Technical User Manual
Ver. 1.0

Quality Cancer Care: Pursuing Excellence
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1. Introduction

In this manual, you will find a complete introduction to using the online system for the Quality Oncology Practice Initiative (QOPI®) system, a quality practice initiative from the American Society of Clinical Oncology (ASCO). QOPI® is an oncologist-led, practice-based quality assessment program, designed to promote excellence in cancer care by helping practices create a culture of self-examination and improvement.

QOPI® provides a standard methodology, robust library of quality metrics for oncology, and a collection tool to reliably and routinely assess care, inform quality improvement activities, and demonstrate quality to patients and external stakeholders. This manual is intended to serve as a technical guide which can be used as an information booklet with technical perspective only.

If you have any questions always feel free to contact us at the QOPI® Help Desk

* Red Asterisk indicates mandatory fields.

⚠️ This Symbol indicates help text relating to the field.

✅ The green check mark indicates all submitted information is complete and validated.

❌ The red “X” indicates that the entered information is incomplete or incorrect.
2. Registration Overview

The registration module in the QOPI program enables the user to login and register themselves in the system.

Upon entering the provided URL (https://myqopi.asco.org/registration/login.aspx), the Registration login page is displayed.

This web page is accessible through all web browsers (Internet Explorer, Google Chrome, Mozilla Firefox etc.) but it’s advised to use the most updated versions for best results.

2.1 Login Screen

Need help registering? Click here
2.2 Existing Users

If you have already registered in the new QOPI® system (effective Fall 2015 QOPI® Round), enter your credentials set for the account while registering.

The CAPTCHA code is for security purpose and needs to be entered as displayed in the box. If you have any trouble reading the content, a user can generate a new code by clicking on the green Captcha button provided next to the box.

I forgot my password Button: In case the user is not able to login to window due to incorrect or forgotten password, clicking on the link will open the Forgot Password window.

User needs to enter the pre-registered email address in order to recover the password through email OR needs to respond to the challenge question and answer from predefined data captured while registering for the first time.
Note: User must enter the correct User name to be redirected to this window. If in any circumstances the user name is not available, kindly contact the QOPI® Help Desk.

2.3 New Registration
If you are registering for the first time on the new QOPI® system you will need an ASCO member ID. If you are unsure about what to enter as the ASCO member ID, please contact the QOPI® Help Desk.

It is mandatory that the entered Member ID and ASCO Member last name must be correct as it will be validated against the ASCO Database.

The Terms of Use are the Agreement and Regulatory set of rules for legal use of the service. It’s advised that the User must read it carefully before signing.

The Check box provided to approve the Agreement needs to be checked to enable the Proceed Button.
3. QOPI Registration Module

A partial version of the QOPI registration module which contains 3 tabs:

- Basic Demographics
- Primary Contact
- Terms and Conditions

3.1 Basic Demographics

For Basic Demographics, the user will be asked to provide basic information to initiate the process of Registering.

* The Red Asterisk with labels defines the MANDATORY information.

The Refresh button on top right corner will alert the user to any missing information in the required fields.

If the country chosen is UNITED STATES, then on entering a valid zip code, the State and City field will get auto populated. No other country name selection will fetch the state names for respective country and user will need to fill them manually.

The Telephone number should not be more than 10 digits and you do not need to enter dashes.

Save and Proceed to Primary Contact Button will redirect the window to next tab i.e. Primary Contact.
3.2 Primary contact

The **Primary contact** tab captures the QOPI registrant demographics and contact information. This window has two sub tabs - Physician Corresponding (PHC) and QOPI Program Administrator (PRA).

1. **PHC**

The PHC is the contact information of an ASCO member who is also the registrant. This tab collects the details for the:

- Practice Admin Name
- Address
- Contact details
- Email address

After the PHC information is filled, the user can select one of the following:

- **Back to Basic Demographic**: This button saves the entered information and takes the user back to the previous tab.
- **Proceed to program administrator PRA**: This saves the entered information and takes the user to the next sub-tab.

2. **PRA**

On the QOPI program administrator or PRA tab, the PRA is the contact information of a regular Practice administrator who looks after the ASCO work flow within the Practice. If the PRA is the same as the PHC, the user can check the box “**Same as PHC**” on top right corner which will auto fill the information. If in case both individuals are different, then user needs to enter the details for the PRA.

The next step is to **Save and proceed to terms and conditions**.
### 3.4 Terms and Conditions

The **Terms and conditions** tab displays a list of all the pre-qualification terms and conditions. The User needs to mark all the check boxes before submitting the application.

By clicking on **Submit Button**, the terms and conditions, PHC and PRA information will now get sent to ASCO for approval.

A congratulatory message will be displayed on the screen once the information submitted.

This will complete the Phase 1 of registration process.
3.5 Approval from ASCO
This is the crucial part before entering the next phase of registration.

- An Email will be sent to the QOPI® help desk staff informing initiation of the process from the user.
- The QOPI® help desk staff needs to approve the request received via email as so to let the user continue with remaining task. You may be contacted if there are discrepancies in your registration that need to be clarified before QOPI® staff can confirm your registration.
- Once ASCO approves of the registration, an email is sent to the address captured during the registration process. Link will be provided with the mail redirecting the user to the Registration window for completion of the process.
- An email is also sent to the corresponding Physician for whom the user has filled the information.
- If in case, the User also works as a Correspondent, only one email will be sent to the registered account.

Please disregard the log in credentials starting with “admin” and only use the log in credentials that have your name.

3.6 Reset Password
The link will redirect the user to reset the password for their account. The requirements for password are defined on the right hand side and it’s mandatory to follow them. The user will also have to select a password challenge question, from the populated dropdown on the Reset password page, and select the correct answer for the question. It’s a predefined set of questions and can’t be changed.

On completion the application will redirect to new window presenting two options. It’s a request to complete the Registration process first before proceeding to Dashboard.
4. Registration Tiles

The following Tiles are displayed on the Registration screen:

- Practice Tile
- Site Tile
- Legal Agreement Tile
- QOPI Round Participation Tile

It’s compulsory to follow the same flow from left to right for flawless submission of information. All the tabs should have green check marks against them before proceeding to next Tile (Column).
4.1 Practice Tile

The Practice Tile helps to gather all the information related and pertaining to the Practice. There are 9 tabs for capturing the required data. These tabs capture the following Practice specific information:

- Basic Demographics
- Primary Contact
- Affiliations
- Patient Characteristics
- Clinical Trials
- Staffing and Patient Services
- Practice Outpatient and Chemotherapy Facilities
- EMR System
- Health Plan Program

4.1.1 Basic Demographics

This window will populate the already filled information captured while initiating the registration process.

4.1.2 Primary Contacts

The Primary contacts tab enables the users to enter the physician information (PHC) and the QOPI Program administrator information.

1. PHC

The PHC is the contact information of an ASCO member who may also be the registrant. The PHC tab captures the QOPI registrant demographics and contact information. The tab captures the registrant name and contact details, communication preferences, and the corresponding physician ASCO member information. As this information is already filled earlier, most of the information will be pre-filled.

Communication Preferences: The user can set the preference for the mode of contact. It is mandatory to select either of the preferences.

If the answer for the question "Would you like to receive QOPI information via email?" is set to Yes, it will generate a series of questions related to available services and User can mark the choice as per need.

If selected NO, no service updates will be communicated on registered email address. The user can change the choice at any time.

