

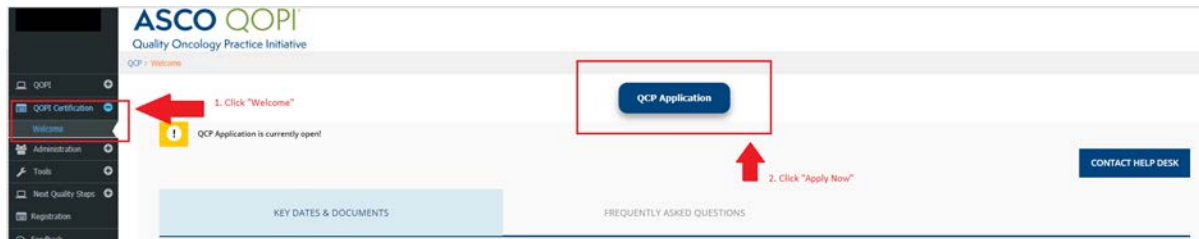
# ASCO QOPI<sup>®</sup> Certification Program

## Online Application Guide

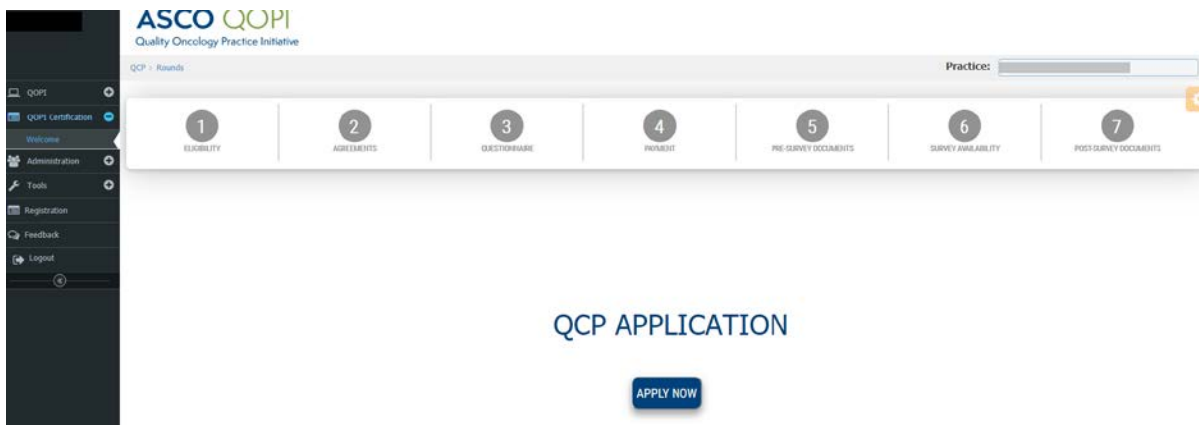
To be eligible to apply for QOPI<sup>®</sup> Certification, practices must have received eligible results from a QOPI<sup>®</sup> Round that occurred in the past 12 months. Eligible results include receiving an Overall Quality Score of 75% or higher and abstracting at least the minimum number of required unique charts.

Follow these instructions to navigate to your application:

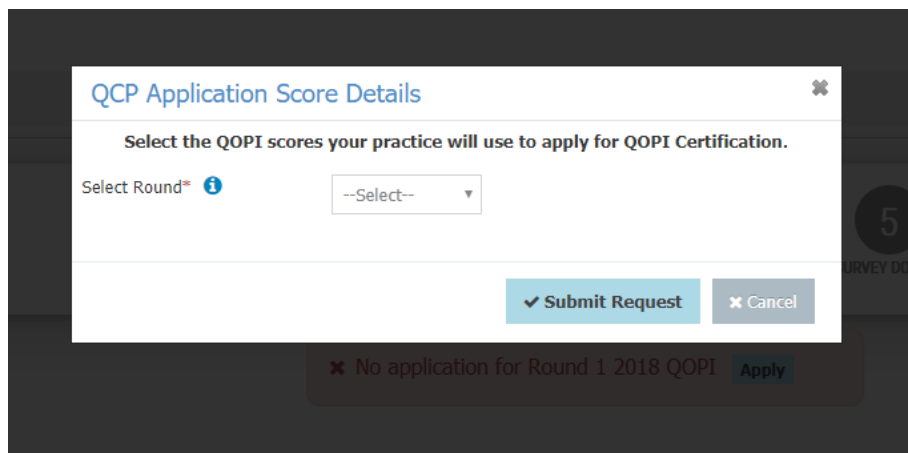
1. [Login to the portal](#), select “QOPI Certification” from the black navigation menu on the left, then select “Welcome”. Click the “QCP Application” button on the page.



