

# MIPS.HEALTH Quick Start User Guide

The Quick Start instructions provide an overview of the MIPS registration, data entry, and submission processes.

# MIPS Health Overview

The Quick Start instructions detail the process for using the MIPS Health registry including registration, data collection and data entry, and submission. For additional information regarding using the MIPS Health reporting tool reference the data entry instructions within the application.

**Note:** Some users have problems with *Internet Explorer*. Add MIPS Health to your compatibility site list or use another browser if you are having difficulty.

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## Registration Process

To use the MIPS Health registry users need to register to get an account with a user name and password. Click [to register](#) or from our [webpage](#) click the **Get Started for Free** button. Contact support at 866-823-3958 for assistance in accessing an existing account.

Complete the 4-step registration process described below.

### Step 1: Complete Practice and User Information

1. Enter the **Site (Practice)** name, address and phone number.
2. Click **Next**.
3. Enter the **User Information** including username, email and password. Make note - You will need this information later to login to the MIPS Health application to enter data.
4. Click **Register**.

### Step 2: Confirm Email

1. Navigate to your email inbox and confirm your registration. Check spam and/or click to resend the confirmation if you didn't receive.
2. Once confirmed you can LOGIN using the username and password you created in Step 1.

### Step 3: Accept the Hosted Portal Services Agreement

1. Read the Opentext Portal Service Agreement and check the **boxes** indicating the agreement has been read.
2. Click **Next**.

### Step 4: Add Providers/Clinicians

**NOTE:** If you are registering as a group this step is not applicable. Contact sales support for a GPRO registration code if you don't already have one. Otherwise click and follow the prompts to register as a group.

1. Click **Add New Clinician**.
2. Enter the clinicians **INDIVIDUAL NPI number** to retrieve the demographic data from the NPI registry.
3. Click **Get Provider Detail**.
  - a. If you do not have your NPI, click the **NPI Lookup**, enter physician information, search, and then copy the NPI from the lookup and paste it into the NPI field in the MIPS Health registration screen. Click **Get Provider Detail** and the provider information screen should display with data populated from the national NPI registry.
  - b. Review pre-populated information and update as necessary. Enter required information "Federal Tax ID," "Specialty" and "Email."  
**Ensure the email entered is the clinician's email as CMS now requires they personally approve the BAA.**
4. Click **Update** to save provider.
5. Repeat for all providers in your practice. **Note:** You can add additional providers at a later time if you aren't able to add them all now.

6. Click **Complete** when finished. You are logged in and can begin entering data once the providers have verified and accepted the BAA and Terms.

## Once in the Opentext MIPS Health Web Application

**HOME** is your dashboard

1. Navigate from here to any category for any provider
2. View the status of your providers at a glance.
3. *MIPS Documents* are provided to aid you in reporting correctly
4. **News & Announcements** provides important information and updates
5. Once data has been entered and saved for a given category get a preview of your projected score
6. Click **Begin** to start entering data for a given category for the respective clinician once they have verified by signing the BAA and T&C
7. Access the “*Data Entry Instructions*” link in each section for details on inputting data

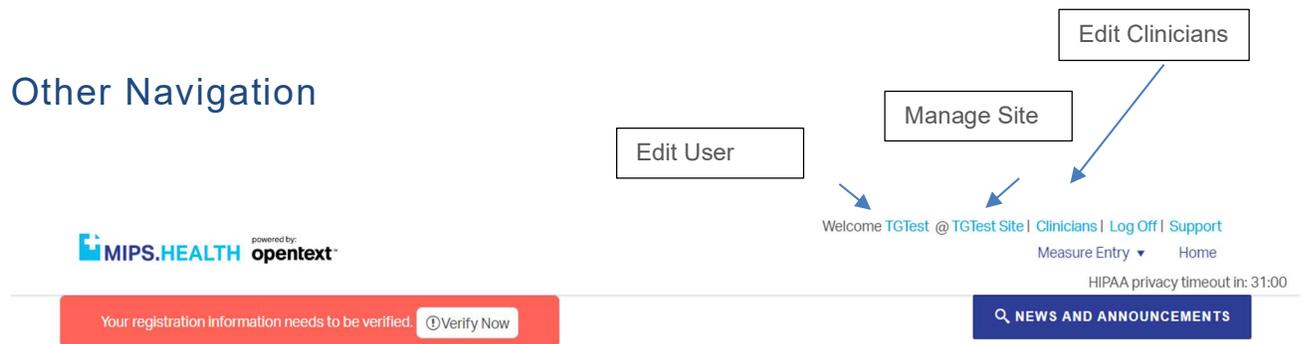
Welcome to the new Opentext MIPS Health dashboard home page. This page is all things related to your submission(s) including a new **Score Preview**. Click the HOME tab any time to return to your dashboard. A tutorial of this page as well as other user guides are available by clicking [MIPS Documentation](#)

