**Centers for Medicare & Medicaid Services**
CMS eXpedited Life Cycle (XLC)

# QualityNet Portal (QNP) 2.0 / QualityNet.org

# User Manual

### Version 1.0
### 07/22/2019

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# 1. Introduction

This User Manual (UM) provides information necessary for users to effectively navigate QualityNet, also referred to as the QualityNet Portal (QNP) — the public-facing pages of the QualityNet.org website.

Established by the Centers for Medicare & Medicaid Services (CMS), QualityNet provides healthcare quality improvement news, resources and data reporting tools and applications used by healthcare providers and others.

Accessed via login from QualityNet, the QualityNet Secure Portal (QSP) is the only CMS-approved website for secure communications and healthcare quality data exchange between: quality improvement organizations (QIOs), hospitals, ambulatory surgical centers, inpatient psychiatric facilities, end stage renal disease (ESRD) networks and facilities, and data vendors.

This document provides screen prints and corresponding narrative to describe how to navigate to frequently accessed pages of the QualityNet website.

# 2.      Getting Started – Home Page

Access the QualityNet website at https://www.qualitynet.org.



**Figure 1 - QualityNet Home page**

## 2.1    Global features, functionality

The global header provides users access to the following key features and functions from any page of the QualityNet website.

### 2.1.1    Global Search

Enter key word(s) to **Search** for specific content on the website.
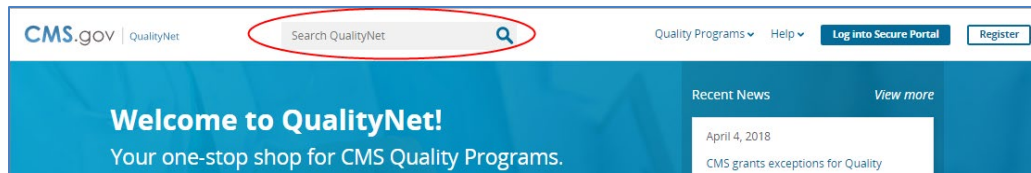


**Figure 2 - Global Search**

### 2.1.2    Quality Programs

Quickly access information regarding specific CMS quality reporting programs from the **Quality Programs** drop-down. Programs are listed by healthcare community (provider type), as follows:

- Inpatient Hospitals
- Outpatient Hospitals
- PPS-Exempt Cancer Hospitals
- Ambulatory Surgical Centers
- End-Stage Renal Disease Facilities
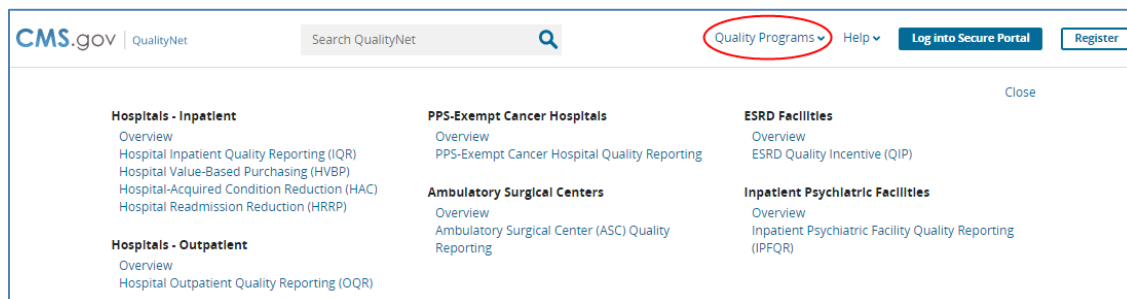- Inpatient Psychiatric Facilities



**Figure 3 - Quality Programs list**

### 2.1.3    Help resources

Access various quality reporting program resources from the **Help** drop-down menu. Resource categories include:

