

2016 PQRS GPRO Registration Guide

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If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnet support@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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II. Introduction

Groups can register to participate in the 2016 Physician Quality Reporting System (PQRS) Group Practice Reporting Option (GPRO) via the Physician Value-Physician Quality Reporting System (PV-PQRS) Registration System between **April 1, 2016 and June 30, 2016 (11:59 pm EDT)**. The Registration System can be accessed at <https://portal.cms.gov> using a valid Enterprise Identity Management (EIDM) account. This guide provides step-by-step instructions on how a group can register to participate in the 2016 PQRS GPRO, including how a registration can be modified and canceled in the Registration System.

A “group” or “group practice” is defined as a single Medicare-billing Taxpayer Identification Number (TIN) with 2 or more individual eligible professionals (EPs) (as identified by their individual National Provider Identifier (NPI)) who have reassigned their billing rights to the TIN.

Groups can participate in the 2016 PQRS GPRO by selecting one of the GPRO reporting mechanisms:

- Qualified PQRS Registry
- Electronic Health Record (EHR) [via Direct EHR using certified EHR technology (CEHRT) or CEHRT via Data Submission Vendor]
- Qualified Clinical Data Registry (QCDR)
- Web Interface (for groups with 25 or more EPs only)
- Consumer Assessment of Health Providers and Systems (CAHPS) for PQRS Survey via a CMS-certified Survey Vendor (as a supplement to another GPRO reporting mechanism)

Physicians, nurse practitioners (NPs), physician assistants (PAs), clinical nurse specialists (CNSs), and certified registered nurse anesthetists (CRNAs) in groups of all sizes and those who are solo practitioners are subject to the Value Modifier in 2018, based on performance in 2016. Satisfactorily reporting via a PQRS GPRO is one of the ways groups can avoid automatic downward adjustments and qualify for adjustments based on their performance under the Value Modifier in 2018.

Additional information about registering to participate in the 2016 PQRS GPRO is available at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Self-Nomination-Registration.html>.

Information about the PQRS program and the CAHPS for PQRS survey is available at <https://www.cms.gov/Medicare/Quality-Initiatives-Patient-Assessment-Instruments/PQRS/index.html>

Information about the Value Modifier program is available at <http://www.cms.gov/PhysicianFeedbackProgram>.

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III. Getting Started

The Registration System can be accessed at <https://portal.cms.gov> using an EIDM account. Information on obtaining an EIDM account to access the Registration System is available at <http://www.cms.gov/Medicare/Medicare-Fee-for-Service-Payment/PhysicianFeedbackProgram/Self-Nomination-Registration.html>.

A person from the group can sign up for a new EIDM account or modify an existing account at <https://portal.cms.gov>. This step should be completed NOW to avoid any last minute delays in obtaining an EIDM account. An EIDM account must be obtained in advance so that the group's registration can be submitted before the registration period closes on **June 30, 2016 (at 11:59 pm EDT)**.

- To find out whether there is already someone who can register the group to participate in the PQRS GPRO, contact the QualityNet Help Desk and provide the group's TIN and the name of the group.

Please gather the following information before you begin to register your group (as identified by its Medicare-billing TIN) in the Registration System:

- Organization Information: Group Practice Name, Entity Name, and Organization Mailing Address.
- Requestor Information: First Name, Last Name, Email, and Phone Number.
- Program Contact Information: First Name, Last Name, Email, Phone Number and Address.
- Technical Contact Information: First Name, Last Name, Email, Phone Number and Address.
- Group Practice Size (select one):
 - 2-24 EPs
 - 25-99 EPs
 - 100 or more EPs
- Select one 2016 PQRS GPRO reporting mechanism
 - Qualified PQRS Registry (for groups with 2 or more EPs)
 - Electronic Health Record (EHR) (for groups with 2 or more EPs)
Note: Contact your EHR Vendor before selecting this option to confirm that your EHR meets the requirements for group reporting.
 - Qualified Clinical Data Registry (QCDR) (for groups with 2 or more EPs)
Note: Contact your QCDR Vendor before selecting this option to confirm that your QCDR meets the requirements for group reporting.
 - Web Interface (for groups with 25 or more EPs)
Note: Some groups may have zero Medicare beneficiaries assigned for GPRO Web Interface as a result of patient attribution and sampling rules. If a group does not have any Medicare patients for any of the GPRO Web Interface measures, the group will not meet the criteria for satisfactory reporting using the Web Interface. CMS will notify groups that do not have enough beneficiaries assigned and request that the group select a different reporting mechanism.
- For groups with between 2 to 99 EPs, decide whether to supplement the 2016 GPRO reporting mechanism with the CAHPS for PQRS survey.

