2016 Physician Quality Reporting System (PQRS):

Self-Nomination User Guide

[December 2015]

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Introduction

Purpose

The *2016 Self-Nomination User Guide* helps prospective vendors wishing to participate as a Qualified Clinical Data Registry (QCDR) or Qualified Registry understand how to self-nominate to participate as a vendor for 2016. It addresses the data needed to fully populate and submit a self-nomination.

Background

The process of collecting self-nomination information in 2016 will be conducted utilizing a JIRA self-nomination form, which was developed in an attempt to streamline the process and better track the progress of prospective vendors. The JIRA self-nomination form will be used by both Qualified Registries and QCDRs.

The **Qualified Registry form** contains the following tabs (please note that you are required to populate all the tabs in order to successfully submit your self-nomination):

- **Field Tab** – contains background information about the self-nomination process, its deadlines and requirements.
- **2016 Qualified Registry Self-Nomination** – allows users to enter their demographic and contact information, data collection methods, indicate their reporting options, etc.
- **PQRS Individual Measures** – allows users to select the individual measures supported by their organization in 2016.
- **PQRS Measures Groups** – allows users to select the measures groups supported by their organization in 2016.
- **2016 Qualified Registry Data Validation Plan** – allows users to specify the methodology that will be used for validating the data submitted for 2016.

The **QCDR form** contains the following tabs (please note that you are required to populate all the tabs in order to successfully submit your self-nomination):

- **Field Tab** – contains background information about the self-nomination process, its deadlines and requirements.
- **2016 QCDR self-nomination** – allows users to enter their demographic and contact information, data collection methods, indicate their reporting options, etc.
- **PQRS Individual Measures** – allows users to select the individual measures supported by their organization in 2016.
- **Electronic Clinical Quality Measures (eCQMs)** – allows users to specify the supported eCQMs to demonstrate meaningful use for the EHR Incentive Programs.
- **2016 QCDR Data Validation Plan** – allows users to specify the methodology that will be used for validating the data submitted for 2016.
- **Uploads** – allows users to upload their benchmarking methodology, non-PQRS measures, and/or Data Validation Plan.

For 2016, CMS will require prospective vendors to submit their complete self-nomination statement (including measures to be supported and the data validation) plan prior to **5:00 p.m. Eastern Time (ET) on January 31, 2016** in order to self-nominate as a 2016 qualified vendor. Acceptable versions of all deliverables must be received by the deadline to be considered for the qualification process. Please know that a complete self-nomination for both vendor types will need to be submitted by organizations intending to participate as both a Qualified Registry and QCDR for 2016.

In the past, CMS has been flexible with delinquent and/or insufficient deliverables. To encourage prospective vendors to meet the requirements and deadlines set forth, CMS will be more stringent with the requirements and deadlines. Failure to meet the requirements finalized by the Medicare Physician Fee Schedule (MPFS) Final Rule or the deadlines within the qualification process may result in removal of your vendor information from the qualified posting and/or affect your status as a qualified entity in the current or future program years. By adhering to the posted deadlines, it is CMS' intention to be able to more timely post the lists of qualified vendors for the eligible professionals (EPs) and PQRS group practice community who select registry or QCDR as their method of submission of PQRS data.

Additional information regarding the 2016 Self-Nomination process, required deliverables and deadlines can be found in the 2016 PQRS: Qualified Registry Criteria Toolkit or 2016 PQRS: QCDR Criteria Toolkit.

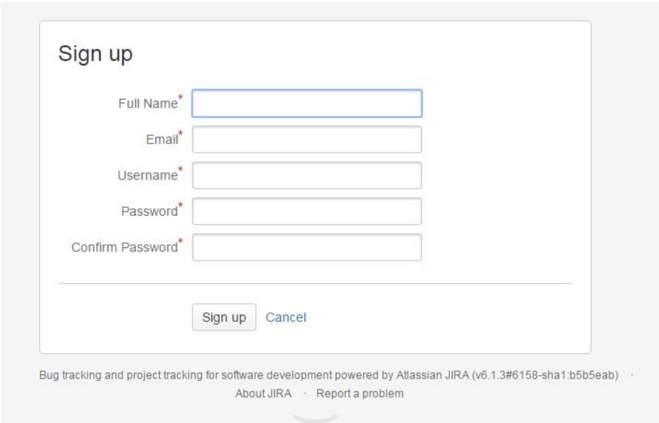
Accessing the JIRA System

Sign Up for a JIRA Account

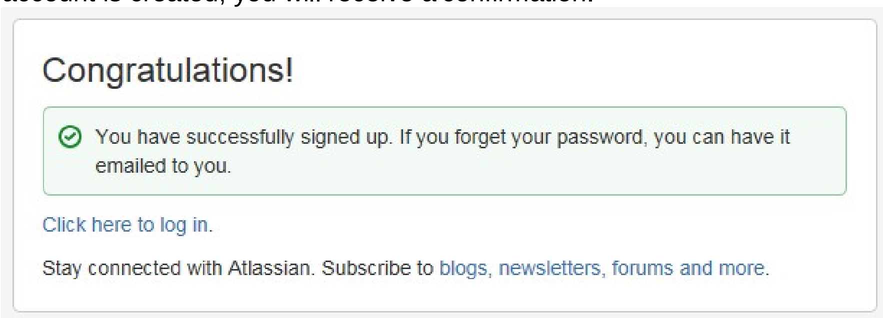
If you do not have a user account, you must create a user account.

1. Navigate to JIRA.
2. Click on **Create an Account**.

3. Populate the fields on the **Sign Up** screen.
4. Click the **Sign Up** button to create your account.

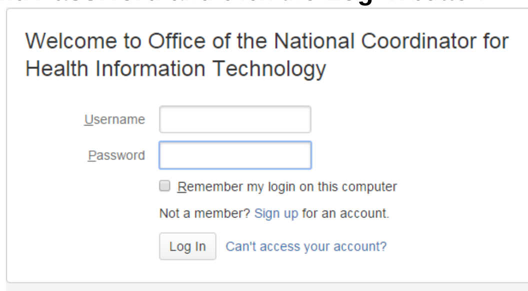


5. Once an account is created, you will receive a confirmation.



Log in to JIRA

1. Enter your **Username** and **Password** and click the **Log In** button.



***Note:** Selecting the **Remember my login on this computer** check box will prevent you from being automatically logged out of JIRA on a given browser and computer. However, your session will not be preserved, e.g. last search, current project, etc.*

2. If you have not changed your JIRA home page, the dashboard will be displayed. Otherwise, your chosen JIRA home page will be displayed instead.

Tips

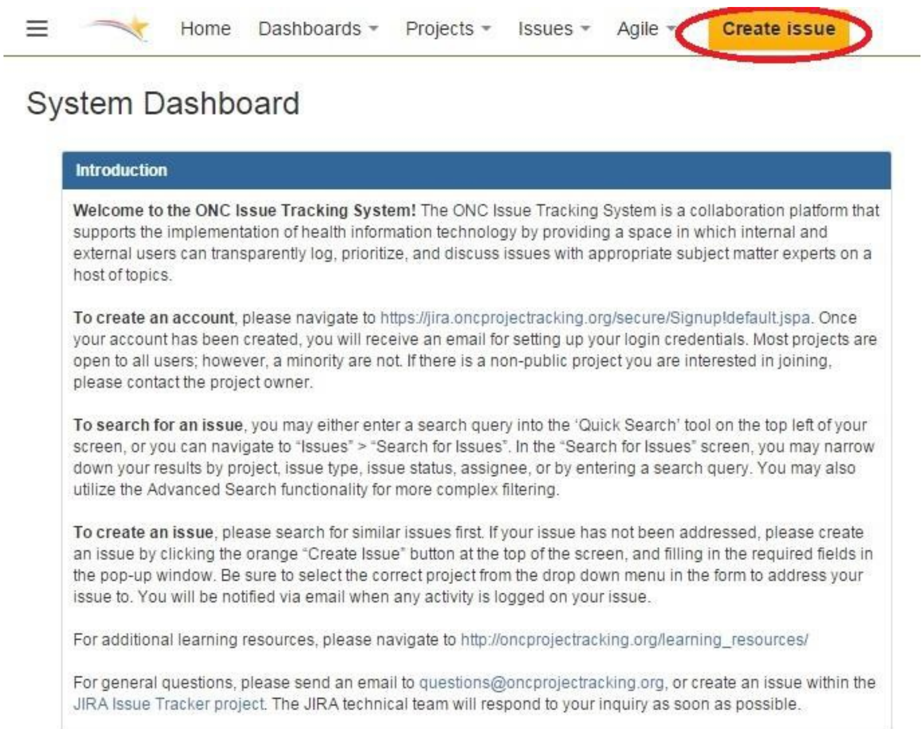
Please consider the following tips as you prepare to populate your self-nomination:

- In order to self-nominate, perspective vendors must utilize the JIRA self-nomination form. Any self-nomination deliverables submitted via email will not be accepted.
- Prepare self-nomination, measures information and data validation plan in advance of the attempt to self-nominate.
- The time required to complete this information collection is estimated to average 60-90 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.
- The system will lock after five hours.
- All fields marked with a red asterisk (*) are required.
- While populating the self-nomination form, do not click **Create** until all the required fields of all tabs have been completed. You will not be able to successfully submit a ticket unless all the required fields of all tabs have been filled out.
- A **Comment** function is available whenever you review or modify your ticket. It may be used for specifying any updates that have been applied to the self-nomination and/or for warning CMS about any changes to the Non-PQRS measures. Refer to Modifying a JIRA Ticket and Populating the Non-PQRS Measures sections of the *User Guide* for additional information.
- You will NOT be able to modify your submission after **5:00 p.m. Eastern Time on January 31, 2016.**
- A sample QCDR self-nomination and registry self-nomination has been developed and can be referenced to assist in understanding what is needed to submit a complete self-nomination.
    - o The sample QCDR self-nomination can be accessed in JIRA under PSNF-154.
    - o The sample registry self-nomination can be accessed in JIRA under PSNF-153.

