

# Quality Payment PROGRAM

## 2018 Registration Guide for the CMS Web Interface and CAHPS for MIPS Survey



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If you have questions or need further assistance regarding an EIDM account, please contact the Quality Payment Program by phone at 866-288-8292 (TTY 1-877-715-6222) or by e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov). Business hours are Monday-Friday from 8:00am to 8:00pm ET.

## I. Introduction

The Medicare Access and CHIP Reauthorization Act of 2015 (MACRA) ended the Sustainable Growth Rate (SGR) formula, which would have made major cuts to Medicare payment rates for clinicians. The law requires us to implement the Quality Payment Program and gives you 2 ways to participate:

- Merit-based Incentive Payment System (MIPS)
- Advanced Alternative Payment Models (APMs)

Under MIPS, there are multiple submission mechanisms available for groups and Virtual Groups: Qualified Registry, Electronic Health Record (EHR), Qualified Clinical Data Registry (QCDR), CMS Web Interface (for groups and Virtual Groups with 25 or more eligible clinicians only), and the Consumer Assessment of Healthcare Providers and Systems (CAHPS) for MIPS survey.

Unlike the other submission mechanisms, submitting data through the CMS Web Interface and/or administering the CAHPS for MIPS survey **requires advance registration.**

- For more information about reporting through the CMS Web Interface, please review the [2018 CMS Web Interface Fact Sheet](#).
- For more information about administering the CAHPS for MIPS survey, please review the [2018 CAHPS for MIPS Survey Fact Sheet](#).

This guide offers direction about who needs to register, as well as step-by-step instructions for how a group can register to participate in MIPS utilizing the CMS Web Interface and/or administer the CAHPS for MIPS survey for the 2018 performance period. This guide also includes instructions for modifying information and canceling registration for the CMS Web Interface and/or CAHPS for MIPS survey.

Additional information about the Quality Payment Program can be found on the Quality Payment Program website, <https://qpp.cms.gov/>.

### Who needs to register?

- Groups of 25 or more clinicians that intend to submit their 2018 MIPS quality measures through the CMS Web Interface for the first time (i.e. did not use this submission mechanism for 2017 submissions).
  - o Groups that were registered to submit data through the CMS Web Interface for 2017 have been automatically registered for 2018, though this registration may be edited or canceled.
- Groups that intend to administer the CAHPS for MIPS survey, even if they administered the survey in 2017.
  - o There is no automatic registration to administer the CAHPS for MIPS Survey.
  - o If your group was automatically registered for the CMS Web Interface, you will still need to register for the CAHPS for MIPS Survey if you intend to administer the survey in 2018.

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## Who does not need to register?

- Groups that intend to submit their 2018 quality measures via Qualified Registry, QCDR, or EHR.
  - **Why?** Registration is not required for these submission mechanisms.
- Groups that submitted their 2017 MIPS quality measures through the CMS Web Interface.
  - **Why?** You have been automatically registered to submit data through the CMS Web Interface for 2018, though you may cancel or edit this registration.
  - **However**, groups that were automatically registered for the CMS Web Interface will still need to register if they intend to administer the CAHPS for MIPS Survey.
- Groups participating in a Medicare Shared Savings Program ACO.
  - **Why?** Your ACO is required by the Shared Savings Program (SSP) to submit quality measures through the CMS Web Interface. The quality data submitted to the CMS Web Interface by the ACO will be used to score the MIPS Quality performance category and the score will apply to each MIPS eligible clinician in the ACO.
  - **However**, you can still register to submit data at the group (Participant TIN) level if you have concerns that your ACO will not be able to successfully report on your behalf.

## Groups with clinicians participating in a Next Generation ACO or other (non-SSP) Advanced APM

Certain Advanced Alternate Payment Models (APMs) allow “split TINs,” where some of the clinicians under the group’s TIN participate in the model while others do not. If a “split TIN” group is eligible to participate in MIPS, they can register to submit their quality data through the CMS Web Interface (if they meet group size requirements) and/or to administer CAHPS for MIPS survey on behalf of the MIPS eligible clinicians in their group who do not participate in the APM. This would be separate from any APM entity reporting required by the model which would only apply to the clinicians participating in the model.

## Who can't register?

- Virtual Groups that intend to submit data through the CMS Web Interface and/or administer the CAHPS for MIPS Survey (2018 only).
  - o **Why?** The registration system isn't yet configured to allow approved Virtual Groups to register for the CMS Web Interface and/or administer the CAHPS for MIPS survey. We will contact the representatives of approved Virtual Groups at the start of the registration period to determine your interest and eligibility for submitting data through the CMS Web Interface and/or administering the CAHPS for MIPS survey. If you are interested and eligible, we will complete your registration for you.
- APM Entities: Medicare Shared Savings Program Accountable Care Organizations (ACOs) and Next Generation ACOs.
  - o **Why?** These models require that quality measures be submitted through the CMS Web Interface, so there is no need to notify CMS of your intent. The registration system will not allow registrations at the APM entity (Primary TIN) level.

A "group" is defined as a single Medicare billing Taxpayer Identification Number (TIN) with 2 or more individual eligible clinicians (including at least one MIPS eligible clinician), as identified by their individual National Provider Identifier (NPI), who have reassigned their billing rights to the TIN.

## When do we need to register?

For Year 2 of MIPS (2018), you can register to utilize the CMS Web Interface and/or administer the CAHPS for MIPS survey between **April 1, 2018 and June 30, 2018 (11:59pm EDT)**.

## Where do we register?

In an effort to eliminate the need to visit multiple websites, registration to utilize the CMS Web Interface and/or administer the CAHPS for MIPS survey can now be completed by signing into the Quality Payment Program website, <https://qpp.cms.gov/login>. To register your group for either of these options, you will need a valid Enterprise Identity Management (EIDM) account with a Security Official role for the organization (group).

## Do we have to submit data through the CMS Web Interface if we're registered?

If your group does not intend to submit data through the CMS Web Interface, we strongly encourage you to cancel your registration by June 30, 2018. However, groups that are registered for the CMS Web Interface after this date are still able to submit their quality measures through other submission mechanisms.



