

# Opt in for the Quality Incentive Payment System (QIPS) program

To opt into the QIPS program, your organization or group must be registered for the Provider Engagement, Analytics & Reporting (PEAR) portal, have access to the Analytics & Reporting application, and complete the annual Satisfaction Survey. The survey MUST be completed prior to opting in.

# QIPS

## Opt-in User Guide

### QIPS program opt-in homepage

The screenshot shows the PEAR Analytics & Reporting portal. At the top right, there are navigation links for Home, Report Center, and Output, along with user profile and notification icons. A red circle with the number 1 highlights the top right navigation area. Below the navigation is the main heading 'Quality Incentive Payment System' and a sub-heading 'Participation election for the QIPS program'. A red circle with the number 2 highlights the 'Opt-in declaration' section, which contains a paragraph of text and a checkbox labeled 'I agree to the terms outlined in the Participation requirements.' Below this is a section titled 'Your election status' with a search bar and a list of practice locations. A red circle with the number 3 highlights the search bar, and a red circle with the number 4 highlights the first practice entry in the list. To the right of the practice list is a form titled 'All fields are required' with a yellow status bar at the top. A red circle with the number 5 highlights the 'Submit' button at the bottom of the form. A red circle with the number 6 highlights the 'Your election status' section header. At the bottom left of the form area, there is a yellow warning icon and a section titled 'Annual Opt-in Timeline' with the text 'Please complete the opt-in for measurement year'.

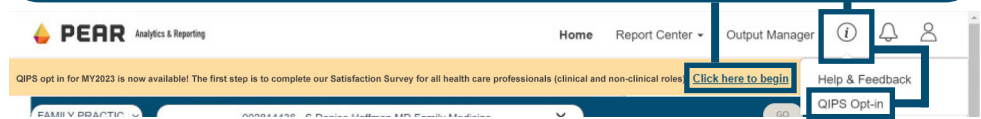
Step-by-step details on back

# Follow these steps to complete the QIPS opt-in process:

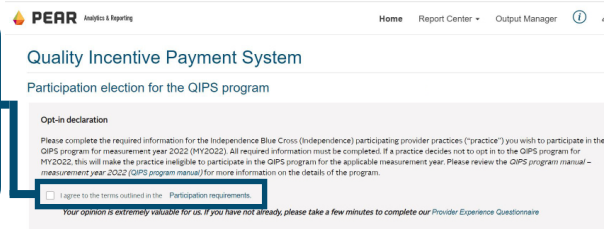
1

Log in to the PEAR portal and select Analytics & Reporting (AR).  
Navigate to the opt-in form via the information icon in the PEAR AR menu bar or the banner at the top of the page.

**Note:** The opt-in form will not fully display until the Satisfaction Survey is complete.



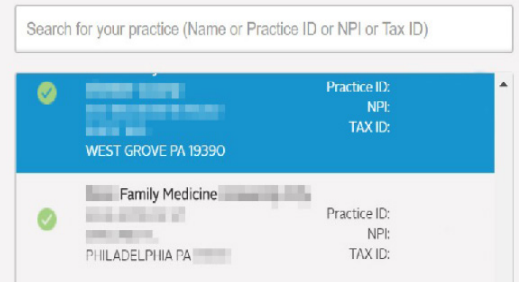
Read the QIPS opt-in declaration and review the program guide. Agree to the terms outlined in the participation requirements.



2

3

Search for and select your practice to complete opt-in; opt-in must be completed for each practice that wishes to be included in the QIPS program.



Complete all required fields; contact information fields can be updated throughout the year.

If you previously opted-in, this information will be prepopulated. Review for accuracy or update.

A screenshot of the form for entering Clinical and Office Champion information. The form has two sections. The first section is for the 'Clinical Champion' (Practicing physician who is responsible for coordinating value-based clinical activities at the practice location). It has a 'Full name \*' field with 'John Doe' entered. The second section is for the 'Office Champion' (Administrator who is responsible for coordinating value-based administrative activities at the practice location). It has a 'Full name \*' field with 'Jane Doe' entered. The PEAR logo and navigation bar are visible at the top of the page.

4

5

Submit electronic signature exactly how it is written below the signature box.

A screenshot of the electronic signature form. It has a label 'Electronic signature (Please type your name as it appears below the box) \*' and a 'Date' field. Below the label, there is a text input field with the placeholder text 'Please type your name as it appears below the box'. Below the input field, there is a dropdown menu with 'John Doe' selected. The PEAR logo and navigation bar are visible at the top of the page.

Once a practice has completed the process, it will appear in the "opt-in complete" tab. Contact information can be updated within this tab throughout the year in case of Clinical or Office Champion changes.

Your election status

All | Opt-in complete | Opt-in pending

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