- Getting Started
- Training & Guides
- Known Issues & Maintenance
- QualityNet Support
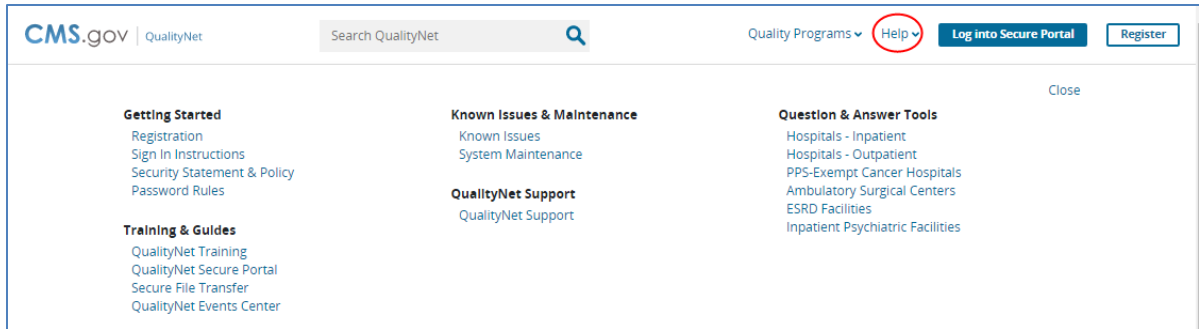- Question and Answer Tools

**Figure 4 - Help resources list**

## 2.1.4    Logging in to Secure Portal

Click the **Log into Secure Portal** button (also located the Welcome to QualityNet banner) to access the **Choose Your QualityNet Destination** page.
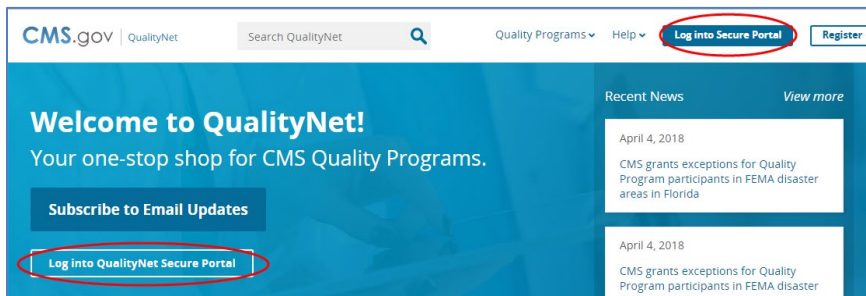


**Figure 5 - Log into QualityNet Secure Portal button**

From there, you will be able to select the desired QualityNet Secure Portal application or tool and proceed to the appropriate login process.



**Figure 6 - Choose Your QualityNet Destination page**

## 2.1.5    Register

Click the **Register** button to quickly access the **Getting Started with QualityNet** pages, where you will find information on registering for an account to access the desired application(s) and/or tool(s) on the QualityNet Secure Portal.

**Figure 7 - Register button**



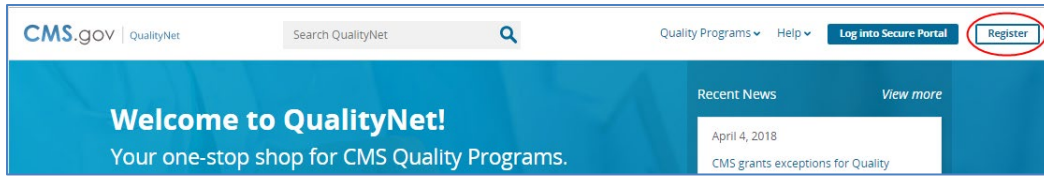**Figure 8 - QualityNet Registration page**

## 2.2   Other Home page features, functions

- Click the **Subscribe to Email Update**s button in the banner of the Home page to access the sign-up page for program and system outage notifications, as well as discussion group participation.

- Access current and recent (archived) news stories from links on the right side of the banner.



**Figure 9 - Welcome to QualityNet banner**

- Access CMS quality program information for each of the six healthcare communities by clicking one of the quick links in the center of the Home page.
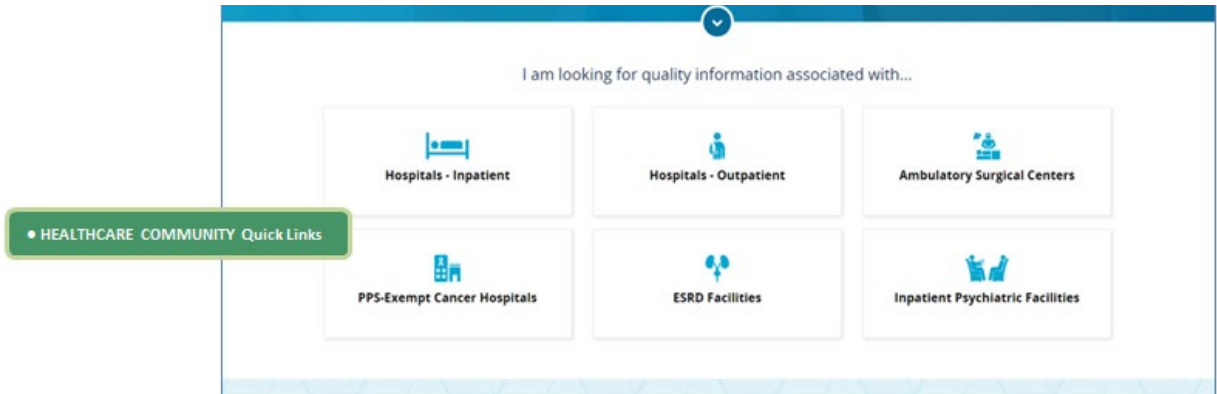
**Figure 10 - Healthcare Community quick links**

