

DRP / HSRP

Instructions for Electronic Payment and Submission of Data Collection Tools (DCTs)

DRP and HSRP DCTs cannot be submitted to NCQA until the following conditions are met:

- All legal documents have been signed.
- DCT abstraction issues have been corrected.
- Application fees have been paid.

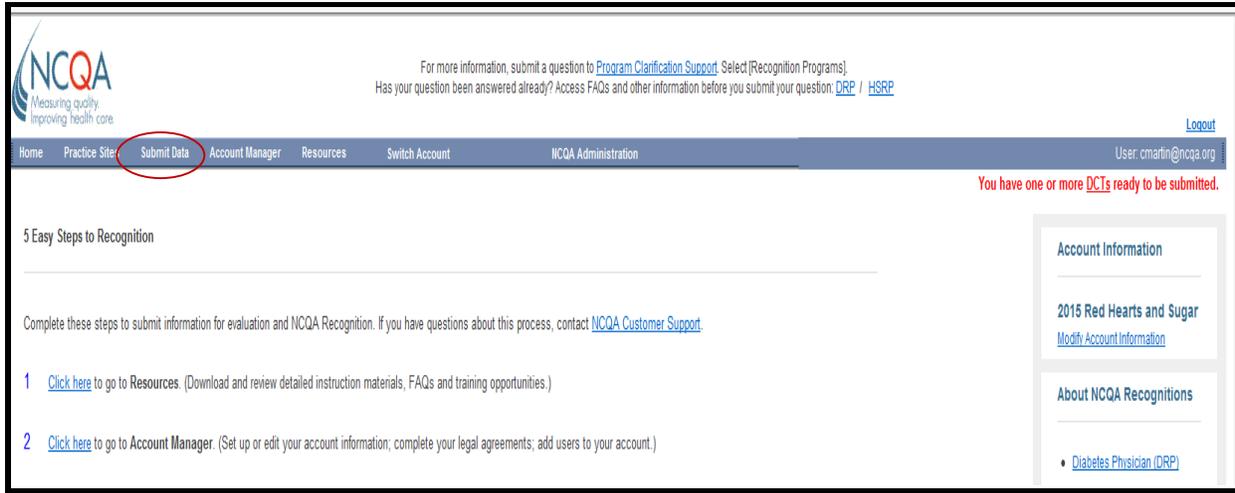
1. Login to NCQA's Clinical (DRP and HSRP) Portal at: <https://recognitionportal.ncqa.org>

The screenshot shows the login page for the NCQA Clinical (DRP and HSRP) Portal. The page features the NCQA logo at the top left. The main heading is "Welcome to NCQA's Clinical (DRP and HSRP) Portal." Below this, there are two input fields: "User Name:" and "Password:". The "Password:" field is circled in red. To the right of the "Password:" field is a link that says "Forgot your password?". Below the input fields is a "Login" button. On the right side of the page, there is a "Welcome to the NCQA Recognition Portal!" message with an "Important!!" section containing three bullet points. At the bottom of the page, there are two circular logos for "DIABETES NCQA RECOGNITION" and "HEART/STROKE NCQA RECOGNITION".

