

# Directions For Completing eDRCF

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**In order to access your electronic Data Release Consent Form (eDRCF) you need to first sign your Assignment Agreement. This agreement was emailed from [ncdrmail@acc.org](mailto:ncdrmail@acc.org) and requires an electronic signature.**

Once you have signed your agreement letter, you will need the following to complete your eDRCF: **6-digit registry practice ID, username and password.** Login into your NCDR [Account Management Profile](#). If you have forgotten your password, you can request it by clicking on the “Forgot Password” link on the login screen. If you have forgotten your Practice ID or account username, contact [ncdr@acc.org](mailto:ncdr@acc.org).

Please note that your Registry Program Manager (RPM) and provider(s) **cannot** have the same email listed in your NCDR Provider and Practice Admin Profile. If they are the same, you can click on “Edit” next to the provider or RPM’s name and save adjustments.

**The steps below are critical to ensure your eDRCF(s) is correct. Information for the eDRCF will be pulled directly from your NCDR Account Management profiles. Once you have completed steps 1-3, you must complete either the “Individual” or “GPRO” instructions.**

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[Click here](#) to log into the NCDR Account Management site and select the appropriate registry based on the information below.

- a. If you are enrolled in both the PINNACLE Registry and the Diabetes Collaborative Registry, select the PINNACLE Registry.
  - b. If you are enrolled in the PINNACLE Registry only, select PINNACLE Registry.
  - c. If you are enrolled in the Diabetes Collaborative Registry only, select Diabetes Collaborative Registry.
2. **Verify the information in your Practice, Location and Provider profiles are correct including but not limited to;** practice name, practice address, location(s), provider name(s) National Provider Identification number(s) (NPI), privacy officer information, email address and tax identification number (TIN). **All Merit-based Incentive Payment System (MIPS) submissions must match claims filed at the TIN-NPI level.**
3. Please contact your [outpatientenrollment@acc.org](mailto:outpatientenrollment@acc.org) if:
- a. The practice TIN is either different from the one currently listed in your practice profile and or changed at any point in 2019. **You must update your practice profile.** The following information will be required: the TIN(s), corresponding dates you billed claims under each TIN for 2019 and a provider/NPI list for each TIN. Please note, the practice is responsible for the accuracy of the TIN in the NCDR profile.
  - b. The practice is reporting with multiple TINS. The following information will be required: the TIN and a provider/NPI list for each TIN.

Only providers that have notified the ACC of their intent to submit MIPS data via the registries will have access to the eDRCF. Please contact [ncdr@acc.org](mailto:ncdr@acc.org) immediately if you have questions regarding the eDRCF.

## How to Complete your Electronic Data Release Consent Form (eDRCF) for Individual Reporting

1. Log into the [NCDR Account Management site](#) and select the appropriate registry (The top of page 1 of this document explains how to select the appropriate registry).
2. On the left side of your screen, click “Administration” then click “Provider Profile”.
3. Select the providers submitting MIPS data via the registries by clicking the box under the column “Generate eDRCF”. *You will be able to generate an eDRCF only for active providers.*
4. Once you have checked the box for the active provider, click the box labeled “Generate eDRCF(s) for Selected Providers”.
5. Click Refresh eDRCF Generation, if the status has not changed from “Generating” to “Pending Signatures” in the eDRCF Status column. Please allow the system 15 minutes to refresh.
6. Two “Sign” links will appear, one under “Sign eDRCF (Practice Administrator)” and one under “Sign eDRCF (Provider)”.
7. After you have read the eDRCF document both parties (practice administrator and provider) will electronically sign in the box on at the bottom of the second page. *The eDRCF will be considered completed only after both parties have signed it.*
8. You will need to wait at minimum 15 minutes for the eDRCF Status column to change from “Pending Signature” to “Pending Registry Signature.”
9. The Registry will countersign, and the status will refresh within 15 minutes
10. Once the eDRCF is signed by all parties (practice administrator, provider and the ACC) you will see a PDF Icon under the download completed eDRCF column.
11. Download a completed copy of your eDRCF for your records. You will need to download each completed eDRCF separately.
12. Repeat steps 1-11 for each provider.

See Steps Below:

The screenshot shows the NCDR Account Management site interface. At the top, there is a navigation bar with links for Home, About, Get Started, and News, along with a search bar. Below this is a secondary navigation bar with categories like NCDR, ACCREDITATION, CAMPAIGNS, CLINICAL TOOLKITS, and a highlighted 'LOG IN/LOG OUT' button labeled '#1'.

The main content area is titled 'Provider Profile'. On the left, a sidebar menu has 'Administration' and 'Provider Profile' circled in red, with a '#2' callout pointing to 'Provider Profile'. The 'Add Provider' form includes fields for Provider NPI, Last Name, First Name, Middle Name, Suffix, Email, and Designation Title (set to MD). There are buttons for 'Add', 'Add Multiple Providers', and 'Add Existing Providers to Diabetes Collaborative Registry'.

Below the form, a table lists providers with columns for Last Name, First Name, Email, NPI, Active, and eDRCF Status. The 'Generate eDRCF' column has a red circle labeled '#3'. The 'Sign eDRCF (Practice Administrator)' and 'Sign eDRCF (Provider)' links are circled in red, with a '#6' callout below them. The 'Generate eDRCF(s) for Selected Providers' and 'Refresh eDRCF Generation' buttons are circled in red, with callouts '#4' and '#5' respectively.

## How to complete your (eDRCF) for Group Practice Reporting Option (GPRO)

1. Log into the [NCDR Account Management site](#) and select the appropriate registry (The top of page 2 of this document explains how to select the appropriate registry).
2. On the left side of your screen, click “Administration” and then click “Practice Profile.”
3. In the Practice Information section, you will see “QPP Group eDRCF” and click “Sign.”
4. Once you click “Sign” a second tab will pop up on your computer with the 2019 eDRCF. Please be sure pop ups are enabled on your browser.
5. Once you have read the document, the practice administrator must electronically sign in the practice box section at the bottom of the second page.
6. Allow at least 15 minutes for the Status to refresh on your practice profile page from “Pending Signature” to “Pending Registry Signature.”
7. The Registry will countersign the eDRCF consent form and refresh within 15 minutes
8. Once the status changes to “Completed,” a PDF icon will appear for you to download.

See Steps Below:

