QOPI® Reporting Registry

Sign Up Portal

User Manual

Version 1
Table of Contents

1 Introduction ................................................................................................................. 1
2 QOPI® Reporting Registry SignUp/SignIn ........................................................................ 2
   2.1 New Signup ............................................................................................................. 3
       2.1.1 Welcome Page .................................................................................................. 5
       2.1.1.1 Basic Demographics Tab .............................................................................. 5
       2.1.1.2 Primary Contacts ......................................................................................... 6
           2.1.1.2.1 Physician –Corresponding (PHC) .......................................................... 6
           2.1.1.2.2 QOPI® Program Administrator ............................................................ 7
   2.2 Existing User ........................................................................................................... 9
       2.2.1 Reset Password ............................................................................................... 9
3 Sign Up Portal ................................................................................................................ 10
   3.1 Practice Information .............................................................................................. 10
       3.1.1 Practice Information ....................................................................................... 11
       3.1.2 Practice Admin Contact .................................................................................. 11
           3.1.2.1 Add/Edit/Delete Practice Admin Contact ............................................... 11
   3.2 Provider Information ............................................................................................... 13
       3.2.1 Add/Edit/Delete Provider ............................................................................... 14
4 EHR Information ............................................................................................................. 16
5 Agreement ...................................................................................................................... 18
   5.1 E-sign the Agreement Now ..................................................................................... 19
   5.2 E-sign the Agreement Later ................................................................................... 20
   5.3 Signing Process ....................................................................................................... 23
   5.4 Select Agreement ................................................................................................. 25
       5.4.1 Re-sign Agreement .......................................................................................... 26
6 Important Points ............................................................................................................ 27
7 Glossary ......................................................................................................................... 28
8 QOPI® Help Desk .......................................................................................................... 29

Note: Please press the control button on your computer keyboard [Ctrl] and click the specific section listed above in the Table of Contents to jump right to the section you need. [Ctrl + Click]
1 Introduction

This document provides a brief overview of the process of signing up practices with the QOPI® Reporting Registry, ASCO's Qualified Clinical Data Registry (QCDR) for 2017 MIPS reporting.

The sign up process provides a user-friendly interface for ASCO and ASTRO member physicians to enroll themselves with the QOPI® Reporting Registry.

The Sign-Up Portal records relevant information in the form of four milestones:

- Practice Information
- Provider Information
- EHR Information
- Registry Agreement
2 QOPI® Reporting Registry

SignUp/SignIn

To access the Sign-Up Portal, open a web-browser (Chrome or Firefox are recommended) and either type or copy paste the following URL

https://qcdr.asco.org/signup/Login.aspx

This opens the Sign Up/Sign In page of the QOPI® Reporting Registry.
2.1 New Signup

If you are not a current QOPI® Practice, you need to create an account before you can begin the sign-up process.

1. Click on the “New Signup” link to create an account to register with QOPI® Reporting Registry.

This opens a “Sign Up/Sign In” form for new users.

2. Select either “ASCO” or “ASTRO” from the drop down menu.
If you select “ASTRO” as the Member Type you need to enter corresponding member details.

3. Enter all the mandatory fields, which are indicated by a red asterisk (*).
   **Captcha**: Provides an additional level of security. Click on the green “reset Captcha” button, if the displayed text is not legible. Enter the text in the provided field.

4. Make sure to check the checkbox for the terms of use.
5. Click on the **Proceed** button.

On a successful login you will be navigated to the Welcome Page.

### 2.1.1 Welcome Page

The Welcome Page displays two tabs

- **Basic Demographics**: Captures demographic information related to the practice.
- **Primary Contacts**: Captures contact details of the Primary Contact of the practice.

#### 2.1.1.1 Basic Demographics Tab

By default, the Basic Demographic tab is displayed.

6. Make sure to enter all the mandatory information.

7. You can type in a postal code to search and auto-fill your location information.

   Hovering over the icon ![Help Text](image) displays the help text

   **Postal Code Search.**

   Please type in to search & click to select from available options.
Once you type a postal code, a drop down is displayed. Select the relevant postal code from available options.

After successful completion of the Basic Demographics, proceed to Primary Contacts.

A ✔️ Icon is displayed against the Basic Demographics Tab.

8. Click on the Proceed to Primary Contacts button.

2.1.1.2 Primary Contacts

The Primary Contacts tab captures demographic details related to:

- Physician – Corresponding (PHC)
- QOPI® Program Administrator (PRA)

2.1.1.2.1 Physician – Corresponding (PHC)

By default the Primary Contact Information form for the Physician – Corresponding (PHC) is opened.
9. Complete all the mandatory information. Please ensure the Primary Contact email address is correct to receive important QOPI® Reporting Registry updates.