2. Click “Apply Now”.



3. Select the QOPI<sup>®</sup> Scores you wish to use to apply for QOPI<sup>®</sup> Certification and click “Submit Request”.



Follow these instructions to complete your online application:

**Step 1: Eligibility\*** – You will see your Overall Quality Score and numbers of charts abstracted during the QOPI<sup>®</sup> Round. Answer the required attestations on this step before saving and moving forward.

Application Type:- Regular Applicant      Score Use:- Fall 2017    Change

1 ELIGIBILITY      2 AGREEMENTS      3 QUESTIONNAIRE      4 PAYMENT      5 PRE-SURVEY DOCUMENTS      6 SURVEY AVAILABILITY

✓ Overall Quality Score - 75% (Target Overall Quality Score - 75.00%)

Practice: \_\_\_\_\_  
Address: \_\_\_\_\_  
Participation Type: PRACTICE

**Check below to proceed further.**

Attest that you have abstracted charts from all practice sites SEEKING QOPI Certification.\*  Yes  No

Attest that you have exhausted all eligible charts for QOPI abstraction.  Yes  No

Attest that a representative from your practice has participated in at least one of the [QOPI Certification educational webinars](#). Please add representative's full name and date of webinar in comment box.\*

\_\_\_\_\_

Attest that the Site List below contains the name and address of each practice site seeking QOPI Certification.\*  Yes  No

✓ Attestation option overridden by QCP admin by -1/4/2018

Answer these questions and click "Attest" before moving forward to Step 2.

**Step 2: Agreements\*** – Practices are required to sign two legal agreements – the QCP BAA and the QCP Participation Agreement. If you are outside of the United States, you will be prompted to request a special agreement. Follow these steps to locate the document upload feature on Step 2:

1. Use the drop-down menu to select "QCP BAA".
2. Click "Sign Now".

1 ELIGIBILITY      2 AGREEMENTS      3 QUESTIONNAIRE      4 PAYMENT

Select Agreement :\*

--Select--

**QOPI Certification Agreements**

These Agreements describe the terms and conditions that govern your practice's participation in the QOPI Certification Program.

If your practice is located in the United States, new requirement to sign both a QCP BAA and QCP Participation Agreement. Please use the drop-down menu to select "QCP BAA" and click the "Sign Now" button to proceed to the "QCP Participation Agreement".