After the PHC information is filled the user can:

- Save & Back to Basic Demographic: This button will save the entered information and takes the user back to the previous tab.
- Save & Proceed to Program Administrator PRA: This will save the entered information and takes the user to the next sub-tab.
PRA

On the QOPI program administrator or PRA tab, the PRA is the contact information of a regular Practice administrator who looks after the ASCO work flow within the Practice. If the PRA is the same as the PHC, the user can check the box “Same as PHC”. This will populate all the PHC information that has been entered in the previous sub tab. If they are different, then the user can enter the specific PRA details.

**Fall 2016 Update** - If the PHC/PRA details have changed, they need to be updated. The Admin User will need to enter the new First Name, Last Name and E-mail address corresponding to the new PHC/PRA. Once these changes are saved, an Email with New Login Credentials and Reset password link will be sent to the new User. The New User can then reset the Password. Email content will be as follows.

![Email Example](image)

**4.1.3 Affiliations**

The **Affiliations** tab collects the Practice affiliation type, the ownership and agreement details. The User can set the Practice affiliations as per the norms. For example, Academic full time, Employee Etc.

While, the Practice ownership can be of the following types:

- Hospital Owned
- Large physician Practice
- Large insurance / HMO Group
- Veteran’s Health Information
- Other Government Health Care Information
- Other
4.1.4 Patient Characteristics
The **Patient characteristics** tab captures the patient details such as:

- New patients annually
- Percent Covered by Private Insurance
- Percent Covered by Medicare
- Percent Covered by Medicaid
- Percent Uninsured
- Percent of Non-English Speaking Patients

4.1.5 Clinical Trials
The **clinical trials** tab captures the details for the trials associated with NCI, Pharma, investigators, etc. If the Practice does not support any Clinical trials, then the user can check the “not applicable” check box.

4.1.6 Staffing and Patient Services
This tab defines the number of oncologists and the types of services they offer for the Practice. The (FTE Hematologist - Oncologist + FTE Medical Oncologist) will be the default value of the Total FTE that is displayed on the Round Participation Screen.

**Fall 2016 Update**

If Physician is both a Medical Oncologist and a Hematologist Oncologist, then in such a case, they must be counted as **0.5 FTE in each field**.

**Note:** Total FTE count must be an Integer

4.1.7 Practice outpatient and chemotherapy facilities
This tab describes the outpatient facilities, their count and the details for the Chemo infusion centers.

4.1.8 EMR System
This tab captures the EMR integration details, and the system used by the Practice for integration.
4.1.9 Health Plan Program
This tab captures the Health Plan details for QOPI. Selection of Health Plans are optional. The Health Plan Opt-in functionality enables your Site to request ASCO to submit confirmation of your Site’s participation in QOPI® or QOPI Certification status to participating health plans. To participate, choose the health plans that you would like ASCO to notify of your Site’s participation in QOPI. You may select more than one health plan by checking multiple items.

4.2 Site Tile
This Tile will help in gathering information related to a Site. A Site here would mean the physical location of a hospital or a clinic separate from the Practice. There are 8 tabs to capture the required Site related data. All the tabs are the same as in the Practice Tile. Only the Primary Contact tab is not available as this is captured at the Practice level.

The first (default) Site is the Primary contact Site, which is the clone of the Practice details. Any information added at the Practice level reflects on Site level (for Site Id 1).

Site Id = 1 is always Primary Site

The Site Tile enables the user to update an existing Site and edit the details for a Site. The user will have to select the Site to be updated, and then edit the respective details.

The tabs are displayed on the left navigation panel. The tab that needs to be edited should be selected, and the changes should be saved.
If you were previously registered in the old QOPI® system, your Sites should prepopulate. If you are missing Sites, please contact the QOPI® Help Desk.

5. Legal Agreement Tile
This Tile will capture all the information related to the agreements. It has the QOPI agreements tab. Click on the Legal agreement Tile.

The following agreements should be signed:

- **BAA (mandatory),** or the Business Associate Agreement is between the Registry and the Practice. It is a standard HIPAA compliant agreement between ASCO and participating Practices. It lays out the safeguards and rights of access, amendment, accounting and audit that ASCO will provide to the Practice for participation in QOPI.
- **QOPI Participation Agreement** (mandatory): This is also between the registry and Practice and includes the clause for payment by the Practice to the registry.
- **Veteran's Health Administration** (if applicable). It is an additional option to identify VA centers that provide oncology care. VHA has entered into a national BAA with ASCO's institute for quality which would govern the data sent by the Practice.

5.1 Business Associate Agreement
This is a standard HIPAA compliant agreement between ASCO, Outcome (now Quintiles) and each participating Practice. The BAA tells you how ASCO and Outcome Sciences will safeguard your data, including the rights of access amendment, accounting, and audit. One member of your Practice must agree to the BAA using the Site login for each account that will be used to enter chart data.

The BAA was written for broad application to all participating Practices, so customizations cannot be accommodated. This agreement can be accessed by clicking on the “Business Associate Agreement” (BAA) link. The agreement should be read in its entirety.

5.2 Veteran’s Affairs Centers
The Veteran’s Health Administration (VHA) has entered into a National BAA with ASCO’s Institute for Quality which would govern the data sent by your Practice. Please confirm that your Practice is a VHA Site. Contact the QOPI® Help Desk With questions.

1. I confirm, I do not confirm
2. If I do not confirm is selected, pop-up notice: Please confirm the correct Site affiliation was selected under My Account, Organization Information. In order to participate, US non-VHA Sites must agree to standard BAA and US VHA Sites must confirm VHA Site status.
3. Date stamp with date/time and person that confirmed that they are VHA Site
4. This information should be available in the Site (SUMDDT) export similar to the BAA agreement information.
Please note that the agreements are country specific.

Please refer to the below table for the agreements.

“Y” in the column indicates that these agreements will be displayed to the user.

<table>
<thead>
<tr>
<th>Country</th>
<th>BAA</th>
<th>VHA</th>
<th>EU</th>
<th>QOPI Participation Agreement</th>
<th>Country wise Participation Agreement</th>
<th>Patient Consent</th>
</tr>
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<tr>
<td>US (NON-VHA)</td>
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<tr>
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EU Participation

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<th>Patient Consent</th>
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</tbody>
</table>

5.1.1 Signing the Legal Agreements

Two options for signing - **Sign Later** or **Sign Now**.

**Sign Now** button
Will open the agreement PDF right away, and allow the user to sign the agreement. The registry and the user will receive the signed copy of the agreement document along with an email notification.
Signing option column it will change to "**Sign through portal**" and the status column will display “**Signed**”.

**Sign Later** button
The link to agreement will be emailed to the configured email address for signing at a later time.
The signing option column will change to "**Sign through mail**” and status column will say “**Confirm Mail**”.

**Refresh** Button or on Page refresh- will update status of “Sign” column.
Click on the download option to download the agreement pdf.
6. QOPI Round Participation Tile

QOPI modules and reporting pathways and QOPI round participation status will be displayed on this Tile. The round participation Tile opens generally one month before the round opens. Click on any part of the Tile to display the round participation screen.

If the Site / Practice is affiliated with a Fellowship, then only an individual target will be displayed. If the participation is for the Practice Level, only an individual target will be displayed. For QOPI Certification & QOPI Re-Certification, EOL and Symptom type of care selection is mandatory, if the user selects QCP / PCOP pathway.

The round participation tab captures the pathways or modules types selected by the Practice or the Site. Participation type is at 2 levels: Practice and Site.

The following two approaches are offered and you will select the one that best suits your reporting needs.

6.1 Practice

- Single Site Practice
- Multi-Site Practice
  - Including all Sites in your Practice during this abstract round
- Modules and reporting pathways selected will apply to all Sites within the Practice
- All patient charts from all Providers are included in the pool of charts from which the sample is selected
- Ability to view reports by location if data are entered with location
6.1.1 Pathway Module Selection

Please select the sampling approach appropriate for your Practice and click save.

