



# Quality Payment PROGRAM

## MERIT-BASED INCENTIVE PAYMENT SYSTEM (MIPS)

2019 Opt-in and Voluntary  
Reporting Election Process  
Guide



Updated 12/5/2019



# TABLE OF CONTENTS

[How to Use This Guide](#)

3

[Important Dates](#)

4

[Quick Facts](#)

6

- [Overview](#)
- [Elections via Application Programming Interface](#)

7

11

[Practice Representatives Election Process](#)

12

- [Individual Reporting](#)
- [Group Reporting](#)

14

23

[Election Process for Registries](#) *via [qpp.cms.gov](http://qpp.cms.gov)*  
(Qualified Registries and Qualified Clinical Data Registries)

31

[Additional Resources, How to Get Help, & Version History](#)

42



***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 2, 2020. 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 2019 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](#) and other documentation are included throughout the guide to direct the reader to more information and resources.



## IMPORTANT DATES





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

November 2019\*

**Updated MIPS eligibility for the 2019 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 2019 performance year using the [Quality Payment Program Participation Status Lookup Tool](#)

January 2, 2020

**2019 opt-in and voluntary reporting election period** and data submission period opens **January 2, 2020**

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

March 31, 2020

**2019 opt-in and voluntary reporting election period** and data submission period ends on **March 31, 2020**.

**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 31<sup>st</sup>**

\*This is the final eligibility determination for clinicians who don't participate in an Alternate Payment Model (APM). Final Qualifying Participant (QP) determinations and Alternative Payment Model (APM) participation from the 3<sup>rd</sup> APM snapshot will be released in December. We will release the 4<sup>th</sup> APM snapshot (Shared Savings Program participation only) in March 2020.







## QUICK FACTS





# Opt-in and Voluntary Reporting Election Process Overview

This guide will cover the election process on [qpp.cms.gov](https://qpp.cms.gov) for:

- Practice Representatives
  - Individual Reporting
  - Group Reporting
- Qualified Registries and Qualified Clinical Data Registries

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 [2019 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: 1-877-715-6222) or email at [QPP@cms.hhs.gov](mailto: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

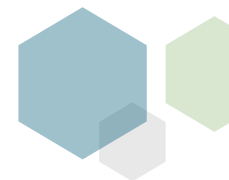
Individual Clinicians	Groups
Clinicians may be identified as opt-in eligible on the <a href="#">QPP Participation Status lookup tool</a> .	Groups may be identified as opt-in eligible on the <a href="#">QPP Participation Status lookup tool</a> .
<div> MIPS Eligibility: <b>🗳️ INDIVIDUAL</b>  Opt-in Option: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

**Questions about  
Opting-in and  
Voluntarily Reporting  
to MIPS?**

Check out the [2019 Opt-in and Voluntary Reporting Policy Fact Sheet](#) or the [2019 Opt-in Election Process Fact Sheet](#).







## Opting-In vs. Voluntary Reporting

If you are opt-in eligible for the 2019 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 <b>not</b> 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 <b>not</b> be included in measure benchmark calculations
✓ Your data will be made available for public reporting on Physician Compare	✓ Your data will be made available for public reporting on Physician Compare  <b>*Unless, during the 30-day preview period (in late 2020), you opt-out of having your data publicly reported on Physician Compare</b>

\*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 [2019 Opt-in and Voluntary Reporting Policy Fact Sheet](#) or the [2019 Opt-in Election Process Fact Sheet](#).



## 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 2019 performance period.

- Final MIPS eligibility is available for you to check using the [Quality Payment Program Participation Status Lookup 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.

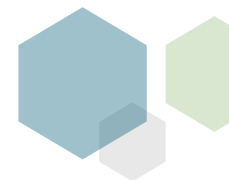


### **Have a QPP Account and Access** to complete the election.

- To access [qpp.cms.gov](http://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 2, 2020 at 10:00 am Eastern Time (ET) and closes March 31, 2020 at 8:00 pm 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 2, 2020 through March 31, 2020.
- Elections must be made before you can use the [Submissions API](#) to submit data on behalf of opt-in eligible clients.
- [Eligibility API documentation](#) will be updated in early November to include opt-in and voluntary reporting elections.

## Where Can I Find Out More?

To learn more about QPP APIs, like the QPP Eligibility API, visit [QPP Developer Tools](#) on the Quality Payment Program website. You can also stay up to date on API discussions through the [QPP APIs Google Group](#).

**Remember:** 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 Representatives

Practice representatives are individuals authorized by the practice's Security Official to view or submit data for the practice on [gpp.cms.gov](https://gpp.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 2, 2020 at 10:00 am Eastern Time (ET) and closes March 31, 2020 at 8:00 pm ET.



