

Metabolic and Bariatric Surgery Accreditation and Quality Improvement Program American College of Surgeons

MBSAQIP CONTACT MANAGEMENT GUIDE

A STEP BY STEP GUIDE ON HOW TO MANAGE CONTACT INFORMATION AND REQUEST DATA ACCESS FOR INDIVIDUALS AT YOUR CENTER.

WWW.MBSAQIP.ORG

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CONTACT MANAGEMENT OVERVIEW

CONTACT MANAGEMENT OVERVIEW THE QUALITY PORTAL

ACS Quality Program participants utilize the <u>ACS Quality Portal</u> to schedule site visits, review invoices, access PRQs, view resources, and manage their program contacts.

Participating MBSAQIP Centers are required to manage their bariatric program contacts via the <u>ACS Quality Portal</u>, including both administrative site contacts and data platform contacts.

The MBSAQIP provides individuals participating the MBSAQIP access to the ACS Quality Portal through use of a username and password. This username and password is unique to each individual and should not be shared under any circumstances. If for any reason a username or password is forgotten, one may request this information or reset their password by utilizing the forgot username or forgot password links on the login page.

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CONTACT MANAGEMENT OVERVIEW PRIMARY CONTACT VS. DATA PLATFORM MANAGER

Individuals with access to the ACS Quality Portal are assigned specific roles appointed by their center. These roles determine the specific functions they can perform within the portal. There are two additional roles that come with distinct and important responsibilities. Persons MUST have an MBS role assigned (MBS Coordinator, Bariatric (Other), etc.) in order to have the additional role of Primary Contact or Billing Contact assigned.

The first is the MBSAQIP Primary Contact. This individual is the only one with the authority to manage administrative contacts through the Site Contacts Tab, as well as data platform contacts via the Data Platform Contacts Tab. It's important to note that only one person can be assigned to the MBSAQIP Primary Contact role. The MBS Coordinator generally serves as the MBSAQIP Primary Contact, and MBSAQIP strongly recommends this arrangement. Please note that the MBS Director should only assume the role of primary contact if absolutely necessary.

The second role is the MBSAQIP Data Platform Manager. Individuals in this role are responsible for managing contacts with data platform access (QI Users and Pending MBSCRs), exclusively through the Data Platform Contacts Tab. Unlike the Primary Contact role, there can be multiple MBSAQIP Data Platform Managers. Additionally, the MBSAQIP Primary Contact can also serve as the Data Platform Manager if necessary.



CONTACT MANAGEMENT OVERVIEW SITE CONTACTS & DATA PLATFORM CONTACTS

The tables below provides a list of all administrative site contacts along with a brief description of their role and responsibilities.

Administrative Contact	Description
Primary Contact (Additional Role)	Individual accountable for MBSAQIP participation and receives all communications from MBSAQIP. This is the only individual that can add, edit and remove site contacts as well as data platform contacts. Only one individual can hold this role.
Billing Contact (Additional Role)	Individual selected to receive MBSAQIP invoices and communications regarding invoicing. Only one individual can hold this role.
Data Platform Manager (MBSAQIP)	Individual(s) selected to manage data platform access for the participating MBSAQIP center. Multiple individuals can hold this role. Note that this individual DOES NOT have access to the registry, as the main function of this role is to assign Data Registry access for a center's contacts.
MBS Director	Individual selected to lead the bariatric program at your center. A single individual must hold this role.
MBS Coordinator	A licensed or registered healthcare professional selected to assist with running the bariatric program. More than one individual may hold this role, however only a single individual is allowed to serve as the liaison (Primary Contact) between the center and MBSAQIP. This individual may also serve as the MBSCR, however they are prohibited from documenting in patient charts.
Pending Verified Surgeon / Verified Surgeon	All MBS surgeons at a center are eligible but not required to seek surgeon verification. The MBS Director MUST be a verified surgeon. Surgeons seeking verification must be assigned the pending verified surgeon role. All surgeons that meet criteria will receive the role of "Verified Surgeon" post site visit.
Facility Chief Administrator	Executive who supervises the daily operations of the center (i.e., CEO, CFO, COO, Chief of Surgery, etc.)
Obesity Medicine Director	A credentialed physician practicing in the field of obesity medicine selected to lead all obesity medicine services provided at the center. A single individual must hold this role. The MBS Director may hold this role, provided that all requirements in Standards 2.5 & 2.8 are met.
Marketing Contact	Individual that is responsible for the marketing of your center, including the bariatric program.
QI Collaborative Contact	Individual that is able to access and contribute to ACS Collaborative resources and education.
Other (Bariatric)	Individual that would like to be able to view the Quality Portal to monitor accreditation workflow, upload documentation, etc.,.