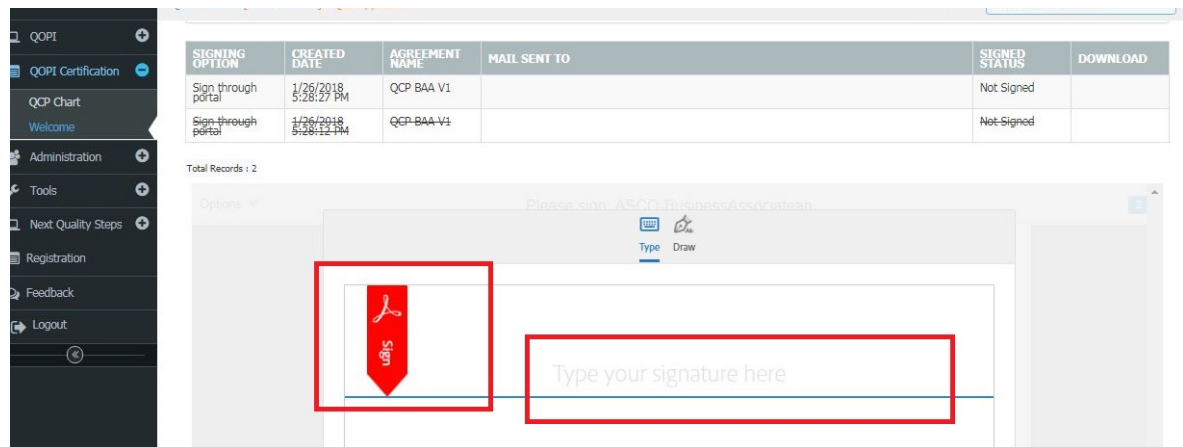
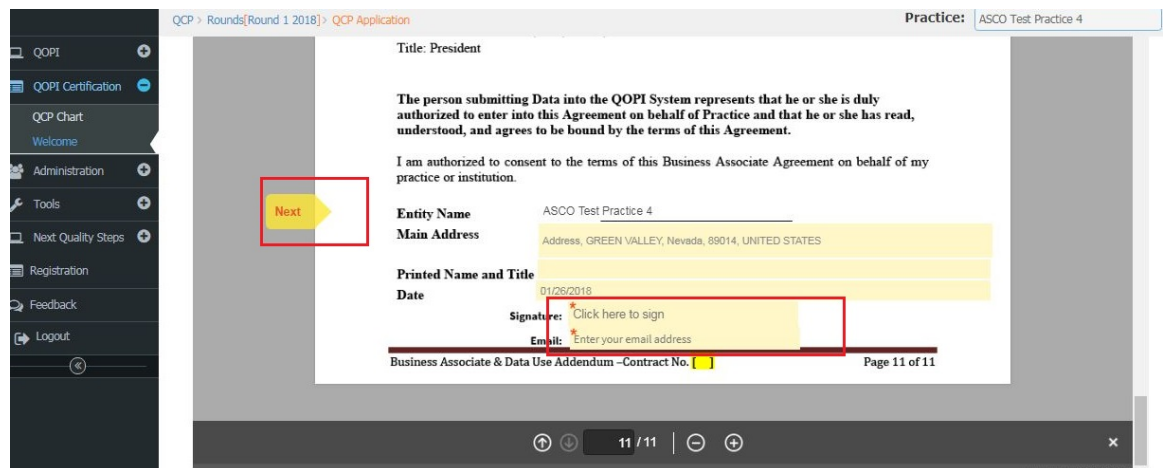
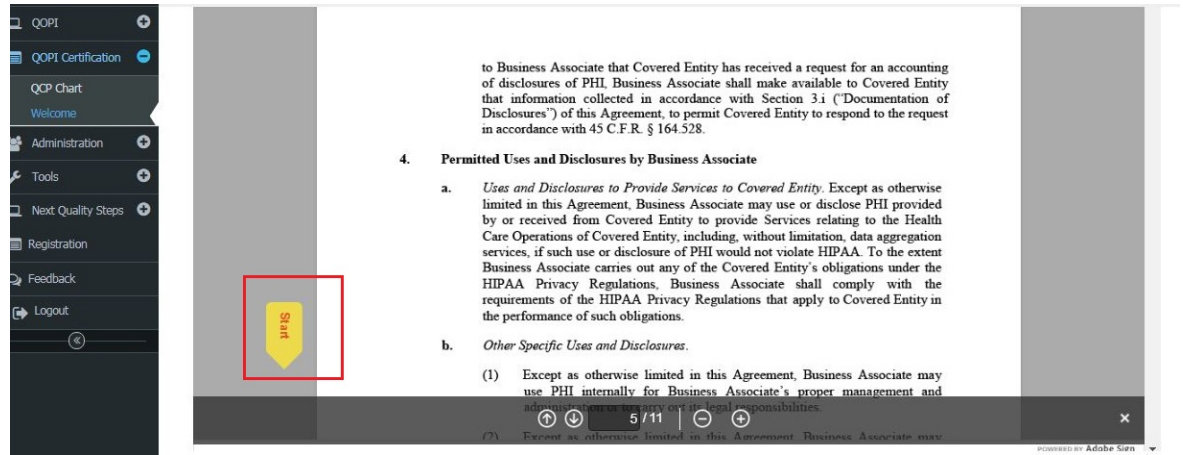
International practices often require a formal legal review. If your practice is located outside of the United States, please click the "Request International QOPI Certification Participation Agreement" button.

Use the drop-down menu to select each agreement and click "Sign Now"

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### 3. Sign the QCP BAA electronically in the application.



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The screenshot shows a sidebar menu on the left with options like 'QOPI', 'QOPI Certification', 'QCP Chart', 'Welcome', 'Administration', 'Tools', 'Next Quality Steps', 'Registration', 'Feedback', and 'Logout'. The main content area displays a document titled 'Business Associate & Data Use Agreement'. The document includes a 'Next' button on the left, a signature line with the name 'Virginia Escobedo', and an email field. The document text states: 'The person submitting Data into the QOPI System represents that he or she is duly authorized to enter into this Agreement on behalf of Practice and that he or she has read, understood, and agrees to be bound by the terms of this Agreement. I am authorized to consent to the terms of this Business Associate Agreement on behalf of my practice or institution.' The document is on 'Page 11 of 11'.