The user can confirm if the participation is for QOPI Certification, QOPI Re-Certification, Maintain QOPI Certified Status or QOPI participation.

The user must complete the mandatory field “Select Future Rounds” in order to remain in compliance with the QOPI® participation agreement.

The pathway and the modules based on the selected type of care are displayed below. Please see chart selection criteria for details.
The target icon displays the module wise target summary window.

The two target columns are:
- Individual target: Refers to the Site target
- Practice target

Clicking on Submit Round Participation will complete the Registration module and its procedure for QOPI.
6.2 Site

- Multi-Site Practice
- Only a subset of the Practice will participate in the round (example: 2 out of 3 total Sites participating in the round)
- Require different modules or reporting pathways at different locations
- Fellowship program participates as a separate Site
- Chart target is based on FTEs per Site
  - Practice level chart target is also provided
7. Spring 2016 Updates

A few additional changes have been implemented for the Spring 2016 Round participation.

1) In case a User had already registered for Fall 2015 round participation and wants to carry forward the same data for the Spring Round participation, a check boxes has been provided to confirm whether the Practice and Site details provided at the time of the previous registration, have been confirmed or updated. It’s mandatory that the Practice Registration Information and Practice’s Site level registration information is verified before proceeding further.

2) A user must select the participation type as Site and then select the required Site. For a selected Site, the QOPI Round participation window provides the option to choose the Classic QOPI and eQOPI data submission method as before. User can select both the Classic QOPI and eQOPI participation respectively.

Fall 2016 Update- eQOPI check box has been disabled.

The question – “Would you like to select further rounds for participation?” is displayed. Replying “Yes” to this question, will allow the user to register themselves in advance for the upcoming Round participations like Spring 2017 and Fall 2017. The user can choose the options as per their need.
8. Administration

The Administration module is accessible to the User assigned as an Administrator only by ASCO. This module will enable the User to Create, Edit and Track the Practice activity on QOPI.

A User can be classified depending on the following types

- **All Practice Administrator/User** - This user can view all the Practices within the Registry.
- **Multi-Practice Administrator/User** - Will be able to view only Practices he is authorized to view.
- **Single Practice Administrator/User** - Will be able to view only his own Practice

As shown in the above figure, this Module contains 13 different Sub-modules namely **Practice, Site, Provider, Group Management, User Management, Member Management, Authorization, Registration, Custom Management, Payment Confirmation, QOPI Financials, Admin Search and Practice Group**. The access to these Sub-tabs will vary depending on the Authorization given to the User.
8.1 Practice
Clicking on the Practice Tab under Administration module will populate the list of Practices. These are the members registered with QOPI through Registration Portal and have completed the formalities.

Fall 2016 Update

If the Admin User needs to view only the live Practices, a checkbox “Filter Test Practice” is provided as shown below in Red. Checking on this box, will filter out the Test Practices, and display only the live Practices in the list.

![Filter Test Practice]

<table>
<thead>
<tr>
<th>PRACTICE ID</th>
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</tbody>
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Update Practice

![Update Practice Form]

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Inactive: The Inactive checkbox is placed on Practice Information window at top right hand side corner allowing the user to mark/unmark the Practice as Active or Inactive.

If the checkbox is marked, the Practice User will not be able to login through the account.

If the User is Multi-Practice Administrator or All Practice Administrator, the Practice marked as Inactive will not be visible for the list of Practices under User Management and these users will not have access to any of its details.

To unveil the Practice, User must uncheck the Inactive option.

8.2 Site
This sub-module contains a list of all the Sites affiliated with Practices. By default the list of Sites will be populated corresponding to the Practice which is active in search. The search box on Top Right hand corner will allow user to select the desired Practice to generate the results. The dashboard will display the Sites connected with the searched Practices.

Please note, only Sites for Active Practices will be displayed here.

For any registered Practice not connected with any Site, by default, a dummy Site named “Practice Account” will be affiliated for the ease of use. The User will not be able to delete this Site from the records under any circumstances. (This Site is a Virtual Site which will not affect the records in resulting reports)

Clicking on the “Add New Site” button placed on bottom right corner of the list will result in pop up window for entering basic details for the New Site information of the selected Practice. By default, the Site name will be stored in the database concatenating the Practice name.
i) **Existing Site:** The user can select the Site from the list to review/Edit. The Grey text boxes are pre-populated data and can’t be edited.

ii) **New Site:** To create a new Site, User needs to click on Add New Site Button located near the bottom right side of the list. Following tabs need to be filled to complete the procedure of adding a new Site

- Basic Demographics
- Affiliations
- Patient Characteristics
- Clinical Trials
- Staffing and Patient Services
- Site out-patients and Chemotherapy Facilities
- EMR Systems
- Health Plan Program
8.3 Provider

This module contains list of all the Providers affiliated with Practices. By default the list of Providers will be populated corresponding to the Practice which is active in search. The search box on Top Right hand corner will allow user to select the desired Practice to generate the results. The dashboard will display the Providers connected with the searched Practices.

Please note

- Only Providers for Active Practices will be displayed here.
- Single Practice Users will not see this Practice selection box.

This tab will allow to create/view the Providers associated with Practices. In case the Practice wants to enroll for PQRS Charts eQOPI, they need to register the Provider under this tab.

i) Existing Providers: The dashboard will display the list of existing Providers. Clicking on the existing user will populate the predefined data for the selected user. The Grey text box are non-editable information.

ii) New Providers: Clicking on “Add New Provider” button will allow user to create a new Provider. The user must carefully submit the information as it will reflect in PQRS Chart eQOPI results.

iii) An email will be sent to the Provider with a reset password link.
The **Inactive** option will allow user to prohibit the Provider from logging in. And the User of that Practice will not be able to see this Provider in the records.

To create the Login for the specific Provider, select the Provider from the list. Check the **Create login** check box. Set the role for the individual and click **Save** button.

### 8.4 Group Management

**Note**: This module is visible to Admin Users only.

It is another way of granting authorization to users. Multiple users can be granted the same authority using this option. Selecting a group will display a list of users associated with that group.

This sub-module will enable the user to create/modify the Groups associated with Practices. The Administrator can create/ Edit the Group Name and its Id.
The User can also add or remove the associated users and Authorized users for particular Practice.

An authorized user is allowed to add/remove other users/groups from selected group.

8.4.1 Associated Users
These are multiple users within the same group sharing the same rights and permissions

8.4.2 Authorized Users/Groups
Allows or authorizes a user or a group to manage other users or groups.
The Control for Access permission and Restriction can be passed through Group Management Module to the Authorized User for further cycle of Activities.

The New Group can be formed clicking on “Add New Group”.

8.5 User Management
This option will redirect the user to creating the new user or the editing the existing user functionality. Selecting particular user will allow the individual to view/change the User details, Provider Access and Site access.
The **Provider Access** Tab and **Site Access** Tab will display the list of Providers and list of Sites affiliated to the selected Practice respectively. As Shown in below figure,

*Note*: The below Practice combo box is visible to the Registry Admin User only.

![Provider Access Tab](image)

The Provider list and Site list will be displayed corresponding to Practice ID 98933 only.

By marking Check box for “**Select all Practice**” the User will have Administrative Rights for all Practices registered with QOPI. And will be identified as **All-Practice Administrator**.

If only one Practice is chosen from the list, the “**Select all Practice**” checkbox will be disabled and the User will only have administrative rights for that single particular Practice and will be known as Single-Practice Administrator.

