Quality Payment Program (QPP)

Website Tasks

Task 1 - User Profile

> **Background:**
>
> As a new enrollee in the Quality Payment Program, your organization has started the account registration process.
>
> You've been emailed a username and password, and have been asked to complete your user profile by visiting the QPP web page.
>
> You can fill out the form with any info you want (fake is fine) but the username and password to log in are provided below.

- From the QPP landing page, log in with the following username and password:

    Username: user@presencehealth.org

    Password: password

    Please talk through the process.

- Fill out the profile with any information you want (fake info is fine here). **Please talk through the process.**

- Submit the form.

- When you think you've completed the task, please tell the tester.

1500 West Main Street Suite 500, Sun Prairie, WI 53590 | Office: 608.834.8600 | Toll Free: 866.620.4353 | **www.flexion.us**

VALUE FORWARD

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Task 2 - Connect to Practice

Background:

Now that you've completed your profile you need to be connected with your medical practice as an "Authorized Official" so that you can manage other users, submit quality measures and view reports.

Note: You can search for anything on this page but the results list has already been created for the purpose of this test.

- From the QPP page, search for a medical practice. **Please talk through the process.**

- Request to Connect to a Practice and self-identify yourself as an "Authorized Official."

  Please talk through the process.

- Connect to the practice. **Please talk through the process.**

- When you think you've completed the task, please tell the tester.

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Website Tasks

Task 3 - Approve a Surrogate User

> **Background:**
>
> At CMS, users who are authorized to submit data on behalf of a medical practice but who are not Authorized Officials are called "Surrogates." Surrogates might be service providers you contract with, or employees that report to you.
>
> Now that you've been verified as an "Authorized Official" you have a more complete Dashboard view of the practices you have connected to or have requested access to, and you can see anyone who has requested Surrogate status for a medical practice you're connected to.

- From the QPP Dashboard, find a medical practice that you're connected to. **Please talk through how you've determined this.**

- Find a medical practice that you're requested to connect to but which is still pending. **Please talk through how you've determined this.**

- Find a Surrogate User that is pending and approve them. **Please talk through the process.**

- When you think you've completed the task, please tell the tester.

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