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Note: In 2016, the CAHPS for PQRS survey is required for groups with 100 or more EPs, but is optional for groups with 2-99 EPs. For all groups that have elected or are required to report the CAHPS for PQRS survey, please note that for 2016, the group is responsible for selecting and paying a certified survey vendor to implement these surveys on the group's behalf. Please note some groups may have insufficient sample sizes, as a result of patient attribution and sampling rules, to have valid and reliable CAHPS for PQRS survey results. CMS will notify groups that do not have enough beneficiaries assigned. Groups should make sure to report sufficient number of measures via their primary chosen reporting method (EHR, Registry, GPRO Web Interface, or QCDR) to meet program requirements.

- For groups with 2 or more EPs that elect or are required to report the CAHPS for PQRS survey, decide whether to include the group's performance on the 2016 CAHPS for PQRS survey in the calculation of the group's 2018 Value Modifier.

IV. Submit a New 2016 PQRS GPRO Registration

1. Go to <https://portal.cms.gov>. On the right hand side, select **Log into CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your EIDM User ID on the **Welcome to CMS Enterprise Portal** screen and select **Next**.
3. Enter the Password and the **Multi-Factor Authentication (MFA)** information and then select **Log In** to continue.
4. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu. You will be directed to the **Registration Welcome page**.
5. You will see a screen where the group(s) and EP(s) (if applicable) that are associated with your EIDM account are listed. To register a group for the 2016 PQRS GPRO, select the **Register** link under **Action** to the right of the group you want to register.

Note:

- If your group participates in an Accountable Care Organization that is in the Medicare **Shared Savings Program** in 2016, then you will see an alert message letting you know that your TIN is participating in the Medicare Shared Savings Program in 2016 and cannot participate in PQRS GPRO outside the Shared Savings Program. Therefore, registration in this system is **unnecessary**. If you have a question about this alert, please contact the Shared Savings Program at sharesavingsprogram@cms.hhs.gov.
- You will see an alert message if there is at least one provider identified by a TIN/NPI combination billing under your TIN that participates in the **Pioneer ACO Model, Comprehensive Primary Care Initiative, Next Generation ACO Model, or Comprehensive ESRD Care Model** in 2016. You may continue to register the TIN for PQRS GPRO in the Registration System. If you have a question about this alert, please contact the appropriate Help Desk:
 - Pioneer ACO Model: pioneerquestions@cms.hhs.gov
 - Comprehensive Primary Care Initiative: cpcisupport@telligen.org or 1-800-381-4724

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnet-support@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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- Next Generation ACO Model: NextGenerationACOModel@cms.hhs.gov
 - Comprehensive ESRD Care Model: ESRD-CMMI@cms.hhs.gov or 1-888-734-6433
6. Enter the required information in the **Organization Information** and **Requestor Information** sections.
Note: If 2015 registration information is available for your group, then you can select the check box to pre-populate the Organization Information and Requestor Information sections with the 2015 registration information.
 7. Select the appropriate **Group Practice Size, Reporting Mechanism, and CAHPS** options. Select **Save & Continue** to save your information and proceed to the next screen.
Note: In 2016, the CAHPS for PQRS survey is mandatory for groups with 100 or more EPs. Groups with between 2 to 99 EPs can elect to supplement the 2016 GPRO reporting mechanism with the CAHPS for PQRS survey. Groups with 2 or more EPs can elect whether to include the results of their 2016 CAHPS for PQRS survey in the calculation of their 2018 Value Modifier.
 8. Enter the required information in **Program Contact Information** and **Technical Contact Information** sections. Select **Save & Continue** to save your information and proceed to the next screen.
Note: Select the check boxes if you want to pre-populate these sections with the information in the Requestor Information and Organization Physical Address sections from the previous screen.
 9. Verify that all the information in the **Summary** screen is correct. To modify any of the information, select **Edit**. After you verify that the information is correct, select **Submit** to your complete your registration and submit it to CMS.
Note: Your group will not be registered to participate in the 2016 PQRS GPRO until you select **Submit**. If you leave this screen without submitting your registration, then your registration will have “In-progress” status and not considered complete.
 10. Record the Registration Identification Number provided in the Confirmation Message or select **Print** to print the Confirmation Message for your record. If you need to contact the Help Desk to discuss your registration, please refer to the Registration Identification Number. You will also receive an email with the Registration Identification Number confirming your registration.

