

User Manual for the Registry Portal

National Health Care Surveys
Registry

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HEALTHCARE ELECTRONIC HEALTH RECORDS (HEHR)
USER MANUAL FOR THE REGISTRY PORTAL

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Version History

Version #	Implemented By	Revision Date	Approved By	Approval Date	Reason
1.0	Kevette Settles				Initial draft of User Manual for the Registration Portal.
1.1	Kevette Settles	2/22/2021			Updated for the Operational Readiness Review.
1.2	Kevette Settles	4/26/2021			Updated to reflect the new application name "Registry Portal" and to replace updated screenshots.
1.3	Kevette Settles	7/6/2021			Updated to add the new features.
1.4	Kevette Settles	12/6/2021			Updated to reflect the new user interface design and the following new features: <ul style="list-style-type: none"> • FAQ Keyword Search. • Bulk Upload – download registrations • Annual Active Engagement Verification Documentation (AAEVD) generation. • Delegate registrations to another registrar.
1.5	Kevette Settles	5/24/2022			Updated to add the new feature that will allow the Delegator to enable or disable the Bulk Upload feature for the assigned Delegatee.
1.6	Kevette Settles	6/16/2022			Addressed the Technical Services Branch (TSB) comments.

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1 INTRODUCTION

1.1 Purpose

The National Health Care Surveys (NHCS) Registry Portal is a web-based application that enables Eligible Clinicians (ECs), Eligible Professionals (EPs), Eligible Hospitals (EHs), and Critical Access Hospitals (CAHs) to register their intent to submit Electronic Health Record (EHR) data to the NHCS as part of their participation in the Promoting Interoperability (PI) or Merit-based Incentive Payment System (MIPS).

1.2 Audience

The intended audience of this document are groups, hospitals and providers that are participating in the NHCS Registry.

2 SYSTEM OVERVIEW

The NHCS Registry Portal consists of the following features:

1. Registrar creation (user account) and maintenance, including easy self-registration.
2. Reset expired passwords without involving an administrative user.
3. Register a hospital: Add, edit, submit, and withdraw hospitals.
4. Register provider: Add, edit, submit, and withdraw providers.
5. Register a group: Add, edit, submit, and withdraw.
6. Submit a Bulk Upload: Add large groups, providers, and hospitals via an Excel spreadsheet template.
7. Download Bulk Upload: Download your registrations to an Excel spreadsheet. Edit your registrations in the Bulk Upload spreadsheet and upload it to Registry Portal.
8. Search registrations: Search for registrations by status, type, National Provider Identifier (NPI), e-mail, registration name, Registrar name, the date the registration was created, and the date the registration was modified.
9. View Frequently Asked Questions (FAQs) information and search the FAQs by keyword(s).
10. Contact the help desk via a web form with a list of topics/subjects.
11. Transfer ownership of registrations to another user.
12. Delegate another Registrar to manage registrations, which includes updating or adding a hospital, provider, or group registration. Allow the Delegator to disable/enable Bulk Upload.
13. Generate an Annual Active Engagement Verification Documentation (AAEVD).

3 GETTING STARTED

3.1 Compatible Browsers

The Registry Portal is compatible with the following browsers:

- Google Chrome
- Microsoft Edge

The Registry Portal is not compatible with Internet Explorer.

3.2 Compatible with Devices

The Registry Portal can be accessed using the following devices:

- Desktop computer
- Laptop
- iPad Pro
- iPad
- iPhone
- Android

3.3 Access Registry Portal

To access Registry Portal, click on the following Uniform Resource Locator (URL):

<https://hehr.nchs.cdc.gov/registration-ui>.

3.4 Login Page

On the Login page, users can do the following:

1. Request a Registry Portal account by registering your information and getting immediate access to the Registry Portal to register hospitals, providers, and groups.
2. Log into Registry Portal to register a hospital, provider, and group.
3. View the Frequently Asked Questions (FAQs) and search the FAQs by a keyword(s).
4. Contact the help desk for questions or assistance with the application by clicking on **Contact Us**.
5. Reset your password by clicking on **Reset Password**.

Figure 3-1 displays the Login page and briefly describes the features on the page.

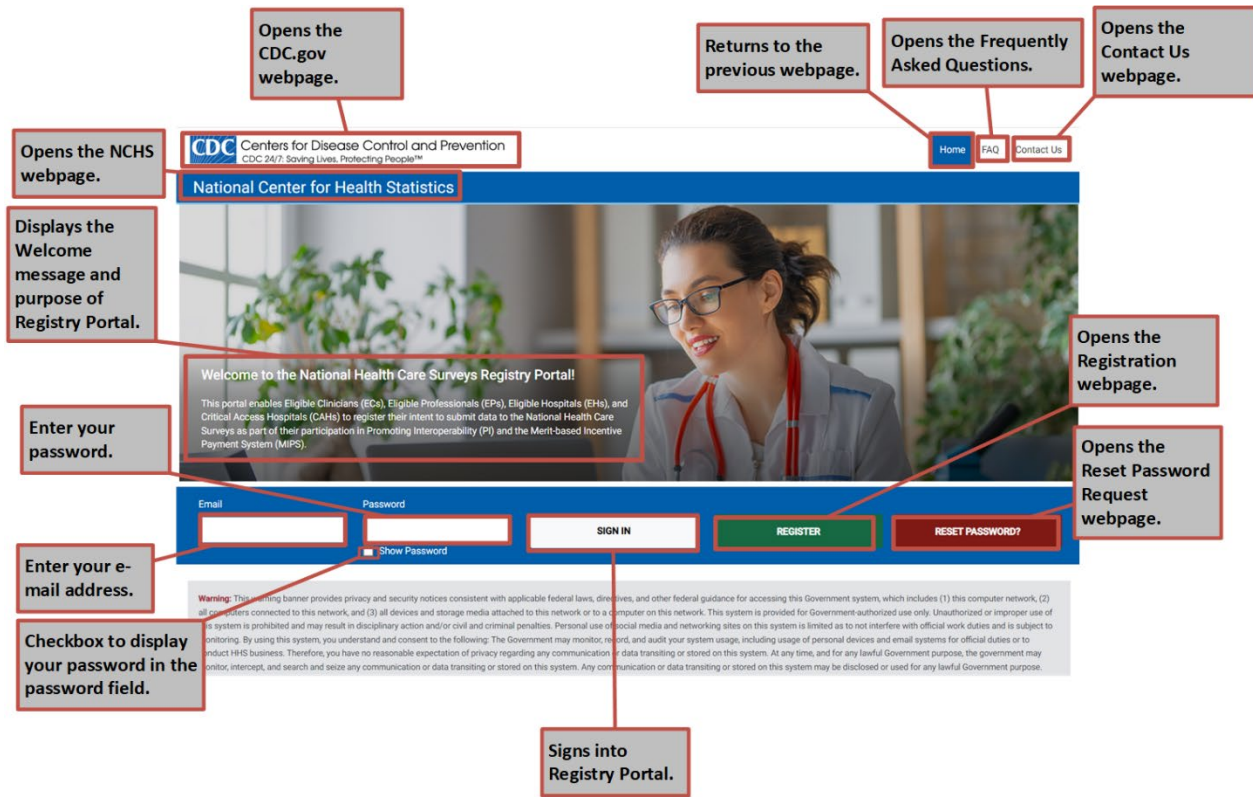

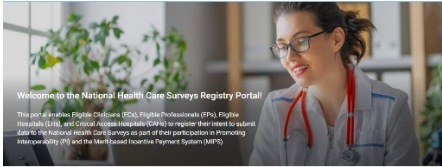




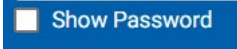


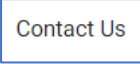


Figure 3-1: Features on the Registry Portal Login Page

Table 3-1 describes the Registry Portal Login features, which are also briefly described in Figure 3-1.

Table 3-1: Description of the Features on the Registry Portal Login Page

Feature	Description
 Centers for Disease Control and Prevention CDC 24/7: Saving Lives. Protecting People™	Clicking on the Centers for Disease Control and Prevention (CDC) logo opens the CDC.gov page.
National Center for Health Statistics	Clicking on the National Center for Health Statistics (NCHS) hyperlink opens the main page for NCHS.
	The panel displays the Welcome message and the purpose of Registry Portal.
	Clicking on the Register button will open the Registration page that will allow you to request a new Registry Portal account.
	Clicking on the Reset Password link will open the Reset Password Request page that will allow you to reset your password.
	Clicking on the Home button will redirect you back to the Login page).

Feature	Description
	If you already have a Registry Portal account, you can enter your e-mail address and password .
	Clicking on the Show Password checkbox will allow you to see the password that was typed in.
	Clicking on the Sign In button logs you into the Registry Portal (once you insert your e-mail and password).
	Clicking the FAQ button will display the Frequently Asked Questions. Also, you can search the questions and answers by typing a keyword into the Search field.
	Clicking the Contact Us button opens the Contact Us form where you can send a message to the help desk.

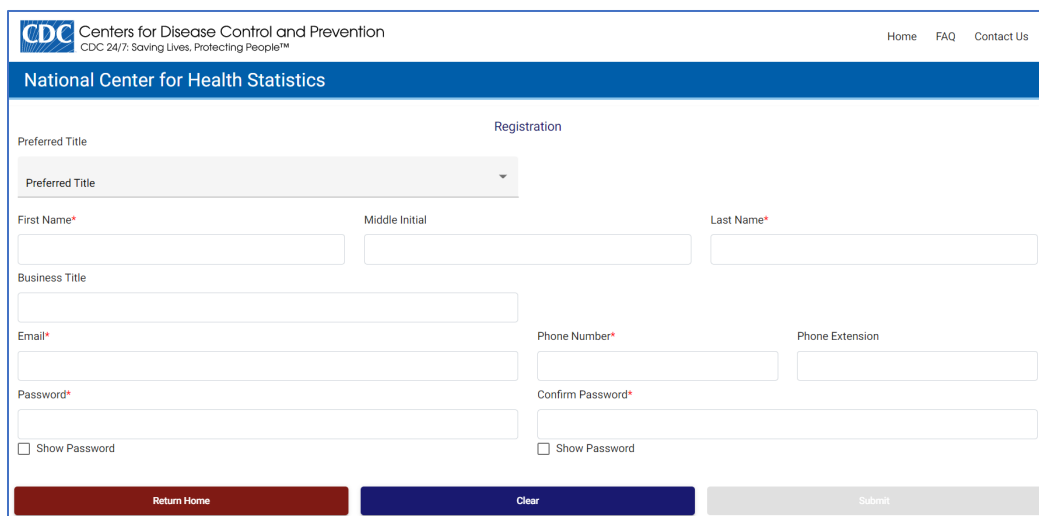
3.4.1 Requesting a Registry Portal Account

If you do not have an account, you **must** request a Registry Portal account before signing in.

To request a Registry Portal account:

1. On the **Login** page, click on the **Register** button.

Result: The **Registration** page opens as shown below.