## II. Getting Started

**Create and Access your EIDM account.** An individual from the group can sign-up for a new EIDM account or modify an existing account at <https://portal.cms.gov>. These individuals will need the Security Official role for their organization. This step should be completed **NOW** to avoid any last-minute delays in obtaining an EIDM account. An EIDM account and Security Official role must be obtained in advance to submit a group's registration before the registration period closes on **June 30, 2018 at 11:59pm EDT**.

- To determine whether your group already has an individual who can register the group to utilize the CMS Web Interface and/or administer the CAHPS for MIPS survey, please contact the Quality Payment Program and provide the group's TIN and the name of the group.
  - o By phone at 866-288-8292 (TTY 1-877-715-6222)
  - o By e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov)
- Please review the [Enterprise Identity Management Guide](#) for instructions to create an EIDM account and/or request the Security Official role for your organization. (Guidance for creating a new EIDM account begins on p. 13; guidance for requesting the Security Official role for your organization begins on p. 18.)

**Prepare to Register.** 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: Organization Name and Mailing Address
- Contact Information: First Name, Last Name, Phone Number and Email
  - o You must provide complete information for at least one contact to submit your registration; all contacts will be notified by email when a registration is submitted or cancelled.
- Determine your group size of clinicians: 2-24, 25-99, or 100 or more
- Determine your selection:
  - o CMS Web Interface (for groups with 25 or more eligible clinicians)

**Note:** Some groups may have zero Medicare beneficiaries assigned for the CMS Web Interface as a result of patient attribution and sampling rules. If a group does not have any Medicare patients for any of the CMS Web Interface measures, the group will not meet the CMS Web Interface data submission criteria. CMS will notify groups that do not have any Medicare beneficiaries assigned, and such groups will need to participate in MIPS utilizing a different available submission mechanism. We anticipate that this notification will occur in the Fall of 2018.

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- o CAHPS for MIPS Survey (for groups with 2 or more eligible clinicians)

**Note:** In 2018, the CAHPS for MIPS survey is optional. Groups must meet minimum beneficiary sampling requirements in order to participate in the 2018 CAHPS for MIPS survey. Groups that register for CAHPS for MIPS will be notified of whether or not they are eligible to participate in the CAHPS for MIPS survey no later than the fall of 2018. Groups that participate in the 2018 CAHPS for MIPS survey must contract with a CMS-Approved Survey Vendor and are responsible for the costs associated with the vendor. Groups should make sure to report on sufficient number of measures and activities via their primary chosen submission mechanism (Qualified Registry, QCDR, EHR, or CMS Web Interface) to meet program requirements. To review the contents of the 2018 CAHPS for MIPS Survey, visit the QPP Resource Library.

### III. Access the CMS Web Interface and/or CAHPS for MIPS Survey Registration System

You will be able to access the registration system anytime between **April 1, 2018 and June 30, 2018 (11:59pm EDT)** by signing into the QPP website, <https://qpp.cms.gov/login>, just as you did to submit your 2017 MIPS data. Accessing the registration system will allow you to create new registrations, view or cancel existing registrations, or modify organization information for groups with an existing registration.

1. Go to <https://qpp.cms.gov/login>, or <http://qpp.cms.gov> and select **Sign In** on the upper right hand corner.
2. Enter your EIDM User ID and Password, agree to the statement of truth, and **Sign In**.

Sign in to QPP

To sign in to QPP, you need to use your Enterprise Identity Management (EIDM) credentials, and you must have an appropriate user role associated with your organization.

You may have used these credentials in the past to login to the [CMS Enterprise Portal](#) and/or to submit data to the Physician Quality Reporting System (PQRS).

ENTER EIDM USER ID  
User ID

ENTER EIDM PASSWORD  
Password

Show password

STATEMENT OF TRUTH

In order to sign in, you must agree to this: I certify to the best of my knowledge that all of the information that will be submitted will be true, accurate, and complete. If I become aware that any submitted information is not true, accurate, and complete, I will correct such information promptly. I understand that the knowing omission, misrepresentation, or falsification of any submitted information may be punished by criminal, civil, or administrative penalties, including fines, civil damages, and/or imprisonment.

Yes, I agree.

Sign in >

Forgot your credentials? Go to the [CMS Enterprise Portal](#) to reset your [user ID](#) or [password](#).

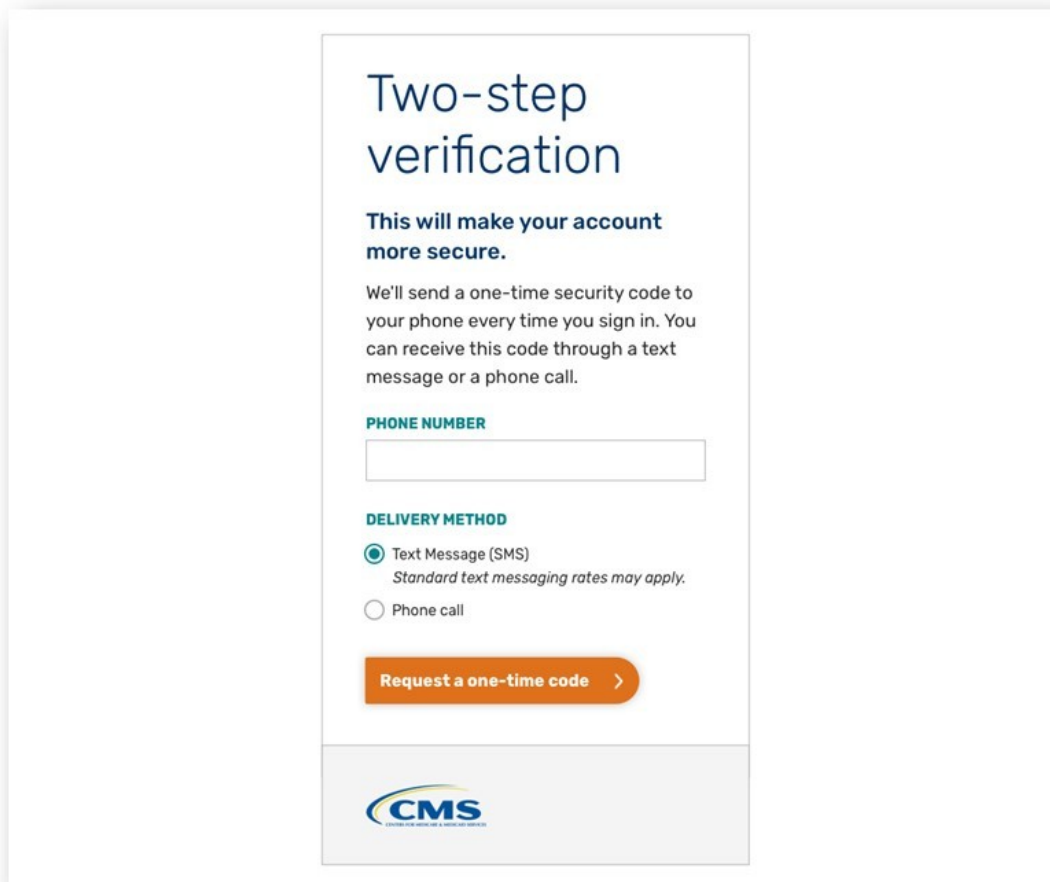
Don't have a user account yet? Visit the [CMS Enterprise Portal](#) to create one, or call 1-800-288-8292. For TTY: 1-877-715-6222.

