



PRC NEWS RELEASE

Date: August 8, 2008
Subject: Medicare Portal Access
To: PRC Valued Client
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CMS/Medicare - ACTION REQUIRED

The Centers for Medicare & Medicaid Services (CMS) has announced a new online feature that will allow Medicare fee-for-service providers to access, update, and submit provider information over the internet and receive individual PQRI Feedback Reports. This portal is the only means of accessing summary PQRI data at the individual physician level via the Statistical and Reimbursement Report (PS&R) System.

CMS is encouraging all providers to establish access to the portal, now. The first step is to register for access through the new CMS security system known as the Individuals Authorized Access to CMS Computer Services-Provider Community (IACS-PC). You will need to carefully define security roles within your organization as you register. IACS-PC Roles are defined in "Steps to Accessing CMS Enterprise Applications for Provider Organizations, December 2007"

www.cms.hhs.gov/MLNproducts/downloads/IACSchart.pdf.

If PRC is providing PQRI or Provider Enrollment support, you must authorize PRC's Chief Technology Officer, Frank Hill, as a "Surrogate" User Group Administrator (UGA) when you register your organization. Refer to page 5 & 6, MLN Matters Article SE0753e for instructions in setting up a UGA.

<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0753.pdf>

Providers must take the following steps to access a CMS enterprise application:

- Designate who be the practice's Security Official (SO)
- The SO can register online at CMS website <https://applications.cms.hhs.gov>
- Follow these steps to complete the initial application form:
 1. Enter CMS Applications Portal
 2. Account Management (located in the blue bar)
 3. New User Registration
 4. Provider/Supplier Community
 5. Accept Terms and Conditions
 6. Choose your Role and click Next
 7. Complete the application and submit
 8. Record the 13 digit Request Number. It is required to complete the process, later.

After the SO's application has been reviewed by the CMS External User Services



(EUS) Helpdesk, the SO will receive an email requesting IRS documents to enable CMS to verify the application (CP575, 147C letter, etc.) These documents are described in the application and must be mailed or emailed to CMS. The 13 digit Request Number obtained , above must be written at the top of each document. *Faxes, W-9's and any handwritten forms are NOT accepted.* The SO will receive an approval from the helpdesk. The Backup Security Official (BSO) will then follow the same online steps to complete an application but choosing their own role. A notice will be sent to the SO requesting access for the BSO. Once this infrastructure has been established, PRC will request access as Surrogate User Group UGA. The SO or BSO will receive a request from CMS to approve PRC's Surrogate User Group UGA. PRC will not be granted access to the portal without this approval. Contact your PRC Client Representative once you have registered your practice's SO and BSO.

Further information regarding the IACS-PC process can be obtained online at:
<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0754.pdf>
<http://www.cms.hhs.gov/MLNMattersArticles/downloads/SE0747.pdf>

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