2. On the **Registration** page, fill in the following **required** fields. The fields with the red asterisk (*) are required fields.
 - a. **First Name**
 - b. **Last Name**
 - c. **E-mail**
 - d. **Phone Number**

Note: Your phone number must be in the following format: xxx-xxx-xxxx. The phone number automatically populates the hyphen; therefore, you only need to enter digits.

e. Password

Note: Your password must be at least eight characters long and contain the following:

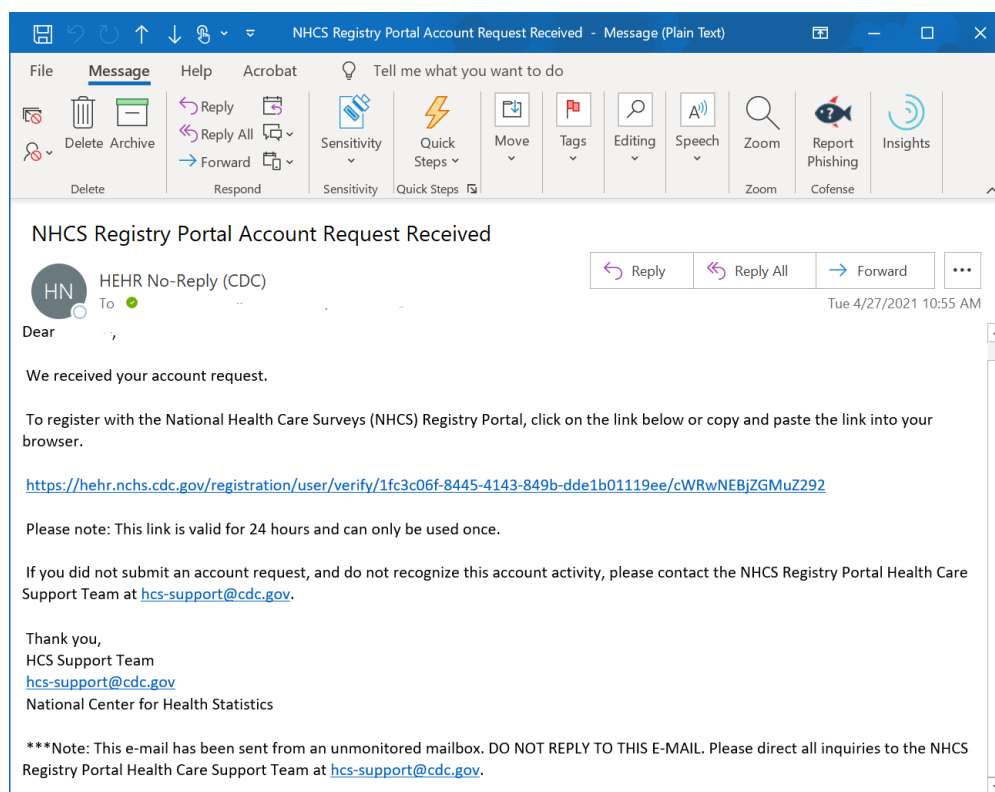
- An upper case letter.
- A lower case letter.
- A digit.
- A special character: ~ ` ! @ # \$ % ^ & * () _ - + = [] | \ ; ' " < > , . ? /

f. Confirm Password

- To submit your request, click the **Submit** button.

Results:

- The screen will display “**Success! You have successfully registered with the NHCS Registry Portal.**”
- You will receive an e-mail from HEHR No-Reply (CDC). See the screenshot below.



- Click on the **link** in your e-mail or **copy and paste the URL** into your browser.

Note: The link in your e-mail is valid only for **one day** and can **only be used once**.

Result: Clicking on the link will redirect you to the Login page. You can log into the Registry Portal.

To **reset** and **get a blank form** on the Registration page, click the **Clear** button.

Result: A blank form appears.

To **cancel** your request on the Registration page, click the **Return Home** button.

Result: Registry Portal redirects you to the Login page.

3.4.2 Logging into the Registry Portal

To log into the Registry Portal:

1. On the Login page, enter your **e-mail address** and **password**.

Email	Password
<input type="checkbox"/> Show Password	

Notes:

- To view your password, click on the checkbox for **Show Password**.
 - The Email field **only accepts lowercase letters**. If you enter any uppercase letters, you will receive the following message: Please put in a valid input.
2. Click on the **Sign In** button.

Result: The **National Health Care Surveys Registry Portal** page opens as shown below.

The screenshot displays the National Health Care Surveys Registry Portal. At the top, there is a navigation bar with the CDC logo and the text 'Centers for Disease Control and Prevention'. Below this is a blue header for the 'National Center for Health Statistics' with various menu items like 'Add Registrations', 'Bulk Upload/Download', 'Search Registration', 'Transfer Ownership', and 'AAEVD'. The main content area features a 'My Dashboard' section with a table of registrations. The table has columns for Name, NPI, Type, Status, and Action. To the right of the dashboard is a 'Latest Updates' sidebar with a warning message about password expiration and AAEVD button usage.

Name	NPI	Type	Status	Action
Items per page: 10 0 of 0				

Notes:

- The Registry Portal will log you out of the system after 15 minutes of inactivity, and you will be redirected to the Login page.
- After **five unsuccessful login attempts** within two hours, the Registry Portal will block you from logging in for 15 minutes. Wait 15 minutes, and then try to log in

again. If you are still unable to log in, contact the help desk by clicking on Contact Us (See section 3.7).

- If you do not access your account in 400 days, the Registry Portal will disable your account. Contact the **help desk** to reactivate your account by clicking on **Contact Us** (See section 3.7 for instructions on contacting the help desk.).

3.4.2.1 Error Messages When Logging into the Registry Portal

The table below lists the error messages for logging in and provides the cause and the resolution.

Error Message	Cause	Resolution
Please enter a valid e-mail.	You did not enter your complete e-mail address.	Reenter your e-mail address using a valid e-mail address (Example: SSample@cdc.gov).
Password must be at least eight characters.	Your password must be eight characters. See section 3.4.1 for login requirements.	Reenter your password with eight characters.
Invalid username or password.	You entered an incorrect e-mail or password.	Reenter your e-mail or password.
Please put in a valid input.	The cause could be one of the following: <ul style="list-style-type: none"> • You did not enter your complete e-mail address. • You entered an e-mail address with upper case letters. 	<ul style="list-style-type: none"> • Reenter your e-mail address using a valid e-mail address (Example: SSample@cdc.gov). • Reenter your e-mail address using lowercase letters only.

3.4.3 Resetting Your Password

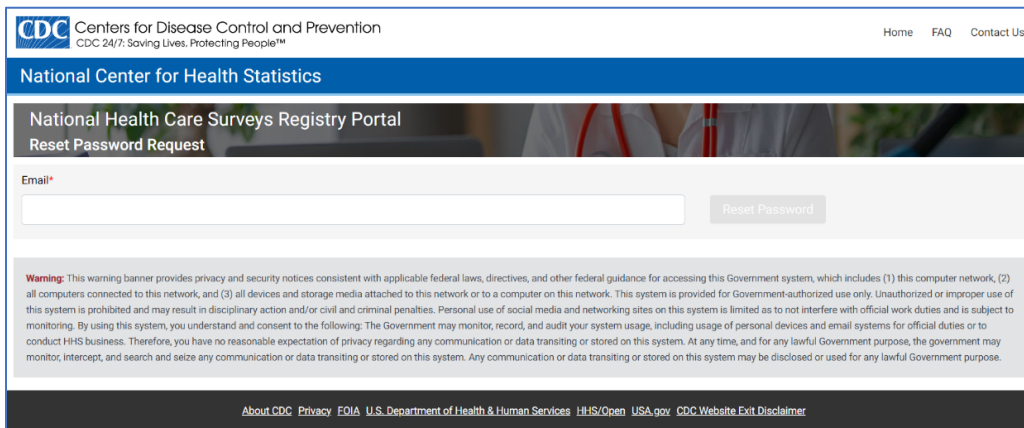
You can reset your password on the Login page or when logged into Registry Portal.

3.4.3.1 Reset Your Password on the Login Page

To reset your password:

1. Click on **Reset Password** on the Login page.

Result: The **Reset Password Request** page opens as shown below.

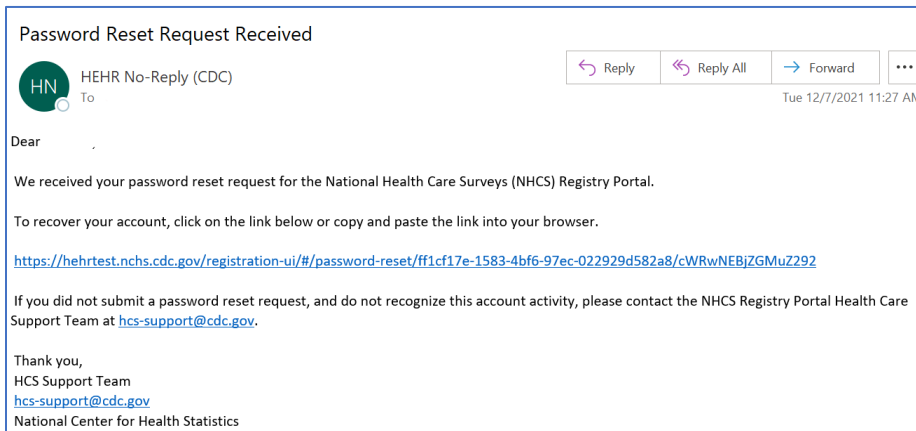


2. Enter your **e-mail address** and click on the **Reset Password** button.

Results:

- You receive the following message: You will receive an e-mail with instructions soon.
- An e-mail is sent to you to reset your password.

NOTE: Your temporary login credential that is generated for the password reset will automatically expire after 24 hours or after it is used successfully to reset your password.



- In the e-mail, click on the URL or **copy and paste** the URL into the browser.

Result: The Reset Password page opens.

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

Home FAQ Contact Us

National Center for Health Statistics

National Health Care Surveys Registry Portal
Reset Password

Password must be at least 8 characters long, contain at least three of the following four characteristics: an upper case letter, a lower case letter, a digit, a special character, and may not be the same as one of the previous six passwords.

Password* Confirm Password*

Show Password Show Password

[Return Home](#) [Clear](#) [Submit](#)

Warning: This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network. This system is provided for Government-authorized use only. Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties. Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring. By using this system, you understand and consent to the following: The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system. Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

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- Enter **your new password** into the **Password** and **Confirm Password** fields.

Note: For password requirements, see section 3.4.1.

- Click the **Submit** button.

Result: You will receive an e-mail with the subject “Password Reset Complete” that states your password has been successfully reset.

Note: If your password does not match, you will immediately see the following message:
Passwords need to match.

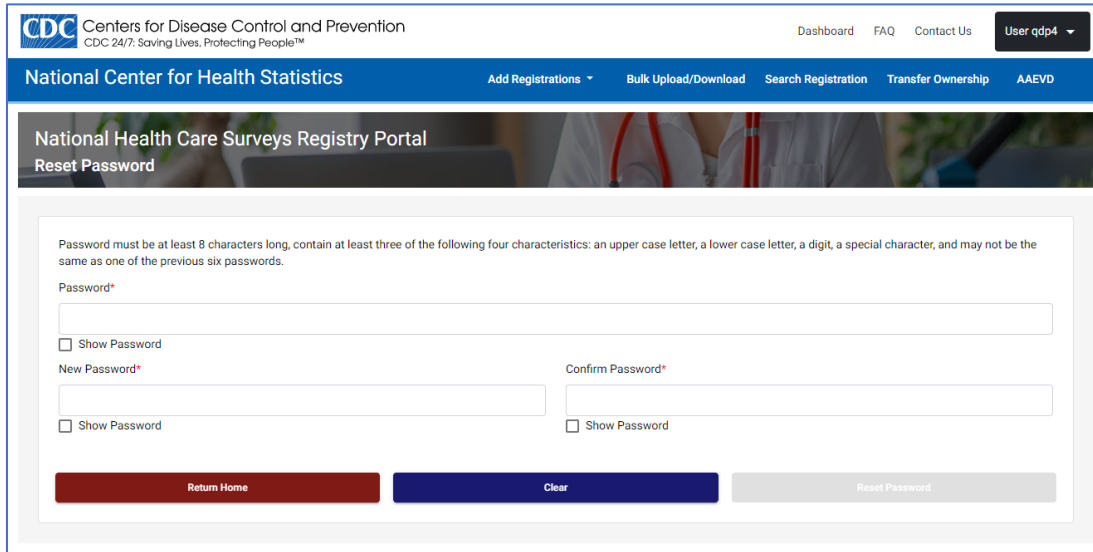
- If unsuccessful, reenter your **Password** and your **Confirm Password**.

3.4.3.2 Reset Your Password When Logged into Registry Portal

To reset your password while logged into Registry Portal:

1. On your dashboard, in the upper-right corner, click on **User qdp4** and click on **Reset Password**.

Result: The Reset Password page appears.



2. Enter your **old password** (into the Password field), **new password**, and **confirm password**.

Note: Password must be at least eight characters long, contain at least three of the following four characteristics: an upper case letter, a lower case letter, a digit, a special character, and may not be the same as one of the previous six passwords. See section 3.4.1 for a list of special characters.

3. Click the **Reset Password** button to accept the new password, or click the **Clear** button to get a blank form.

Result: If you clicked the **Reset Password** button, you will receive the message: **Password changed successfully**.

4. Click the **Close** button to close the “Password changed successfully” message.
5. Click the **Dashboard** link to go back to your dashboard.

3.4.3.2.1 Error Messages for Resetting Your Password

The table below lists the error messages for resetting your password and provides the cause and the resolution.

Error Message	Cause	Resolution
Password must match.	Your password and confirm password do not match.	Reenter the correct password; both passwords must match.

Error Message	Cause	Resolution
The reuse of the last six passwords is not allowed.	You entered a password that you have used for your last six passwords.	Use a different password.

3.5 Logging out

To log out:

In the upper-right corner, click on **User qdp4** and click on **Logout**.

