

## Program Resource System (PRS)

**Program Resource System (PRS)** is a repository of demographic information for hospital providers in the Centers for Medicare & Medicaid Services (CMS), Survey and Certification System (CASPER), and Quality Improvement and Evaluation System (QIES). PRS assists Quality Improvement Organizations (QIOs) and Program Support Contractors in maintaining CMS Programs and providing hospital information used in Hospital Quality Reporting (HQR) applications.

### Prerequisites

- Symantec VIP – Refer to the *Symantec VIP with QualityNet Account Registration* handout for installation instructions.

---

### Quick Start Guide

**Step 1:** The Security Administrator (SA) registers first at <https://www.qualitynet.org/>

- Click **Register** in upper right corner.
- Scroll down to the section that states: **I am a Security Administrator**.
- Download the form **QualityNet Security Administrator Registration Packet**.
- Follow the directions on SA downloadable form.
- Submit form to [QualityNetRegistration@ventechsolutions.com](mailto:QualityNetRegistration@ventechsolutions.com).

**Step 2:** Once you, the SA, have been provided access via QualityNet, you can then gather the information for each user needing Basic User access and create new users as follows:

**NOTE:** SA access must be complete before requesting individual user access.

- Log into the QualityNet portal with your QualityNet credentials at [https://cportal.qualitynet.org/QNet/pgm\\_select.htm](https://cportal.qualitynet.org/QNet/pgm_select.htm)
  - Select *Hospital Quality Reporting* from the drop-down list.
  - Log in with your QualityNet account and enter your Symantec VIP token in the Security Code field.
  - When you first log in, you will be asked to change your password, answer a set of security questions, and provide your Symantec VIP security token (two-factor authentication).
  - Select the *Create* option to add basic users and follow the steps to submit a registration for each user.
  - Provide signed registration forms to [QualityNetRegistration@ventechsolutions.com](mailto:QualityNetRegistration@ventechsolutions.com).
- Once you receive confirmation that the users have been added, each user can now log in using the New User Enrollment link at [New User Enrollment Process](#).

- When users first log in, they will also be asked to change their password, answer a set of security questions, and provide their Symantec VIP security token (two-factor authentication).

**Step 3:** Once users have been provided Basic Access, you can grant roles to the users:

- Log into the QualityNet portal with your QualityNet credentials at [https://cportal.qualitynet.org/QNet/pgm\\_select.htm](https://cportal.qualitynet.org/QNet/pgm_select.htm)
  - Select *Hospital Quality Reporting* from the drop-down list.
  - Log in with your QualityNet account and enter your Symantec VIP token in the Security Code field.
  - Refer to the QualityNet User Guide, link below, for assistance in requesting roles *by* the SA *for* users, as well as other administrative tasks such as password resets.

---

## Additional Resources

Refer to the [QualityNet User Guide](#) for guidance on how to request roles for users.

---

## Need Help?

Please contact the Quality Service Center with questions regarding registering or access via email at [qnet-support@hcqis.org](mailto:qnet-support@hcqis.org) or by phone at 1-866-288-8914 (TRS: 711).