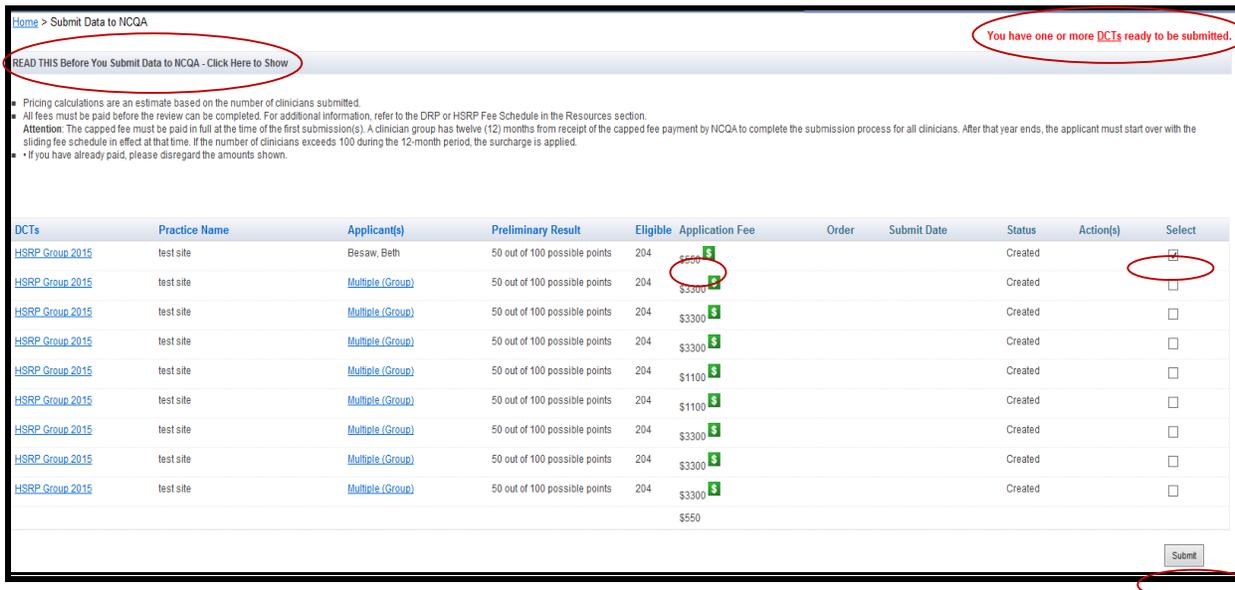
2. Agree to the license Agreement and Select Submit.

The screenshot shows the "License Agreement" page on the NCQA portal. The page features the NCQA logo at the top left. The main heading is "License Agreement". Below this, there is a scrollable text area containing the following text: "IMPORTANT PLEASE READ CAREFULLY This ASP Software License Agreement along with all materials referenced herein ("Agreement") is a legal agreement between an entity ("User") and The National Committee for Quality Assurance ("NCQA") permitting User to access and use, subject to the terms of this Agreement, (i) NCQA's software identified on the license agreement page, and accompanying documentation provided electronically ("Software") and (ii) services relating to User's access and use of the Software, including the provision of a web site, content therein and hardware and software relating thereto ("Services"). USER MUST READ THIS AGREEMENT CAREFULLY BEFORE INDICATING ACCEPTANCE AT THE END BY CLICKING THE "I ACCEPT" BUTTON. IF USER DOES NOT AGREE TO ANY OF THE TERMS OF THIS AGREEMENT, CLICK ON THE "I DO NOT ACCEPT" BUTTON AT THE END OF THIS AGREEMENT AND USER WILL NOT BE PERMITTED TO ACCESS AND USE THE SOFTWARE AND SERVICES. INSTEAD, PLEASE CONTACT NCQA TO DETERMINE WHETHER THE SOFTWARE AND SERVICES MAY BE PURCHASED OR RECEIVED BY NON-". Below the text area, there are two radio buttons: "I agree" (which is selected and circled in red) and "I disagree". Below the radio buttons is a "Submit" button.

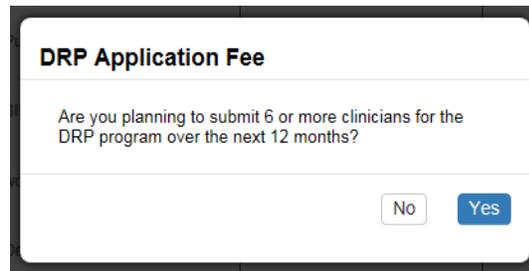
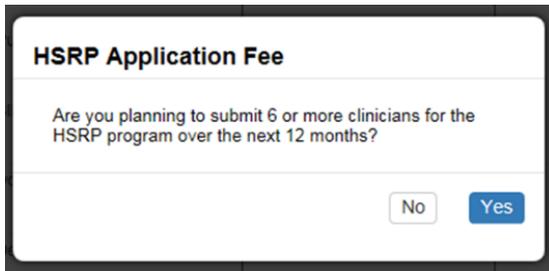
3. Select the appropriate account, if you have more than one account.
 - NOTE- if you have more than one account, select the appropriate account then follow step 4.
4. Click Submit Data on the Blue Navigation Bar.



