

MERIT-BASED INCENTIVE PAYMENT SYSTEM (MIPS)

2020 Opt-in and Voluntary Reporting Election Process Guide



Contents

| | |
|---|----|
| How to Use This Guide | 3 |
| Overview | 5 |
| Practice Representatives Election Process | 12 |
| Individual Reporting | 14 |
| Group Reporting | 24 |
| Election Process for Registries <i>via qpp.cms.gov</i> (Qualified Registries and Qualified Clinical Data Registries) | 31 |
| Help, Resources, and Version History | 42 |

*CMS is implementing multiple flexibilities to provide relief to clinicians responding to the 2019 Novel Coronavirus (COVID-19) pandemic. Refer to the **Quality Payment Program COVID-19 Response Fact Sheet** for more information.*



How to Use This Guide



How to Use This Guide



Please Note: This guide was prepared for informational purposes only and is not intended to grant rights or impose obligations. The information provided is only intended to be a general summary. It is not intended to take the place of the written law, including the regulations. We encourage readers to review the specific statutes, regulations, and other interpretive materials for a full and accurate statement of their contents.

This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021. This guide helps practice representatives and third-party intermediaries (such as Qualified Registries and Qualified Clinical Data Registries) opt-in or voluntarily report for the 2020 performance period through the election process.

Table of Contents

The table of contents is interactive. Click on a chapter in the table of contents to read that section.



You can also click on the icon on the bottom left to go back to the table of contents.

Hyperlinks

Hyperlinks to the [QPP website](#) are included throughout the guide to direct the reader to more information and resources.



Overview



Important Dates and Deadlines: Opt-in and Voluntary Reporting Elections

December 2020*

Updated MIPS eligibility for the 2020 performance period is released, data is reconciled from the two 12-month segments of the [MIPS Determination Period](#).

HOW DO I KNOW IF I'M ELIGIBLE? Now that eligibility has been updated, check your MIPS eligibility for the 2020 performance period using the [Quality Payment Program Participation Status Tool](#).

January 4, 2021

2020 opt-in and voluntary reporting election period and data submission period opens **January 4, 2021**.

HOW DO I ELECT TO OPT-IN OR REPORT VOLUNTARILY? Sign into your account on qpp.cms.gov to complete the opt-in or voluntary reporting election in order to submit data.

March 31, 2021

2020 opt-in and voluntary reporting election period and data submission period ends on **March 31, 2021**.

WHEN DO I NEED TO ELECT TO OPT-IN OR REPORT VOLUNTARILY BY? If you are opt-in eligible and want to submit data, you must complete your opt-in or voluntary reporting election **and** submit your data by **March 31st**.

*This is the final eligibility determination for clinicians who don't participate in an Alternate Payment Model (APM). Final Qualifying Alternative Payment Model (APM) Participant (QP) determinations and APM participation from the 3rd APM snapshot will be released in December. We will release the 4th APM snapshot (Shared Savings Program participation only) in March 2021.

Opt-in and Voluntary Reporting Election Process Overview

This guide will cover the election process on qpp.cms.gov for:

- Practice Representatives
 - Individual Reporting
 - Group Reporting
- Qualified Registries and Qualified Clinical Data Registries (QCDRs)



An election must be confirmed before data can be submitted. Once an election is made to opt-in or voluntarily report, the **decision is final and cannot be reversed**.

APM Entities have a different election process not covered in this guide. Please review the **APM Entity Opt-In Process and Policies** document in the [2020 Opt-In and Voluntary Reporting Election Toolkit](#). You may also contact the Quality Payment Program Help Desk by phone at 1-866-288-8392 (TTY: 711) or email at QPP@cms.hhs.gov.

Don't Want to Submit Data?

Opt-in eligible clinicians, groups, and APM entities that do not want to submit data do **NOT** have to make an election.

Opt-In Eligible as an Individual vs. Group

| Individual Clinicians | Groups |
|---|---|
| Clinicians may be identified as opt-in eligible on the QPP Participation Status Tool . | Groups may be identified as opt-in eligible on the QPP Participation Status Tool . |
| <p>MIPS Eligibility:  INDIVIDUAL</p> <p>Opt-in Option: Opt-in-eligible as individual</p> | <p>MIPS Eligibility:  GROUP</p> <p>Opt-in Option: Opt-in eligible as group</p> |
| <p>If you are opt-in eligible as an individual, you can:</p> <ul style="list-style-type: none"> Make an individual election to opt-in or voluntarily report so you can submit data as an individual; or Do nothing (you are not required to participate in MIPS as an individual or to make an election). | <p>If you are opt-in eligible as a group, you can:</p> <ul style="list-style-type: none"> Make a group election to opt-in or voluntarily report so you can submit data as group; or Do nothing (you are not required to make an election and practices are never required to participate in MIPS as a group). |

Questions about Opting-in and Voluntarily Reporting to MIPS?

Check out the [2020 MIPS Eligibility and Participation User Guide](#).

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Opting-In vs. Voluntary Reporting

If you are opt-in eligible for the 2020 performance period and want to submit data, you need to choose whether to **opt-in** or **voluntarily report**.

| If You Elect to Opt-in: | If You Elect to Voluntarily Report: |
|--|--|
| ✓ You will receive a payment adjustment (positive, negative, or neutral).* | × You will not receive a payment adjustment. |
| ✓ You will receive performance feedback. | ✓ You will receive performance feedback. |
| ✓ Your data will be included in measure benchmark calculations. | × Your data will not be included in measure benchmark calculations. |
| ✓ Your data will be made available for public reporting on Doctors & Clinicians on Medicare Care Compare (formerly Physician Compare). | ✓ Your data will be made available for public reporting on Doctors & Clinicians on Medicare Care Compare (formerly Physician Compare). *Unless, during the preview period (in late 2021), you opt-out of having your data publicly reported in the Doctors and Clinicians section of Medicare Care Compare, formerly known as Physician Compare. |

*If you opt-in as a group, all MIPS eligible clinicians in the practice will receive a payment adjustment based on the group's performance.

While unlikely, it is possible that both a practice and a clinician are opt-in eligible. If the practice elects to opt-in as a group and the clinician elects to opt-in as an individual, the clinician would get the higher of the two final scores and associated payment adjustment.

Questions about Opting-in and Voluntarily Reporting to MIPS?

Check out the [2020 MIPS Eligibility and Participation User Guide](#).

What Do I Need to do to Prepare for This Election Process?

To complete the election to opt-in or report voluntarily, you need to:



Understand Your MIPS Eligibility for the 2020 performance period.

- Check your final MIPS eligibility, available in December, using the [Quality Payment Program Participation Status Tool](#).



Confirm and Communicate Your Decision to Opt-in or Voluntarily Report.

- **If you are a practice representative**, determine whether your opt-in eligible group or opt-in eligible clinicians want to opt-in or report voluntarily before completing an election.
- **If you are a registry (Qualified Registry or QCDR)**, confirm whether your opt-in eligible clients want to opt-in to MIPS or voluntarily report.



