



## PERFORMING YOUR MONTHLY PRACTICE SELF-AUDIT

for 2016 ASA QUALITY REPORTING

1. **Review your reports.** Login at [www.aqihq.org](http://www.aqihq.org) and enter your User Name and Password.

NACOR provides a CMS Quality Reporting Guide available by clicking on the Resource icon . For additional help reading your reports, please refer to [instructions](#) to determine if your Eligible Professionals (EPs) are meeting CMS reporting requirements.

2. **Review your provider list for accuracy.** Access the Administrative icon  in the left-hand margin. Select “Provider List” from the options displayed. **The “Provider List” in NACOR determines the NPI/TIN combinations AQI will report to CMS along with the corresponding measure data. The list needs to be accurately maintained by the Practice Champion or designee. NACOR will submit according to the data in the “Provider List.” The last date to make changes to the “Provider List” for purposes of CMS reporting will be February 15, 2017.**

Sometimes an individual provider may have duplicate or missing data because the information uploaded in the data files may be different than the information provided in the roster.

Provider List Step 2

Practice Specific Provider ID	First Name	Last Name	Type	NPI	Billing TIN	Report to CMS	Parent Practice ID	Status
...	Q	...	Q	...	Q	...	Q	...
			0	Step 3	Step 4	Step 5	369	Enabled
			0				369	Enabled
			0				369	Enabled

1 2 3 4 ▶ ▶▶

3. **Verify each provider NPI. Scroll page by page in your provider list or export the list to excel.**
  - Check the “NPI” field(s); make sure the NPI is correct.
  - An individual provider may have multiple rows due to differences between the provider roster and actual data submitted. (see Examples 1 & 2 next page)
  - Fill in the “NPI” field for any provider where the NPI field is blank.
4. **Verify accuracy of provider TINs.**
  - Check that the correct TIN for each provider shows in the “Billing TIN” field.
  - Fill in the “Billing TIN” field for any provider where the “Billing TIN” field is blank.
    - An individual provider may be a new provider since rostering so the “Billing TIN” may be blank (see example 3 next page). An individual provider may have more than one “Billing TIN” but their NPI should remain the same.
5. **Verify that the “Report to CMS for this EP” is checked “Yes” unless you do NOT want us to report for a given provider.**
  - Be sure each provider is checked “Yes” if you want their data reported to CMS.

**IMPORTANT NOTE:** If “Yes” is **NOT** selected, data will not be sent to CMS for that provider.

If you do notice duplicate providers with different Practice Specific Provider IDs, and you do want us to report to CMS for all of your EPs, you should verify and fill in all of the data in Steps 3 – 5.

<b>1. EXAMPLE OF A DUPLICATE PROVIDER</b>		<b>Practice Specific Provider ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>NPI</b>	<b>Billing TIN</b>	<b>Report to CMS</b>
A	Provider data submitted through roster process	1111111111	Jane	Doe	1111111111	000000000	Yes
B	Actual provider data submitted	123	FILL IN	FILL IN	1111111111	FILL IN	Yes

**EXPLANATION:** Jane Doe was rostered as Provider ID 1111111111 (A). Case and measure data came over as Provider ID 123 (B). Fill in the “Billing TIN” and change the “Report to CMS” field to “No” if that provider’s data is **NOT** to be reported to CMS.

**CORRECTED EXAMPLE OF DUPLICATE PROVIDER**

<b>2. EXAMPLE OF A DUPLICATE PROVIDER</b>		<b>Practice Specific Provider ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>NPI</b>	<b>Billing TIN</b>	<b>Report to CMS</b>
A	Provider data submitted through roster process	1111111111	Jane	Doe	1111111111	000000000	Yes
B	Actual provider data submitted	123	Jane	Doe	1111111111	000000000	Yes

After Provider B is updated, Provider A will be removed and all cases associated with Provider A will be assigned to Provider B. Provider B in this example is the “record of truth” for reporting to CMS.

<b>3. EXAMPLE OF A NEW PROVIDER</b>		<b>Practice Specific Provider ID</b>	<b>First Name</b>	<b>Last Name</b>	<b>NPI</b>	<b>Billing TIN</b>	<b>Report to CMS</b>
Provider data not submitted through roster process							
Actual data submitted for new provider		999	FILL IN	FILL IN	1111111111	FILL IN	Yes

**INSTRUCTIONS FOR EDITING PROVIDER NPIS, TINs and “REPORT TO CMS FOR THIS EP”:**

1. Double click on the provider you wish to edit.
2. Make the appropriate changes (see steps 3,4 and 5 above).
3. Click SUBMIT at the bottom of the page.