

*Instructions for PQRI Qualification with the NCQA BPRP Program*  
(*Bolded instructions are specific to the PQRI qualification requirements*)

**1. Order Program Materials (if you currently have materials go to #2)**

**Request Free  
BPRP Application  
Materials**

These materials include general information about the program. To request, visit [www.ncqa.org/publications](http://www.ncqa.org/publications) or call NCQA Customer Support at (888) 275-7585.

After placing your order, you will receive two e-mails from [publications@ncqa.org](mailto:publications@ncqa.org). One confirms your order and one includes a user name, password and a link where you can download the application materials. *NOTE: Please keep this e-mail for your records.*

**Purchase the  
BPRP DCT**

The Web-enabled Data Collection Tool (DCT) allows you to collect and submit your data for evaluation. The DCT costs \$80 and the purchase includes the *BPRP Standards and Guidelines* and the materials needed to apply for the Recognition program **and the PQRI program**. *NOTE: A "clinician group" with more than one medical office location (practice site) purchases only one (1) DCT. Each clinician submits a separate data collection. To purchase, visit [www.ncqa.org/publications](http://www.ncqa.org/publications) or call NCQA Customer Support at (888) 275-7585. NOTE: The purchase is non-refundable.*

After placing your order to purchase, you will receive two e-mails from [publications@ncqa.org](mailto:publications@ncqa.org). One confirms your purchase and one includes a user name, password and a link where you can access your DCT. *NOTE: Please keep this e-mail for your records.*

**2. Prepare to Apply**

**Get organized**

Create a folder in your computer's local hard drive where you can save your BPRP Requirements, Printable DCT and instructions, Agreement(s) and other BPRP documents. Also, establish a file or binder to keep hard copy documents.

**Set a submittal  
date**

If your practice or another organization has set a deadline for achieving Recognition, then plan to send all application materials and submit your data at least two months prior to the deadline. This early submittal provides a buffer if NCQA has questions or if you need to provide additional information to complete your application. *DISCLAIMER: As an independent review organization, NCQA is not responsible for an applicant meeting or not meeting a deadline set by another organization for any purpose. **The deadline for submitting data to NCQA for PQRI qualification for the 2009 reporting period is January 31, 2010!***

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### 3. Complete the Application Materials

#### The Agreement

Review and sign two copies of the BPRP Agreement and accompanying Business Associate Addendum (to comply with HIPAA<sup>1</sup>). NCQA will countersign and return one copy to you for your records.

#### The Release Form

**Complete the release form to allow NCQA to transmit your reported data to CMS. You must include your NPI (National Provider Identifier) and your practice TIN (Tax Identification Number). Each clinician must complete a release form if they wish to qualify for PQRI.**

#### The DCT

Identify the applicant's patient sample<sup>2</sup>, enter data in the DCT and evaluate performance. The DCT automatically provides a preliminary score and lets you know if the applicant meets the BPRP requirements. **You must enter at least 30 consecutive eligible patients to qualify for PQRI submission. The data for the measures must be reported for each eligible patient. The reporting period is 2009, therefore patient selection should be timed to identify patients with initial visits in 2009. At least 2 of the patients for which data is reported must be Medicare Fee For Service (FFS) patients. Continue selecting patients until these requirements are met.**

#### Patient Log

**For PQRI qualification you must be able to produce a patient log that includes identification of all Medicare FFS patients. The log must show all patients you evaluated to identify the 30 consecutive eligible patients.**

#### Application Fees

Use the pricing and examples in Exhibit B of the BPRP Agreement to determine your group's application fee. If paying via check, make payable to NCQA. If paying by credit card, complete the credit card payment form. **There is no additional fee for your data to be submitted for PQRI.**

### 4. Prepare to Submit Application and Measures Data

#### Review your electronic documents

Follow the submission instructions in the DCT.

<sup>1</sup> "HIPAA" stands for the "Health Insurance Portability and Accountability Act."

<sup>2</sup> The patient sample must be identified using the BPRP patient sample methodology.

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## 5. Submit Agreements

Mail signed agreements

Mail two (2) signed copies of the Agreement and fees to: NCQA, 1100 13<sup>th</sup> Street, NW, Suite 1000, Washington, DC 20005, Attention: BPRP. We recommend getting a tracking number and receipt of delivery.  
*NOTE: Application fees are non-refundable.*

## 6. Receive Recognition Decision

NCQA Review

NCQA evaluates your application materials and DCT. If complete, NCQA makes a Recognition decision in 30 – 60 days. If your score meets the criteria to achieve recognition, your name is posted to the NCQA clinician directory as a Recognized clinician. You will receive a Recognition packet in the mail.

**PQRI Submission**

**For applicants who have submitted a release and the required 30 patients with at least 2 Medicare FFS patients to qualify them for PQRI, will have their data submitted to CMS by NCQA. Please visit the CMS PQRI site at <http://www.cms.hhs.gov/pqri/> for information and timing of payments.**