If two or more than two Practices are chosen for the User, the corresponding user will have selected Practices administration rights and will be known as Multi-Practice Administrator.

The **Provider Access** Tab and **Site Access** tab will decide which Providers, the selected user will have access to. There is a “**Select all Provider**” check box at the top. Checking this box will give access to all the Providers. Alternatively, we can select an individual Provider by checking on the check box next to the **Provider**.
<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL ADDRESS</th>
<th>NPI</th>
<th>INACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added, Test</td>
<td><a href="mailto:pam.kasikubek@asc.com">pam.kasikubek@asc.com</a></td>
<td>1183713315</td>
<td>No</td>
</tr>
<tr>
<td>Ali Khan, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1215027254</td>
<td>No</td>
</tr>
<tr>
<td>Appel, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1427147990</td>
<td>No</td>
</tr>
<tr>
<td>Berman, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1790874261</td>
<td>No</td>
</tr>
<tr>
<td>Bhatia, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1760572695</td>
<td>No</td>
</tr>
<tr>
<td>Bigni, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1305936448</td>
<td>No</td>
</tr>
<tr>
<td>Bing, Chandler</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1305935523</td>
<td>No</td>
</tr>
<tr>
<td>Brown, Jim</td>
<td><a href="mailto:spam-sp@figmd.com">spam-sp@figmd.com</a></td>
<td>1679662694</td>
<td>No</td>
</tr>
<tr>
<td>Brown, Thomas</td>
<td><a href="mailto:bernard.aiarief@northridge.com">bernard.aiarief@northridge.com</a></td>
<td>21399463215</td>
<td>No</td>
</tr>
<tr>
<td>CANELLOG, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1622106164</td>
<td>No</td>
</tr>
<tr>
<td>Cook, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1632296970</td>
<td>No</td>
</tr>
<tr>
<td>Cooper, Bradley</td>
<td><a href="mailto:coop@asco.org">coop@asco.org</a></td>
<td>1801969531</td>
<td>No</td>
</tr>
<tr>
<td>Demco-N, Test</td>
<td><a href="mailto:nilesh.patik@dev.fig.md.com">nilesh.patik@dev.fig.md.com</a></td>
<td>1&lt;867743613</td>
<td>No</td>
</tr>
<tr>
<td>Downey, Bill</td>
<td><a href="mailto:coop@asco.org">coop@asco.org</a></td>
<td>1841380967</td>
<td>No</td>
</tr>
<tr>
<td>Ellerton, Test</td>
<td><a href="mailto:anikita.gaur@dev.figma.md.com">anikita.gaur@dev.figma.md.com</a></td>
<td>1613000584</td>
<td>No</td>
</tr>
</tbody>
</table>

Records 1 - 15 of 47
8.5.1 Reset Password

The individual can select the particular user and click on “Reset Password” button to flush the existing password and system will send reset password link to the User on the registered mail address automatically.
### 8.5.2 Creating Existing Provider’s Login
A user can create a login for existing users by clicking on “Create Existing Provider’s Login” button placed on Bottom right corner of the dashboard. User must define the User’s role and the function he/she will be authorized for. Once the details are saved, a mail will be sent to Provider user informing the creation of Account. The Provider user will then be able to login to the account with the provided link.

#### Create Provider’s Login

<table>
<thead>
<tr>
<th>NAME</th>
<th>Selected Provider:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Added, Test</td>
<td>Provider’s Practice:</td>
</tr>
<tr>
<td>Alphonse, Test</td>
<td>Provider’s First Name:</td>
</tr>
<tr>
<td>Appel, Test</td>
<td>Provider’s Middle Name:</td>
</tr>
<tr>
<td>Barnes, Test</td>
<td>Provider’s Last Name:</td>
</tr>
<tr>
<td>Becks, Test</td>
<td>Provider’s Email:</td>
</tr>
<tr>
<td>Bign, Test</td>
<td>Provider’s Email(Secondary):</td>
</tr>
<tr>
<td>Brown, Tim</td>
<td>Provider’s Telephone:</td>
</tr>
<tr>
<td>Brown, THOMAS</td>
<td>Timezone: *</td>
</tr>
<tr>
<td>CANELLAS, Test</td>
<td>-Select-</td>
</tr>
<tr>
<td>Coker, Test</td>
<td>User Role: *</td>
</tr>
<tr>
<td>Cooper, Bradley</td>
<td></td>
</tr>
<tr>
<td>Downey, Bill</td>
<td></td>
</tr>
<tr>
<td>Ellerton, Test</td>
<td></td>
</tr>
<tr>
<td>GelUros Test</td>
<td></td>
</tr>
<tr>
<td>Geller, Monika</td>
<td></td>
</tr>
<tr>
<td>Teg - g S</td>
<td></td>
</tr>
</tbody>
</table>

The list populated on the dashboard under this Sub-module will only be the Providers not having the Login Account.

### 8.6 Member Management

#### Note: This module is visible to Admin Users only.

The user can view the list of members affiliated with QOPI.

This module allow the user to change Practice User’s Id, Last name and E-mail Address only. This task can be done by selecting particular user and clicking on “Change” button.

No notification will be sent to Practice user for this change, but will receive the Updates on the new mail address onwards.
8.7 Authorization

**Note**: This module is visible to Admin Users only.

This Sub-Module works as a driving force of the QOPI Registration module. The Authorization to every sub-modules can be granted/restricted through this Dashboard.
Selecting User/User Group for any sub-module on the dashboard will populate the window to permit/restrict the User or User Group by checking or unchecking the User.

8.8 Registration

**Note**: This module is visible to Admin Users only.

The User can view the pending requests received from Practice user on this dashboard. Selecting the particular Practice user will allow the User to change the details and approve or Reject the request. Only reject option will have a comment box to specify the details of rejection.
An email notification will be sent to Practice user informing the action taken (Approved/ rejected) against the request.

8.9 Custom Agreements

**Note:** This module is visible to Admin Users only.

In case the Practice have specific rules and regulations for Agreements (Business Associate Agreement (BAA)/ QOPI Participation Agreement), the new version of the Agreements for the specific Practice can be uploaded through this window.

The User must mention the Specification of the Agreement, Type of Agreement, and the path of the Source File and Page number to mark the signature of Authorized person.
8.10 Admin Search

**Note:** This module is visible to Admin Users only.

This screen displays a table listing the Practice details. To the right are 3 columns:

- **User List** – Clicking on this opens another window displaying all the Users associated with this Practice.
- **Site List** - Clicking on this opens another window displaying all the Sites associated with this Practice.
- **Provider List** - Clicking on this opens another window displaying all the Providers associated with this Practice.

**Provider List Window**

<table>
<thead>
<tr>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>LAST NAME</th>
<th>EMAIL ADDRESS</th>
<th>NPI</th>
<th>STATE</th>
<th>PROVIDER TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Doctor of Medicine</td>
</tr>
</tbody>
</table>
8.11 Practice Group

**Note**: This module is visible to Admin Users only.

Through this module, an Admin user can create Practice groups.

For example, Groups based on the Affiliations, Health Plan Practice Group etc.

An existing group can be either edited or deleted.

8.12 QOPI Financials

**Note**: This module is visible to Admin Users only.

QOPI Financial module is used to approve invoice request and to receive payment via check.
9. Chart Submission

**9.1 Introduction**

In this manual, you will find a complete introduction to using the online Quality Oncology Practice Initiative (QOPI®) system. American Society of Clinical Oncology's Quality Oncology Practice Initiative, also known as QOPI. It is an oncologist-led Practice-based quality assessment program, designed to promote excellence in cancer care by helping Practices create a culture of self-examination and improvement.

