



# 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 <u>Practice Enrollment Portal</u> homepage.

anaye	zı.
The C	ollege of American Pathologists Existing Users
0	your user id
	your password
	LOG IN »
	PASSWORD HINT
	New Users
CF	REATE AN ACCOUNT »
	Need Help?
RESET Y	OUR USER ID AND PASSWORD »
EMAIL Y	OUR USER ID AND TEMPORARY PASSWORD » T US »

#### 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: <u>registrysupport@cap.org</u>

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

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ABOUT THE CAP CALENDAR NEWS &	VEDIA CAREERS AT THE CAP	CAP FOUNDATION SHOP	CONTACT & SUPPORT Q Search
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CONTACT AND	SUPPOR	T	
Locations			CAP USER EXPERIENCE PANEL
Headquarters MAP	Phone	Fax	
College of American Pathologists	800-323-4040	+001 847-832-8000	System
Northfield, IL 60093-2750	+001 847-832-7000		Requirements
			For enhanced browsing and ease of
			<ul> <li>downloading, the CAP recommends the</li> </ul>
Washington, DC, Office MAP	Phone	Fax	downloading, the CAP recommends the following system requirements.
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### 4 PRACTICE ENROLLMENT PORTAL

Practice ID	Practice Name	Active \$	Edit	Delete
	Qapractice_demo_09	No	C	匬
518963	Qapractice_demo_010	Yes	C	
	Qapractice_demo_11	No	C	圃
	Qapractice_demo_12	No	C	圃
518306	Qapractice_demo_30	Yes	C	
ecords 16 - 20 of 38	8 << < 2 3 4 5 6	> >>	✔ Add Ne	ew Pract

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:-







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 $\sim$ 

\*Address Line1

TestADdress

\*State:

\*Zip:

×

 $\sim$ 

Kansas

67734

Specialty Type:

Other LIS/APIS:

Infectious Disease Pathology 🔽

Other Practice Ownership:

Other Type of Practice:

5.1	<b>Practice</b>	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.

- 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.

Practice Adm	nin 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	
		PREVIOUS	NEXT	ADD	CONTACT

Practice Information

\*Practice Name:

Address Line2

Т

\*City:

Gen

tes-ttest

--Select--

\*Head of Group:

Name of LIS/APIS:

Practice Ownership

Please select Type of practice

Testpracticefred

#### 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 2<sup>nd</sup> step and captures information corresponding to the Pathologist and Location in the two displayed tabs.



Pathologist	Pathologist Informat	tion						
Location	CAP Member ID# 🗢	First Name, Last Name 🗢	Email Address 🔷 🖨	NPI	\$	Member Status 💠	Payment Status \$	Remove
	Q	Q	Q		Q	C	Q	
	1	Demo Pathologist One	demo1@gmail.com	111111111		Member	Unpaid	圃
	2	Demo Pathologist Two	demo2@gmail.com	2222222222		Non Member	Paid	
						А	DD PATHOLOGIST	REFRESH

**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

COLL PATH	.EGE of A OLOGIS	MERICA TS	Ν							(		F	-/(	Sm
	Pathologist	Location Inf	orm	ation										
	Location	Location ID	\$	Address Line1	\$	Address Line2	\$	City	\$	State	\$	Zip Code	\$	Remove
		6666	Q	Demo Address 1	Q	Demo Address 2	Q	Demo City	Q	Demo State	Q	5555	Q	

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 3<sup>rd</sup> 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.

<u></u>	- <u>O</u>		(	4)	5
Practice Information & Contact	Pathologist & Location	TIN Information	Agre	ement	Payment
Sign Agreement					
* Please enter your email address:					
* Please re-enter your email address:					
* Please select agreement signing option:	E-sign th	e agreement now	E-sign the agree	ment later	
					E-Sign Agreement
	Pi	revious <u>Next</u>			

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.

N	ote:

- 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.

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**TIN Information** 

Remove

Ŵ

ADD PRACTICE TIN

**TIN Information** 

Q

TIN

656756756

Total Records: 1





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



-IGmd

It displays two links near the top of the screen:

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

0-				<u>O</u> -		-O-	5
Practice Information &	. Contact	Pathologist & L	ocation	TIN Informatio	n	Agreement	Payment
ending Payment De	etails					Previous	s Payment History
Pathologist Name	Subs	cription Type	Subscrip	ption Fees (\$)	Membership D	ues (\$)	Member Status
No record found.							
Total Records : 0		PREVIC	US	IISH ADD AN	OTHER PRACTICE		

## 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.
- <u>Add Another Practice</u> 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.

Payme	nt Options:
f	
CHI I C testp@gmai	il.com
🖶 4242 4242 4	1242 4242
D 12/25	<mark>合</mark> 123
C Remember	me
Pauls	799.00

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

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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

to me .

Thank you for your participation in the College of American Pathologists (CAP) Pathologists Quality Registry and for showing you 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_1B6yc8FhtxY0V/KkUUXkLT8do
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	
5555555555	299.00	08-14-2017	1	Processed	Online Check Payment	*	
999999999999	799.00	08-14-2017	1	Processed	Credit Card	*	

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

## 5.5.2.1 Sample Receipt PDF

Ad	vocacy						
Pa	athologists (	Quality Re	egistr	У			
Co	llege Of America	n Pathologists	Patho	logists	Quality Regis	try Enrollmen	t Receipt
Thank you to excellen for the pra	for enrolling in Care ace in patient care ctice of pathology	AP's Patholog . We apprecia , bringing path	ists Qu ite your nologist	ality Re continu s to the	gistry and for ued engageme forefront of h	showing your ent to advance ealth care.	commitment and advocate
Your paym	ent has been suc	cessfully proc	essed.				
Receipt Number :			ch_1B	6yc8FhtxY0W	KkUUXkLT8d	0	
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 I	Details:						
Sr.No	Pathologist Name	CAP Member ID	CAP Membership Status		Subscription Fees	Membership Dues	Total Fee
1	Provider,Tes t		Non Member		799.00	0.00	799.00
					Total F	ayment Rece	eived: \$799.00
Please sav	ve this receipt for	future referen	ce.				
Regards,	logists Quality Re	aistry Support	Team			FIG	nd