Pathologists Quality Registry

Enrollment Portal

Quick Reference Guide

Version 3

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1 INTRODUCTION

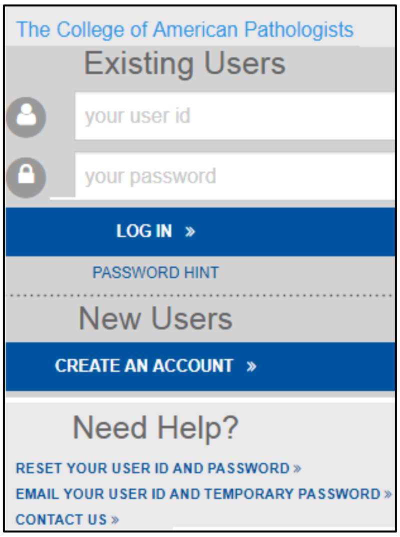
This Quick Reference Guide provides a brief overview of the enrollment process for participating in the CAP's registry. The enrollment process provides a user-friendly interface to enroll Pathologists to the CAP registry.

2 LOG IN

To get access to the application, get in touch with your Client Account Manager.

2.1 Existing Users

1. Enter the credentials you have received while registering with the CAP Registry.



2.2 New Users

If you do not have an account with the CAP,

1. Click on the **Create an Account** button.
   - You will be directed to the **Create a Web Account** page.

A successful login displays the Practice Enrollment Portal homepage.

3 NEED HELP?

- To reset a forgotten password, click on the ***RESET YOUR USER ID AND PASSWORD*** link.
- To receive ***User ID*** and ***temporary password***, click on the ***EMAIL YOU USER ID AND TEMPERORY*** Password link

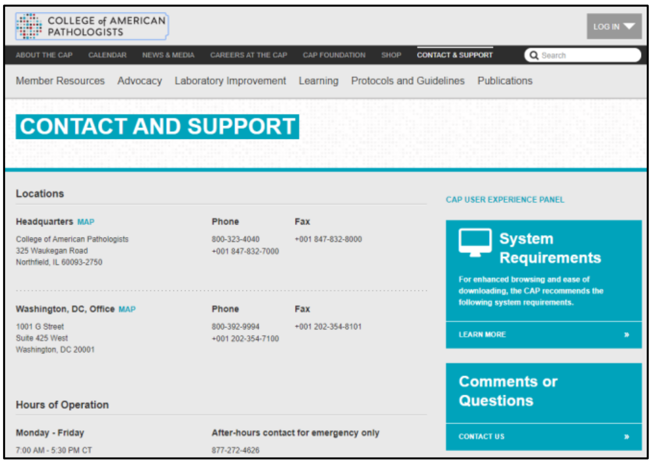
3.1 Contact Us

The CAP extends technical support to its members via the CAP Help Desk team.
Technical Support Email: registrysupport@cap.org

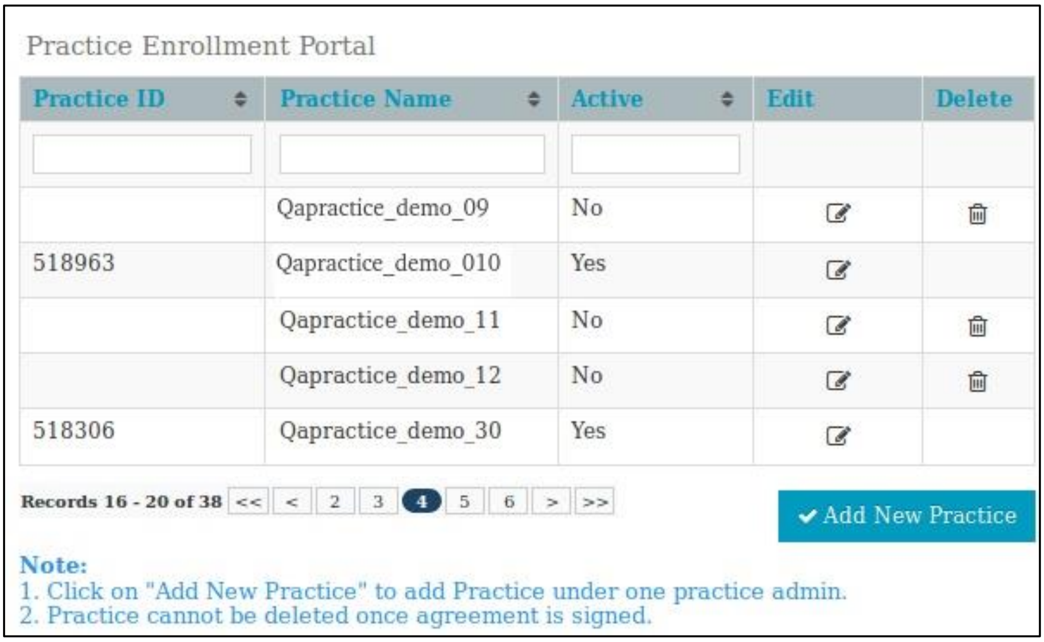
For more information or to submit comments or questions, click on the **CONTACT US** link on the login page.

