



# Quality Payment Program

## HARP Account Setup Checklist

Create HARP Profile and Account

Set up Two-Factor Authentication

Log-in on QPP.CMS.GOV

Connect to an Organization

Determine Role

The HCQIS Access Roles and Profile (HARP) system is a secure identity management portal provided by the Centers for Medicare & Medicaid Services (CMS) to provide secure, confidential access to MIPS information in the Quality Payment Program (QPP) portal pertaining to your clinic and clinicians.

To make this process as easy as possible, here are a few guides:

1. [Before you begin](#) – this document gives an introduction to accessing to the QPP Portal for beginners who unfamiliar with HARP access.
2. [Register for a HARP account](#) – this document is a step by step guide with screen shots to walk new users through obtaining a HARP account. A HARP account is unique to each user and you will complete identity proofing steps.
3. [Connect to an organization](#) – this document explains how to Connect to a specific organization (clinic) after you have obtained a HARP account. You can connect to more than one clinic if you work under more than one Tax ID Number (TIN).
4. [Security Officials Manage Access](#) – this document explains how to manage staff access for clinics who have multiple staff who need access within the QPP portal.

### Create HARP Profile and Account

- Follow instructions at: <https://qpp.cms.gov/login?page=register>
- **Profile Information Required:** First Name, Last Name, Date of Birth, Email Address, Phone Number, Home Address, Social Security Number\*
- **Account Information Required:** User ID, Password, Challenge Question and Answer
- **Remote Proofing:** Answer personal questions as they are displayed regarding credit activity. You may need to have access to your personal and credit report information: where your mortgage is serviced, current or previous employer, number of bedrooms in your home, home addresses from last five years.



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\*If you prefer not to enter your Social Security Number, you will need to select “Initiate Manual Proofing” process which requires submitting profile and account information then sending one of three approved forms of Government Photo IDs AND two copies of financial institution official bills or statements addressed to the address used for registration.

For more information, visit: <https://harp.qualitynet.org/login/help>

## Set up Two-Factor Authentication

- Enter new User ID and Password, add device from drop-down options including SMS, Voice, Google Authenticator, Okta Verify

## Connect to an Organization

- Log-in on QPP.CMS.GOV with your newly created HARP account login
- Select “Manage Access” on the left side of the page.
- Select “Connect to an Organization” in the middle of the page.
  - Select Organization Type: **Practice**, Alternative Payment Model (APM) Entity, Registry
    - The first user will automatically be made Security Official and you will need to provide PTAN and NPI of a single clinician that is part of TIN practice.
    - Subsequent users will need to request approval from the Security Official
  - Find a Practice: Enter practice TIN and confirm
  - **Select one of two role types:** Staff User or Security Official
    - Staff User can report data only
    - Security Official can report data and manage users

**Note:** If you need to become the Security Official because this person is no longer with the organization or is unavailable/unable to login contact the Quality Payment Program Help Desk: **1-866-288-8292 TTY: 1-877-715-6222**

## Information you will need to provide the QPP Help Desk:

- **Your Information:** First Name, Last Name, E-Mail Address, Social Security Number, Date of Birth, Home Address, City, State, Zip Code, and Primary Phone Number.
- **Business Contact Information:** Company Name, Address, City, State, Zip Code, Company Phone Number, and Office Phone Number.
- **Professional Information:** at least one current Practitioner’s First and Last Name, Legal Business Name, Practitioner’s Medicare billing TIN, Practitioner’s rendering NPI and the corresponding individual PTAN (*do not use the Group NPI or Group PTAN*), Address, City, State, Zip Code and Phone Number.

For More Information, visit: <https://healthinsight.org/qpp>

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