Reporting MIPS Quality Performance (2019 and Beyond)

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The quality reporting portal powered by CQMsolution is a tool that helps you or your reporting group track your MIPS quality category progress. Using the quality reporting portal, you can run reports that track individual quality measures and export QRDA files that facilitate reporting your MIPS performance at the end of the year.

The quality reporting portal is included when you purchase the secure messaging and patient portals from Eyefinity, which are required to satisfy MIPS Promoting Interoperability criteria. To purchase these modules, contact Eyefinity Sales at 800.269.3666 option 2.

NOTES
• Ensure that your systems meet the OfficeMate software requirements prior to setting up and using the secure messaging, patient, and quality reporting portals. To view the latest system requirements, go to www.eyefinityofficemate.com/sys-req.html.
• Eyefinity recommends using Google Chrome to access the quality reporting portal.

Getting Started

This section explains how to get started with the quality reporting portal, including how
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Getting Started

▶ To log in
1. In ExamWRITER or OfficeMate Administration, click the Reports menu, select Merit-Based Incentive Payment System (2015 Edition), and select Quality.
   OR
   Open Google Chrome and go to quality.eyefinity.com.
2. Enter your Username and Password.
3. Type your practice's Eyefinity account number in the Practice text box.
4. Click Log In.

NOTES
- If you're logging in as the practice admin for the first time, use the credentials Eyefinity sent you by email to log in. Eyefinity creates the account for the first practice admin.
- If you're logging in for the first time as a clinician or secondary practice admin, use the credentials your practice admin provided you.
- If you forget your login credentials and need your password reset, contact your practice admin.

▶ To log out
1. Click your username in the upper-right corner of the page.
2. Select Logout.

For information on creating user accounts, go to “Managing Accounts as a Practice Admin” on page 3.
The quality reporting portal offers a web-based interface that allows you to run and review your quality performance while you’re in the office, at home, or on the road.

### Managing Accounts as a Practice Admin

This section explains how to manage accounts for other users as the practice admin, including how:

- To create user accounts, 3
- To reset user passwords, 4
- To deactivate user accounts, 4

#### To create user accounts

The practice admin creates all practice accounts. Here’s how:

1. Log in as a practice admin. For information on logging in, go to “To log in” on page 2.

   **NOTE** If you’re logging in as the practice admin for the first time, use the credentials Eyefinity sent you by email to log in.

2. Click the Administration menu and select Users.
3. Click Add User.
4. Enter a User Name.
5. Enter the user’s **Email** address.
6. Create and confirm a **Password**.
7. Enter the **External ID**.

**NOTE**
The external ID must match the user’s Provider ID found in OfficeMate Administration. Open OfficeMate Administration, click **Setup**, select **Resource Setup**, select a provider, and note the **Provider Id** number.

8. Click the **Role** drop-down and select **Clinician**.

**NOTE**
You may create additional practice admin user accounts by selecting PracticeAdmin from the Role drop-down; however, you cannot create an account that is both a practice admin and a clinician. Clinicians who also act as practice admins will need two accounts with different user names and also associated with different email addresses.

9. Under Pre-Select Measures, click the **Select Type** drop-down and select **Eligible Professional**.
10. Click the **CQM Update Year** drop-down and select the latest available year.
11. Click **Select All** to select all the measures.
12. Click **Save**.
13. Notify the user that the account has been created; give them the username, password, and practice number; and share the login instructions.

**To reset user passwords**

The practice admin can change another user’s password. If a user in your practice forgets his or her password, perform the following steps:

1. Log in as a practice admin.
2. Click the **Administration** menu and select **Users**.
3. Locate the user in the list and click **Edit**.
4. Enter a **New Password**.
5. Reenter the password in the **Confirm New Password** text box.
6. Click **Save**.
7. Notify the user of the new password.

**To deactivate user accounts**

When a user leaves your practice, it’s a good idea to deactivate their account. Here’s how:

1. Log in as a practice admin.
2. Click the **Administration** menu and select **Users**.
3. Locate the user in the list and click **Edit**.
4. Deselect the **User is Active** check box.
5. Click **Save**.

### NOTE

Quality data is transmitted from ExamWRITER to the quality reporting portal nightly. Exams that you close and finalize today will be included in tomorrow's report.

This section explains how to manage your quality reports, including how:

- To create a report, 5
- To view a report, 6
- To run an existing report, 7
- To archive a report, 8

#### To create a report

1. Click the **Create Report** menu.
2. Type a report name in the **Description** text box.
3. Select **Begin Date** and **End Date** to narrow the timeframe, if needed.
4. Select a **CQM Update Year** to select which edition of the quality measure criteria you wish to measure your exams against. Generally, you want to select the latest year unless you're running an historical report.
5. Click **Queue Report**.

You're returned to the home page. Your report is displayed at or near the top of the list. You'll be able to view the report when the Report Status shows “Complete.”
To view a report

1. Log into the quality reporting portal home page.
2. Locate the report in the list and click View Results.

The report displays a visualization of your performance along with the specific calculations for each measure.
3. Click **View Detail** to see a list of patients included in the calculation of each measure.

![Image of a report with patient details]

**To run an existing report**

1. Log into the quality reporting portal home page.
2. Locate the report in the list and click the **Re-run Report** icon.

![Image of queued reports]

Your updated report is displayed at or near the top of the list. You’ll be able to view the report when the Report Status shows “Complete.”
To archive a report

1. Log into the quality reporting portal home page.
2. Locate the report in the list and click the **Archive Report and All Data** icon.

The report is removed from the list.

The quality reporting portal enables you to download your quality data as a QRDA III file (sometimes called a Cat III file). You can upload the QRDA file to the QPP Provider Portal at the beginning of the calendar year to report your MIPS quality performance for the previous year (this is known as the EHR reporting method). Some health reporting agencies may also accept QRDA files for reporting specific quality measures.

Here’s how to generate the QRDA file:

1. Log into the quality reporting portal home page.
2. Create a new report or re-run an existing report.
3. Locate the report in the list and click **View Results**.
4. When the report displays, click the **Detail** tab.
5. Note the **Report ID** number. That number will be the filename for your QRDA file.
6. Click Downloads and select Download QRDA III.

7. Navigate to your browser’s downloads folder.
8. Look for the file with a name that begins with the report ID number followed by .xml. This is the QRDA file.
9. Follow the instructions on the QPP Provider Portal or provided by your health registry provider to upload the QRDA file.

Managing Your Own Account

This section explains how to manage your account, including how
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► To change your password
1. Click your username in the upper-right corner of the page.
2. Select Edit Account.
3. Enter a New Password.
4. Reenter the password in the Confirm New Password text box.
5. Click Save.

► To change your name or email address
1. Click your username in the upper-right corner of the page.
2. Select Edit Account.
3. Enter an updated Email address as needed.
4. Update your First Name or Last Name as needed.
5. Click Save.

NOTE Do not update any information beyond the items listed in this section.

Managing Practice Information

At this time, do not edit the practice information located under the Administration menu > Practices. Contact Eyefinity Customer Care at 800.942.5353.