This displays contact information about:

- Locations and corresponding contact details
- Hours of operation
- System requirements



4 PRACTICE ENROLLMENT PORTAL



Practice Enrollment Portal

Practice ID	Practice Name	Active	Edit	Delete
	Qapractice_demo_09	No		
518963	Qapractice_demo_010	Yes		
	Qapractice_demo_11	No		
	Qapractice_demo_12	No		
518306	Qapractice_demo_30	Yes		

Records 16 - 20 of 38 << < 2 3 4 5 6 > >>

✔ Add New Practice

Note:
1. Click on "Add New Practice" to add Practice under one practice admin.
2. Practice cannot be deleted once agreement is signed.

A successful login process opens up the ***Practice Enrollment Portal***. This portal will assist in adding multiple practices under the same practice admin.

The ***Practice Enrollment Portal*** dashboard enables you to:-

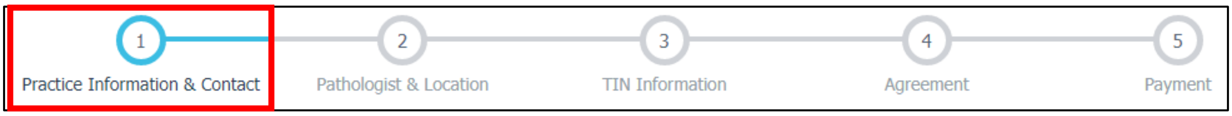
- Add a new practice.
- Edit details of an existing practice.
- Delete a practice which is not signed or is inactive.

Add New Practice

- The ***Add New Practice*** button navigates you to the first step of the ***CAP enrollment Portal- Practice Information & Contact***.
- Multiple practices can be added under a single practice admin with the help of this button.

5 CAP ENROLLMENT PORTAL

The **CAP enrollment portal,** comprises of **five** steps:-

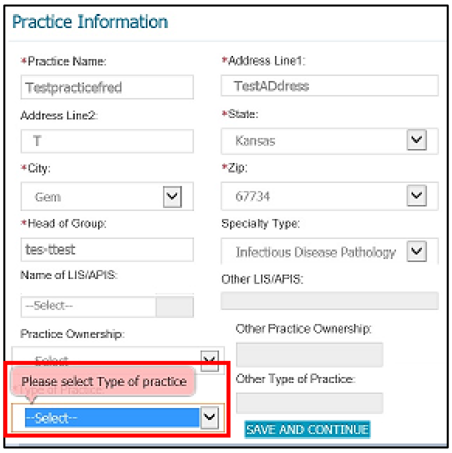


5.1 Practice Information and Contact

This is the default step of the application. It captures

- Demographic information related to the Practice
- Practice administration contact details.

All the fields in this tab are auto-populated except, ***Practice Type***.



5.1.1 Practice Admin Contact

A Practice Admin is an individual who has the authority to add pathologists, locations, and TIN to the Practice.


