# 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



2. Agree to the license Agreement and Select Submit.

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.
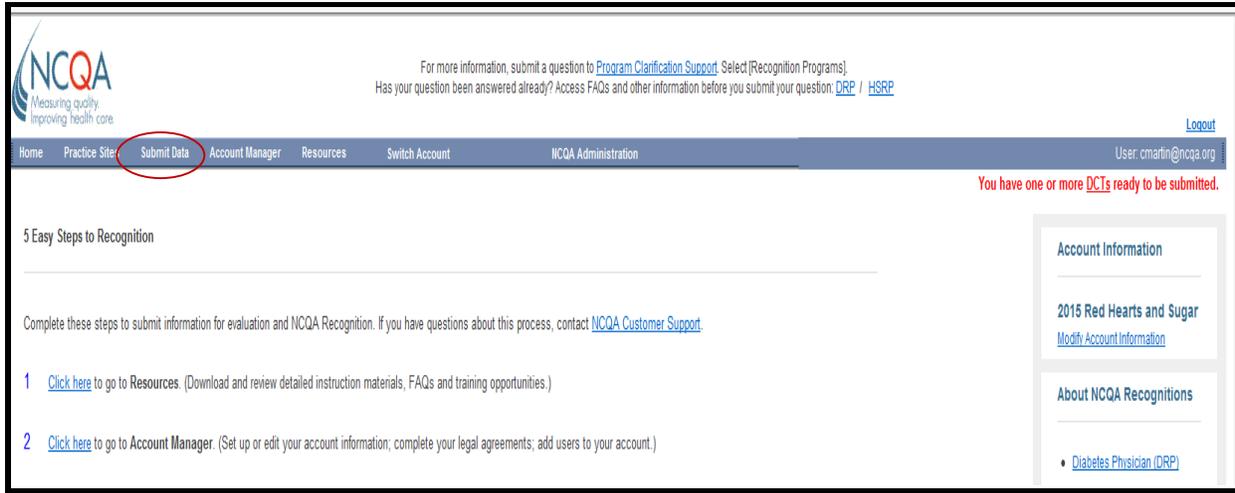


5.  The Submit Data page will display a red alert at the top of the screen – "You have one or more DCTs ready to be submitted."

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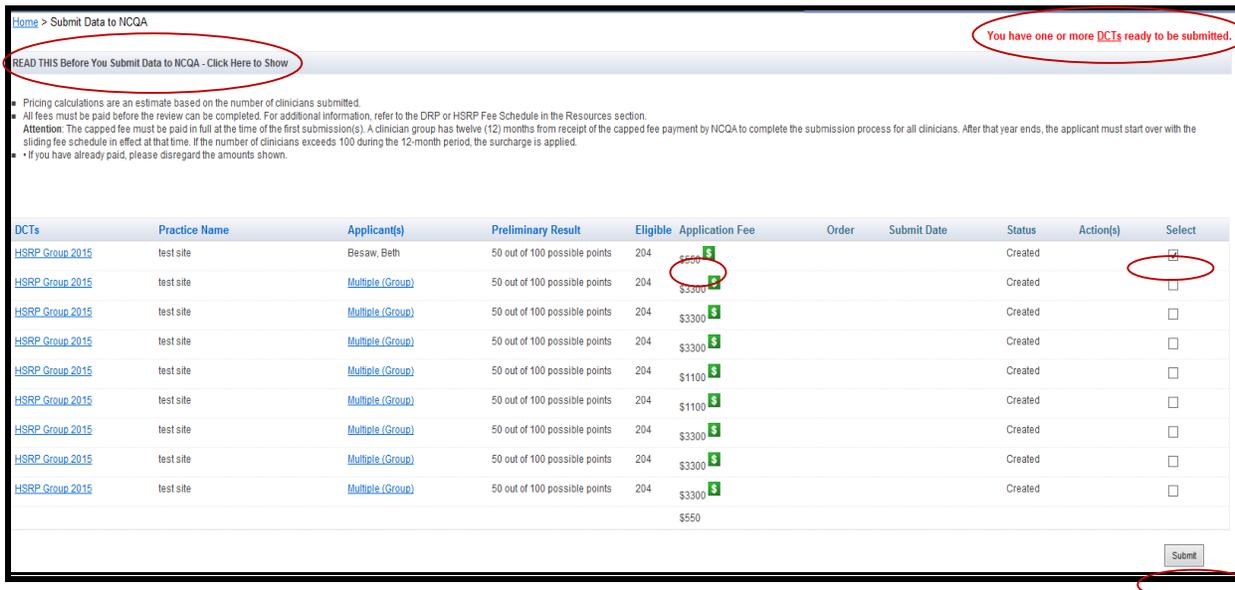
6. The following screen alert appears asking – "Are you planning to submit 6 or more clinicians for the (HSRP or DRP) program over the next 12 months?
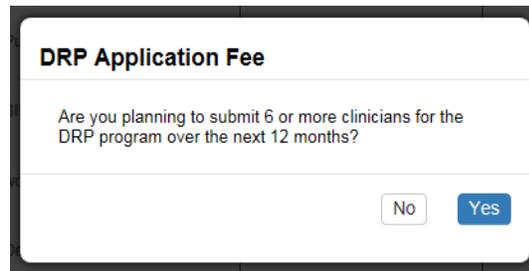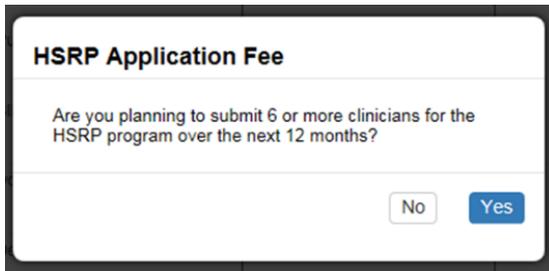


- Respond Yes, if you are planning to submit 6 or more clinicians over the next 12 months. A Yes response will generate the following DRP or HSRP screen alert that summarizes the capped fees to be paid.

