Connect to an Organization

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Introduction

This document outlines the steps to Connect to an Organization and get the role you need. The role you select for each organization will allow you to view information or perform an action, such as submitting performance data.

Previously, users requested access to their organization(s) through the Enterprise Identity Data Management (EIDM) System. Moving forward, everyone will request access to a new organization by signing in to qpp.cms.gov.

Whether you are a new user requesting access to an organization for the first time, or an existing user requesting access to a new organization, you'll need to understand which organization type to select and know which role you need.

Getting Started

First, we'll review the information you'll need when following these 3 simple steps to Connect to an Organization through qpp.cms.gov:

1. Choose your organization type
2. Find your organization
3. Select your role

> ***Do you need access to multiple organizations?***
>
> If so, you'll repeat these steps for each organization.

Which Organization Type Do I Choose?

There are 4 organization types you can choose from:

You ll choose:	When:
Practice	You represent an organization identified by a single Taxpayer Identification Number (TIN), such as a solo/individual practitioner, a group, or a hospital, including: ✓ Groups or clinicians that need to submit data for the Quality, Promoting Interoperability and Improvement Activity performance categories. ✓ Groups participating in a Shared Savings Program ACO (all tracks) that need to submit group-level data for the Promoting Interoperability performance category. Learn more. ✓ Groups with clinicians who will be scored under the APM scoring standard that need to submit individual or group-level data for the Promoting Interoperability performance category. Learn more. ✓ EHR or other Health IT Vendors who will need to complete this request for each practice, virtual group or APM Entity they represent
APM Entity	You represent a Shared Savings Program (SSP) ACO entity, a Next Generation (Next Gen) ACO entity, or Comprehensive Primary Care Plus (CPC+) Practice Site and need to submit **quality** data on behalf of the entire entity or view performance feedback for clinicians scored under the APM scoring standard. ✓ For CPC + Practice Sites, this means submitting eCQMs in the QRDA III format on qpp.cms.gov ✓ For SSP ACOs and Next Gen ACOs, this means submitting quality measure data on behalf of the entire entity through the CMS Web Interface on qpp.cms.gov Are you a single TIN ACO? Learn more. You will be able to connect to a **CPC+ Practice Site** beginning **January 2, 2019**
Registry	You represent a CMS-approved Qualified Registry or Qualified Clinical Data Registry (QCDR) and need to submit data on behalf of all your clients

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Virtual Group	You represent a CMS-approved virtual group

How Do I Find My Organization?

Once you've identified your organization type, you'll be able to enter search criteria to find your specific organization.

Organization type	Criteria you can use to search
Practice	✓ Legal Business Name; **OR** ✓ Complete Taxpayer Identification Number (TIN) o No search results will populate until you enter the complete TIN (9 digits)
APM Entity	**Step 1:** Identify your model (Shared Savings Program ACO, Next Generation ACO, or Comprehensive Primary Care Plus (CPC+)) **Step 2:** Provide • Legal Business Name (APM Entity Name)
Registry	✓ Legal Business Name; **OR** ✓ Complete Taxpayer Identification Number (TIN) o No search results will populate until you enter the complete TIN (9 digits)
Virtual Group	✓ Complete Virtual Group ID

Which Role Do I Choose?

There are 2 roles associated with each organization type:

- Security Official
- Staff User

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Each organization **must** have a Security Official before anyone can request a Staff User role or additional Security Official roles.

✓ **If you are the first person to request access to the organization, you will only be able to request the Security Official role.**
✓ If that's not the appropriate role for you, contact an administrator in your organization to let them know your organization needs a Security Official.

Organization Type	Staff User Role Lets You	Security Official Role Lets You
Practice	✓ View eligibility information for all clinicians in the practice ✓ View claims measure data during the performance period submitted by individual clinicians in the practice ✓ Access the Physician Compare Preview ✓ Submit data on behalf of the practice, whether reporting **individually** or as a **group** ✓ View individual and group MIPS performance feedback and payment adjustment information ✓ Request a Targeted Review	Do everything the Staff User can do PLUS ✓ **Register a group for the CMS Web Interface** ✓ **Register a group for the CAHPS for MIPS survey** ✓ **Approve all additional user requests (manage access to the organization)**
APM Entity	✓ Submit quality data on behalf of the Shared Savings Program ACO entity, Next Generation ACO entity, or CPC+ Practice Site ✓ View MIPS performance feedback for the Shared Savings Program ACO entity or Next Generation ACO entity, with clinicians scored under the APM Scoring Standard	Do everything the Staff User can do PLUS ✓ **Approve all additional user requests (manage access to the organization)**

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Registry	✓ Submit data on behalf of all your clients ✓ View preliminary performance feedback for your clients based on the data you submit on their behalf	Do everything the Staff User can do PLUS ✓ **Approve all additional user requests (manage access to the organization)**
Virtual Group	✓ View a list of all the practices and clinicians participating in your virtual group ✓ Submit data on behalf of the virtual group ✓ View virtual group MIPS performance feedback	Do everything the Staff User can do PLUS ✓ **Approve all additional user requests (manage access to the organization)**

Security Official: Additional Information Required for Validation

If you are the first person in your organization to request the Security Official role, you'll need to provide some additional information so that we can validate you should be authorized as the Security Official.

✓ If your organization already has a Security Official, that person will approve any requests for additional Security Officials or Staff Users.

Organization Type	Required Information	Additional Context
Practice	✓ The practice's Taxpayer Identification Number (**TIN**) ✓ The National Provider Identifier (**NPI**) of one (1) clinician in the practice ✓ That clinician's Provider Transaction Access Number (**PTAN**)	Follow these simple steps to find PTANs in PECOS. 1. Log into Internet-based PECOS. 2. Select "My Associates" on PECOS home page. 3. Select "View Enrollments" by applicable individual or organizational enrollment. 4. Click on "View Medicare ID Report" 5. PTAN or PTAN s are listed in Medicare ID column. Learn more

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APM Entity – Shared Savings Program or Next Generation	✓ APM Entity ID (your ACO ID) ✓ The Taxpayer Identification Number (TIN) of two (2) practices participating in the ACO	Security Officials for a single TIN ACO only need to provide one TIN
APM Entity – CPC+	✓ APM Entity ID (your Practice Site ID) ✓ The Taxpayer Identification Number (TIN) of a practice associated with the Practice Site ✓ The National Provider Identifier (**NPI**) of a clinician in the practice associated with the Practice Site	If your Practice Site includes multiple TINs, you can enter any of these TINs and an NPI associated with the Practice Site in that TIN
Registry	✓ The Taxpayer Identification Number (TIN) of the registry or QCDR ✓ Your Vendor ID	CMS issued your Vendor ID when your self-nomination was approved
Virtual Group	✓ The Taxpayer Identification Number (TIN) of two (2) practices participating in the virtual group	

Workflow with Screenshots

Now that you know your **organization type** and the **role** that you need, click on the links below to view the workflow on qpp.cms.gov.