CONTACT MANAGEMENT OVERVIEW SITE CONTACTS & DATA PLATFORM CONTACTS

The tables below provides a list of all data platform contacts along with a brief description of their role and responsibilities.

Data Platform Contact	Description
MBS QI User	An individual selected to receive read only access to the MBSAQIP Data Registry for a center. Once the role is assigned, MBSAQIPACCESS@FACS.ORG must be notified in order for their access to be granted. The individual will then receive their login information via email from ACSTECHSUPPORT@IQVIA.COM.
Pending MBSCR	An individual selected to receive full access to the MBSAQIP Data Registry for data abstraction. The selected MBSCR must not provide direct patient care and must be allowed full, unrestricted access to the centers EMR. Once the role is assigned, MBSAQIPACCESS@FACS.ORG must be notified in order for their access to be granted. Additional steps may be required, such as training or recertification prior to the individual receiving their login information via email from ACSTECHSUPPORT@IQVIA.COM.
MBS Data Abstractor	An individual that has been granted full access for data abstraction from the MBSAQIP data registry. This role is assigned exclusively by MBSAQIP upon the completion of all necessary training or recertification.

CONTACT MANAGEMENT OVERVIEW

WHO TO CONTACT FOR SUPPORT

Please review the table below for directions on who to contact based on the issue encountered.

Торіс	Team	Contact Information
 MBSAQIP variables, definitions, occurrences, events Case Collection & Case-specific Questions MBSAQIP Reports MBSCR Education & Exams 	Clinical Support	Clinicalsupport@mbsaqip.org
 MBSAQIP Standards Accreditation (including PRQs, ADTs, ACRs, etc.) Site Visits 	Your Assigned Program Coordinator Or MBSAQIP Standards & Accreditation	Assigned Program Coordinator email OR MBSAQIP@facs.org
 Site Contacts Quality Portal access issues Data Platform Contacts New MBSCR registration MBSCR training modules Data registry access 	MBSAQIP Access	MBSAQIPAccess@facs.org
National quality improvement projects (i.e., BSTOP-D)	MBSAQIP Quality	MBSAQIPQuality@facs.org
 Technical issues involving any item in the Resource Portal only (i.e., SAR, Patient Details & Custom Fields Report, Monthly Education Questions, etc.) Data Platform Contacts Technical Issues 	NSQIP IT Support	NSQIPTech@facs.org
 Technical issues involving all other items in the data registry Data registry login and password reset Locked Data Change Requests (LDCR) 	ACS Tech Support	ACStechsupport@iqvia.com

SITE CONTACT MANAGEMENT

SITE CONTACT MANAGEMENT CONTACTS, ROLES, AND PERMISSIONS

The table below provides an overview of the administrative roles and the functions they are allowed to perform in the ACS Quality Portal.

Administrative Contact	<u>Edit Site</u> <u>Profile</u>	Add, Edit or <u>Remove</u> <u>Site</u> <u>Contacts</u>	Add, Edit or Remove Data Platform Contacts	Edit & Submit a PRQ	Edit & Submit Site Visit Dates	Access to SQP Store & Marketing Materials
Primary Contact	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Billing Contact	NO	NO	NO	NO	NO	NO
Data Platform Manager (MBSAQIP)	NO	NO	\checkmark	NO	NO	NO
MBS Director	\checkmark	NO	NO	\checkmark	\checkmark	NO
MBS Coordinator	\checkmark	NO	NO	\checkmark	\checkmark	NO
Pending Verified Surgeon / Verified Surgeon	\checkmark	NO	NO	\checkmark	\checkmark	NO
Facility Chief Administrator	\checkmark	NO	NO	\checkmark	\checkmark	NO
Obesity Medicine Director	NO	NO	NO	NO	NO	NO
Marketing Contact	NO	NO	NO	NO	NO	\checkmark
QI Collaborative Contact	NO	NO	NO	NO	NO	NO
Other (Bariatric)	\checkmark	NO	NO	\checkmark	\checkmark	NO

DATA PLATFORM CONTACT MANAGEMENT MBSAQIP PRIMARY CONTACT REQUIREMENTS

- Each MBSAQIP participating center will have one individual assigned as the Primary Contact.
- An individual may serve as the Primary Contact at more than one site.
- The Primary Contact must not share their login information, and must keep this information secure.
- The Primary Contact will handle requests for new administrative site contacts, deactivations, reactivations, password resets, and updates to user information at their site in a timely manner.
- The Primary Contact will deactivate user accounts for individuals that leave their site or their role in the program(s) in a timely manner.