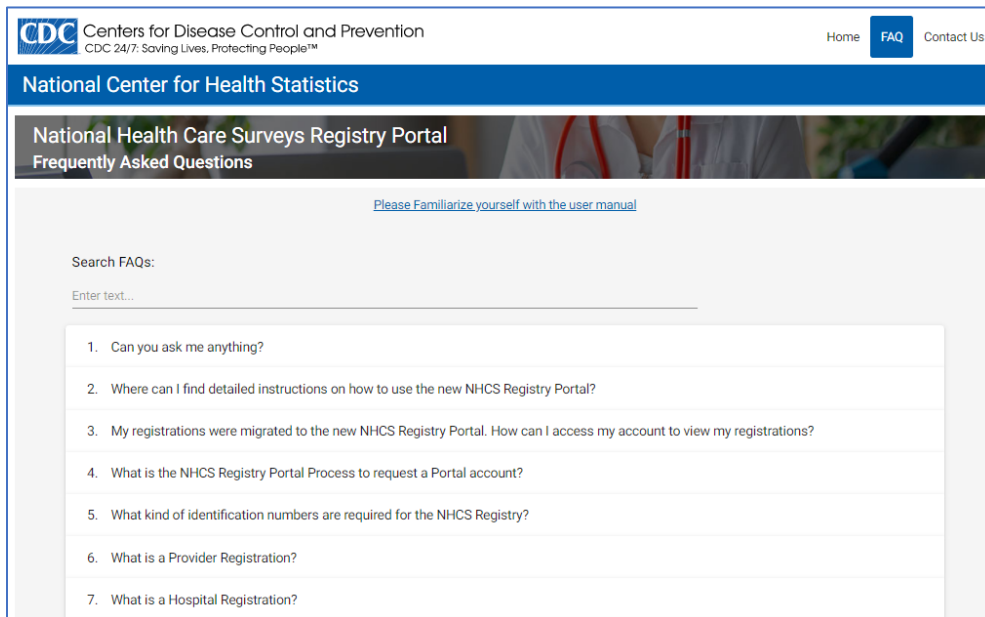
3.6 Frequently Asked Questions (FAQs)

On the Login page, users can view a list of common questions and their answers regarding the Registry Portal. The FAQs can also be viewed while logged into the Registry Portal.

To view the FAQs on the Login page:

1. On the Login page on the top navigation links, click on the **FAQ** link.

Result: The list of FAQs will appear as shown below.



2. Click on a question to expand the question and answer.
3. Click on the question again to collapse it.

To view the FAQs while logged into Registry Portal:

1. On your dashboard on the top navigation links, click on **FAQ**.

Result: The list of FAQs.

2. Follow steps 2 and 3 above to expand and collapse the questions.

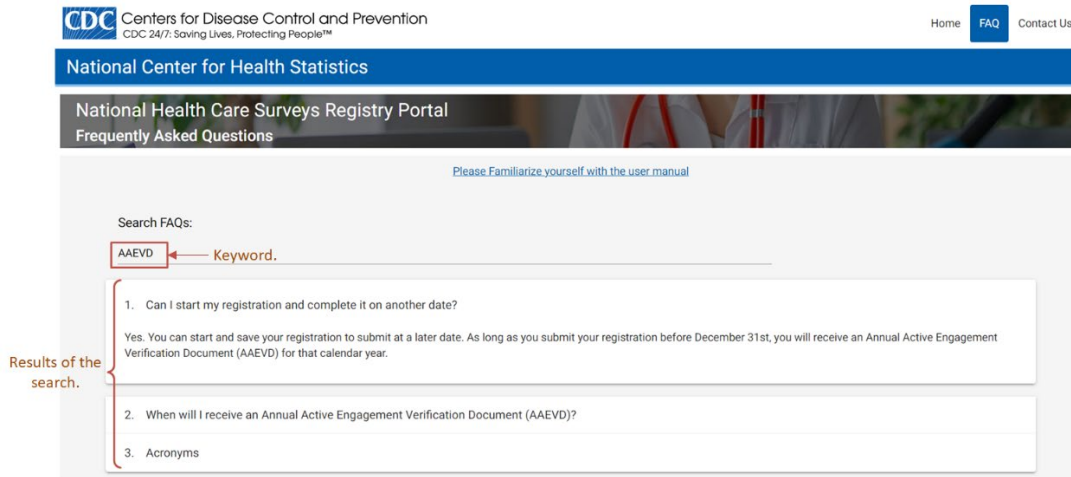
3.6.1 Searching the Frequently Asked Questions

The Frequently Asked Questions page includes a search bar at the top that allows you to search the questions and answers using keywords.

To search the questions and answers:

1. Enter your keyword(s) in the search field.

Result: The list of questions appear that includes your keyword(s). See the example below.



3.7 Contact the Help Desk

For any questions or issues, you can send a message to the help desk through **Contact Us**. These messages are sent to the NHCS Registry Portal Health Care Support team who will respond to your inquiry.

To contact the help desk on the Login page:

1. On the Login page, click on the **Contact Us** link.

Result: The “Contact Us” page appears.

The screenshot shows the 'Contact Us' form on the CDC National Health Care Surveys Registry Portal. The form includes the following fields and elements:

- Topic***: A dropdown menu with 'Topic' selected.
- First Name***: A text input field.
- Last Name***: A text input field.
- Organization Name**: A text input field.
- Email***: A text input field.
- Phone Extension**: A text input field.
- Phone Number***: A text input field.
- Message***: A large text area for the user's message.
- Character Count**: A message indicating 'You have 2000 characters remaining'.
- Security**: A checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo.
- Buttons**: 'Clear' and 'Submit' buttons at the bottom right.

2. Fill in the following required fields:
 - a. Topic
 - b. First Name
 - c. Last Name
 - d. E-mail
 - e. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- f. Message
 - g. Checkbox for “I’m not a robot.”
3. Click the **Submit** button.

Result: You will receive an e-mail from “HEHR No-Reply (CDC)” regarding your submission.

To contact the help desk while logged into Registry Portal:

1. On your dashboard on the top navigation links, click on the **Contact Us** link.

Result: The “Contact Us” page appears.

2. Follow steps 2 and 3 above.

4 USING THE REGISTRY PORTAL DASHBOARD

Once you are logged into the Registry Portal, the dashboard will be displayed as shown below. The dashboard allows you to add hospitals, groups, or providers. Also, you can perform a Bulk Upload using the spreadsheet template provided in the Bulk Upload/Download feature. The dashboard will also allow you to download your registrations to an Excel spreadsheet using the Bulk Upload/Download feature. In addition, you can delegate another registrar to manage and edit your registrations. Lastly, you can generate an AAEVD letter.

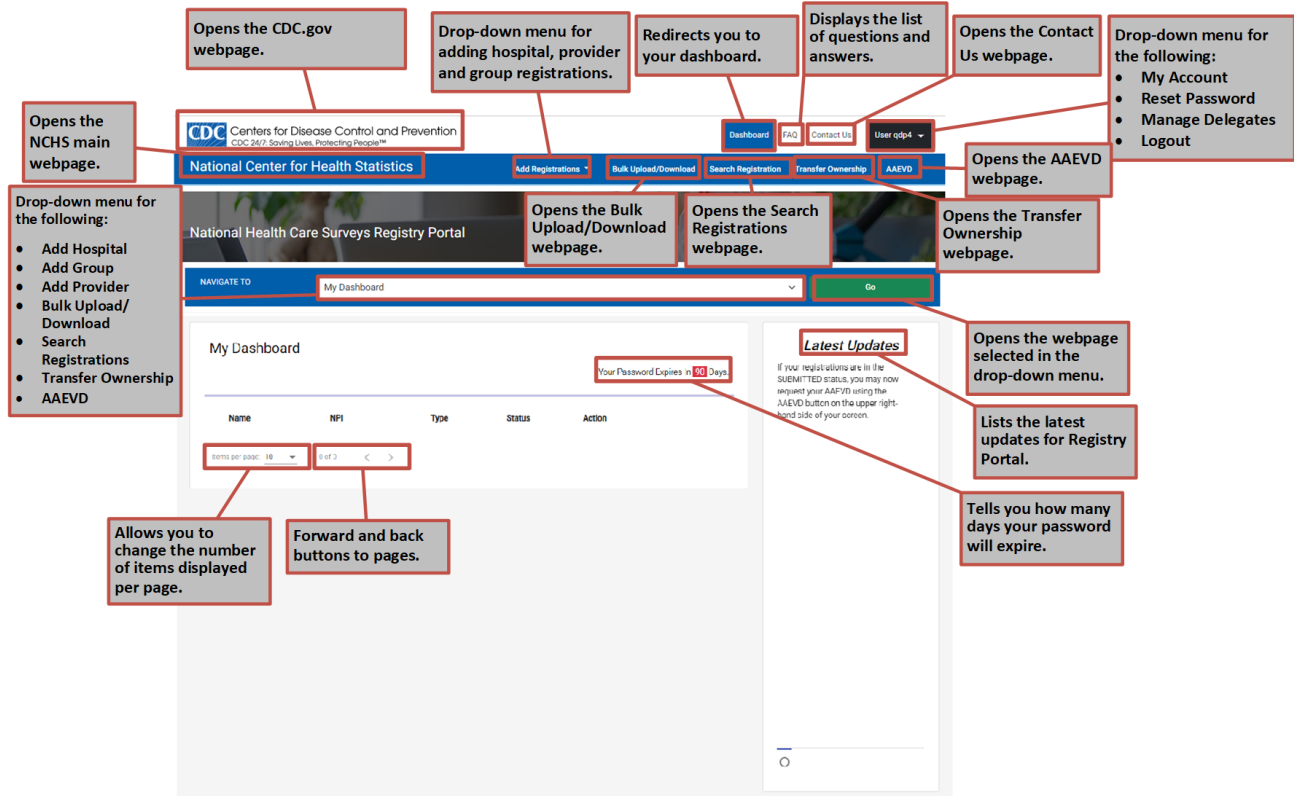


Figure 4-1: Your Registry Portal Dashboard

4.1 Updating Your Account

1. To update your account information such as name, phone number, and business title, click on **User qdp4** and click on **My Account**.
2. Click on **Update Account Information**.

Result: The Update Account Information form opens where you can edit your information, as shown below.

The screenshot shows the CDC National Health Care Surveys Registry Portal. The user is logged in as 'User qdp4'. The page title is 'National Health Care Surveys Registry Portal My Account'. The 'Update Account Information' form is displayed with the following fields:

- Preferred Title: Ms
- First Name*: Jane
- Middle Initial:
- Last Name*: Dow
- Business Title: Technical Writer
- Phone Number*: 301-464-5418
- Phone Extension: 1234

A green 'Submit' button is located at the bottom of the form.

3. Update your information and click **Submit**.

Result: You will receive a “Saved” message.

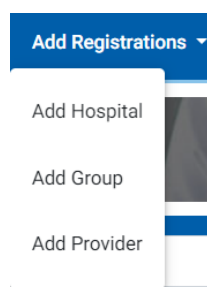
Note: If you need to change your e-mail address, please fill out the Contact Us form. See section 3.7 Contact the Help Desk for instructions on filling out the form.

4. To go back to the dashboard, click on the **Dashboard** link at the top of the page.

4.2 Adding Hospital(s)

To add a hospital:

1. On your dashboard, on the navigation bar, click on the **Add Registrations** drop-down menu.



2. Select **Add Hospital**.

Result: The **Add a Hospital** page opens in your browser.

3. Fill in the information on the form.

Notes:

- The fields with the red asterisk (*) are required fields.
- If you **are not finished** filling out your registration and would like to **save** it, go to **step 4**. There are specific fields that must be filled in to save the form.
- If you **are finished** filling out your registration and would like to **submit** it, go to **step 5**. There are specific fields that must be filled in to submit the form.

The screenshot shows the 'Add a Hospital' form in the National Health Care Surveys Registry Portal. The form is divided into several sections:

- General Information:** Includes fields for 'What is the full business name of the hospital?' and 'Enter the individual hospital's NPI number (10 digits)'. Both are required fields.
- Address and Contact Information:** Includes fields for 'Street Line 1', 'Street Line 2', 'City', 'State' (a dropdown menu), 'Zip Code', 'Zip Code Plus', 'Email Address', 'Phone Number', and 'Phone Extension'. 'City', 'State', 'Zip Code', and 'Phone Number' are required fields.
- Primary Organizational Contact:** Includes fields for 'Primary First Name', 'Primary MI', 'Primary Last Name', 'Primary Phone Number', 'Primary Phone Extension', and 'Primary Email Address'. 'Primary First Name', 'Primary Last Name', and 'Primary Phone Number' are required fields.
- Secondary Organizational Contact:** Includes fields for 'Secondary First Name', 'Secondary MI', 'Secondary Last Name', 'Secondary Phone Number', 'Secondary Phone Extension', and 'Secondary Email Address'.
- EHR System Information:** Includes a dropdown for 'EHR Software Name' and a checkbox for 'Will be EHR compatible'.
- Parent Group Organization:** Includes a checkbox for 'Add or update parent group?'.