4. Check your email to complete the e-sign process.

The screenshot shows a sidebar menu on the left. The main content area features a table with the following data:

SIGNING OPTION	CREATED DATE	AGREEMENT NAME	MAIL SENT TO	SIGNED STATUS	DOWNLOAD
Sign through portal	1/26/2018 2:22:07 PM	QCP BAA V1		Not Signed	
Sign through portal	1/26/2018 2:22:07 PM	QCP-BAA-V1		Not Signed	

Below the table, it says 'Total Records : 2'. A red box highlights a message: 'Please check your inbox to complete signing ASCO-BusinessAssociateandDataUseAgreement.pdf'. Below the message, it says: 'We will send you an email shortly in order to verify your identity. Please click on the link in that email to complete this transaction. Your signing process will not finish until you complete this verification step.'

5. Repeat steps 1-4 for the “QCP Participation Agreement”.

6. Click “Refresh”, then click “Save & Next” to move to Step 3.

**Step 3: QCP Questionnaire**—this step consists of 4 tabs:

- **Key Practice Features\***: answer all required questions about practice and site features
- **Clinical Information\***: answer all required questions about staffing and services offered at your practice
- **QCP Questionnaire\***: review and answer all required questions in preparation for your On-Site Survey
- **NPI Listing**: Enter physician contact information and NPI numbers so that physicians at your practice can claim available MOC credits; note this tab is optional at this time
- Once each required tab of Step 3 is completed, a green check mark will appear on the navigation menu. To proceed to payment, scroll to the top of the page and click the button, which says “Submit Payment Request.” Certification staff will review your application and notify you when you have been approved to proceed to the Payment Step.

The screenshot shows a sidebar menu on the left with options like 'Administration', 'Tools', 'Next Quality Steps', 'Registration', 'Feedback', and 'Logout'. The main content area displays a form with tabs for 'Key Practice Features', 'Clinical Information', 'QCP Questionnaire', and 'NPI Listing'. The 'QCP Questionnaire' tab is active, showing a table with columns for 'FIRST NAME', 'LAST NAME', 'PHYSICIAN EMAIL', and 'NPI'. Below the table, it says 'No record found for given criteria.' and 'Total Records : 0'. There is a 'Test Question' icon. At the bottom, there are buttons for 'Save & Previous Section' and 'Add Physician'. A red box highlights a 'Send Pre-Payment Request' button at the top right of the form.

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**Step 4: Payment\*** – Answer a few questions about your practice to generate an invoice, then select your payment method. You may pay by credit card through the online portal or via check through the mail. If your practice requires an alternate payment method such as a wire transfer, please email [qopicertification@asco.org](mailto:qopicertification@asco.org). Please allow 2-4 weeks for our team to receive and process your check payment. Further information about the fees for QOPI Certification can be found on our website [here](#).

The screenshot shows the QOPI application portal interface. The top navigation bar includes 'QOPI', 'QOPI Certification', 'Welcome', 'Administration', 'Next Quality Steps', 'Registration', 'Feedback', and 'Logout'. The main content area displays a progress bar with seven steps: 1. ELIGIBILITY, 2. AGREEMENTS, 3. QUESTIONNAIRE, 4. PAYMENT (highlighted in blue), 5. PRE-SURVEY DOCUMENTS, 6. SURVEY AVAILABILITY, and 7. POST-SURVEY DOCUMENTS. Below the progress bar, the 'QOPI Certification Payment Calculation' section is visible, featuring a 'Payment' sub-section. The 'FTE' (Full Time Equivalent) definition is provided: 'FTE = Full Time Equivalent – the proportion of time a medical oncologist or hematologist provides clinical care relative to a full time schedule'. A 'Step 1) FTE Cost Calculation' section lists various FTE ranges and their corresponding costs, such as '1-3 FTEs = \$3,500' and '50+ FTEs = \$20,000'. A red box highlights the 'QOPI Certification Payment Calculation' link in the left sidebar.

The screenshot shows the 'Payment' step of the QOPI application portal. The left sidebar includes 'Administration', 'Tools', 'Next Quality Steps', 'Registration', 'Feedback', and 'Logout'. The main content area displays a table of invoices with the following columns: PRACTICE ID, PRACTICE NAME, INVOICE ID, AMOUNT, PARTICIPATION TYPE, FTE, DOWNLOAD, and PAYMENT STATUS. A red box highlights the 'Download Invoice' link in the 'DOWNLOAD' column. Below the table, a 'Payment Mode:' section is visible, with radio buttons for 'Online' and 'Check'. A red arrow points to the 'Payment Mode:' section. The 'Previous' and 'Next' buttons are located at the bottom of the page.