10. Click on the “Proceed to Program Administrator” button to proceed with the enrollment process.
This opens the QOPI® Program Administrator Tab.

2.1.1.2.2 QOPI® Program Administrator

This tab captures information related to the Program Administrator
– If the PRA is the same as the PHC, check the box.
This will auto populate all the information from the PHC Tab.
– If not, enter the mandatory PRA information.

11. Click on the “Submit” button after completion of the QOPI® Program Administrator (PRA) details.
**Note:** You can submit only after a green checkmark is displayed against both tabs.

A registration confirmation and thank you email will be sent to the Primary Contact.

A similar email is sent to QOPI® for new user approval.

After QOPI® approves your registration request, you will receive an email with:

- A login name
- A one-time password reset link
- A link to the Sign Up Portal (for future login)

Login to the Sign Up Portal using the above future link.

On a successful login, you will be navigated to the **Sign Up Portal**.
2.2 Existing User

If you are an existing QOPI® User, log in to the dashboard directly by entering your existing login credentials.

1. Enter existing
   - Login name
   - Password

2. Agree to Terms of Use

3. Click “Login”

On a successful login, you will be navigated to the Sign Up Portal.

2.2.1 Reset Password

A Reset Password link will allow you to reset a forgotten password.

4. Enter the registered email address

5. Click on the “Send Recovery Mail” button.

A recovery email with a one-time password reset link will be sent to the registered email address.
3 Sign Up Portal

A successful log in process opens up the QOPI® Reporting Registry portal, which comprises of four milestones.

1. Practice Information
2. Provider Information
3. EHR Information
4. Agreement

3.1 Practice Information

This milestone captures the demographic information related to the Practice and Practice Admin contact.

After a successful login, by default the Practice Information milestone is displayed.
This page displays two tabs “Practice Information” and “Practice Admin Contact”

**Note:** If you are an existing QOPI® Member the following message will be displayed.

Note: If you are already registered with QOPI, please edit your information in the QOPI platform at https://myqopi.asco.org/Registration/login.aspx

### 3.1.1 Practice Information

Enter all the mandatory demographic information related to the practice.

Make sure to “Save” these practice details.

**Note:** You can navigate to the next milestone only after the practice information is successfully saved.

### 3.1.2 Practice Admin Contact

The Practice Admin contact information is displayed in a table format. If you are a new user and no Admin Contact exists, your details will auto populate.

### 3.1.2.1 Add/Edit/Delete Practice Admin Contact

1. If your practice requires multiple Admin contacts, click on the “Add Contact” button.
2. Enter the mandatory fields.

3. If the Admin contact is also a provider, check the “Create Provider” box. Additional fields pertaining to the provider will be displayed on the screen.

4. Enter Provider details and Save the record. The new admin contact record will be added to the Admin Contact table.

   **Note:** Additionally this Provider record will be automatically added to the Provider table in the Provider Milestone.
Edit Practice Admin Contact Information

To edit an existing admin contact record, click anywhere on the record. This will open a window allowing you to make the required changes.

For more details you can refer to Add Contact

Delete Practice Admin Contact

To delete an existing Admin contact, click on the delete icon present against the Admin record. You will be asked to confirm the deletion.

To navigate to the next milestone, click on the Next button below, or on the “Provider Information” milestone at the top.

3.2 Provider Information

This tab captures provider details within the practice.

Provider information is displayed in a table format.

If you had checked the “Create Provider” check box in the Practice Admin section of the first milestone, the Provider record will get auto-populated in the table here.

Multiple provider records can be added for a practice.

Note: A minimum of one provider needs to be present in a Practice to sign the agreement.
3.2.1 Add/Edit/Delete Provider

- **Add New Provider**

To add a new provider, click on the “Add New Provider” button.

1. Enter all the mandatory fields.
2. Select “Speciality” from the drop down.
   
   Multiple Specialties can be selected by checking the box next to the name of the Speciality.
   
   **Note:** If you select “Other” from the drop down the “Other Speciality” field provided will be enabled. Enter the name of the specialty in this field.

3. Save the new provider details.
The record will be added to the Provider Information Table.

- **Edit/Update Provider Details**
  - To edit an existing provider record, click anywhere on the record.
  - This will open a window allowing you to make the required changes.
  - For more details you can refer to **Add Provider**

- **Delete Provider**
  - To delete an existing provider, click on the delete icon present against the provider record. You will be asked to confirm the deletion.

To navigate to the next milestone - EHR Information, click on the **Next** button below, or on the “EHR Information” milestone at the top.

