



NCQA PCSP Recognition Enrollment Checklist

When you enroll in the NCQA Patient-Centered Specialty Practice (PCSP) Recognition program using Q-PASS, you have already begun transforming your practice and are ready to schedule check-ins. You will need to provide the following information:

■ Information about the organization.

- Name of the legal entity.
- Organization address.
- Primary and secondary contact name and email address at the organization.
- Organization representative with legal authority to sign business agreements with NCQA.
- Organization tax ID number.

■ Information about the practice.

- Address of all practice locations.
- List of specialties.
 - All specialties at each practice location that pursue Recognition will create their own evaluation. All clinicians within specialties pursuing Recognition at the practice location must pursue Recognition together.
 - Please contact NCQA via [My.NCQA.org](https://www.ncqa.org) if you (1) are a practice location that has multiple specialties practicing together to provide care for and treat a single condition (e.g., cancer, HIV, obesity, transplant), (2) do not see your specialty listed in Q-PASS or (3) have any questions prior to enrollment.
- Each practice site's NPI (required).
- Each practice site's tax ID number.
- Clinician information for all eligible clinicians at each practice (including full name, date of birth, specialty, board certification, NPI).
 - Practices add clinicians for each unique specialty under the corresponding specialty-specific evaluation.

■ How fees will be paid (credit card or check).

Questions?

Submit them through [My.NCQA.org](https://www.ncqa.org) and an NCQA representative will be in touch.