Have a QPP Account and Access to complete the election.

- To access qpp.cms.gov, you must have an appropriate account and access. Check out the [QPP Access User Guide](#) for more information.

Reminder: The submission period opens on January 4, 2021 at 10:00 a.m. Eastern Time (ET) and closes March 31, 2021 at 8:00 p.m. ET.

Submitting Opt-in and Voluntary Reporting Elections via Application Programming Interface (API)

Authorized Registry and Qualified Clinical Data Registry (QCDR) representatives can submit opt-in and voluntary reporting elections on behalf of their opt-in eligible clients via the [Quality Payment Program Eligibility Application Programming Interface](#) (API).

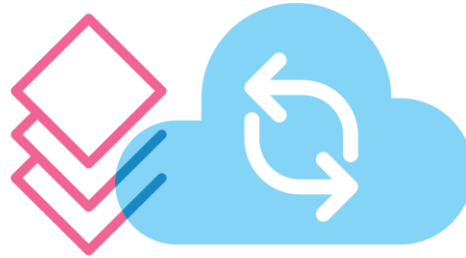
- Elections can be made once the submission period opens on January 4, 2021 through March 31, 2021.
- Elections must be made before you can use the [Submissions API](#) to submit data on behalf of opt-in eligible clients.
- [Eligibility API documentation](#) contains instructions on how to submit opt-in and voluntary reporting elections.

Where Can I Find Out More?

To learn more about QPP APIs, like the QPP Eligibility API, visit the [QPP Developer Tools](#) on the Quality Payment Program website.

Reminder: Your organization's Security Official must download your API token before you can use a QPP API.

For more information about obtaining the Security Official role, please review the [QPP Access User Guide](#).



Practice Representative Election Process



Practice Representative Election Process

Practice Representatives

Practice representatives are individuals authorized by the practice's Security Official to view or submit data for the practice on qpp.cms.gov. This can include practice managers/staff or third-party intermediaries.

Practice representatives can make an election to opt-in or report voluntarily on behalf of:

- [Individual clinicians](#) (to report as individuals); and/or
- [The practice](#) (to report as a group).

NOTE: If you are working with a Qualified Registry or QCDR, they can submit elections on behalf of your practice and clinicians when they submit your data.

Reminder: The submission period opens on January 4, 2021 at 10:00 a.m. Eastern Time (ET) and closes March 31, 2021 at 8:00 p.m. ET.

Practice Representative Election Process: Individual Reporting

Individual Reporting

Practice representatives can make an election to opt-in or voluntarily report on behalf of individual clinicians.

- **This election should only be made for clinicians who want to submit data as individuals.**

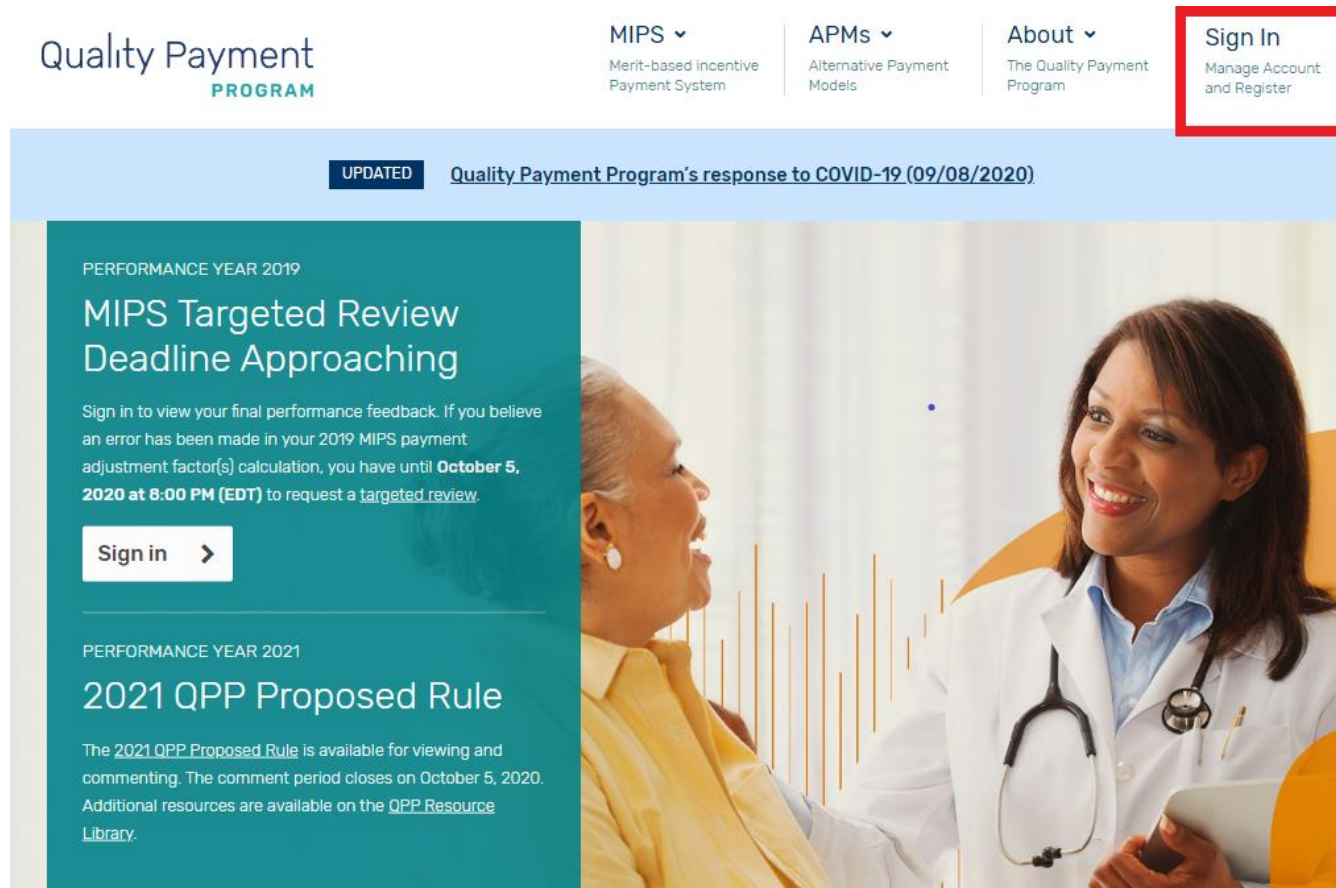
There is a slightly different workflow to make an election for [group reporting](#).

Note: If your practice is participating as a group, you don't need to make an election for individual clinicians unless they are also submitting individual data.

Practice Representative Election Process: Individual Reporting

Step 1: Sign in to qpp.cms.gov

Go to the [Quality Payment Program](https://qpp.cms.gov) website and click **Sign In** on the upper right-hand corner.



