

PCMH 2011 Prevalidation Step-by-Step Guide Client Practices & Participating Vendors

Outline of Steps for Participation	Practices that want to use autocredit for the PCMH 2011 Survey:	Vendors that want to submit products for NCQA PCMH 2011 prevalidation:
	<p>Step 1: Obtain the NCQA-issued <i>Prevalidation Summary Approval Table</i> and <i>NCQA Letter of Product Autocredit Approval</i> from the vendor, in addition to a letter of vendor products implemented and the date of implementation.</p> <p>Step 2: Implement prevalidated products for a minimum of 3 months before submitting the Survey Tool.</p> <p>Step 3: Complete an application and enter into required agreements for the NCQA Recognition program.</p> <p>Step 4: Upload the vendor <i>Prevalidation Summary Approval Table</i>, implementation letter and a copy of the <i>NCQA Letter of Product Autocredit Approval</i> into the Survey Tool's document library.</p> <p>Step 5: Upload specified documentation into the document library, and for each factor awarded autocredit, enter the Attestation Statement into the factor's "notes" field.</p> <p>Step 6: Submit the Survey Tool.</p> <p>Note: Find attestation language in the <u><i>Letter of Product Autocredit Approval</i></u> provided by the vendor.</p>	<p>Step 1: Purchase the PCMH 2011 Survey Tool and attend NCQA's Free ISS Trainings and/or an onsite <i>Facilitating PCMH</i> training session.</p> <p>Step 2: Identify factors whose functionality requirement is met by the product, using <i>Documentation Guidelines Data Sources</i> as a guide.*</p> <p>Step 3: Request a program Agreement at PCMH@ncqa.org.</p> <p>Step 4: Submit the executed PCMH 2011 <i>Prevalidation Program Agreement, Program Application and Application Checklist</i>; submit the application fee per the <i>Program Fee Schedule</i>.</p> <p>Step 5: Pre-submission demo call with NCQA.</p> <p>Step 6: Complete the PCMH Survey Tool; alert NCQA of the intended submission date; send the final payment.</p> <p>Step 7: NCQA reviews the survey and reports the scoring decision in 45–60 days.</p> <p>Step 8: Receive: <ul style="list-style-type: none"> • <i>Prevalidation Summary Approval Table</i>. • <i>Letter of Product Autocredit Approval</i>. • <i>Marketing & Advertising Guidelines</i>. </p> <p>Step 9: Send proposed press release language and other marketing materials to NCQA for approval.</p> <p><i>*If a product's functionality does not fully meet the factor's requirement, NCQA will list all factors submitted, but not approved for autocredit on the Prevalidation Summary Approval Table.</i></p>