## 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.

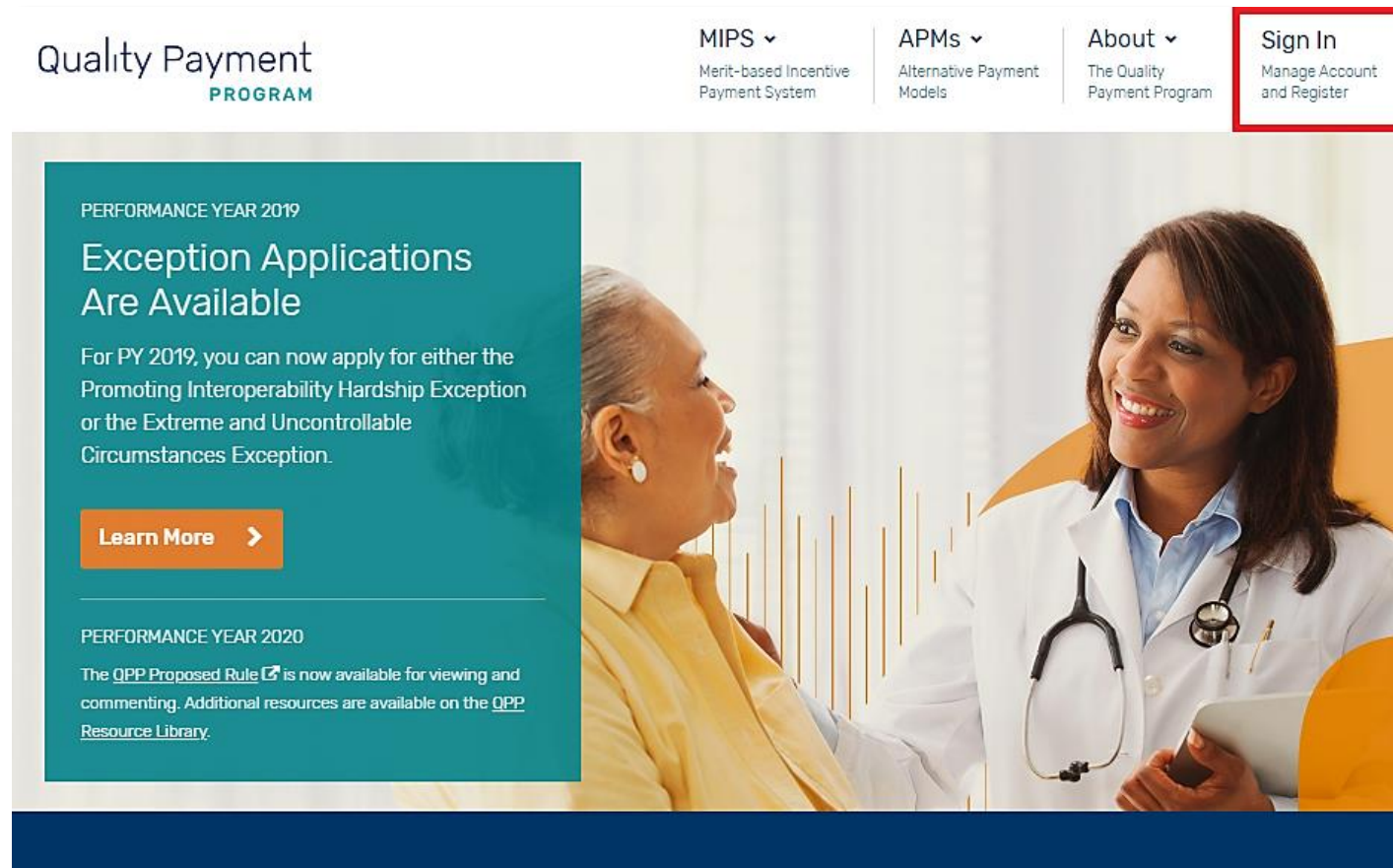




# Practice Representative Election Process: Individual Reporting

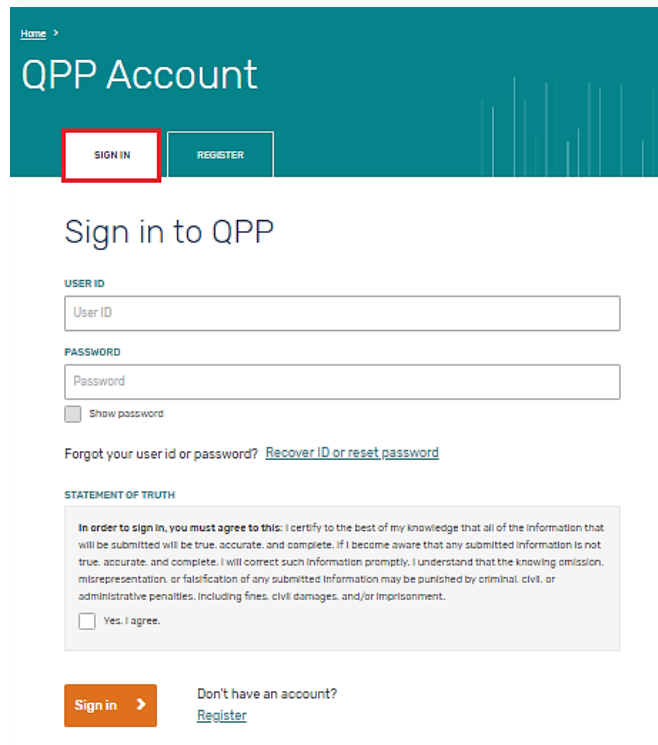
## Step 1: Sign in to [qpp.cms.gov](https://qpp.cms.gov)