At the bottom of the form, there are three buttons: 'Submit' (disabled), 'Save', and 'Cancel'.

4. To **save** your hospital registration, fill out the following **required** fields:
- Full business name of the hospital
 - Individual Hospital's National Provider Identifier (NPI) number (Ten digits are required.)

Note: Your registration will be listed as “**DRAFT**” on your dashboard. To receive an AAEVD, you must **submit** your registration.

5. To **submit** your hospital registration, fill in the following **required** fields, and click **Submit**:
 - a. Full business name of the hospital
 - b. Individual Hospital's NPI number (Ten digits are required.)
 - c. Hospital's address
 - d. Hospital's Phone number (Format: xxx-xxx-xxxx)
 - e. Hospital's E-mail address
 - f. Primary Organization Contact
 - i. First Name
 - ii. Last Name
 - iii. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.
 - iv. E-mail Address.
 - g. The Secondary Organization Contact is **optional**.
 - h. The Parent Group Information is **optional**.
 - i. Electronic Health Record (EHR) Software Name
 - Will be EHR compatible: Click the checkbox if you are working towards EHR compatibility.
6. To **save** or **submit** your group registration go to sections **4.2.1 Saving Your Registration** or **4.2.2 Submitting Your Registration**.

4.2.1 Saving Your Registration

If you are **not finished** filling in your form and would like to **save** your form, click the **Save** button. Your registration will be saved as a draft.

Note: Only registrations that have been submitted (not just saved) are eligible to receive Annual Active Engagement Verification Documentation (AAEVD) letters. See section 4.2.2 for instructions on submitting your registration.

To save your registration:

1. Click the **Save** button.

Results:

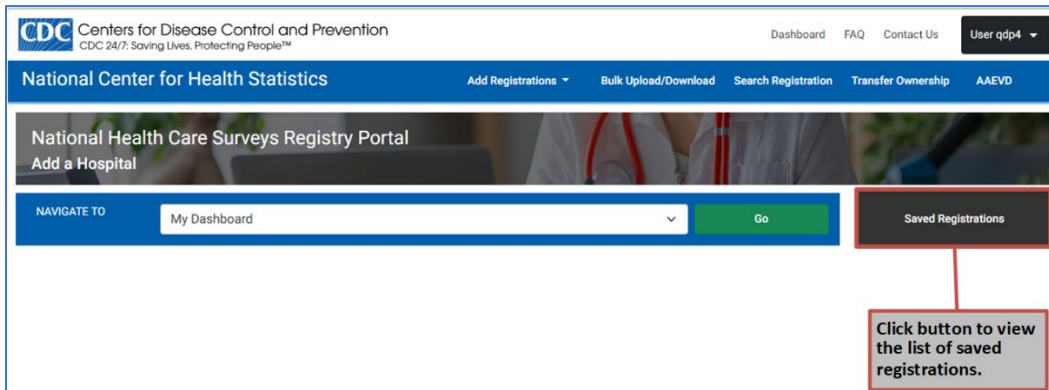
- The following message will appear,
“**Please note the data entered has been saved, but not submitted. You may submit now or go to the My Dashboard page to submit later.**”
- Your dashboard will display the registration in a “Draft” status.

4.2.1.1 Viewing the List of Saved Registrations

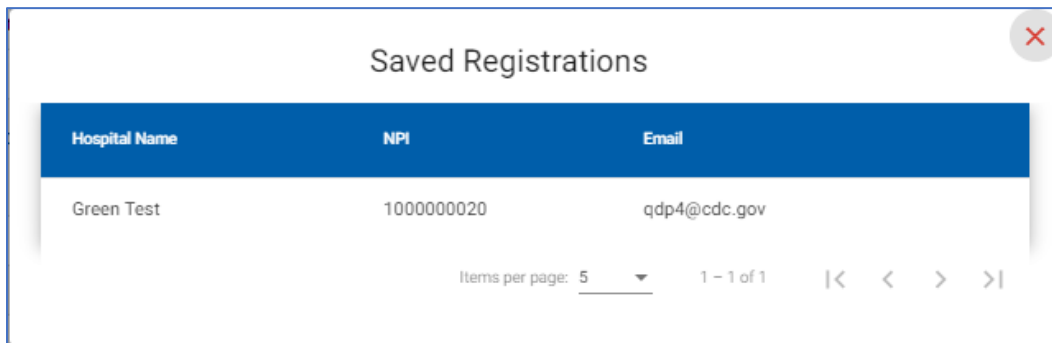
You can view the list of saved registrations on your dashboard or on the Hospital Registration page.

To see the list of saved registrations on the Hospital Registration page:

1. At the top-right of your page, click the **Saved Registration** button as shown below.

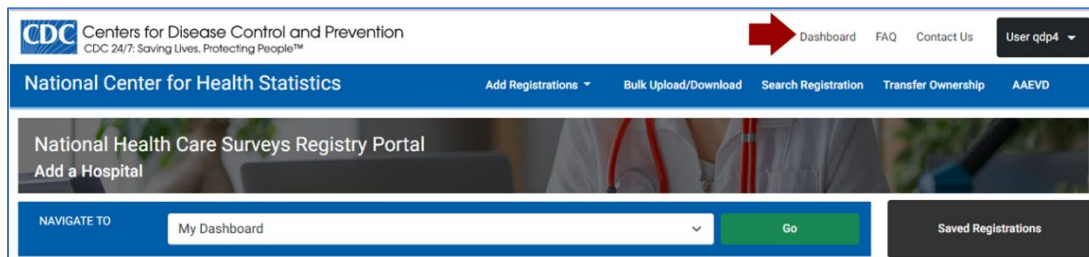


Result: A pop-up window appears that lists your saved registrations. See screenshot below.



To see the list of saved registrations on your dashboard:

1. On the top-right of your page, click the **Dashboard** link.



Result: Your dashboard will appear with the list of registrations.

The screenshot shows the National Health Care Surveys Registry Portal dashboard. At the top, there is a navigation bar with the CDC logo and the text 'Centers for Disease Control and Prevention CDC 24/7: Saving Lives. Protecting People™'. Below this is a blue header for the 'National Center for Health Statistics' with links for 'Add Registrations', 'Bulk Upload/Download', 'Search Registration', 'Transfer Ownership', and 'AAEVD'. The main content area is titled 'National Health Care Surveys Registry Portal' and features a 'NAVIGATE TO' dropdown menu set to 'My Dashboard'. The 'My Dashboard' section includes a notification 'Your Password Expires In 90 Days.' and a table of registrations. The table has columns for Name, NPI, Type, Status, and Action. The 'Action' column contains buttons for 'Edit' and 'Withdraw' for most entries, and 'Submit', 'Edit', and 'Cancel' for the 'Green Test' entry. To the right of the table is a 'Latest Updates' section with a 'new announcement'.

Name	NPI	Type	Status	Action
AA 1	1000000012	ACTUAL	SUBMITTED	Edit Withdraw
Kevette Hospital	1000000095	HOSPITAL	SUBMITTED	Edit Withdraw
Blue Center Hospital	1000000087	HOSPITAL	SUBMITTED	Edit Withdraw
Green Test	1000000020	HOSPITAL	DRAFT	Submit Edit Cancel
Test Hospital 4	1000000111	HOSPITAL	SUBMITTED	Edit Withdraw

4.2.2 Submitting Your Registration

Registrations that have been submitted will be eligible to receive AAEVD letters.

1. If you **are finished** filling in your form and would like to submit the form, click the **Submit** button.

Note: The Submit button on the Registration page will remain grayed out until all of the required fields are filled out.

Results:

- The **Registration Success Summary** page will appear as shown below.
- You will receive an e-mail confirming your hospital registry submission.
- Your dashboard will display the hospital in a **“Submitted”** status.

CDC Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

Dashboard FAQ Contact Us User qdp4 ▾

National Center for Health Statistics Add Registrations ▾ Bulk Upload Search Registration Transfer Ownership AAEVD

Hospital Registration Success

Summary

Test Hospital 4
NPI:1000000111
Address street 1: 12365 Maple Street
Address street 2:
Address city: Pleasant
Address state: MO
Address zip: 21059
Address zip plus:
Email: qdp4@cdc.gov
Phone: 703-555-1212
POC 1 first name: Kevette
POC 1 MI:
POC 1 last name: Settles
POC 1 phone: 240-354-1286
POC 1 email: qdp4@cdc.gov
POC 2 first name:
POC 2 MI:
POC 2 last name:
POC 2 phone:
POC 2 email:
EHR software type: Allscripts Allscripts Professional EHR (version 19.3) [CHPL Certified for NHCS]
Status: SUBMITTED
Group:

Print Summary Add Another Hospital Back To Dashboard

2. To **go back** to your **dashboard**, click the **Back to Dashboard** button at the bottom of your Summary page.
3. To **add** another **registration**, click on the **Add Another Hospital/Provider/Group** button at the bottom of your Summary page.
4. To **print** your Summary page, click on the **Print Summary** button at the bottom of your Summary page.

4.2.3 Editing a Registration

Registrations that have been submitted or in a draft status can be edited and resubmitted.

To edit your registration:

1. Go to your **dashboard**.
2. Click the **Edit** button for the appropriate hospital.

Result: Your Registration form will open and allows you to edit any portion of your form.

3. Click the **Save** button to save a **draft** or click the **Submit** button to submit your registration.

4.2.4 Withdrawing a Registration

Registrations in a **Submitted** status can be withdrawn using the **Withdraw** button on your dashboard.

Note: Registrations that have been withdrawn will not be eligible for AAEVD letters.

To **withdraw** your registration on your dashboard:

1. Go to your **dashboard**.
2. Click on the **Withdraw** button for the appropriate Hospital registration.

Results:

- You will receive the following message: **Submission updated!**
- You will receive an e-mail stating your registration was withdrawn successfully.
- Your registration will no longer display on your dashboard.

4.2.5 Canceling a Draft Submission

Draft submissions can be canceled using your dashboard. Only draft submissions can be canceled using the Cancel button.

To cancel a draft submission:

1. Go to your **dashboard**.
2. Click on the **Cancel** button for the appropriate hospital registration.

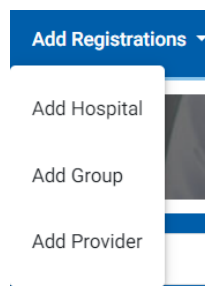
Results:

- You will receive the following message: **Canceled**.
- You will receive an e-mail stating your registration was canceled successfully.
- Your registration will no longer display on your dashboard.

4.3 Adding Provider(s)

To add a provider:

1. On your dashboard, on the navigation bar, click on the **Add Registrations** drop-down menu.



2. Select **Add Provider**.

Result: The **Provider Registration** page opens in your browser, as shown below.

Notes:

- The fields with the red asterisk (*) are required fields.
- If you **are not finished** filling out your registration and would like to **save** it, follow **step 3**. There are specific fields that must be filled in to save the form.
- If you **are finished** filling out your registration and would like to **submit** it, follow **step 4**. There are specific fields that must be filled in to submit the form.

The screenshot shows the 'Add a Provider' form on the National Health Care Surveys Registry Portal. The form is divided into several sections:

- General Information:** Includes a field for the provider's NPI number (10 digits), and fields for First Name, Middle Initial, Last Name, and Suffix. There are dropdown menus for Provider Type, Primary Provider Specialty, and Secondary Provider Specialty.
- Address and Contact Information:** Includes fields for Street Line 1, Street Line 2, City, State, Zip Code, and Zip Code Plus. It also has fields for Email Address, Phone Number, and Phone Extension.
- Primary Organizational Contact:** Includes fields for Primary First Name, Primary MI, Primary Last Name, Primary Phone Number, Primary Phone Extension, and Primary Email Address.
- Secondary Organizational Contact:** Includes fields for Secondary First Name, Secondary MI, Secondary Last Name, Secondary Phone Number, Secondary Phone Extension, and Secondary Email Address.
- EHR System Information:** Includes a dropdown for EHR Software Name and a checkbox for 'Will be EHR compatible'.
- Parent Group Organization:** Includes a checkbox for 'Add or update parent group?'.

