

Instructions for PQRI Qualification with the NCQA DRP Program
(For Applicants using the DRP Excel Workbook)
(Bolded instructions are specific to the PQRI qualification requirements)

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

Request Free DRP Application Materials

These materials include an application and 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 application materials. *NOTE: Please keep this e-mail for your records.*

Purchase the DRP Workbook

The data collection tool is a Microsoft Excel® 2000 workbook that enables you to collect and submit your data for evaluation. The Workbook costs \$80 and the purchase includes the *DRP Standards and Guidelines* and the application materials needed to apply for the Recognition program **and the PQRI program**. *NOTE: A "clinician group" with more than one medical office location (practice site) purchases only one (1) Workbook. The clinician group, for no additional fee, may make copies of the original Workbook for each of the clinicians seeking recognition at any of the practice sites. **Multiple clinicians may not submit data on the same Workbook if the clinicians are also applying for PQRI.*** To purchase, visit www.ncqa.org/publications or call NCQA Customer Support at (888) 275-7585. *NOTE: The purchase is non-refundable and the current workbook will no longer be available after June 30, 2009.*

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 download all of the materials needed to apply for the program. *NOTE: Please keep this e-mail for your records.*

2. Prepare to Apply

Get organized

Create a folder in your computer's local hard drive where you can save your DRP Workbook(s), Agreement(s), Application Form(s) and other DRP documents. Also, establish a file or binder to keep hard copy documents.

Please keep a backup copy (i.e., a blank copy) of the Workbook and application form and enter your data in a second working copy. Name each working copy with the clinician's name.

Set a submittal date

If your practice or another organization has set a deadline for achieving Recognition, then plan to send all application materials at least two months 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 2009 reporting period is January 31, 2010!***

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3. Complete the Application Materials

The Agreement	Review and sign two copies of the DRP Agreement and accompanying Business Associate Addendum (to comply with HIPAA ¹). NCQA will countersign and return one copy to you for your records.
The Application	Complete the application form electronically. The form requests information about the practice and the clinician applicant(s) that NCQA needs in order to process the DRP application.
The Release Form	Complete the release form to allow NCQA to transmit your reported data to CMS. You <u>must</u> include your NPI (National Provider Identifier) and your practice TIN (Tax Identification Number). <u>Each</u> clinician must complete a release form if they wish to qualify for PQRI.
The Workbook	Identify the applicant's patient sample ² , enter data in the Workbook and evaluate performance. The Workbook automatically provides a preliminary score and lets you know if the applicant meets the DRP requirements. <i>Remember to save your work every time you enter data into the Workbook.</i> You must enter at least 30 consecutive eligible patients to qualify for PQRI submission. The data for the measures must be reported for each eligible patient. The reporting period is 2009. At least 2 of the patients for which data is reported must be Medicare Fee For Service (FFS) patients. Continue selecting patients until this requirement is met.
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 consecutive eligible patients.
Application Fees:	For clinicians applying for the DRP, use the pricing and examples in Exhibit B of the DRP 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 DRP recognized and resubmitting 2009 PQRI data only, the submission fee will be \$150 per clinician.

4. Prepare to Submit Application Materials

Save your electronic documents	Save (burn) the completed Workbook and completed Application Form on a CD. Remember to also keep a copy for your records. Label the CD using a felt tip pen or CD label. On the label, include the following information: applicant name, phone number and recognition program.
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¹ "HIPAA" stands for the "Health Insurance Portability and Accountability Act."

² The patient sample must be identified using the DRP patient sampling methodology.

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5. Submit Application Materials

Mail completed application materials to NCQA

Use the checklist on the first page of the application to ensure that you submit all of the required documents. Mail the CD, application, signed copies of the Agreement and fees to: NCQA, 1100 13th Street, NW, Suite 1000, Washington, DC 20005, Attention: DRP. We recommend getting a tracking number and receipt of delivery. *NOTE: Application fees are non-refundable.*

6. Receive Recognition Decision

NCQA Review

NCQA evaluates your application materials and Workbook. 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 receive a Recognition packet in the mail.

PQRI Submission

Applicants who have submitted a release 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 site at <http://www.cms.hhs.gov/pqri/> for information and timing of payments.