- 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).
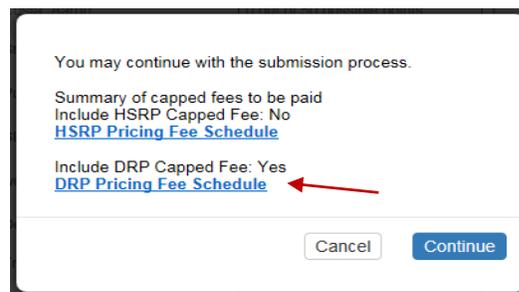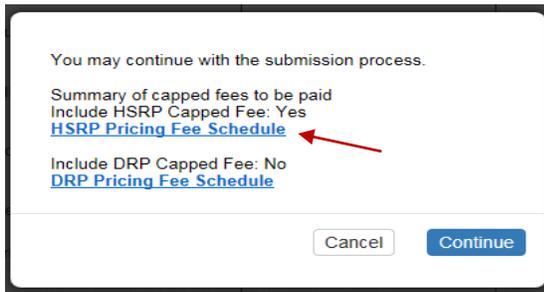


- Respond No, if you are not planning to submit 6 or more clinicians over the next 12 months. A No response will generate the following screen alert stating "You may continue with the submission process."

- **Click OK** to continue with the submission process.
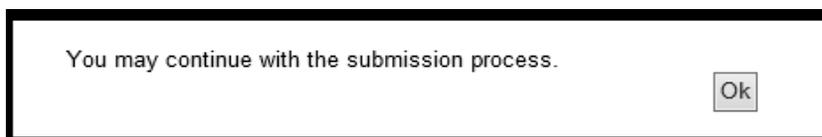
7. A screen alert stating "Processing Order" will appear.

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.



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 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  John Doeeed

[ Accept and Pay Online ]

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 | ⊙     ○ <br> Credit Card  eCheck |
| First Name * | John |
| Last Name * | Doeeed |
| Email * | Doeeed@ncqa.org |
| Address * | 1100 13th Street, NWSuite 1000 |
| City * | Washington |
| Country * | United States |
| State/Province * | DC |
| Postal Code * | 20005 |
| Card Type * | Visa |
| Card Number * | |
| CVV Number * | |
| Card Expiration * | Jan  2016 |

Cancel  Submit Payment

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



13. 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.



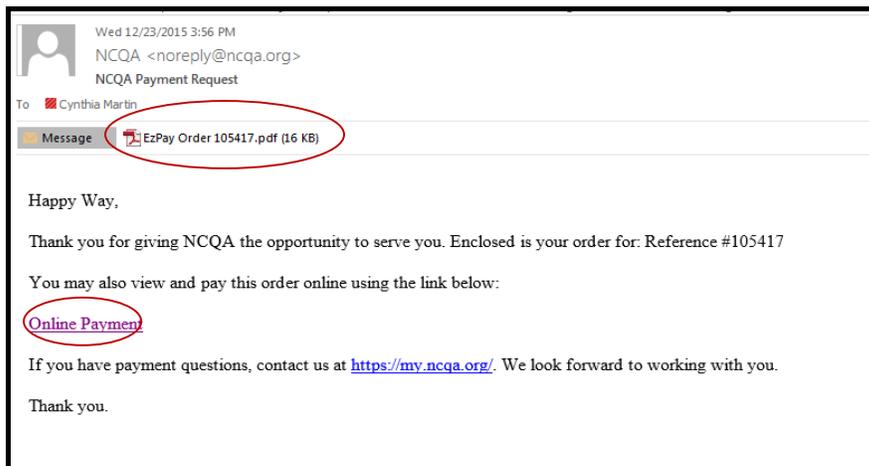14. **End Payment process via NCQA Clinical (DRP and HSRP) Portal.**

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.

IMPORTANT: By paying the application fee you are automatically submitting the application.

Ok    Cancel

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.

Wed 12/23/2015 3:56 PM
NCQA <noreply@ncqa.org>
NCQA Payment Request

To    Cynthia Martin

Message    EzPay Order 105417.pdf (16 KB)

Happy Way,

Thank you for giving NCQA the opportunity to serve you. Enclosed is your order for: Reference #105417

You may also view and pay this order online using the link below:

Online Payment

If you have payment questions, contact us at https://my.ncqa.org/. We look forward to working with you.

Thank you.

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.

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  John Doeeed

[ Accept and Pay Online ]

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.



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.

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.



22. **End Payment process via NCQA Payment Request Email.**