

# Open Payments System Quick Reference Guide

## Physician Registration

### January 2016

#### Introduction

This guide provides an overview of the physician registration process in the Open Payments system.

#### Prerequisites

- User is registered in EIDM and has obtained access to the Open Payments system

#### Actions

##### Registering as a Physician

1. Log in to the CMS Enterprise Portal at <https://portal.cms.gov> using your EIDM credentials and navigate to the Open Payments home page.
2. On the Open Payments home page, select “Create My Profile.”
3. On the “Create Profile” page, scroll to the bottom of the page and select “Start Profile.”
4. On the “Select Profile Type” page, select the “Physician” radio button and select “Continue” to begin the registration process.
5. Enter your personal information. Required fields are marked with an asterisk. You will not be able to proceed until all of the required fields have been filled.
6. Enter the requested physician information. Required fields are marked with an asterisk. You will not be able to proceed until all of the required fields have been filled. Note the following:
  - If you are registered with the National Plan and Provider Enumeration System (NPPES), ensure that the name you provide for registration is exactly the same as your name in NPPES.
  - If you have a National Provider Identifier (NPI), enter it exactly as listed in NPPES for the current calendar year.
  - Enter all active state licenses you currently hold.

7. Nominate an authorized representative, if desired.

- You may nominate an authorized representative during initial registration or at a later time.
- Authorized representatives can take certain actions in the Open Payments system on your behalf. You can only have one authorized representative.
- Your authorized representative can be another physician, an office manager, or a practice manager. You cannot be your own authorized representative.
- Refer to the quick reference guide “Nominating a Physician Authorized Representative and Accepting/Rejecting Nominations” for more information.

8. Review the information on the “Review and Submit Profile” page and select “Continue” to complete registration.

Once your registration has been submitted, the system will vet your profile using the information you provided to verify that you are a covered recipient physician. You will receive an email confirming vetting success or failure. No system actions can be performed until vetting has been successfully completed. Contact the Open Payments Help Desk at [openpayments@cms.hhs.gov](mailto:openpayments@cms.hhs.gov) if you encounter any issues with the vetting process.

**Once vetting is successful, you will not be able to change the name or NPI referenced in your profile.**

If edits to either of these fields are required after vetting is successful, contact the Open Payments Help Desk at [openpayments@cms.hhs.gov](mailto:openpayments@cms.hhs.gov) for assistance.

## Next Steps

- Review the data submitted about you and affirm or dispute the data as necessary

## Additional Resources

All registration resources can be found on the Resources page of the CMS Open Payments website at <http://www.cms.gov/OpenPayments/About/Resources.html>.

Chapter 6 of the Open Payments User Guide, “Physician and Teaching Hospital Registration,” covers the entire registration process in detail and provides step-by-step instructions for various scenarios.

Quick reference guides relevant to physician registration and your next steps include:

- Nominating a Physician Authorized Representative and Accepting/Rejecting Nominations
- Physician, Teaching Hospital, and Principal Investigator Review and Dispute Process

January 2016

**O P E N P A Y M E N T S**  
CREATING PUBLIC TRANSPARENCY  
INTO INDUSTRY-PHYSICIAN  
FINANCIAL RELATIONSHIPS