*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Individual Reporting

Are You a New or Returning User of qpp.cms.gov?

Returning: If you have an account that lets you sign in to access qpp.cms.gov, enter your **User ID** and **Password** in the requested fields to sign in.

New: If you haven't signed into qpp.cms.gov before, you will need to register for an [HCQIS Access Roles and Profile system](#) (HARP) account to obtain access to sign in. Click the **Register with HARP** on the Register tab.

Check out the [Quality Payment Program Access User Guide](#) for more information on QPP accounts and access.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Individual Reporting

Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to qpp.cms.gov, navigate to **Eligibility & Reporting** using the left-hand navigation.

Sam Smith

Select Performance year (PY) 2020

Eligibility & Reporting

PY 2020

Eligibility Status for Performance Year 2020

- MIPS Eligibility will be finalized in November 2020.
- 3rd Snapshot QP Determinations will be finalized in December 2020.
- APM Eligibility will be finalized in December 2020.
- Shared Savings Program Participation will be finalized in March 2021 (participants that joined between September 1 and December 31).
- Learn more about [determination periods and snapshots](#)

APM ENTITIES REGISTRIES VIRTUAL GROUPS PRACTICES

Search by practice name

63 Practices | Download

Alicea, Abrego and Godínez

VOLUNTARY (GROUP)

Exceeds Low Volume Threshold: No
Medicare Patients at this practice: 173

REPORT AS GROUP

REPORT AS INDIVIDUALS

Remember: The submission period is **January 4, 2021 to March 31, 2021**.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Individual Reporting

Step 3: View Connected Clinicians

Select **View Connected Clinicians** to the right of the practice's eligibility summary.

Miami Medical

TIN: #1234567890 | 213 Miami Ln., Miami, FL 01234

MIPS EXEMPT [Opt-in eligible](#)

Exceeds low volume threshold: **No**

Total Medicare Patients at This Practice: **150**

Total Allowed Charges at This Practice: **\$90,300**

Covered Services at This Practice: **234**

Special Statuses, Exceptions, and other factors: **Small practice, Rural, Facility-based (Greenville Medical Facility, CCN: 110016)**

APM Participation at the practice level: **1 APM entity**

[+ View APM entity details](#)

[VIEW GROUP OPTIONS](#)

[View Connected Clinicians](#)

Is Your Practice Participating as a Group?

You don't need to make an election for individual clinicians unless they are also submitting individual data.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Individual Reporting

Step 4: View Individual Options in Practice Details

In the **Practice Details**, you will find a list of **Connected Clinicians**.

Select **View Individual Options** next to the clinician you are completing an election for.

The screenshot shows the 'Connected Clinicians' section with 10 clinicians listed. A search bar and a 'Show filters' link are at the top. A 'Reporting Status' dropdown is set to 'Show All'. Below the list, a clinician entry for 'Debara Jones at Miami Medical' is shown. The entry includes the NPI (1234567890), role (Nurse Practitioner), and MIPS Eligibility status (INDIVIDUAL Opt-in eligible and GROUP Opt-in eligible). A red box highlights the 'VIEW INDIVIDUAL OPTIONS' button. Below the button, a 'REPORTING REQUIREMENTS' section explains that the clinician is not required to report due to the low-volume threshold but can opt-in. A link to '+ View complete eligibility details' is provided.

Don't See View Individual Options?

You will only see **View Individual Options** when the clinician is **opt-in eligible as an individual**.

Clinicians that are **not opt-in eligible** will see **Start Reporting**.

Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots may not be the exact language, workflow, or design that is finalized in the system on January 4, 2021.

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Individual Reporting

Step 5: Individual Reporting Options

Clinician Reporting Options

To participate in MIPS, you must decide whether you will **opt-in** or **report voluntarily** before any data can be submitted.

Lance Hooper

NPI: 0004357212 | TIN: 000845066

☒ MIPS EXEMPT

Elect to Opt-In

By electing to Opt-In, you become MIPS eligible. You will receive a MIPS final score and a payment adjustment in 2022.

OPT-IN

Choose to Report Voluntarily

By voluntarily reporting MIPS data, you will receive performance feedback for informational purposes only. You will not receive a payment adjustment in 2022.

REPORT VOLUNTARILY

[Cancel And Go Back](#)

From **Individual Reporting Options**, you can make an election on behalf of the individual clinician.

- Select **Opt-In** if you're electing for the clinician to receive a MIPS Final Score and payment adjustment; OR
- Select **Report Voluntarily** if you're electing for the clinician to receive performance feedback, but no payment adjustment.

Change Your Mind? If you change your mind on opting-in or reporting voluntarily, click "**Cancel And Go Back**" if you don't want to proceed. Once an election to opt-in or voluntarily report is confirmed, that election cannot be undone or changed.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Individual Reporting

Step 6: Confirm Selection

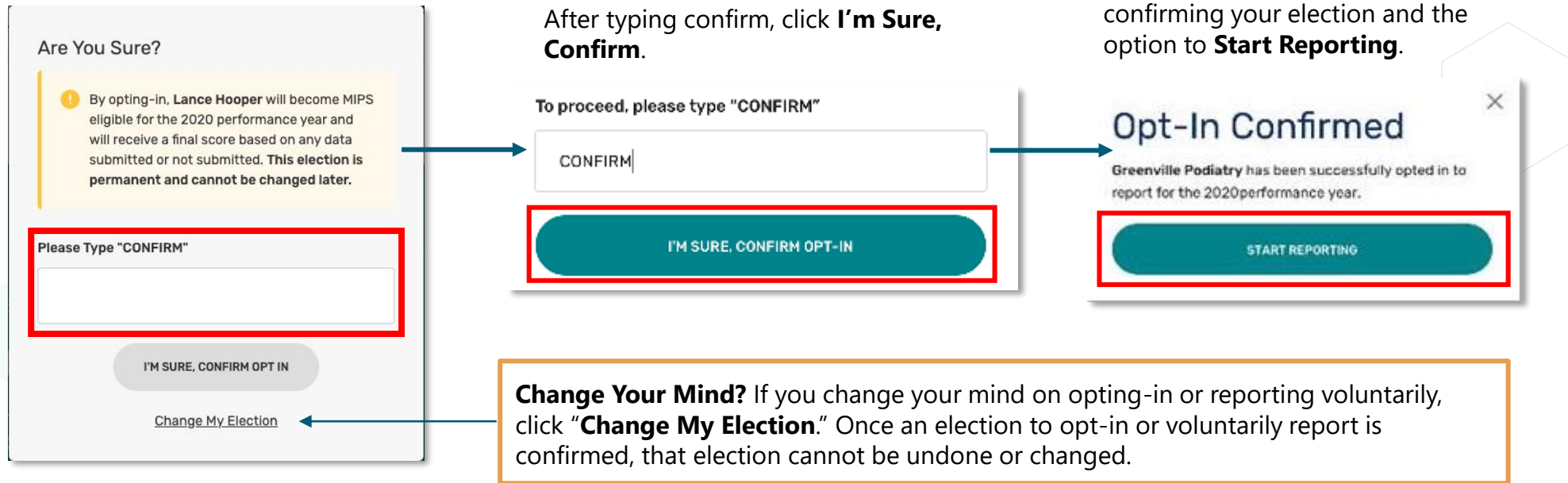
After you select to Opt-In or Report Voluntarily, you will be asked to **confirm your selection**. (This process is the same whether you made an election to opt-in or report voluntarily.)

