

# **QualityNet Secure Portal User Role Management Guide**

For Eligible Hospitals and Critical Access Hospitals  
Attesting to the Centers for Medicare & Medicaid Services  
for the Electronic Health Record Incentive Program

**January 2018**



## Overview

Starting in January 2018, Medicare eligible hospitals and critical access hospitals (CAHs) attesting to the Centers for Medicare & Medicaid Services (CMS) for the Electronic Health Record (EHR) Incentive Program will use **one system** to report attestations—the [QualityNet Secure Portal](#), also referred to as [QNet](#).

By transitioning to one system, CMS is streamlining data submission methods for eligible hospitals and CAHs attesting to CMS for the EHR Incentive Program. The goal is to make it easier for hospitals to report data to CMS. Instead of reporting clinical quality measures (CQMs) and meaningful use (MU) attestations in two separate systems, eligible hospitals and CAHs will be able to report this information through [QNet](#).

For more information about the transition, see the [EHR Hospital Transition Overview fact sheet](#).

## Role Management in QNet

In order to attest to Medicare, users will need to be enrolled in QNet and have the correct roles assigned to their accounts. CMS has created the [QNet Enrollment User Guide](#) to help with the enrollment process. This guide is intended to assist with role management.

The new roles for the Web-Based Data Collection tool are:

- Inpatient Structural MSR DACA Read
  - Allows Read-only access to the Web-Based application
  - **This role is necessary to access the Web-Based application with read only rights**
- Inpatient Structural MSR DACA Update
  - Allows Read, Create, and Update access to the Web-Based application
  - **This role is necessary to access the Web-Based application with submission rights**
- MU Web-Based Read
  - Allows Read-only access to a facility's data for Providers and Top Level Administrators
  - **This role is necessary to view attestation questions and data that have been submitted within the Web-Based application**
- MU Web-Based Update
  - Allows Read, Create, and Update access to a facility's data for Providers and Top Level Administrators
  - **This role is necessary to enter, modify, and submit attestation data within the Web-Based application**
    - Users with this role also have the ability to view questions and/or previously submitted answers
- MU Web-Based Submission Reports
  - Allows Providers and Top Level Administrators to view and run submission reports for a facility's data

The following steps outline how an Admin User can update another user from the same organization's role in the QNet Secure Portal. **Only an Admin User is able to add MU roles for a Provider User.**

*Note:* In order to update a user's role, they must first have a QNet account.



1. Navigate to <https://www.qualitynet.org>. The QNet home page appears with a link to the Secure QNet Portal in the upper-right corner of the page. Choose “Log in” to be taken to a two-factor login page.

The screenshot shows the QualityNet website interface. At the top, there is a search bar and a 'Log in to QualityNet Secure Portal (formerly MyQualityNet)' link. Below this is a navigation menu with tabs for 'Home', 'My QualityNet', and 'Help'. The main content area is divided into several sections:

- QualityNet Registration:** Lists various facility types including Hospitals (Inpatient/Outpatient), Physician Offices, ASCs, Cancer Hospitals, ESRD Facilities, Inpatient Psychiatric Facilities, and QIOs.
- Getting Started with QualityNet:** Includes links for Registration, Sign-In Instructions, Security Statement, Password Rules, and QualityNet System Security Policy (PDF).
- Join ListServes:** Encourages users to sign up for notifications and discussions.
- Known Issues – Hospital Reporting:** Lists issues related to Inpatient, EHR Incentive Program, Hospital Value-Based Purchasing (VBP), Outpatient, and Ambulatory Surgical Centers.
- QualityNet News:** Features a headline about CMS granting exemptions for Quality Program participants in FEMA disaster areas in Texas and Louisiana affected by Hurricane Harvey. The text explains that CMS is granting exceptions under certain Medicare quality reporting and value-based purchasing programs to acute care hospitals, Prospective Payment System (PPS)-exempt cancer hospitals, inpatient psychiatric facilities, skilled nursing facilities, home health agencies, hospices, inpatient rehabilitation facilities, outpatient dialysis facilities, long-term care hospitals, and ambulatory surgical centers located in areas affected by Hurricane Harvey. A 'Full Article >' link is provided.
- Headlines:** A list of recent news items, including reports on Hospital VBP Program FY 2018 Percentage Payment Summary, CMS announcements regarding CLABSI, CDI, and CAUTI data errors, and various HSRs (Hospital Star Ratings) releases.
- Log in to QualityNet Secure Portal:** A red box highlights this link, which is part of a 'Login' section. Below the link are options to 'Download Symantec ID (required for login)', 'Portal Resources', and 'Secure File Transfer Resources'.
- Questions & Answers:** Lists various facility types and includes a note: 'Note: First-time registration required'.
- Downloads:** Lists resources for CART - Inpatient, CART - Outpatient, and CART Module Designer.
- Training:** Lists 'QualityNet Training', 'QualityNet Event Center', and 'Secure Portal'.