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

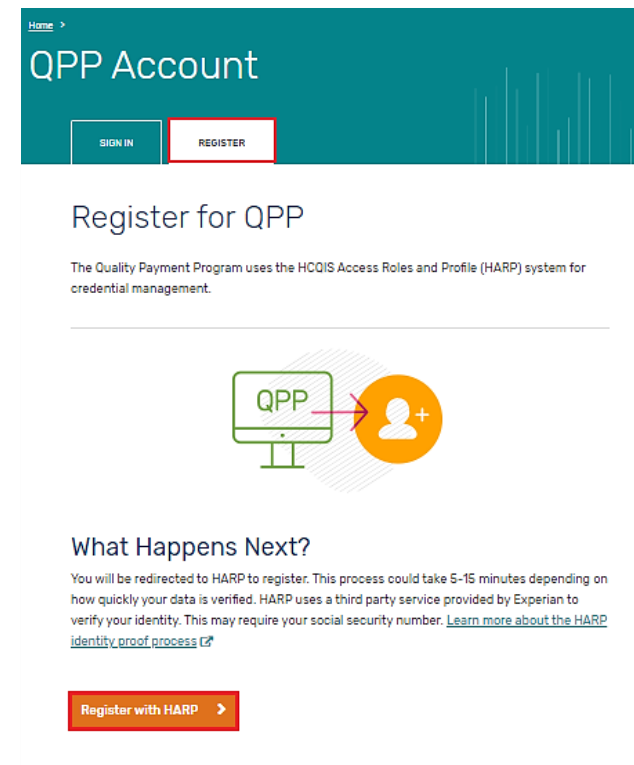


## Are you a New or Returning User of [qpp.cms.gov](https://qpp.cms.gov)?

**Returning:** If you have an [account](#) that let's you sign in access [qpp.cms.gov](https://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](https://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.



## Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to [qpp.cms.gov](http://qpp.cms.gov), navigate to **Eligibility & Reporting** using the left-hand navigation.



**Remember:** The submission period is **January 2, 2020 to March 31, 2020.**

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



## 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., Miam, 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 Statutes, 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.

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



## 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 displays the 'Connected Clinicians' section with a search bar, filters, and a list of clinicians. The first clinician, Debara Jones at Miami Medical, is highlighted. A red box highlights the 'VIEW INDIVIDUAL OPTIONS' button next to her name. Below the clinician's name, there is a section for 'REPORTING REQUIREMENTS' which states that the clinician is not required to report due to low volume but can opt-in. A link to 'View complete eligibility details' is provided at the bottom of this section.

**Connected Clinicians (10)**

Search [ ] Q - Show filters Reporting Status: Show All [v]

10 Clinicians | Download [v]

**Debara Jones at Miami Medical**  
NPI: 1234567890 | Nurse Practitioner

MIPS Eligibility: [i] INDIVIDUAL Opt-in eligible [i] GROUP Opt-in eligible

**VIEW INDIVIDUAL OPTIONS**

**REPORTING REQUIREMENTS**

This clinician is not required to report because they do not exceed the individual low-volume threshold. Because they exceed one or two elements of the low-volume threshold, however, they can opt-in to report as an individual. In either case, because the practice exceeds the low-volume threshold, if the practice reports as a group, the clinician's

+ View complete eligibility details

### 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**.



## Step 5: Individual Reporting Options

### Individual Reporting Options

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

Debara Jones at Miami Medical

NPI: 1234567890 | TIN: 123456789

🔒 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 2021.

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 2021.

REPORT VOLUNTARILY

Cancel

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**.