**Note:**

Provider Information is non-editable for existing QOPI® members, if they wish to edit, they need to Login to the QOPI® Dashboard.

The Provider Information Screen will be displayed as follows for existing QOPI® users.
4 EHR Information

This milestone displays a questionnaire that will help FIGmd understand the information technology environment at the practice side.
 Submission Type:

Select Submission Type from:

- System Integration (Electronic Data Pull)
- Web Interface Tool (Manual Data Entry)

Note:

- If the System Integration option is selected, all the fields in the Section 1 & Section 2 become mandatory and are indicated by a red asterisk (*).
- If the Web Interface Tool Type is selected, all the fields in the Section 1 & Section 2 become optional and a Skip button is displayed in the Practice Information tab. Clicking on the Skip button navigates you to the next i.e. Agreement milestone.

The EHR Information is divided into 3 sections

 Section 1: Practice System Contacts

You need to provide the contact details for:

- Primary IT Contact - should have a good understanding of the practice where the imaging data resides.
- Primary EHR Contact - should have a good understanding of the EHR and the types of imaging data that reside in the EHR.

 Section 2: Electronic Health Record (EHR) System Information

Enter all the mandatory details pertaining to your EHR.

If the name of your Relational Database Management System (RDBMS) is not listed here, select the “Other” option. A free text field is enabled against it to allow you to enter the name of the RDBMS.

If you are unsure of the name of the RDBMS select the “Unknown” option.

 Section 3: Practice Management System (PM) Information

Captures the name and the version of the PM System in the text fields provided.

Note: Additional questions may be displayed depending on the selection in the sections.

Once the mandatory fields have been entered, click on the “Save” button below to save the EHR information.

This will allow you to navigate to the last milestone, the Agreement Milestone.
5 Agreement

This milestone enables the practice to enter into an agreement with QOPI® Reporting Registry electronically.

The **E-sign** functionality embedded within this document allows you to sign the agreement electronically.

Two (2) agreements need to be signed to complete the registration process.

- **QOPI® QCDR Participation Agreement**
- **QOPI® QCDR BAA**

1. Select the agreement type from the drop down menu.
2. Enter a valid email address (this is where agreement related correspondence will be sent.)

   There are two (2) E-signing options:

   - **E-sign the agreement(s) NOW** - Allows signing of agreement through the portal right away.
   - **E-sign the agreement(s) LATER** - Allows signing of agreement later via a link sent to the entered email address.
5.1 E-sign the Agreement Now

When 'E-sign Now' option is selected; the Sign Agreement table is displayed, along with the Agreement PDF below.

A record is added to the Sign Agreement table displaying

- Status - Not Signed
- Signing Option – Sign Through Portal
- Created on - Date on which it was created.
- Agreement Name – Name of the selected agreement

You need to follow the Signing Process described below to complete the Registration Process.
After signing, the Sign Agreement Table will update to display the agreement status.

- **Status - Signed**
- Signed on - Date on which it was signed.
- Agreement Name – A link to the name of the agreement which has been signed along with a download icon.

### 5.2 E-sign the Agreement Later

Described below is the **E-sign the Agreement Later** process for the **QOPI® QCDR Participation Agreement**.
When the “E-sign Later” option is selected, a thank you message is displayed on screen.

A record is added to the Sign Agreement Table displaying

- Status - Not Signed
- Signing Option – Sign Through mail
- Created on - Date on which it was created.
- Agreement Name – Name of the selected agreement

The system sends an email to the registered/entered email address with a link to open the agreement and sign it.

Click on the link provided in the email and follow the Signing Process to complete the process of registration.
After both the agreements are signed, the Agreement Name column in the Sign Agreement table will be updated with the link to download the agreement.

Note:

- After signing, if the status of an agreement does not update, click on “Refresh” button to update the status of an agreement.

After successful signing of both the agreements, an email is sent to the registered email address stating that the participation agreement between FIGmd and the practice has been signed.
5.3 Signing Process

A blue box displayed at the extreme right hand side corner indicates the number of places in the document required to be signed.

1. Click on the yellow start arrow – to navigate to the first required field.

OR

Click on the blue digit to the top right of the screen.

This Business Associate Agreement (this “Agreement”) is effective as of the date of acceptance of this Agreement (the “Agreement Effective Date”) by and between your site (“Covered Entity”) on the one hand, and American Society of Clinical Oncology, Inc. (“ASCO”), on the other hand. If and when Covered Entity executes a QOPI Certification Program Participation Agreement, then this Agreement shall also be effective as of the date of such agreement by and between Covered Entity and QOPI Certification Program LLC d/b/a QOPI Certification Program (“QCP”). ASCO and, if and when applicable, QCP together are referred to herein as “Business Associate.”