When prompted to confirm your selection, read the description of your selection. Then, **type CONFIRM**.

Helpful Hint: This text field is not case sensitive.

After typing confirm, click **I'm Sure, Confirm**.

Next, you will get a message confirming your election and the option to **Start Reporting**.



*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Individual Reporting

Step 7: Start Reporting

After you have completed your practice's election, you will be brought to the **Reporting Overview**, where you will begin the submission and reporting process for the clinician.

The screenshot shows the 'Reporting Overview' page in the Quality Payment Program. The sidebar on the left contains links to 'Account Home', 'IA Study One' (TIN: 000110683), 'IA STUDY ONE CLINICIAN' (NPI: 0264853140), and 'Switch Practice'. The main content area has a header with 'Select Performance Year (PY)' set to '2020' and a 'Print' button. Below this, the title 'Reporting Overview' is followed by the clinician's details: 'IA Study One Clinician, Doctor of Medicine at IA Study One', 'NPI: 0264853140 | TIN: 000110683', and '3473 Yolanda Mountain Suite 882, Suite 6516, Patrickbury, FL 924387294567102'. The 'Start reporting' section explains that users can start reporting by uploading QPP JSON and QRDA III files. A red box highlights the 'UPLOAD A FILE' button. A disclaimer at the bottom states: 'Remember: These files will be calculated immediately and the page below will update with your preliminary scoring information.' A footer note says 'All changes are saved automatically.'

Remember: The submission period is **January 4, 2021 to March 31, 2021.**

Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots may not be the exact language, workflow, or design that is finalized in the system on January 4, 2021.

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Connected
Clinicians

View Individual
Options in Practice
Details

Individual Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Group Reporting

Group Reporting

Practice representatives can make an election to opt-in or voluntarily report on behalf of the entire practice.

- **This election should only be made when the practice wants to submit data as a group.**

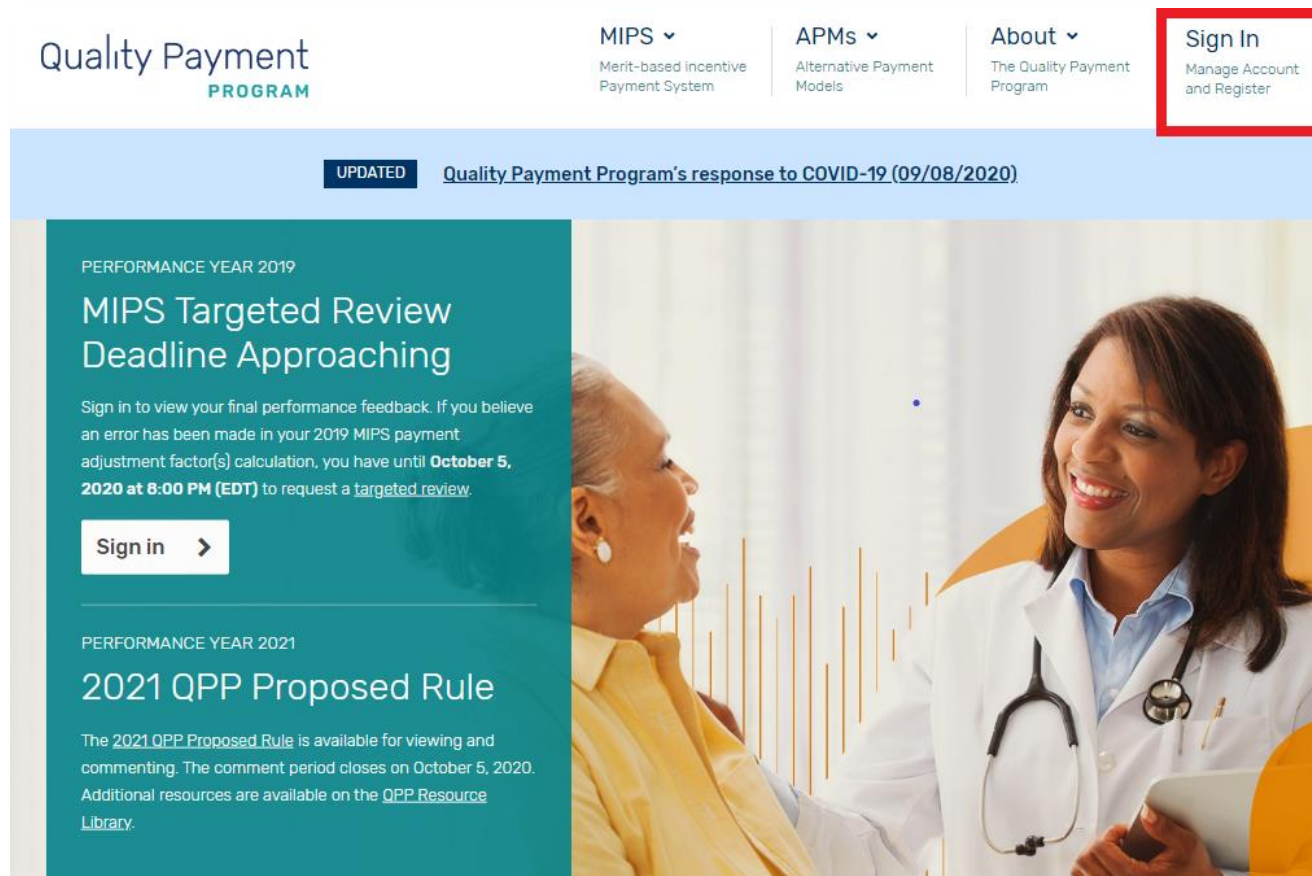
There is a slightly different workflow to make an election for [individual reporting](#).

Note: If your practice is participating as a group, you don't need to make an election for individual clinicians unless they are also submitting individual data.

Practice Representative Election Process: Group Reporting

Step 1: Sign in to qpp.cms.gov

Go to the [Quality Payment Program](https://qpp.cms.gov) website and click **Sign In** on the upper right-hand corner.



*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Group Reporting

Are You a New or Returning User of qpp.cms.gov?

Returning: If you have an account that lets you sign in to access qpp.cms.gov, enter your **User ID** and **Password** in the requested fields to sign in.

New: If you haven't signed into qpp.cms.gov before, you will need to register for an [HCQIS Access Roles and Profile system](#) (HARP) account to obtain access to sign in. Click the **Register with HARP** on the Register tab.

