

Society of Thoracic Surgeons

MIPS 2020 Enrollment User Guide

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MERIT-BASED INCENTIVE PAYMENT SYSTEM (MIPS) ENROLLMENT OVERVIEW

Navigating and Adding a New MIPS Enrollment Consent Form

1. Login and navigate to the **MIPS Participation** menu located in the left side menu under the RESOURCES section.
2. Once the MIPS Participation window is open, select the **MIPS 2020 Participation** link.
3. To Add a new MIPS Consent form, select the **Add New** hyperlink listed next to the Add MIPS 2020 Participation.

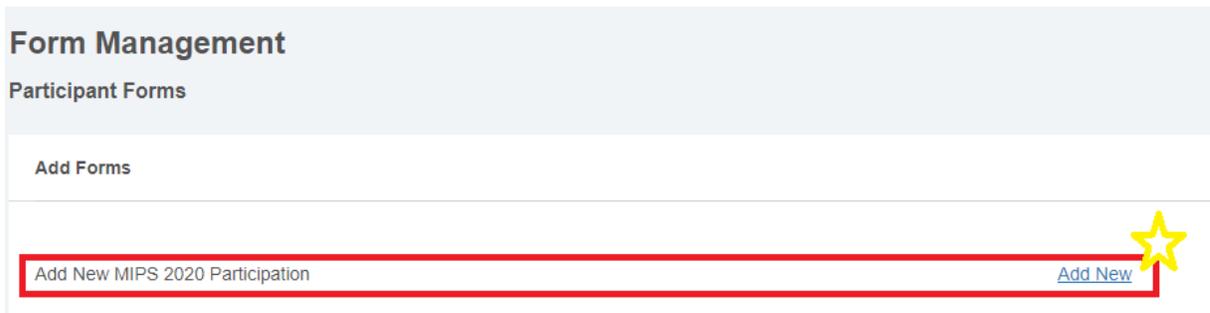


Figure 1 - Add New MIPS 2020 Consent Form

4. The system will display the 2020 Consent form and the user will select the **“I consent to the terms and conditions of MIPS 2020 participation”** checkbox to enable the required fields to participate in the 2020 MIPS program.

A screenshot of a "2020 Consent" form. At the top right, there are "Save" and "Save & Exit" buttons. The form title is "THE SOCIETY OF THORACIC SURGEONS NATIONAL DATABASE" followed by "Data Sharing Consent and Release Form" and "2020 Merit-Based Incentive Payment System STS National Database". The text of the consent form includes: "I, the undersigned, hereby give permission to The Society of Thoracic Surgeons (‘STS’) and IQVIA to transmit to the Centers for Medicare and Medicaid Services (‘CMS’) certain data previously submitted to the STS National Database in accordance with the STS National Database Participation Agreement upon which my name appears within Schedule A thereto, in order to provide performance data on cardiac surgery measures and demographic information as required by CMS for purposes of my participation in the CMS Merit-Based Incentive Payment System (‘MIPS’) program." It also states: "I understand that only by signing this Consent/Release Form will STS and IQVIA be authorized to submit data on my behalf to CMS for the MIPS program." and "I understand that CMS requires that my Merit-Based Incentive Payment System data be submitted under my National Provider Identifier (‘NPI’) as well as the Taxpayer Identification Number(s) (‘TIN(s)’) associated with my NPI, and I consent to the release of these identifiers to CMS in conjunction with my Merit-Based Incentive Payment System data. I hereby attest that the NPI and TIN(s) (used for Medicare part B claims submission for physician services) that have been submitted to the STS National Database by me or on my behalf are correct." At the bottom, there is a checkbox labeled "I consent to the terms and conditions of MIPS 2020 participation" which is currently unchecked. A red box highlights this checkbox. At the bottom right, there are "Save" and "Save & Exit" buttons.

Figure 2 - MIPS Consent Checkbox (unchecked)

5. **Select the consent checkbox** to enable the form to display the required MIPS enrollment fields.

I consent to the terms and conditions of MIPS 2020 participation

Individual National Provider ID [Advanced Search](#)

NPI	Name
No options selected	

You have provided consent for MIPS enrollment. Please enter NPI.

TIN Repeat Group
You have provided consent for MIPS enrollment. Please enter TIN.

Taxpayer ID Number

[Add Instance](#)

Preferred Phone Number
You have provided consent for MIPS enrollment. Please enter valid Phone Number.

Preferred Email Address
You have provided consent for MIPS enrollment. Please enter valid email.

[Save](#) [Save & Exit](#)

Figure 3 - MIPS Required Fields

6. The following **required fields** will appear on the form once the checkbox is selected:
- Individual National Provider ID** – will allow the user to enter the exact NPI ID or locate the ID using the Advanced Search option. The Advanced Search option will open another dialog window to allow the user to enter additional NPI search criteria.