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

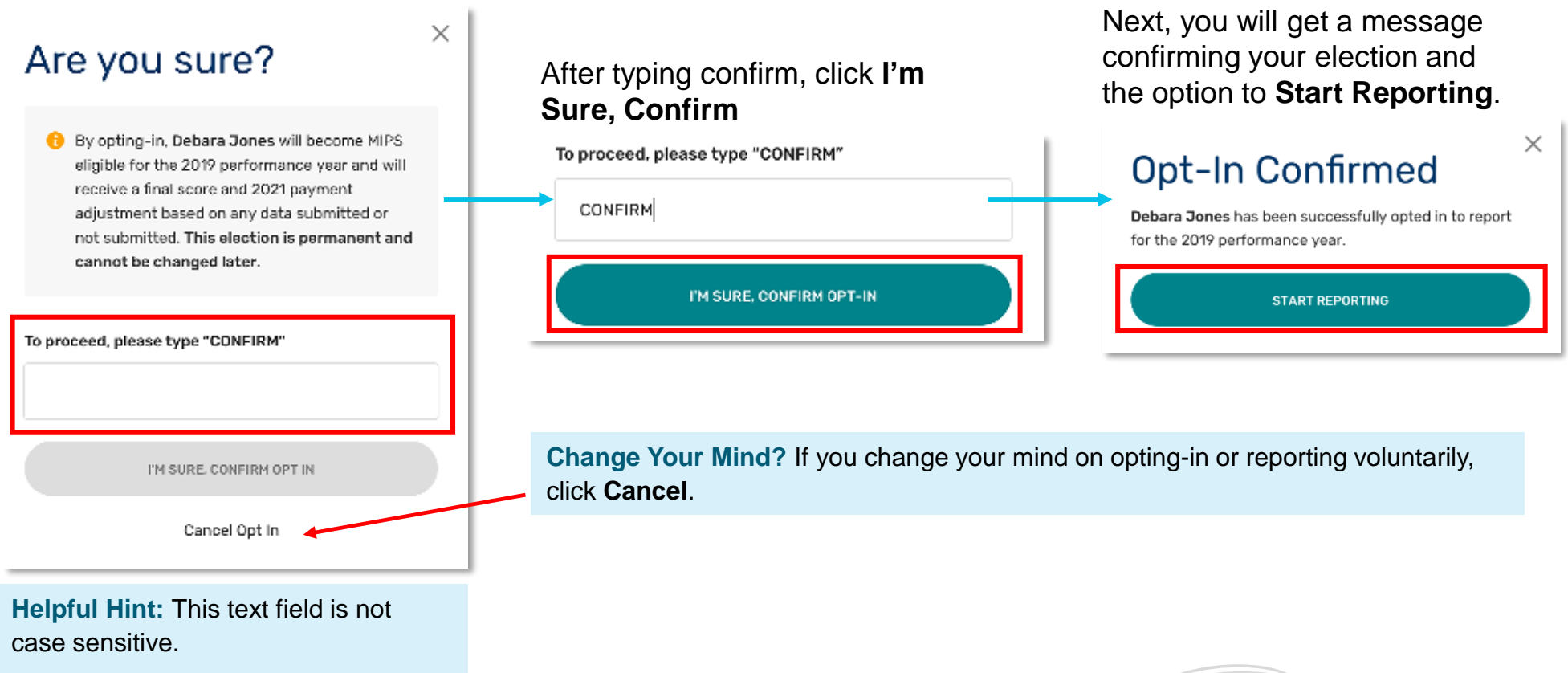




## Step 6: Confirm Selection

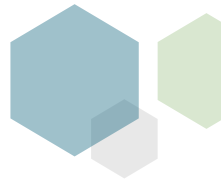
After you select to Opt-In or Report Voluntarily, you will be asked to **confirm your selection**. (This process is the same whether you made an election to opt-in or report voluntarily)

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



## 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.



Select Performance Year (PY) 2019

Account Home > Eligibility & Reporting > Practice Details >

## Reporting Overview

Debara Jones  
NPI: 1234567890 | TIN: 123456789

PRINT

### Start reporting

You can start reporting by uploading properly formatted QPP JSON, QPP XML and QRDA-3 files that can contain Quality measures, and/or Promoting Interoperability measures, and/or Improvement Activities. You can also scroll down and report for each category separately.

Remember: These files will be calculated immediately and the page below will update with your preliminary scoring information. Your information will be automatically saved in our system.