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes [X] this

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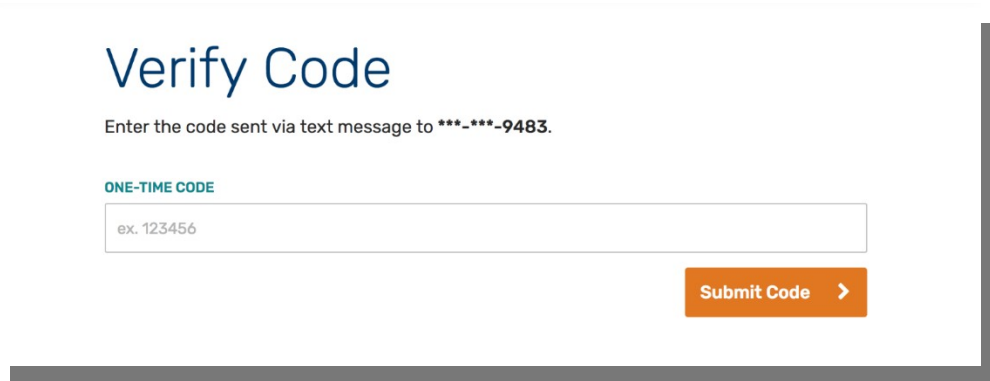
3. If this is your first time logging in, you will be prompted to provide a phone number and delivery method for Multi-Factor Authentication (MFA) before you can request your MFA code. If you are a returning user, you will simply **Request a one-time code**.



The screenshot shows a 'Two-step verification' setup screen. At the top, the title 'Two-step verification' is displayed in a large, dark blue font. Below the title, a bolded message states: 'This will make your account more secure.' A paragraph of text explains: 'We'll send a one-time security code to your phone every time you sign in. You can receive this code through a text message or a phone call.' There are two sections for input: 'PHONE NUMBER' with an empty text box, and 'DELIVERY METHOD' with two radio button options: 'Text Message (SMS)' (which is selected) and 'Phone call'. A note under the SMS option reads 'Standard text messaging rates may apply.' Below the options is an orange button with the text 'Request a one-time code' and a right-pointing arrow. At the bottom of the form area is the CMS logo, which includes the text 'CMS' and 'CENTERS FOR MEDICARE & MEDICAID SERVICES'.

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4. Type your code and **Submit Code**.



The image shows a 'Verify Code' screen. At the top, it says 'Verify Code' in a large blue font. Below that, it says 'Enter the code sent via text message to \*\*\*-\*\*\*-9483.' There is a text input field with the placeholder text 'ex. 123456'. To the right of the input field is an orange button labeled 'Submit Code' with a right-pointing arrow.

5. Select **Manage User Access** from the left-hand navigation panel.

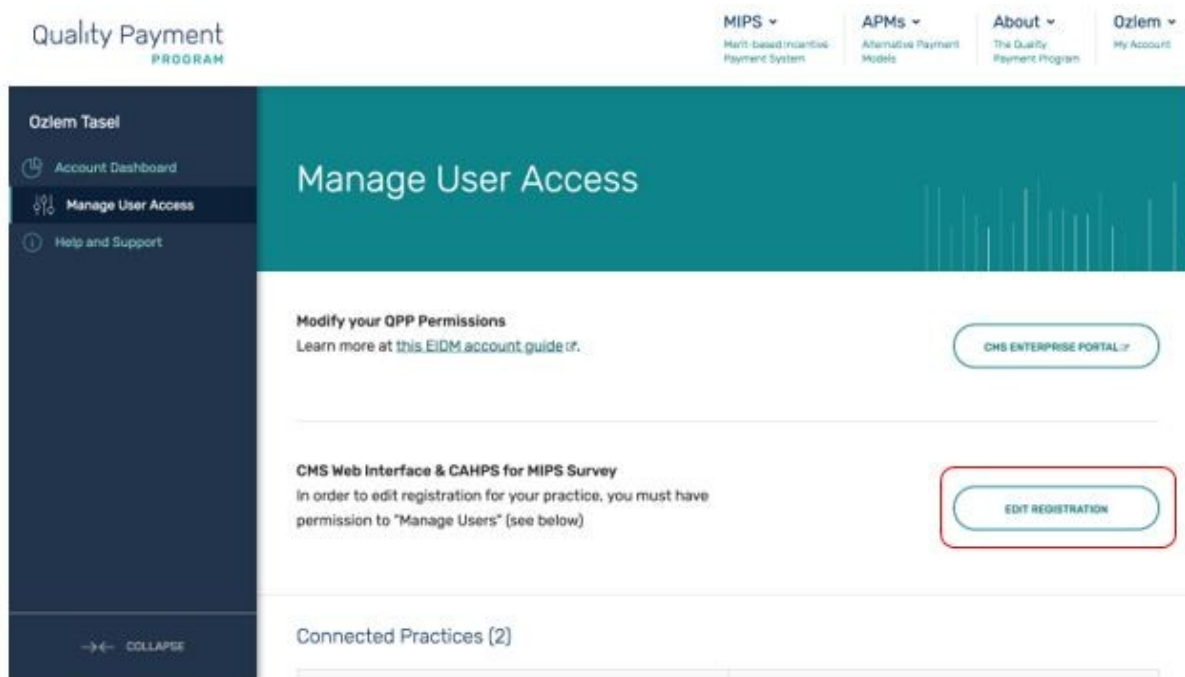


The image shows the Quality Payment Program dashboard for a user named Sam Smith. The dashboard has a dark blue sidebar on the left with navigation options: Home, Account Dashboard (Closed), Performance Feedback, Manage User Access (highlighted with a red box), and Help and Support. The main content area is teal and features a 'Welcome back Sam Smith!' message. Below the welcome message is a timeline with four milestones: Mar 31, 2018 Submission Window Closes, Apr 1, 2018 Preliminary Performance Feedback Available, July 1, 2018 Final Performance Feedback Available, and Jan 1, 2019 2018 Submission Window Opens. At the bottom, there is a star icon and the text 'Preliminary 2017 Performance Feedback Available'.

