

QIREPORT PROVIDER INTERFACE: GETTING STARTED WITH BASIC FUNCTIONS

INSTRUCTIONS FOR LICENSED FACILITY PCS PROVIDERS

1. Go to the QiRePort.net login page by clicking this [link](#), or by typing qireport.net into your web browser address bar.
2. Enter your User Name and Password and select “Log In.” This will take you to the Provider Interface Home page (after changing your temporary password).
3. Select the “Getting Started” link at the left hand side of the page. Follow the instructions under the **User Access Set-Up** heading to configure your web browser.

NOT ALL OF THE PROVIDER INTERFACE FUNCTIONS DESCRIBED IN THE "GETTING STARTED" DOCUMENT ARE AVAILABLE YET. STEPS 4 THROUGH 11 BELOW DESCRIBE HOW TO USE FUNCTIONS CURRENTLY AVAILABLE.

4. Return to the Provider Interface Home page. Select the “Referrals” tab at the upper right hand side of the page. This will open a new page with the heading, **Referrals/Notification for Review**.
5. To view lists of your assessed residents whose decision notices have been mailed: Select the “Accepted” link to see a list of residents to whom decision notices APPROVING PCS effective 1/1/13 have been mailed. Select the “Denials” link to see a list of residents to whom decision notices DENYING PCS effective 1/1/13 have been mailed.

ONLY RESIDENTS WHOSE DECISION NOTICES HAVE BEEN MAILED WILL APPEAR ON THE ACCEPTED AND DENIALS LISTS. MORE RESIDENTS WILL BE ADDED AS ADDITIONAL NOTICES ARE MAILED.

6. Sort the Accepted and Denials lists by clicking on any of the column headings, such as **Name, Provider Number, or Hours**.
7. View and down load electronic copies of decision notices by clicking the “letter” links under the **Recipient Notice** column. The decision notice copy will open in a new window as a PDF document, which may be saved to your computer (please observe HIPAA requirements for protecting PHI).
8. To view a **Recipient Summary**, click on his or her name. To open an electronic copy of the resident’s assessment, click on the assessment date link at the bottom left hand side of the summary page. To view narrative comments from the assessment, click on the “comments” link. Both the assessment and the comments documents will open in new windows and may be saved to your computer.
9. Use the “Search Recipients” link at the left hand side of the page to search residents by first or last name or MID number.
10. To report a discharge for a recipient who no longer resides in your facility, use the "Search Recipients" link to bring up the recipient’s information. Then select the “Discharge” link at the left hand side of the page, and select the “Add” button. Once you have reported a discharge, the recipient will be removed from the list and you will no longer be able to view his or her information.
11. Resident names will be removed from the Accepted list 60 days after 1/1/13, and names will be removed from the Denials list six months after 1/1/13. However, recipient data may be accessed after these dates by using the “Search Recipients” link. The recipient Accepted and Denials lists are also in HTML table format. The HTML tables may be selected, copied, and pasted into Notepad, saved as .txt files, imported into Excel spreadsheets, and saved for facility record-keeping.