- Sign In to QPP
- Navigate to Manage Access
- Connect to a Practice
- Connect to an APM Entity (Shared Savings Program ACO, Next Generation ACO, CPC+)
- Connect to a Registry
- Connect to a Virtual Group

Please remember that you will need to complete these steps for each organization for which you need to view, submit or manage information.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Don't want to review screenshots?
Skip ahead to
Next Steps or FAQs

Sign In to QPP

Go to qpp.cms.gov and click Sign In on the upper right-hand corner

Enter your **User ID** and **Password** in the requested fields, check **Yes, I agree** next to the Statement of Truth and click **Sign In** (you will be prompted to provide a security code from your two-factor authentication.)

Returning users
Sign in with the same EIDM credentials you've always used
New users
Sign in with your newly created HARP credentials
Don't have an Account?
Click the Register tab next to the Sign In tab and review the **Register for a HARP Account document**.

Have questions? Contact the Quality Payment Program
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Manage Access

Once you are signed in to qpp.cms.gov, click Manage Access on the left-hand navigation pane.

Returning users will see a **list of organizations** they are connected to in a tabbed format by organization type. If the list of your connected organizations and roles are correct, you won't need to take any further action unless you need to connect to another organization.

Need to connect with another organization?
Click the "Connect to another organization" link.

New Users will be prompted to connect to an organization.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Connect to a Practice

Connect to a **Practice** if you represent an organization identified by a single TIN, such as a solo/individual practitioner, a group, or hospital.

Step 1: Select Organization Type

Select **Practice** and click **continue**. For additional information on organization types, click here.

NOTE: If you are connecting to multiple organizations, you will need to complete a request for each organization one at a time.

Helpful Hints
Solo CPC+ practitioners (those who are the only clinician in their Practice Site) will need to connect to an APM Entity to submit their eCQMs for the CPC+ program.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Step 2: Find a Practice

Search for the practice by Tax Identification Number (TIN) or legal business name, select the practice from the drop down, and click **Continue**.

If you are searching by **legal business name**, you can start typing and select the practice from the suggested potential matches based on what you've entered so far.

If you are searching by **TIN**, you will need to enter the complete TIN before a match is identified.

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By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Account Dashboard › Manage Access ›

Connect to Organization
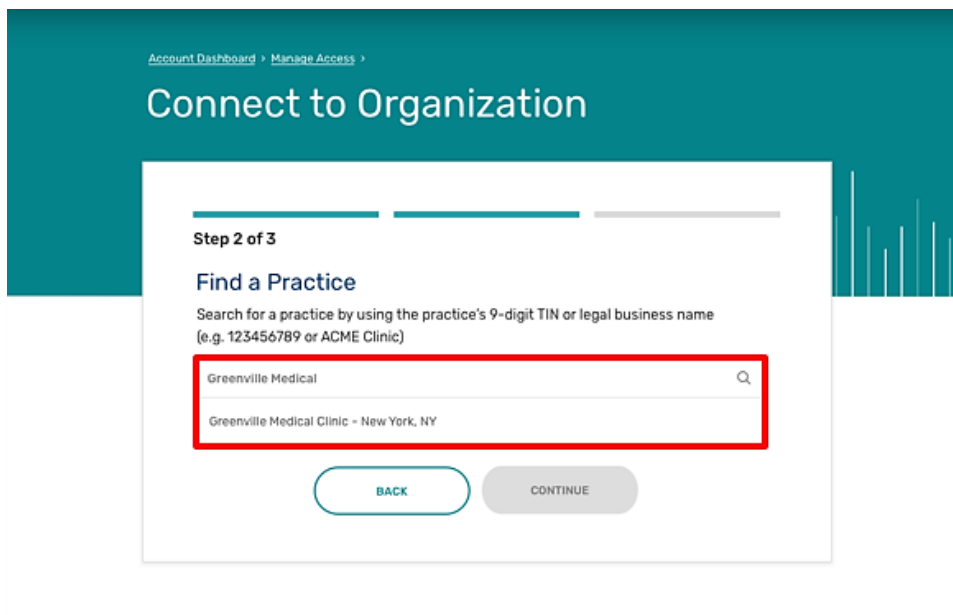
Step 2 of 3

Find a Practice

Search for a practice by using the practice's 9-digit TIN or legal business name (e.g. 123456789 or ACME Clinic)

Greenfield Medical Clinic

5200 Manchester Ln., New York, NY 01234

✓ Practice selected

Change organization

BACK   CONTINUE

Select the wrong practice?

Click the "Change Organization" link to update your practice selection.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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NOTE: Each organization must have a Security Official before anyone can request a Staff User role or additional Security Official roles.

If you are the first person to request access to the organization, you will only be able to request the Security Official role.

If Security Official is not the appropriate role for you, contact an administrator in your organization to let them know your organization needs a Security Official.

Step 3: Select a Role

You have two role options to select from: **Staff User** and the **Security Official** role.

For additional information on QPP Roles, click here to review before selecting a role.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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First Security Official

If you are the first Security Official, **select** Security Official, and you will be prompted to enter additional information for **validation**. For more information on this validation, click here.

What's Next?

If you are the first Security Official, you will be **automatically approved** after the required information you provide is validated.

You will **approve pending role requests** from other users requesting access to the practice. For additional information on how to approve other users in your organization, refer to the **Security Officials: Manage Access (approve or deny role requests) document**.