Practice Admin Contact

First Name	Middle Name	Last Name	Phone	Email Address	Remove
Test Admin One	Test	Test	5465463453	Test1@gmail.com	
Test Admin Two	Test	Test	2321312111	Test2@Test.com	

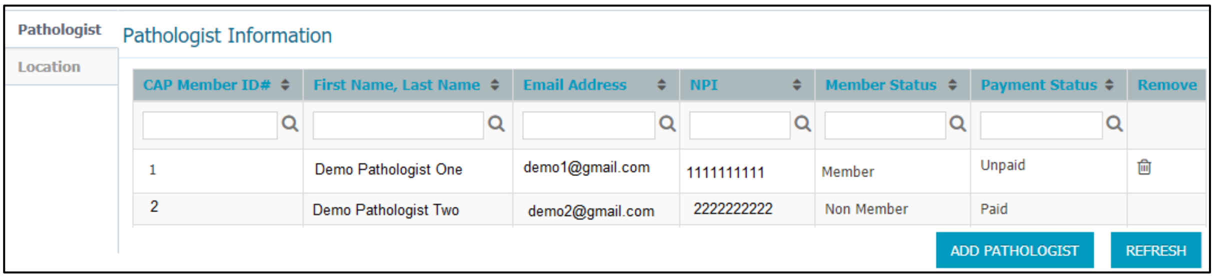
- To add a new Practice Admin Contact, click on the ***Add Contact*** button.
- You can update/delete an existing Admin Contact by using the icons provided.

Note:

- A green check mark replaces the step number when the step is completed.
- **Previous/ Next**- Navigates you to the previous or next step of the ***CAP Enrollment Portal***.

5.2 Pathologist and Location

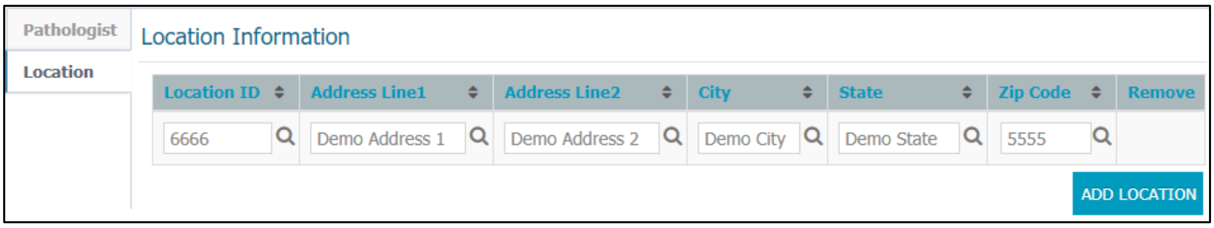
This is the 2nd step and captures information corresponding to the Pathologist and Location in the two displayed tabs.



CAP Member ID#	First Name, Last Name	Email Address	NPI	Member Status	Payment Status	Remove
1	Demo Pathologist One	demo1@gmail.com	1111111111	Member	Unpaid	
2	Demo Pathologist Two	demo2@gmail.com	2222222222	Non Member	Paid	

Pathologist: Existing Pathologists who are currently part of the pathology Practice/Group are displayed here.

- To add a new Pathologist, click on the ***Add Pathologist*** button.
- You can update/delete an existing Pathologist using the icons provided

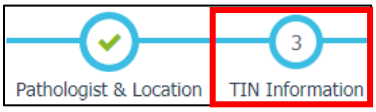


Location: This refers to the locations where the Pathologists perform their services.

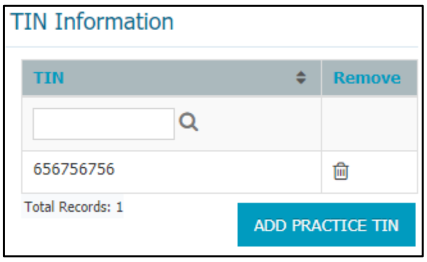
- To add a new Location, click on the ***Add Location*** button.
- You can update/delete an existing Location using the icons provided

5.3 TIN Information

This is the 3rd step and captures the TIN - Tax Identification Number of the Practice.