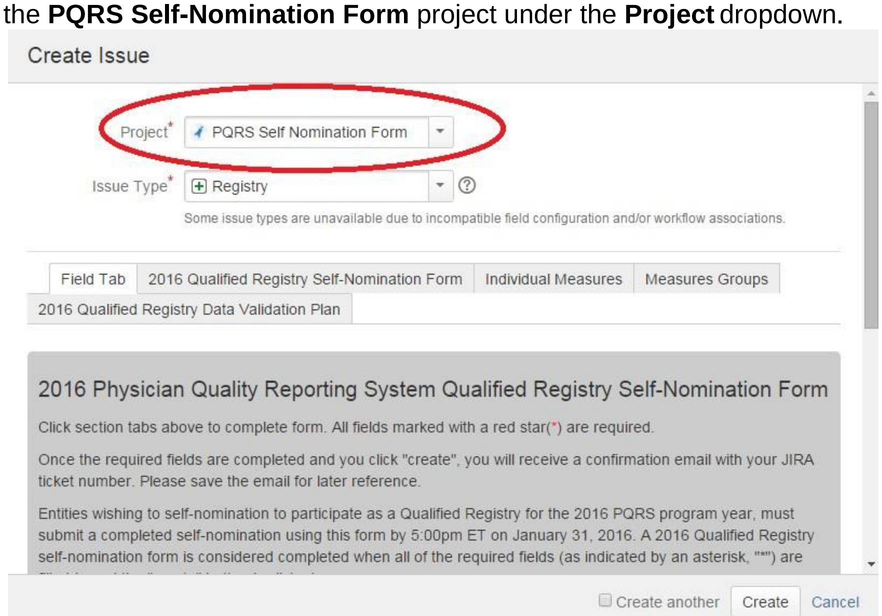
Creating a JIRA Self-Nomination

Create a JIRA issue

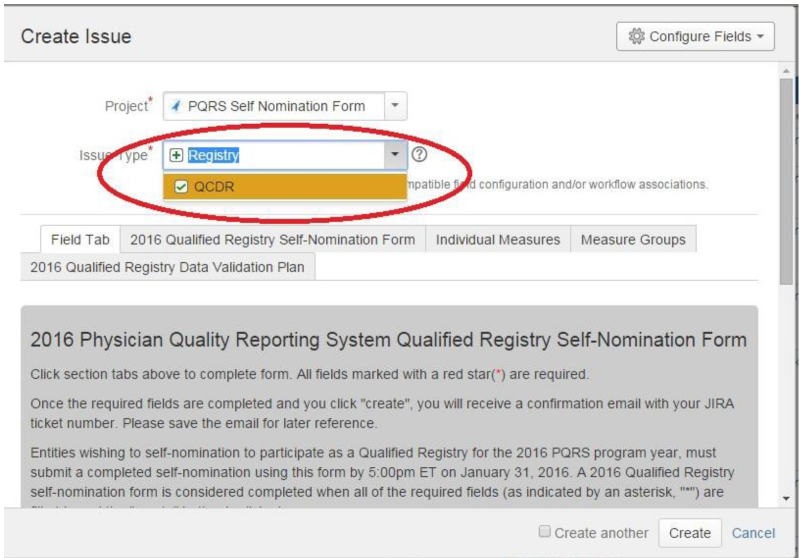
1. Click **Create Issue.**



2. Select the **PQRS Self-Nomination Form** project under the **Project** dropdown.



3. Select your entity type under the **Issue Type** dropdown – **Qualified Registry** or **QCDR**.



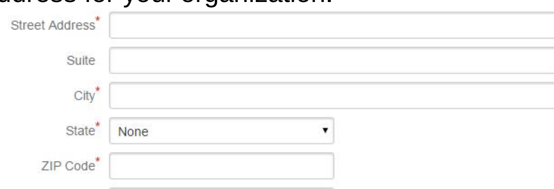
4. The appropriate self-nomination form will appear below. To navigate through the form's tabs, click on the tab you wish to begin populating.

Populating the 2016 Self-Nomination Form

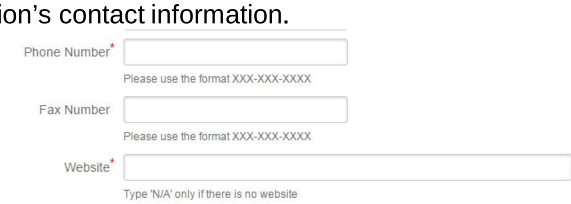
Disclaimer: *A majority of the screenshots used in this User Guide were taken from the QCDR self-nomination form. Corresponding fields of the Qualified Registry self-nomination form may differ slightly.*

1. Enter the name of your organization.

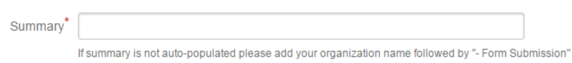
2. Enter the mailing address for your organization.



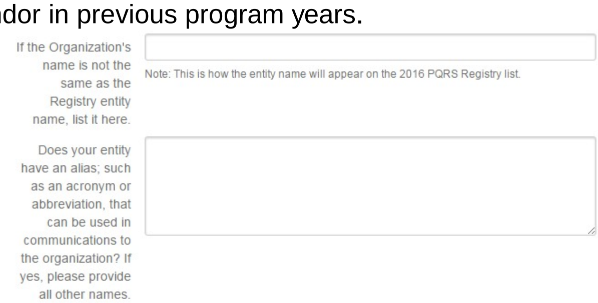
3. Enter the organization's contact information.



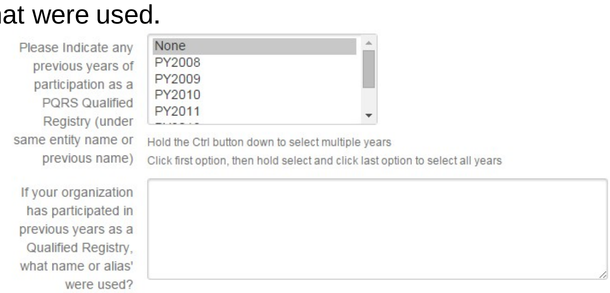
4. Fill out the **Summary** field. This field should include your organization name followed by "**-** Form Submission."



5. Enter any other names or acronyms your organization currently uses or has used for participation as a qualified vendor in previous program years.



6. Select any years of participation as a Qualified Registry or QCDR, if applicable. If your organization participated in the PQRS program as a Qualified Registry or QCDR, indicate any historical names that were used.



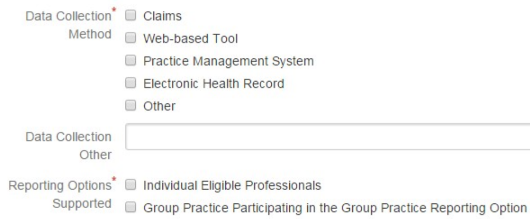
Note: *Deselect* ***None*** *as an option if you have selected at least program year within the pick list. An error message will result if you specify* ***None*** *as an option with other options.*

7. Indicate the cost information as well as the type of services your organization provides.


Cost information to be displayed on the Qualified Posting*

Services Included in Cost

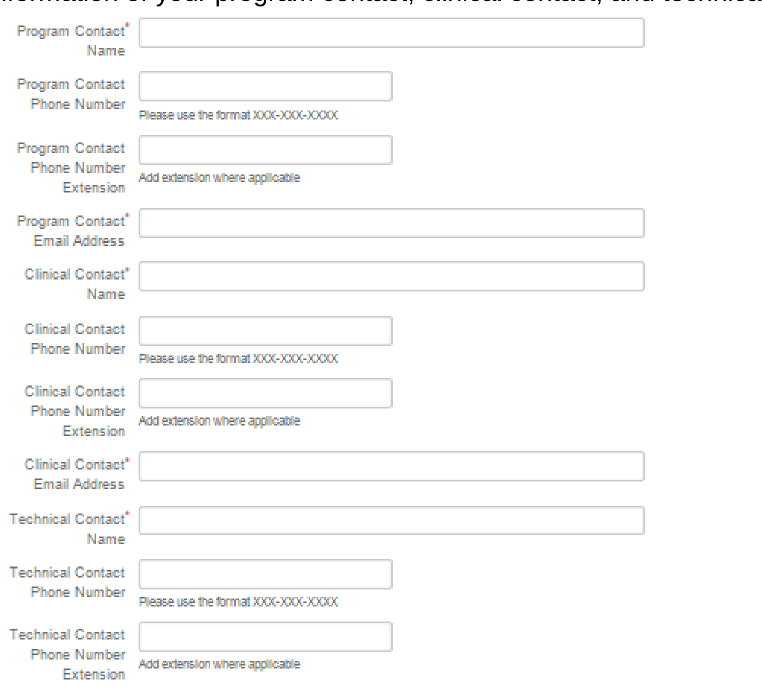
8. Indicate your data collection methods and the reporting options that your organization supports.