Upon login, the user is presented with different dashboard Tiles.

- Once a user is registered and completed all registration information till Round Participation tile, (selection of pathways and modules) for the selected cycle, s/he will be able to view the Round Participation Tile and Chart Submission Tile by default.

**Note** – Chart Submission Tile cannot be displayed by default unless you have completed the Round Participation information for Classic QOPI or QCP.

- The QCP/PQRS and PCOP Tiles are displayed based on pathways selected in the Round Participation.

The Tile will display list of all the applied modules and their current individual counts.

- **Unique Charts Submitted** – Is the total number of distinct charts which have been submitted so far. Only the submitted charts will count towards the unique chart requirements.

- **Modules** – Modules displayed here are based on the “Type of Care” selected in the basic demographics tab of the Practice and Site.

- **Target Column** - The data in this column is calculated based on the number of FTE's for each module.
In Progress - This column will display values for any chart that has been partially filled out but not submitted and the respective module applied formula has been applied and has evaluated as true or 1.

Note: In Progress charts are not counted in measure calculations.

Submitted - This column means the chart status is submitted and is applied against a specific set of modules. These can also be multiple modules against the same chart.

Remaining - The value here is the difference between the target column and the submitted column.

Chart Submission:
The Chart Submission module enables the user to submit the patient charts per the assigned modules.

Each element of the chart is displayed according to the context formula provided in the Data Dictionary.

Element Display criteria:

- Each element is displayed according to the context formula provided in DD (Data Dictionary).

Validation Formula:

- Some elements having the validation formula for invalid input.
- Validation message will be displayed when context formula is satisfied and an invalid input is entered for a particular field.

9.2 Module Summary
The module-wise summary contains 4 columns.

1. The Module name displays the name of the Module.

2. The Submitted column is the total number of the charts submitted for a module.

3. The Target chart count is imputed by a formula calculation based on the number of FTE’s within the Site/Practice.

4. The Remaining column is the difference between the target column and the submitted column.
Modulewise Summary at:  FIGMD Test Practice 5

<table>
<thead>
<tr>
<th>MODULE</th>
<th>SUBMITTED</th>
<th>TARGET</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breast</td>
<td>13</td>
<td>40</td>
<td>27</td>
</tr>
<tr>
<td>Care at End of Life</td>
<td>7</td>
<td>40</td>
<td>33</td>
</tr>
<tr>
<td>Colorectal</td>
<td>17</td>
<td>40</td>
<td>23</td>
</tr>
<tr>
<td>Core</td>
<td>56</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>Non-Hodgkin's Lymphoma</td>
<td>3</td>
<td>40</td>
<td>37</td>
</tr>
<tr>
<td>Non-small cell lung cancer</td>
<td>6</td>
<td>40</td>
<td>34</td>
</tr>
<tr>
<td>Ovarian, Fallopian Tube, Primary Peritoneal Cancer</td>
<td>10</td>
<td>40</td>
<td>30</td>
</tr>
<tr>
<td>Palliative Care</td>
<td>7</td>
<td>40</td>
<td>33</td>
</tr>
<tr>
<td>Symptom/Toxicity Management</td>
<td>44</td>
<td>40</td>
<td>0</td>
</tr>
</tbody>
</table>

9.3 Module Description
The complete list of modules, along with their full names is displayed in module description table.
9.4 Chart Abstraction Summary

This grid displays the following columns:

- **Chart ID**: The ID is an auto-generated, alpha numeric value which is not editable.
  
  Example: BRTF1502345
  
  ✓ **BRT** – 1st 3 characters are based on the diagnosis code selected and represent the short code of the module
  
  ✓ **F15** – Stands for Fall 2015 cycle
  
  ✓ **02345** – 5 digit incremental auto generated number

- **Primary Site (Diagnosis code)**: The diagnosis codes are based on the modules selected in the Participation round in the round participation Tile. The diagnosis code selected for the chart is displayed here.

- **Site**: The name of the Site to which the chart belongs is displayed.

- **Qualified measure count**: The number of qualified measures for this Site are displayed. Displays N/A if no measure has qualified.
The measure Denominator, Numerator will be calculated based on the measures calculation formula. The exclusion chart will not be shown in count. For Each condition Denominator, Numerator or exclusion there is a specific formula. By satisfying the formula the particular measure will be counted in Denominator, Numerator or exclusion.

- **Applied modules**: Displays the list of the applied modules for the Site.
- **Modified by**: Displays the user who has modified the chart.
- **Modified date**: Displays the modification date.
- **Status**: Displays the chart’s current status.

- In Progress
- Submitted
- In Progress (Suppressed)
- Submitted (Suppressed)

If a chart is suppressed, then it will not be counted in the Performance calculations.

Also note that the data in the applied modules column and qualified measure count will be updated with values only when the status for the chart is **Submitted**.

A **suppressed** chart value will not show up in the measure calculation. Remember before the round closes, all "in progress" charts must be submitted, suppressed, or deleted in order to reflect the accurate chart count.
9.4.1 Add Chart
The Add chart functionality enables the user to add a new chart.

Note: These charts cannot be edited after the round closes.

When the user adds a chart there are 2 sections:

- General Information section
- Measure Details section

General Information Section

- Will have Patient demographic information.
- Also have the elements on which applied modules will be calculated.

Measure Details Section

- Will display the elements based on the applied modules for particular chart.
9.5 General Information Section
This Tab displays 6 sub-tabs to the left.

1. Chart ID – Captures all the general information related to the chart.

Select the Site name from the drop down, physician details, Chart ID, Chart creation date, Chart last saved date, Chart abstraction date, Chart last saved by, and Chart saved / submitted.

2. Chart Profile
Captures the basic data related to the diagnosis.
3. **Practice Encounter**

Captures all the information right from the patient’s first visit to the Practice, to the most recent and also whether chemotherapy treatment was ever given to the patient.

4. **Patient Characteristics**

Captures all the information related to the patient like his gender, date of birth, race, ethnicity, vital statistics etc.
5. Chart Application

This tab will display the modules which have been applied to this chart. Near the top left is the “QOPI chart suppression” option. Using this option, we can specify with the help of the radio button whether this chart should be used in measure calculations or not.

![Chart Application Module](image-url)
6. Measure Details

Will display the elements based on the modules applied in the General Information Tab (previous tab).

For example, if the modules selected were Core/Symptom and EOL, then only the questions (elements) related to these 3 modules are displayed in this screen.

A user can enter the following elements in the Measure Details tab:

- Tumor staging
- Tumor markers
- Surgery
- Radiation therapy
- Drug therapy
- Chemotherapy treatment plans and summaries
- Genetic Risk assessment
- Patient Assessment
- Palliative care services and hospice care
10. PQRS Tile

The PQRS Tile consists of 5 different milestones and each milestone further consist of several sub process for Authorization and Submission.

- Welcome
- Agreement
- Manage Provider Profile
- Report PQRS Measures
- Submission
10.1 Welcome

This is a Welcome Page of PQRS Tile which briefly describes rules and regulations for PQRS Submission, List Measures chosen for the submission for the current year etc.

Additional Source has been provided on the bottom left corner of the dashboard. (cms.org)

It’s advised to Read the Information carefully before Proceeding.

The “Next” Button will take the User to next milestone.

10.2 Agreement

Before proceeding further, a User needs to sign the Agreement. This agreement is Practice Level Agreement and is between the Practice User and ASCO.

The E-sign functionality has been embedded in this Process for the Practice Users to submit the Agreement Electronically.