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6. Select **Edit Registration** next to CMS Web Interface & CAHPS, above your Connected Practice(s). Selecting **Edit Registration** will allow you to submit a new registration as well as modify or cancel an existing registration.

**If you do not see 'Edit Registration' on your Manage User Access page, then you do not have the required Security Official role in EIDM for any Connected Practice(s); this role is necessary to submit or cancel a registration. Please go back to [Section II \(Getting Started\)](#) for information about obtaining the correct EIDM authorization.**



**Note:** From this page, you will be able to see if any of your Connected Practices have an active 2018 registration for the CMS Web Interface and/or CAHPS for MIPS survey, but you must select Edit Registration to change a group's registration status or contact information, or to submit a new registration.

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## IV. Submit a New Registration for the CMS Web Interface and/or CAHPS for MIPS Survey

After selecting Edit Registration, you will see the Connected Practice(s) for which you have a Security Official role in EIDM. To register for the CMS Web Interface and/or CAHPS for MIPS survey for performance period 2018, you must complete the registration before the registration period closes on **June 30, 2018 at 11:59pm EDT**. Follow the steps below whether you are registering for the first time or are re-registering a group whose previous registration was cancelled. You will no longer need to contact the Service Center to resubmit a registration that was cancelled.

**If you don't see a Connected Practice(s) that you expecting to see, then you do not have the required Security Official role in EIDM for that Connected Practice(s); this role is necessary to submit or cancel a registration. Please go back to [Section II \(Getting Started\)](#) for information about obtaining the correct EIDM authorization.**

1. Begin the registration process by selecting the Group Size of the group you want to register.
  - Selecting '2-24' will allow you to register for the CAHPS for MIPS survey.
  - Selecting '25-99' or '100 or greater' will allow you to register for the CMS Web Interface and/or the CAHPS for MIPS Survey.

The screenshot shows the registration interface for the Quality Payment Program. At the top, there are navigation links for MIPS, APMs, About, and a user profile for Michael. The main heading is "2018 CMS Web Interface & CAHPS for MIPS Survey Registration" with a sub-heading "Register your organizations for CMS Web Interface & CAHPS for MIPS Survey". Below this, there is a section for "1 ORGANIZATION TOTAL" showing a "Sample Organization" with TIN: 00-0107379 and Size: 25-99. A red box highlights the "Select Group Size" section, which includes three radio button options: "2-24" (selected), "25-99", and "100 or greater". The footer contains the Quality Payment Program logo, social media icons, and contact information: "Developer Tools", "Resource Library", "Help and Support", "Subscribe to Updates", "CMS Privacy Notice", "Accessibility", "Send Us Questions", "1-866-268-8292", and "TTY: 1-877-715-6222".

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2. After identifying your group size, you will see the available registration options. Select **Register** under CMS Web Interface (which will only display if your group size allows it) or CAHPS Survey.

**Note:** This section uses CMS Web Interface registration as the example, but the same steps apply if you're registering to administer the CAHPS for MIPS survey.



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3. At this point, you will see limited organization and contact information displayed. To submit your registration, you will need to complete the required Organization and Contact information. Select **Edit** next to the Organization to complete the required information.

The screenshot shows the 'CMS Web Interface Registration' form within the 'Quality Payment PROGRAM' interface. The form is titled 'CMS Web Interface Registration' and includes a sub-header 'Review or edit your information to register for CMS Web Interface.' A red asterisk icon indicates a required field. Below this, a red box highlights the 'Organization Information' section, which includes an 'EDIT' link. The 'Organization Information' section contains the following fields: 'ORGANIZATION NAME' with the value 'Sample Organization', 'ADDRESS' with a redacted value '---', 'GROUP SIZE' with the value '25-99', and 'TIN' with the value '00-0005042'. Below the 'Organization Information' section is the 'Contact Information' section, which includes an '+ ADD NEW' link and a list of contacts. The first contact is 'Gary Oldman' with the email 'garyoldman@org.com' and a redacted phone number '---'. There is an 'EDIT' link next to this contact. At the bottom of the form is a large grey 'REGISTER' button.

Quality Payment PROGRAM CANCEL

### CMS Web Interface Registration

Review or edit your information to register for CMS Web Interface.

**\*** Complete the required fields to complete registration. Review your information to add any missing fields.

Organization Information EDIT

ORGANIZATION NAME  
Sample Organization

ADDRESS  
---

GROUP SIZE                      TIN  
25-99                              00-0005042

Contact Information + ADD NEW

All points of contact will receive important updates about CMS Web Interface registration and data reporting.

**Gary Oldman**  
garyoldman@org.com  
---

EDIT

REGISTER

If you have questions or need further assistance regarding an EIDM account, please contact the Quality Payment Program by phone at 866-288-8292 (TTY 1-877-715-6222) or by e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov). Business hours are Monday-Friday from 8:00am to 8:00pm ET.

4. Enter the Address, City, State and Zip Code for the Organization.

- A green check mark will appear after you enter each piece of required information; once all required information has been entered, you will be able to select **Update**.

Quality Payment  
PROGRAM

The screenshot shows a web form titled "Organization Information" with the subtitle "Edit your organization name and address." The form contains several input fields, each with a green checkmark indicating it has been filled out. The fields are: "Organization Name\*" with the value "Sample Organization"; "Address\*" with the value "123 Main Street"; "Address 2" (empty); "City\*" with the value "Baltimore"; "State\*" with the value "MD"; and "Zip Code\*" with the value "21244". Below these fields, there are two non-editable fields: "GROUP SIZE" with the value "25-99" and "TIN" with the value "00-0763230". A note below these fields states "\* Required". At the bottom of the form, there are two buttons: "UPDATE" and "CANCEL".