Data Collection Method*
Claims
Web-based Tool
Practice Management System
Electronic Health Record
Other

Data Collection Other

Reporting Options Supported*
Individual Eligible Professionals
Group Practice Participating in the Group Practice Reporting Option

9. Enter contact information of your program contact, clinical contact, and technical contact.


Program Contact Name*

Program Contact Phone Number
Please use the format XXX-XXX-XXXX

Program Contact Phone Number Extension
Add extension where applicable

Program Contact Email Address*

Clinical Contact Name*

Clinical Contact Phone Number
Please use the format XXX-XXX-XXXX

Clinical Contact Phone Number Extension
Add extension where applicable

Clinical Contact Email Address*

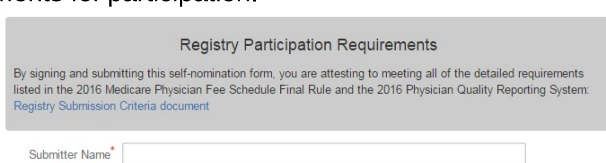
Technical Contact Name*

Technical Contact Phone Number
Please use the format XXX-XXX-XXXX

Technical Contact Phone Number Extension
Add extension where applicable

Note: *Enter different contact information for each entity representative. This will ensure that your entity does not miss important correspondence due to staff changes, staff's limited access to email, etc.*

10. Review the statement in the grey box and enter your name to indicate that you are attesting to meeting the requirements for participation.

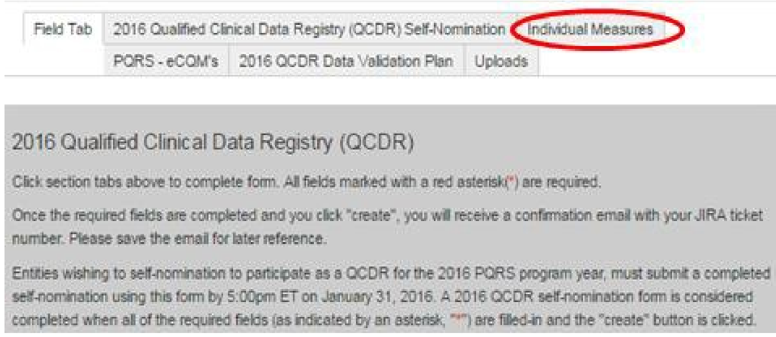

Registry Participation Requirements

By signing and submitting this self-nomination form, you are attesting to meeting all of the detailed requirements listed in the 2016 Medicare Physician Fee Schedule Final Rule and the 2016 Physician Quality Reporting System: Registry Submission Criteria document

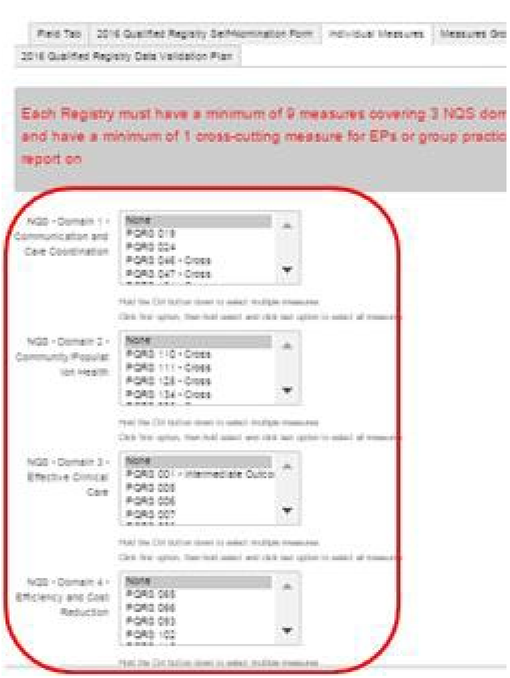
Submitter Name*

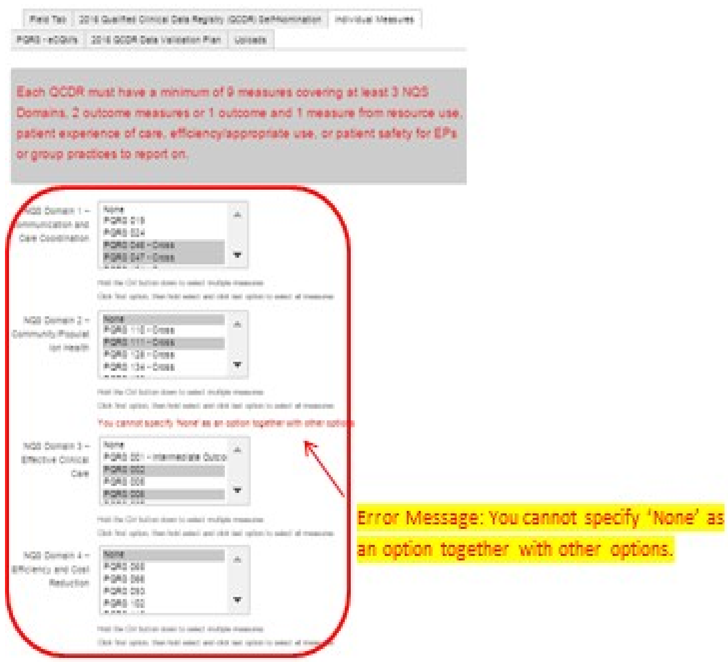
Populating the PQRS Individual Measures

1. To **add** PQRS individual measures, click the **Individual Measures** tab.



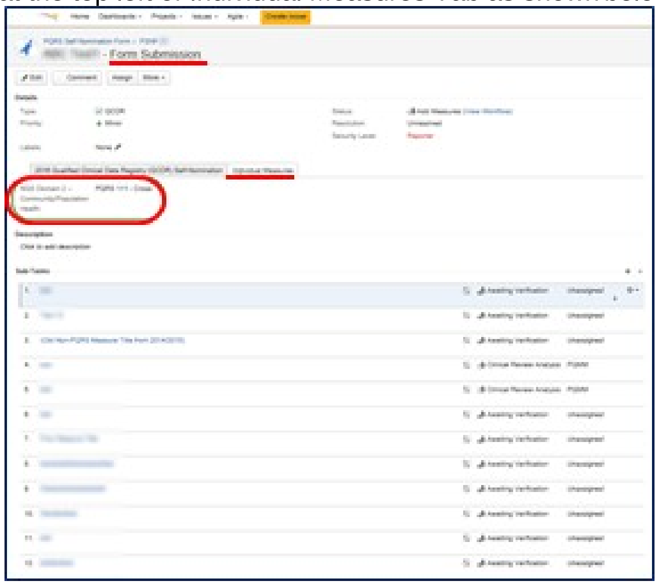
2. Individual Measures domains and pick lists, as shown below, will appear.





3. Review and select PQRS individual measures by following the field instructions located under each domain/individual measure scrolling pick list window.
   a. All 2016 PQRS individual measures are listed and are categorized according to their corresponding National Quality Strategy (NQS) domains.
   b. Each **Qualified Registry** must report on a minimum of 9 measures, covering at least 3 NQS domains and have a minimum of 1 cross-cutting measure.
   c. Each **QCDR** must report measures that meet the minimum requirements of 9 measures covering 3 domains with 2 outcome measures, or 1 outcome measure and 1 measure from resource use: patient experience of care, efficiency/appropriate use, or patient safety.
4. Select all PQRS individual measures that the perspective vendor will support within a domain from the corresponding pick list. Each individual measure, after being selected, will show in a shaded format.

5. After your ticket has been submitted, the saved individual measures will show on the Form Submission page, at the top left of Individual Measures Tab as shown below.



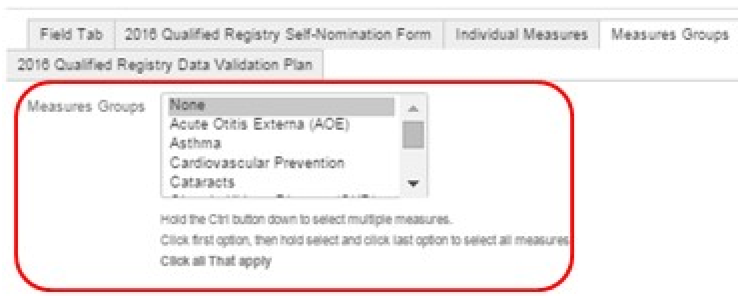
Note: *Saving measure additions does not occur until measures are completely entered. Therefore, it is recommended that you have all of your reference material (e.g., Measures List, etc.) at the ready to support process efficiency.*

6. To add or edit your individual measures, refer to section [Modifying a JIRA Ticket](#) of the *User Guide.*

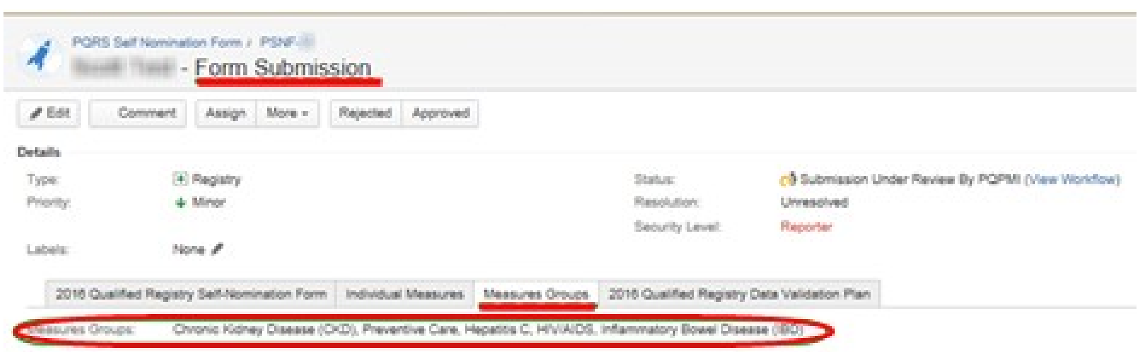
Populating the PQRS Measures Groups

1. Click on the **Measures Groups** tab.

2. Click to highlight each Measures Groups from the scrolling pick list that the perspective vendor will report.
3. Highlight all Measures Groups that apply from the list. Follow the instructions found at the bottom of the pick list window to make your selections.



4. After your ticket has been submitted, the saved Measures Groups will show on the Form Submission page, at the top left of Individual Measures Tab as shown below.