There are 3 buttons provided on the dashboard and they are

1. Refresh
2. Sign PQRS Reporting Agreement Now
10.2.1 Sign PQRS Reporting Agreement Later

The “Sign PQRS Reporting Later” button will suggest to confirm the email address to dispatch the copy of the Agreement. By default, the E-mail address mentioned while registering will be pre-populated. Though user can change it as per the need.

This Facility has been provided if the user is submitting the information on behalf of Practice User.

An email will be sent to the mentioned email address once confirmed. A Record will be added to the list updating the Signing Option as “Sign through Mail” and Signed Status as “Not Signed”.

The user is advised to check the mail and click on the link to be redirected to Signing option.

*Please read the Agreement carefully before proceeding.
For E-sign process user needs to mention their signature is the space provided. Once confirmed user needs to click on “Click to Sign” button and the document will be signed.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>UAT-TestPractice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Address</td>
<td>1201 Fox Road, Whippany, New Jersey, 07981, UNITED STATES</td>
</tr>
<tr>
<td>Printed Name and Title</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>01/28/2016</td>
</tr>
<tr>
<td>Signature:</td>
<td>* Click here to sign</td>
</tr>
</tbody>
</table>

A confirmation mail will be sent to User and QOPI Administrator. The User can download the copy for future reference through Download button.

10.2.2 Sign PQRS Reporting Agreement Now
Clicking on Sign now button will display the Agreement below the option and the remaining Procedure is same as per the Sign Later option.

Once the signing Process is done with this Option, the Auto generated mail will be sent to the email address captured, suggesting to confirm it.

Once confirmed, a Record will be added to the list updating the Signing Option as “Sign through Portal” and Signed Status as “Signed”.

PS: In any circumstances, there will be only one valid agreement and hence the recent one will be considered as valid while others will be discarded from the list as strikethrough.

There has to be one Signed under status in order to proceed further.

This will sum up the Agreement milestone and User needs to click on Next button to proceed further.
10.3 Manage Provider Profile

With the help of this sub-module User can create/Edit the Provider’s profile. As shown in below figure, this sub module is a 6 steps procedure namely,

- Select Provider
- Reporting Option
- Individual National Provider Identifier
- Tax Identification Number
- Email
- Data Release Consent Form
10.3.1 Select Provider
The user can select the Provider for PQRS Submission from the list under this dashboard. The dashboard represents the basic details of the Provider like Name, Email-Address, NPI and Reporting type. Dragging the mouse on particular Provider will provide the EDIT button which will enable the User to edit the details in Update Provider Name pop up window.

A login account can also be created through the pop-up window. After filling the details, User must “Save” the update, Select the check box placed in the first column to select the Provider and Click on Next to proceed with next Tab.
To create a New Provider, User needs to click on **Add New Provider** Button and fill the required information.

User must select the Provider in order to activate the **Next** button placed at bottom right hand corner.

### 10.3.2 Reporting Option
This window presents the list of Measures chosen by ASCO for the submission of current round cycle. The Measure Types can’t be changed nor is the user able to uncheck any one of them.

For any concerns with measure selection, kindly contact QOPI® Help Desk.

The dashboard also describes the Reporting period along with rules and regulation.

### 10.3.3 Individual National Provider Identifier
Participation in the QOPI Registry and federal reporting requires Providers’ individual National Provider Identification (NPI) information. A User needs to validate their NPI number before proceeding further.

PQRS requires the reports submitted should be validated against individual’s NPI. Kindly **do not** use your group NPI even if you use that to bill Medicare.

A User needs to enter the number in the provided text box and click on validate. It’s mandatory that user must enter the valid NPI information as the information will be received by the system and will be verified in order to activate the **Next** button.

For reference, please use the NPI found on line 24J of the CMS 1500 form.

To search for your individual NPI, please visit NPI Registry Search.
10.3.4 Tax Identification Number

On this window the User needs to submit the Tax Identification Number (TIN) for the Practice. User either can use the Practice TIN from “Use Practice Tin” text box as shown in below figure. Or can enter the Valid TIN and start date and End date by their own.

A User can add two TIN if the Practices are different for different duration. In another condition, User can enter the same TIN if duration are different.

User can delete the TIN by clicking on BIN Icon placed in last column.

The User must click on **Next** button to proceed ahead.
10.3.5 Email
On the dashboard a text box has been provided to enter the Email Address. By default, the email address registered for Provider corresponding to Practice will be specified. Either user can verify the address or can submit the new email address. Kindly make sure the mentioned email address is a valid address as,

1. This email address will submitted to CMS along with your completed PQRS report.
2. CMS will use this email address for the purpose of distributing your PQRS feedback report

Once clicked on Confirm button, a pop up message will appear about successful submission of the record.

The User must click on Next button to proceed ahead.

10.3.6 Data Release Consent Form
The data release consent form shortly named as DRCF is Provider level agreement. This agreement will be hold between Provider and ASCO.

Please Refer Agreement section for the description of the Process flow.

10.4 Report PQRS Measures
This is the 4th milestone in the PQRS submission process.

This dashboard displays the Target, PQRS Measures Status and PQRS chart Abstraction summary.

10.4.1 Target
The Target window projects two columns General and Medicare respectively which are insurance types. The Target values are pre-calculated by the systems based on norms defined by ASCO for the Providers.

The submitted row will display the count for the charts submitted for respective insurance while the Remaining row will results into the difference for Target value and number of Submitted charts.
10.4.2 Add PQRS Chart

Clicking on Add PQRS Chart button will displays the following sections:

- **Chart ID**
- **Chart Profile**
- **Practice Encounter**
- **Patient Characteristics**
- **PQRS Oncology Measure Group** (will be displayed only on selection of PQRS Pathway in Round Participation)
- **Chart Application**
- **Measure Details**

1. **Chart Id**
Chart ID tab requires the information as Site, Managing/Treating Physician, Primary Site (Diagnosis code), Chart ID, Chart Creation Date, Chart Last Saved Date, Chart Abstraction Date, Chart Last Saved By.

After filling the required information the User must click on **Save and Proceed to Chart Profile**

Select the Site name from the drop down, enter Physician details and Primary Site (Diagnosis code). The remaining information like the Chart creation date, Chart last saved date, Chart abstraction date, Chart last saved by, and Chart saved / submitted will be auto populated after saving the chart.

2. **Chart Profile**

Captures the basic data related to the diagnosis such as Date of diagnosis. If the date of diagnosis is unknown, User must check the box for that option in order to activate **Save and Proceed To Patient Characteristics** button.
3. Patient Characteristics

Captures all the information such as Gender (M or F), DOB, and age at diagnosis. The check box has been provided in case the DOB of patient is unknown.

The ‘Age at Diagnosis’ will be auto generated if and only if ‘Date of Birth’ and ‘Date of Diagnosis’ is known.

4. PQRS Oncology Measure Group

This sub task helps the user to fill the data related to PQRS oncology measures. Such as PQRS Examination date, PQRS Encounter Type as New Patient visit or Patient visiting again, Active Chemotherapy management is applied or not, Concurrent Radiation Therapy used or not, CMS medicare partB FFS patient, Current medication documentations under review, Influenza Immunization.

5. Chart Application

This tab will display the modules which have been applied to this chart. Near the top left is the "QOPI chart suppression" option. Using this option, we can specify with the help of the radio button whether this chart should be used in measure calculations or not.
6. Measure Details

Will display the elements based on the modules applied in the General Information Tab (previous tab).