UPLOAD A FILE

Last Update: 10/31/2018

### Quality

START REPORTING

**Remember:** The submission period is **January 2, 2020 to March 31, 2020.**

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



## 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](#).

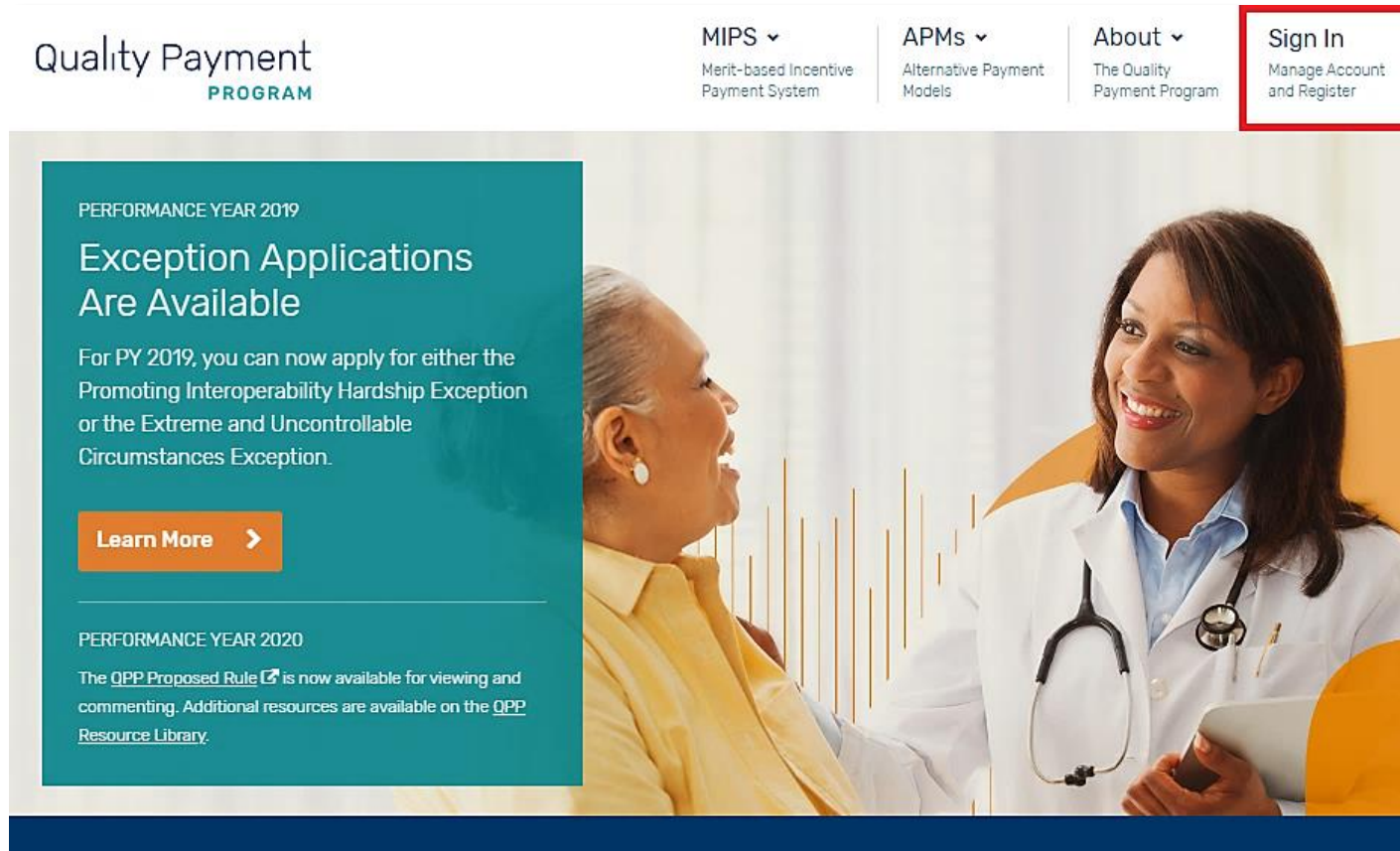
**Note:** If your practice is participating as a group, you don't need to make an election for individual clinicians unless they are also submitting individual data.



# Practice Representative Election Process: Group Reporting

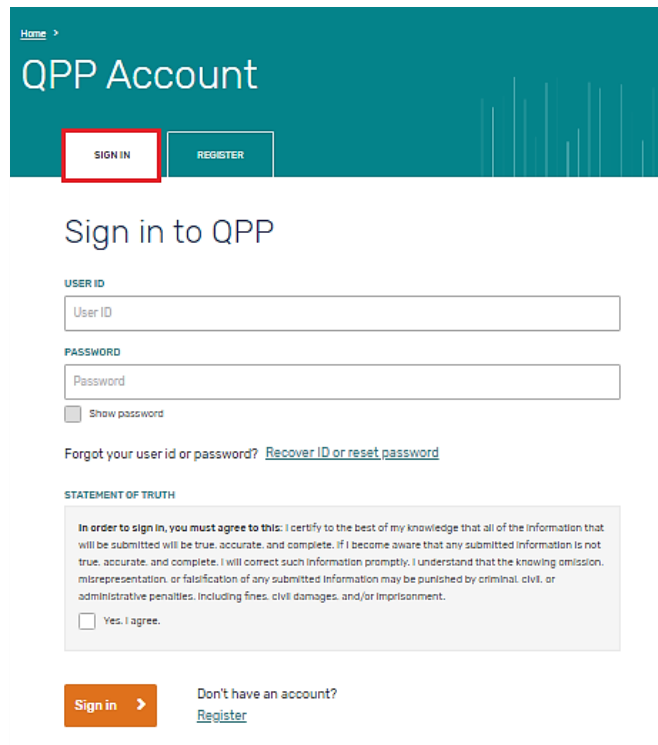
## Step 1: Sign in to [qpp.cms.gov](https://qpp.cms.gov)