**Submission Dashboard** [MIPS Documentation](#) [Export to Excel](#) [Export to Pdf](#)

Category	Details	Status	Actions
<b>Daisy,Doc [NPI:1558317438]</b> <a href="#">Full Score Preview</a>			
Quality - Measure Entry		In Progress - Awaiting Submission ⓘ	<a href="#">Continue</a> <a href="#">Score Preview</a>
Quality - Patient Entry		Not Started ⓘ	<a href="#">Begin</a>
Improvement Activity		In Progress - Awaiting Submission ⓘ	<a href="#">Continue</a> <a href="#">Score Preview</a>
Promoting Interoperability		In Progress - Awaiting Payment ⓘ	<a href="#">Continue</a> <a href="#">Score Preview</a>
<b>Doc,Cardio Test [NPI:1568467843]</b> <a href="#">Verify Clinician</a>			

This clinician must approve the Terms and Conditions and Business Associate Agreement before you can begin entering data. Click the "Clinicians" link to confirm the email is correct prior to sending the verification.

## Other Navigation



Click as shown above:

1. The **username** to *Edit User* and update the user information or the practice name to *Manage Site* and update the practice or provider information.
2. **Verify Now** to confirm your contact information is correct
3. The *Site* name to edit the account information
4. **Clinicians** to add or edit the clinician/provider

## Completing the Submission

1. Click **Submit** on the data entry page for any given category to begin the submission process, confirm that you are aware of the importance of the correct TIN/NPI. The TIN/NPI will be displayed on the attestation step. Be sure to check carefully that these numbers are correct. They should be the same TIN/NPI used on the claims for the data you are reporting.
2. SUBMIT and complete your payment for each category you are reporting before we close for the reporting year.
3. Click to acknowledge the full year submission requirement for Quality or input the submission period dates for IA or PI.
4. Click **next** to continue to the attestation screen where you must attest to the correctness and completeness of all data being submitted for the clinician including the **TIN/NPI** combination. **Read** the attestation statement thoroughly paying close attention to the TIN/NPI shown as this is what will be reported.
5. Click **I Accept** to continue to the payment screen.

**IMPORTANT!** If you have a coupon, enter the coupon code and select **Apply Coupon** BEFORE completing your submission.

- i. Click to advance.
- ii. Review your cart. Be sure the amount displayed is correct and verify that any coupon entered was applied then click **Next**.

- iii. Enter your **credit card information** in the provided fields.
  
6. A pop-up window will appear with a **Confirmation Code** indicating successful submission of data to MIPS.Health. The charge will show on your credit card statement as **Opentext**. A receipt will be sent to the email address on file for both the user and the provider if different. Click OK.

**NOTE:** Your confirmation can be accessed at any time prior to our closing for the year. Click the confirmation link from your dashboard

7. REPEAT the submission process for each MIPS category you are reporting through MIPS Health.

MIPS Health processes all submitted data from the MIPS application at one time, at the end of the reporting year after CMS opens the registry submission portal. If a practice did not complete the entire process, submitting data for each provider by the designated close date posted at our website, the data will not be included in the information sent to CMS. CMS has a designated window of time when the data can be submitted by vendors, usually in March of the year following the reporting year. MIPS Health will post a close date on the MIPS Health home page that allows us time to process the data and prepare it for submission to CMS by the reporting deadline.

Upon receipt of the data CMS will process data and determine eligible professionals who satisfactorily reported their clinical data. Final results will be posted on your QPP account and will not be provided to MIPS Health. Clinicians can contact CMS' **Quality Net Help Desk** Support at 866-288-8292 or [QPP@cms.hhs.gov](mailto:QPP@cms.hhs.gov) for assistance, or you can login to your EIDM account for a feedback report once CMS makes them available.