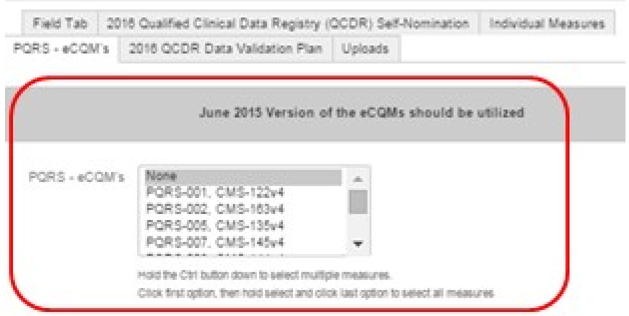


5. To add or edit your individual measures, refer to section [Modifying a JIRA Ticket](#) of the *User Guide*.

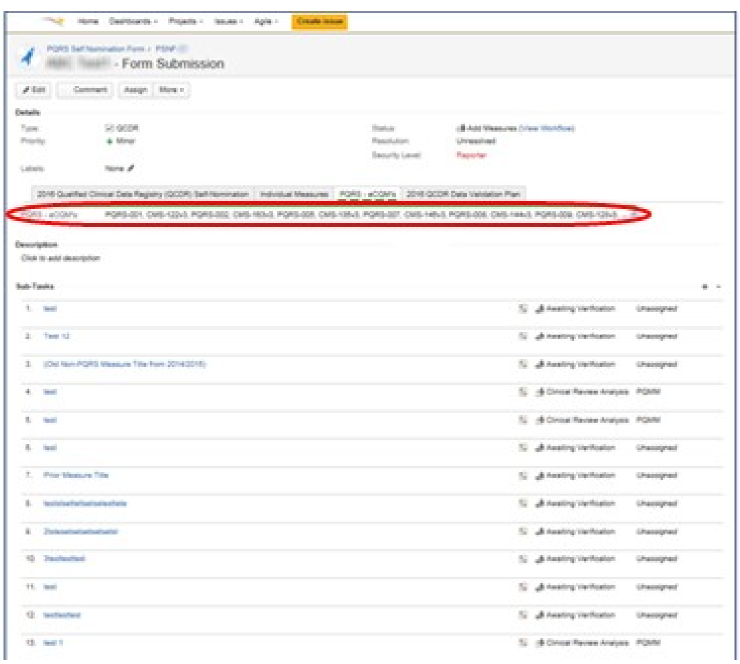
Populating PQRS eCQMs (QCDR only)

1. Click the **PQRS eCQMs** tab. The eCQMs pick lists, as shown below, will appear.

2. Review and select PQRS - eCQMs by following the field instructions located under the PQRS eCQM pick list.



3. Select all PQRS - eCQMs that the QCDR plans to support for submission of EHR measures for PQRS and the EHR Incentive Program from the corresponding pick list. Each PQRS - eCQM selected will show in a shaded format.
4. After your ticket has been submitted, the saved eCQMs will show on the Form Submission page as shown below.



Submitting the Data Validation Plan

On this tab you will be asked to specify the methodology used for validating the data being submitted to CMS. The data validation plan can either be populated into the pre-formulated question fields in JIRA or uploaded as an attachment in JIRA. If both the pre-formulated questions and upload attachment options are utilized for the submission of a registry's data validation plan, CMS will only review the information populated in the pre-formulated fields for purposes of satisfying the data validation plan requirement.

Populating the Data Validation Plan Tab

1. Enter the vendor name.

Name of the QCDR

Enter the name of the QCDR entity. (Do not list the name of the organization.)

2. Indicate whether you have benchmarking capability (QCDR only).

Benchmarking Capability?
- None
- Yes
- No

Does the entity have benchmarking capability to compare the quality of care an EP and PQRS group practice provides to others performing the same and similar functions?

If you click **Yes**, please provide your benchmarking methodology as available, as an attachment under the **Uploads** tab. The name of the file should be **Benchmarking Methodology_QCDR Name.** Please refer to page 19 of the *User Guide* for more information.

3. Describe how your organization will verify PQRS eligibility of each eligible professional and/or group practice.

How will your organization verify PQRS eligibility of each EP/GPRO?

Describe how your organization will verify the eligibility of each EP and/or PQRS group practice participating in PQRS (i.e., verify they are a Medicare provider and bill Medicare Part B services).

4. Describe how your organization will verify accuracy of Tax Identification Numbers (TINs) and/or National Provider Identifiers (NPIs).

How will your organization verify accuracy of TIN/NPIs?

Indicate the method your organization will use to verify the accuracy of each Tax Identification Number (TIN) and National Provider Identifier's (NPI) you are intending to submit (i.e. NPPES, CMS claims, tax documentation).

5. Indicate what method your organization will use to calculate reporting and performance rates.

What method will your organization use to calculate reporting and performance rates?

Describe the method that your organization will use to accurately calculate (both reporting rates and performance rates) for measures and measures groups based on the appropriate measure type and specification

6. Describe the method your organization will use to verify the 2016 PQRS and non-PQRS measures.

How will your organization verify 2016 PQRS/non-PQRS measures?

Describe the method your organization will use to verify the 2016 PQRS and non-PQRS measures.

7. Describe the process used for completion of randomized audit.

Describe the process used for completion of randomized audit.

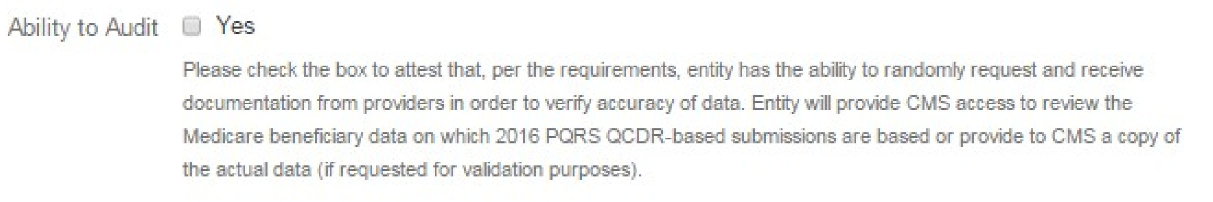
Describe the process that the entity will use for completion of a randomized audit of a subset of data prior to the submission to CMS. Periodic examinations may be completed to compare patient record data with submitted data and/or ensure PQRS measures were accurately reported based on the appropriate Measure Specifications (that is, accuracy of numerator, denominator, and exclusion criteria). If applicable, provide information on the entity's sampling methodology. For example, it is encouraged that 3 percent of the TIN/NPIs be sampled with a minimum sample of 10 TIN/NPIs or a maximum sample of 50 TIN/NPIs. For each TIN/NPI sampled, it is encouraged that 25 percent of the TIN/NPI's patients (with a minimum sample of 5 patients or a maximum sample of 50 patients) should be reviewed for all measures applicable to the patient. Please refer to #10 on the "2016 PQRS QCDR Criteria" to get the details

8. Describe the process used for completion of detailed audit.

Describe the process used for completion of detailed audit.

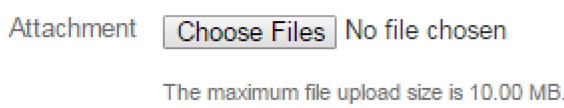
Describe the process for completing a detailed audit if the QCDR's validation reveals inaccuracy and describe how this information will be conveyed to CMS. For example: random sampling and validation checks. Refer to the 2016 Qualified Registry Vendor Criteria.

9. Check the box to attest that, per the requirements, entity has the ability to randomly request and receive documentation from providers in order to verify accuracy of data. Entity will provide CMS access to review the Medicare beneficiary data on which 2016 PQRS QCDR-based submissions are based or provide to CMS a copy of the actual data (if requested for validation purposes).



Uploading a Qualified Registry Data Validation Plan as an attachment

If you choose to upload your Data Validation Plan as an attachment, please do so using the **Attachment** button located on the bottom of the Data Validation Plan tab, as shown below. The name of the file should be **2016DataValidationPlan_<YourQualifiedRegistryName>**.



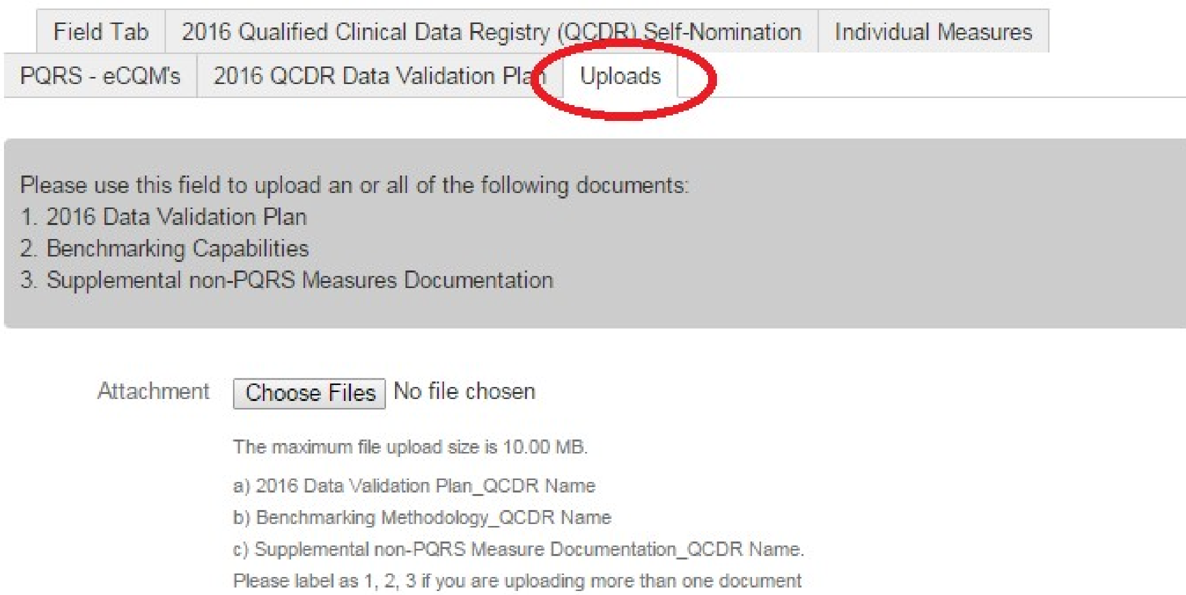
Uploading a QCDR Data Validation Plan as an attachment

If you choose to upload your Data Validation Plan as an attachment, please do so under the **Uploads** tab, as shown below. The name of the file should be **2016DataValidationPlan_<YourQCDRName>.** Refer to the next page for more information.

