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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 MIPS reporting.

The document summarizes the participation process for the Practices in the Registry by using a Sign Up portal. It outlines the creation of the login credentials, capturing the user details and submitting the same to the system.

2 LIST OF BUTTONS

<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. Skip ➔</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>Start</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>Button</td>
<td>Description</td>
</tr>
<tr>
<td>-----------------</td>
<td>-----------------------------------------------------------------------------</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>Pay</td>
<td>Facilitates in making payments for signing the agreement.</td>
</tr>
<tr>
<td>Payment History</td>
<td>Displays the Payment history in a tabular format.</td>
</tr>
<tr>
<td>Download a copy</td>
<td>Allows agreement documents to be downloaded</td>
</tr>
</tbody>
</table>

* 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.

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

### 3 ACRONYMS

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASCO</td>
<td>American Society of Clinical Oncology</td>
</tr>
<tr>
<td>ASTRO</td>
<td>American Society for Radiation Oncology</td>
</tr>
<tr>
<td>QOPI</td>
<td>Quality Oncology Practice Initiative</td>
</tr>
<tr>
<td>QCDR</td>
<td>Qualified Clinical Data Registry</td>
</tr>
<tr>
<td>PHC</td>
<td>Physician Corresponding</td>
</tr>
<tr>
<td>PRA</td>
<td>QOPI Program Administrator</td>
</tr>
<tr>
<td>NPI</td>
<td>National Provider Identifier</td>
</tr>
<tr>
<td>EHR</td>
<td>Electronic Health Record</td>
</tr>
<tr>
<td>BAA</td>
<td>Business Associate Agreement</td>
</tr>
<tr>
<td>PA</td>
<td>Participation Agreement</td>
</tr>
</tbody>
</table>
## 4 QUICK STEPS

### New Signup
1. Click on **New SignUp**
2. Select **Member Type** (ASCO/ASTRO)
3. Enter **Captcha**
4. Check **Terms of Use** check box
5. Click on **Proceed**
   - You are navigated to the **Welcome Screen** with two tabs.
     a. Basic Demographics
     b. Primary Contacts
        i. PHC
        ii. PRA
6. Click on **Submit**
   - The **Primary Contact** will receive
     - Registration Confirmation **Email** for registering
     A similar Email is sent to QOPI® Admin for new user approval. On approval, you will receive
     - Email containing **login credentials & Sign Up Portal link**
7. Set your **password**
8. Login to Sign-Up Portal with new credentials.

### Existing User
1. Enter the login credentials that were created when you 1st signed up for the Sign-Up Portal.
2. Click on the **Login** button

### Reset Password
Use this link to retrieve a forgotten password
1. Click on the **Reset Password** button
   - A reset window is opened
2. Enter your **registered Email address**
3. Check your Inbox for the Email containing the reset Password link.
4. Click on the **Send Recovery Email** button
   - You will receive
     i) An Email containing a link to reset your password
     You will be navigated back to the Login page.

### E-Sign Now
Select this agreement if you are the authorized signatory
1. Select the agreement from the drop down
2. Select the E-sign **Now** radio button
   - Record added with signing option as “Sign Through Portal”

### E-Sign Later
Select this agreement if you are not the authorized signatory or would like to review the agreement before signing.
1. Select the agreement from the drop down
2. Select the E-sign **Later** radio button
   - Record added with signing option as “Sign Through Mail”

### Signing Process
1. Click on the **blue digit** (indicates the total required signatures) located to the right of the PDF
2. Click in the **“Click here to sign”** field
3. Type/draw your signature
4. Click on **Apply**
5. Read **Terms of Use** and **Consumer Disclosure**
6. Click on **“Click to sign”**
   - Thank you message is displayed
7. Download a copy of signed agreement for your reference

### Payment
1. Enter your **credit/debit** card details
2. Enter your **Email ID**
3. Click on **Pay** button
   - A Payment receipt is displayed on the screen. Additionally, you will receive a
     - **Registry Payment Receipt** at the provided Email ID
4. Click on the **Finish** Button
   - Now you will receive a
     - **Welcome** Email containing the generated Practice ID and FIGmd support contact details.
5 LOGIN

Open any web browser and type or copy-paste the following URL:
https://qcdr.asco.org/signup/Login.aspx

5.1 EXISTING USER

If you are an existing user, you can login to the portal using your existing credentials.

