

## **CMS Security Rules**

All Certified Long Term Care facility employees who have QIES accounts (ePOC or MDS) need to review the CMS policy below. Please keep your accounts active by resetting your password each time you are notified by QIES, so that you don't run the risk of having your ePOC or MDS accounts disabled or deleted.

### **QIES Security Notice: Disabling and Deleting Accounts**

To better secure our applications, QIES security requires each user to successfully login every 60 days. If this does not occur, the account will be disabled and can only be re-enabled by contacting the QTSO Help Desk at (800) 339-9313.

Accounts that have no activity for more than 365 days will be deleted. Once your account is deleted, you will not be able to use or re-enable the account. If your account is deleted, you will need to request access through CMS as you did originally; you will be assigned a new User ID and password when the access is granted.

QIES users will continue to use QIES User Maintenance Application to update passwords as required every 60 days; and use security questions to unlock accounts if the password is forgotten or the account is locked due to the password being entered incorrectly three times.

If you have any questions concerning this information, please contact the **QTSO Help Desk** at (800) 339-9313.