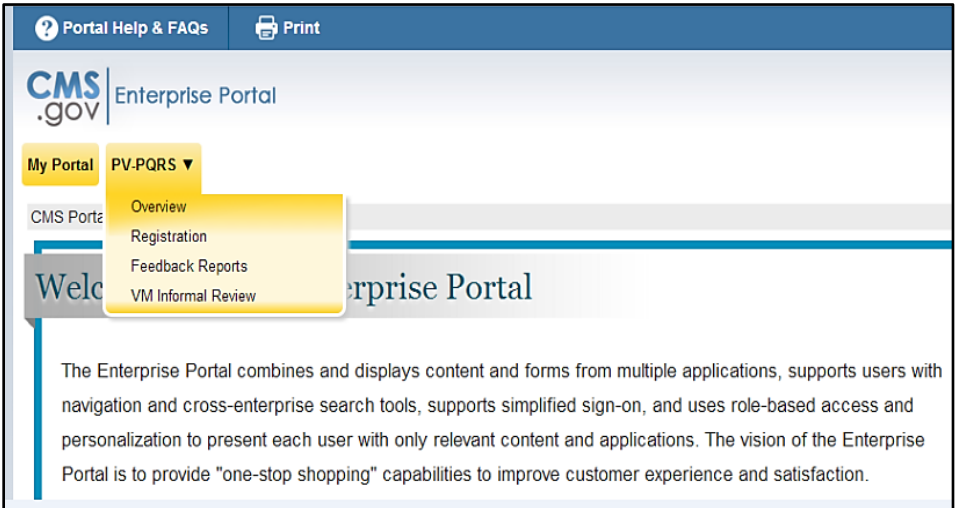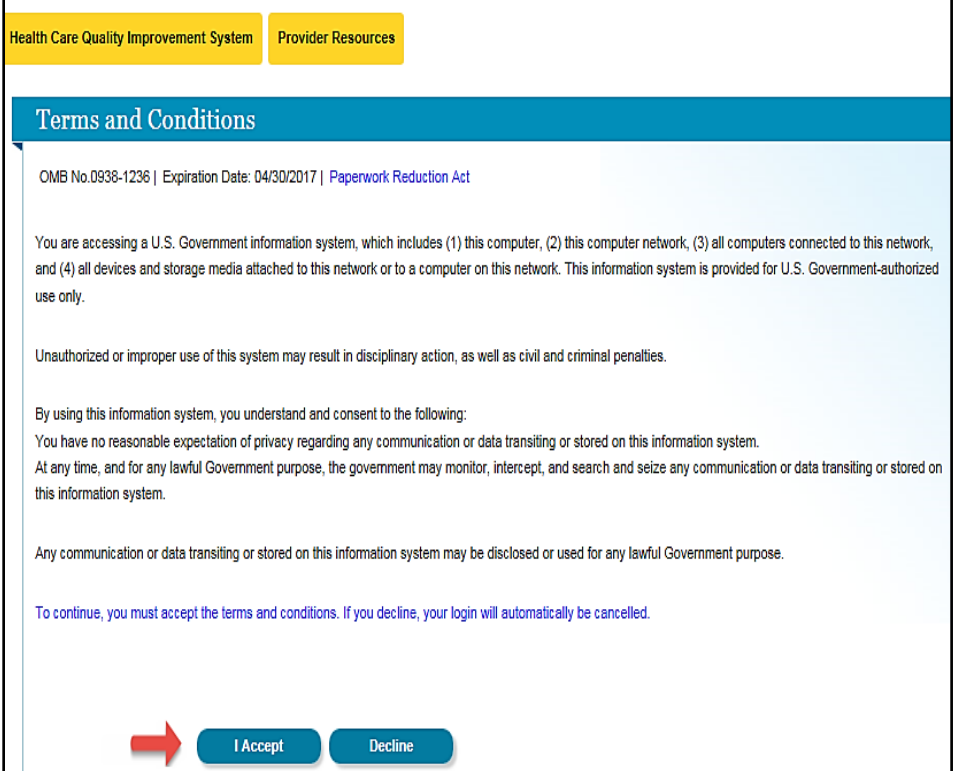
V. **Completing the Multi-Factor Authentication (MFA) – Multi-Factor Authentication will need to be completed each time you log into the CMS Enterprise Portal. Additional information on how the MFA process works can be found at http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Obtain-2013=QRUR.html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

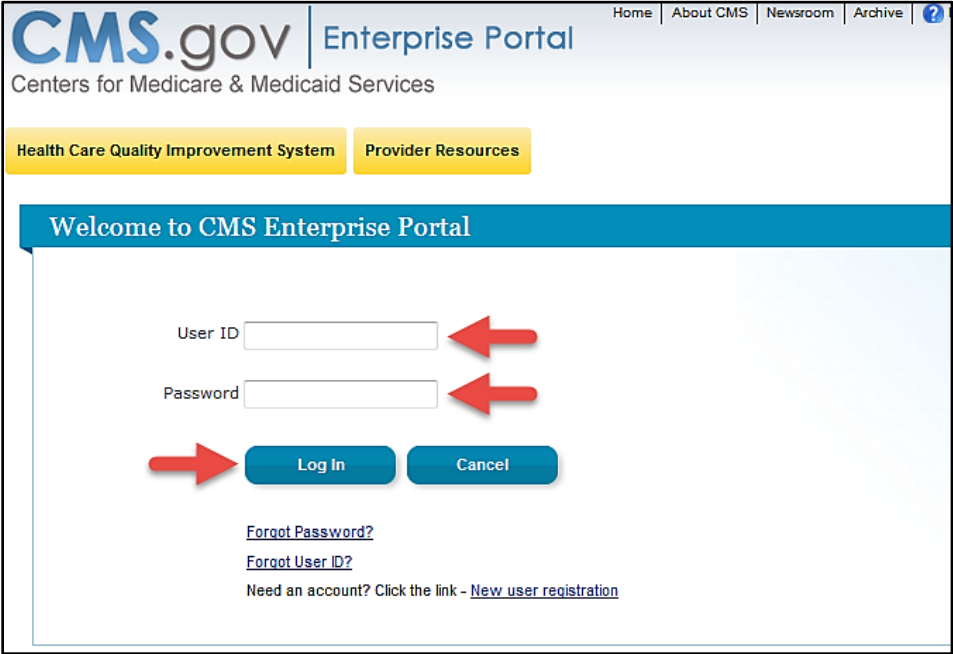| Steps	Screenshots

28. **Log In** to the **CMS Enterprise Portal**. Enter the following information and select *Log In*:
   a. EIDM User ID
   b. EIDM Password
 	
Note: *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.*	

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Steps	Screenshots
29. 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. **Note:** *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.*	
30. Read the **Terms and Conditions** and select **I Accept**.	

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Steps	Screenshots
31. Enter the *EIDM User ID* and the *EIDM Password* on the **Multi-Factor Authentication Login** screen and select *Next*.	

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Guide for Obtaining a 'Physician Quality and Value Programs' Role for an Existing EIDM User

Steps	Screenshots
32. (a) Select the *Credential Type* for the drop-down menu and then select *Send* to receive a **Security Code**. **Note**: *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. 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.* (b) Enter the *Security Code (VIP Token)* and then select *Log In*. **Note:** *You will have thirty (30) minutes to retrieve and enter the Security Code. If you are unable to enter the code within thirty (30) minutes, then the code will expire and you will need to request a new Security Code.*	
33. 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.	

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