At the bottom of the form, there are three buttons: 'Submit', 'Save', and 'Cancel'.

3. To **save** your Provider registration, fill in the following **required** fields:
 - a. Individual Provider's NPI number. (Ten digits are required.)
 - b. First Name
 - c. Last Name
 - d. Primary Provider Type

Note: Your registration will be listed as “**DRAFT**” on your dashboard. To receive an AAEVD, you must **submit** your registration.

4. To **submit** your Provider registration, fill in the following **required (*)** fields:
 - a. Individual Provider's NPI number. (Ten digits are required.)
 - b. First Name
 - c. Last Name
 - d. Provider Type
 - e. Primary Provider Specialty
 - f. Address
 - i. Street Line 1
 - ii. City
 - iii. State
 - iv. Zip Code
 - v. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- vi. E-mail address
- g. Primary Organizational Contact
 - i. First Name
 - ii. Last Name
 - iii. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- iv. E-mail address
- h. The EHR Software Name
 - Will be EHR compatible: Click the checkbox if you are working towards EHR compatibility.
5. To **save** or **submit** your group registration go to sections **4.2.1 Saving Your Registration** or **4.2.2 Submitting Your Registration**.

4.3.1 Editing a Provider Registration

See section 4.2.3 Editing a Registration for instructions on editing your provider.

4.3.2 Withdrawing a Provider Registration

See section 4.2.4 Withdrawing a Registration for instructions on withdrawing a provider.

4.3.3 Canceling a Draft Submission for a Provider.

See section 4.2.5 Canceling a Draft Submission for instructions on canceling a draft submission for a provider.

4.4 Adding Group(s)

For Group registrations, the Registry Portal allows two types of groups, Actual Group and Logical Group. Below are the definitions for both Actual Group and Logical Group.

Actual Group – This group is the registered organization that contains the National Provider Identifier (NPI) number and is used to record an existing group’s intent to submit data to the NHCS Registry. The Actual group registration requires an NPI number when registering in the Registry Portal. Lastly, this group will receive an Annual Active Engagement Verification Documentation (AAEVD) letter when their group registration has been submitted in the Registry Portal.

Logical Group – This group is the internal group to the application used for organizing actual groups, hospitals, and providers. Logical groups are designed to make registrant maintenance easier for a registrar and to allow you to organize affiliated providers, groups, and hospital registrations. Logical groups cannot have an NPI number.

4.4.1 Adding an Actual Group

To add an **Actual Group**:

1. On your dashboard, on the navigation bar, click on the **Add Registrations** drop-down menu.
2. Select **Add Group**.

Result: The **Group Registration** page opens in your browser, as shown below.

Note: The fields with the red asterisk (*) are required fields.

The screenshot shows the CDC National Health Care Surveys Registry Portal. The page title is "National Health Care Surveys Registry Portal" with a sub-header "Add a Group Registration". The navigation bar includes "Dashboard", "FAQ", "Contact Us", and "User: pd04". The main content area is titled "Actual or Logical Group?" and contains several sections:

- Actual or Logical Group?**: A dropdown menu for "What kind of group?". Below it, a note explains that actual groups are registered organizations with an NPI number, while logical groups are internal to the application.
- General Information**: Fields for "What is the full business name of the group?" and "Enter the individual group's NPI number (10 digits)".
- Address and Contact Information**: Fields for "Street Line 1", "Street Line 2", "City", "State" (a dropdown menu), "Zip Code", "Zip Code Plus", "Email Address", "Phone Number", and "Phone Extension".
- Primary Organizational Contact**: Fields for "Primary First Name", "Primary MI", "Primary Last Name", "Primary Phone Number", "Primary Phone Extension", and "Primary Email Address".
- Secondary Organizational Contact**: Fields for "Secondary First Name", "Secondary MI", "Secondary Last Name", "Secondary Phone Number", "Secondary Phone Extension", and "Secondary Email Address".
- EHR System Information**: A dropdown menu for "EHR Software Name" and two checkboxes: "Will be EHR compatible" and "Apply group EHR to all children".
- Parent Group Organization**: A checkbox for "Add or update parent group?".

At the bottom of the form are buttons for "Save", "Submit", and "Cancel".

3. Click on the drop-down menu for “**What kind of group?**” and select **Actual Group**.
4. To **save** your Actual Group registration, fill out the following **required** fields:
 - a. Full business name of the group.
 - b. The individual group's NPI number. (Ten digits are required.)

Note: Your registration will be listed as “**DRAFT**” on your dashboard. To receive an AAEVD, you must **submit** your registration.

5. To **submit** your Actual Group registration, fill out the following **required** fields:
 - a. Full business name of the group.
 - b. The individual group's NPI number. (Ten digits are required.)
 - c. Address and contact information
 - i. Street Line 1
 - ii. City
 - iii. State
 - iv. Zip Code
 - v. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- vi. E-mail address
- d. The primary organizational contact for the group.
 - i. First Name

- ii. Last Name
 - iii. Phone Number (Format: xxx-xxx-xxxx)
Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.
 - iv. E-mail Address
 - e. EHR Software Name
 - Will be EHR compatible: Click the checkbox if you are working towards EHR compatibility.
 - Apply group EHR to all children: Click the checkbox to apply the EHR software to all of your children.
 - f. Parent Group Organization (This field is optional.)
 - i. Add or update parent group?
 - This field allows you to assign a parent group to the registration.
6. To **save** or **submit** your group registration, go to sections **4.2.1 Saving Your Registration** or **4.2.2 Submitting Your Registration**.

4.4.2 Adding a Logical Group

To add a **Logical Group**:

1. On your dashboard, on the navigation bar, click on the **Add Registrations** drop-down menu.
2. Select **Add Group**.

Result: The **Group Registration** page opens in your browser.

3. Click on the drop-down menu for “**What kind of group?**” and select **Logical Group**.
4. To **save** your Logical Group registration, fill out the following **required** fields:
 - a. Full business name of the group
5. To **submit** your Logical Group registration, fill out the following **required** fields:
 - a. Full business name of the group
 - b. Address and contact information
 - i. Street Line 1
 - ii. City
 - iii. State
 - iv. Zip Code
 - v. Phone Number (Format: xxx-xxx-xxxx)

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- vi. E-mail address
- c. Primary Organizational Contact
 - i. First Name
 - ii. Last Name
 - iii. Phone Number

Note: The phone number automatically populates the hyphen; therefore, you only need to enter digits.

- iv. E-mail Address
- d. EHR Software Name
 - Will be EHR compatible: Click the checkbox if you are working towards EHR compatibility.
 - Apply group EHR to all children: Click the checkbox to apply the EHR software to all of your children. This selection is optional.
- e. Parent Group Organization (This field is optional.)
 - ii. Add or update parent group?
 - This field allows you to assign a parent group to the registration.
- 6. To **save** or **submit** your group registration go to sections **4.2.1 Saving Your Registration** or **4.2.2 Submitting Your Registration**.

4.4.3 Editing a Group Registration

See section 4.2.3 Editing a Registration for instructions on editing your Group registration.

4.4.4 Withdrawing a Group Registration

See section 4.2.4 Withdrawing a Registration for instructions on withdrawing a Group registration.

4.4.5 Canceling a Draft Submission for a Group.

See section 4.2.5 Canceling a Draft Submission for instructions on canceling a draft submission for a group registration.

4.5 Bulk Upload/Download

The Bulk Upload/Download feature will allow you to easily register medium to large groups, providers, and hospitals. The Bulk Upload spreadsheet contains the following tabs: Group, Provider, and Hospital. There are specific fields that are required and fields that are optional. To successfully upload your spreadsheet, please follow the instructions in the spreadsheet on the Instructions tab. If you are using Registry Portal for the first time, you will download a blank spreadsheet. If you have registrations listed on your dashboard, your registrations will be exported to the spreadsheet. When you export your spreadsheet, you can edit your registrations and upload it to Registry Portal using the Bulk Upload/Download feature.

To download the spreadsheet or export your registrations to the spreadsheet, see section 4.5.1 Downloading the Bulk Upload Spreadsheet.

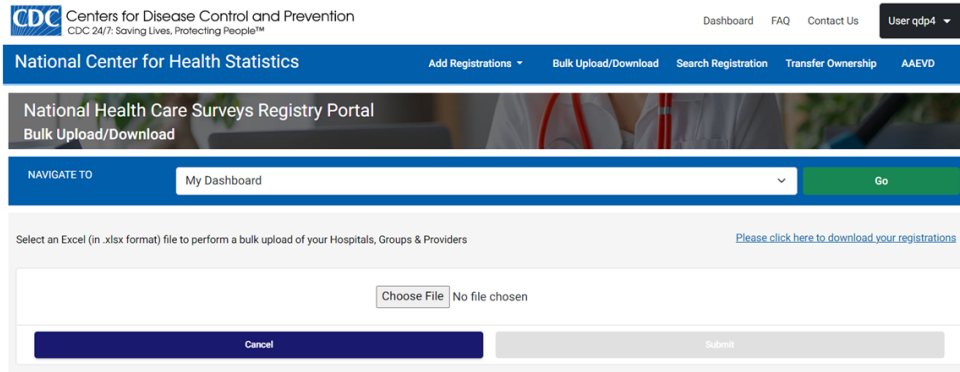
4.5.1 Downloading the Bulk Upload Spreadsheet

To download the spreadsheet:

1. On your dashboard, on the top navigation menu, click on **Bulk Upload/Download**.

Result: The Bulk Upload/Download page opens as shown below.

2. Click on the link: **Please click here to download your registration**.



Click on the link to download the spreadsheet.

Result: The spreadsheet is downloaded.

3. Click on the file to open the spreadsheet.



4. Fill in your blank spreadsheet or edit your spreadsheet that lists your registrations.

Notes:

- To correctly fill out the spreadsheet, follow the instructions in the spreadsheet. For first time users, your spreadsheet will be a blank.
- For users that have registrations listed on the dashboard, your spreadsheet will export your registrations from the dashboard to the spreadsheet.

4.5.2 Uploading the Bulk Upload Spreadsheet

To upload your spreadsheet using Bulk Upload:

1. On your dashboard, on the top navigation menu, click on **Bulk Upload/Dashboard**.

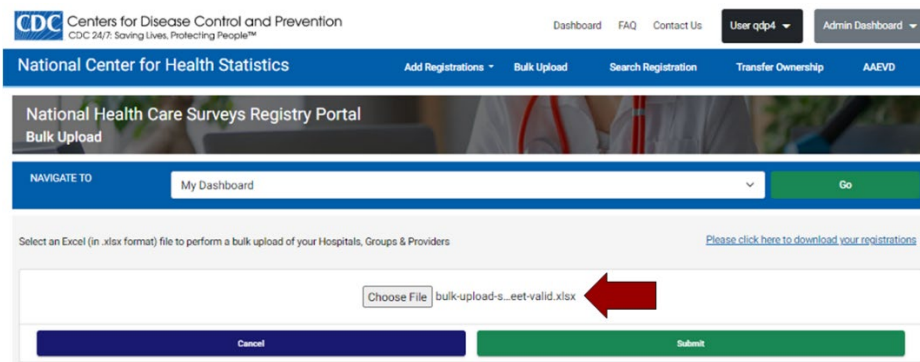
Result: The Bulk Upload/Dashboard page opens.

2. Click the **Choose File** button.

Result: File Explorer opens.

3. Select your spreadsheet and click on **Open**.

Result: You file name will be displayed beside the Choose File button as shown below.



- Click the **Submit** button.

Results:

- If **successful**, you will receive the message: **Bulk Upload Succeeded** as shown below and you will receive an e-mail stating that your upload was successful.

Bulk Upload Succeeded

- If **unsuccessful**, the list of errors will appear on the screen. Also, you will receive an e-mail listing the errors. See the screenshot below.
 - Note:** Cannot be null = The cell in your spreadsheet cannot be empty.

Registrant errors		
Type	Row	Errors
Provider	7	Registrant: Address cannot be null Provider: Provider type is required Registrant: Email is required Registrant: POC cannot be null Registrant: EHR software is required Registrant: Phone number is required

< Previous 1 Next >

Upload Cancel

About CDC Privacy FOIA U.S. Department of Health & Human Services HHS/Open USA.gov CDC Website Exit Disclaimer

- If you received errors, fix the errors in your spreadsheet, and reload the spreadsheet.

