



Getting Started or Re-Started in Q-PASS HRSA Sponsored Health Centers Office Hours

July 7, 2021: 2:00 pm Eastern

Agenda

- Welcome and Introductions
- Understanding Current Status of Practice Site
- Using HRSA Discount Code to Enroll in Q-PASS
- Q&A

Current Status of Practice Site

How you enroll in Q-PASS depends on your status



HRSA's support allows your health center to enroll in the PCMH Recognition program at no cost

First Time Q-Pass Enrollment for Transforming Review

Is your practice beginning the transforming process?

First Time Annual Reporting After a Transforming Review

Did your practice go through the transformation process last year?

Second, Third, Fourth, etc. Year Submitting Annual Reporting

Are you doing annual reporting for at least the second time?

Apply HRSA Discount Code During Q-Pass Enrollment

There are two ways to apply the HRSA discount code based on your current status

First Time Q-Pass Enrollment for Transforming Review

First Time Annual Reporting After a Transforming Review

Q-Pass enrollment process is the same for sites who are in the transforming process or in annual review for the first time

Second, Third, Fourth, etc. Year Submitting Annual Reporting

Q-Pass enrollment process for sites that have already undergone annual reporting at least once have an abbreviated process for applying the HRSA discount codes in Q-PASS

First Time – Transforming and Annual Review

What and when will NCQA communication with Health Center's Practice Sites?



HRSA Discount Code: There should be no payment due if you entered the HRSA discount code.

NCQA Communication

- **NEW:** NCQA emails **contacts on Notice of Intent (NOI)** to let them know we received approval of health center's practice(s) NOI (1-2 days after NCQA receives approval of NOI)
- NCQA emails **contacts on NOI** with information on the HRSA Discount Code (2-4 weeks after NCQA receives approval of NOI)

First Time – Transforming and Annual Review

Applying the HRSA Discount Code During Q-PASS Enrollment

First Time Q-Pass Enrollment for Transforming Review

First Time Annual Reporting After a Transforming Review

1. Click Apply Discount and enter the code in the field. Click Apply Discount Now. Once the code is entered, you will receive a message that the code is pending approval. Discount codes are generally approved within 5–7 business days (and often sooner).
2. Once the discount code is approved, click Create Invoice.
3. Your order number displays; this is your invoice number. Click the order number to complete the transaction. **There should be no payment due if you entered the HRSA discount code.**
4. A screen displays with your enrollment information. Click Complete Enrollment.
5. You will receive an email with information about your NCQA Representative and next steps in earning NCQA PCMH Recognition. Your NCQA representative will contact you to set up your kick-off call if this is a first-time enrollment.

Second, Third, Fourth, etc. Year Submitting Annual Reporting

What and when will NCQA communicate with Health Center's Practice Sites?



HRSA Discount Code: There should be no payment due if you entered the HRSA discount code.

NCQA Communication

- **NEW:** NCQA emails **contacts on Notice of Intent (NOI)** to let them know we received approval of health center's practice(s) NOI (1-2 days after NCQA receives approval of NOI)
- NCQA emails **contacts in the Q-PASS account** to let them know that your health center's practice site(s) HRSA Discount Code is now pre-approved (2-4 weeks after NCQA receives approval of NOI)

Second, Third, Fourth, etc. Year Submitting Annual Reporting

Applying the HRSA Discount Code During Q-PASS Enrollment

Second, Third, Fourth, etc. Year Submitting Annual Reporting

1. Click Create Invoice. If you do not have the option to Create Invoice or if there is an alert that approval is still needed, please contact your Representative.
2. Your order number displays; this is your invoice number. Click the order number to complete the transaction. **There should be no payment due if you entered the HRSA discount code.**

Resources

- [Click here](#) for step-by-step guides on navigating Q-PASS
- [Click here](#) to learn how to add your HRSA code to Q-PASS
- Question not answered? Ask an expert during a live [Q-PASS Q&A session](#)