2. After logging in as an Admin User, click on “Edit User” link.

Home>Quality Programs>Hospital Quality Reporting: IQR, OQR, ASCQR, IPFQR, PCHQR

### Quality Reporting System: My Tasks

<b>User Role Management</b> Create User Approve User <b>Edit User</b> Reactivate User Create Group Edit Group Create Exchange Group Edit Exchange Group	<b>Hospital Reporting Inpatient / Outpatient</b> View / Edit Population and Sampling
<b>Manage Security</b> In-Person Proofing Help Desk Assistant Manage Multifactor Credentials My Account	<b>Manage Notice of Participation</b> View/Edit Notice of Participation, Contacts, Campuses
<b>Patient Satisfaction Data Entry</b> Online Survey Entry	<b>Vendor Authorization</b> Authorize Vendors to Submit Data
<b>EHR Incentive Program Hospital eCQM Reporting</b> Denominator Declaration/QRDA File Deletion	<b>Hospital Reporting External Files</b> External Files Online Tool

**Click on 'Edit User' link**

3. On the "Select User to Edit" page:
  - Select your organization from the "Choose an Organization" menu
  - Select the User ID of the user whose role you want to edit
  - Click the "Add Selected User" button
  - Click "Edit Selected User" toward the bottom of the page.

The screenshot shows the CMS QualityNet interface for editing a user. The page title is "Select User to Edit". It features a "Choose an Organization" section with a tree view of organizations. The "Jasper Memorial Hospital - 111303" is selected, and its user list is displayed in a separate window. The user "Siddique, Reaz JASPER\_PROVIDER" is highlighted. Below the user list is an "Add Selected User" button. At the bottom of the page, there is a "Selected User" section showing "No user selected" and a list of "Edit Actions": "Edit Selected User", "Terminate Selected User", "Reset Password for Selected User", "View Selected User Summary", and "Print Registration for Selected User".

Callouts on the screenshot include:

- "Select Your Organization" pointing to the organization tree.
- "Select the User ID, Then Click on 'Add Selected User'" pointing to the user list and the "Add Selected User" button.
- "Click on 'Edit Selected User'" pointing to the "Edit Selected User" action link.

- Once you click on the “Edit Selected User” link, the system will direct you to the “User Information” page. Click the “Continue” button to go to the the “User Systems Permissions” page, where you can edit a user’s role.

Alerts (0) | Notifications (41) | Secure File Transfer | User Profile | Log Out | IFMC

CMS.gov QualityNet | Search QualityNet.org

Home | Quality Programs | My Reports | Help

Home > Quality Programs > Hospital Quality Reporting: IQR, OQR, ASCQR, IPFQR, PCHQR > User Role Management > Edit User

### User Information

\* indicates required fields

\*Organization: Jasper Memorial Hospital - 111303 [Change Organization](#)

\*Exchange groups: None [Change Exchange Groups](#)

\*Log-In ID: JASPER\_PROVIDER

\*Job Title:

\*Business E-mail:

\*First Name:  Middle Initial:

\*Last Name:

\*Address 1:  abc

Address 2:

\*City:  com \*State: MD \*ZIP Code:  21046

\*Phone:  (555) 555-5555  Ext#   Fax#

**Click on Continue Button**

[Continue](#)

Note: If you click Continue, all steps must be completed or all access will be disabled for this user.