Check out the [Quality Payment Program Access User Guide](#) for more information on QPP accounts and access.

Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots may not be the exact language, workflow, or design that is finalized in the system on January 4, 2021.

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Group Reporting

Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to qpp.cms.gov, navigate to **Eligibility & Reporting** using the left-hand navigation.

The screenshot shows the user interface for the Quality Payment Program (QPP) CMS.gov. The user is logged in as Sam Smith. The left-hand navigation menu is visible, with 'Eligibility & Reporting' highlighted. The main content area displays the 'Eligibility & Reporting' page for Performance Year (PY) 2020. The page includes a section for 'Eligibility Status for Performance Year 2020' with a list of bullet points: MIPS Eligibility will be finalized in November 2020, 3rd Snapshot QP Determinations will be finalized in December 2020, APM Eligibility will be finalized in December 2020, Shared Savings Program Participation will be finalized in March 2021 (participants that joined between September 1 and December 31), and a link to learn more about determination periods and snapshots. Below this, there are tabs for APM ENTITIES, REGISTRIES, VIRTUAL GROUPS, and PRACTICES. A search bar is present with the text 'Search by practice name'. Below the search bar, it shows '63 Practices' and a 'Download' button. The selected practice is 'Alicia, Abrego and Godínez', which is marked as 'VOLUNTARY (GROUP)'. It also shows 'Exceeds Low Volume Threshold: No' and 'Medicare Patients at this practice: 173'. On the right side of the practice details, there are two buttons: 'REPORT AS GROUP' and 'REPORT AS INDIVIDUALS'.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Group Reporting

Step 3: View Group Options

Select **View Group Options** to the right of the practice's eligibility summary.

Greenville Podiatry

TIN: #1234567890 | 5200 Manchester Ln., Greenville, OH 01234

🔒 MIPS EXEMPT [Opt-in eligible](#)

Exceeds low volume threshold: No

Total Medicare Patients at This Practice: 150

Total Allowed Charges at This Practice: \$90,300

Covered Services at This Practice: 234

Special Statuses, Exceptions, and other factors: Small practice, Rural,

Facility-based (Greenville Medical Facility, CCN: 110016)

APM Participation at the practice level: 1 APM entity

[+ View APM entity details](#)

[VIEW GROUP OPTIONS](#)

[View Connected Clinicians](#)

Don't See View Group Options?

You will only see **View Group Options** when the practice is **opt-in eligible as a group**.

Practices that are **not opt-in eligible** will see **Start Reporting**.

Reminder: If your practice is participating as a group, you don't need to make an election for individual clinicians unless they are also submitting individual data.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting

Practice Representative Election Process: Group Reporting

Step 4: Group Reporting Options

Group Reporting Options

To participate in MIPS, you must decide whether you will **opt-in** or **report voluntarily** before any data can be submitted.

Elig Org 6

TIN: 000202938

MIPS EXEMPT

Elect to Opt-In

By electing to Opt-In, you become MIPS eligible. You will receive a MIPS final score and a payment adjustment in 2022.

OPT-IN

Choose to Report Voluntarily

By voluntarily reporting MIPS data, you will receive performance feedback for informational purposes only. You will not receive a payment adjustment in 2022.

REPORT VOLUNTARILY

[Cancel And Go Back](#)

From **Group Reporting Options**, you can make an election on behalf of the practice.

- Select **Opt-In** if you're electing for the practice to receive a MIPS Final Score based on a group submission and for all MIPS eligible clinicians to receive a payment adjustment; OR
- Select **Report Voluntarily** if you're electing for the practice to receive a MIPS Final Score based on a group submission, but no payment adjustment for the MIPS eligible clinicians.

Change Your Mind? If you change your mind on opting-in or reporting voluntarily, click "**Cancel And Go Back**" if you don't want to proceed. If you change your mind on opting-in or reporting voluntarily, click "Cancel And Go Back" if you don't want to proceed. Once an election to opt-in or voluntarily report is confirmed, that election cannot be undone or changed.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Group Reporting

Step 5: Confirm Selection

After you select to Opt-In or Report Voluntarily, you will be asked to **confirm your selection**. (This process is the same whether you made an election to opt-in or report voluntarily.)

When prompted to confirm your selection, read the description of your selection. Then, **type CONFIRM**.

Helpful Hint: This text field is not case sensitive.

After typing confirm, click **I'm Sure, Confirm Opt-In**.

Next, you will get a message confirming your election and the option to **Start Reporting**.

Are You Sure?

! By opting-in, Elig Org 6 will become MIPS eligible for the 2020 performance year and will receive a final score based on any data submitted or not submitted. This election is permanent and cannot be changed later.

Please Type "CONFIRM"

CONFIRM

I'M SURE, CONFIRM OPT IN

[Change My Election](#)

To proceed, please type "CONFIRM"

CONFIRM

I'M SURE, CONFIRM OPT-IN

Opt-In Confirmed

Greenville Podiatry has been successfully opted in to report for the 2020 performance year.

START REPORTING

Change Your Mind? If you change your mind on opting-in or reporting voluntarily, click "**Change My Election**" if you don't want to proceed. Once an election to opt-in or voluntarily report is confirmed, that election cannot be undone or changed.

Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots may not be the exact language, workflow, or design that is finalized in the system on January 4, 2021.

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting



Practice Representative Election Process: Group Reporting

Step 6: Start Reporting

After you have completed your practice's election, you will be brought to your practice's **Reporting Overview**, where you will begin the submission and reporting process.

The screenshot displays the 'Reporting Overview' page in the Quality Payment Program interface. The top navigation bar includes links for MIPS, APMs, About, and a user profile for Lisa. The left sidebar shows the account name 'Swaniawski - Pacocha' and the TIN '000594263'. The main content area features a 'Select Performance Year (PY)' dropdown set to 2020 and a 'Print' button. Below this, the 'Reporting Overview' title is followed by the practice details. A 'Start reporting' section provides instructions on uploading QPP JSON and QRDA III files. A red rectangular box highlights the 'UPLOAD A FILE' button in the top right corner of the main content area.

Remember: The submission period is **January 4, 2021 to March 31, 2021.**

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

View Group Options

Group Reporting
Options

Confirm Selection

Start Reporting



Qualified Registry and Qualified Clinical Data Registry Election Process



Registry Election Process

Registries

Qualified Registries and Qualified Clinical Data Registries with their own [Quality Payment Program accounts and access](#), can submit elections on behalf of opt-in eligible clinicians and practices participating as a group.