For example, if the modules selected were Core/Symptom and EOL, then only the questions (elements) related to these 3 modules are displayed in this screen.
A user can enter the following elements in the Measure Details tab:

- Tumor staging
- Tumor markers
- Surgery
- Radiation therapy
- Drug therapy
- Chemotherapy treatment plans and summaries
- Genetic Risk assessment
- Patient Assessment
- Palliative care services
- Hospice care

Once the data filled up, the User can click on submit the button allowing the system to submit the record.

Please verify all the details before clicking on submit Button.

A new record will be added in PQRS Chart Submission Summary Table. The table will display the details of the Charts submitted in form of Chart ID, Primary Site, Site, Qualified Measure Count, Applied modules, Modified By (User name), Date of Modification, Status (Submitted or In Progress) and an option to Remove the record from the list.

The User must click on “Next” to complete the task and proceed with last milestone i.e. Submission.

10.5 Submission

The Submission Dashboard is list of details related to Provider Name, Reporting Option, NPI, TIN, DRCF Status, ASCO Member, Payment Status and Status.

For the Provider Name column, the User can click on Plus sign place in the very first column to get the corresponding details of the Provider.

The populated window will display two tabs namely PQRS status and History. The PQRS Status projects the list of Total Measures selected by the Provider along with their measure ID, the chart submitted against that Measure, the number of instances for denominator met, the number of instances for Numerator met, the number of instances for not fulfilling the criteria, number of not applicable cases and exclusions if any.

The History Tab will inform the History specifications against that particular Provider.
The Reporting Option will specify the PQRS Reporting Option selected by the Provider.

If the DRCF status is **Signed**, the System will populate the ASCO Member ID for that particular Provider. Else the Status will be **Not Signed** and ASCO Member ID will be “Not Set”.

The DRCF Status can either be **Signed or Not Signed** depending on the completion of Agreement signing Process.

The ASCO Member ID will display the Member ID for that particular Provider. The **Not Set** status confirms that The Provider have not mentioned their ASCO Member ID while registering. The ID can be updated by clicking on **Not Set** link.

The ID will be updated once verified by ASCO.
10.5.1 Submit
The User can submit the data to CMS by clicking the submit button. Please note, Only Provider having blue check mark on Payment Status will be able to click on Submit Button.

To submit the data User needs to confirm the NPI and TIN. If the pre-populated NPI and TIN are incorrect, User can change the NPI and TIN with correct values.

The Entered NPI and TIN **Must** be correct in order to validate the authorization of Provider.

Clicking on Submit Button will submit the data to CMS on behalf of Provider and Submitted Message will appear in Status column confirming it.
11. QCP Tile

QCP stands for QOPI Certification Program. This program evaluates an individual Practice’s performance in areas that affect patient care and safety, and provides a three-year certification for outpatient hematology & oncology Practices. This Certification can be done either through Practice Level participation Or Site Level Participation.

<table>
<thead>
<tr>
<th>Module</th>
<th>Target</th>
<th>In Progress</th>
<th>Submitted</th>
<th>Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRT</td>
<td>40</td>
<td>3</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>EOL</td>
<td>40</td>
<td>2</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>CRC</td>
<td>40</td>
<td>3</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>COR</td>
<td>40</td>
<td>14</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>NSC</td>
<td>40</td>
<td>0</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>SMT</td>
<td>40</td>
<td>8</td>
<td>0</td>
<td>40</td>
</tr>
</tbody>
</table>

**Warning:** You have not met your chart targets for QCP

A module wise target summary is displayed within the QCP Tile. The modules displayed here are based on the *Type of Care* selected in the basic demographics tab of the Practice and Site.
**Target**: The data in the target column is calculated based on the number of FTE’s for each module.

**In Progress**: The in progress column will display values for any chart that has been filled out and the respective module applied formula has been applied and has evaluated as true or 1.

**Submitted**: The submitted column means the chart status is submitted and is applied against a specific set of modules. These can also be multiple modules against which it is applied.

**Remaining**: In the Remaining column. The value here is the difference between the target column and the submitted column.

And, the charts *submitted* count displayed at the top is the total number of charts which have been submitted so far. The submitted charts will only get counted towards the “unique chart requirements.

If the user is a Single Practice User, the Practice Name will be displayed on top right hand corner. Else User must select the Practice ID from the List populated in the search box.

![Practice: UATpracticeGroupassignment](image)

If the User is Site User then that particular Site name will be displayed and only the records for that particular Site will be displayed on dashboard.

To visit the QOPI Certification Program page, User needs to click on QCP Tile on the dashboard of QOPI.

As shown in above figure, the QCP Program have 6 milestones namely,

1. Charts
2. QCP Application/QCP Questionnaire
3. Payment
4. Agreements
5. Documents
6. Summary
11.1 Charts
By default, the Dashboard displays the very first milestone i.e. Charts. On dashboard the Practice/Sites details will be populated like name, Address and participation type. The Practice/Site column displays the name of the Practice/Site. Under the 'participation for' column it can have 2 values, which would have been selected at the time of the round participation. They are QOPI certification, QOPI recertification. Next is the Minimum Unique Charts column which displays the minimum number of unique charts that must be submitted. And the last column displays the number of FTE’s within the Site.

For Practice level participation or Site level participation, particular Practice/Site details can be viewed by clicking on + Sign with respect to Module Name, the number of charts Submitted and The Target Value.

The User can check the list of charts submitted against the particular module by clicking the digit representing the number of submitted charts.

In case of Practice Level Participation, the List of all Sites affiliated with the Practice will be populated on the dashboard as well.

The target overall quality score is 75%, which is the percentage fixed by the registry. The Overall Quality Score value is calculated based on the total number of submitted charts of each Site which qualified for the QCP measure. If in case, the Score is below 75%, a red x is displayed next to it and the user will not be able to proceed to the next milestone.

❌ Overall Quality Score - 0% (Target Overall Quality Score - 75.00%)
Alternately, if the overall quality score is 75%, but the minimum submitted unique charts for each Site and the module level target for each Site is not met, then the registry administrator can override this criteria, and an exception is generated indicating the same. So now, even without fulfilling the criteria, the user can proceed to the next milestone.

- **Overall Quality Score - 100% (Target Overall Quality Score - 75.00%)**
- **An exception has been granted, you may proceed with the QCP application.**

<table>
<thead>
<tr>
<th>MODULE NAME</th>
<th>SUBMITTED</th>
<th>TARGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breast</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Care at End of Life</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Colorectal</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Core</td>
<td>1</td>
<td>40</td>
</tr>
<tr>
<td>Non-small cell lung cancer</td>
<td>0</td>
<td>40</td>
</tr>
<tr>
<td>Symptoms/Toxicity Management</td>
<td>1</td>
<td>40</td>
</tr>
</tbody>
</table>

The access for next milestone will be granted only if the User is qualifying for required Quality score or the Administrator have granted the Exception.

For more Details, the User should Contact [QOPI® Help Desk](#)

The User must click on “Save & Next Page” button to proceed with next milestone.

### 11.2 QCP Application/ QCP Questionnaire
It contains 3 tabs, listed on the left. They are the

1. Key Practice Features
2. Clinical Information
3. QCP Questionnaire.
11.2.1 Key Practice Features
Clicking on Key Practice Features Tab, right panel populates all the Practice information which was captured in the registration module. First point is the QOPI Certification Status, which was captured at the time of the round participation and is not editable. Next is the Practice Information. Some of the details in this section can be edited, and the changes are limited to this QCP module only, and will not be reflected back to the QOPI module.

The 3rd section is the certification seeking Sites. The Sites are displayed in the table. The last column in this table is the "next step" column which will have any one of the "Next Step", and "Complete" values.