Did you encounter an error?
Click here.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Additional Security Official	Staff User
If there is already a Security Official at your organization, select **Security Official** and click **Submit**. You will not be prompted to provide additional information.	If you are a Staff User, select **Staff User** and click **Submit**. You will not be prompted to provide additional information.

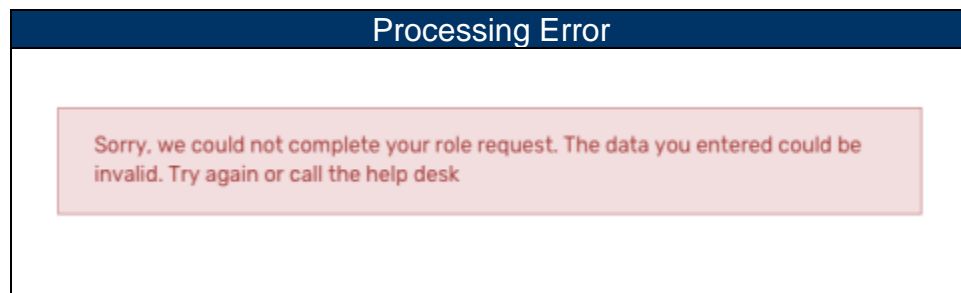| **What's Next?**	
Your Security Official role request is currently **pending** approval from an existing Security Official.	Your Staff User role request is currently **pending** approval from an existing Security Official.

Error Processing Your Request?

If you receive a validation error message (first Security Officials), please verify and re-enter the required information.

If you receive a processing error, please try requesting your role again.
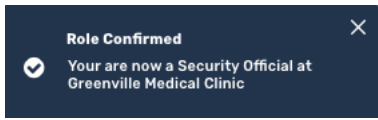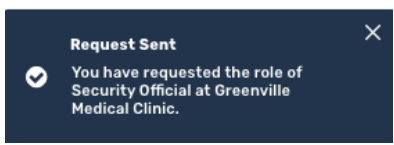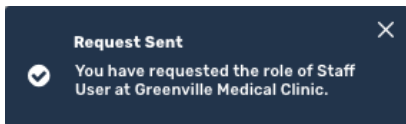
If either issue persists, contact the Quality Payment Program for further assistance using the contact information at the bottom of each page of this document.

Processing Error
Sorry, we could not complete your role request. The data you entered could be invalid. Try again or call the help desk

Step 4: Role Confirmation

Once you have completed your role selection, you will be redirected to the Manage Access page within the QPP Reporting System to review pending role requests.

You will receive **notification** on the screen that displays the state of your request as well as an **email notification**.

First Security Official Notification	Additional Security Official Notification	Staff User Notification
Role Confirmed ✕ Your are now a Security Official at Greenville Medical Clinic	**Request Sent** ✕ You have requested the role of Security Official at Greenville Medical Clinic.	**Request Sent** ✕ You have requested the role of Staff User at Greenville Medical Clinic.

Have questions? Contact the Quality Payment Program
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First Security Official (Automatically approved)

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Additional Security Officials or Staff Users (Pending Request)

Need to find your organization's Security Official(s) or remove a Security Official who's left your organization?

Contact the Quality Payment Program using the information at the bottom of this page.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Connect to an APM Entity

Connect to an **APM Entity** if you represent a Shared Savings Program ACO entity, Next Generation ACO entity, or a CPC+ Practice Site and need to submit **Quality** data on behalf of the entire entity. For additional information on organization types, click here.

Step 1: Select Organization Type

Select **APM Entity** and click **continue**.

NOTE: If you are connecting to multiple organizations, you will need to complete a request for each organization one at a time.

Helpful Hint
You will connect to an APM Entity if you need to perform an action, such as submitting Quality data, on behalf of the entire Entity. Unless representing the entire Entity, clinicians, groups and solo practitioners who participate in an APM will typically need to connect to a Practice to report other data required under the APM scoring standard.

Have questions? Contact the Quality Payment Program
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Step 2: Find an Alternative Payment Model (APM) Entity

Select the APM model you need to connect to for the 2018 performance period:

- ✓ Shared Savings Program (SSPs) *all tracks*
- ✓ Next Generation (Next Gen)
- ✓ Comprehensive Primary Care (CPC+)

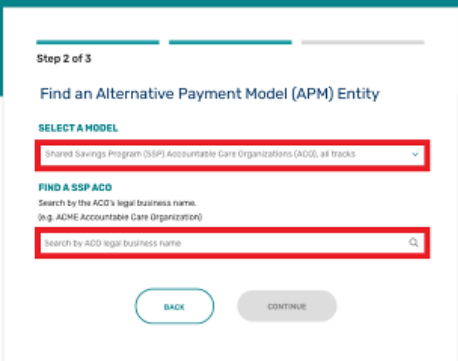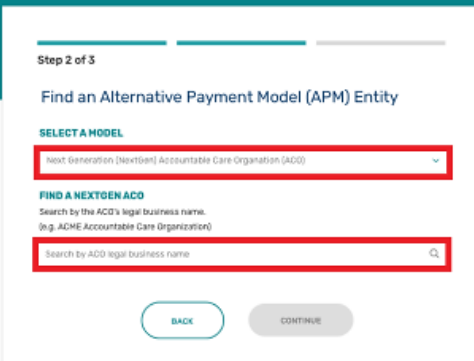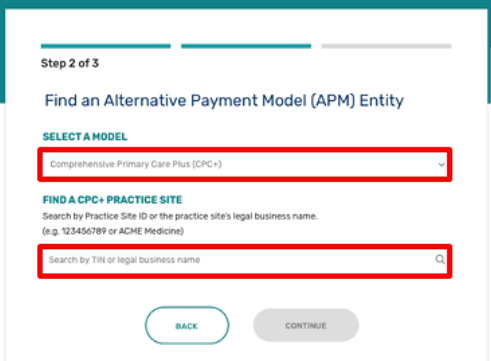> You can connect to a CPC+ Practice Site beginning January 2, 2019.

Once the APM Model type is selected, click **Continue**.

