

Access Certificates in Q-PASS

STEP 1

Go to qpass.ncqa.org

From the Organization Dashboard, select Manage Evaluations.

NCQ	A Q-PASS 🏠	
≡⁄⊦	Iome / Q PASS Testing Organization	
	Q-PASS Testing Organization	Account ID: 700276
	宁 Criteria	Manage Sites
	Evidence Library	🛃 Manage Clinicians
	P Manage Evaluations	Submit for Recognition

STEP 2

Next to the name of the practice site, click the icon on the to your computer and print.



Annual Reporting									
Site	Program	Enrollment date	Status	Status date	Reporting date	Anniversary date		Certificate	
Demo Site 1	РСМН	Oct 10, 2023	Ready	Oct 11, 2023	Sep 11, 2024	Oct 11, 2024			ノ



STEP 3

To save/print the certificate, click the **printer icon** in the top right corner.

map-staget_ / nequestificates	🗈 Q 😝 Open on desktop 🚥		Print	1 page
	••	CONTROL OF THE OWNER	Destination	Save as PDF 👻
(04/1)		Allies Christo	Pages	Al 👻
NCCA 2		Certificate of Recognition	Pages per sheet	1 *
Certificate of Recognition National Committee for Quality Assurance commends		Q-PASS Testing Site 1 Recognized on Achievement of Recognition for Delivering Hish-Quality, Patient-Centered Care		
CFASS Testing Site 1 Recognized on Achievement of Recognition for Delivering High-Quality, Patient-Centered Care		Recognition Date: October 11, 2023 Anniversary Date: October 11, 2024		
Recognition Date: October 11, 2023 Anniversary Date: October 11, 2024		Manadria qualty Instructing qualty Instruction		
Menoring heading		Margare E.C.		
Mergani Fig.				
				Save Cancel

Select the Destination as **Save as PDF** to download the certificate to your computer or change the destination to the appropriate printer connected to your device. Select the **Save** or **Print** button.



Update Certificate Name

If you would like the name displayed on the certificate to differ from the practice site name, navigate from the organization dashboard to **Manage Sites**.

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≡ / H	ome / Q-PASS Testing Organization			
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	Evidence Library	🖁 Manage Clinicians		
	Manage Evaluations	Submit for Recognition		

STEP 2

STEP 1

Select the **Edit** button next to the practice site name.

Cr Edit

STEP 3

Under the Site Name, view the field labeled Certificate Name. Update to the preferred certificate name.

Lookup My NPI 1609989748	
Site Name	
Demo Site 1	
Certificate Name 0 Use site name	Cancel 🖪 Save
Q-PASS Testing Site 1	

Select **Save** at the bottom of the screen. Return to **Manage Evaluations** and open the certificate to ensure it has updated to reflect changes.