**Note:** Group Size and TIN are displayed but not editable. Group size can only be edited on the main registration page, and the TIN cannot be edited at all.

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5. After the organization information has been updated, select **Edit** below the Contact to complete the remaining required information.

Quality Payment PROGRAM CANCEL

### CMS Web Interface Registration

Review or edit your information to register for CMS Web Interface.

\* Complete the required fields to complete registration. Review your information to add any missing fields.

---

**Organization Information** EDIT

ORGANIZATION NAME  
**Sample Organization**

ADDRESS  
--

GROUP SIZE                      TIN  
**25-99                              00-0005042**

---

**Contact Information** + ADD NEW

All points of contact will receive important updates about CMS Web Interface registration and data reporting.

**Gary Oldman**  
garyoldman@org.com  
--

EDIT

REGISTER

If you have questions or need further assistance regarding an EIDM account, please contact the Quality Payment Program by phone at 866-288-8292 (TTY 1-877-715-6222) or by e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov). Business hours are Monday-Friday from 8:00am to 8:00pm ET.

6. Contact information will be partially populated with the first and last name associated with your EIDM account.
- To keep yourself as a contact for the group's registration, simply add your email address and phone number and select **Update** (don't worry – you can add additional contacts!).
  - If you should not be a contact for the group's registration, update the first and last name, add the contact's email address and phone number and select **Update**.

Quality Payment  
PROGRAM

### Contact Information

All points of contact will receive important updates about CMS Web Interface registration and data reporting.

First Name*	Gary	✓
Last Name*	Oldman	✓
Email*	garyoldman@org.com	✓
Phone Number*	606-555-5555	✓

\* Required

**UPDATE**

CANCEL

If you have questions or need further assistance regarding an EIDM account, please contact the Quality Payment Program by phone at 866-288-8292 (TTY 1-877-715-6222) or by e-mail at [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov). Business hours are Monday-Friday from 8:00am to 8:00pm ET.

7. Add any additional contacts by selecting **Add New**, where you will be prompted to provide First and Last Name, Email, and Phone Number. It is important that at least one additional contact be provided should the primary contact be unavailable. Once all additional contacts have been provided, select **Register**. (You can add additional contacts at any point during the registration period.)

Quality Payment PROGRAM

CANCEL

### CMS Web Interface Registration

Review or edit your information to register for CMS web interface.

Organization Information EDIT

ORGANIZATION NAME  
Sample Organization

ADDRESS  
530 Penn St. NE, Baltimore MD, 20002

GROUP SIZE  
25-99

TIN  
00-0005042

Contact Information + ADD NEW

All points of contact will receive important updates about CMS Web Interface registration and data reporting.

<b>Gary Oldman</b> garyoldman@org.com 202-656-5556 <span>EDIT</span> <span>DELETE</span>	<b>Jennifer Lawrence</b> jlawrence@org.com 202-656-5555 <span>EDIT</span> <span>DELETE</span>
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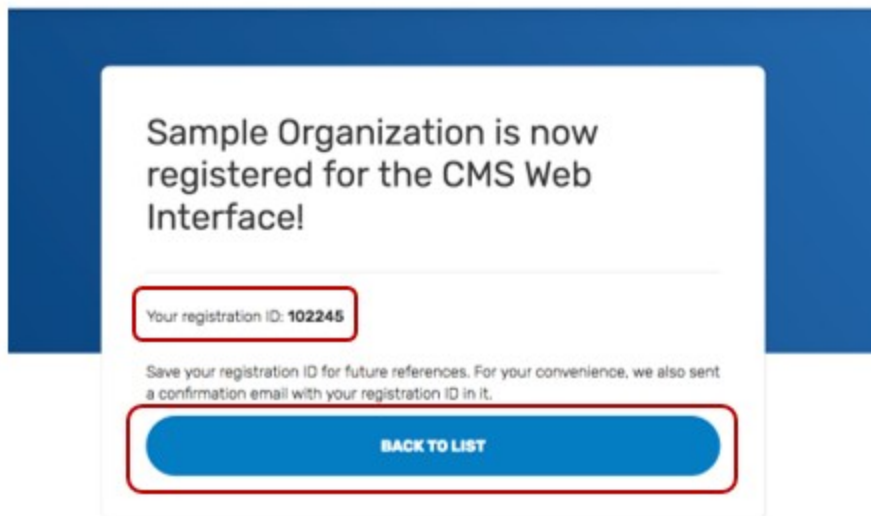
**REGISTER**

CMS will conduct a beneficiary assignment and sampling methodology process to provide groups registered for the CMS Web Interface with beneficiary sampling lists that will be used for reporting data to meet the quality performance category requirements. If CMS is not able to assign any beneficiaries to your group as part of the assignment process, your group would not have a sufficient number of beneficiaries to report in order to meet the CMS Web Interface requirements and as a result, your group will not be able to report quality measures using the CMS Web Interface. In order for your group to report data for the quality performance category, your group will need to utilize a different submission mechanism to report data for the 2018 performance period during the extension period occurring between January and March of 2019. During the fourth quarter of 2018, CMS will notify groups that are determined to have an insufficient beneficiary sample size.

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8. Congratulations, you have successfully registered! You will see your registration ID displayed on the screen; each organization (TIN) receives a single registration ID that will not change whether you modify, cancel or add a new registration. All the contacts associated with the registration will also receive an email notification of their successful registration. Select **Back to List** to complete another registration for the same group or to register another group for the CMS Web Interface and/or CAHPS for MIPS Survey.



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9. See the green check mark next to CMS Web Interface, indicating your successful registration.

**Note:** If you're adding a second registration for the same group (i.e. registering for the CAHPS for MIPS survey after registering for the CMS Web Interface), the organization and contact information will carry over, and you will only need to follow Steps 2 and 8.



