

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

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

Request Free  
Diabetes  
Recognition  
Program (DRP)  
Materials

These materials include general information about the program. To request, visit [www.ncqa.org/publications](http://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](mailto: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 DRP  
Package [includes  
the DRP Data  
Collection Tool  
(DCT)]

The data collection tool (DCT) is a web-based tool that enables you to collect and submit your data for evaluation. The DCT costs \$80 and the purchase includes the *DRP 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 providing each practice site is bound by the same Business Associate Agreement. **Multiple clinicians MAY NOT submit data as a group if the clinicians are also applying for PQRI. Qualification for PQRI is by individual only.*** To purchase the DCT, visit [www.ncqa.org/publications](http://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](mailto: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 HIPAA<sup>1</sup>, review and electronically sign the Business Associate Agreement (BAA) which is included in the DCT. *NOTE: You will not be able to enter any patient level data into the DCT until the BAA is signed. **Only one BAA is required per organization.***

Review and sign two copies of the Diabetes Recognition Review Agreement. NCQA will countersign and return one copy to you for your

<sup>1</sup> "HIPAA" stands for the "Health Insurance Portability and Accountability Act."

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	records.
The Applicant Information	Complete the site and applicant information electronically. This information is required for NCQA to process the DRP/PQRI submission.
The Data Collection Tool (DCT)	Identify the applicant's patient sample <sup>2</sup> , enter data in the DCT and evaluate performance. The DCT automatically provides a preliminary score and lets you know if the applicant meets the DRP requirements. For DRP Recognition, individual clinicians must report on 25 eligible patients.  <b>To qualify for PQRI submission, you must enter at least 30 eligible patients to qualify for PQRI submission. The data for the measures must be reported for each eligible patient. The reporting period is 2010; therefore, all eligible patients must have been seen 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.</b>
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	<b>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.</b>
Application Fees	For clinicians applying for Recognition in the DRP, use the pricing and examples in Exhibit A of the Diabetes Recognition Review 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. <b>There is no additional fee for your data to be submitted for PQRI.</b>  <b>For clinicians who are already DRP recognized and resubmitting 2010 PQRI data only, the submission fee will be \$150 per clinician.</b>

### 4. Submit Data Collection Tools and Applicant Information

Mail completed agreement to NCQA	Electronically submit one or more DRP/PQRI DCTs. Mail the signed copies of the Recognition Review Agreement and fees to: NCQA 1100 13 <sup>th</sup> Street, NW, Suite 1000, Washington, DC 20005, Attention DRP. 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 clinician directory as a Recognized clinician. You will be
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<sup>2</sup> The patient sample must be identified using the DRP patient sampling methodology.

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