

Who is this guide for?

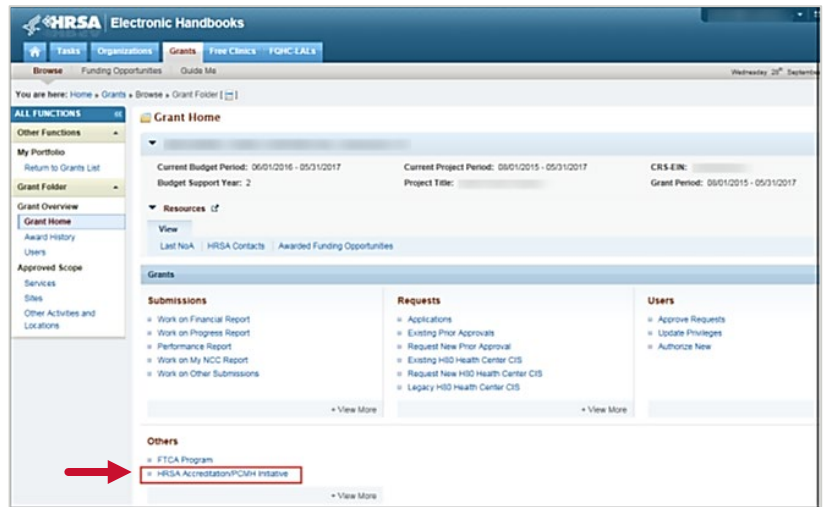
Anyone from a HRSA Health Center who will be managing a Patient-Centered Medical Home (PCMH) Recognition and using Q-PASS.

What do I need to do?

Before starting the PCMH Recognition process in Q-PASS, you'll need to identify your health center's grant number (HRSA-H code) and BPHC Site ID.

Where do I find my codes?

Your most recent Notice of Intent (NOI) will include the codes. Access your NOI through the Electronic Handbook (EHB).

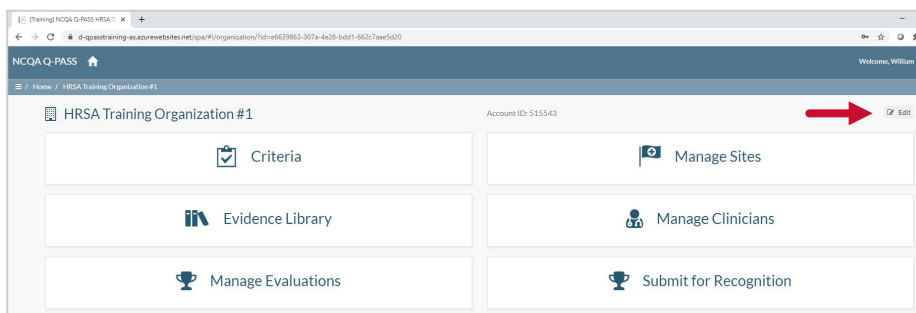


I've found my codes. What do I need to do with them?

Once you've located the appropriate codes, you'll need to add them to your Q-PASS account.

ADDING HRSA CODES TO Q-PASS

1. [Log into Q-PASS.](#)
2. On your Organization Dashboard, click **Edit** at the top of the page.



➤ Adding HRSA Codes to Q-PASS

3. Confirm the HRSA-H code is entered in the correct field and matches your EHB NOI entry. If not, enter or update the number and click **Submit for Approval**.

Codes must begin with H80 followed by exactly 7 uppercase alphanumeric characters.

Organization Legal Name *required

Street Address *required

City *required State *required Zip *required

Telephone *required Ext Tax ID Number

HRSA grantee organizations only: enter your HRSA H code below (e.g. HB0CSXXXXX)

H80

Primary Contact Secondary Contact

Production Customer Set contact Set contact

Cancel Submit for Approval

4. Next, navigate back to your Organization Dashboard and click **Manage Sites**.

HRSA Training Organization #1 Account ID: 515543

Criteria Manage Sites Evidence Library Manage Clinicians Manage Evaluations Submit for Recognition

5. Click **Edit** next to any site.

Practice sites Back to dashboard Import sites New site

Organization: HRSA Training Organization #1 Account: 515543

If you have practice sites that are currently or previously NCCA recognized, they should be listed below. If you do not see your practice site(s) below, please contact NCCA Customer Support at (888) 275-7585, Monday - Friday between 8:30 am and 5:00 pm ET. Ask a Question for immediate assistance. Please do not recreate your practice sites.

Site A - 26500 NORTHWESTERN HWY, SOUTHFIELD Michigan

Contact: William Tulloch NPI: 1811023898 Account ID: 515544 Edit

Program	Enrolled	Status	Recognized on	Reporting Date	Anniversary Date
PCMH	08/26/2020	Transforming: Ready			
PCMH-BH		Transforming: Payment due			

6. Confirm the BPHC Site ID is entered and correct. If the field is blank, enter your site ID. Click **Save**.

Site IDs must start with BPS-H80- followed by 6 digits.

Lookup My NPI NPI Number *required

Name Practice site name

Street Address *required

City *required State *required Zip *required

Telephone *required Extension Tax ID number

Tax ID Number Incentive payments received may be dependent on accurate Tax ID data. If an accurate Tax ID is not provided or the field is left blank, disruption of incentives by a state or third party payor may result.

This organization has provided a HRSA-H code. To get HRSA support for this site, you must enter your BPHC site ID below (e.g. BPS-H80-XXXXXX).

BPS-H80- This site does not have a BPHC site code (or is a "look-a-like" center). I acknowledge that this site will not receive HRSA support.

Save