SITE CONTACT MANAGEMENT HOW TO ADD A NEW CONTACT

To add a site contact the individual selected as the Primary Contact will need to follow the instructions below:

- 1. Log into the ACS Quality Portal & Select the center for which you need to add a new contact to.
- 2. Select Site Contacts
- 3. Select Add New Contact from the bottom of the screen
- 4. A new pop up window will appear. At the top of window, there will be a drop down from which you will need to select the role the new contact will be assigned.
- 5. Once the role is selected, complete filling out all of the required contacts information and select **Save**. If you do not select save and only select close, the information will not be saved and you will have to start over.
- 6. Your new added contact will then appear in the site contacts tab with a status of **Pending.** MBSAQIP must review and approve all contacts prior to granting access to the Quality Portal.
- 7.You may repeat steps 1 5 above to continue adding administrative site contacts for your center.

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SITE CONTACT MANAGEMENT HOW TO ADD A NEW CONTACT



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	Charlotte Jackson	MBS Coordinator		Active			
Courtney Polas		Data Platform Manager (MBSAQIP), Facility Chief Administrator, MBS Coordinator, MBS Director, MBSAQIP Verified Surgeon, Metabolic and Barlatric Surgical Clinical Reviewer, Other (Barlatric), QF Collaborative Contact		Active	Primary Contact/Billing Contact		
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SITE CONTACT MANAGEMENT HOW TO ADD A NEW CONTACT

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	Other (Bariatric)						
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SITE CONTACT MANAGEMENT MBSAQIP PENDING STATUS & ROLES

When adding a new site contact, you may notice that the status column will read "pending." This is because MBSAQIP staff must review and approve all contacts entered into the ACS Quality Portal for security purposes. Pending contacts are typically processed within 1 - 2 business days. However, if it is urgent that a contact be processed, center's may reach out to MBSAQIPaccess@facs.org. Once the contact is processed, the status will change in the Quality Portal to "active." This lets you know that MBSAQP staff have reviewed the contact and login information has been provided.

Certain MBSAQIP roles are titled as "pending", such as the role of Pending Verified Surgeon. The MBSAQIP will verify surgeons seeking verification during site visit. Surgeons who meet criteria for verification at site visit will be updated by MBSAQIP staff to the MBSAQIP Verified Surgeon role.

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		Lisa Hale	MBSAQIP Ve	rified S	Surgeon		Active		
		Maya Gonzalez	Other (Bariat	tric)			Active		

SITE CONTACT MANAGEMENT HOW TO EDIT OR REMOVE AN EXISTING CONTACT

To edit or remove a site contact the individual selected as the Primary Contact will need to follow the instructions below:

- 1. Log into the ACS Quality Portal & select the center for which you need to add a new contact.
- 2. Select Site Contacts.
- 3. Click on the name of the individual you need to edit or remove.
- 4. A new pop up window will appear with the site contacts information. In this window you will have the ability to update their individual's title, email, address, and assigned roles. You will not be able to edit their name.
- 5. You must select **Save** in order for your edits to be updated.
- 6.If you wish to remove this contact, you will simply hit **Remove Contact** at the bottom of the pop up window.
- 7.Because MBSAQIP has already reviewed and created their profile in the Quality Portal System. Your edited contact will appear in the site contacts tab with a status of **Active.**
- 8. If you remove a contact, they will no longer appear in your site contacts list.
- 9.You may repeat steps 1 6 above to continue editing or removing administrative site contacts.

SITE CONTACT MANAGEMENT HOW TO EDIT OR REMOVE AN EXISTING CONTACT

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SITE CONTACT MANAGEMENT

ASSIGNING OR CHANGING THE PRIMARY CONTACT ど BILLING CONTACT

To assign or change the Primary Contact or Billing Contact the individual selected as the Primary Contact will need to follow the instructions below:

- 1. Log into the ACS Quality Portal & select the center for which you need to add a new contact to.
- 2. Select Site Contacts.
- 3. Click on Change Primary/Billing Contact at the bottom of the screen.
- 4. A new pop up window will appear with two drop down menus. These two drop down menus are for the primary contact and billing contact. In order to assign these additional roles to an individual at your center, they must first be entered in as a site contact with an administrative role.
- 5. Select the individual you wish to serve as the site contact and/or billing contact. These can be assigned to two different individuals or the same individual.
- 6. You must select **Save** in order for your selections to be updated.

****NOTE:** If you are changing the primary contact assignment from yourself to a new individual, you will not have access to make site contact changes once you select save. Please assure you make all necessary changes to your site contacts prior to assigning the primary contact role to someone else.