Next, **search** for the APM entity you are wishing to connect to. Input fields will vary based on APM Model type selected.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Find an SSP ACO	Find a Next Generation ACO	Find a CPC+ Practice Site
Step 2 of 3 Find an Alternative Payment Model (APM) Entity **SELECT A MODEL** Shared Savings Program (SSP) Accountable Care Organizations (ACO), all tracks **FIND A SSP ACO** Search by the ACO's legal business name. (e.g. ACME Accountable Care Organization) Search by ACO legal business name BACK CONTINUE	Step 2 of 3 Find an Alternative Payment Model (APM) Entity **SELECT A MODEL** Next Generation (NextGen) Accountable Care Organization (ACO) **FIND A NEXTGEN ACO** Search by the ACO's legal business name. (e.g. ACME Accountable Care Organization) Search by ACO legal business name BACK CONTINUE	Step 2 of 3 Find an Alternative Payment Model (APM) Entity **SELECT A MODEL** Comprehensive Primary Care Plus (CPC+) **FIND A CPC+ PRACTICE SITE** Search by Practice Site ID or the practice site's legal business name. (e.g. 123456789 or ACME Medicine) Search by TIN or legal business name BACK CONTINUE
Search by: • ACO legal business name	Search by: • ACO legal business name	Search by: • Practice Site legal business name

Once the APM entity is selected, click **Continue** to select a role.
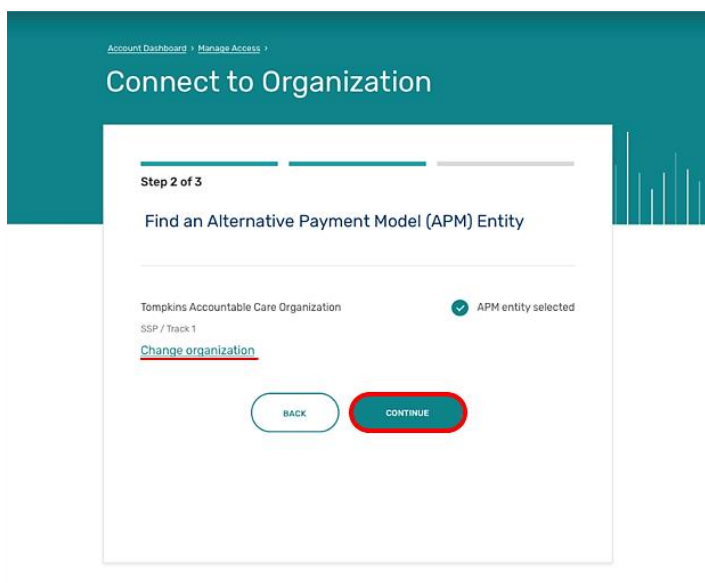
Select the wrong APM Entity?

Click the "Change Organization" link to update your APM Entity selection.

Account Dashboard › Manage Access ›

Connect to Organization

Step 2 of 3

Find an Alternative Payment Model (APM) Entity

Tompkins Accountable Care Organization   ✓ APM entity selected
SSP / Track 1
Change organization

BACK   CONTINUE

Have questions? Contact the Quality Payment Program
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Step 3: Select a Role

You have two role options to select from: **Staff User** and the **Security Official** role.

For additional information on QPP Roles, click here before selecting a role.

NOTE: Each organization must have a Security Official before anyone can request a Staff User role or additional Security Official roles.
If you are the first person to request access to the organization, you will only be able to request the Security Official role.
If Security Official is not the appropriate role for you, contact an administrator in your organization to let them know your organization needs a Security Official.

First Security Official

If you are the first Security Official, select **Security Official**, and you will be prompted to enter additional information for **validation**.

Note: This guide uses the SSP model as an example. Validation requirements vary by model. For more information, click here.

Have questions? Contact the Quality Payment Program
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Connect to Organization

Step 3 of 3

Select a Role at Tompkins Accountable Care Organization

Choose the role with the level of access you need within the QPP data reporting system.

	Report Data Upload and edit Quality, Promoting Interoperability, and Improvement Activities data.	Manage Users Add and remove other users to the organization.
○ Staff User	✓	✕
⦿ Security Official	✓	✓

You chose: **Security Official**

There is currently no Security Official at this practice site to approve roles. Therefore, the only role you can obtain at this time is a Security Official role. Request this role or wait for another Security Official to gain access.

In order to be authorized as the first Security Official at the ACO, enter the ACO's APM Entity ID and TINs for two practices participating in the ACO.

APM ENTITY ID
e.g. 123456789

[   ]

PARTICIPATING PRACTICE TIN #1
9-digits e.g. 123456789

[   ]

PARTICIPATING PRACTICE TIN #2
ACOs with only one participating TIN can leave this field blank.
9-digits e.g. 123456789

[   ]

(BACK)   (SUBMIT)

If you are the first Security Official, you will be **automatically approved** after the requried information you provide is validated.

You will **approve pending role requests** from other users requesting access to the APM entity. For additional information on how to approve other users in your organization, refer to the **"Security Officials: Manage Access" document**.

Did you encounter an error?
[Click here](#).

Have questions? Contact the Quality Payment Program
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Additional Security Official	Staff User
If there is already a Security Official at your organization, select **Security Official** and click **Submit**. You will not be prompted to provide additional information.	If you are a Staff User, **select** Staff User and click **submit**. You will not be prompted to provide additional information.

What's Next?	
Your Security Official role request is currently **pending**.	Your Staff User role request is currently **pending**.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
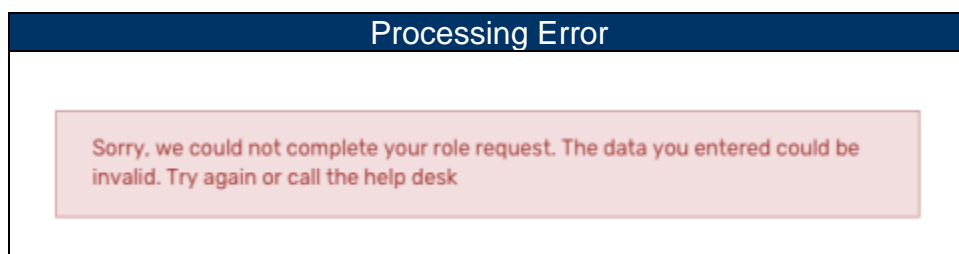Monday – Friday, 8am – 8pm EST

Error Processing Your Request?