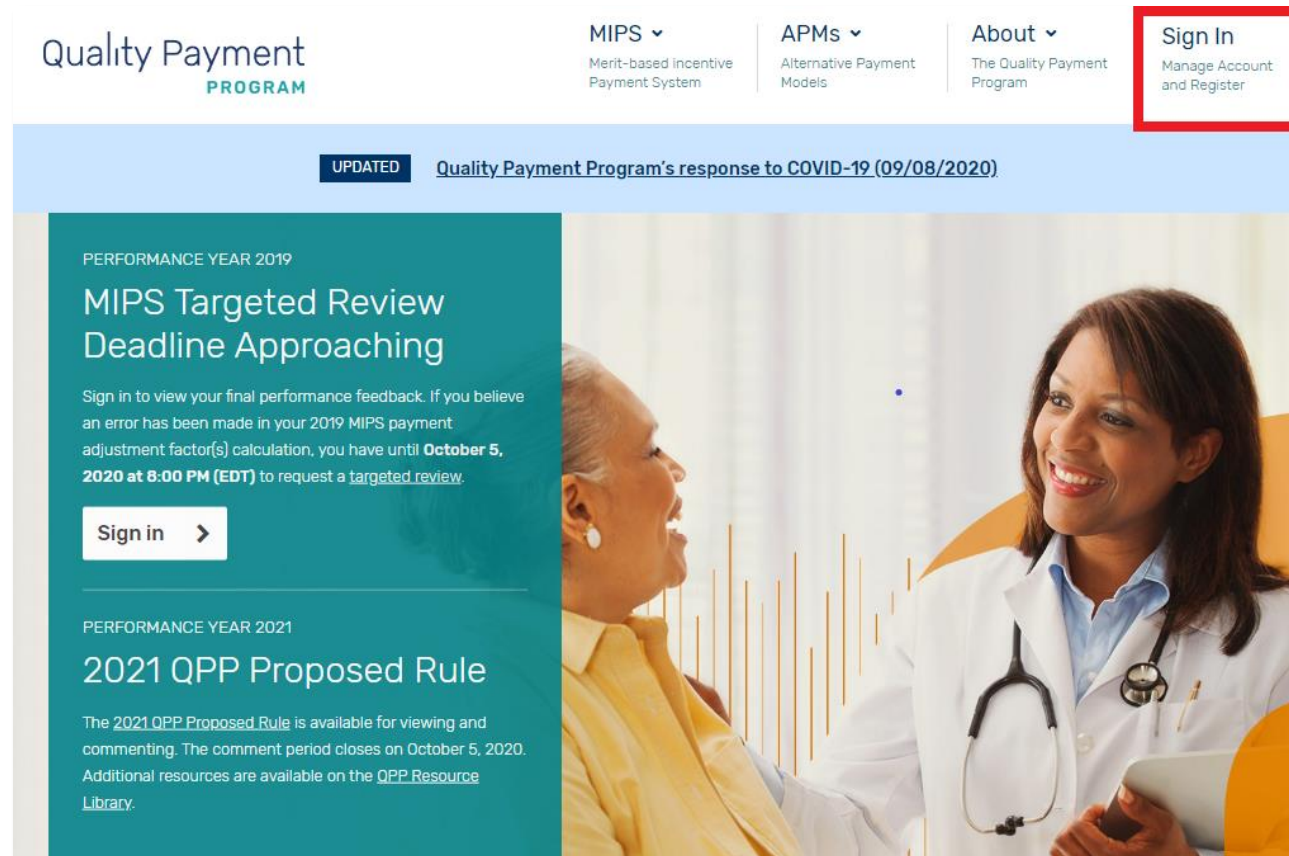
They can submit an election to opt-in or voluntarily report by signing in to gpp.cms.gov or by using the [Quality Payment Program Eligibility Application Programming Interface](#) (API) once the submission period opens.

Note: This guide does not address elections via API. [Eligibility API documentation](#) contains instructions on how to submit an election.

Registry Election Process

Step 1: Sign in to qpp.cms.gov

Go to the [Quality Payment Program](https://qpp.cms.gov) website and click **Sign In** on the upper right-hand corner.



*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection

Registry Submission
Details

Registry Election Process

Are You a New or Returning User of qpp.cms.gov?

Returning: If you have an account that lets you sign in to access qpp.cms.gov, enter your **User ID** and **Password** in the requested fields to sign in.

New: If you haven't signed into qpp.cms.gov before, you will need to register for an [HCQIS Access Roles and Profile system](#) (HARP) account to obtain access to sign in. Click the **Register with HARP** on the Register tab.

Using a QPP API?
Check out the [QPP Eligibility API](#) information.

Check out the [Quality Payment Program Access User Guide](#) for more information on QPP accounts and access.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