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

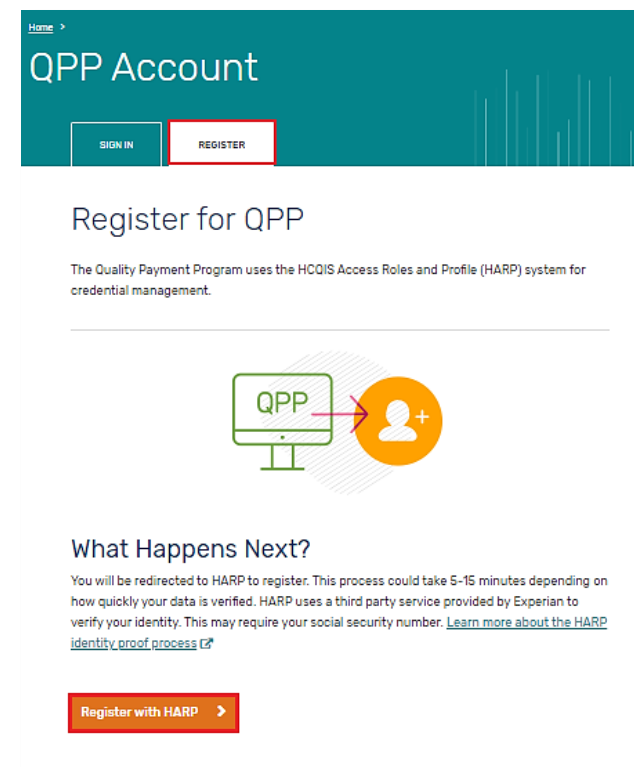


## Are you a New or Returning User of [qpp.cms.gov](https://qpp.cms.gov)?

**Returning:** If you have an [account](#) that let's you sign in access [qpp.cms.gov](https://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](https://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.



## Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to [qpp.cms.gov](http://qpp.cms.gov), navigate to **Eligibility & Reporting** using the left-hand navigation.



Sign in to  
QPP.CMS.GOV

Navigate to  
Eligibility &  
Reporting

View Group Options

Group Reporting  
Options

Confirm Selection

Start Reporting





## Step 3: View Group Options

Select **View Group Options** next to 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.

Sign in to  
QPP.CMS.GOV

Navigate to  
Eligibility &  
Reporting

View Group Options

Group Reporting  
Options

Confirm Selection

Start 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.

Greenville Podiatry  
TIN: 1234567890  
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 2021.

**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 2021.

**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 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**.



## 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**.

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

**Are you sure?**

By opting-in, Greenville Podiatry will become MIPS eligible for the 2019 performance year and will receive a final score and 2021 payment adjustment based on any data submitted or not submitted. This election is permanent and cannot be changed later.

To proceed, please type "CONFIRM"

CONFIRM

I'M SURE, CONFIRM OPT-IN

[Cancel Opt In](#)

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

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 2019 performance year.

START REPORTING

**Change Your Mind?** If you change your mind on opting-in or reporting voluntarily, click **Cancel**.

**Helpful Hint:** This text field is not case sensitive.



## 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.

Account Home > Eligibility & Reporting > Practice Details >

## Reporting Overview

PRINT

Greenville Podiatry  
TIN: 123456789

### Start reporting

You can start reporting by uploading properly formatted QPP JSON, QPP XML and QDA-3 files that can contain Quality measures, and/or Promoting Interoperability measures, and/or Improvement Activities. You can also scroll down and report for each category separately.

Remember: These files will be calculated immediately and the page below will update with your preliminary scoring information. Your information will be automatically saved in our system.

UPLOAD A FILE

Last Update: 10/31/2018

### Quality

START REPORTING

**Remember:** The submission period is **January 2, 2020 to March 31, 2020.**

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



## 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 [qpp.cms.gov](http://qpp.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](#) will be updated with this information in early November.