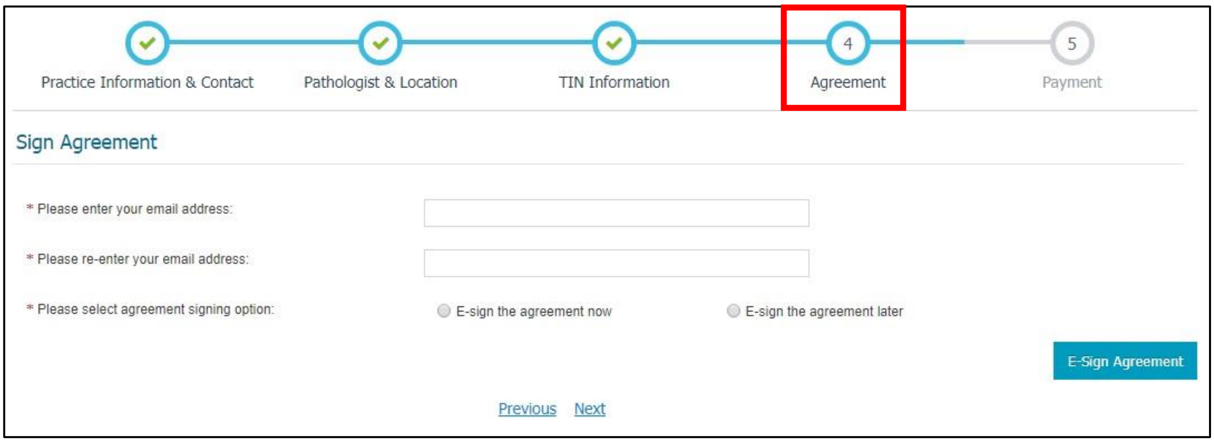
- To add a new TIN, click on the ***Add Practice TIN*** button.
- You can update/delete an existing TIN(s) using the icons provided



Note: TIN must be nine numeric digits with no dashes.

5.4 Agreement

This step enables the Practice to enter into an agreement with the Registry electronically.



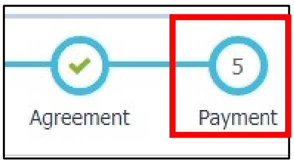
Two e-signing options are provided for electronically signing the agreement:

1. **E-sign the agreement(s) NOW**—allows you to sign an agreement through the portal itself.
2. **E-sign the agreement(s) LATER**—allows you to sign an agreement later via a link sent to the registered email address.

Note:

- Please be sure to enter a valid email address where all the agreement-related correspondence will be sent.
- ***Previous/ Next***- Navigates you to the previous or next step of the ***CAP enrollment Portal***.

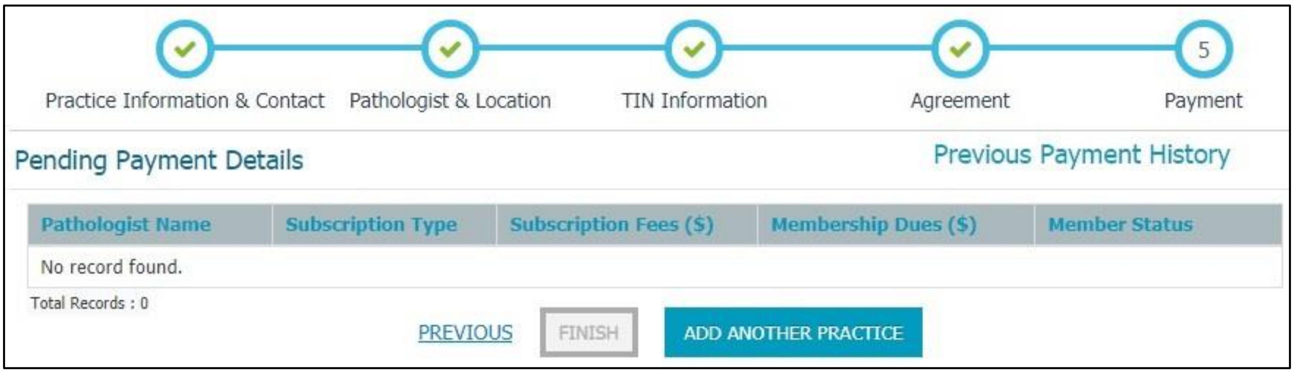
5.5 Payment



Through this step, the Practice Administrator can pay the subscription fees of all the Pathologists within the Practice.