4.6 Transferring Ownership

The Transfer Ownership feature allows you to transfer your registrations to another user who is in the Registry Portal. All of your registrations will be transferred to the e-mail of the user that is specified. However, you will not be able to transfer your registrations to someone who does not have an active Registry Portal account (Refer to section 3.4.1 Requesting a Registry Portal Account to get a Registry Portal Account). Also, you cannot transfer your registrations to another user who already has registrations on their dashboard.

To transfer ownership:

- Go to your dashboard.
- On your top navigation menu, click on **Transfer Ownership**.

Result: The Transfer ownership page appears. See the screenshot below.

Note: The field with the red asterisk (*) are required fields.

3. Enter the **e-mail** of the person who should receive your registrations.

Notes:

- The person you are transferring the registration **must** have a Registry Portal account. To get a Registry Portal account, go to section 3.4.1 Requesting a Registry Portal Account.
- You **cannot transfer** your registrations to another user who already has registrations listed on their dashboard. The user's dashboard must be empty and have no registrations. If you try to transfer your registrations to a user who already has registrations, you will receive the following error message **“No registrants were transferred because the target Registrar already has registrations.”** Also, you will receive an e-mail stating that your transfer ownership failed.

4. Click the **Submit** button.

Results:

- You will receive the message: **“Success!”**
- You and the person you transferred your registrations will receive e-mails that the registrations have been transferred successfully.
- **Note: All** of your registrations will be transferred to the e-mail that you entered.

4.7 Manage Delegates

The Manage Delegate registration feature allows you (the Delegator) to designate another user (the Delegatee) to manage your registrations. The assigned Delegatee will be allowed to edit and add registrations on your behalf. However, the following rules apply for the assigned Delegatee:

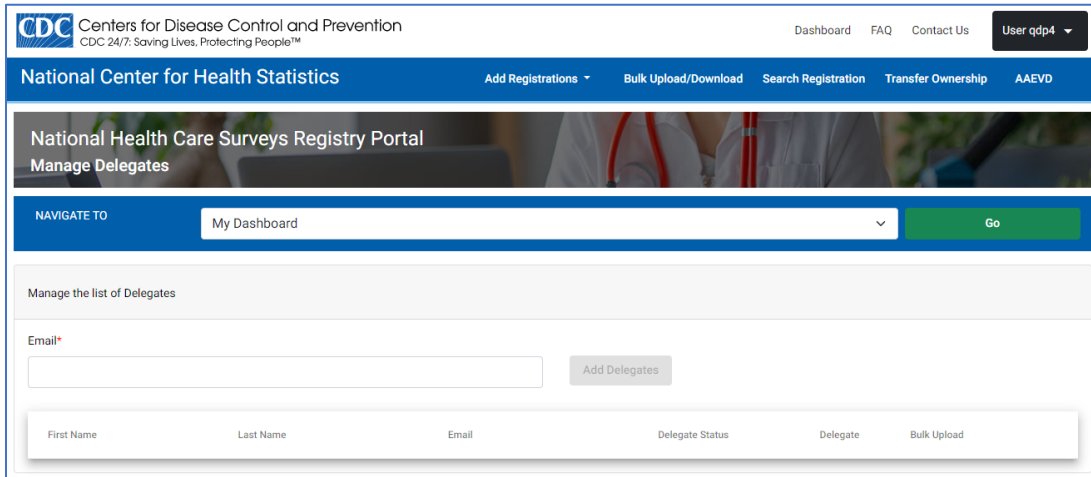
- The Delegatee must have a Registry Portal account.
- The Delegatee cannot have any registrations on their dashboard. Otherwise, the Delegator will not be able to assign a Delegatee.
- The Delegatee cannot already be assigned to another user's registrations.
- The Delegatee cannot add or delete delegates.

To assign a Delegatee to manage your registrations:

1. In the upper-right corner, click on **User qdp4** and click on **Manage Delegates**.

Result: The Manage Delegate page appears as shown below:

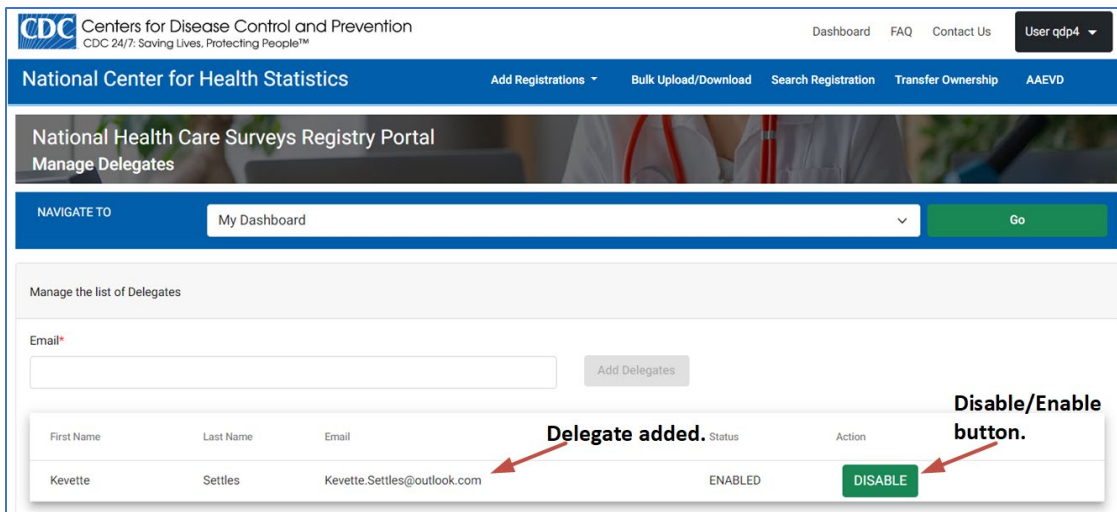
Note: The field with the red asterisk (*) are required fields.



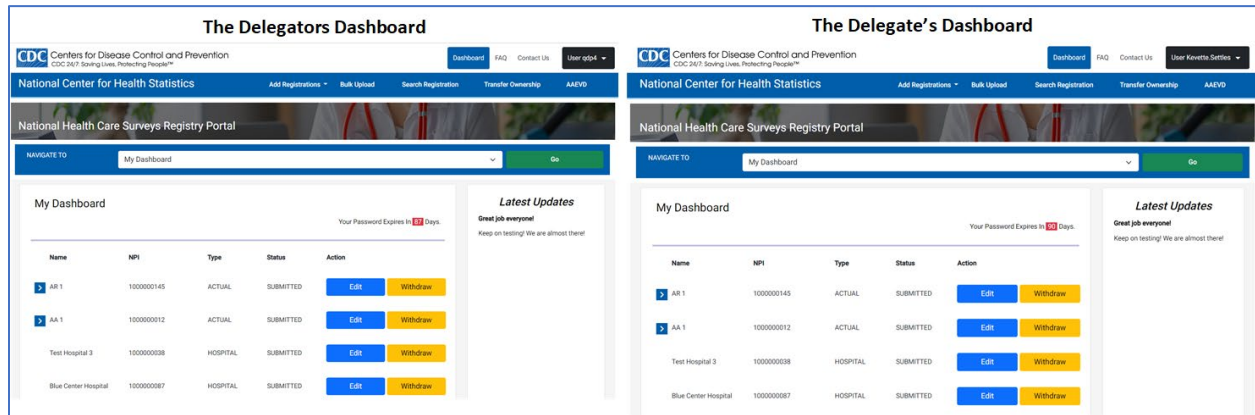
2. Enter the **e-mail** address of the Delegatee and click **Add Delegates**.

Results:

- You will receive the following message: **Success!**
- The Delegatee will be listed on your **Manage Delegates** page. See screenshot below.



3. The Delegatee that was added now has access to the Delegator’s registrations. The Delegate can edit and add registrations on behalf of the Delegator. The screenshot below shows that the Delegate has access to the same registrations as the Delegator.



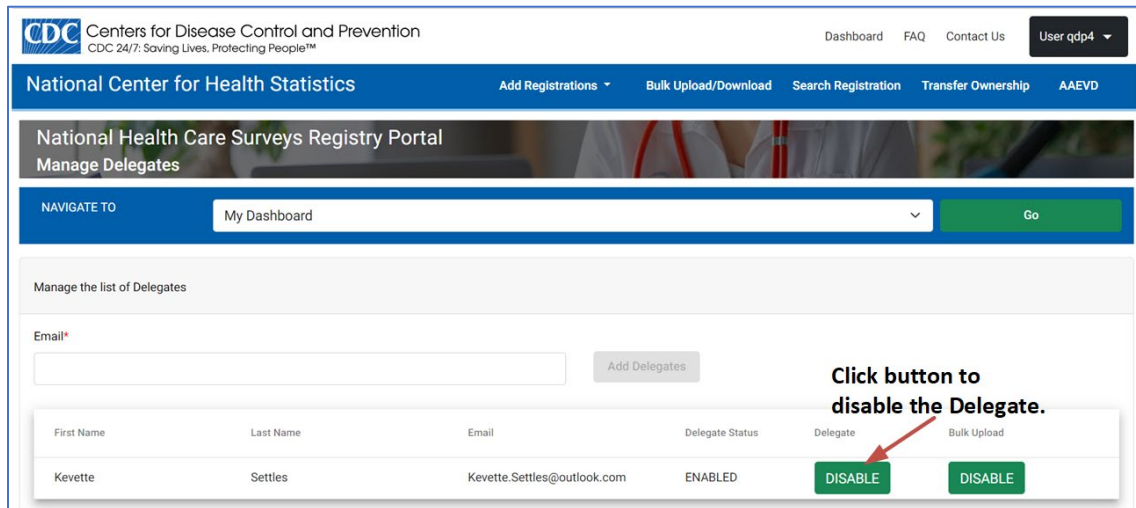
4.7.1 Disable Delegates

To disable the Delegatee:

1. In the upper-right corner, click on **User qdp4** and click on **Manage Delegates**.

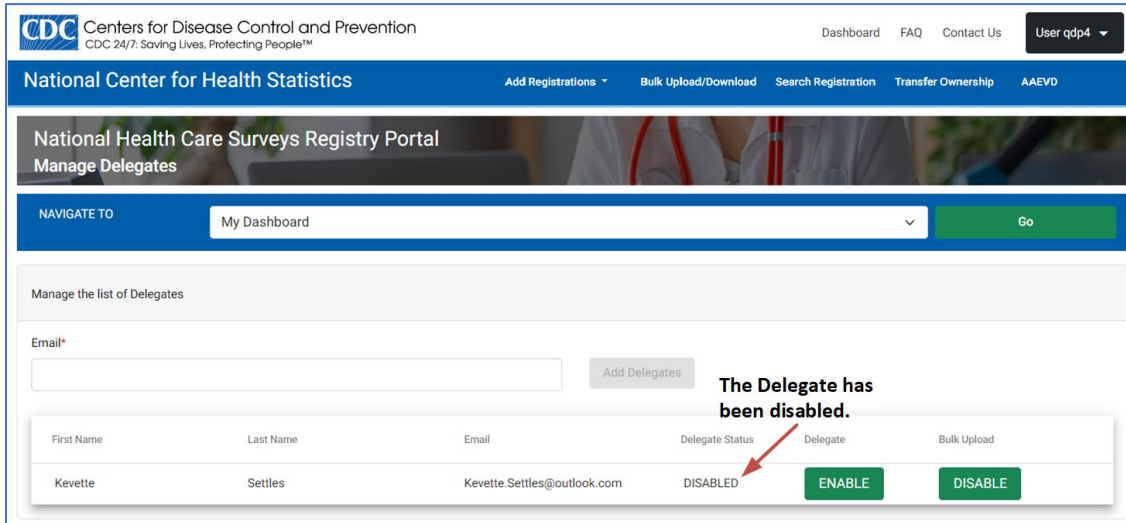
Result: The Manage Delegate page appears.

2. Click on the **Disable** button under Delegate.



Results:

- You will receive the following message: **Success!**
- The status for the Delegate is changed to disabled. The Delegatee no longer has access to your registrations.
- When the Delegator disables the Delegatee, the Delegatee will not be able to log into Registry Portal.



4.7.2 Disabling and Enabling Bulk Upload/Download for the Delegatee

The Delegator can disable and enable the Bulk Upload/Download feature for the Delegatee. For details on Bulk Upload, see section 4.5.

Note: Only the Delegator can enable and disable the Bulk Upload/Download feature.

