News Flash - The Office of the Inspector General in the Department of Health and Human Services has issued a policy statement that assures Medicare providers, practitioners, and suppliers affected by retroactive increases in payment rates under the Medicare Improvements for Patients and Providers Act (MIPPA) of 2008 that they will not be subject to OIG administrative sanctions if they waive retroactive beneficiary cost-sharing amounts attributable to those increased payment rates, subject to the conditions noted in the policy statement. To view the document, go to *http://oig.hhs.gov/fraud/docs/alertsandbulletins/2008/MIPPA_Policy_Statement.PDF* on the Internet.

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Steps for Organizations to Access Their 2007 Physician Quality Reporting Initiative (PQRI) Feedback Reports

Provider Types Affected

This document is directed to

- Group practices under which at least one eligible professional reported 2007 PQRI quality measures data to Medicare; and

- Individual eligible professionals who reported 2007 PQRI quality measures data to Medicare and wish to have employees access their 2007 PQRI feedback reports.

Provider Action Needed

The Centers for Medicare & Medicaid Services (CMS) is pleased to announce that 2007 PQRI Final Feedback Reports are available on a secure website. This document provides the steps organizations need to take to access their feedback

reports. Access requires registration through a CMS security system known as the Individuals Authorized Access to CMS Computer Services (IACS).

> **Note:** If you are a solo professional without employees, you must register in IACS as an individual practitioner. For information regarding registration as an individual practitioner, see MLN Matters article SE0830, which is at _http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0830.pdf_ on the CMS website.

Do not register if you did not report quality measures in 2007.

I. Determine if you should register in IACS as an "Organization."

Register in IACS as an organization if you are:

- A group practice which receives Medicare payments on behalf of its members, or
- A solo eligible professional who will use one or more employee(s) to access PQRI.

Organizations must enter a Legal Business Name and Taxpayer Identification Number (TIN)/Employer Identification Number (EIN) in IACS which CMS will verify against Internal Revenue Service documents such as the CP-575.

Up to two individuals will be able to access the 2007 PQRI feedback report for each organization registered in IACS. One report will be prepared for each TIN. The group practice will be responsible for sharing NPI level information with the appropriate professionals in the practice.

> **Note: Professionals who reassigned Medicare payments to a group practice should NOT register in IACS unless they are one of the individuals designated to do so by the group practice.**

Do not register as an organization in IACS (register as an Individual Practitioner instead) if you are:

- A solo eligible professional without employees who is paid directly by Medicare, or

- A solo eligible professional with one or more employees who is paid directly by Medicare and wants to access your PQRI feedback report personally.

Note that registration information for those registering as Individual Practitioners will be matched against Medicare enrollment data. Refer to *http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0830.pdf* for information about how to register in IACS as an individual practitioner and access your 2007 PQRI feedback report.

II. Steps for Organizations to Access their 2007 PQRI Feedback Reports

Step 1. Register and be approved in IACS.

IACS online registration confirms your identity. Upon successful completion, approved users will receive a User ID and Password for IACS via email.

IACS employs a delegated approval model. The Security Official for the organization is the first person to register in IACS and is approved by CMS.   If your organization already has a Security Official approved in IACS, do not register another SO. To register in IACS go to *https://applications.cms.hhs.gov* on the CMS website.

1. a. A Security Official (SO) must register in IACS, but cannot access PQRI data.

The Security Official is the person who registers the organization in IACS and updates the organization profile information in IACS. There can be only one Security Official for an organization. The Security Official is trusted to approve the registrations requests of Backup Security Official(s) and user group administrators and can approve the application (e.g. the PQRI Feedback Report Application) access requests of User Group Administrators and End Users. Because of these approval roles, the *SO is not permitted to access applications, including the PQRI feedback report application.*

After registering in IACS, the Security Official must submit IRS documentation to the External User Services (EUS) Help Desk as described below:

Documentation prepared by the IRS containing:

- IRS letterhead
- Typed legal business name
- Typed TIN/EIN

Examples: CP-575 hard copy form, IRS 147C letter, Copy of Federal Tax Deposit Coupon

1. b. Once the SO is approved, a User Group Administrator (UGA) must register in IACS and be approved by the SO.

A UGA registers the User Group within an organization in IACS and updates the User Group profile information in IACS. If there will be only one user in a group, that user must register as a UGA. The UGA is trusted to approve the access requests of End Users for that User Group. In step two, *the UGA may be approved to access the 2007 PQRI feedback report negating the need for end users to register.* unless there is desire to have a second person with access to the report.

1. c. End Users: (optional if the UGA will access the application personally): Once the UGA is approved, an End User may register in IACS and be approved by the UGA. An end user is a staff member who is trusted to perform Medicare business for the organization. In step two, *the End User may be approved to access the 2007 PQRI feedback report.*

Step Two: Request a PQRI Application User Role and be approved by the SO.

Following IACS registration, registrants need to request specific application user roles.

You will be presented the option to choose one of two PQRI roles:

1. PQRI approver
2. PQRI user

In most cases PQRI user is the proper selection. Do not select PQRI approver unless someone other than the SO will be designated to approve PQRI user requests.

Up to 2 users approved for the user group administrator and/or end user IACS roles may request access to the PQRI feedback report application by requesting the PQRI User role. Each request must be approved by the SO.

Step Three: Enter PQRI Feedback Report Application

If you have been approved in IACS for the PQRI User role, your IACS ID and password can be used to gain access to your 2007 PQRI feedback report at *http://www.qualitynet.org/pqri*. **This site also contains a user guide for the PQRI system, and instructions for interpreting your 2007 PQRI feedback report.**

III. IACS Quick Reference Guides

The following IACS Quick Reference Guides may be found at *http://www.cms.hhs.gov/IACS/04_Provider_Community.asp#TopOfPage* on the CMS website.

- Separate Guides for registering as an SO, UGA, End User

- Request Access to CMS Application (request PQRI User role)
- Approver Quick Reference Guide:
    - Click on "General User Guides and Resources" in the left column for approver guide, which provides steps to approve registration requests (SO approves UGA, UGA approves End User), and for the SO to approve PQRI User role requests from UGA and/or end user.

IV. Additional Help for IACS

CMS has established the External User Services (EUS) Help Desk to support provider access to IACS. The EUS Help Desk may be reached by e-mail at EUSSupport@cgi.com or by phone on 1-866-484-8049 or TTY/TDD on 1-866-523-4759. Hours of operation are Monday through Friday 7AM to 7PM EST.

V. Additional Help for PQRI

More information about accessing 2007 PQRI Participant Feedback Reports will soon be posted on *http://www.cms.hhs.gov/PQRI* on the internet.

For help accessing the PQRI system and questions on your feedback report, contact the Report Delivery System Help Desk on 866-288-8912 or by sending an e-mail to qnetsupport@ifmc.sdps.org.

For questions concerning the status of PQRI incentive payments and any offset applied, contact your carrier or A/B Medicare Administrative contractor (MAC) provider call center. The Provider Call Center Toll Free Numbers Directory, which offers information on how to contact the appropriate provider call center, is available for download at *http://www.cms.hhs.gov/MLNGenInfo/01_Overview.asp* on the CMS website.