

When to Use this Quick Start Guide

QMARS is a web-based system that allows CMS, CMS-designated contractors, and BFCC QIOs to document, monitor, and analyze data. The collected data is then used to identify opportunities, to improve the quality of care and services for beneficiaries, and to evaluate the efficiency and effectiveness of case review processes. QMARS will be developed and implemented in segments which parallel the case review chapters of the QIO Manuals.

This Welcome Guide is not intended to replace the official User's Guide.

Access to QMARS

Before you can begin in your role as a QMARS Admin, you need to get access to the QMARS system. Refer to the System Requirements and Obtaining HARP Guide for information on obtaining access to QMARS.

System Requirements

The first step needed to get access to QMARS is to ensure your computer supports the system requirements.

- Web Browser – Internet Explorer 11 or Higher
- Browser Configuration – QMARS uses pop-ups. Ensure pop-ups are enabled
- Screen Resolution – Use the highest screen resolution available to minimize excessive horizontal scrolling. (On some resolutions, if parts of screens are not viewable at the highest resolution, change the screen zoom to 75%)
- Programs – QMARS uses Healthcare Quality Information Systems (HCQIS) image programs:
 - o Microsoft Word (Macros may need to be enabled. Work with your local QIO Administrator if necessary).
 - o Microsoft Excel
 - o Adobe Reader
- o *The font Free 3 of 9 Extended is required to see the barcode printed on correspondence and forms. Free 3 of 9 font needs to be installed on each user machine using the following instructions:
 - Unzip the contents of the attached zip package to a temporary location
 - Open 'My Computer' window and copy and paste following path to the address bar. Control Panel\All Control Panel Items\Fonts
 - Drag and drop both .ttf files in to the Fonts folder.

Logging In

Navigate to <https://QMARS.HCQIS.org>

The HARP Log in screen has several features that help with your log in process



The image shows a screenshot of the QMARS Sign-in page. The page has a header with the QMARS logo and the text "Quality Management and Reporting System". Below the header is the title "QMARS Sign-in". There are two input fields: "Username" and "Password". The "Username" field has a red error message below it: "Please enter a username". Below the "Password" field is a checkbox labeled "Remember me". At the bottom of the form is a blue "Sign In" button. Below the button is a link "Need help signing in?". At the very bottom of the page is a link "Don't have an account? Sign up".

Clicking "REMEMBER ME" will save your Username

Your username is your **EIDM ID**

Your password is your **EIDM Password**

Once you have entered your username and password, click sign in.

If you have forgotten your password or would like to reset, click here and you will be able to click "Forgot Password". You can also click HELP.

If you don't have an existing EIDM or a HARP ID, click here to register for a HARP ID

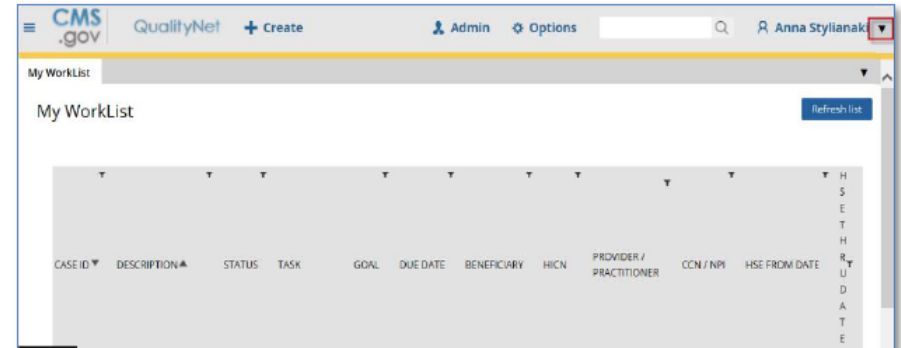
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Tools and Commands

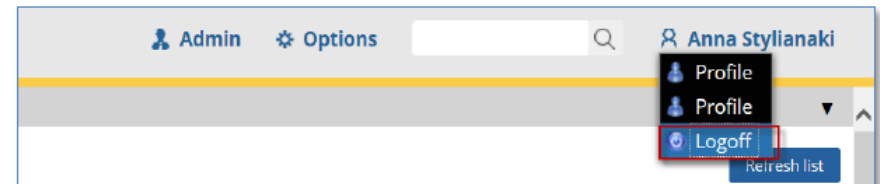
CLICK	Function
User Menu	View your Profile and Log off QMARS
User Profile	Display detailed information about user
My Dashboard	Display work across the organization
My Reports	Run reports
My Cases	View list of work items grouped by case
My Worklist	View list of current tasks assigned to you
Admin Menu	Get access to manage users and staff. Note: Admin displays only for Production Support users.
Options Menu	Transfer a group of work items between users
Create	Start a new process
Search Box	Search for a case by case ID, Name, etc.
Save Work	Save work done on a work item
Transfer	Transfer work to another user or the Workbasket
Review	Open and view completed tasks for a work item
Close work	Close completed tasks on a work item
Audit	Display the history for a selected work item
Follow	Bookmark a work item to keep track of
Notes	Add additional pertinent information to an item
Contacts	List all involved parties and their information
Attachments	Attach small files to a work item
Related Cases	List previous and current cases associated with the same beneficiary

Logging Off

- 1) In the User Menu drop-down, click the arrow next to your user name.



- 2) Select **Log Off** from the drop-down menu.



- 3) You are logged out.



QMARS Quick User Guide

For general questions, contact QMARS_ProdSupport@bellese.io .

When encountering any issue, create a ticket using the ticket request form and send to QNETSUPPORT@HCQIS.ORG.