If you receive a validation error message (Security Officials), please verify and re-enter the required information.

If you receive a processing error, please try requesting your role again.

If either issue persists, contact the Quality Payment Program for further assistance using the contact information at the bottom of each page of this document.

Processing Error
Sorry, we could not complete your role request. The data you entered could be invalid. Try again or call the help desk

Step 4: Role Confirmation

Once you have completed your role selection, you will be redirected to the Manage Access page within the QPP Reporting System to review pending role requests.

You will receive a **notification** on the screen that displays the state of your request as well as an **email notification**.

First Security Official Notification	Additional Security Official Notification	Staff User Notification
Successfully connected ✓ You have successfully connected to your APM entity. ✕	**Request Sent** ✓ You have requested the role of Security Official at Tompkin Accountable Care Organization ✕	**Request Sent** ✓ You have requested the role of Staff User at Tompkin Accountable Care Organization ✕

Have questions? Contact the Quality Payment Program
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First Security Official (Automatically approved)

Need to find your organization's Security Official(s)
Or
remove a Security Official who's left your organization?

Contact the Quality Payment Program using the information at the bottom of this page

Have questions? Contact the Quality Payment Program
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Additional Security Officials or Staff Users (Pending Request)

Have questions? Contact the Quality Payment Program
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Connect to a Registry

Connect to a **Registry** if you represent a CMS-approved Qualified Registry or a Clinical Data Registry (QCDR) and are submitting data on behalf of your clients. For additional information on organization types, click here.

Step 1: Select Organization Type

Select **Registry** and click **continue**.

NOTE: If you are connecting to multiple organizations, you will need to complete a request for each organization one at a time.
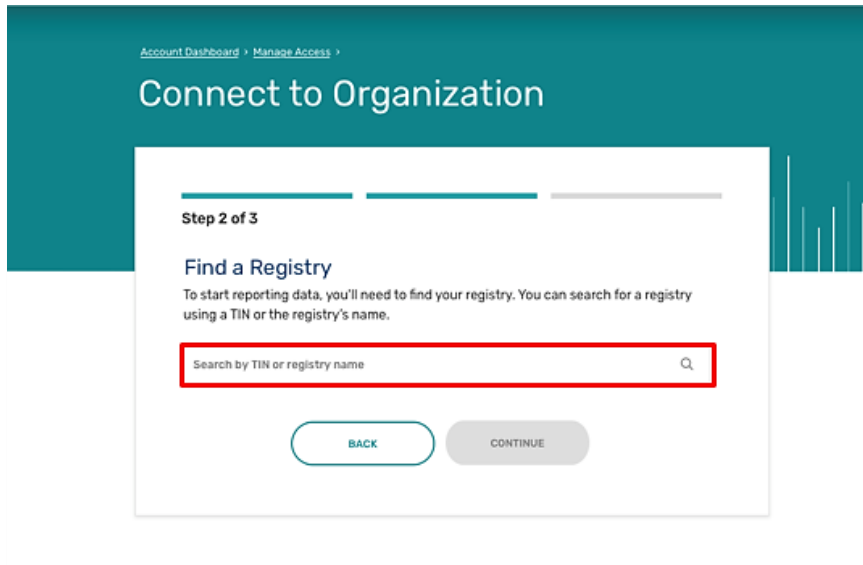

Helpful Hint
You will connect to a Registry when you are a representative of a Qualified Registry or QCDR.
Clinicians, groups and virtual groups working with a Registry or QCDR for data collection and submission would connect to a Practice (or virtual group as appropriate) to view data submitted on their behalf by those vendors.

Have questions? Contact the Quality Payment Program
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Step 2: Find a Registry

Search for the registry via Tax Identification Number (TIN) or Registry name.
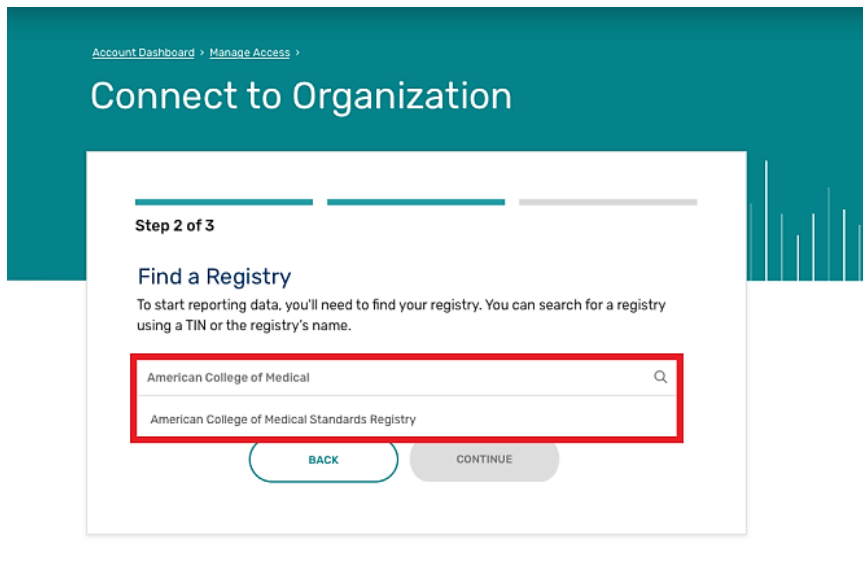
If you are searching by **legal business name**, you can start typing and select the practice from the suggested potential matches based on what you've entered so far.

If you are searching by **TIN**, you will need to enter the full TIN before a match populates.

Select the registry from the **dropdown** menu.

Once you select your Registry, click *Continue* to *select a role*.

Step 3: Select a Role

You have two role options to select from: **Staff User** and the **Security Official** role.
For additional information on QPP Roles, click here before selecting a role.

NOTE: Each organization must have a Security Official before anyone can request a Staff User role or additional Security Official roles.
If you are the first person to request access to the organization, you will only be able to request the Security Official role.
If Security Official is not the appropriate role for you, contact an administrator in your organization to let them know your organization needs a Security Official.

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First Security Official

If you are the first Security Official, select **Security Official**. You will be prompted to enter additional information for validation. For more information on this validation, click here.