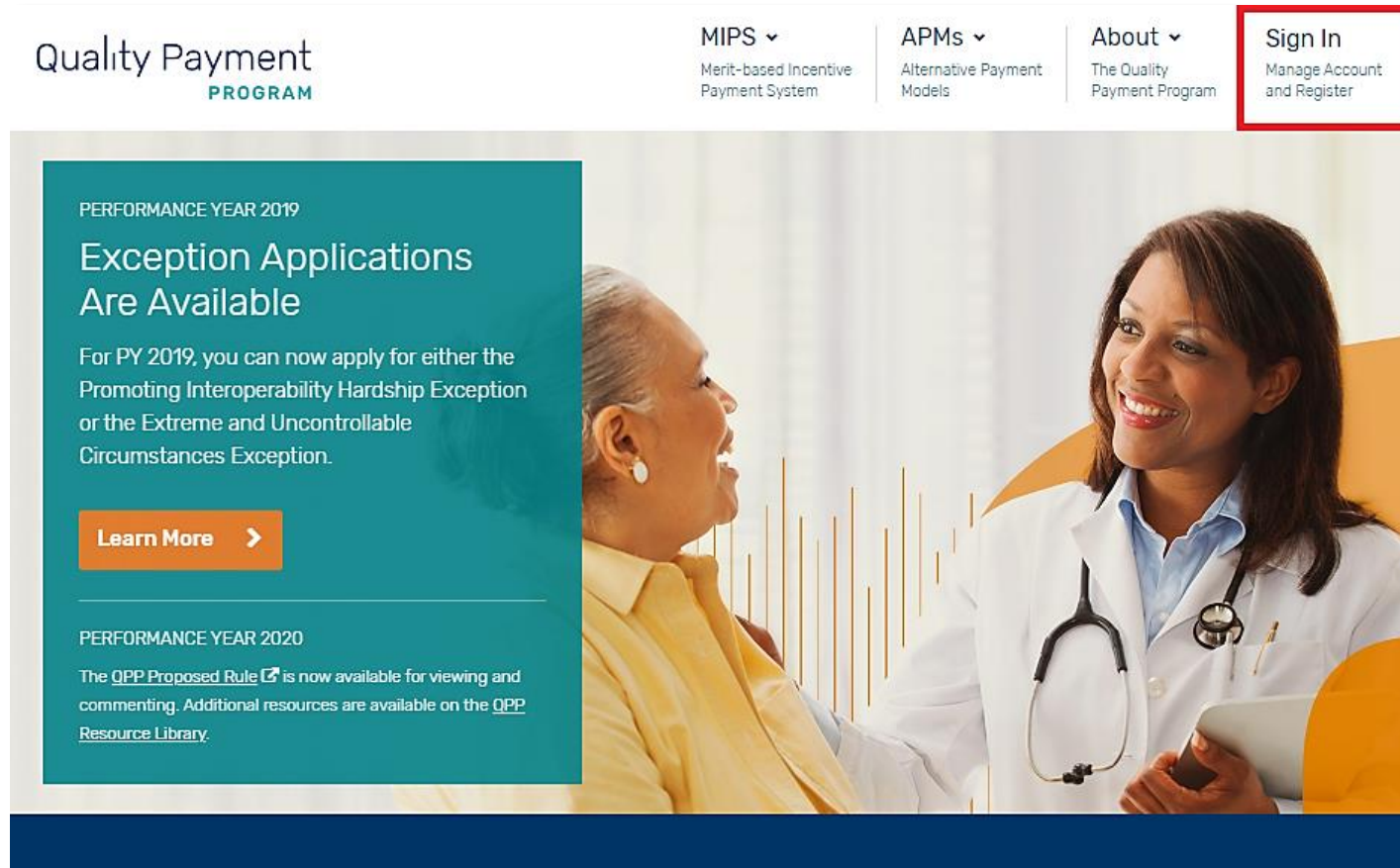




# Registry Election Process

## Step 1: Sign in to [qpp.cms.gov](https://qpp.cms.gov)

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



## Are you a New or Returning User of [qpp.cms.gov](https://qpp.cms.gov)?

**Returning:** If you have an [account](#) that let's you sign in access [qpp.cms.gov](https://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](https://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.

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



## Step 2: Navigate to Eligibility & Reporting

Once you successfully sign in to [qpp.cms.gov](http://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.

The screenshot shows the user interface of the Quality Payment Program (QPP) website. On the left is a dark blue sidebar with the user's name 'Sam Smith' at the top. Below the name are several navigation links: 'Home', 'Eligibility & Reporting' (highlighted with a red box), 'Performance Feedback', 'Physician Compare Preview', 'Manage User Access', and 'Help and Support'. At the bottom of the sidebar is a 'COLLAPSE' button. The main content area has a teal header with 'Select Performance Year (PY)' and a dropdown menu set to '2018'. Below the header is a teal banner with the text 'Eligibility & Reporting'. The main content area is white and contains the heading 'The PY 2018 Submission Window is Open' followed by a paragraph: 'You can update your data at any time the submission window is open (January 1–March 31, 2018). Once the submission window is closed, CMS will begin calculating your payment adjustments.' Below this is a section titled 'REGISTRIES (1)' which lists 'American Academy of Neurology' with 'Vendor ID: #1234567892'. To the right of the registry name is a teal button labeled 'START REPORTING' which is highlighted with a red box.

### Remember:

The submission period is from **January 2, 2020 to March 31, 2020.**



## 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.

**Remember:**

QPP XML is **NOT** an accepted file format in 2019, XML refers to QRDA XML.




## Step 4: Upload Data



### Upload Data

American Academy of Neurology

  
DRAG & DROP  
**Upload data**  
Your JSON or XML file here, or [browse](#).

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.

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.

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)**.





## 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 8588867232 NPI 0006958737	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TIN 2344343535	<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 4440886666 NPI 2246666755	<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





## 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 checked="" 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 0006958737	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
TIN 2344343535	<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 2245666756	<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

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).

**Need more information on Opt-in and Voluntary Reporting policy?** More information on the opt-in and voluntary reporting policies is available in the [2019 MIPS Opt-In and Voluntary Reporting Policy Fact Sheet](#).



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

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**.

**Helpful Hint:** This text field is not case sensitive.

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

I'M SURE, CONFIRM SELECTIONS

[Change my selections](#)

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 2019 performance year.

