



PRIME REGISTRY™

Improving America's Health

Improvement Activities

(IA) – Web Data Entry Tool

Revised February 2023



American Board
of Family Medicine

Table of Contents

1. Overview of IA -Web Data Entry Tool
2. Logging into PRIME Registry Dashboard
3. IA Data Entry

User Roles and Permissions

Step 1: Changing the Filter Criteria

Step 2: Searching and Selecting an Activity

Step 3: Entering the Duration of the Activity Performed

Step 4: Saving the Duration

Footnotes: Footnotes have been added to this document. They can be identified by numerals that appear as superscripts at the end of the text and correspond with numbered text placed at the bottom of the page.

1. Overview of IA -Web Data Entry Tool

The PRIME Registry IA Data Entry page facilitates the selection and deselection of improvement activities, corresponding to MIPS IA category and entering the duration of the activities performed.

2. Logging into PRIME Registry Dashboard

1. Access your legacy registry dashboard in any browser.
2. Enter your credentials. Use the same credentials you use to access the registry dashboard.
3. Click Login. The legacy registry dashboard opens.
4. Click 2019 Dashboard link. The 2019 dashboard link is present near the top-right corner of every page. The 2019 dashboard opens in a new tab.
5. From the left navigation bar, click the IA icon. This is the 3rd option in the navigation pane. The IA Data Entry page opens.

3. IA Data Entry

The IA (Improvement Activities) module is a web data entry tool to select activities, enter the duration of the activities performed and save the information in the PRIME Registry database. This module is accessible to Multi-practice Admin, Single Practice Admin, and the Clinician. It aids in gathering information about the activities undertaken to improve the clinical practice and to impart quality service to the patients.

This dashboard is the homepage of this module, and consists of three sections:

A. Filter Section: This section facilitates the selection of the year, practice, and the clinician for whom the data entry is to be done.

B. Search Section: Use this section to search and select specific activities.

C. Activity Duration Section: Use this section to select the period undertaken for the performance of activities.

The screenshot shows the 'IA Data Entry' interface. At the top, there is a filter section (A) with dropdowns for '2019', 'Test Practice', and 'Test Clinician (NPI- 1111111111)', along with a 'CHANGE' link. Below this is a search bar (B) with the text 'Search'. The main area displays a list of activities on the left and details on the right. The first activity, 'IA_AHE_1', is selected and highlighted in blue. Its details include the title 'Engagement of New Medicaid Patients and Follow-up', a description 'Seeing new and follow-up Medicaid patients in a timely manner, including individuals dually eligible for Medicaid and Medicare. A timely manner is defined as within 10 business days for this activity.', and a 'Duration' field (C) with a plus icon for selection. At the bottom right, there are 'RESET' and 'SAVE' buttons.

Using the IA (Improvement Activities) module, you can perform the following four main steps:

- Step 1:** Changing the Filter Criteria (if required)
- Step 2:** Searching and Selecting an Activity
- Step 3:** Entering the Duration of the Activity Performed
- Step 4:** Saving the Duration

User Roles and Permissions

The PRIME Registry IA—Web Data Entry Tool provides role-based access control to its users, enhancing ease-of-use and presenting a user interface that is suitable to a specific user role.

User Role Descriptions

1. Multi-practice Administrator User Role:

- A. In addition to their own privileges and rights, this is a master user role that has all the privileges and rights of other user roles.
- B. This user role is responsible for managing several practices and therefore has the authority to choose a practice, and a clinician belonging to the selected practice.
- C. This user role views and records activities performed and their duration.

2. Single Practice Administrator User Role:

- A. This user role is responsible for managing a single practice and therefore has the authority to choose a clinician belonging to the default practice.
- B. This user role views and records activities performed and their duration.

3. Clinician User Role:

- A. This user role views and records self-performed activities and their duration.

Step 1: Changing the Filter Criteria

This section enables you to edit the default display.

- In the Filter section, click Change to perform the actions mentioned below:**
 - Select Year drop-down: available for all user roles
 - Select Practice drop-down: available to Multi-practice Administrator user roles
 - Select Clinician drop-down: available for Multi-practice Administrator and Practice Administrator user roles
- Select the reporting year in the Select Year drop-down.**
- Select a Practice name in Select Practice.**
- Select a Clinician name. Clinicians displayed in the drop-down belong to the selected practice.**
- Click Apply Filter.**

The screenshot shows a filter interface with the following elements and numbered callouts:

- 1**: A red circle next to the **CHANGE** button in the top right corner.
- 2**: A red circle next to the **Select Year** label.
- 3**: A red circle next to the **Select Practice** label.
- 4**: A red circle next to the **Select Clinician** label.
- 5**: A red circle next to the **APPLY FILTER** button.

The interface displays the following values in the filter section:

- 2019** (selected year)
- Test Practice** (selected practice)
- Test Clinician (NPI- 1111111111)** (selected clinician)

Below these labels are three drop-down menus, each with a downward arrow. The first menu shows **2019**, the second shows **Test Practice**, and the third shows **Test Clinician (NPI- 1111111111)**. At the bottom right, there are two buttons: **CANCEL** and **APPLY FILTER**.

Step 2: Searching and Selecting an Activity

The Search section helps you to search by typing or selecting a specific IA activity.

To search for an IA activity:

- Click in the Search field.
- Type the activity ID or select the required activity from the drop-down. The reporting duration section displays the selected activity IDs.
- To add another activity, repeat step 1 and 2.

To remove the selected activity, click the x sign next to the required activity in the Search section.

Search

- IA_AHE_1
- IA_AHE_2
- IA_AHE_3
- IA_AHE_4
- IA_AHE_5

Step 3: Entering the Duration of the Activity Performed

1. Click the blue plus sign + to display the To and From duration fields.
2. Select the relevant duration. You can click the grey x icon to delete a selected duration.
3. To add another duration, repeat step 1 and 2.
4. Mandatory fields are indicated by a red asterisk. Saving the record with blank fields generates an error message.

Duration

RESET SAVE

2019 Test Practice Test Clinician (NPI- 1111111111) CHANGE

IA_AHE_1 x IA_AHE_2 x IA_AHE_3 x

IA_AHE_1

Engagement of New Medicaid Patients and Follow-up

Seeing new and follow-up Medicaid patients in a timely manner, including individuals dually eligible for Medicaid and Medicare. A timely manner is defined as within 10 business days for this activity.

Duration

From* To*

02-01-2019 02-05-2019

RESET SAVE

Step 4: Saving the Duration

You can save multiple durations, as necessary. To save the IA duration:

1. Click Save.
2. Navigate to the next activity tab. Repeat Step 3: Entering the IA Duration & Step 4: Saving the IA Duration for all the remaining measure tabs.