Uploading Attachments (QCDR only)

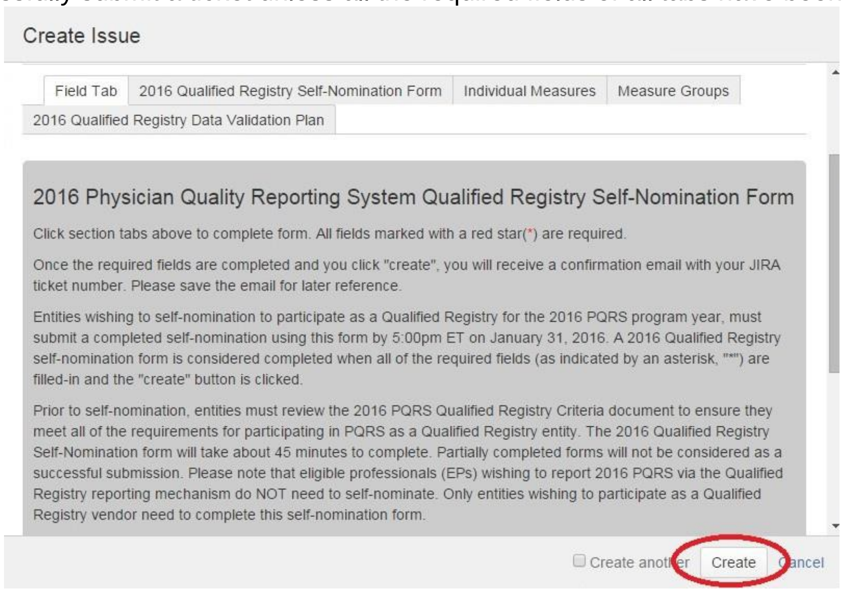
This tab allows perspective QCDRs to attach the following self-nomination documentation:

- **Benchmarking Methodology** – allows users to specify the methodology used to benchmark their data. The file name should be BenchmarkingMethodology_<YourQCDRName>.
- **Non-PQRS Measures** – allows users to provide the complete measure specification for all non-PQRS measures being submitted for consideration. The file name should be SupplementalNon-PQRSMeasureDocumentation_<YourQCDRName>.
- **Data Validation Plan** – allows users to upload the data validation plan, if users do not wish to use the pre-formulated data validation plan fields within JIRA. The file name should be 2016DataValidationPlan_<YourQCDRName>.



Submission of the Self-Nomination

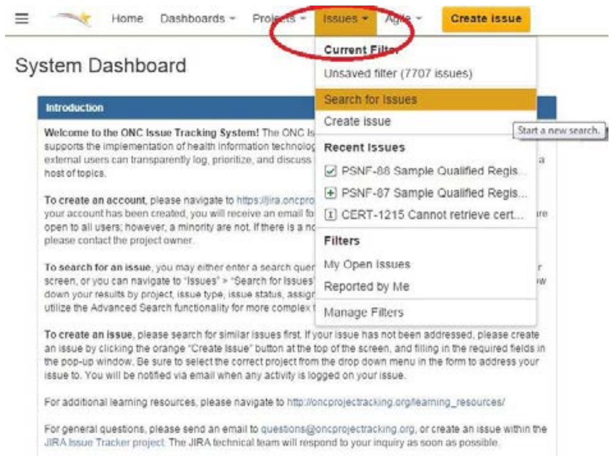
1. Once the required fields of all tabs are completed, click **Create**. Please note you will not be able to successfully submit a ticket unless all the required fields of all tabs have been populated.



2. You will receive a confirmation email with your JIRA ticket number. **Please save the email for later reference.**

Modifying a JIRA Ticket

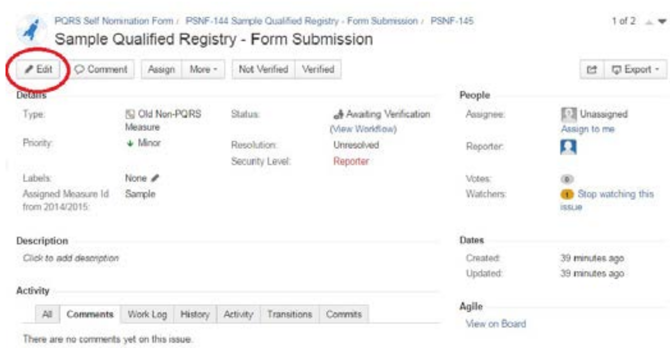
- To review or modify your ticket, click **Issues** – **Search for Issues** OR **Recent Issues**, OR **Reported by Me**.



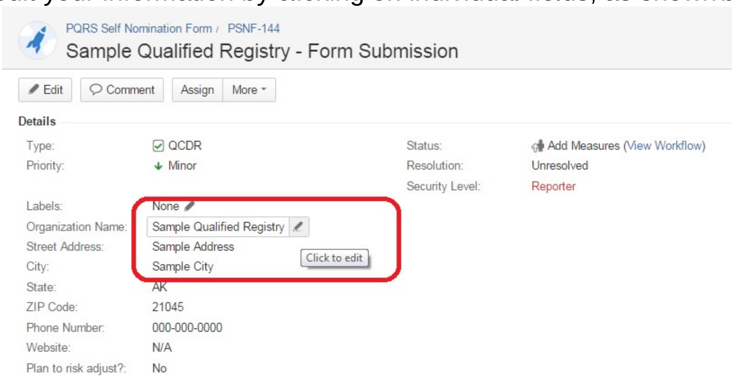
1. Another option for accessing your submitted ticket is using the **Quick Search** button located in the upper right of your screen.

__Note__: Quick Search is character and format sensitive. Please note that the there is a hyphen (or dash) in the PSNF number record that has been created. Use this exact format in the exact case without adding any additional spaces or omitting any characters in Quick Search to locate the unique PSNF record number. Minor changes to character or format of the PSNF (e.g., PSNF25 or PSNF 25, etc.) will result in a failed search and no PSNF record will be located.

2. Once your ticket has been located, click **Edit**.



3. You may also edit your information by clicking on individual fields, as shown below.



4. Use your scrollbar to view all the tabs at the top of the page after you land on the **Edit Issue** page.
5. To revise or add information at any time, click the **Update** or **Edit** buttons, depending on which screen you are viewing, to update and save information. Remember, you will not be able to modify your submission after **5:00 p.m. Eastern Time on January 31, 2016.**

Populating the Non-PQRS Measures (QCDR Only)

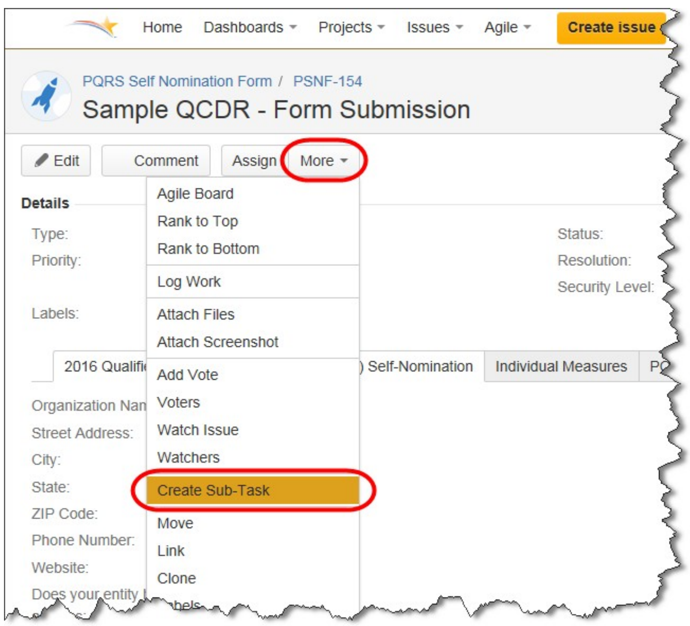
The Non-PQRS Measures can only be added after your self-nomination ticket has been submitted. After your ticket has been created, follow the steps on page 21 of the *User Guide* to access your submission.

PSNF-153, a Sample Registry – Form Submission and PSNF-154, a Sample QCDR – From Submission, are available in JIRA for your review.