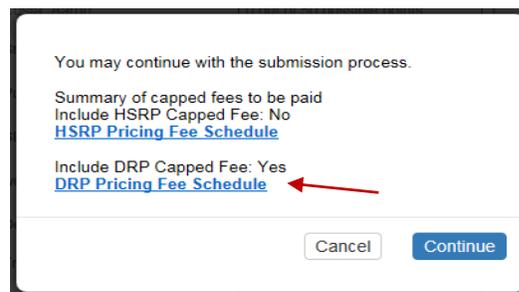
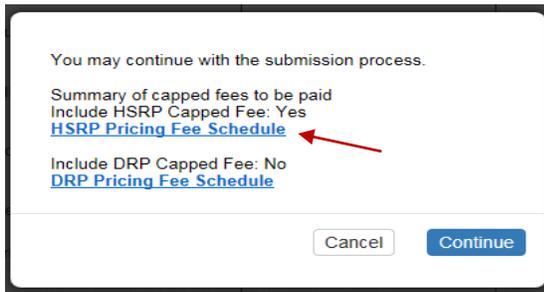
5. The Submit Data page will display a red alert at the top of the screen – “You have one or more DCTs ready to be submitted.”
 - Review the instructions for submitting data.
 - Identify the DCT that you wish to submit.
 - Click the corresponding checkbox in the **Select** column.
 - Click **Submit** to activate the Pay/Submit process.
 - **Tip:** To display the pricing for each DCT, place your cursor over the dollar sign icon in the Application Fee column.



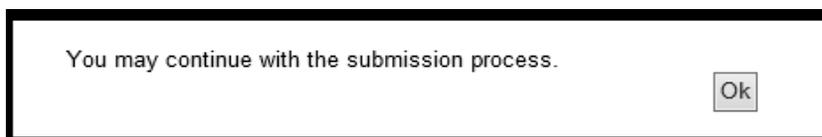
6. The following screen alert appears asking – “Are you planning to submit 6 or more clinicians for the (HSRP or DRP) program over the next 12 months?”



- Respond Yes, if you are planning to submit 6 or more clinicians over the next 12 months. A Yes response will generate the following DRP or HSRP screen alert that summarizes the capped fees to be paid.
- Verify the alert dialogue and click Continue to proceed.
 - **Tip:** The capped fee must be paid in full at the time of the first submission(s).



- Respond No, if you are not planning to submit 6 or more clinicians over the next 12 months. A No response will generate the following screen alert stating “You may continue with the submission process.”
- **Click OK** to continue with the submission process.



7. A screen alert stating “Processing Order” will appear.
8. After the order has been processed, the Submit Data page will display a green alert at the top of the screen, “An order has been created for your application(s). Please click on pay to pay for your order. Once the order has been paid your applications will automatically be submitted.”
9. Locate the corresponding order and click the Pay link under the Actions column to continue with the process.

The screenshot shows the NCQA 'Submit Data to NCOA' page. At the top, there is a navigation bar with links like Home, Practice Sites, Submit Data, Account Manager, Resources, Switch Account, and NCQA Administration. A red alert at the top right says 'You have one or more DCTs ready to be submitted.' Below this, a green alert is circled in red, stating: 'An order has been created for your application(s). Please click on pay to pay for your order. Once the order has been paid your applications will automatically be submitted.' Below the alert is a table of DCTs with columns: DCTs, Practice Name, Applicant(s), Preliminary Result, Eligible, Application Fee, Order, Submit Date, Status, Action(s), and Select. The first row shows 'HSRP Group 2015' for 'test site' with applicant 'Besaw, Beth', 50 out of 100 possible points, 204 eligible, a \$3300 application fee, and an order ID of '105393' circled in red. The 'Action(s)' column for this row contains a 'Pay' link circled in red and a 'Delete Order' link. The other two rows show 'HSRP Group 2015' for 'test site' with 'Multiple (Group)' applicants, 50 out of 100 possible points, 204 eligible, and a \$0 application fee, both with a 'Created' status.

