



Covisint MIPS Quick Start User Guide

2018

The Quick Start instructions explain the MIPS registration process, entering data, and the submission process.

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Covisint MIPS Overview

The Quick Start instructions detail the process for using the Covisint MIPS registry including registration, data collection and data entry, and submission. For additional information regarding using the Covisint MIPS reporting tool reference the data entry instructions within the application. For more information on reporting options and reporting rules reference our **How do I Get Started** guide.

Note: Some users have problems with *Internet Explorer*. Add Covisint to your compatibility site list or use another browser if you are having difficulty.

Registration Process

To use the Covisint MIPS registry users need to register to get an account with a user name and password. To register go to: <https://mips.healthcare.covisint.com/MIPS2018/MIPSRegistration.aspx> or click on the **Register** button from our webpage. Contact support at 866-823-3958 for assistance in accessing an existing account.

Complete the 4-step registration process described below.

Step 1: Complete Practice and User Information

1. Enter the **Practice** and **User Information**. This information is important and is how we communicate with you so be sure it is current and update when this information changes.
2. Create a **User Name**. You will need this to login to the Covisint MIPS application to enter data.
3. Click **Next**.

Step 2: Accept the Hosted Portal Services Agreement

1. Read the Covisint Portal Service Agreement and check the **box** indicating the agreement has been read.
2. Click **Next**.

Step 3: Add Providers

NOTE: If you are registering as a group this step is not applicable. Contact sales support for a GPRO registration code if you don't already have one. Otherwise follow the prompts to register as a group.

1. In the Provider List section, click **Add New**.
2. Enter the **provider's INDIVIDUAL NPI number** to retrieve the provider's demographic data from the NPI registry.
3. Click **Get Provider Detail**.
 - a. If you do not have your NPI, click the **NPI Lookup**, enter physician information, search, and then copy the NPI from the lookup and paste it into the NPI field in the Covisint MIPS registration screen.

Click **Get Provider Detail** and the provider information screen should display with data populated from the national NPI registry.

4. Review pre-populated information and update as necessary.
5. Enter required information “Federal Tax ID,” “Specialty” and “Email.” Then click **Save** Provider.
6. Repeat for all providers in your practice. Click *Next* when all providers have been added. **Note:** You can add additional providers at a later time if you aren’t able to add them all now. This is recommended if you have a large number of providers.

Step 4: Confirm Information

1. When the Practice Information screen displays **review** the data.
2. If items need to be corrected, click the respective link for each section: **Edit Practice Information, Edit User Information, or Edit Provider Information.**
3. Click **I would like to receive reminder e-mails regarding MIPS deadlines** if you would like to receive these types of reminders.
4. Click **Finish** when all entries are correct.
5. A confirmation message displays and a registration email with your password is auto-generated and sent to the email address entered during Step 1. Click **OK**. Note: check your “junk” mail and contact customer support if you do not receive your password within an hour.
6. After clicking **OK** on the confirmation screen, you will be redirected to the Covisint MIPS login screen.

Entering the Covisint Web Application

Using your internet browser (see note at the top of the page regarding IE), navigate to Covisint MIPS at: <https://mips.healthcare.covisint.com/MIPS2018/DesktopDefault.aspx> or click on the **Login** button from our webpage.

2. On the login screen enter your **User Name** and **Password** exactly as received in the registration email from Covisint. Be sure to read the **News & Announcements** section on the right side of the page which provides important information and updates.
3. Click **Sign In**.
4. On the **Home** screen are documents provided to aid you in reporting correctly.

Entering Data

1. On the main menu bar hover over the **MIPS Submission** tab; four choices are displayed; *Measure Groups*, *Individual Measures*, *Improvement Activities* and *Promoting Interoperability* (formerly Advancing Care Information). Measure Groups and Individual Measures are two quality reporting options.

Click on the category option you would like to access for reporting. If you are logging in for the first time each year you will need to accept the BAA and T&C's.

- ✓ Read the Business Associate Agreement and the Terms & Conditions and check all three **boxes** indicating the agreements have been read and accepted.

NOTE: Access the “*Data Entry Instructions*” link in each section for details on inputting data.

2. Select the appropriate measures and enter required data dependent on the category selected. **SAVE** as applicable. **SUBMIT** and complete your payment for each category you are reporting before we close for the reporting year.

Completing the Submission

1. Click **Submit** to begin the submission process, confirm that you are aware of the importance of the correct TIN/NPI. The TIN/NPI will be displayed on the attestation step. Be sure to check carefully that these numbers are correct.
2. Click to acknowledge the full year submission requirement for Quality or input the submission period dates for IA or PI.
3. Click **next** to continue to the attestation screen where you must attest to the correctness and completeness of all data being submitted for the clinician including the **TIN/NPI** combination. **Read** the attestation statement thoroughly paying close attention to the TIN/NPI shown as this is what will be reported.
4. You will need to complete the submission process for each MIPS category you are reporting through Covisint.
5. Click **I Accept** to continue the submission process.
6. The screen refreshes to the payment screen.

IMPORTANT! If you have a coupon, enter the coupon code and select **Apply Coupon** BEFORE completing your submission.

- i. To submit the payment, enter your **billing and credit card information** in the provided fields.
- ii. Be sure the amount displayed is correct and verify that any coupon entered was applied then click **Next**.

7. A pop-up window will appear with a **Confirmation Code** indicating successful submission of data to Covisint. A receipt will be sent to the email address on file for both the user and the provider if different. Click OK.

NOTE: Your confirmation can be accessed at any time prior to our closing for the year by going to the data entry screen and clicking on the confirmation link.

Covisint processes all submitted data from the MIPS application at one time, at the end of the reporting year after CMS opens the registry submission portal. If a practice did not complete the entire process, submitting data for each provider by the designated close date posted at our website, the data will not be included in the information sent to CMS. CMS has a designated window of time when the data can be submitted by vendors, usually in March of the year following the reporting year. Covisint will post a close date on the Covisint website that allows us time to process the data and prepare it for submission to CMS by the reporting deadline.

Upon receipt of the data CMS will process data and determine eligible professionals who satisfactorily reported their clinical data. Covisint receives no information from CMS indicating which providers reported successfully or not. Providers can contact CMS' **Quality Net Help Desk** Support at 866-288-8292 or QPP@cms.hhs.gov for assistance, or you can login to your EIDM account for a feedback report once CMS makes them available.