V. Modify an Existing 2016 PQRS GPRO Registration

You can modify an existing 2016 GPRO registration (e.g., to change the chosen GPRO reporting mechanism) by logging into the Registration System at any time before the registration period closes on **June 30, 2016 (at 11:59 pm EDT)** by following the steps described below. If your group’s 2016 GPRO registration was canceled by you or the Help Desk and you want to re-register your group, then you must contact the Physician Value Help Desk at 1-888-734-6433 (select option 3) before the registration period closes.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnet-support@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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1. Go to <https://portal.cms.gov>. On the right hand side, select **Log into CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your EIDM User ID on the **Welcome to CMS Enterprise Portal** screen and select **Next**.
3. Enter the Password and the **Multi-Factor Authentication (MFA)** information and then select **Log In** to continue.
4. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu. You will be directed to the **Registration Welcome page**.
5. You will see a screen where the group(s) and EP(s) (if applicable) that are associated with your EIDM account are listed. To modify an existing 2016 GPRO registration, select the **Modify** link under **Action** to the right of the group whose registration you want to modify.

Note:

- If your group participates in an Accountable Care Organization that is in the **Medicare Shared Savings Program** in 2016, then you will see an alert message letting you know that your TIN is participating in the Medicare Shared Savings Program in 2016 and cannot participate in PQRS GPRO outside the Shared Savings Program. Therefore, registration in this system is **unnecessary**. If you have a question about this alert, please contact the Shared Savings Program at sharedsavingsprogram@cms.hhs.gov.
 - You will see an alert message if there is at least one provider identified by a TIN/NPI combination billing under your TIN that participates in the **Pioneer ACO Model, Comprehensive Primary Care Initiative, Next Generation ACO Model, or Comprehensive ESRD Care Model** in 2016. You may continue to register the TIN for PQRS GPRO in the Registration System. If you have a question about this alert, please contact the appropriate Help Desk:
 - Pioneer ACO Model: pioneerquestions@cms.hhs.gov
 - Comprehensive Primary Care Initiative: cpcisupport@telligen.org or 1-800-381-4724
 - Next Generation ACO Model: NextGenerationACOModel@cms.hhs.gov
 - Comprehensive ESRD Care Model: ESRD-CMMI@cms.hhs.gov or 1-888-734-6433
6. As needed, update the information in the **Organization Information** and **Requestor Information** sections. Update the **Group Practice Size, Reporting Mechanism, and CAHPS** sections. Select **Save & Continue** to save your information and proceed to the next screen.
 7. As needed, update the information in **Program Contact Information** and **Technical Contact Information** sections. Select **Save & Continue** to save your information and proceed to the next screen.

If you have questions or need further assistance, please contact the QualityNet Help Desk by phone at (866) 288-8912 (TTY 1-877-715-6222) or by email at qnet-support@hcqis.org. Normal business hours are Monday-Friday from 8 am to 8 pm EST.

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8. Verify that all the information in the **Summary** screen is correct. To modify any of the information, select **Edit**. After you verify that the information is correct, select **Submit** to your complete your registration and submit it to CMS.

Note: Your group will not be registered to participate in the 2016 PQRS GPRO until you select **Submit**. If you leave this screen without submitting your registration, then your registration will have “In-progress” status and not considered complete.

9. Record the Registration Identification Number provided in the Confirmation Message or select **Print** to print the Confirmation Message for your record. If you need to contact the Help Desk to discuss your registration, please refer to the Registration Identification Number. You will also receive an email with the Registration Identification Number confirming your registration modification.