5. Click the “Continue” button to select from the different roles available for assignment.

Alerts (0) | Notifications (41) | Secure File Transfer | User Profile | Log Out | Reaz Siddique IFMC

CMS.gov | QualityNet | Search QualityNet.org

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Home>Quality Programs>Hospital Quality Reporting: IQR, OQR, ASCQR, IPFQR, PCHQR>User Role Management>Edit User

### User System Permissions

Click on a box to grant or remove access permission for this user

- QualityNet\*
- User Registration\*

\*Notice  
Printed form for notarization required for QualityNet User Registration

Click on Continue Button

Reset | Continue

Note: All steps must be completed, or all access will be disabled for this user.

Home | CMS.gov | QualityNet | A federal government website managed by the Centers for Medicare & Medicaid Services  
7500 Security Boulevard, Baltimore, MD 21244

6. Select the relevant MU Roles. Once you have selected the roles, click the “Continue” button.

APU	APU Dashboard	<input checked="" type="checkbox"/>
BASIC ACCESS	View QNet Content	<input checked="" type="checkbox"/>
DATA ABSTRACTION	Hospital Reporting Feedback-Inpatient	<input checked="" type="checkbox"/>
	QIO Clinical Warehouse Upload	<input checked="" type="checkbox"/>
EHR	EHR Vendor Auth	<input checked="" type="checkbox"/>
FILE EXCHANGE	EHR Data Upload	<input checked="" type="checkbox"/>
	External Files Data Upload	<input checked="" type="checkbox"/>
	File Exchange and Search	<input checked="" type="checkbox"/>
	PEPPER Recipient	<input checked="" type="checkbox"/>
HCAHPS	HCAHPS Data Upload	<input checked="" type="checkbox"/>
	HCAHPS Feedback Reports	<input checked="" type="checkbox"/>
	HCAHPS Online Data Entry	<input checked="" type="checkbox"/>
	HCAHPS Report Auth Approval	<input checked="" type="checkbox"/>
	HCAHPS Vendor Auth	<input checked="" type="checkbox"/>
HOP QDRP	HOP QDRP Data Upload	<input checked="" type="checkbox"/>
	HOP QDRP OPledge Read	<input checked="" type="checkbox"/>
	HOP QDRP OPledge Update	<input checked="" type="checkbox"/>
	HOP QDRP Pop Sample Read	<input checked="" type="checkbox"/>
	HOP QDRP Pop Sample Update	<input checked="" type="checkbox"/>
	HOP QDRP Report Auth Approval	<input checked="" type="checkbox"/>
	HOP QDRP Submission Reports	<input checked="" type="checkbox"/>
	HOP QDRP Vendor Authorization	<input checked="" type="checkbox"/>
Notification Management	Hospital Reporting Feedback-Outpatient	<input checked="" type="checkbox"/>
Online Forms HR	Notification Preferences	<input checked="" type="checkbox"/>
	Online Forms Upload - Inpatient	<input checked="" type="checkbox"/>
	Online Forms Upload - Outpatient	<input checked="" type="checkbox"/>
	Online Forms View - Inpatient	<input checked="" type="checkbox"/>
	Online Forms View - Outpatient	<input checked="" type="checkbox"/>
Program Management	ICD Population Sampling Read	<input checked="" type="checkbox"/>
	ICD Population Sampling Update	<input checked="" type="checkbox"/>
	IPledge Read	<input checked="" type="checkbox"/>
	IPledge Update	<input checked="" type="checkbox"/>
	Inpatient Structural MSR, DACA Read	<input checked="" type="checkbox"/>
	Inpatient Structural MSR, DACA Update	<input checked="" type="checkbox"/>
	Inpatient Structural MSR Updt	<input checked="" type="checkbox"/>
	MU Web-Based Read	<input checked="" type="checkbox"/>
	MU Web-Based Update	<input checked="" type="checkbox"/>
	Measure Designation Read	<input checked="" type="checkbox"/>
	Measure Designation Update	<input checked="" type="checkbox"/>
	OPPS Structural MSR Read	<input checked="" type="checkbox"/>
	OPPS Structural MSR Update	<input checked="" type="checkbox"/>
Reports	EHR Feedback Reports	<input checked="" type="checkbox"/>
	EHR Report Authorization Approval	<input checked="" type="checkbox"/>
	HDC Vendor Auth	<input checked="" type="checkbox"/>
	MU Submission Reports	<input checked="" type="checkbox"/>
	Report Authorization Approval	<input checked="" type="checkbox"/>
User Registration		
USER ADMIN	OARS Approve Users	<input checked="" type="checkbox"/>
	OARS Create/Edit Users	<input checked="" type="checkbox"/>
	OARS Final Approval	<input checked="" type="checkbox"/>