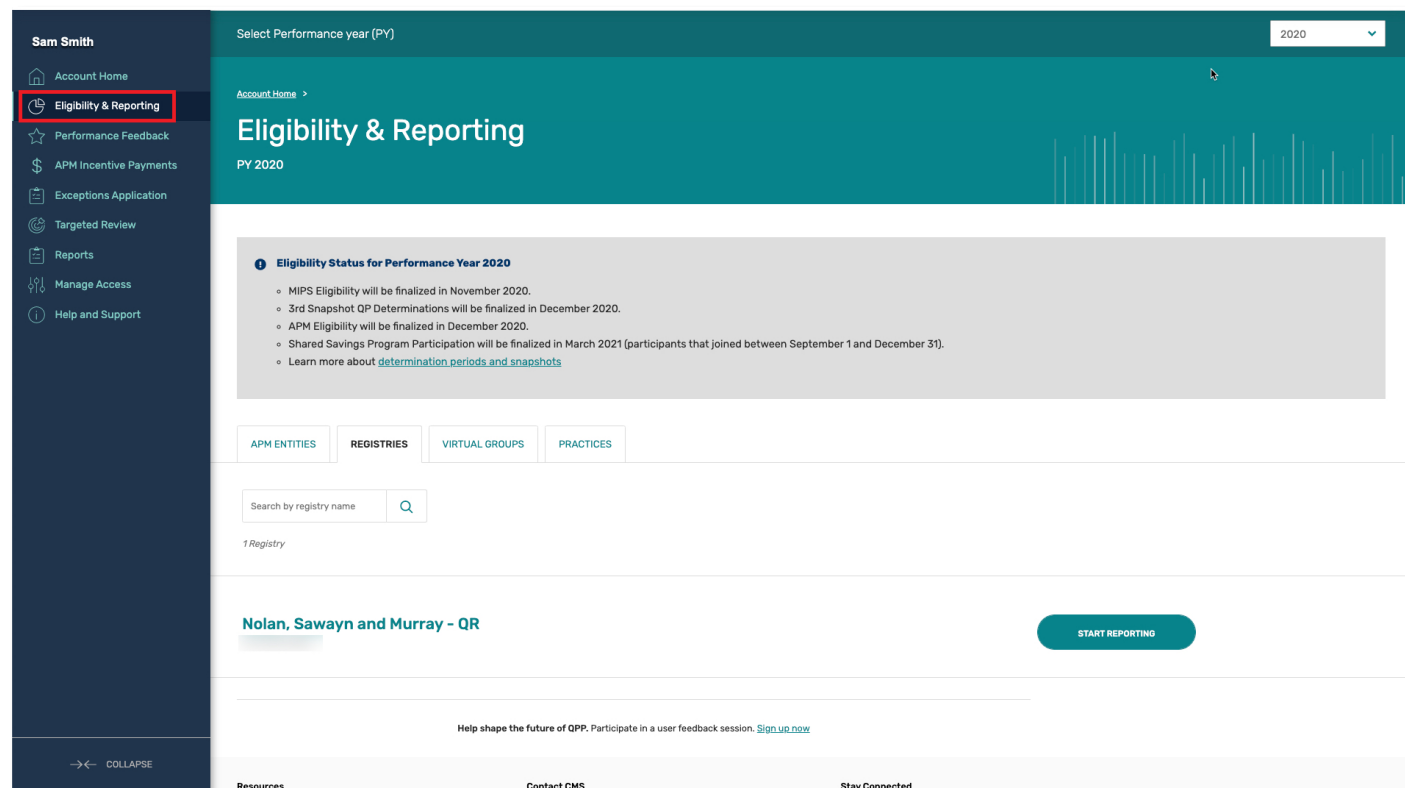


Registry Election Process

Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to qpp.cms.gov, navigate to **Eligibility & Reporting** using the left-hand navigation. You will see a list of your registries (Qualified Registries or QCDRs) in Eligibility & Reporting.

Select **Start Reporting** next to the registry you want to complete the election process for.



Remember: The submission period is from **January 4, 2021 to March 31, 2021**.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection

Registry Submission
Details

Registry Election Process

Step 3: Upload File(s)

Select Upload File(s) and upload a JavaScript Object Notation (QPP JSON) or Quality Reporting Document Architecture Extensible Markup Language (QRDA XML) file(s) that contain all or single category data for your clients.

The screenshot displays the '2020 Registry Submission Details' page. The sidebar on the left includes links for 'Account Home', 'Nolan, Sawayn and Murray-QR', 'Eligibility and Reporting', 'Registry Dashboard', and 'Performance Feedback'. The main content area features a header with '2020 Registry Submission Details' and a sub-header 'Performance Year (PY) 2020'. A red box highlights the 'UPLOAD FILE(S)' button. Below this, a table shows submission details, including a 'Preliminary Score: 64.06 Points' and a 'Score Breakdown' section. The score breakdown includes 'Quality Measures' with a score of 40.06 points and 'Improvement Activities' with a score of 20.00 points.

Remember: QPP XML is **NOT** an accepted file format in 2020, XML refers to QRDA XML.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection


Registry Submission
Details

Registry Election Process

Step 4: Upload Data

Upload Data

American Academy of Neurology



DRAO & DROP

Upload data

Your JSON or XML file here, or [browse](#).

UPLOAD

CANCEL

How can I overwrite data to save a blank field?

If you'd like to update the data with an intentionally empty field, make sure to select the "N/A" value in the Excel file for that field.

Uploading this file will **overwrite the registry data you've submitted**. Measure data that you've left blank will not be updated. A maximum of 50 files can be processed in a single upload request.

After selecting Upload File(s), an **Upload Data** modal will populate. Upload your JSON or QRDA XML file(s) **via drag and drop or browse and attach file(s)**.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection

Registry Submission
Details



Registry Election Process

Step 5: Opt-In Eligible Participant Election Selection

Opt-In Eligible Participants

The following clinicians or groups have been identified as "opt-in eligible" for MIPS. To complete this file upload, you must indicate their preference to Report Voluntarily or Opt-In to MIPS.

| Participant | No Decision | Report Voluntarily | Opt-In |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| TIN 1234567890 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TIN 0001112221 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN 475938402 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN 8568867232 NPI 0006956737 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN 2344343555 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN 0003344455 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN 8439376732 NPI 1122345634 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN 5040794444 NPI 0501124844 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN 4445886666 NPI 2245666755 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN 9948234922 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Participant Elections

No Decision 3
The clinician or group will not be uploaded and will remain MIPS Exempt.

Report Voluntarily 20
The clinician or group will receive performance feedback but will not receive a payment adjustment in 2021.

Opt-In 27
The clinician or group will receive performance feedback and a MIPS payment adjustment in 2021.

SUBMIT ELECTIONS

Cancel File Upload

1 2 3 4 5

You will see a list of all the opt-in eligible groups and clinicians included in the submission.

- **Individual clinicians** are identified by Taxpayer Identification Number and National Provider Identifier combination (TIN/NPI).
- **Groups** are identified by TIN.

You'll need to make an election for each TIN and TIN/NPI:

- **No Decision:** you don't want to continue with data upload for this participant (they will remain exempt unless an election is made later).
- **Report Voluntarily:** the clinician or group will not receive a payment adjustment based on data submitted.
- **Opt-In:** the clinician or group will receive a payment adjustment based on data submitted.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*



Registry Election Process

Step 6: Submit Election Selection

Opt-In Eligible Participants

The following clinicians or groups have been identified as "opt-in eligible" for MIPS. To complete this file upload, you must indicate their preference to Report Voluntarily or Opt-In to MIPS.

| Participant | No Decision | Report Voluntarily | Opt-In |
|------------------------------------|-----------------------|----------------------------------|----------------------------------|
| TIN: 1234567890 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| TIN: 0001112221 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN: 476938402 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN: 8588867232 NPI: 0006956737 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN: 2344343036 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN: 0003344455 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN: 8439376732 NPI: 1122234534 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| TIN: 5940794444 NPI: 0501124844 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN: 4445886666 NPI: 2245666766 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| TIN: 9948234922 | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

Participant Elections

No Decision 3
The clinician or group will not be uploaded and will remain MIPS Eligible.

Report Voluntarily 20
The clinician or group will receive performance feedback but will not receive a payment adjustment in 2021.

Opt-In 27
The clinician or group will receive performance feedback and a MIPS payment adjustment in 2021.

SUBMIT ELECTIONS

Cancel File Upload

1 2 3 4 5

When you are done making your elections, click **Submit Elections**.

Change Your Mind? You can click **Cancel File Upload**, which will cancel the entire upload (including data for those who are already MIPS eligible). Once an election to opt-in or voluntarily report is confirmed, that election cannot be undone or changed.

Need More Information on the Opt-in and Voluntary Reporting Policy? More information on the opt-in and voluntary reporting policies is available in the [2020 MIPS Eligibility and Participation User Guide](#).

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection

Registry Submission
Details

Registry Election Process

Step 7: Confirm Selection

After you select to Opt-In or report voluntarily, you will be asked to **confirm your selection**.

Are you sure?