Payment may be made by using either of the following options:

- Via NCQA Clinical (DRP and HSRP) Portal
- Via NCQA Payment Request Email

10. **Start - Payment process via NCQA Clinical (DRP and HSRP) Portal**

- After clicking the Pay link under the Actions column, the following screen alert appears stating – “IMPORTANT: By paying the application fee you are automatically submitting the application.”
- Verify the webpage dialogue and select OK to proceed.

The screenshot shows a dialog box with a black border. The text inside reads: 'IMPORTANT: By paying the application fee you are automatically submitting the application.' Below the text are two buttons: 'Ok' and 'Cancel'.

- The following screen appears. Read the Payment Terms and Conditions to continue with the order. To accept the terms and conditions:
 - Check the box
 - Type your full name
 - Select Accept and Pay Online to continue

ORDER

NCQA
1100 13th St., NW, Suite 1000
Washington, DC 20005
FEIN: 52-1191985

Reference Number: 105393 **Order Date:** 12/22/2015 **Due Date:** 1/22/2016

Order Status: Outstanding

Total Amount \$3,300.00 USD

Payment Terms and Conditions

Paying by Credit Card: By providing my credit card number, cvv number and billing address, I authorize NCQA to charge my credit card for the amount above.

Paying by eCheck: By providing my ABA routing number and account number, I authorize NCQA to charge my bank account for the amount above. In the event that my paper draft or electronic debit is returned unpaid, I acknowledge that I am subject to a returned item fee.

NCQA offers its products, subscriptions and information tools under separate license agreements and terms of use. Please refer to the license agreement for each specific product, subscription or tool for additional information on the terms of use for such item.

I accept the terms and conditions above.

Your Name

11. The following screen appears. Verify billing address and add the form of payment. You may pay by eCheck or by credit card.

- Select the method of payment (eCheck or credit card) and follow the instructions.
- Read and accept the Payment Terms and Conditions.
- Verify the billing address and add the form of payment.
- Click Submit Payment.

Checkout

Description	Amount
EzPay Order: 105393	\$3,300.00 USD
Total \$3,300.00 USD	

Billing Information

Please provide your billing information in the form below:

