To be eligible to apply for QOPI® Certification, practices must have received eligible results from a QOPI® 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® Scores you wish to use to apply for QOPI® Certification and click “Submit Request”.

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*ASCO QOPI® Certification Program Online Application Guide*
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® Round. Answer the required attestations on this step before saving and moving forward.

**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”.

Use the drop-down menu to select each agreement and click “Sign Now”.

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 “these steps for 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...
3. Sign the QCP BAA electronically in the application.
4. Check your email to complete the e-sign process.

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.
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. 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.
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.
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.
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.

If you have any questions as your work through the online application please contact us at qopicertification@asco.org or call us at 571-483-1669.