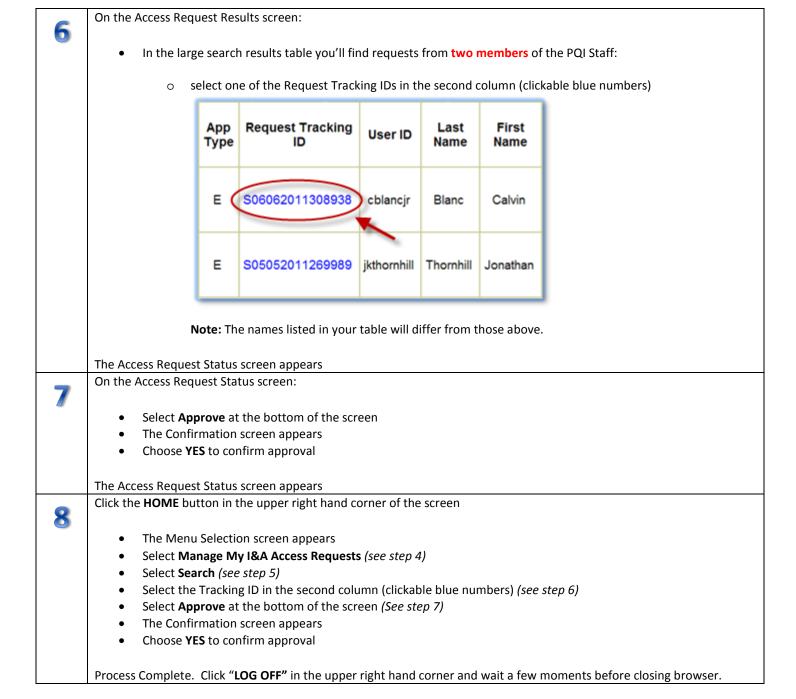
How To: Authorize PQI to act on your behalf for the EHR Meaningful Use Incentive Program

This document outlines the process for an eligible professional (EP) to authorize P&A Practice Quality and Innovation (PQI) staff to act on their behalf for Meaningful Use (MU) registration and attestation. Authorization is a required first step towards achieving MU.

This process will take 10-15 minutes, and cannot be delegated. Once completed PQI staff can manage the MU process for the EP.

Step	Process
Step	This process requires you to know your NPPES user ID and password.
1	This process requires you to know your NPPES user ID and password.
	If you know these credentials, proceed to step two
	If you do not know these credentials:
	o Call NPPES/PECOS help desk at 1-866-484-8049 (7am-7pm Monday thru Friday)
	 Choose option 3 (no need to wait through the menu, choose 3 right away)
	Ask for your NPPES Login and Password The help dealy representative will ask for:
	 The help desk representative will ask for: Your NPI #
	 Answers to three "secret" questions (such as Date of Birth, State of Birth, SSN, etc.)
	The help desk representative will provide your user ID and password
	Note your user ID and password
2	In your web browser go to (<i>click</i> or <i>cut and paste</i> the link below):
	 https://nppes.cms.hhs.gov/NPPES/IAPecosLogin.do?forward=static.login&source=RNA
	The NPPES/CMS Login screen will appear
3	On the NPPES/CMS Login screen:
3	
	Enter your user ID and password (from step 1)
	Click Login
	Note: You may be required to change your password and/or choose 5 security questions and answers
	Note: You may be required to change your password and/or choose 5 security questions and answers
	The Menu Selection screen appears
	On the Menu Selection screen:
4	
	Select Manage My I&A Access Requests (4 th option)
	The Access Request Search screen appears
5	On the Access Request Search Screen:
	Select Search
	Individual/Organization NPI My NPI:
	Status Pending -
	Application Type EHR Incentive Program
	Search Reset
	The Access Request Results screen appears



If you have any questions about this process call **966.7260** or e-mail **meaningfuluse@unch.unc.edu.**