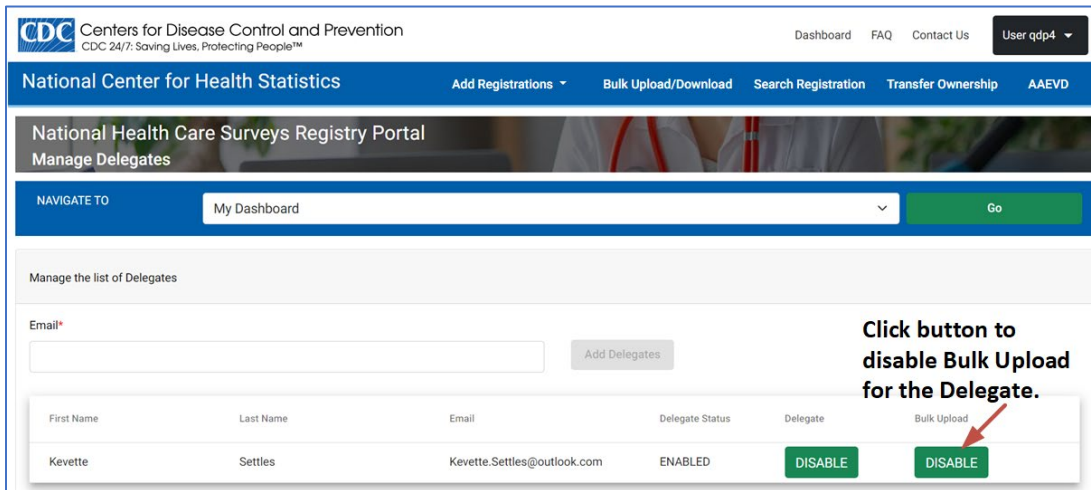
4.7.2.1 Disable Bulk Upload for the Delegatee

To disable Bulk Upload for the Delegatee:

1. In the upper-right corner, click on **User qdp4** and click on **Manage Delegates**.

Result: The Manage Delegate page appears.

3. Click on the **Disable** button under Bulk Upload.



Result:

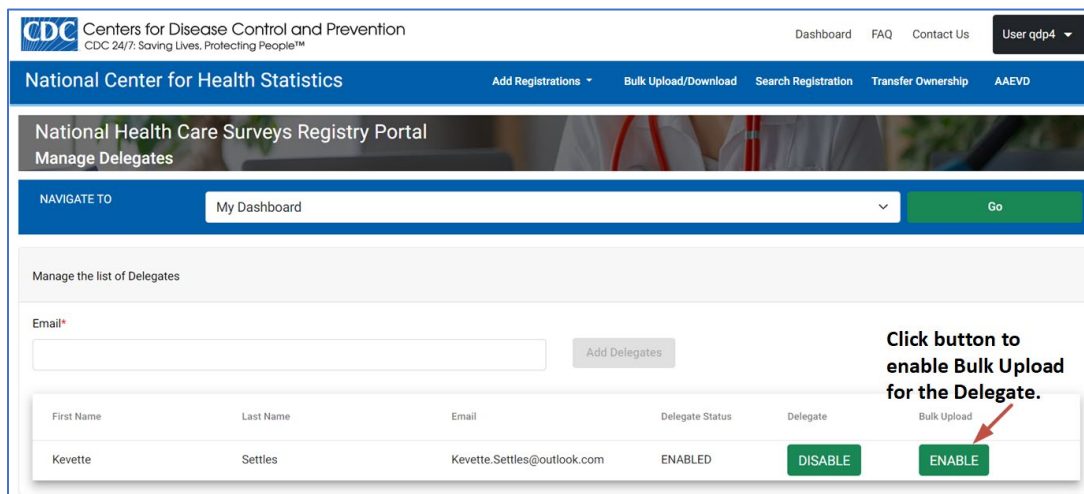
- You will receive the following message: **Success!**
- The Delegatee will not be able to perform Bulk Upload.

4.7.2.2 Enable Bulk Upload for the Delegatee

To enable Bulk Upload for the Delegatee:

- In the upper-right corner, click on **User qdp4** and click on **Manage Delegates**.

Result: The Manage Delegate page appears.



- Click on the **Enable** button under Bulk Upload.

Result:

- You will receive the following message: **Success!**
- The Delegatee will be able to perform Bulk Upload.

4.8 Annual Active Engagement Verification Documentation (AAEVD) Generation

An AAEVD is a letter that is generated for registrants/registrar to attest to a Promoting Interoperability (PI), Meaningful Use (MU), or Merit-based Incentive Payment System (MIPS) program(s). This document is an attestation letter that confirms the registrants/registrar's active engagement with the Registry. Hospitals, providers, and groups that have successfully submitted their registration to the NHCS are eligible to receive AAEVDs.

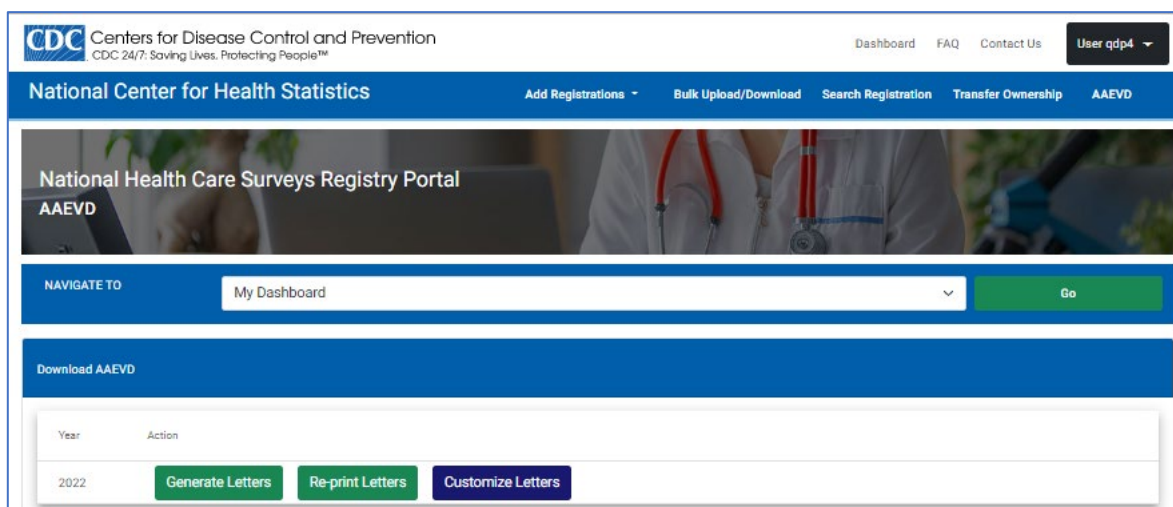
The AAEVD feature allows users to generate their own AAEVD letter for registrations that are in a Submitted status only. The AAEVD feature allows you to generate AAEVD letters for all of your submitted registrations using the "Generate Letters" button, or you can customize your AAEVD letter by separating letters in a group or excluding registrations. See section 4.8.1 for instructions on customizing your AAEVD letters.

Note: You can only generate AAEVD letters for registrations that are in a "Submitted" status.

To generate an AAEVD for **all** of your submitted registrations:

- On your top navigation, click on **AAEVD**.

Result: The AAEVD page appears. See the screenshot below.



2. Click on **Generate Letters**.

Results:

- Your letters will be downloaded into a zipped file that will contain PDFs for your AAEVD letters.
- For groups, one AAEVD letter will be generated that will list all of the registrations within that group on the letter. To generate separate letters, follow the instructions in section 4.8.1.

4.8.1 Customizing Your AAEVD Letter

The AAEVD feature also allows you to customize your AAEVD letter and save your customization. For Actual and Logical groups with child registrations, you can generate separate, individual letters for your hospital or provider instead of including all your registrations into one letter. Moreover, you can exclude a hospital or provider from a group AAEVD letter.

4.8.1.1 Generating Separate Letters for Providers Within a Group

To generate separate letter(s) for a provider within a group:

1. On your top navigation, click on **AAEVD**.
2. Click **Customize Letters**.

Result: The Customize AAEVD for “the current year” page appears.

3. Under **Actual Group Customizations** and/or **Logical Group Customizations**, select **Yes** for “Separate individual letters for providers instead of listing them in a group letter.”

You can select "Yes" for both Actual Group and Logical Group to separate the letters for providers.

Name	NPI	Type	Status	Exclude
<input type="checkbox"/> AA 1	1000000012	ACTUAL	SUBMITTED	<input type="checkbox"/>
<input type="checkbox"/> Kevette Hospital	1000000095	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
<input type="checkbox"/> Blue Center Hospital	1000000087	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
<input type="checkbox"/> Green Test	1000000020	HOSPITAL	DRAFT	<input checked="" type="checkbox"/>
<input type="checkbox"/> Test Hospital 4	1000000111	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>

To exclude registrations from the AAEVD letter, click on the appropriate checkbox.

4. Click on the **Exclude** checkbox to omit registrations from the AAEVD letter.
5. To see the child registrations that are nested under the parent registrations, click on the arrow beside the name to expand and collapse the list of registrations.
6. To save your customization, click the **Save Customization** button.

Note: You can only save one customization at a time.

Result: You will receive the following message: **Customization Successful!**

7. Click the **Generate Letters** button when you are done customizing.

Results:

- Your letters will be downloaded into a zipped file that will contain PDFs for your AAEVD letters.
- The AAEVD letters for the providers will be in separate letters.

4.8.1.2 Generating Separate Letters for Hospitals Within a Group

To generate an individual AAEVD for a provider or hospital:

1. On your top navigation, click on **AAEVD**.
2. Click **Customize Letters**.

Result: The Customize AAEVD for “the current year” page appears.

3. Under **Actual Group Customizations** and/or **Logical Group Customizations**, select **Yes** for “Separate individual letters for hospitals instead of listing them in a group letter.”

The screenshot shows the 'Customize AAEVD for 2022' page. It includes a 'Download AAEVD' section with buttons for 'Generate Letters', 'Re-print Letters', and 'Customize Letters'. Below this, there are sections for 'Actual Group customizations' and 'Logical Group customizations', each with radio buttons for 'Yes' and 'No' for separating letters for providers and hospitals. A table lists various hospitals with checkboxes to exclude them from the letter generation. A red arrow points to the 'Yes' radio button for 'Separate individual letters for hospitals instead of listing them in a group letter' in both the Actual and Logical Group sections, with the text: "You can select 'Yes' for both Actual Group and Logical Group to separate the letters for hospitals." Another red arrow points to the 'Exclude' checkbox for 'Kevette Hospital' in the table, with the text: "To exclude registrations from the AAEVD letter, click on the appropriate checkbox."

Name	NPI	Type	Status	Exclude
AA 1	1000000012	ACTUAL	SUBMITTED	<input type="checkbox"/>
Kevette Hospital	1000000095	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
Blue Center Hospital	1000000087	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
Green Test	1000000020	HOSPITAL	DRAFT	<input checked="" type="checkbox"/>
Test Hospital 4	1000000111	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
Red Group Hospital	1000000020	HOSPITAL	SUBMITTED	<input type="checkbox"/>
Test Hospital 1	1234567893	HOSPITAL	SUBMITTED	<input type="checkbox"/>

4. Click on the **Exclude** checkbox to omit registrations from the AAEVD letter.
5. To save your customization, click the **Save Customization** button.

Note: You can only save one customization at a time.