# 3.    Healthcare Community pages

All CMS quality program information provided on QualityNet is organized by provider type into six broad categories of care, or healthcare communities:

- Inpatient Hospitals
- Outpatient Hospitals
- PPS-Exempt Cancer Hospitals
- Ambulatory Surgical Centers
- End-Stage Renal Disease Facilities
- Inpatient Psychiatric Facilities

Although the program information for each healthcare community varies, it is organized as follows.

## 3.1   Overview page

The Overview, or landing, page for each healthcare community section of QualityNet features:

- an introductory overview of CMS quality reporting programs for the provider group
- a navigation bar, displayed just below the banner, containing quick links to community subsections, such as
    - Measures
    - Public Reporting
    - Data Management (or Data Submission)
    - Resources
    - Notifications (Email Notifications)
- quick links to the most recent Specifications or Program Manuals
- quick links to various CMS quality reporting programs available to the community
- links to current and recent QualityNet news stories pertaining to the community

Figure 11 - Healthcare community Overview page

## 3.2   Measures

From the navigation bar of the healthcare community Overview page, click **Measures** to access the Measures Overview page for the selected healthcare community.

### 3.2.1   Measures Overview page

The Measures overview page lists all measures and measure sets associated with programs for the healthcare community.

Click the associated **Learn More** link to access pages pertaining to a particular measure or measure set.
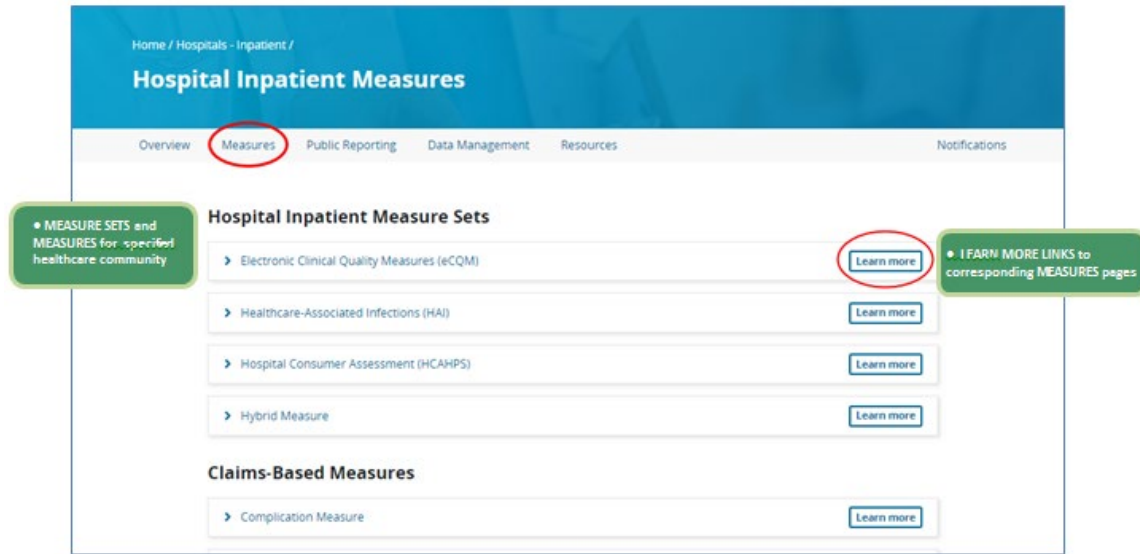
Figure 12 - Measures overview page

## 3.2.2    Measure / measure sets pages

Use the navigation bar for each measure or measure set to access pages with additional measure-specific information.