![Login Screen](image)

**Figure 1: Login Screen**

- **Login Credentials** - Enter the login credentials that were created when you 1st signed up for the Sign Up Portal. (Same credentials that you use to login to the Dashboard)
- **Terms of Use** - You will also be required to agree to the Terms of Use, to proceed further.
- **Login** - Click on the Login button to get logged into the Sign Up Portal.

On a successful login, you will be directed to the 1st milestone of the Sign Up Portal.

Practice Information

5.1.1 RESET PASSWORD

Select the **Reset Password** option if you have forgotten your password.

- Enter your registered Email address and
- Click on the **Send Recovery Mail** button

An Email with a password reset link will be sent to the registered Email address.

- Use this link to set a new password.
  Successful reset takes you back to the login page.

![Reset Password](image)

**Figure 2: Reset Password**
5.2 NEW SIGNUP

If you are a new User, you will need to register yourself first. Follow the steps mentioned below

5.2.1 DETAILED STEPS

Refer to the following detailed steps if you want to create a new account:

Steps to create a new user:

1) Click on the New Signup link.
   This opens the Signup window.

2) Select relevant Member Type.

   Note:
   • ASTRO – If selected, you will need to enter a valid ASTRO Member ID and fill in all the remaining details
   • ASCO – If selected, you need to enter a valid ASCO Member ID which is validated against the ASCO database and enter remaining details

3) Enter the Captcha text
   Captcha: Provides an additional level of security. Click on the green Reset Captcha icon, if the displayed text is not legible or has timed out.

4) Check Terms of Use checkbox.

5) Click on the Proceed button.

This opens the Welcome screen containing two tabs-

- Basic Demographics – Captures the demographic information of the Practice.
- Primary Contacts – Captures the information about the main point of contact at the Practice side.

By default the Basic Demographics tab is displayed.
6) Fill in all the appropriate details and click on the **Proceed to Primary Contacts** button to navigate to the next page.

![Image of Basic Demographics](image)

**Figure 4: Welcome screen**

7) The **Primary Contacts** Window consists of two tabs:

**A) Physician Corresponding (PHC)** - The PHC is the contact information of an ASCO/ASTRO member who is also the registrant.

**B) QOPI Program Administrator (PRA)** - The PRA is the contact information of a regular Practice administrator who looks after the ASCO/ASTRO work flow within the Practice.

7i) Fill all the necessary details in the PHC tab

7ii) Click on the **Proceed to Program Administrator** button.

![Image of Primary Contacts (PHC)](image)

**Figure 5: Primary Contacts (PHC)**
8) This displays the QOPI Program Administrator (PRA) tab.
   A) If the details for PRA is same as that for PHC, you can check the Same as PHC checkbox.
      - The details will get auto-populated in the corresponding fields.
   Else,
      - You can manually enter all the information.

9) Click on the Submit button to submit the details.

10) A congratulatory message will be displayed on a successful submission. Click on the Back to Login button to navigate back to the Login page.

11) A registration confirmation and thank you Email will be sent to the Primary Contact.
12) A similar Email is sent to QOPI® for new user approval.

![Welcome Email](https://example.com)

Figure 9: Welcome Email

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

- A. A login name
- B. A one-time password reset link
- C. 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.

6 SIGN UP PORTAL

A successful login process opens up the QOPI® Reporting Registry portal, which comprises of 5 milestones.

1) Practice Information
2) Provider Information
3) EHR Information
4) Agreements
5) Payment
6.1 PRACTICE INFORMATION

- This milestone captures the demographic information related to the Practice and Practice Admin contact.
- After a successful login, the Practice Information milestone is displayed by default. This page has 2 sections: Practice Information and Practice Admin Contact.