VI. View a PQRS GPRO Registration Summary

You can view a summary of your group’s registration information for 2016 or a previous year’s registration (if available).

1. Go to <https://portal.cms.gov>. On the right hand side, select **Log into CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your EIDM User ID on the **Welcome to CMS Enterprise Portal** screen and select **Next**.
3. Enter the Password and the **Multi-Factor Authentication (MFA)** information and then select **Log In** to continue.
4. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu. You will be directed to the **Registration Welcome page**.
5. You will see a screen where the group(s) and EP(s) (if applicable) that are associated with your EIDM account are listed. Select the **View** link under **Action** to the right of the group whose registration information you want to view.
6. You will see a **Summary** screen with the registration information provided.

Note:

- If you are viewing your group’s 2016 registration information and want to update any of the information, select **Home** to go back to the **Welcome** screen, and then select **Modify**. You will be able to modify a 2016 registration until the Registration System closes on **June 30, 2016 (at 11:59 pm EDT)**.
- If you are viewing a prior year’s registration information, then you will not be able to modify the registration.

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VII. Cancel a 2016 PQRS GPRO Registration

If your group registered to participate in the 2016 PQRS GPRO, but wishes to cancel the registration, then you can log into the Registration System and cancel the registration by following the steps described below OR contact the Physician Value Help Desk at 1-888-734-6433 (select option 3) before the registration period closes on **June 30, 2016 (at 11:59 pm EDT)**. You will not be allowed to cancel the group's 2016 GPRO registration after this date. If you want to re-register the group to participate in the 2016 PQRS GPRO, then you must contact the Physician Value Help Desk before the registration period closes.

Note:

- If you are not able to report on the selected PQRS GPRO reporting mechanism, then you are encouraged to report via another GPRO reporting mechanism or have the eligible professionals in your TIN participate in the PQRS as individuals.
- If a group with 2 or more EPs does not report via a 2016 PQRS GPRO reporting mechanism, then the group can still avoid the automatic 2018 Value Modifier downward payment adjustment (-2.0% or -4.0% depending on the group's size) and qualify to earn Value Modifier adjustments based on performance, if the EPs in the group participate in the PQRS as individuals in 2016 and **at least 50% of the EPs** meet the criteria to avoid the 2018 PQRS payment adjustment. No registration is necessary if the EPs in a group participate in the PQRS as individuals.

1. Go to <https://portal.cms.gov>. On the right hand side, select **Log into CMS Secure Portal**.
2. After accepting the **Terms and Conditions**, enter your EIDM User ID on the **Welcome to CMS Enterprise Portal** screen and select **Next**.
3. Enter the Password and the **Multi-Factor Authentication (MFA)** information and then select **Log In** to continue.
4. Select the **PV-PQRS** tab at the top of the screen, and then select **Registration** from the dropdown menu. You will be directed to the **Registration Welcome page**.
5. You will see a screen where the group(s) and EP(s) (if applicable) that are associated with your EIDM account are listed. To cancel an existing 2016 GPRO registration, select the **Cancel** link under **Action** to the right of the group whose registration you want to cancel.
6. Respond to the following **Cancel Alert** message: "Are you sure you want to cancel your TIN's registration for participation in the 2016 Physician Quality Reporting System Group Practice Reporting Option (PQRS GPRO)? If you would like to re-register your TIN after cancellation, you will need to contact the Helpdesk at 1-888-734-6433 for assistance".
 - Yes (Cancel)
 - No (Do not Cancel)
7. A cancellation pop-up box will be displayed when you select **Yes (Cancel)**. Enter the reason for canceling the registration (maximum of 1500 characters allowed).

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8. Select **Submit** to cancel your group's registration to participate in the 2016 PQRS GPRO.
9. Record the Registration Identification Number provided in the Confirmation Message or select **Print** to print the Confirmation Message for your record. If you need to contact the Help Desk to discuss your registration, please refer to the Registration Identification Number. You will also receive an email with the Registration Identification Number confirming your registration cancellation.

Note:

- If you did not intend to cancel the group's registration, then please contact the Physician Value Help Desk at 1-888-734-6433 (select option 3) as soon as possible to re-register the group before the registration period closes on **June 30, 2016 (at 11:59 pm EDT)**.