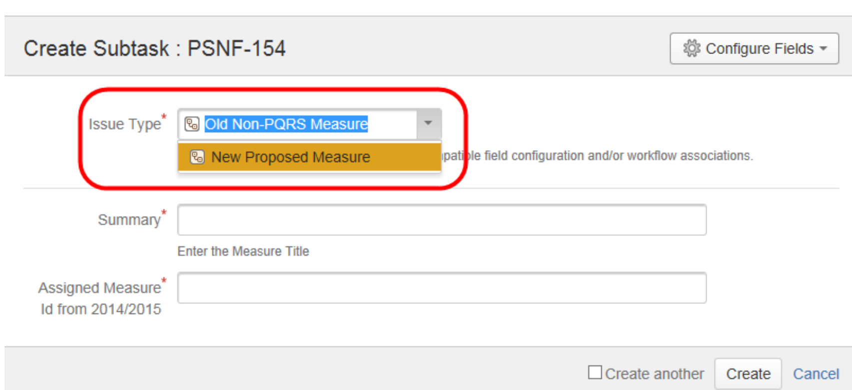
Adding Old Non-PQRS Measures

Follow these steps if you wish to add in Old Non-PQRS Measures which were previously approved or submitted in prior years. *This is the only window in which you will be able to add* Old Non-PQRS Measures *back in for the current PQRS program year.*

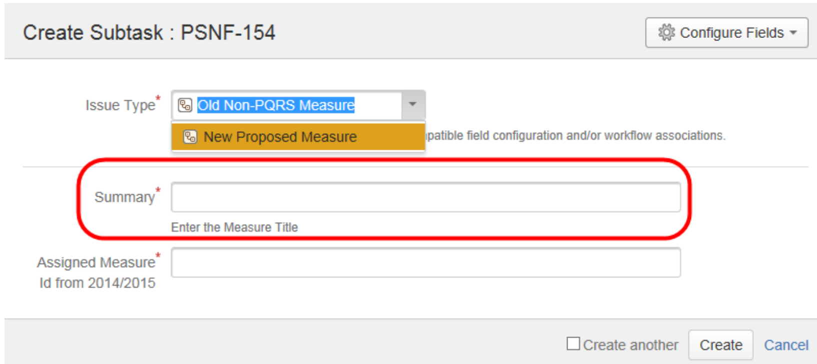
1. To add the Non-PQRS Measures, click the **More** button, and a drop-down list will appear. Click **Create SubTask** from the drop-down list, as shown below.



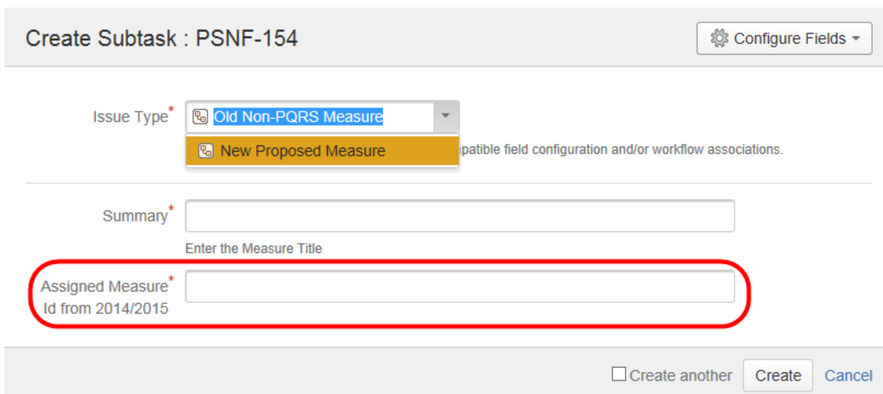
2. Select **Old Non-PQRS Measure** in the **Issue Type** field:



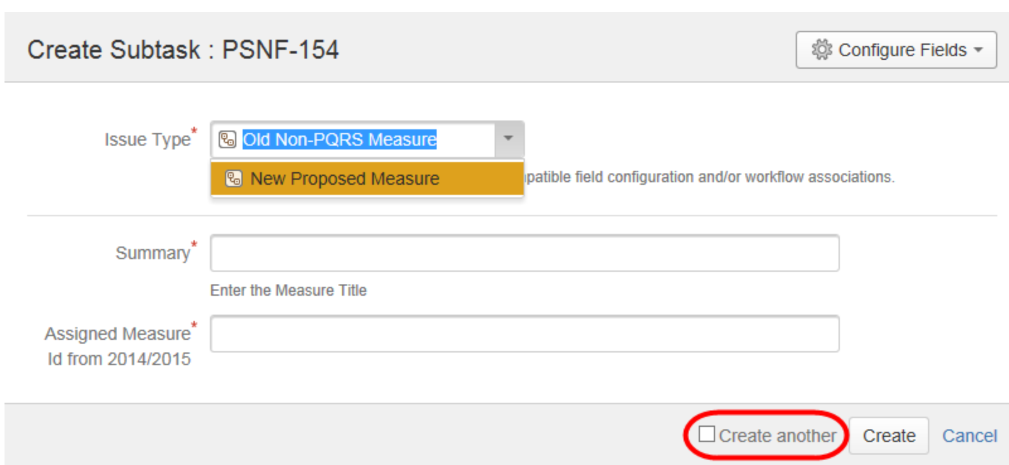
3. Enter the prior Old Non-PQRS Measure Title in the **Summary** field.



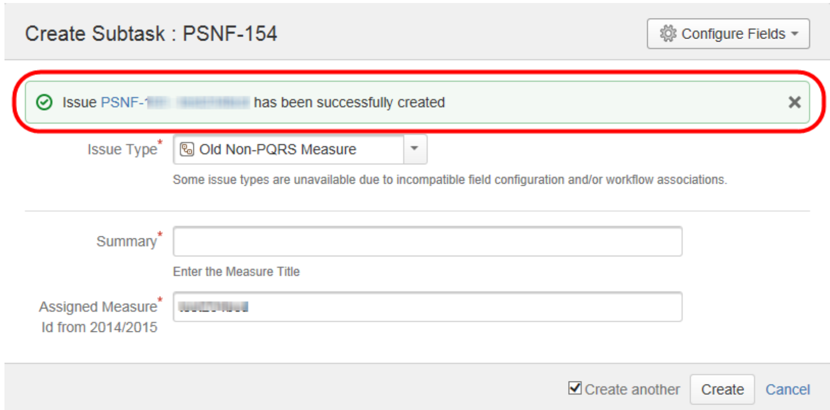
4. Enter the CMS approved prior Old Non-PQRS Measure ID number in the **Assigned Measure ID from 2014/2015** field.



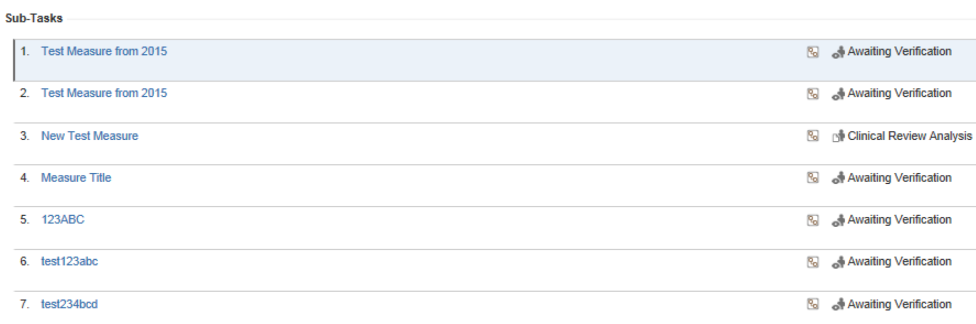
5. Check the **Create Another** checkbox command function if you are adding more than one old non-PQRS Measure. Old Non-PQRS Measures may only be added one at a time.



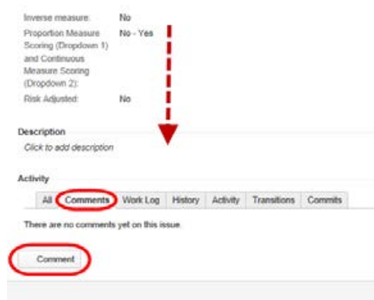
6. Click **Create**.
   A confirmation message will appear to notify you that the old non-PQRS measure was successfully created, if you have checked the Create another checkbox. ***Note**: You must go into this newly created sub-task to be able to enter a comment.*



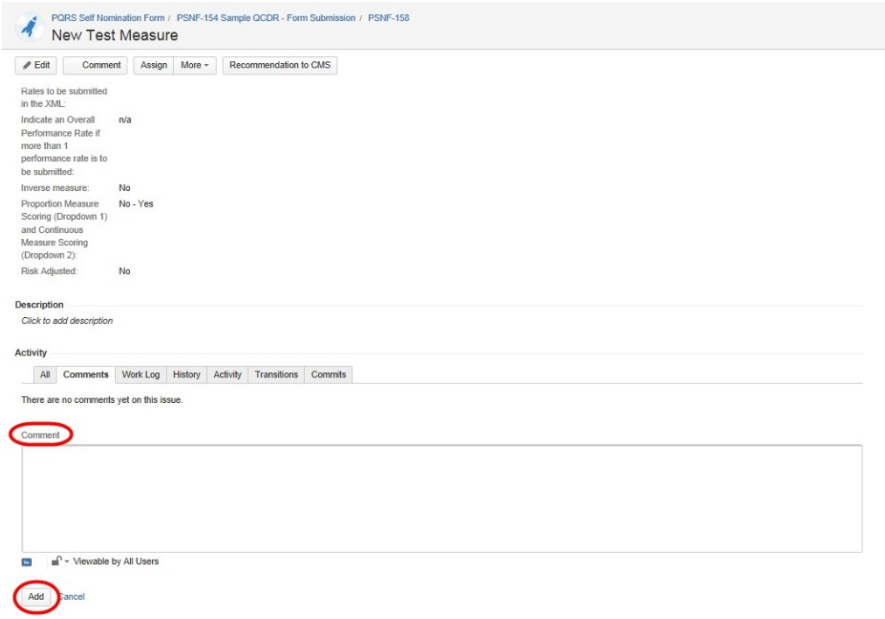
7. If you did not check the Create another checkbox, then your sub-task will appear on the Form Submission page as numbered items in the Sub-Task section at the bottom of the page. Click on a numbered item to open it in preparation for adding a comment.



8. Scroll to the bottom of the page after clicking a numbered item in the Sub-task list and then click the Comment button.