Result: You will receive the following message: **Customization Successful!**

6. Click the **Generate Letters** button when you are done customizing.

Results:

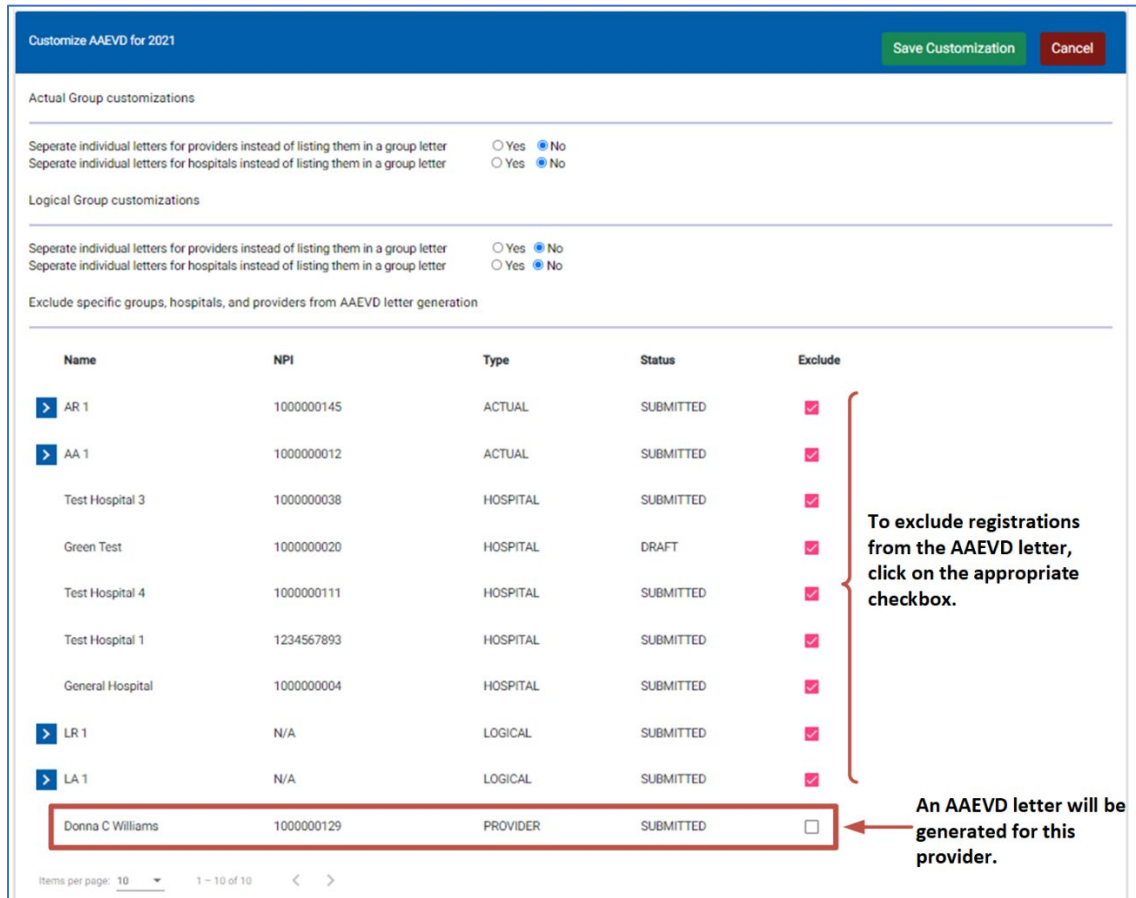
- Your letters will be downloaded into a zipped file that will contain PDFs for your AAEVD letters.
- The AAEVD letters for the providers will be in separate letters.

4.8.1.3 Generate an Individual Provider AAEVD Letter

The AAEVD customization feature also allows you to generate an individual provider and hospital letter that is not in a group.

To generate an individual provider AAEVD letter.

1. On your top navigation, click on **AAEVD**.
2. Click **Customize Letters**.
3. Check the appropriate checkboxes to exclude the appropriate registrations from the AAEVD letter.



4. Click on **Generate Letters**.

Result: Your letter will be downloaded into a zipped file that will contain the PDF for your provider’s AAEVD letters.

4.8.1.4 Generate an Individual Hospital AAEVD Letter

To generate an individual hospital AAEVD letter.

1. On your top navigation, click on **AAEVD**.
2. Click **Customize Letters**.
3. Check the appropriate checkboxes to exclude the appropriate registrations.

Customize AAEVD for 2021 Save Customization Cancel

Actual Group customizations

Separate individual letters for providers instead of listing them in a group letter Yes No
Separate individual letters for hospitals instead of listing them in a group letter Yes No

Logical Group customizations

Separate individual letters for providers instead of listing them in a group letter Yes No
Separate individual letters for hospitals instead of listing them in a group letter Yes No

Exclude specific groups, hospitals, and providers from AAEVD letter generation

Name	NPI	Type	Status	Exclude
> AR 1	1000000145	ACTUAL	SUBMITTED	<input checked="" type="checkbox"/>
> AA 1	1000000012	ACTUAL	SUBMITTED	<input checked="" type="checkbox"/>
Test Hospital 3	1000000038	HOSPITAL	SUBMITTED	<input type="checkbox"/>
Green Test	1000000020	HOSPITAL	DRAFT	<input checked="" type="checkbox"/>
Test Hospital 4	1000000111	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
Test Hospital 1	1234567893	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
General Hospital	1000000004	HOSPITAL	SUBMITTED	<input checked="" type="checkbox"/>
> LR 1	N/A	LOGICAL	SUBMITTED	<input checked="" type="checkbox"/>
> LA 1	N/A	LOGICAL	SUBMITTED	<input checked="" type="checkbox"/>
Donna C Williams	1000000129	PROVIDER	SUBMITTED	<input checked="" type="checkbox"/>

Items per page: 10 1 - 10 of 10 < >

An AAEVD letter will be generated for this hospital.

4. Click on **Generate Letters**.

Result: Your letter will be downloaded into a zipped file that will contain the PDF for your hospital’s AAEVD letters.

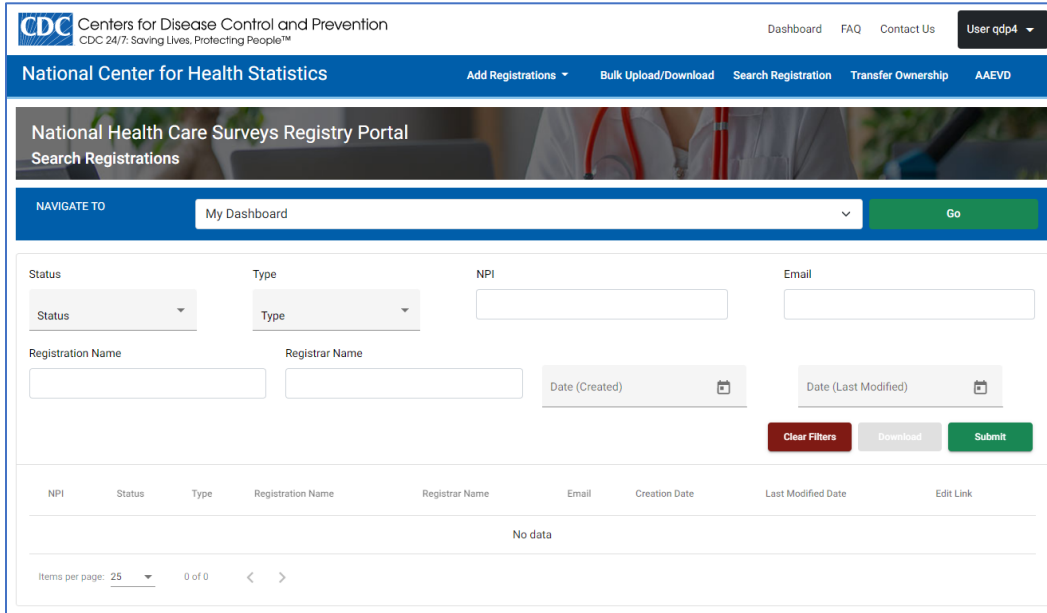
4.9 Search Registrations

The Search Registration feature allows you to search for your registrations by the registration status (draft, submitted, and withdrawn), registration type (hospital, provider, actual group, and logical group), registration name, the date the registration was created, or the date it was modified.

To search for registrations:

1. On your top navigation bar, click on **Search Registrations**.

Result: The Registration Search page appears. See the screenshot below.

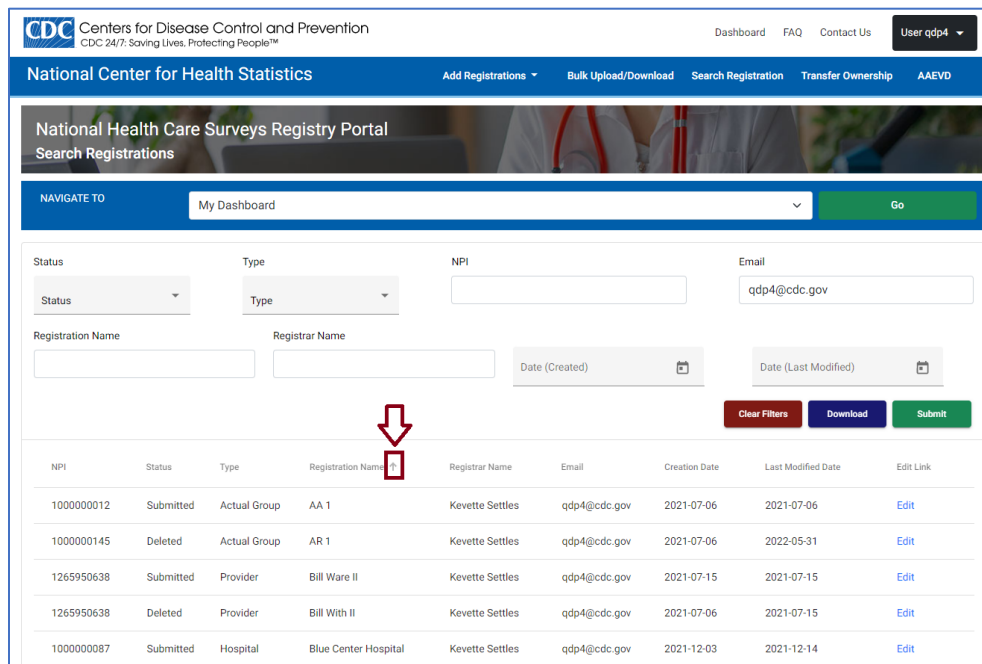


2. Select the **appropriate search fields** and click the **Search** button.

Note: When searching by e-mail, the search results will return all registrations (hospitals, providers, and groups) with that e-mail address.

Result: Your list of registrations appears.

3. To filter on a column, click on up arrow beside the field name.



- To edit a registrations on your Search result screen, click the Edit link.

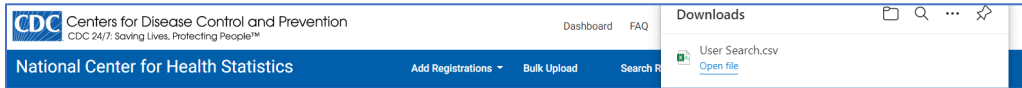
Result: The registration opens in a new window.

4.9.1 Download Search Results

You can download your search results into an Excel file.

To download your search results:

- Click on the **Download** button on your Search Results screen.



- Click on **Open File**.

Result: The file opens in Excel.

General										
ID	Registrant ID	Registration Name	NPI	Registration Status	Registration Type	Creation Date	Last Modified Date	Registrant Name	Email	
H11	11	Test Hospital 3	1000000038	SUBMITTED	HOSPITAL	2021-07-06T20:07:18.760+00:00	2021-07-15T14:04:22.807+00:00	Kevette Settles	qdp4@cdc.gov	
H28		28 Blue Center Hospital	1000000087	SUBMITTED	HOSPITAL	2021-12-03T00:30:40.473+00:00	2021-12-03T15:22:05.297+00:00	Kevette Settles	qdp4@cdc.gov	
H34		34 Test Hospital 4	1000000111	SUBMITTED	HOSPITAL	2021-12-10T16:01:07.310+00:00	2021-12-10T16:01:07.310+00:00	Kevette Settles	qdp4@cdc.gov	
H7		7 Test Hospital 1	1234567893	SUBMITTED	HOSPITAL	2021-07-06T20:07:18.713+00:00	2021-07-07T13:57:20.450+00:00	Kevette Settles	qdp4@cdc.gov	
H8		8 General Hospital	1000000004	SUBMITTED	HOSPITAL	2021-07-06T20:07:18.730+00:00	2021-07-07T13:52:11.317+00:00	Kevette Settles	qdp4@cdc.gov	

Appendix A: Acronyms

The following table provides acronyms and the description relevant to this document and the Registry Portal.

Acronym	Description
AAEVD	Annual Active Engagement Verification Documentation
CABG	Coronary Artery Bypass Graft
CAH	Critical Access Hospitals
CDC	Centers for Disease Control and Prevention
COR	Contracting Officer Representative
CSV	Comma-separated values
DHCS	Division of Health Care Statistics
EC	Eligible Clinicians
ED	Emergency Department
EGD	Esophagogastroduodenoscopy
EH	Eligible Hospitals
EHR	Electronic Health Record
EHRH	Electronic Health Record NHCS
EP	Eligible Professionals
FAQ	Frequently Asked Questions
HEHR	Healthcare Electronic Health Records
HIV	Human Immunodeficiency Virus
ICU	Intensive Care Unit
IP	Inpatient
MIPS	Merit-based Incentive Payment System
MS	Microsoft
NCHS	National Center for Health Statistics
NDI	National Death Index
NHCS	National Hospital Care Survey
NPI	National Provider Identifier
PI	Promoting Interoperability
URL	Uniform Resource Locator



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Website: <https://hehr.nchs.cdc.gov/registration-ui>

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