PRIME REGISTRY™

Improving America's Health

Quality Data Entry Tool

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American Board of Family Medicine

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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 Quality -Web Data Entry Tool

The PRIME Registry Quality Web Data Entry Tool facilitates the performance measurement assessment of clinicians and the management of patient visits. The Quality Preference Management dashboard supports the assessment of quality preference measures by assigning/unassigning the quality measures for a clinician and taking feedback through an assessment questionnaire. This information is utilized to assess a clinician's performance.

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 opens in a new tab. The 2019 dashboard link is present near the top-right corner of every page.
5. From the left navigation bar, click the Web Tool icon. This is the 2nd option in the navigation pane. The Quality Preference Management page opens.

3. Quality Preference Management

The Quality Preference Management module is a web data entry tool to enter and save patient visit information in the PRIME Registry database. This module also helps in gathering information about clinicians and the level of care they give to their patients. This dashboard is the homepage of this module, and consists of four sections:

A. Filter Section: This section facilitates the selection of the year, practice, and the clinician to record clinical information.

B. Search Section: Use this section to search for specific measures based on measure ID, measure title or measure tags for a selected clinician. The search results are displayed using the auto-suggestion mechanism in the measures grid section.

C. Measures Grid Section: Use this section to view all the measures currently assigned or to be assigned to a selected clinician.

D. Patient Visit Section: Use this section to view patient visits for a selected clinician.

Using the Quality Preference Management module, you can perform the following three main steps.

Clinician Level

Step 1: Assigning or Unassigning Preferred Quality Measures - Once measures are assigned, you can re-edit measures, as necessary.

Patient Level

Step 2: Adding Profile/Visit Details

Step 3: Adding Measure Details

Note: *You can also assign or unassign measures after editing patient details or vice versa. Ensure that you assign measures before adding measure details.*

User Roles and Permissions

The PRIME Registry Quality—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

Multi-practice Administrator User Role

- 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.
- 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.
- This user role views and records patient visit information, such as the date of visit and quality preference measures suitable for the patient visit.

Single Practice Administrator User Role

- This user role is responsible for managing a single practice and therefore has the authority to choose a clinician belonging to the default practice.
- This user role views and records patient visit information, such as the date of visit and quality preference measures suitable for the patient visit.

Clinician User Role

- This user role views and records self-patient visit information, such as the date of visit and quality preference measures suitable for the patient visit.

Step 1: Clinician Level - Assigning or Unassigning Preferred Quality Measures

NOTE: *Consider your user role with reference to the following option:*

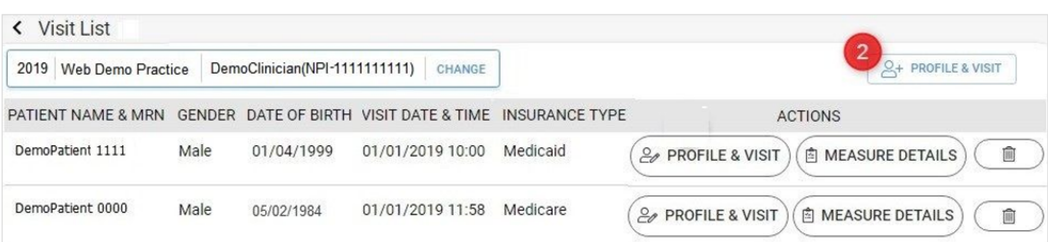
- Select Year Drop-down: available for all user roles.
- Select Practice Drop-down: available to Multi-practice Administrator user roles.
- Select Clinician Drop-down: available for Multi-practice Administrator and Practice Administrator user roles.

1. Select the reporting year in the Select Year drop-down.
   a. Select a practice name in Select Practice.
2. Select a Clinician name. Clinicians displayed in the dropdown belong to the selected practice.

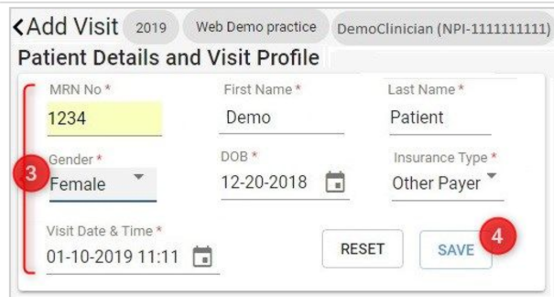
3. Click SELECT/DESELECT PREFERRED MEASURES. Alternatively, search the measures you want to assign or unassign. A selected measure is indicated by a white check mark surrounded by a blue box. Selected measures are indicated by a blue box with a white check mark.
4. In the ID column, select or deselect the measures relevant to the clinician.
5. Click Save. The measures grid displays the newly selected measures.

Step 2: Patient Level - Adding Profile/Visit Details

1. On the Quality Preference Management page, click GO TO VISIT LIST. The GO TO VISIT button is available after you select a clinician. The Visit List page opens and displays a list of current patient visits (if any). The MEASURE DETAILS button is inactive if the Clinician has no measures assigned.
2. Click PROFILE & VISIT to add patient profile/patient visit details. The Add Visit page opens to record patient details and visit profile. This page will be empty if you are visiting the page for the first time or no visits have been added previously.



3. Enter the mandatory fields. Mandatory fields are indicated with a red asterisk to the right.
4. Click Save. The Measure Questionnaire page opens if measures are assigned to the clinician.
   a. Optional: Click Reset if you would like to clear out the entered values and restart.



Note:

- To view and edit a patient's record, click 

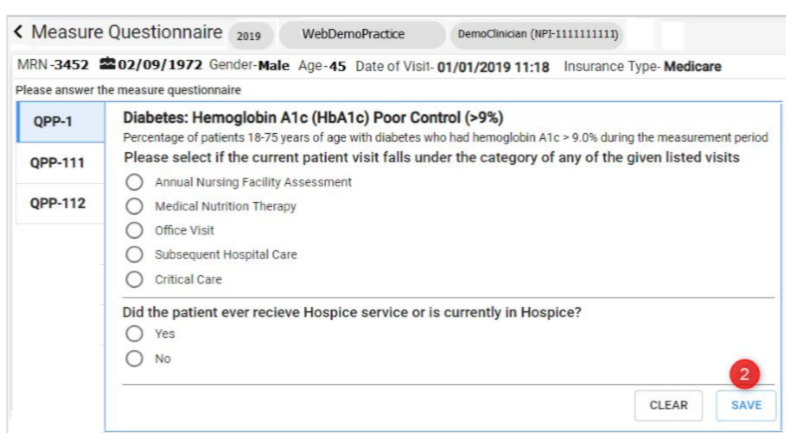
- To view and edit a patient's measures, click 

- To delete a patient's visit, click 

Step 3: Patient Level - Adding Measure Details

The Measure Questionnaire section records essential details about the level of care being given by a clinician through a questionnaire. On the Measure Questionnaire page, in the left pane, all the measures assigned to the clinician are displayed. In the right-pane are the questionnaires corresponding to the selected measure. When you add a new patient record, the Measure Questionnaire page is displayed only if measures are assigned to the clinician. Use the Measure Details button that appears on the Visit List page to edit measure details of the selected patient.

1. Select a specific measure tab and choose responses appropriate to the current patient visit.
2. Click Save.
3. Navigate to the next measure tab. Repeat step 1 and 2 for all the remaining measure tabs.
4. On completion, navigate back to the Visit List page. The Visit List page displays the record corresponding to the new patient.



Note: *By default, measures not applicable to a patient are unavailable. If clinicians are not assigned measures, then the Measure Questionnaires are not available.*