

# 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 'Quality Incentive Payment System' opt-in page. At the top right, there are navigation links for 'Home', 'Report Center', and 'Output', along with a user profile icon. A red circle with the number '1' highlights the top right navigation area. Below the header, the page title is 'Quality Incentive Payment System' and the subtitle is 'Participation election for the QIPS program'. A section titled 'Opt-in declaration' contains a paragraph of text and a checkbox labeled 'I agree to the terms outlined in the Participation requirements.' A red circle with the number '2' highlights this section. Below this is a 'Your election status' section with a search bar and a table of practice listings. A red circle with the number '3' highlights the search bar, and a red circle with the number '4' highlights the first row of the table. The table has columns for practice name and ID information. Below the table is an 'Annual Opt-in Timeline' section with a warning icon and text. To the right of the table is a form titled 'All fields are required' with a yellow status bar at the top. The form includes fields for 'Clinical Champion' and 'Office Champion' (both with 'Full name' fields), 'Practice Contact Information' (with 'Official practice email address', 'Practice phone number', and 'Alternate phone number' fields), and an 'Electronic signature' field with a 'Date' field. A 'Submit' button is at the bottom right. A red circle with the number '5' highlights the 'Submit' button. A red circle with the number '6' highlights the 'Your election status' section.

Step-by-step details on back

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

1

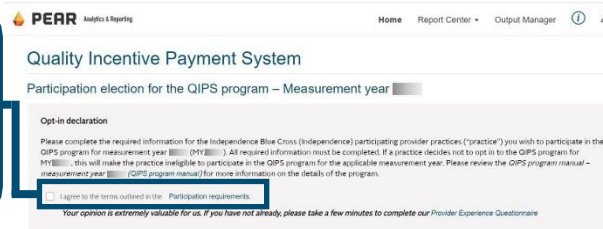
Log in to the PEAR portal and select Analytics & Reporting (AR).  
Navigate to the opt-in form via the information icon in the PEAR AR menu bar or the banner at the top of the page.

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



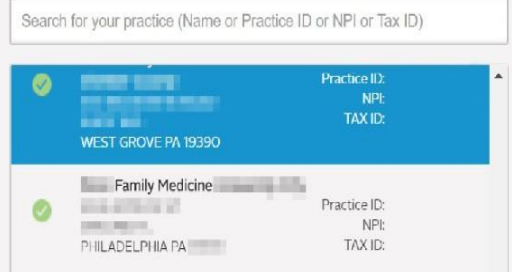
Read the QIPS opt-in declaration and review the program guide.  
Agree to the terms outlined in the participation requirements.

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.

**Clinical Champion**  
(Practicing physician who is responsible for coordinating value-based clinical activities at the practice location)

Full name \*

**Office Champion**  
(Administrator who is responsible for coordinating value-based administrative activities at the practice location)

Full name \*

4

5

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

Electronic signature (Please type your name as it appears below the box) \*

 Date

John Doe

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

6