By confirming these selections, you are indicating their preference to Report Voluntarily or Opt-In to MIPS. These selections are permanent and cannot be changed later.

| | |
|--|----|
| No Decision | 3 |
| The clinician or group will not be uploaded and will remain MIPS Exempt. | |
| Report Voluntarily | 20 |
| The clinician or group will receive performance feedback but will not receive a payment adjustment in 2022 | |
| Opt-Ins | 27 |
| The clinician or group will receive performance feedback and a MIPS payment adjustment in 2022 | |

Please type "CONFIRM"

CONFIRM

I'M SURE, CONFIRM SELECTIONS

[Change my selections](#)

When prompted to confirm your selection, read the description of your selection. Then, **type CONFIRM**.

After typing confirm, click **I'm Sure, Confirm Selections**.

Helpful Hint: This text field is not case sensitive.

Next, you will get a message confirming your participation selections.

Participation Selections Confirmed

Your selected participants have been successfully opted-in to report for the 2020 performance year.

Need to Change Your Selections? Click **Change my Selections**. Once an election to opt-in or voluntarily report is confirmed, that election cannot be undone or changed.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*



Registry Election Process

Step 8: Registry Submission Details

After your participant selection is confirmed, you'll see the **Registry Submission Details** populated with the data you just uploaded. From this page, you can review preliminary scores or upload more data for your clients.

Account Home

Nolan, Sawayn and Murray-QR

Eligibility and Reporting

Registry Dashboard

Performance Feedback

Select Performance Year (PY) 2020

Download API Token

Print

2020 Registry Submission Details

Performance Year (PY) 2020

Start by uploading a JSON file that contains all or single category data. [View Registry Instructions](#)

This information is not considered final and may be updated until the submission deadline of March 23, 2021, when it will be automatically submitted to QPP for review.

UPLOAD FILE(S)

Displaying: 1 - 2 of 2

| | SELECT ALL | DOWNLOAD | DELETE | SEARCH |
|---|------------|----------|--------|--------|
| <input type="checkbox"/> TIN | | | | |
| <p>Preliminary Score: 64.06 Points Out of 100 Points</p> <p>Last Update: 09-11-2020 10:33 AM Submission ID: 06f1f62f-753f-4209-89a2-ec8a070363ac</p> <p>Score Breakdown Each TINs Score is achieved by adding up the points earned in each Performance Category.</p> <p>Performance Category Score</p> <p>Quality Measures Measures Submitted: 8 Manage Data</p> <p>40.06 Points Out of 50 Points</p> <p>Improvement Activities Activities Submitted: 3 Manage Data</p> <p>20.00 Points Out of 20 Points</p> | | | | |

Need to Upload More Data?
Select **Upload File(s)**.

*Disclaimer: This guide captures images of the process for opting-in or voluntarily reporting. The information captured in the screenshots **may not** be the exact language, workflow, or design that is finalized in the system on January 4, 2021.*

Sign in to
QPP.CMS.GOV

Navigate to
Eligibility &
Reporting

Upload File(s)

Upload Data

Opt-In Eligible
Participant Election
Selection

Submit Election
Selection

Confirm Selection

Registry Submission
Details



Help, Resources, and Version History



Help, Resources, and Version History

Where Can You Go for Help?

Contact the Quality Payment Program at 1-866-288-8292, Monday through Friday, 8 a.m. - 8 p.m. Eastern Time or by e-mail at:

QPP@cms.hhs.gov.

- Customers who are hearing impaired can dial 711 to be connected to a TRS Communications Assistant.

Connect with your [local technical assistance organization](#). We provide no-cost technical assistance to small, underserved, and rural practices to help you successfully participate in the Quality Payment Program.

Visit the [Quality Payment Program website](#) for other [help and support](#) information, to learn more about [MIPS](#), and to check out resources available in the [QPP Resource Library](#).

Help, Resources, and Version History

Resources

The [Quality Payment Program website](#) provides additional information and resources to help you actively participate in QPP. In the [Resource Library](#), you will find the [2020 MIPS Opt-In and Voluntary Reporting Election Toolkit](#), as well as many other fact sheets, guides, and FAQs we have created about the program. We also encourage you to check out our upcoming and past webinars in the [Webinar Library](#).

Click on the topic you're interested in exploring from the resources below to be brought to the listed resource.

Upcoming Webinars and Programs
If you'd like to attend our webinars, please click on the title to register. Space may be limited, so please register soon.

MAY 9 2019
2019 Advanced Alternative Payment Models (APMs) Overview
Provide an overview of Advanced Alternative Payment Models (APMs) – one of the two tracks of the Quality Payment Program.

Full Webinar Library
Search [] - Hide filters

Quality Payment PROGRAM
MIPS - Merit-based Incentive Payment System
APMs - Alternative Payment Models
About - The Quality Payment Program
Sign In - Manage Account and Register

PERFORMANCE YEAR 2019
Register for CMS Web Interface or CAHPS for MIPS Survey
Registration is now open for groups and virtual groups. Registration closes on July 1, 2019.
Register

2019 Promoting Int Category Overview
PY 2019 | MIPS | Promoting Int
Provide an overview of the of the Merit-based Incentive Payment System (MIPS).
[Recording \(PDF\)](#) | [Slides \(PDF\)](#)

General Resources
2020 MIPS Extreme and Uncontrollable Circumstances Application Resources (ZIP 58KB)
Quality Payment Program COVID-19 Response (PDF 504KB)
Quality Payment Program Access User Guide (ZIP 4MB)
View more general resources

Regulatory Resources
2019 Merit-Based Incentive Payment System (MIPS) Opt-In and Voluntary Reporting Policy Fact Sheet
The Medicare Access and CHIP Reauthorization Act of 2015 (MACRA) ended the Sustainable Growth Rate (SGR) formula, which would have resulted in a significant cut to Medicare payment rates for clinicians. The MACRA advances a forward-looking, coordinated framework for clinicians to successfully participate in the Quality Payment Program (QPP), which rewards value in one of two ways:
• If you are a MIPS eligible clinician, you will be subject to a performance-based payment adjustment through MIPS.
• If you decide to take part in an Advanced APM, you may earn a Medicare incentive payment for sufficiently participating in an innovative payment model.
Calendar Year (CY) 2019 is the third year (or "Year 3") of the MIPS. The data reported and activities conducted in the 2019 MIPS Performance Period will result in a 2019 MIPS Final Score. The 2019 MIPS Final Score will impact Medicare payments to clinicians in 2021, referred to as the 2021 MIPS payment year.
This resource:
• Describes and compares the new opt-in policy to the voluntary reporting option
• Identifies the impact of electing to opt-in to MIPS or voluntarily reporting to MIPS on MIPS measure benchmarks, public reporting, and potential payment adjustments
• Identifies additional resources

Not Finding What You're Looking For?
Subscribe to updates at the bottom of the [QPP website](#) for notifications when new information is released or contact us using the contact information at the bottom of the page for help with your questions.

Help, Resources, and Version History

Version History

If we need to update this document, changes will be identified here.

| Date | Change Description |
|------------|--------------------|
| 12/23/2020 | Original posting |