**Need to Change Your Selections?** Click **Change my Selections**.



## 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 Dashboard > ... > Submission Reporting

### 2019 Registry Submission Details

American Academy of Neurology  
Vendor ID: #1234567892

PRINT

DOWNLOAD API TOKEN

Start by uploading a JSON or XML file(s) 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 31, 2019, when it will be automatically submitted to QPP for review.

UPLOAD FILE(S)

Displaying: 1-10 of 80

UPLOAD DATE: 01/23/2018

☐ SELECT ALL   DOWNLOAD   DELETE   PRINT RECEIPT   FILTER UPLOAD DATE   SEARCH

<input type="checkbox"/> TIN 0001112221	TIN: 0001112221	<b>Preliminary Score: 68.9</b> Out of 100 Points
<input type="checkbox"/> TIN 0001234567	MIPS ELIGIBLE VIA OPT-IN	

Need to upload  
more data?

Select **Upload  
File(s)**.





.....

## ADDITIONAL RESOURCES, HOW TO GET HELP, & VERSION HISTORY





## Additional 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 [2019 MIPS Opt-in and Voluntary Reporting Policy Fact Sheet](#), the [2019 MIPS Opt-In Election Process Fact Sheet](#), 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** [\[P\]](#)  
Provides an overview of Advanced Alternative Payment Models (APMs) – one of the two tracks of the Quality Payment Program.

**Full Webinar Library**

Search  - Hide filters

Performance Year: All  QPP Reporting Track: All  Performance Category: All  Webinar Type: All

[Clear all filters](#)

Alphabetical  Latest

14 webinars

**2019 Promoting Interoperability Performance Category Overview**  
FY 2019 | MIPS | Promoting Interoperability | General  
Provide an overview of the Promoting Interoperability performance category of the Merit-based Incentive Payment System (MIPS) in 2019.  
[Recording](#) [\[P\]](#) [Slides](#) [\[PDF\]](#) [Transcript](#) [\[PDF\]](#)

**Resource Library**

**General Resources**

2019 Group Participation Guide [\(non-xml\)](#)

2019 MIPS Quick Start Guide [\(non-xml\)](#)

2019 MIPS Participation and Eligibility Fact Sheet [\(non-xml\)](#)

[View more general resources](#)

**Regulatory Resources**

2019 Quality Payment Program Final Rule [\[P\]](#)

2018 QPP Final Rule with Comment and Interim Final Rule with comment [\[P\]](#)

2019 QPP Final Rule Overview Factsheet [\(non-xml\)](#)

[View more regulatory resources](#)

**Full Resource Library**

Search  - Hide filters

Performance Year: All  QPP Reporting Track: MIPS  Performance Category: Overview  Resource Type: All

[Clear all filters](#)

Alphabetical  Latest

Updated 05/06/2019

**Quality Payment PROGRAM**

MIPS  APMS  About  Sign In

Merit-based Incentive Payment System

Alternative Payment Models

The Quality Payment Program

Manage Account and Register

Alphabetical  Latest

Updated 05/06/2019

**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](#) [\[P\]](#)

**PERFORMANCE YEAR 2018**  
The submission window has closed. Sign in now to preview your performance feedback. Final feedback will be available summer 2019.

**QPP Overview**  
Help and Support  
Resource Library  
Webinar Library  
Small, Underserved, and Rural Practices  
Timeline and Important Deadlines

**Quality Payment PROGRAM**

**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:

**MIPS**  
Merit-based Incentive Payment System

**There are two ways to take part in the Quality Payment Program:**

**Advanced APMs**  
Advanced Alternative Payment Models


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 alternative 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:**

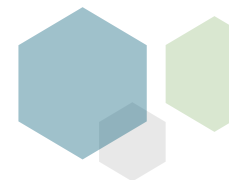
- Describes and compares the new opt-in policy to the voluntary reporting option
- Identifies the impact of electing to opt-in to MIPS or voluntarily reporting to MIPS on MIPS measure benchmarks, public reporting, and potential payment adjustments
- Identifies additional resources



### 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.





### How to Get Help

We offer support to help small, rural and underserved practices actively participate and succeed in the Quality Payment Program.

#### Request Direct Technical Assistance



This help comes from professional and experienced on-the-ground organizations that are able to assist you at no cost.

#### Get Help From CMS

✉ [Send Us Your Questions](#) ↗

📞 1-866-288-8292

📠 TTY: 1-877-715-6222

The Quality Payment Program can also be reached at 866-288-8292 (TTY 877-715-6222), Monday through Friday, 8:00 am – 8:00 pm Eastern Time or via e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov).





### Version History

Date	Description
12/5/2019	Updated pages 5 and 10 to reflect that updated MIPS eligibility is available from the 2nd segment. It's also final for those not identified as an APM Participant in the 3rd (or 4th) snapshot. <a href="#">Learn more</a>
11/7/2019	Original version

