CMSNet User ID Registration Process

Training Outline: Module 1

- QTSO Website

- CMSNet User ID

- CMSNet Information Page on QTSO Web Site

- CMSNet Remote Access Request Portal Home Page

- CMSNet User ID Registration Tips

- CMSNet Help Desk Information

QTSO Website

- The QTSO website contains the hospice technical user's guides and other important technical information that you will use for the User ID Registration and HIS record submission process

- To access the QTSO website, enter https://www.qtso.com in your browser

- Bookmark this website for future use

CMSNet User ID

- CMSNet User ID allows you access into CMS' private network where the QIES ASAP and CASPER Reporting systems reside

  - First of two required User IDs necessary to submit HIS records to the QIES ASAP system

  - Each provider is allowed two CMSNet User IDs

  - User IDs and passwords may not be shared

CMSNet User ID

- Online, self-registration process
  - ➢ <u>Hospice CMSNet Online Registration</u> link is posted on the CMSNet Information page on the QTSO website.
  - ➢ Print the Hospice CMSNet Online Registration Instructions.
    - ➢ User guide available on the CMSNet Information page
    - ➢ Refer to the user guide as you are completing the registration process

CMSNet Information Page on QTSO Website

CMSNet Information

Skip Navigation

Home

ASPEN

CLIA

QIS

QIES Suggestions

CMS Links

Education

HAVEN

Hospice

IRF-PAI

jIRVEN / IRVEN

LASER

LTCH

MDS 3.0

MDS 2.0

OASIS

CMSNet - Submission Access (Select this link to begin the submission process)

Access Request Forms / Installation Guide & FAQ's

CMSNet Access Request Form (MDS/ePOC (NH), OASIS & ASPEN Web Users) [PDF 115 KB]

CMSNet Access Request Form (IRF, LTCH & Swing Bed Users) [PDF 117 KB]

Installation Guide For CMSNet Remote Users (CMSNet-Juniper Client) [PDF 9.19 KB]

For issues with the Secure Access Service login or Juniper Client Installation please contact CMSNet User Support

at 888-238-2122 or by email at MDCN.mco@palmettogba.com. The QTSO Help Desk is not able to assist you with CMSNet connectivity.

CMSNet FAQ [PDF 32 KB]

Hospice CMSNet Online Registration Instructions

Hospice CMSNet Online Registration (Hospice Providers Only)

CMSNet Remote Access Request Portal Home Page

CMSNet User ID Registration Tips

- Ensure that you have available your provider's CCN (CMS Certification Number), state and ZIP Code prior to registering for the CMSNet User ID

- The information you enter will be validated for accuracy.

  - If the information is inaccurate, a message will display on the web page.

  - Reenter the correct information. If you feel the information entered is correct, contact the CMSNet Remote User Help Desk

CMSNet Remote Access Request Portal Completion Tips

- Once the CCN, State and ZIP Code information validation passes, complete the remainder of the fields on the Access Request Form tab
    - Additional fields to be completed include
        - Type of Request
        - Provider Information
        - Personal information

    NOTE: Required fields are marked with an asterisk (*)

CMSNet Remote Access Request Portal Completion Tips

- After completing the required information, select the **Submit** button and a Request Successfully Submitted page displays. Page includes the following information:
  - Allow two full business days to receive your login information
  - Login information will be sent from mdcn.mco@palemettogba.com
  - If you do not receive your login information, check your spam folder before calling the CMSNet Help Desk for assistance.

CMSNet Remote Access Request Portal Completion Tips

- Two emails will be sent from mdcn.mco@palmettogba.com:
  - Email #1 – contains your CMSNet user ID
  - Email #2 – contains the password associated to the user ID, links to access the Juniper software installation document, Frequently Asked Questions (FAQ's) and contact information

Help Desk Support

- If you have questions while registering for the CMSNet User ID, contact the CMSNet Help Desk by:
  - ➢ Phone at (888) 238-2122
  - ➢ E-mail at mdcn.mco@palmettogba.com