If you are the first Security Official, you will be **automatically approved** after the requried information you provide is validated.

You will **approve pending role requests** from other users requesting access to the Registry. For additional information on how to approve other users in your organization, refer to the **"Security Officials: Manage Access" document**.

Did you encounter an error?
Click here

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Additional Security Official	Staff User
If there is already a Security Official at your organization, select **Security Official** and click **Submit**. You will not be prompted to provide additional information.	If you are a Staff User, **select** Staff User and click **submit**. You will not be prompted to provide additional information.

<table>
<tr><td colspan="2" align="center">What's Next?</td></tr>
<tr><td>Your Security Official role request is currently pending.</td><td>Your Staff User role request is currently pending.</td></tr>
</table>

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Error Processing Your Request?

If you receive a validation error message (Security Officials), please verify and re-enter the required information.

If you receive a processing error, please try requesting your role again.

If either issue persists, contact the Quality Payment Program for further assistance using the contact information at the bottom of each page of this document.

Processing Error
Sorry, we could not complete your role request. The data you entered could be invalid. Try again or call the help desk

Step 4: Role Confirmation

Once you have completed your role selection, you will be redirected to the Manage Access page within the QPP Reporting System to review pending role requests.

You will receive **notification** on the screen that displays the state of your request as well as an **email notification**.

First Security Official Notification	Additional Security Official Notification	Staff User Notification
Role Confirmed ✕ Your are now a Security Official at American College of Medical Standards Registry	**Request Sent** ✕ You have requested the role of Security Official at American College of Medical Standards Registry	**Request Sent** ✕ You have requested the role of Staff User at American College of Medical Standards Registry

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

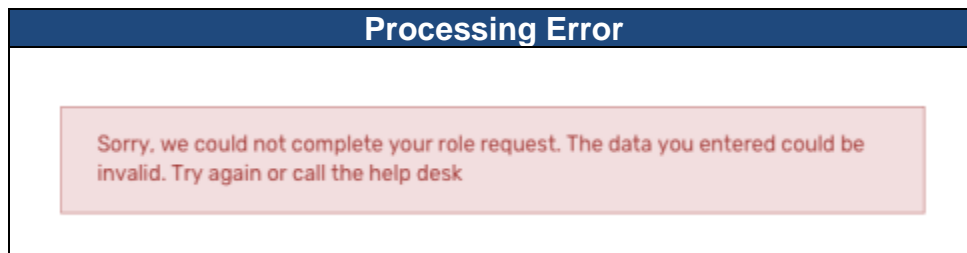**First Security Official (Automatically Approved)**

Manage Access

Elizabeth Blackwell

- Home
- Eligibility & Reporting
- Performance Feedback
- Manage Access
- Help and Support

→← COLLAPSE

Connected Organizations (1)   Connect to another organization

Registries

American College of Medical Standards Registry
TIN: 123456643 | Vendor ID: 1234453

YOUR ROLE	USERS
Security Official	1 connected users
	View users

Role Confirmed
✓ Your are now a Security Official at American College of Medical Standards Registry ✕

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Additional Security Officials or Staff Users (Pending Request)

Need to find your organization's Security Official(s)
Or
remove a Security Official who's left your organization?

Contact the Quality Payment Program using the information at the bottom of this page.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Connect to a Virtual Group

Connect to a **Virtual Group** if you represent a CMS-approved Virtual Group. For additional information on organization types, click here.

Step 1: Select Organization Type

Select **Virtual Group** and click **continue**.

NOTE: If you are connecting to multiple organizations, you will need to complete a request for each organization one at a time.

> **Helpful Hints**
> You will need to connect to the **virtual group** if you are submitting data (or viewing data submitted) on behalf of the entire virtual group.
> You do not need to connect the virtual group simply because you participate in it.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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Step 2: Find a Virtual Group

Search for the Virtual Group by entering your complete Virtual Group ID and selecting **Continue**.
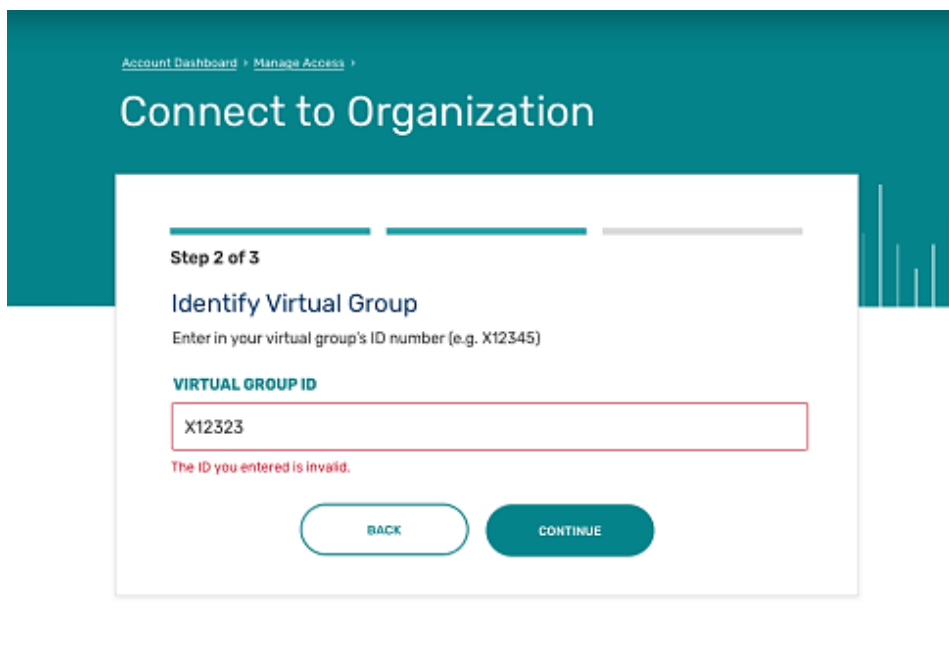
Once you see your Virtual Group has been selected, click **Continue** to select a role.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Step 3: Select a Role

You have two role options to select from: **Staff User** and the **Security Official** role.

For additional information on QPP Roles, click here before selecting a role.