WHEREAS, Covered Entity and Business Associate have entered into one or more services agreements relating to the Quality Initiative and may enter into additional service agreements in the future.

Adobe Sign Test Document
Not for commercial use

RECATIALS
2. Click on the “Click here to sign” field.

   This opens the signature window, where you can either type or draw the signature.

3. Click on “Apply”
   This signature will be embedded within the document.

4. Click on “Click to Sign” to accept the Terms of Use of the document.
This completes the signature procedure and a ‘thank you’ message will be displayed on the screen, for signing the QOPI® QCDR BAA.

An option is provided to download the signed agreement for reference. The signed agreement will also be available to download in the Sign-Up Portal.

5. Click on the “Finish” button to complete the registration process.

5.4 Select Agreement

If you need to change the selected Agreement, click on the “Select Agreement” button.

This will display the option which will allow you to select the Agreement again from the “Select Agreement Type” drop down.
After selecting a new agreement the earlier agreement gets voided and is struck out.

![Table showing signing options and statuses](image)

### 5.4.1 Re-sign Agreement

This allows you to re-sign the selected Agreement.

To re-sign the agreement, you need to follow the steps mentioned in the [Signing Process](#).
6 Important Points

- Mandatory fields are indicated by a (*) red asterisk throughout the application.

- **Login**
  If you are a Non-QOPI® Member, you may register using the Sign Up Portal by selecting “New Sign Up”.

- **Registration**
  You can submit only after a green checkmark is displayed for both tabs: Basic Demographic and Primary Contacts.

- **Practice Information**
  You can navigate to the next milestone only after practice information is successfully saved.

- **Practice Admin Contact**
  If ‘Create Provider’ checkbox is clicked, the Provider record will be automatically added to the Provider Table in the Provider Milestone.

- **Provider Information**
  Minimum one (1) Provider needs to be present in a Practice to sign agreements.

- **EHR Information**
  Additional questions may be displayed depending on the selection in the sections.

- **Agreement Milestone**
  Please be sure to enter a valid email address to ensure you receive agreement signing related correspondence.
  If the user logged in is not authorized to sign agreements, enter the email of the authorized signatory.
  You need to sign both the QOPI QCDR Participation Agreement and the QOPI QCDR BAA to complete the signup process.

- **To Clear the Cache**
  **For all browsers on Windows OS:**
  1) Login to the application
  2) When on the landing/default/dashboard page, please press "Ctrl+F5" keys.
  This clears the cache of old js/css file versions.

  **For MAC systems**
  Press "Cmd+R" keys.
# Glossary

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>Allows access to the application</td>
</tr>
<tr>
<td>Reset Password</td>
<td>Allows password reset</td>
</tr>
<tr>
<td>Send Recovery Email</td>
<td>Allows password recovery link to be sent via email</td>
</tr>
<tr>
<td>Next Step</td>
<td>Allows navigation to the next page</td>
</tr>
<tr>
<td></td>
<td>Allows reset of Captcha text if the displayed text is not legible</td>
</tr>
<tr>
<td>Save</td>
<td>Allows entered information to be saved</td>
</tr>
<tr>
<td>Save</td>
<td>Allows updated information to be saved</td>
</tr>
<tr>
<td>Cancel</td>
<td>Allows cancellation of entered/changed information (information will not be saved)</td>
</tr>
<tr>
<td>Add New Provider</td>
<td>Allows new providers to be added</td>
</tr>
<tr>
<td>Add Practice Admin Contact</td>
<td>Allows additional practice admin contacts to be added</td>
</tr>
<tr>
<td>Next</td>
<td>Indicates an input field on the agreement PDF</td>
</tr>
<tr>
<td>Skip</td>
<td>Allows navigation to required fields in agreement PDF</td>
</tr>
<tr>
<td>Next</td>
<td>Allows advancement to next milestone page</td>
</tr>
<tr>
<td>Previous</td>
<td>Allows return to the previous milestone page</td>
</tr>
<tr>
<td>Refresh</td>
<td>Allows refresh of the “Agreement Table”</td>
</tr>
<tr>
<td>Finish</td>
<td>Allows completion of the Sign Up Process, will close the system window.</td>
</tr>
<tr>
<td>Download a copy</td>
<td>Allows agreement documents to be downloaded</td>
</tr>
</tbody>
</table>
8 QOPI® Help Desk

QOPI® extends technical support to its members via the QOPI® Help Desk Team!

The Help Desk is available Monday – Friday from 9am ET – 5pm ET.

The Help desk can be reached

- By phone (571-483-1660) or
- By email (qopi@asco.org).