Advanced Search [X]

Individual National Provider ID

NPI

NPI type
 Individual Providers Organizational Providers

City State

Country Postal Code

[Search](#)

NPI	NAME	City
Enter search criteria to view results		

[Add codes to form](#)

Figure 4 - NPI Advanced Search window

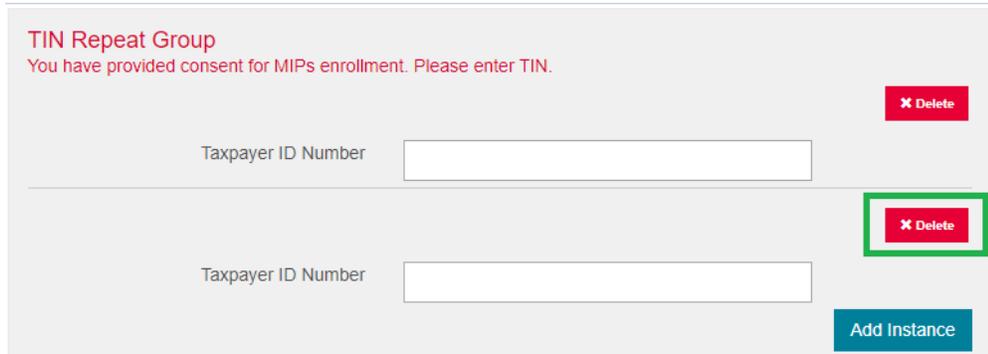
- Taxpayer ID Number** – 9-digit number issued by the Internal Revenue Service. If a provider has more than one tax identification number, the user will select the Add Instance button to add an additional identification number. If the user selects the Add Instance

button in error and would like to remove the field from the form, they should select the Delete button to remove.



The screenshot shows a form titled "TIN Repeat Group" with the instruction "You have provided consent for MIPS enrollment. Please enter TIN." Below this is a single input field labeled "Taxpayer ID Number". To the right of the input field is a blue button labeled "Add Instance", which is highlighted with a red rectangular border.

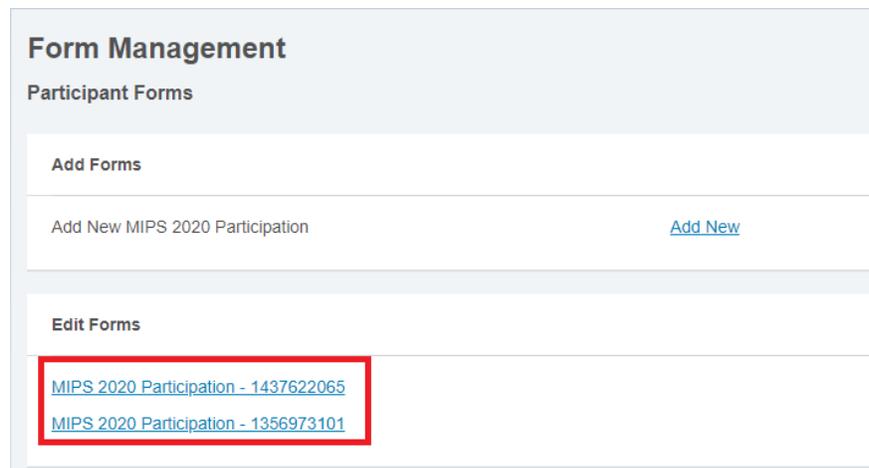
Figure 5 - Taxpayer ID Number - Add multiple TIN using Add Instance



The screenshot shows the "TIN Repeat Group" form with two input fields labeled "Taxpayer ID Number". Each input field has a red "Delete" button to its right. The second "Delete" button is highlighted with a green rectangular border. At the bottom right of the form is a blue "Add Instance" button.

Figure 6 - Taxpayer ID Number - Delete Button

- c. **Preferred Phone Number** – enter the preferred provider contact phone number.
 - d. **Preferred Email Address** – enter the preferred provider contact email address; please enter the supported email format of recipient name @symbol with the domain name. (i.e. johnsmith@test.com)
7. Select the **Save button** to remain on the current form or select the **Save & Exit button** to save the entered form data and exit the form.
 8. The user will be navigated back to the Form Management page and will see the newly added MIPS 2020 Participant Form with the provider's NPI appended to the form name.



The screenshot shows the "Form Management" page under the "Participant Forms" section. It has two sub-sections: "Add Forms" and "Edit Forms". Under "Add Forms", there is a link "Add New MIPS 2020 Participation" and a blue "Add New" button. Under "Edit Forms", there is a list of two entries: "MIPS 2020 Participation - 1437622065" and "MIPS 2020 Participation - 1356973101". Both entries are highlighted with a red rectangular border.

Figure 7 - Added MIPS Consent Form listed by Provider NPI

Editing/Updating a MIPS Enrollment Consent Form

1. Login and navigate to the **MIPS Participation menu** located in the left side menu under the RESOURCES section.
2. Once the MIPS Participation window is open, select the **MIPS 2020 Participation** link.
3. Existing forms will be located under the **Edit Forms** menu.
4. Select the existing form hyperlink that you would like to update.
5. Once the form is displayed, update the field(s) on the form and select either the Save or Save & Exit buttons to save the form updates.

Unenroll from the MIPS Program

1. Login and navigate to the **MIPS Participation menu** located in the left side menu under the RESOURCES section.
2. Once the MIPS Participation window is open, select the **MIPS 2020 Participation** link.
3. Existing forms will be located under the Edit Forms menu.
4. Select the existing provider consent form that you would like to update to unenroll from the MIPS 2020 program.
5. Deselect the “I consent to the terms and conditions of MIPS 2020 participation” checkbox to unenroll in the MIPS 2020 program.
6. The fields on the form will be cleared and hidden once this action is taken.
7. Select either the Save or Save & Exit buttons to save the changes.