NOTE: Each organization must have a Security Official before anyone can request a Staff User role or additional Security Official roles.

If you are the first person to request access to the organization, you will only be able to request the Security Official role.

If Security Official is not the appropriate role for you, contact an administrator in your organization to let them know your organization needs a Security Official.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

First Security Official

If you are the first Security Official, select **Security Official**. You will be prompted to enter additional information for **validation**. For more information on this validation, click here.

If you are the first Security Official, you will be **automatically approved** after the requried information you provide is validated.

You will **approve pending role requests** from other users requesting access to the virtual group. For additional information on how to approve other users, refer to the **"Security Officials: Manage Access" document**.

Did you encounter an error?
Click here.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Additional Security Official	Staff User
If there is already a Security Official at your organization, select **Security Official** and click **Submit**. You will not be prompted to provide additional information.	If you are a Staff User, **select** Staff User and click **submit**. You will not be prompted to provide additional information.
What's Next?	
Your Security Official role request is currently **pending**.	Your Staff User role request is currently **pending**.

Error Processing Your Request?

If you receive a validation error message (Security Officials), please verify and re-enter the required information.

If you receive a processing error, please try requesting your role again.

If either issue persists, contact the Quality Payment Program for further assistance using the contact information at the bottom of each page of this document.

Processing Error
Sorry, we could not complete your role request. The data you entered could be invalid. Try again or call the help desk

Step 4: Role Confirmation

Once you have completed your role selection, you will be redirected to the Manage Access page within the QPP Reporting System to review pending role requests.

First Security Official Notification	Additional Security Official Notification	Staff User Notification
Role Confirmed Your are now a Security Official at X12345	**Request Sent** You have requested the role of Security Official at X12345	**Request Sent** You have requested the role of Staff User at X12345

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

First Security Official (Automatically approved)

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
Monday – Friday, 8am – 8pm EST

Additional Security Officials or Staff Users (Pending Request)

Need to find your organization's Security Official(s)
Or
remove a Security Official who's left your organization?

Contact the Quality Payment Program using the information at the bottom of the page.

Next Steps

- Repeat these steps as needed to connect to additional organizations
- Approved Security Officials will need to monitor for pending requests from other users requesting access to their organization(s)
- Staff Users and additional Security Officials will receive an email notification when their request has been approved
- Follow up with your organization's Security Official if you have concerns with the length of time it's taking for your request to be approved. Learn more.
- Review General FAQs or 2018 Performance Period Data Submission FAQs

FAQs

General

I can't find my practice when I search for it. What should I do?

Try changing your search criterion – for example, perform a new search using Legal Business Name instead of Taxpayer Identification Number (TIN), or vice versa. If that doesn't work, contact the Quality Payment Program using the contact information at the bottom of this page. Please note that practice information comes from PECOS, and qpp.cms.gov receives PECOS updates three times per year.

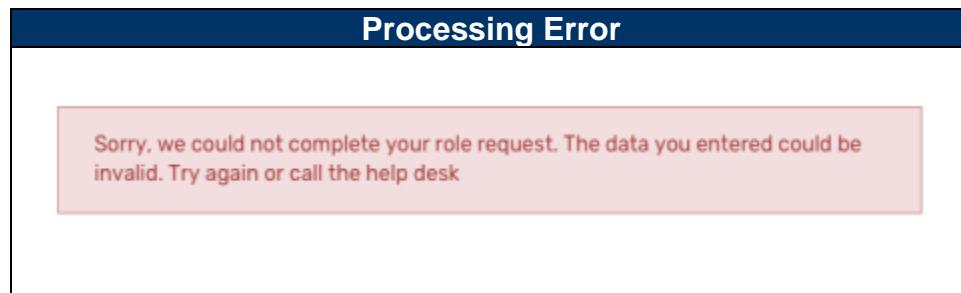Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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What is a PTAN and how do I find it?

Each clinician has a PTAN, or Provider Transaction Access Number, associated with their NPI; it was issued at the time of Medicare enrollment and can be found in PECOS.

1. Log into Internet-based PECOS.
2. Select "My Associates" on PECOS home page.
3. Select "View Enrollments" by applicable individual or organizational enrollment.
4. Click on "View Medicare ID Report"
5. PTAN or PTANs is listed in Medicare ID column.

The first Security Official in the practice will need to provide the PTAN associated with an NPI in the practice. Click the "What is a PTAN" link from Step 3 (Select a Role) for a link to PECOS.
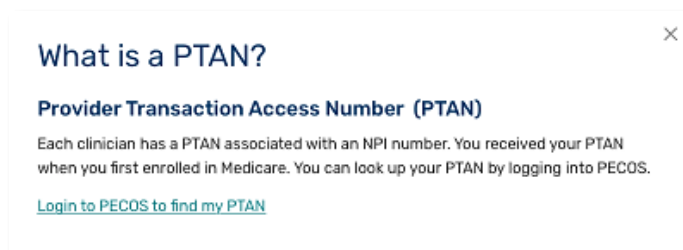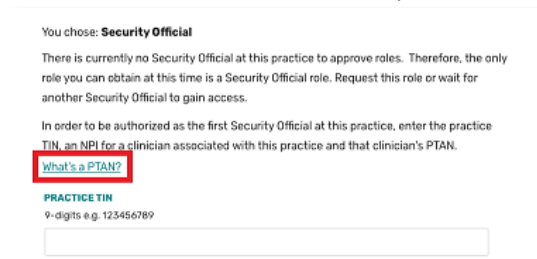
Who do I contact to approve my pending role request?

The first Security Official for an organization will be automatically approved when they can provide the required validation information. Once there's a Security Official at your organization, that individual (and all additional security officials) are responsible for approving all subsequent requests. If you requested Security Official or Staff User access and awaiting approval from the current Security Official, you may need to reach out to your organization's Security Official. If you don't know who your organization's Security Official is, you can contact the Quality Payment Program (using the information at the bottom of this page) for assistance.

Have questions? Contact the Quality Payment Program
By Phone: 1-866-288-8292 (TTY: 1-877-715-6222) or By Email: QPP@cms.hhs.gov
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What do I do if the information I provided for my Security Official role request could not be validated?

If you receive a validation error message (Security Officials), please verify and re-enter the required information.