A. Practice Information
   - Enter all the mandatory demographic information related to the Practice.
   - Make sure to Save these Practice details.

B. Practice Admin Contacts
   - The Practice Admin contact information is displayed in a table format.
   - The newly created user is defined as a Practice Admin by default, and a corresponding record gets added to the table.

Note:
You can navigate to the next milestone only after the Practice Information section is successfully saved.
6.1.1 PRACTICE ADMIN CONTACT

The new User created is the default Practice Admin Contact. You can add multiple Practice Admin Contacts.

6.1.1.1 ADD NEW PRACTICE ADMIN CONTACT

Steps to add a new Practice Admin Contact:

1. If your Practice requires multiple Admin contacts, click on the Add Contact button. This opens the Add New Admin Contact window.

2. Fill in all the necessary information.

3. If the Admin contact is also a Provider, check the Create Provider checkbox. Additional fields pertaining to the Provider will be displayed on the screen. Enter the Provider details.

4. Click on the Save button to save the record.

5. The new admin contact record will be added to the Admin Contact table.

Note: If the Practice Admin was also identified as a Provider, the record will be automatically added to the Provider table in the Provider Milestone.

6.1.1.2 EDIT/UPDATE 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, refer to Add Contact.
6.1.3 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.

6.2 PROVIDER INFORMATION

This tab captures details of all the Providers within the Practice and is displayed in a tabular format.

![Figure 13: Provider Information](image)

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.

6.2.1 ADD NEW PROVIDER

To add a new Provider,

1. Click on the Add New Provider button. This opens the Add New Provider Window. Enter all the mandatory fields.

2. Click on the save button to Save the details.

**Note:**
- Select Other from the Speciality or Provider Type drop down if the Speciality or Provider Type that you are looking for is not listed here.
• In case of **Provider Type**, the **Other** field to its right becomes enabled to enter the new **Provider Type**.

• In case of **Speciality**, a free text field – **Other Speciality** will be made visible next to it. Enter the name of your speciality in this field.

The new Provider record will be added to the Provider Information table.

![Figure 15: Provider Information](image)

### 6.2.2 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.

### 6.2.3 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.

### 6.3 EHR INFORMATION

This milestone displays a questionnaire that will help FIGmd understand the information technology environment at your Practice side. It is divided into following 4 sections-

#### A. **Section 1: Practice Information**

This section displays the Submission Type

- System Integrated (Electronic Data Pull)
- Web Interface Tool (Manual Data Entry)
B. **Section 2: Practice System Contacts**

You need to provide the contact details for:

- Primary IT Contact - should have a good understanding of the Practice
- Primary EHR Contact - should have a good understanding of the EHR

C. **Section 3: Electronic Health Record (EHR) System Information**

Enter all the mandatory details pertaining to your EHR.

If the name of your Relational Database System (RDBS) 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 RDBS. If you are unsure of the name of the RDBS select the **Unknown** option.

D. **Section 4: Practice Management System (PM) Information**

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

**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 next milestone, the Agreement Milestone.
6.4 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.

**Note**

The authorized signatory needs to sign both the QOPI QCDR Participation Agreement and the QOPI QCDR BAA to complete the signup process.
6.4.1 E-SIGN THE AGREEMENT NOW

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

Select this option if you are the Authorized Signatory.

![Sign Agreement Table]

A record is added to the Sign Agreement table displaying -

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

---

**Figure 18: Sign Agreement**

---

Confidential. Not to be shared with any party other than the intended recipient. @2020 FIGmd, Inc.
Follow the Signing Process described below to complete the Registration Process.

Click on Refresh button (mandatory step) to update the status.

Figure 19: Agreement Status

- Status - Signed
- Signed on - Date on which it was signed.
- Agreement Name – A link to the signed agreement along with an option to download it for your reference.

6.4.2 E-SIGN THE AGREEMENT LATER

You can select this option if you are not the Authorized Signatory, or you would like to review the agreement before signing it.

Described below is the E-sign the Agreement Later process for the QOPI® QCDR Participation Agreement.