Payment Method Credit Card eCheck

First Name *

Last Name *

Email *

Address *

City *

Country *

State/Province *

Postal Code *

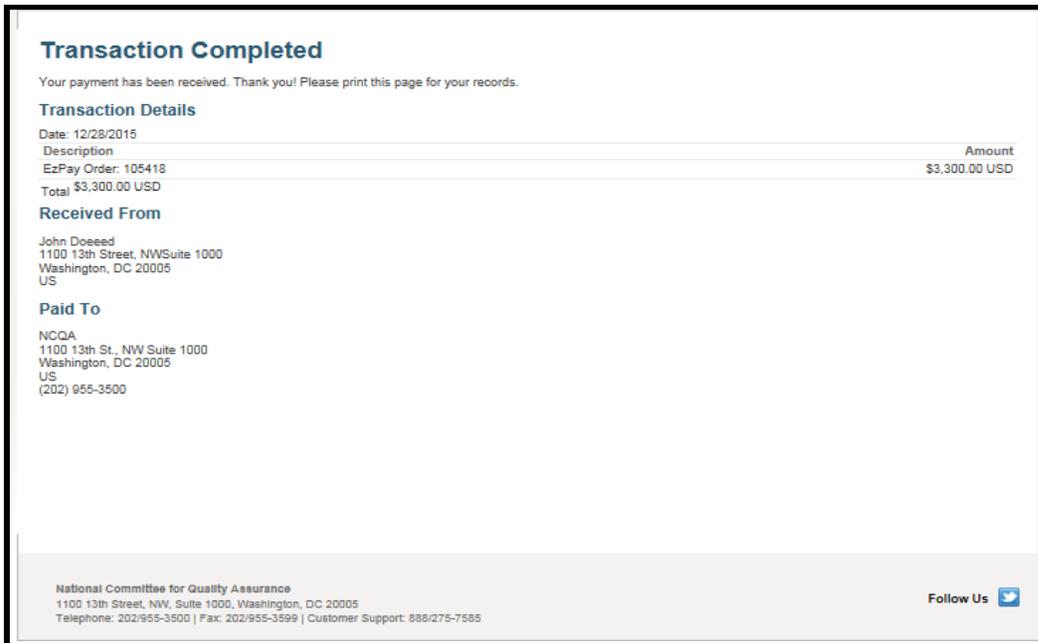
Card Type *

Card Number *

CVV Number *

Card Expiration *

- The Transaction Complete screen will then appear and show the amount paid as well as the order number.



- Once your payment has been received, your DCTs will be automatically submitted. Documentation of payment and submission of DCTs will be noted on the Submit page screen.

Home Practice Sites Submit Data Account Manager Resources Switch Account NCQA Administration User: cmarlin@ncqa.org

Home > Submit Data to NCQA

You have one or more **DCTs** ready to be submitted.

READ THIS Before You Submit Data to NCQA - Click Here to Show

- Pricing calculations are an estimate based on the number of clinicians submitted.
- All fees must be paid before the review can be completed. For additional information, refer to the DRP or HSRP Fee Schedule in the Resources section.
Attention: The capped fee must be paid in full at the time of the first submission(s). A clinician group has twelve (12) months from receipt of the capped fee payment by NCQA to complete the submission process for all clinicians. After that year ends, the applicant must start over with the sliding fee schedule in effect at that time. If the number of clinicians exceeds 100 during the 12-month period, the surcharge is applied.
- If you have already paid, please disregard the amounts shown.

You have a capped application fee for HSRP that has not been paid.

DCTs	Practice Name	Applicant(s)	Preliminary Result	Eligible	Application Fee	Order	Submit Date	Status	Action(s)	Select
HSRP Group 2015	test site	Besaw, Beth	50 out of 100 possible points	204	\$3300	105510	12/28/2015	Paid/Submitted		
HSRP Group 2015	test site	Multiple (Group)	50 out of 100 possible points	204	\$0		12/28/2015	Created		<input type="checkbox"/>
HSRP Group 2015	test site	Multiple (Group)	50 out of 100 possible points	204	\$0		1/6/2016	Created		<input type="checkbox"/>
HSRP Group 2015	test site	Multiple (Group)	50 out of 100 possible points	204	\$0			Created		<input type="checkbox"/>

14. End Payment process via NCQA Clinical (DRP and HSRP) Portal.

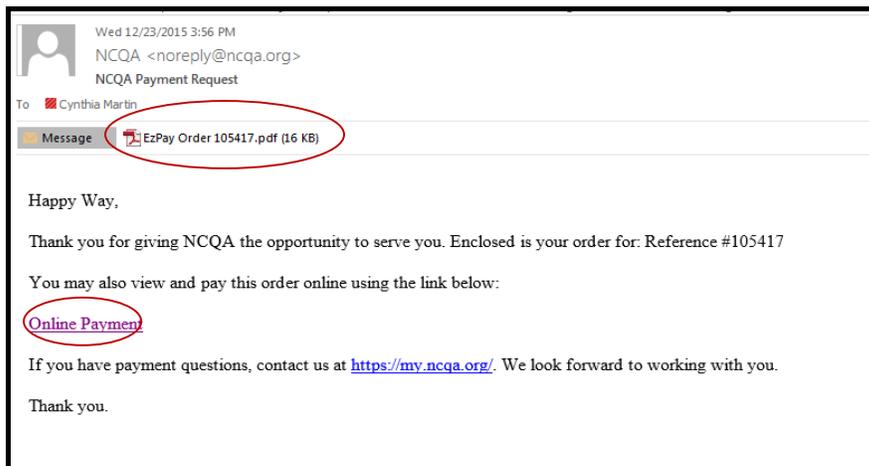
15. Start - Payment process via NCQA Payment Request Email