Reset **Continue**

Note: All steps must be completed, or all access will be disabled for this user.

Select the MU Roles

Click on Continue Button



7. Confirm that the roles you selected have been added to the list of user permissions, then enter your Admin password and click the “Submit” button. Once this step is complete, the user’s roles will have been updated.

**Requested Application and System Permissions**

QualityNet DATA ABSTRACTION Hospital Reporting Feedback-Inpatient  
 QualityNet DATA ABSTRACTION QIO Clinical Warehouse Upload  
 QualityNet EHR EHR Vendor Auth  
 QualityNet FILE EXCHANGE EHR Data Upload  
 QualityNet FILE EXCHANGE External Files Data Upload  
 QualityNet FILE EXCHANGE File Exchange and Search  
 QualityNet FILE EXCHANGE PEPPER Recipient  
 QualityNet HCAHPS HCAHPS Data Upload  
 QualityNet HCAHPS HCAHPS Feedback Reports  
 QualityNet HCAHPS HCAHPS Online Data Entry  
 QualityNet HCAHPS HCAHPS Report Auth Approval  
 QualityNet HCAHPS HCAHPS Vendor Auth  
 QualityNet HOP QDRP HOP QDRP OPledge Read  
 QualityNet HOP QDRP HOP QDRP Pop Sample Read  
 QualityNet HOP QDRP HOP QDRP Pop Sample Update  
 QualityNet HOP QDRP HOP QDRP Report Auth Approval  
 QualityNet HOP QDRP HOP QDRP Submission Reports  
 QualityNet HOP QDRP HOP QDRP Vendor Authorization  
 QualityNet HOP QDRP Hospital Reporting Feedback-Outpatient  
 QualityNet Program Management ICD Population Sampling Update  
 QualityNet Program Management IPledge Read  
 QualityNet Program Management IPledge Update  
 QualityNet Program Management Inpatient Structural MSR DACA Read  
 QualityNet Program Management Inpatient Structural MSR DACA Update  
 QualityNet Program Management Inpatient Structural MSR Updt  
 QualityNet Program Management MU Web-Based Read  
 QualityNet Program Management MU Web-Based Update  
 QualityNet Program Management Measure Designation Read  
 QualityNet Program Management Measure Designation Update  
 QualityNet Program Management OPSS Structural MSR Update  
 QualityNet Reports EHR Feedback Reports  
 QualityNet Reports EHR Report Authorization Approval  
 QualityNet Reports HDC Vendor Auth  
 QualityNet Reports MU Submission Reports  
 QualityNet Reports Report Authorization Approval  
 User Registration USER ADMIN OARS Approve Users  
 User Registration USER ADMIN OARS Final Approval

**Complete Approval**  
 Enter your password:   
 Submit Registration:

Enter Admin Password  
 then Submit button

## For More Information

- Visit the [QualityNet Secure Portal](#) webpage
- Visit the [EHR Incentive Programs](#) website
- Follow CMS on [Twitter](#)
- Subscribe to the [EHR Incentive Programs listserv](#)
- For questions, please contact the EHR Inquiries Mailbox at [EHRinquiries@cms.hhs.gov](mailto:EHRinquiries@cms.hhs.gov)

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