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## V. Modify Information for a Group with an Existing Registration for the CMS Web Interface and/or CAHPS for MIPS Survey

You can modify information for a group with an existing registration for the CMS Web Interface and/or CAHPS for MIPS survey for performance period 2018 at any time before the registration period closes on **June 30, 2018 at 11:59pm EDT**. You may need to modify your information for any of the following reasons:

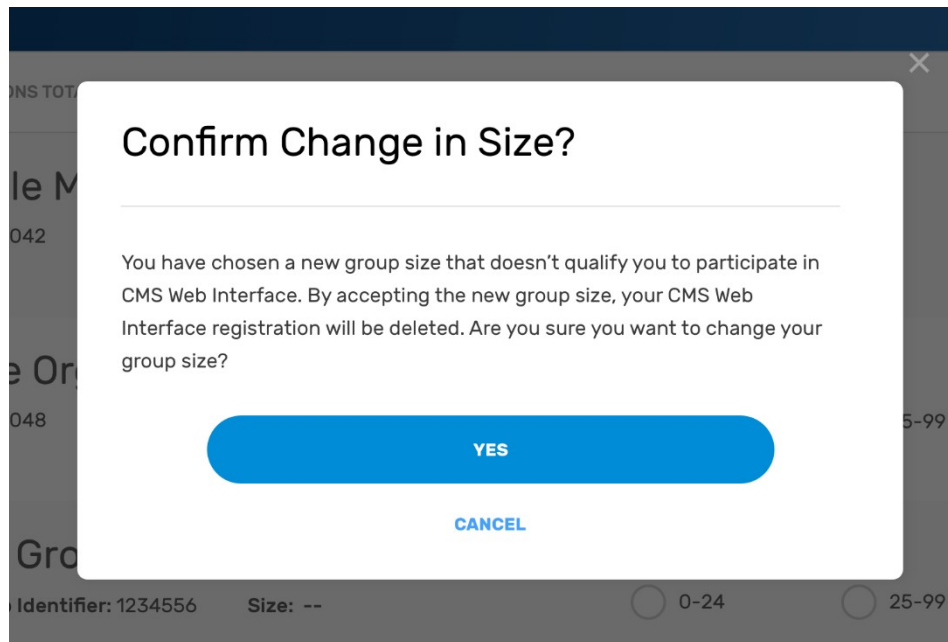
- You were automatically registered for the CMS Web Interface, and the Group Size from your 2017 registration is no longer accurate.
  - You were automatically registered for the CMS Web Interface, and the Organization Address from your 2017 registration is no longer accurate.
  - You were automatically registered for the CMS Web Interface, and the Contact Information (name, email, and/or phone number) from your 2017 registration is no longer accurate.
  - You need to update the Organization Address.
  - You need to update Contact Information, or change the Contacts associated with the group's registration.
1. Complete the steps in [Section III \(Access the Registration System\)](#).
  2. To edit the Group Size, select **Edit** next to **Size**.



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3. Select the correct group size and confirm or cancel the change.

**Note:** If you are currently registered for the CMS Web Interface and select 2-24 as the group size, the confirmation message will indicate that accepting the change in size will cancel any existing CMS Web Interface registration because the CMS Web Interface is only available to groups with 25 or more eligible clinicians (including at least one MIPS eligible clinician).



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- To update Organization or Contact Information, select **Show Details** below the TIN information.

The screenshot shows the '2018 CMS Web Interface & CAHPS for MIPS Survey Registration' page. At the top, there are navigation links for 'MIPS', 'APMs', 'About', and 'Kimberly'. Below the header, there is a 'Manage User Access' link. The main heading is '2018 CMS Web Interface & CAHPS for MIPS Survey Registration' with a sub-heading 'Register your organizations for CMS Web Interface & CAHPS for MIPS Survey'. A table shows '1 ORGANIZATION TOTAL' with a row for 'Sample Organization'. The organization details include TIN: 00-0107379, Size: 25-99, and an 'Edit' link. A 'Show Details' button is highlighted with a red box. To the right, there are two status indicators: 'CMS Web Interface' with a green checkmark and 'Registration ID: 102589' and 'Cancel Registration' link, and 'CAHPS for MIPS Survey' with a yellow exclamation mark and a 'Register' link.

- To update the Organization's Address, select **Edit**, which will allow you to update the address, city, state, and zip code as needed.

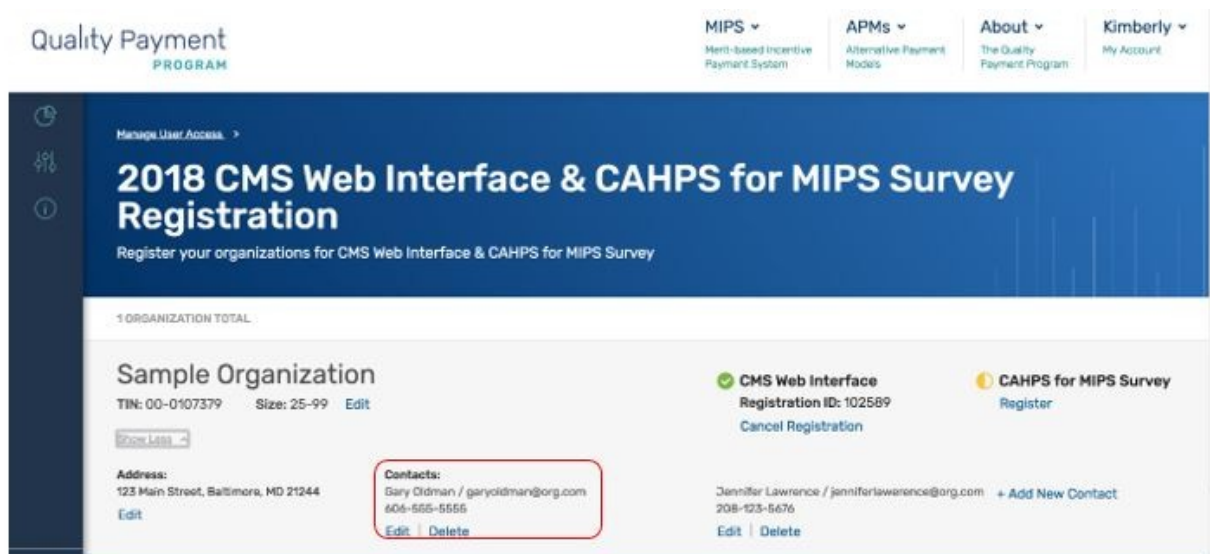
This screenshot shows the same registration page as above, but with the 'Show Details' button expanded to show more information. The 'Sample Organization' row now includes an 'Address' field with the text '123 Main Street, Baltimore, MD 21244' and an 'Edit' link highlighted with a red box. Below the address, there is a 'Contacts' section listing 'Gary Oldman / garyoldman@org.com' with phone number '404-555-5555' and 'Jennifer Lawrence / jenniferlawrence@org.com' with phone number '208-123-5676'. Each contact has 'Edit' and 'Delete' links. There is also an '+ Add New Contact' link.