- After clicking the Pay link under the Actions column, the following screen alert appears stating – “IMPORTANT: By paying the application fee you are automatically submitting the application.”
- Verify the webpage dialogue and select OK to proceed.



16. An e-mail will be sent to confirm the order summary.

- Click on the order attachment to view order.
- Click **Online Payment** to proceed with payment.
- Verify the webpage dialogue and select OK to proceed.



17. After clicking Online Payment, the following screen appears. Read the Payment Terms and Conditions to continue with the order.
- To accept the terms and conditions:
 - Check the box
 - Type your full name
 - Select Accept and Pay Online to continue process.

ORDER

NCQA
1100 13th St, NW, Suite 1000
Washington, DC 20005
FEIN: 52-1191985

Reference Number: 105393 **Order Date: 12/22/2015** **Due Date: 1/22/2016**

Order Status: Outstanding

Total Amount \$3,300.00 USD

Payment Terms and Conditions

Paying by Credit Card: By providing my credit card number, cvv number and billing address, I authorize NCQA to charge my credit card for the amount above.

Paying by eCheck: By providing my ABA routing number and account number, I authorize NCQA to charge my bank account for the amount above. In the event that my paper draft or electronic debit is returned unpaid, I acknowledge that I am subject to a returned item fee.

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accept the terms and conditions above.

Your Name

18. The following screen appears.

- Verify billing address.
- Add the form of payment.
 - You may use eCheck or credit card to pay.
- Click Submit Payment.

NCQA
1100 13th St., NW, Suite 1000
Washington, DC 20005
FEIN: 52-1191985

ORDER

Reference Number: 105415 Order Date: 12/23/2015
Due Date: 1/23/2016

Order Summary Order Status: Outstanding

Bill To:
Happy Way
1234 happy way 2 Suite 500
Washington, DC 20036

Product	Description	Quantity	Unit Price	Total Price
2015 HCRP Application Fee	test site, with 1 clinician(s)	1		

Total

Payment Terms and Conditions

Pay by Credit Card: By providing my credit card number, exp number and billing address, I authorize NCQA to charge my credit card for the amount above.
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[NCQA Terms and Conditions](#)

Accept and pay online via [Credit Card or eCheck](#)

Accept and pay via [Check](#)

Copyright NCQA

19. The Transaction Complete screen will then appear and show the amount paid as well as the order number.

- Once your payment has been received, your DCTs will automatically be submitted.

Transaction Completed

Your payment has been received. Thank you! Please print this page for your records.

Transaction Details

Date: 12/28/2015

Description	Amount
EzPay Order: 105418	\$3,300.00 USD
Total	\$3,300.00 USD

Received From

John Doe
1100 13th Street, NW, Suite 1000
Washington, DC 20005
US

Paid To

NCQA
1100 13th St., NW Suite 1000
Washington, DC 20005
US
(202) 955-3500

National Committee for Quality Assurance
1100 13th Street, NW, Suite 1000, Washington, DC 20005
Telephone: 202/955-3500 | Fax: 202/955-3599 | Customer Support: 888/275-7585

Follow Us

20. A payment confirmation email will be sent.

21. Once your payment has been received, your DCTs will be automatically submitted. Documentation of payment and submission of DCTs will be noted on the Submit page screen.

[Home](#) > [Submit Data to NCQA](#)

You have one or more [DCTs](#) ready to be submitted.

READ THIS Before You Submit Data to NCQA - [Click Here to Show](#)

- Pricing calculations are an estimate based on the number of clinicians submitted.
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22. End Payment process via NCQA Payment Request Email.