

Instructions for PQRI Qualification with the NCQA BPRP Program
(*Bolded instructions are specific to the PQRI qualification requirements*)

1. Order Program Materials (if you currently have materials go to #2)

Request Free Back Pain Recognition Program (BPRP) Materials

These materials include general information about the program. To request, visit www.ncqa.org/publications or call NCQA Customer Support at (888) 275-7585.

After placing your order, you will receive two e-mails from publications@ncqa.org. One confirms your order and one includes a user name, password and a link where you can download the materials. *NOTE: Please keep this e-mail for your records.*

Purchase the BPRP Data Collection Tool (DCT)

The data collection tool (DCT) is a web-enabled tool that allows you to collect and submit your data for evaluation. The DCT costs \$80 and the purchase includes the *BPRP Requirements* and the instructions needed to apply for the Recognition program **and the PQRI program**. *NOTE: A "clinician group" with more than one medical office location (practice site) may purchase only one (1) DCT. **Multiple clinicians MAY NOT use the 9 or more clinicians protocol if the clinicians are also applying for PQRI. Qualification for PQRI is by individual only.*** To purchase the DCT, visit www.ncqa.org/publications or call NCQA Customer Support at (888) 275-7585. *NOTE: The purchase is non-refundable.*

After placing your order to purchase, you will receive two e-mails from publications@ncqa.org. One confirms your purchase and one includes a user name, password and a link where you can access all of the materials needed for the program. *NOTE: Please keep this e-mail for your records.*

2. Prepare to Apply

Set a submittal date

If your practice or another organization has set a deadline for achieving Recognition, then plan to submit all application materials at least one month prior to the deadline. This early submittal provides a buffer if NCQA has questions or if you need to provide additional information to complete your application. *DISCLAIMER: As an independent review organization, NCQA is not responsible for an applicant meeting or not meeting a deadline set by another organization for any purpose. **The deadline for submitting data to NCQA for PQRI qualification for the 2010 reporting period is December 31, 2010!***

3. Complete the Application Process

The Agreements

To comply with HIPAA¹, review and sign two copies of the BPRP Agreement and accompanying Business Associate Addendum (BAA). NCQA will countersign and return one copy to you for your records. *Only one BAA is required per organization.*

The Applicant Information

Complete the site and applicant information electronically. This information is required for NCQA to process the BPRP/PQRI submission.

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The Data Collection Tool (DCT)	Identify the applicant's patient sample ¹ , enter data in the DCT and evaluate performance. The DCT automatically provides a preliminary score and lets you know if the applicant meets the BPRP requirements. For BPRP Recognition, individual clinicians must report on 35 eligible patients. To qualify for PQRI submission, you must enter at least 30 eligible patients. The data for the measures must be reported for each eligible patient. The reporting period is 2010; therefore, all eligible patients must have an initial visit in 2010. At least 2 of the patients for which data is reported must be Medicare Fee For Service (FFS) patients. Continue selecting patients until these requirements are met.
The Authorization and Clinician Data Form	Complete the authorization form to allow NCQA to transmit your reported data to CMS. You must include your NPI (National Provider Identifier) and your practice TIN (Tax Identification Number). Each clinician must complete an authorization form if they wish to qualify for PQRI.
Patient Log	For PQRI qualification, you <u>must</u> submit a patient log and include identification of all Medicare FFS patients. The log must show all patients you evaluated to identify the 30 eligible patients.
Application Fees	For clinicians applying for Recognition in the BPRP, use the pricing and examples in Exhibit B of the BPRP Agreement to determine your application fee. If paying via check, make payable to NCQA. If paying by credit card, complete the credit card payment form. There is no additional fee for your data to be submitted for PQRI. For clinicians who are already BPRP recognized and resubmitting 2010 PQRI data only, the submission fee will be \$150 per clinician.

4. Submit Data Collection Tools and Applicant Information

Mail signed agreements	Electronically submit one or more BPRP/PQRI DCTs. Mail two (2) signed copies of the BPRP Agreement and fees to: NCQA, 1100 13 th Street, NW, Suite 1000, Washington, DC 20005, Attention: BPRP. We recommend getting a tracking number and receipt of delivery. <i>NOTE: Application fees are non-refundable.</i>
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5. Receive Recognition Decision

NCQA Review	NCQA evaluates your application materials and DCT. If complete, NCQA makes a Recognition decision within 30-60 days. If your score meets the criteria to achieve recognition, your name is posted to the NCQA Recognition Directory as a Recognized clinician. You will be forwarded a Recognition packet in the mail.
PQRI Submission	Applicants who have submitted an authorization and the required 30 patients with at least 2 Medicare FFS patients to qualify them for PQRI will have their data submitted to CMS by NCQA. Please

¹ The patient sample must be identified using the BPRP patient sampling methodology.

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visit the CMS PQRI Web site at <http://www.cms.hhs.gov/pqri/> for information and timing of payments.