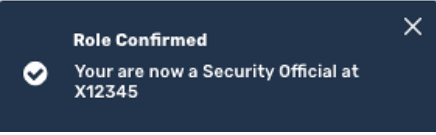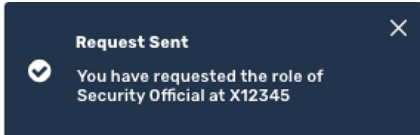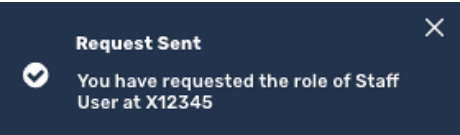If the issue persists, contact the Quality Payment Program for further assistance using the contact information at the bottom of each page of this document

What do I do if a Security Official has left my organization?

You can contact the Quality Payment Program using the information at the bottom of this page to have a Security Official removed if they have left your organization.

What do I do if the current Security Official denied my role request?

If you believe your request was denied in error, you can submit another request.

How can I change my role for an organization?

If you need to update your access from Security Official to Staff User (or vice versa), please contact the Quality Payment Program for assistance using the contact information at bottom of each page of this document.

Our CPC+ Practice Site includes multiple TINs, and I will be the first Security Official. Does it matter which TIN and NPI that I enter for verification?

No, you can provide any TIN/NPI combination that's associated with your Practice Site ID.

2018 Performance Period Data Submission

A third party is submitting my data for me. Do I need to do anything?
We strongly encourage clinicians and representatives of a group, virtual group or APM Entity to sign in to qpp.cms.gov during the submission period and verify the data submitted on their behalf. This will allow clinicians and practice representatives to work with the third party to correct any errors before the submission period closes. Data submission errors found after the submission period closes cannot be corrected.

We are an EHR (or other health IT) vendor. What do we need to do?

You will need to complete the Connect to an Organization process for each practice, virtual group or APM entity you represent.

We participate in a Shared Savings Program ACO. What do we need to do?

Shared Savings Program ACOs (all tracks) must submit their Quality data at the ACO (APM Entity) level.

- A representative of the Shared Saving Program APM Entity will need to be able to sign in to qpp.cms.gov so that they can submit Quality data through the CMS Web Interface at the ACO level. This representative will choose **APM Entity** as the organization type,

Have questions? Contact the Quality Payment Program
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Shared Savings Program as the model, and request the Staff User or Security Official role. Each ACO must have a Security Official before anyone can request a Staff User role or additional Security Official roles.

Practices participating in the Shared Savings Program must submit their Promoting Interoperability data at the group (Practice) level.

- A representative of your practice (i.e. a single TIN participating in the larger ACO entity) will need to be able to sign in to qpp.cms.gov to submit this Promoting Interoperability data at the group level or view data submitted on your behalf by a third party. The representative should choose **Practice** as the organization type and request the Staff User or Security Official role.

We participate in the Shared Savings Program and CPC+. What do we need to do?

Shared Savings Program ACOs (all tracks) must submit their Quality data at the ACO (APM Entity) level.

- A representative of the Shared Saving Program APM Entity will need to be able to sign in to qpp.cms.gov so that they can submit Quality data through the CMS Web Interface at the ACO level. This representative will choose **APM Entity** as the organization type, Shared Savings Program as the model, and request the Staff User or Security Official role.

Practices participating in the Shared Savings Program must submit their Promoting Interoperability data at the group (Practice) level.

- A representative of your practice (i.e. a single TIN participating in the larger ACO entity) will need to be able to sign in to qpp.cms.gov to submit this Promoting Interoperability data at the group level or view data submitted on your behalf by a third party. The representative should choose **Practice** as the organization type and request the Staff User or Security Official role.

CPC+ practices must submit their Quality data at the Practice Site (APM Entity) level.

- A representative of the CPC+ APM Entity will need to be able to sign in to qpp.cms.gov so that they can submit data for the Quality performance category at the ACO level. This representative will choose **APM Entity** as the organization type, CPC+ as the model, and request the Staff User or Security Official role.

Our virtual group includes clinicians in a MIPS APM. What do we need to do?

The virtual group only has the responsibility of meeting the reporting requirements for the virtual group. The virtual group's submission will not satisfy any reporting requirements for MIPS APM participation or MIPS scoring under the APM scoring standard.

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The virtual group needs to aggregate and submit data for all clinicians within the virtual group for the Quality, Promoting Interoperability and Improvement Activities performance categories just like any other virtual group.

- The virtual group will need to be able to sign in to qpp.cms.gov to submit their data or view data submitted on behalf of the virtual group by a third party. (See Connect to a Virtual Group.)

Clinicians participating in a virtual group do not need to submit data outside of the virtual group at the individual or group level to meet virtual group reporting requirements.

Please refer to this FAQ for more information on the roles and access needed for MIPS APM data submission.

Our practice participates in a MIPS APM and our clinicians are scored under the APM scoring standard. What do we need to do?

You will need to complete the Connect to an Organization process, selecting **Practice** as the organization type, in order to submit any individual or group-level data necessary for your MIPS APM participation, such as Promoting Interoperability measure data. (See Connect to a Practice.)

For MIPS APM participation, **the APM Entity** will submit Quality data on behalf of all eligible clinicians in the APM Entity group.

- Medicare Shared Savings Program ACOs, Next Generation ACOs, and CPC+ practices will need to be able to sign in to qpp.cms.gov to submit Quality data on behalf of the APM Entity or view data submitted on their behalf by a third party. (See Connect to an APM Entity)

We are a single TIN ACO. How will we submit our Quality data at the entity level and our Promoting Interoperability data at the group level?

Because you will need access to your organization as both a Practice and an APM Entity, you will need to complete the Connect to an Organization process twice – one time selecting **Practice** as your organization type, and a second time selecting **APM Entity** as your organization type.

Additionally, CMS has a list of single TIN ACO organizations, which will allow the first Security Official requesting the APM Entity access to complete the request by providing a single TIN for verification.

If you are an existing user with EIDM credentials associated with a single TIN ACO, you should see your organization listed both as an **APM Entity** and as a **Practice** on the **Manage Access** page.

Have questions? Contact the Quality Payment Program
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