Figure 20: E-Sign Later

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

- **Signing Option** – Sign Through mail
- **Status** - Not Signed
- **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.

Click on **Refresh** button (mandatory step) to update the status.
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.

Figure 24: Participation agreement Email

6.4.3 SIGNING PROCESS

Follow the steps mentioned below to sign the document electronically. The agreement PDF will be displayed on the screen.

**Note:**

To the top right corner of the agreement is a blue box with white digits. It refers to the number of places within the document requiring a signature.

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.

![Figure 25: Agreement PDF](image)

You will be navigated to the signature field.
2. Click in the **Click here to sign** field.

   This opens the signature window.

   ![Figure 26: Click to Sign](image)

3. Type or draw the signature.
4. Click on **Apply**.

   The signature will get embedded within the document.

   ![Figure 27: Apply](image)

5. Click on **Click to Sign** button to accept the **Terms of Use** of the document.

   ![Figure 28: Click to Sign](image)

This completes the signing procedure.

A **Thank you** message will be displayed on the screen, for signing the QOPI® QCDR.

A **Download a copy** option is provided to download the signed agreement for your reference.

![Figure 29: Thank You](image)
6.4.4 SELECT AGREEMENT

If you need to change the signed 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.

6.4.4.1 RE-SIGN AGREEMENT

This button allows you to Re-sign the selected Agreement.

To re-sign the agreement, you need to follow the steps mentioned in the Signing Process.
6.5 PAYMENT

- This is the last milestone and permits the Practice Admin to make payments to the Registry on behalf of the Providers.
- The milestone page is divided into two sections -
  A. **Payment Details** - This table displays the Payment details of the Providers who have not yet made the Payments.
  B. **Credit/Debit Card Information** – This section captures the Credit/Debit Card Details of the card used for the transaction.

---

**Figure 33: Payment**

6.5.1 STEPS TO MAKE THE PAYMENTS

1) Fill in your appropriate credit/debit card details.

2) Enter your Email ID. Make sure you enter a valid Email ID as this is where all your payment related information will be sent.

3) Click on the **Pay** button to proceed with the payment.
   
   **Note** - Pay Button will display the total amount payable.

---

**Figure 34: Card Information**
On successful payment, a message displaying the **Payment Details** will be displayed.

Additionally, an Email containing the **Registry Payment Receipt** along with its attached PDF copy will be sent to your registered Email ID.

4) Click on the **Finish** button located near the bottom-right of the **Payment Details** page, to successfully complete the Sign up Process.

---

**Figure 35: Payment Details**

**Figure 36: Payment Receipt Email**

**Figure 37: Thank You Message**
A Thank You message will be displayed signifying the completion of the QOPI® QCDR legal agreements and Payments process. *(Ref. Fig. 37)*

Simultaneously, a Welcome Email containing your Practice ID assigned by FIGmd along with FIGmd Support contact details, will be sent to your registered Email address.

---

**Note**-
You can check your payment history by clicking on the Payment History button which is located to the top-right corner of the Payment Details section.

- All the payment transactions will be displayed in a tabular format.

- Once the payment process is completed successfully, the corresponding pending Provider payment records will be removed from the Payment Details table and will be added to the Payment Transactions table.

---

[Figure 38: Welcome Email]

[Figure 39: Payment Transactions]
• The payment receipt can be downloaded by clicking on the Download icon in the Payment History table.

![Payment Receipt Image]

**Figure 40: Signup Receipt**

7 **IMPORTANT POINTS**

• Mandatory fields are indicated by a (*) 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**
  
  A Practice must have at least one Provider in order to register with the Registry.
  
  After signing of the agreements, if you need to add new Providers follow the below steps
  
  i. Log back into the Sign-Up Portal
  ii. Go to Provider Milestone to add the new Provider
  iii. Go to the Payment milestone to pay the pending dues.

• **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.

• **Payment Milestone**
  
  Payment of all the Providers with payments due is done together.

• **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.

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](mailto:qopi@asco.org)