

## **Request Access to Managed File Transfer & Auto-Route Now to Ensure You Receive Your Reports**

The purpose of this email is to notify users that they need to take action to receive Hospital-Specific Reports (HSRs); Facility-Specific Reports (FSRs); Inpatient Psychiatric Facility (IPF)-Specific Reports; and Claims-Detail Reports (CDRs) in Managed File Transfer (MFT). Users who historically received these reports through their AutoRoute Inbox in Secure File Transfer may need to request permissions in the Hospital Quality Reporting (HQR) system to continue to receive these reports for their facilities. If you are a basic user and do not request these permissions, you will not receive your facility's reports in MFT.

These permissions are required to ensure reports are distributed to the appropriate users within your facility. Security Administrator/Official (SA/O) users were provided the permissions to receive these reports, so this action is only required for HQR basic users.

Users can request these permissions by either accessing the HQR My Profile interface or by contacting your facility's SA/O to directly assign the permissions. Users can also confirm they have the appropriate access to receive these reports by accessing the HQR My Profile interface.

The Managed File Transfer (MFT) permission and an Auto-Route permission that is program specific are required to receive the following reports:

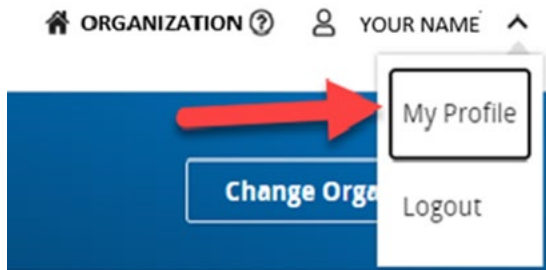
- Auto-Route (IPFQR): Inpatient Psychiatric Facility Quality Reporting (IPFQR) ISR
- Auto-Route (IQR): Hospital Value-Based Purchasing Mortality and Complication HSR, Medicare Spending per Beneficiary HSR, Public Reporting Claims-Based Measures HSR, Deficit Reduction Act Hospital-Acquired Condition HSR, Hospital-Acquired Condition Reduction Program HSR, Hospital Readmissions Reduction Program HSR, Overall Hospital Star Ratings HSR
- Auto-Route (PCHQR): PPS-Exempt Cancer Hospital Quality Reporting FSR
- Auto-Route (ASCQR): Ambulatory Surgical Center Quality Reporting FSRs and CDRs
- Auto-Route (OQR): Hospital Outpatient Quality Reporting FSRs and CDRs

### **How to Request Auto-Route and MFT Permissions**

Take the following steps:

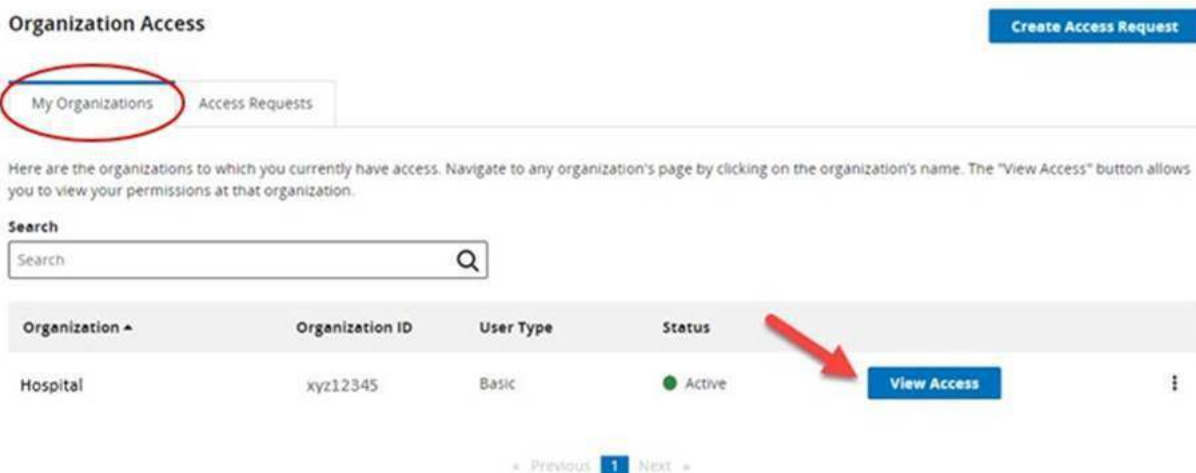
1. Navigate to the HQR login page at <https://hqr.cms.gov/hqrng/login>.
2. Enter your HCQIS Access Roles and Profile (HARP) User ID and Password. Click **Login**. You will be directed to the Two-Factor Authorization page.
3. Select the device or email to which you would like a code to be sent. Click **Next**. You will receive the code via your device or email.
4. Enter the code, and click **Continue**.
5. Read the Terms and Conditions statement, and scroll to the bottom of the statement. Click **Accept** to proceed.

6. Upon successful login, select **Your Name**, and select **My Profile** from the drop-down menu. See *Figure 1 - My Profile Button*.



**Figure 1 - My Profile Button**

7. On the **My Profile** interface, select the **My Organization** tab. The facilities associated with your HARP ID are displayed in the table. See *Figure 2 - My Organizations Tab*.



**Figure 2 - My Organizations Tab**

8. Click the **View Access** button for a facility. Your **User Type** and list of permissions associated with that facility are displayed. If your **User Type** is Basic, you need to continue the steps to request the permissions to receive the reports.
9. Click **Request Change in Access** on the Access dashboard.
10. Go to the **Authorizations** pane and select the check boxes for **Managed File Transfer (MFT) permission** and for all program-specific Auto-Route permissions needed. The list of reports associated with each program-specific Auto-Route permission is available for reference above. If you have these permissions listed for your facility, take no further action. After selecting all needed permissions, scroll to the bottom of the page and select **Review**.
11. After confirming that your selections are appropriately documented, click **Submit**. A green banner stating **Access Request Submitted** is displayed.
12. When your facility's SA/O approves the request, you receive a confirmation email. The permission appears in **My Profile**.

If you do not receive your reports in the future, you may request redelivery of the report to your account after confirming your permissions are appropriately updated to receive the

reports. Instructions for requests to redeliver each report are provided in the report release communications. You can also contact your SA/O to obtain the report, but please remember these reports contain Personally Identifiable Information (PII)/ Protected Health Information (PHI), and handle them securely.

When a report is delivered to your account based on your permissions, you receive an AutoRoute File Delivery Notification email indicating that the reports are available and providing instructions for accessing the report.

The modernization of the HQR system requires your feedback to improve the user experience. To learn more about participating in the HQR system usability research, go to [HQR User Experience](#).

Do not respond directly to this email. For further assistance regarding the information contained in this message, please contact the QualityNet Help Desk at [gnetsupport@hcqis.org](mailto:gnetsupport@hcqis.org), or by calling, toll-free 866-288-8912 (TTY: 877-715-6222), weekdays from 7:00 a.m. to 7:00 p.m. Central Time (CT).