PRACTICE ID	PRACTICE NAME	INVOICE ID	AMOUNT	PARTICIPATION TYPE	FTE	DOWNLOAD	PAYMENT STATUS
			\$ 14000.00	PRACTICE	24	<a href="#">Download Invoice</a>	Unpaid

Payment Mode:  
 Online  Check

Select your payment method here. For credit card payments, follow the on-screen instructions. For check payments, mail to address on downloadable invoice.

### Step 5: Pre-Survey Documents\*:

This step is required. Practices must upload policies and procedures relevant to 11 of the QOPI Certification Standards. Follow these steps to upload your documents in Step 5:

1. Click the checkbox attesting that the document you have uploaded does not contain any Protected Health Information (PHI).
2. Click Upload and select your document. Please note, uploaded files must be no larger than 1MB. To reduce the size of a PDF in Adobe Acrobat please click File > Save as Other > Reduced Size PDF. Be sure to select capability with Acrobat 10.0 or later.
3. Upload up to five documents for each of the Standards listed below. If your practice must submit more than five documents per Standard, please contact us at [qopicertification@asco.org](mailto:qopicertification@asco.org).
4. Repeat steps 2-3 for all 11 of the Standards below:
  - **Standard 1.1:** Clinical Staff Qualifications Policy
  - **Standard 1.7:** Missed Appointment Follow-Up Policy
  - **Standard 1.8:** 24/7 Triage Policy
  - **Standard 2.1:** Patient Consent Policy
  - **Standard 3.5:** Intrathecal Chemotherapy Preparation Policy
  - **Standard 3.6:** Intrathecal Chemotherapy Administration Policy
  - **Standard 3.11:** Extravasation Management
  - **Standard 4.1:** Emergent Treatment Policy
  - **Standard 4.2:** Initial Oral Chemotherapy Adherence Policy
  - **Standard 4.3:** Ongoing Oral Chemotherapy Adherence Policy
  - **Standard 4.4:** Chemotherapy Toxicity Evaluation and Documentation Policy
5. When documents have been uploaded for each required Standard, click "Send Review Request". Practices will be notified when documents are approved and your practice will be able to move forward to Step 6.

The screenshot displays the application progress bar with four steps: 4 PAYMENT, 5 PRE-SURVEY DOCUMENTS (highlighted in blue), 6 SURVEY AVAILABILITY, and 7 POST-SURVEY DOCUMENTS. Below the progress bar, there are two buttons: "Send Review Request" (highlighted with a red box) and "Send Override Request". Below these buttons, there is a table with three rows, each containing the text "Uploaded Documents - 02" or "Uploaded Documents - 01" and an "Upload" button.

\* "Action" column to review uploaded documents. As needed, upload any additional documents in the pre-loaded "Standard" rows. If more than 5 additional documents, please contact

Uploaded Documents - 02	Upload
Uploaded Documents - 01	Upload
Uploaded Documents - 01	Upload



**Step 6: Survey Availability\*** – The final step of the online application process is for practices to submit availability and preferences for the On-Site Survey. Please complete all required questions on Step 6 of the application, Click “Save On-Site Survey”, then click “Submit Application”. Practices should expect to receive confirmation of an On-Site Survey assignment within one month of application submission.

The screenshot shows the online application interface for the ASCO QOPI Certification Program. The top navigation bar includes a sidebar menu on the left with options like 'QOPI', 'QOPI Certification', 'Welcome', 'Administration', 'Tools', 'Next Quality Steps', 'Registration', 'Feedback', and 'Logout'. The main header shows 'Application Type: Regular Applicant' and 'Score Use: Fall 2017'. A progress bar at the top indicates seven steps: 1. ELIGIBILITY, 2. ASSIGNMENTS, 3. CHECK INQUIRY, 4. PAYMENT, 5. PRE-SURVEY DOCUMENTS, 6. SURVEY AVAILABILITY (highlighted in blue), and 7. POST-SURVEY DOCUMENTS. The main content area is titled 'ASCO QOPI Certification Program' and 'QOPI Certification On-Site Survey Availability'. It contains instructions for providing practice availability, a list of days of the week with checkboxes, and a section for preferred survey dates with calendar tools. At the bottom, there are two buttons: 'PREVIOUS' and 'SUBMIT APPLICATION'. A red box labeled '1' highlights the 'Save On-Site Survey' button, and another red box labeled '2' highlights the 'SUBMIT APPLICATION' button.

If you have any questions as you work through the online application please contact us at [qopicertification@asco.org](mailto:qopicertification@asco.org) or call us at 571-483-1669.