



# HOP QDRP Quick Start Guide: Vendor Authorization

## Required Role: HOP QDRP Vendor Authorization

### Review Authorized Vendor(s)

Prior to submitting data on behalf of a provider, the vendor must first be authorized by your organization.

- 1 Go to [www.qualitynet.org](http://www.qualitynet.org).
- 2 Select **My QualityNet**.
- 3 Find **Authorize Vendors to Submit Data** task box.
- 4 Click **Hospital: Outpatient Clinical**.
- 5 View **Authorize Vendors to Submit Data** page. The vendor authorization(s) for HOP QDRP will display on this page.
- 6 Review **Measure Set** for each vendor currently authorized – there must be a vendor authorization for each of the outpatient measures (HOP-AMI, HOP-CP, and HOP-Surgery) for which the vendor is to submit data.
- 7 Review **Encounter Start Date** and **Transmission Start Date**.


**Note:** Encounter Start Date should be no later than 04/01/2008 for Q2 2008 encounters. Your date may be later if you are authorizing a vendor for a different Encounter/ Transmission Start Date. Please contact the HOP QDRP SC for any questions you might have.

**Note:** Transmission Start Date should reflect the date you entered into the agreement with the vendor.

- 8 Review **End Dates**, if entered. **Encounter End Date** and **Transmission**

**End Date** are optional. If an End Date is in either field, confirm these dates. If the date(s) is/are incorrect and is/are past dates, contact the QualityNet Help Desk at [qnetsupport@ifmc.sdps.org](mailto:qnetsupport@ifmc.sdps.org). However, any dates that are still in the future may be modified.


### Add a Vendor to Authorized Vendor List


- 1 Click **Add New Vendor Authorization** on the Authorize Vendors to Submit Data page.
- 2 Select a **vendor** using the drop-down arrow.
- 3 Verify the correct vendor information is displayed.
- 4 Enter dates using the  **calendar** button for which this vendor is authorized to submit data for each of the HOP measures.
  - Enter **Encounter Start Date** and **Transmission Start Date**.



**Note:** Encounter Start Date should be no later than 04/01/2008 for Q2 2008 encounters.

**Note:** Transmission Start Date should reflect the date you entered into the agreement with the vendor. The Transmission Start Date cannot be less than the current date.

- Review **End Dates**, if entered. **Encounter End Date** and **Transmission End Date** are optional.

 Do not enter End Dates unless you have agreed on a confirmed termination date with your vendor.

 Verify all required data will be/has been submitted prior to the Transmission Date End to prevent data submission errors.

- 5 Click **Continue** to proceed.
  -  Clicking **Cancel** will return to previous page without saving changes.
  -  If there are any warnings or edits, they will appear in red at the top of the page.
- 6 Verify information entered is correct for each measure set. Click **Edit** to return to the previous page for changes.
- 7 Enter your **My QualityNet Password** to complete the authorization process.
- 8 Click **Submit**. The Vendor Authorization Complete page appears.

**Note:** If incorrect dates that are protected have been entered and need to be changed, contact the QualityNet Help Desk at [qnetsupport@ifmc.sdps.org](mailto:qnetsupport@ifmc.sdps.org)
- 9 Click **Print** for a printer-friendly copy of the authorization.

### Update Vendor Authorization

It is recommended that updates/changes to vendor authorization be made at the beginning of a quarter.

- 1 Click the **radio** button next to the vendor for which an update is necessary on the Authorize Vendors to Submit Data page.
- 2 Click **Update Vendor Authorization** on the bottom of the page.
- 3 Enter **Start** or **End Dates** or **modify existing dates** for each of the desired measure sets. Only future dates can be modified.
- 4 Click **Continue** to proceed.



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Clicking **Cancel** will return to previous page without saving changes.

- 5 Verify information entered is correct for each Measure Set. Use **Edit** to return to the previous page for changes.
- 6 Enter your **My QualityNet Password** to complete the authorization process.
- 7 Click **Submit**. The Vendor Authorization Complete page appears.
- 8 Click **Print** for a printer-friendly copy of the authorization.