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1 **INTRODUCTION**

This document provides a brief overview of the process of signing up practices with the QOPI® Reporting Registry, a Qualified Clinical Data Registry (QCDR) for MIPS reporting, brought to you by ASCO and ASTRO.

The document summarizes the registry sign up process via the sign up portal, including the creation of login credentials for new practices and completion of the sign up milestones for all practices.

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 Step</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>Button</td>
<td>Description</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Next</td>
<td>Allows advancement to next milestone page</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, feel free to contact us at ascocams@figmd.com or qopi@asco.org

### 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 Sign up
1. Click New Sign up
2. Select Member Type (ASCO/ASTRO)
3. Enter and confirm Member ID
4. Enter Captcha
5. Check Terms of Use check box
6. Click Proceed
7. You are navigated to the Welcome Screen with two tabs.
   a. Basic Demographics
   b. Primary Contacts
      i. PHC
      ii. PRA
8. Complete information and click Submit
9. The Primary Contact will receive
   • Sign Up Confirmation Email
10. QOPI® receives a notification of your pending approval. Once approved by QOPI® Staff, you will receive
   • Email containing login credentials & sign up portal link
11. Set your password
12. Login to sign up portal with new credentials to complete sign up.

Existing User
1. Enter the login credentials that were created when you first signed up for the sign up portal or QOPI.
2. Agree to the Terms of Use
3. Click the Login button

Reset Password
Use this link to retrieve a forgotten password
1. Enter your username in the Username field
2. Click the Reset Password button, a reset window is opened
3. Enter your registered email address
4. Click the Send Recovery Email button
5. Check your inbox for the email containing the reset password link

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

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

Agreement Signing Process
1. To go to the signature block, click the blue digit (indicates total required signatures) located at the top right of the PDF
2. Click the “Click here to sign” field
3. Type/draw your signature, click apply
4. Read Terms of Use and Consumer Disclosure
5. Click “Click to sign”
6. Thank you message is displayed and you can download a copy of signed agreement

Payment
1. Enter your credit/debit card details
2. Enter your Email Address
3. Click Pay button
4. Payment receipt is displayed on the screen. You will also receive a receipt via email.
5. Click the Finish Button
6. You will receive a Welcome Email confirming your completed sign up with 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 QOPI user, you can login to the portal using your existing credentials.

- **Login Credentials** - Enter the login credentials that were provided when you first signed up for QOPI or the QOPI Reporting Registry. (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 the **Login** button to access 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

Enter your username, then 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.
5.2 NEW SIGNUP

If your practice has never used QOPI or the QOPI Reporting Registry, you will need to register your practice first with QOPI to obtain sign in credentials. Follow the steps below.

5.2.1 DETAILED STEPS

To create a new practice account:

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 enter the remaining details
   - ASCO – If selected, you need to enter a valid ASCO Member ID and enter remaining details

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

4) Check Terms of Use checkbox.
5) Click 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(s) 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 window with fields filled for Practice Name, Address, Address (2), Country, State or Province, and Contact with Proceed to Primary Contacts button highlighted.]

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 workflow 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) window with fields for Name, Address, Address (2), Country, State or Province, Timezone, Contact, Email Address, and Confirm Email Address with Proceed to Program Administrator (PRA) button highlighted.]

Figure 5: Primary Contacts (PHC)
8) This displays the **QOPI Program Administrator (PRA)** tab.

A) If the details for PRA are the same as that for the PHC, you can check the *Same as PHC* checkbox.
   - The details will be auto-populated in the corresponding fields.
   - If the PRA is a separate contact, please enter the contact information manually.

9) Click 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 practice approval.

![Welcome Email](image)

**Figure 9: Welcome Email**

Once 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)
  - Set your password by using the appropriate link, then use your username and password to login 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.

![Milestones](image)

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

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.

Figure 10: 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.
6.1.1 PRACTICE ADMIN CONTACT

The new user created is the default Practice Admin contact, however 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.

![Figure 11: Add New Admin Contact](image1)

![Figure 12: Practice Admin Contact](image2)

**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.
6.1.1.3 DELETE PRACTICE ADMIN CONTACT

To delete an existing admin contact, click on the Delete icon in 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.

![Provider Information Table]

Figure 13: Provider Information

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 agreements.
6.2.1 ADD NEW PROVIDER

To add a new provider,

1. Click on the Add New Provider button which 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. A field to the right appears for you to enter Other provider or speciality type.

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

![Figure 14: Add New Provider](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 in the provider record. You will be asked to confirm the deletion.

![Figure 15: Provider Information](image)
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 site. 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)

**Note:** If participating in System Integration with a cloud-based EHR, please contact ascocams@figmd.com to confirm we are able to work with your EHR before completing sign up.

If you are participating in the Web Interface Tool, you can proceed to the Agreements milestone without filling out the following sections.

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’s IT system
- 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 Data Base System (RDBS) is not listed here, select the **Other** option. A free text field is enabled where you can 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 provided.

**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 sign the required legal agreements to participate in the QOPI® Reporting Registry. 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](image)

**Figure 18: Sign Agreement**

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
Follow the Signing Process described below to complete the Sign Up Process. Click the Refresh button (mandatory step) to update the status in the table once the document has been signed.

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 entered email address with a link to open the agreement and sign it.

Click the link provided in the email and follow the **Signing Process** to complete the sign up process.

Click on **Refresh** button *(mandatory step)* to update the status.
After successful signing of the agreement, an email is sent to the registered email address stating that the appropriate 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:** In 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 the blue digit to the top right of the screen.

**Figure 25: Agreement PDF**

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 **Apply**.

The signature will be embedded within the document.

![Figure 27: Apply](image)

5. Click the **Click to Sign** button to accept the **Terms of Use** and **Consumer Disclosure** of the document.

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

This completes the signing procedure. A **Thank you** message will be displayed on the screen.

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

Clicking the Select Agreement button displays the option which allows you to select the appropriate agreement from the Select Agreement Type drop down.

![Figure 30: Select Agreement Button](image)

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.

After selecting an agreement to re-sign, a message will appear warning you that agreeing to re-sig the agreement will void previously signed versions of this agreement. The earlier signed agreement will be voided and struck out in the Agreement Table.

![Figure 31: Select Agreement Type](image)

![Figure 32: Agreement Table](image)
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 payment.
  B. **Credit/Debit Card Information** – This section captures the Credit/Debit Card Details of the card used for the transaction.

![Payment Details Table](image)

**Figure 33: Payment**

6.5.1 STEPS TO MAKE THE PAYMENTS

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

2) Enter a valid your email address (payment receipt will be sent to this address).

3) Click the **Pay** button to proceed with the payment.

*Note*- Pay Button will display the total amount payable.
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 the provided email address.

4) Click the Finish button located near the bottom-right of the Payment Details page, to successfully complete the sign up process.

A Thank You message will be displayed notifying you that you have completed sign up for the QOPI Reporting Registry.
Simultaneously, a **Welcome** email containing your Practice ID assigned by FIGmd along with FIGmd Support contact details, will be sent to your email address.

![Welcome Email](image)

**Figure 38: Welcome Email**

**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.

![Payment Transactions](image)

**Figure 39: Payment Transactions**

- 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.
The payment receipt can be downloaded by clicking on the Download icon in the Payment History table.

**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 sign up.

  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 entered at one time 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.

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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)
- By Email - [qopi@asco.org](mailto:qopi@asco.org)