The User must click on “Next Step” value if present if any. This action will populate another window displaying Site details.

The new window will have all the information captured at the time of the registration.

“Any changes made to the Site information here will be applicable to this module only.”

<table>
<thead>
<tr>
<th>SITE NAME</th>
<th>SITE ADMINISTER CHEMOTHERAPY?</th>
<th>NEXT STEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practice Account</td>
<td>Yes</td>
<td>Complete</td>
</tr>
<tr>
<td>Site 3</td>
<td>No</td>
<td>Complete</td>
</tr>
<tr>
<td>Testing 21 Sept</td>
<td>No</td>
<td>Complete</td>
</tr>
</tbody>
</table>

The Last tab is QCP Questionnaire. Selecting yes radio button to the Question “Does this Site administer chemotherapy?” will display a list of additional questions relating to chemotherapy administration and other relevant details. Filling out the details in this questionnaire is mandatory. Once we are done entering the required information the User must click on the save button near the bottom.

This will result in changing the values for columns “Site Administer Chemotherapy?” and “Next Step” to Yes and Complete respectively.

The User must also answer the Points 4 to 10 accurately.

Please contact the QCP helpdesk at QOPI® Help Desk for any help.

On completion of the data entry, the User must click on one of the save buttons near the bottom to save the entered information. Clicking on the save and next Section button will not only save the information but also automatically proceed to the next tab. While clicking on the save button, only saves the information in the current tab.
11.2.2. Clinical Information
The series of questions from point 14 to 22 will appear in this section. The User can answer the questions as per the norms and click on any one of the save buttons as described in earlier Tab info.

11.2.3 QCP Questionnaire
This tab lists questions pertaining to the different details about the Sites within the Practice. Selecting the appropriate answers to the questions and saving the details, completes not just the QCP questionnaire, but also the current milestone.

11.3 Payment
The Next milestone is Payment which contains two tabs.

1. QOPI Certification Payment Calculation
2. Payment

11.3.1 QOPI Certification Payment Calculation
Step 1 displays the FTE cost calculations, while the step 2 displays the Sites cost calculation. These values are auto calculated and cannot be edited. Calculations are based on a pre-defined formula which includes the number of FTE's and Sites participating in the certification program. All this information was captured at the time of the round participation, in the registration module. Step 3 includes supplemental cost calculations, and depending on the answers, the supplemental cost will be calculated by the QOPI staff. Before proceeding to the payment option, all the applicants have to acknowledge the declaration. Please read this statement carefully before clicking on the Yes, "I understand" checkbox.

ALL Applicants must acknowledge the following:*:
I understand that if a re-survey observation is required, an additional fee of $3,500 will be incurred by the practice.

Yes, I understand

After checking the box, the User can enter any additional comments that we would like, in the comment box here.

The User must click on “Proceed to Payment” button to proceed with Payment Option.

11.3.2 Payment
On the Payment Window, a message will be displayed mentioning that the QOPI staff would enter the supplemental dollar amount and the final invoice would be sent via email. Clicking on the "send invoice request", will forward the request to the QOPI staff.

And the confirmation will be displayed on window with message “Invoice request has been sent to QOPI staff"
After the QOPI Staff approve the payment request, the user will receive an Email from QOPI staff. The User will be able to see the table with details of approved request with Status Unpaid.

The option to download the invoice has also been provided for user convenience.

The downloaded Invoice will describe the break-down of the fees and the total invoice amount.

There will be 2 modes of payment. *Online or by check*.

**By Check**

Clicking on the check radio button, will display the 2 options available within it, USPS, and certified Mail. Checks need to be made payable to QOPI Certification program and mailed to the respective addresses mentioned here.

After entering the bank name, check number and e-mail address, User must click on the submit button below. This will submit all the payment details to the QOPI team.

Once Receipt of Payment approved by the QOPI staff an email receipt will be sent to the User informing them of a successful payment.

Once confirmed, the user can move to next milestone.

**Online**

Clicking on the “*Online*” radio button, will prompt the user to choose a *Payment option*.

The user will need to enter card details and then need to click on *Proceed with Payment* Button which will open another window asking for confirmation of payment.

Once confirmed, the user will be redirected to Payment window and status will changed to *Paid*.

And a payment confirmation mail will be sent to registered email address of the user.
11.4 Agreement
The Process of Agreement milestone is already described under the agreement section for registration. Kindly refer the same for help.

11.5 Documents
After payment has been done, it will result in locking all the previous milestones including payment milestone, and cannot be edited.

This allows the user to upload any QCP related documents.

<table>
<thead>
<tr>
<th>DOCUMENT NAME</th>
<th>DOCUMENT TYPE</th>
<th>UPLOADED DATE &amp; TIME</th>
<th>UPLOADED BY</th>
<th>DOWNLOAD DOCUMENT</th>
<th>REMOVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

No record found for given criteria.
Total Records: 0

Clicking on Upload Document button will generate the window to provide the space to upload the documents.

Note: .jpg, .png, .txt, .doc, .docx, .xls, .xlsx, .pdf, .csv are the only file formats accepted by the system.

And

The file size cannot exceed 1MB.

The User can download and Remove the documents if necessary. To proceed with Next milestone User must click on Save and Next Page button.
11.6 Summary
This summary is mostly for informational purpose. It explains the next steps that are involved in the QOPI certification process and the action items that the Practice needs to act on, post payment receipt. Please be sure to read these details carefully before clicking on the submit button below.
Once Clicked on Submit Application window, the pop up window will appear to confirm the submission. If the User confirm the Submission, A pop up window will notify the user to specify the comments if any.

On a successful submission, ASCO will send a QCP completion email to the Practice. Also the submit application button near the bottom becomes disabled. Which means it is no longer possible to edit any details within this module. And this will be end of QCP module.
12. Search
The Search functionality has been provided for every sub task included in all the modules. This will allow users to search for a particular record from the list.

The Search boxes are placed above the table of records. These boxes are not action sensitive and therefore need to press “Enter” to get the required results.

13. Sort
The up and down arrows placed in front of every column will allow users to customize the view of the list in ascending or descending order. By default, all columns are in ascending order.

14. Glossary

| **Save and Close** | Saves the entered details and closes the current tab. The status of this chart will show as “In Progress”. |
| **Save** | Saves the changes made by the user without closing the chart and the user can continue with the chart entry. |
| **Cancel** | Will not save the entered details and will exit the current tab. |
| **Submit** | Before saving, the system will validate every single entry within each tab and make sure that all the data entered in all the tabs is complete and accurate. The status of this chart will show as “Submitted”. The counts for the applied modules will be incremented accordingly. And this chart will be included in the measure calculations. |
| **Validate** | The main function of the validate button on each screen is to inform the user if the data entered in the selected tab is accurate and complete. And if it is inaccurate or incomplete, the user can still navigate between tabs but a red X is marked next to the tab which will indicate that the information in this tab still needs to be completed. While, a green check next to a tab suggests that the data entered in the tab is complete and validated. |

**Error Messages**

- ✓ Message is in **Yellow**, it is just a warning given to the user,
No Errors/Warnings

✅ Message in Red means that it is an error.
Difference between the two is that, a yellow warning will allow the user to proceed and submit the chart, while a red error message will not allow to proceed further without fixing the issue.

* Red Asterisk
Indicates mandatory fields

Blue Exclamation 🟢
This Symbol indicates help text relating to the field.

✅ The green check mark indicates all submitted information is complete and validated.

❌ The red "X" indicates that the entered information is incomplete or incorrect.

🔄 Regenerates the Captcha text.

⚠️ Will alert the user of any missing information on the screen by highlighting the text in red.