



Provider Registration For PCS QiRePort Users

Complete this form and send to VieBridge, Inc. QiReport Support at fax (919)301-0765 or email at Support@qireport.net.
For questions, call QiReport Support Team at 888-705-0970

Agency/Facility Identification and Primary Contact Information

Owner/Corporate Identity (Full name)		Main Phone		Main Fax	
Agency/Facility Name If Different Than Corporate Identity (dba):	NPI number w/3 digit locator code: i.e.1001110000-003	ACH only DHSR License #			
Agency/Facility Mailing Address					
Street Address or PO Box	City	State	NC	Zip	County
Agency/Facility Staff Contact Information For QiRePort Support and Communications (For the agency/facility as a whole, QiReport Administrators)					
Last Name	First Name	Position	Telephone	E-Mail	
Last Name	First Name	Position	Telephone	E-Mail	

List Agency/Facility NPI Numbers with 3 digit Locator Codes Used For PCS Billing (List up to 15 NPI numbers below): i.e. 1001110000-003

List Staff Requiring Access To Beneficiary Information For All Agency/Facility NPI Numbers Listed Above (Up to 5 agency/facility staff)

Agency/Facility Staff and QiRePort Administrators				
Last Name	FirstName	Type of Access*	E-Mail Address	NCID User ID

* Type of Access: Select either (Add/Edit = 2 Administrators) or (View Only=Users)

List Staff Requiring Access To Beneficiary Data Associated With A Single Agency/Facility NPI Number with 3 digit locator code

Enter NPI Number with 3 digit Locator Code Below: i.e. 1001110000-003	Enter Agency/Facility Location Associated With NPI Number (If applicable)				Telephone	Fax
	Street	City	State	Zip		

List Agency/Facility staff requiring access to beneficiary information for a specific agency/facility NPI number (Maximum of five staff per office)

Last Name	FirstName	Type of Access To QiRePort *	E-Mail Address	NCID User ID

* Type of Access: Select either (Add/Edit=2 Administrators) or (View Only=Users)

List Staff Requiring Access To Beneficiary Data Associated With A Single Agency/Facility NPI Number with 3 digit locator code

Enter NPI Number with 3 digit Locator Code Below: i.e. 1001110000-003	Enter Agency/Facility Location Associated With NPI Number (If applicable)				Telephone	Fax
	Street	City	State	Zip		

List agency/facility staff requiring access to beneficiary information for a specific agency/facility NPI number (Maximum of five staff per office)

Last Name	FirstName	Type of Access To QiRePort *	E-Mail Address	NCID User ID

* Type of Access: Select either (Add/Edit=2 Administrators) or (View Only=Users)

(If you have more than two agency/facility NPI numbers you want to set up separately for QiRePort access, make extra copies of page 2)

Certification

I certify that all the individuals listed in this form are either staff or designated agency/facility representatives of the agency and require access to beneficiary information:

Signature: _____ Print/Type Name: _____ Position: _____ Date: _____

Instructions for Completion of the Agency/Facility Provider Registration Form

The PCS Provider Registration Form for QiRePort issued to register PCS agency/facility staff or designated agency/facility representatives as QiRePort users. QiRePort contains beneficiary information and is a secure site. All users must be registered and log-in to QiRePort with individualized NCID usernames and passwords obtained from NCID.nc.gov.

Provider registration is organized around the NPI numbers with 3 digit locator codes used by your agency/facility. If you have staff that require access to beneficiary information for every PCS NPI number, a separate place is provided on the form to identify those staff.

Follow these instructions for completion of the form:

Agency/Facility Identification and Primary Contact Information

- Complete all fields.
- Make sure to provide two contact persons for your agency/facility that will be responsible for communicating to QiReport Support any changes in staff access to QiRePort. These two individuals will be the only persons able to submit the names of any new staff that require QiRePort access or the names of agency/facility staff no longer allowed QiRePort access representing your agency.

Agency NPI Numbers with 3 digit Locator Codes Used By Agency/Facility For PCS

- Provide a list of all agency/facility NPI numbers with 3 digit locator codes used for PCS billing. If your agency/facility has more than 15 billing numbers, submit an additional copy of page 1 of this form with the additional NPI numbers.

Agency/Facility Staff Requiring Access To Beneficiary Information For All Agency/Facility NPI Numbers with 3 Digit Locator Codes

- List up to five staff that will be able to access QiRePort for all Medicaid billing NPI numbers with 3 digit locator codes of your agency/facility. If you only have one agency/facility number, skip page 2 except for the certification and signature.
- All fields must be completed in this section of the form.
- Select only one option for primary role. Select from the following two options:
 - ✓ Add/edit (administrator) – Staff members assigned to this category will be able to enter and edit key information such as referral decisions, change of status requests for reassessments, and beneficiary discharges. These users will also be to view beneficiary data associated with the NPI number that they are registered under. Generally staff members who are involved in agency/facility management or staff supervision are granted this type of access.
 - ✓ View Only (user) -- Staff members assigned to this category will be able to view beneficiary information such as assessment requests and assessment results. However, these staff members will not be able to access any tools/functions in QiRePort where agency/facility decisions/requests for independent assessments are entered or edited.
- Every registered user must have an individual e-mail. This allows QiRePort to send e-mails to a registered user in cases where the user forgets their own password.

Agency/Facility Staff Requiring Access To QiRePort For Location NPI Numbers with Locator Code

- If you have multiple locations and/or multiple NPI numbers, you have the option of registering staff for individual NPI numbers.
- List up to five staff or designated representatives for each NPI number. Complete all fields.
- The same staff member or representative can be listed on more than one NPI number. Remember, any staff requiring access to all information related to all of your agency/facility's NPI numbers are included in the first list on page 1 of the form.
- If your agency/facility has more than two billing NPI numbers, make a copy of page 2 of the form and add it to the bottom of the Word document. Add as many additional pages as needed to document all your provider numbers.
- Be sure to enter the NPI number with 3 digit locator code for the Agency/Facility location.
- Enter up to five staff requiring access to the beneficiary information associated with the listed location NPI number with 3 digit locator code.

Certification

- Sign the form.
- Provide the related identification information for the individual signing the form.

Transmittal to QiReportSupport

Once the registration form is completed, it should be sent to VieBridge, Inc. QiReport Support at fax (919)301-0765 or email: Support@qireport.net.

Confirmation of Registration

Once QiReport Support enters the registration information you provide, each registered user will receive an e-mail generated by QiRePort confirming the registration. Some e-mail programs have junk mail and spam filters that will block or divert the registration e-mail to a junk mail folder. Be sure to check your junk mail before inquiring on the status of the confirmation of registration.

Access to QiRePort

As of September 3, 2013 all QiReport users must have an NCID User ID and password to obtain access to qireport.net. Please submit the NCID User ID for all users requiring system access. For questions, contact QiReportSupport Team at 888-705-0970 or email support@qireport.net.

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