9. Type in the comment in the Comment field, and then click the Add button to append the comment to the PSNF record.

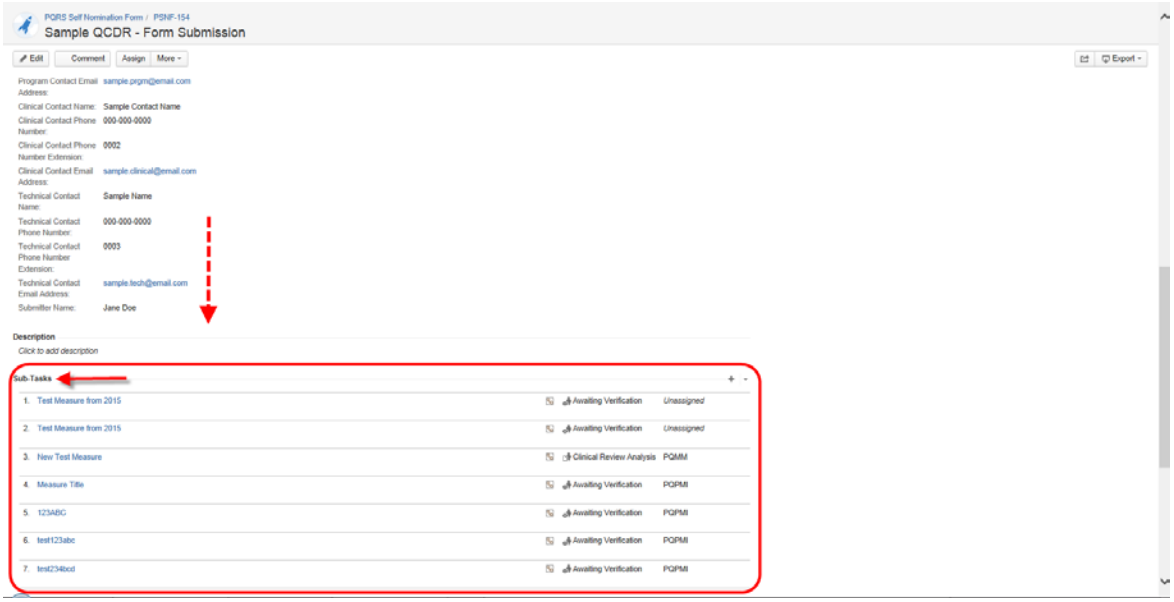


10. Use the **Comment** box at the bottom of the window to explain any change to the existing Old Non-PQRS measure(s) (Refer to page 21 of the *User Guide* for detailed information on measure changes). This step allows you to alert CMS of the non-significant changes to the Old Non-PQRS Measure. If a comment alerting CMS is not added then any changes which are made to the Old Non-PQRS Measure for 2016 will not be updated. **This is especially important for Old Non-PQRS Measure with multiple performance rates.**
11. Repeat the process to add the next Old Non-PQRS Measure. Repeat these steps until all Old Non-PQRS Measures have been added.

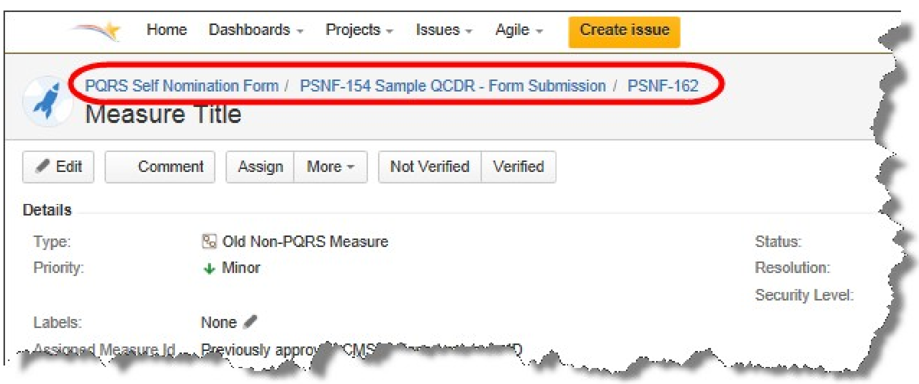
    Note: *Information previously entered remains in the fields until you manually clear it when adding the next Old Non-PQRS Measure. If you leave any information from the prior entry in the field, it will continue to show in any additional Old Non-PQRS Measures being added.*

12. When finished adding all prior Old Non-PQRS Measure information per the steps above, uncheck the **Create Another** checkbox and click the **Create** button to save the entries.

13. Scroll down to view all the Old Non-PQRS Measures that were added as shown below.



14. Use the hyperlinks, not the **Back** button, at the top of the window to navigate to prior pages, as shown below.

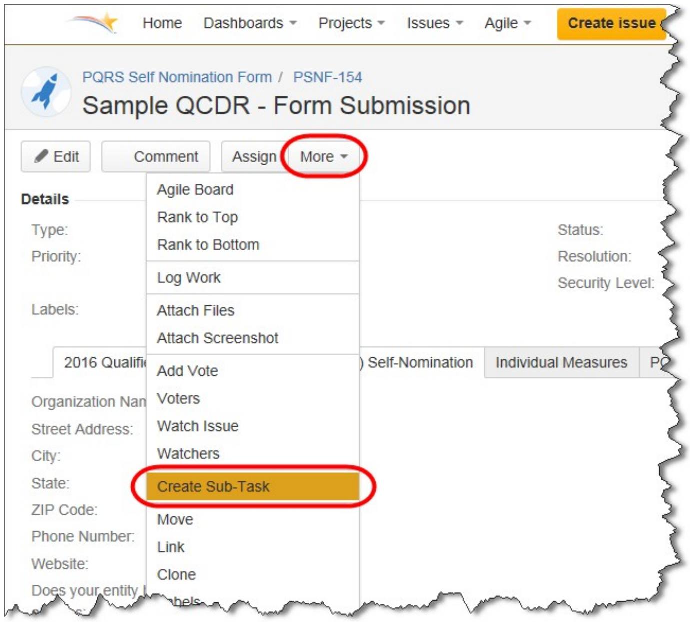


What are significant or non-significant changes to Old Non-PQRS Measures?

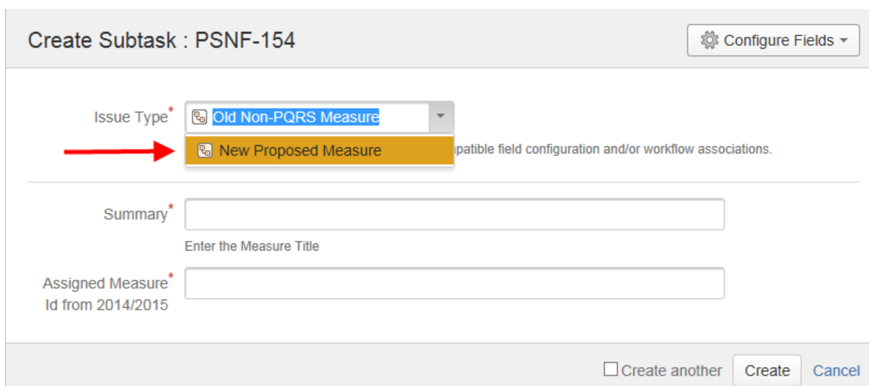
- *Significant changes* are any changes to your existing *Old Non-PQRS Measure* which change the intent or flow of the measure. A New Non-PQRS Measure must be added if this is the case. Review the New Non-PQRS Measure section for more information.
- *Non-significant changes* to an existing *Old Non-PQRS Measure* are any changes which do *not* change the intent or flow of the measure (e.g. number of multiple performance rates, NQS domain, etc.). A New Non-PQRS Measure would not need to be added for non-significant changes.
- If you are not sure whether your changes to an existing Old Non-PQRS Measure are significant or non-significant, please contact the QualityNet Help Desk at 1-866-288-8912 or via e-mail at qnetsupport@hcqis.org

Adding New Non-PQRS Measures Using Create Sub Task

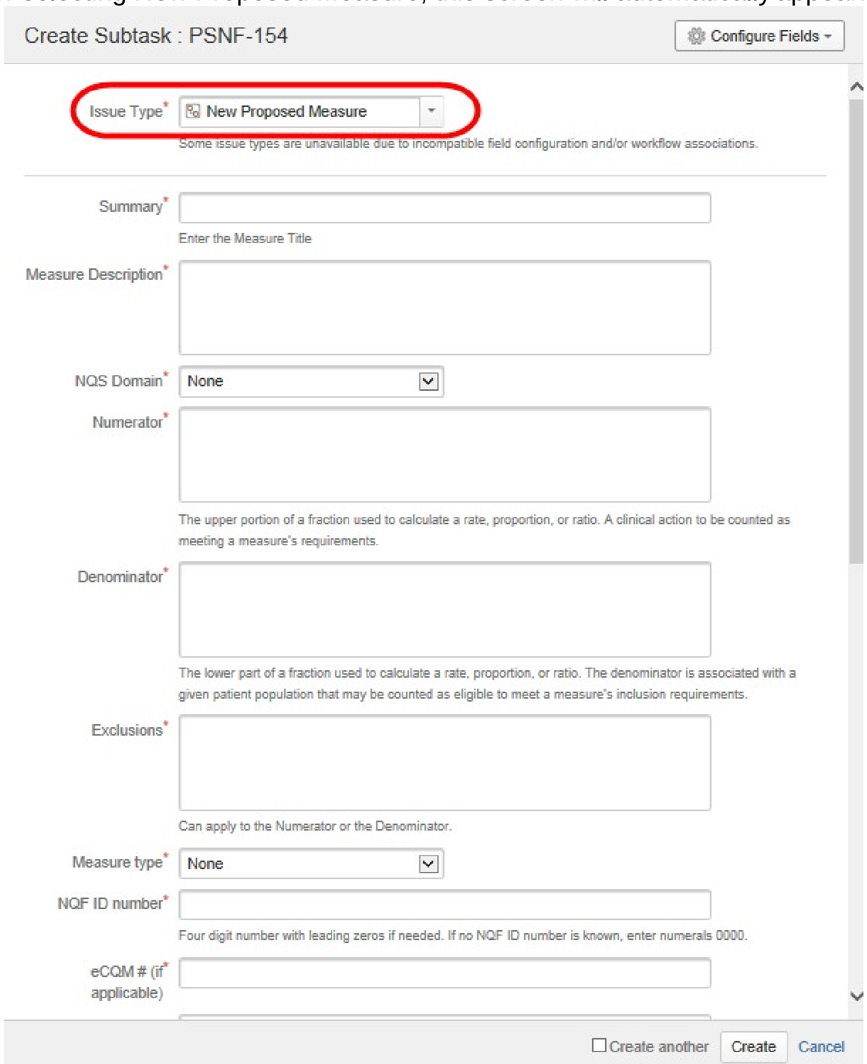
1. To **add** the Non-PQRS Measures, click the **More** button, and a drop-down list will appear. Click **Create Sub Task** from the drop-down list, as shown below.