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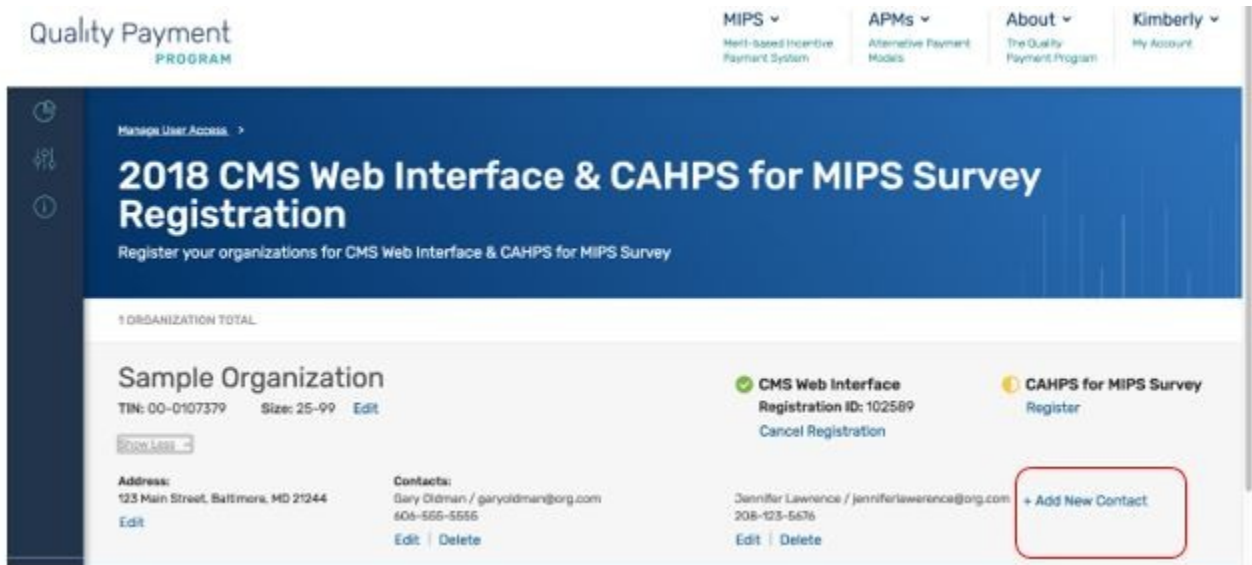
- To **Edit** or **Delete** an existing Contact, select the appropriate option under the Contact.

**Note:** The system requires that there is at least one Contact for a registration. If your group only has one Contact identified and the Contact needs to be changed, you will need to select **Edit** (not Delete), which will allow you to change the First and Last Name, Email, and Phone Number.



- To add a new contact, select **Add New Contact**; you will be prompted to provide the Contact's First and Last Name, Email and Phone Number.

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## VI. View your CMS Web Interface and/or CAHPS for MIPS Survey Registration Summary

The registration system will allow you to view information about the CMS Web Interface and/or CAHPS for MIPS Survey registrations for all the groups for which you have an EIDM Security Official role. A green checkmark indicates an existing registration, an orange semi-circle indicates there is no registration.

In the screenshot below, Example Medical Organization is registered for the CMS Web Interface but is not registered to administer the CAHPS for MIPS Survey. Selecting **Show Detail** will display the Organization and Contact Information.

**Note:** Each group will receive a single Registration ID to track all registration activity.

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Manage User Access >

## 2018 CMS Web Interface & CAHPS for MIPS Survey Registration

Register your organizations for CMS Web Interface & CAHPS for MIPS Survey

1 ORGANIZATION TOTAL

<b>Sample Organization</b> TIN: 00-0107379    Size: 25-99    Edit <a href="#">Show Details</a>	 <b>CMS Web Interface</b> Registration ID: 102589 <a href="#">Cancel Registration</a>	 <b>CAHPS for MIPS Survey</b> <a href="#">Register</a>
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The screenshot shows the 'Quality Payment PROGRAM' website. The main navigation includes 'MIPS', 'APMs', 'About', and 'Kimberly'. The central banner reads '2018 CMS Web Interface & CAHPS for MIPS Survey Registration' with the subtext 'Register your organizations for CMS Web Interface & CAHPS for MIPS Survey'. Below this, it indicates '1 ORGANIZATION TOTAL' and shows details for a 'Sample Organization'.

Organization	Registration Status	Registration ID	Action
Sample Organization TIN: 00-0107379   Size: 25-99   Edit	<div style="display: flex; justify-content: space-around;"> <div> <p><span style="color: green;">✔</span> CMS Web Interface</p> <p>Registration ID: 102589</p> <p>Cancel Registration</p> </div> <div> <p><span style="color: orange;">!</span> CAHPS for MIPS Survey</p> <p>Register</p> </div> </div>		

**Sample Organization Details:**

- Address:** 123 Main Street, Baltimore, MD 21244 | Edit
- Contacts:**
  - Gary Oldman / garyoldman@org.com | 606-555-5555 | Edit | Delete
  - Jennifer Lawrence / jenniferlawrence@org.com | 208-123-5676 | Edit | Delete
  - + Add New Contact

To view your group’s registration information, follow the steps in [Section III \(Access the Registration System\)](#).

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## VII. Cancel Your 2017 Registration for the CMS Web Interface and/or CAHPS for MIPS Survey

If your group is registered to participate in MIPS utilizing the CMS Web Interface and/or administering the CAHPS for MIPS survey for the 2017 performance period, but wishes to cancel the registration, you can log into the registration system and cancel the registration any time before the registration period closes on **June 30, 2018 at 11:59 pm EDT**. You will not be allowed to cancel the group's 2018 registration after this date. If you want to re-register the group to participate in MIPS utilizing the CMS Web Interface and/or administering the CAHPS for MIPS survey after cancelling your registration, please refer to [Section IV \(Submit a New Registration\)](#) of this guide.