Figure 13 - Measure/measure set Overview page

## 3.3    Public Reporting

From the navigation bar of the healthcare community Overview page, click **Public Reporting** to access related public reporting information and resources.
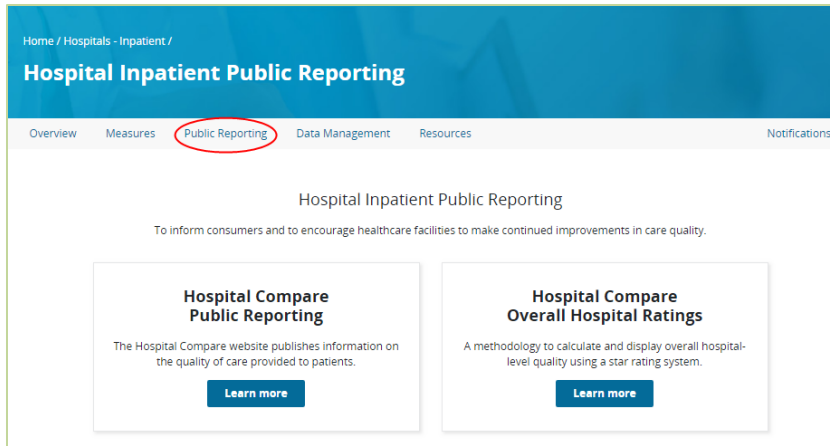
**Figure 14 - Public Reporting page**

## 3.4 Data Management / Data Submission

From the navigation bar of the healthcare community Overview page, click Data Management (or Data Submission) to access program-specific information regarding Data Collection, Data Submission, and Data Validation.
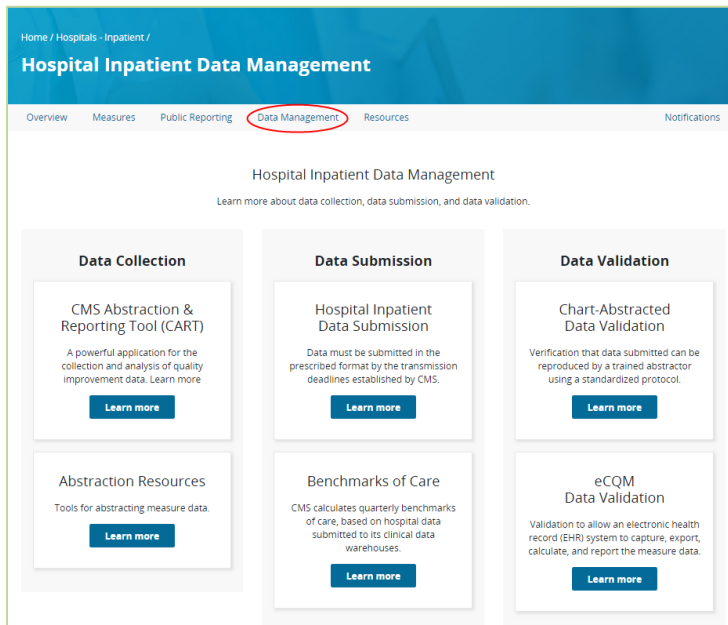


**Figure 15 - Data Management / Data Submission page**

## 3.5 Resources

From the navigation bar of the healthcare community Overview page, click **Resources** to access a variety of tools and program resources.

**Figure 16 - Resources page**

# Appendix A: Record of Changes

**Table 1 - Record of Changes**

| Version Number | Date | Author/Owner | Description of Change |
|---|---|---|---|
| 0.1 | 07/08/2019 | ESS-BRADO | Draft for CMS Office of Communications review |
| 1.0 | 07/22/2019 | ESS-BRADO | Initial version of QualityNet Portal (QNP) 2.0 User Manual |

# Appendix B: Approvals

The undersigned acknowledge that they have reviewed the User Manual and agree with the information presented within this document. Changes to this User Manual will be coordinated with, and approved by, the undersigned, or their designated representatives.

**Table 2 - Approvals**

| Document Approved By | Date Approved |
|---|---|
| *Patrice Benn* | 07/08/2019 |
| Name: Patrice Benn, Technical Architect, Division of Quality Systems, Governance, Engineering, & – Centers for Medicare & Medicaid Services | Date |
| | |
| Name: <Name>, <Job Title> - <Company> | Date |
| | |
| Name: <Name>, <Job Title> - <Company> | Date |
| | |
| Name: <Name>, <Job Title> - <Company> | Date |