2. Select **New Proposed Measure** in the **Issue Type** field.



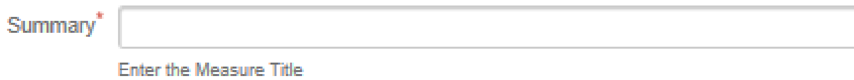
3. Then, after selecting New Proposed Measure, this screen will automatically appear:



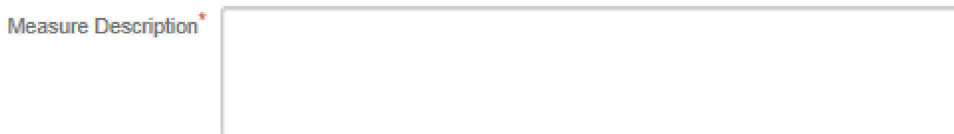
Populating the New Proposed Measure Sub-Task Form Page

Enter data for each New Proposed Measure in each of the required fields below as follows *each time* when adding another New Proposed Measure until complete. All fields denoted with a red asterisk are *required* fields.

a. **Summary** field –Type in the measure title, which should begin with a clinical condition of focus followed by a brief description of action.

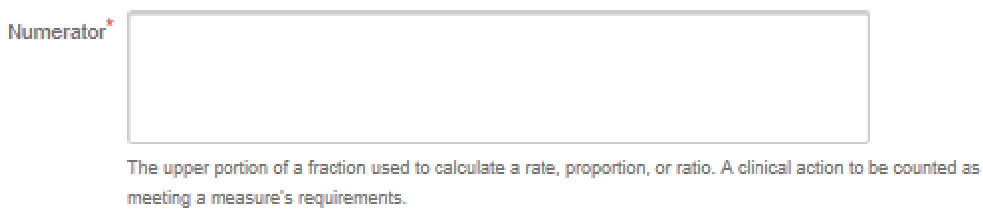


b. **Measure Description** field – Type in the measure description and describe the measure in full detail.

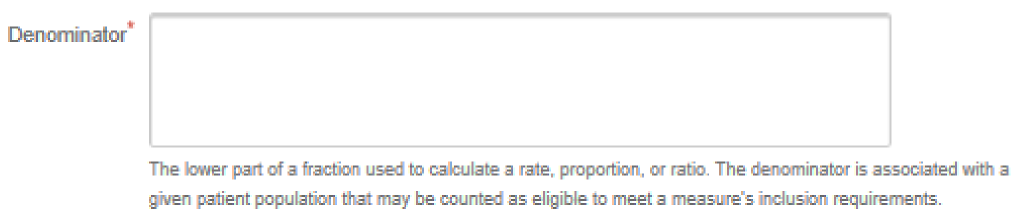


c. **NQS Domain** field – Choose one of the six listed NQS domains from the drop-down list.

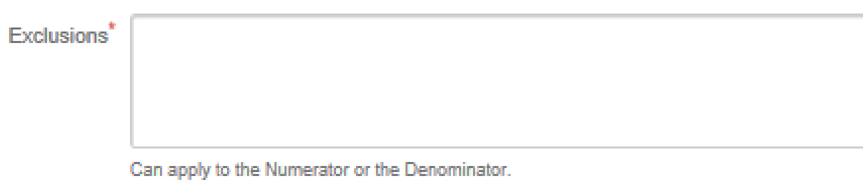
d. **Numerator** field **–** Type in the clinical action to be counted as meeting the requirements of the measure.



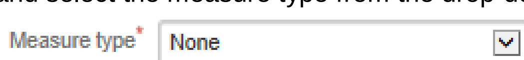
e. **Denominator** field – Type in the eligible patient population to be counted to meet the measures' inclusion requirements.



f. **Exclusions** field – Type in any exclusions to the Numerator or Denominator of the measure. Exclusion is anything that would remove the patient, procedure, or unit of measurement from the Numerator or Denominator.



g. **Measure Type** field – Identify the most appropriate characterization of the measure type and then use the drop down and select the measure type from the drop-down list.



h. NQF ID number field **–** Type in the NQF number. If you don't know the NQF number, then type in four zeroes (0000).

NQF ID number*

Four digit number with leading zeros if needed. If no NQF ID number is known, enter numerals 0000.

i. eCQM # field **–** If applicable, type in the eCQM number in this field.

eCQM # (if applicable)*

j. Rationale field – Type in a detailed rationale/explanation of the measure in this field.

Rationale*

k. What data sources are used for the measure field - Use the drop-down list to choose as many data sources as apply for the measure.

What data sources are used for the measure?*

- Administrative claims (non-Medicare; enter relevant parts in the field below)
- Administrative clinical data
- Facility discharge data
- Chronic condition data warehouse (CCW)
- Claims

Select as many as apply.

l. Steward field – If the measure has a steward, enter the Measure Steward's information.

Steward*

m. # of Performance Rates to be submitted in the XML field – Enter measure perfromance rates

# of Performance Rates to be submitted in the XML*

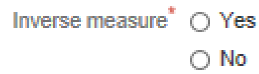
enter # or n/a

n. Indicate an Overall Performance Rate if more than 1 performance rate is to be submitted field - . If the measure contains multiple performance rates, specify which rate will represent an overall performance of the measure.

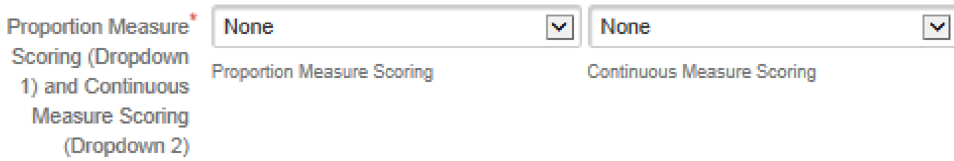
Indicate an Overall Performance Rate if more than 1 performance rate is to be submitted*

Specify which rate will represent an overall performance rate for the measure or how an overall performance rate could be calculated based on the data submitted in the XML [for example, simple average of the performance rates submitted or weighted average (sum the numerators divided by the sum of the denominators), etc].

o. Inverse Measure radio buttons – Click Yes or No, depending on whether or not the measure is inverse.

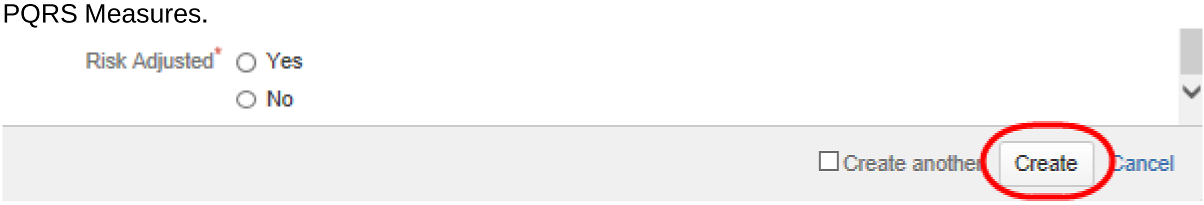


p. Proportion Measure Scoring (Dropdown 1) and Continuous Measure Scoring (Dropdown 2) drop-down boxes –Select the appropriate response in each drop-down box.



q. Risk Adjusted radio buttons - Click Yes or No, depending on whether or not the measure relates to proportion or continuous criteria.

- When you are finished adding the information to your new Non-PQRS Measure, click the **Create** button to save your entry. Repeat the above processes until you have added all of your new Non-PQRS Measures.



Note*: If uploading additional attachments with detailed information on New Non-PQRS Measures, refer to* *page 19* *of the User Guide.*

- View the saved new non-PQRS measure(s) entered on the Summary screen. Scroll down to view all the information entered.
- Clicking on any line will take you into the Edit/Review screen. Use the hyperlinks, not the **Back** button, at the top of the window to navigate to prior pages.

Resources

Help with JIRA

- For additional assistance with JIRA, review the Online Help available in JIRA.
- Additional learning resources on JIRA are available here.

Help with Self-Nomination

- For assistance with completing the self-nomination form, the **Comment** box may be used to ask questions about populating form fields or submitting additional information. Refer to Modifying a JIRA Ticket and Populating the Non-PQRS Measures sections of the *User Guide* for additional information.
- For additional assistance regarding Self-Nomination Criteria, contact the QualityNet Help Desk at 1-866-288-8912 (TTY 1-877-715-6222) from 7:00 a.m. to 7:00 p.m. Central Time (CT) Monday through Friday, or via e-mail. To avoid security violations, do not include personal identifying information, such as Social Security Number or TIN, in email inquiries to the QualityNet Help Desk.