It displays two links near the top of the screen:

1. Pending Payment Details (top left)
2. Previous Payment History (top right)



5.5.1 Pending Payment Details

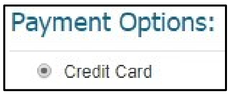
The **Pending Payment Details** field lists all the Pathologists with pending subscription fees

- Subscription Fees ($): FIGmd subscription fees
- Membership Dues ($): CAP membership dues (for members)
- If the pathologist is not a member of the CAP, a **Join Now** button displays in the Member Status column

Note:

- By joining the CAP at time of registry enrollment, the Pathologist will be assessed the lower member rate. It is always more cost effective to join the CAP, pay the dues, and pay the member rate.
- The subscription fee is $299 for a CAP member and $799 for a non-member.
- ***Add Another Practice*** **-** Multiple practices can be added without having to log out of the ***CAP enrollment Portal*** with the help of this button.

To process your payment, use the credit card option.



5.5.1.1 Credit Card

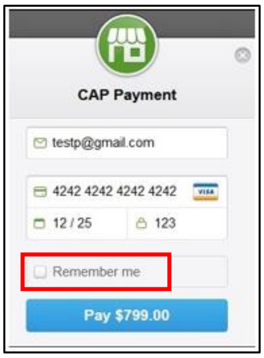
1. Select the ***Credit card*** radio button.

   The **CAP Payment** gateway (managed by Stripe) is opened.

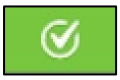
2. Enter all the mandatroy details i.e. your **Email Id, Card number, Validity Date** and the **CVC** to complete the payment process

   If you wish to save your Card details for future, check the provided ***Remember me*** box.

3. Click on the **Pay** button to process the transaction.



The blue Pay button changes to Green with a checkmark indicating a successful payment transaction.



On successfully processing the payment, a success message displays on the screen.

Once the payment procedure is completed, the payment status can be viewed in the Pathologist Information table from the **Pathologist & Location** step.

On successful processing of the payment, an email is received at the registered email address with instructions to download the receipt PDF.

Payment Notification: Online Payment Received for the Pathologists Quality Registry Inbox x

noreply.registry@cap.org
to me

Thank you for your participation in the College of American Pathologists (CAP) Pathologists Quality Registry and for showing your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Your payment has been successfully processed. Below is your receipt information for Testpract, Practice ID: 408396

Receipt Number :	ch_1B6yc8FhtxY0WKkUUXkLT8do
Received Date :	09-28-2017
Amount Paid :	$ 799.00
Number of Pathologist(s) :	1
Payment Mode :	Credit Card
Payment Status :	Processed

5.5.2 Previous Payment History

This option will display the previous payment details of the pathologist in a tabular form.

Previous Payment Transactions:

Transaction #	Amount Paid	Transaction Date	Number of Pathologists	Payment Status	Payment Mode	Download Receipt
55555555555	299.00	08-14-2017	1	Processed	Online Check Payment	
99999999999	799.00	08-14-2017	1	Processed	Credit Card	

Total Records: 2

Click on the ***download*** icon to download the payment receipt PDF.

5.5.2.1 Sample Receipt PDF

COLLEGE of AMERICAN PATHOLOGISTS
Advocacy

Pathologists Quality Registry

College Of American Pathologists-Pathologists Quality Registry Enrollment Receipt

Thank you for enrolling in CAP's Pathologists Quality Registry and for showing your commitment to excellence in patient care. We appreciate your continued engagement to advance and advocate for the practice of pathology, bringing pathologists to the forefront of health care.

Your payment has been successfully processed.

Receipt Number :	ch_1B6yc8FhtxY0WKkUUXkLT8do
Received Date :	09-28-2017
Amount Paid :	$799.00
Number of Pathologist(s) :	1
Practice Name :	Testpract
Payment Mode :	Credit Card
Payment Status :	Processed

Payment Details:

Sr.No	Pathologist Name	CAP Member ID	CAP Membership Status	Subscription Fees	Membership Dues	Total Fee
1	Provider,Test		Non Member	799.00	0.00	799.00

Total Payment Received: $799.00

Please save this receipt for future reference.

Regards,
The Pathologists Quality Registry Support Team
1-800-323-4040 Option 3
registry.support@cap.org

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