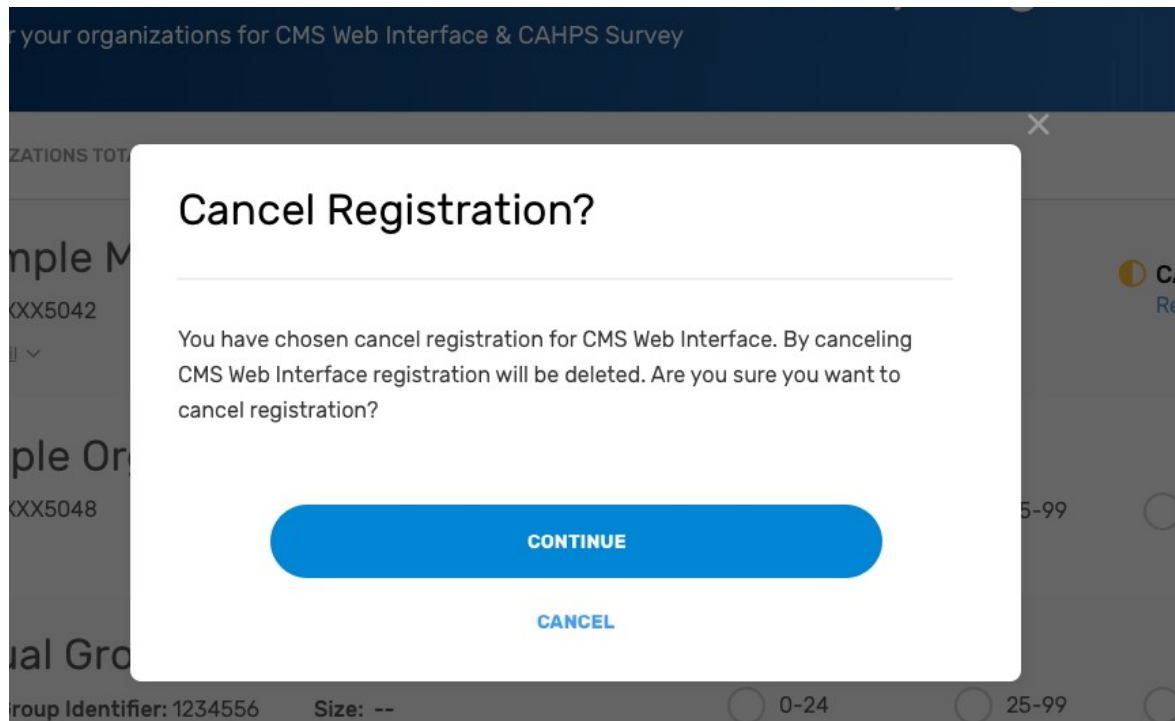
1. Complete the steps in [Section III \(Access the Registration System\)](#).
2. Select Cancel Registration under the appropriate registration.



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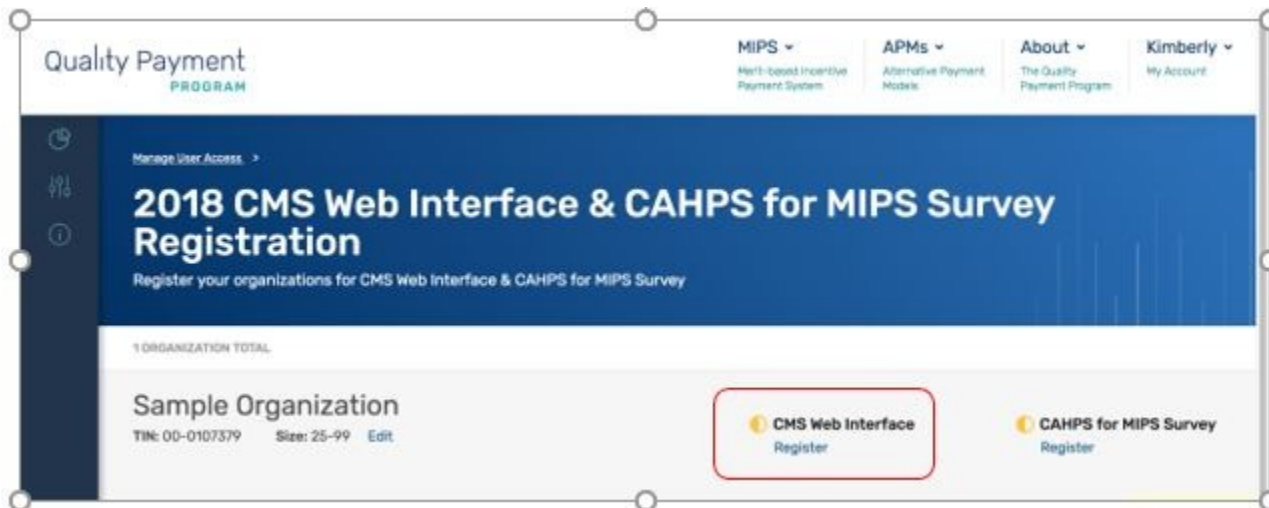
3. Once you select Cancel Registration, you will be required to **Continue** your cancellation or **Cancel**.



4. You have successfully cancelled your registration! Record the Registration Identification Number provided in the email notification for your records. If you need to contact the Quality Payment Program to discuss your registration, please provide the Registration Identification Number. All the contacts associated with the registration will also receive an email with the Registration Identification Number confirming your registration cancellation.

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- When you return to the list of Connected Practices, you should see that the organization is no longer registered for the CMS Web Interface.



**Note: If you did not intend to cancel the group’s registration, please follow the guidance in [Section IV \(Submit a New Registration\)](#) to re-register your group before the registration period closes on June 30, 2018 at 11:59 pm EST.**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-1314 (Expiration date: XX/XX/XXXX). The time required to complete this information collection is estimated to average 0.25 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Mail Stop C4-26-05, Baltimore, Maryland 21244-1850. \*\*\*\*CMS Disclosure\*\*\*\* Please do not send applications, claims, payments, medical records or any documents containing sensitive information to the PRA Reports Clearance Office. Please note that any correspondence not pertaining to the information collection burden approved under the associated OMB control number listed on this form will not be reviewed, forwarded, or retained. If you have questions or concerns regarding where to submit your documents, please contact [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov).

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