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voice.	This page al	lows the site to update administrative contacts based on their roles wit	thin the pro	ogram. Any contacts
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12	Only the Prin	nary Contact listed for your center is permitted to add, edit, and/or ren	move conta	ects. Please refer to
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SITE CONTACT MANAGEMENT

ASSIGNING OR CHANGING THE PRIMARY CONTACT ど BILLING CONTACT

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CONTACTS, ROLES, AND PERMISSIONS

The table below provides an overview of the data platform roles and the functions they are allowed to perform in the MBSAQIP Data Platform. Please note that the Data Platform Manager role is managed under the site contacts and does not have any access to the MBSAQIP Data Platform.

<u>Data</u> <u>Platform</u> <u>Contact</u>	<u>View</u> <u>Case</u> Form Data	<u>Edit</u> <u>Case</u> <u>Form</u> <u>Data</u>	<u>Edit</u> <u>Custom</u> <u>Fields/</u> <u>Lists</u>	<u>Uploader</u>	<u>Workflow</u> /Follow- <u>up</u> <u>Reports</u>	Benchmarking <u>Reports</u>	<u>Resource</u> <u>Portal</u>
MBS QI User	\checkmark				\checkmark	\checkmark	\checkmark
MBS Data Abstractor	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark	\checkmark
Pending MBSCR	This role "MBSCR" MBSCR ha	notifies Mi data platfo as complet	BSAQIP th orm acces red all req	nat a new N ss is granted uired traini	1BSCR requi d after MBS, ng and/or re	res data platforn AQIP confirms th certification requ	n access. at the new uirements.

DATA PLATFORM CONTACT MANAGEMENT MBSAQIP DATA PLATFORM MANAGER REQUIREMENTS

- Each MBSAQIP participating center will have at minimum, one individual assigned as the Data Platform Manager.
- An individual may serve as the Data Platform Manager at more than one site.
- Data Platform Manager(s) will not share their login information (username/password), and will keep this information secure.
- Data Platform Manager(s) will handle requests for new data platform users, deactivations, reactivations, password resets, and updates to user information in a timely manner.
- Data Platform Manager(s) will deactivate user accounts for individuals that leave their site or their role in the program(s).

PENDING MBSCR STATUS & MBS DATA ABSTRACTOR

Data Platform Managers are only able to grant Metabolic and Bariatric Surgical Clinical Reviewers the role of Pending MBSCR. MBSAQIP staff must verify training and certification status for all users added into the system prior to granting them access.

NEW MBSCRs

- New MBSCRs are classified as individuals who have not previously served as an MBSAQIP MBSCR or let their certification lapse.
- New MBSCRs must be entered into the **Data Platform Contacts Tab** as a pending MBSCR. Once entered, MBSAQIPAccess@facs.org must be notified.
- MBSAQIP staff will register the Pending MBSCR for the required training. The individual will receive an email from MBSAQIPAccess@facs.org with instructions on how to complete the training.
- Once the Pending MBSCR has completed the training, they MUST notify MBSAQIPAccess@facs.org.
- MBSAQIP staff will process the Pending MBSCR and they will receive an email from IQVIA with their MBSAQIP Data Platform login credentials.
- In the quality portal under the data platform contact tab, you will see that the individuals the pending status will change to active. The assigned role will change from Pending MBSCR to MBSAQIP Data Abstractor.

EXISTING CERTIFIED MBSCRs

- Existing MBSCRs are classified as individuals who have completed MBSAQIP MBSCR training and/or recertification and are considered a certified MBSCR.
- Existing MBSCRs must be entered into the **Data Platform Contacts Tab** as a pending MBSCR. Once entered, MBSAQIPAccess@facs.org must be notified.
- MBSAQIP staff will review and confirm the Pending MBSCRs training and certification history.
- If the individual is up to date on their training and/or certification, MBSAQIP staff will then process the Pending MBSCR and they will receive an email from IQVIA with their MBSAQIP Data Platform login credentials.
- In the quality portal under the data platform contact tab, you will see that the individuals assigned role will change from Pending MBSCR to MBSAQIP Data Abstractor.

****NOTE:** Anyone requesting MBSAQIP Data Abstractor access to the MBSAQIP Data Platform must either complete the MBSAQIP MBSCR training or hold a current MBSCR certification before being granted access to the platform.

HOW TO ADD A NEW DATA PLATFORM USER

To add an MBS QI User or Pending MBSCR the Data Platform Manager will need to follow the instructions below:

- 1. Log into the ACS Quality Portal & select the center for which you need to add a new contact.
- 2. Select Data Platform Contacts.
- 3. Select Request New User from the bottom of the page.
- 4. A new pop up window will appear. At the top of window, there will be a drop down from which you will select the role (MBS QI User or Pending MBSCR) the new user will be assigned.
- 5. Once the role is selected, fill out all of the required contact information, select the attestation checkbox, and select **Save**. If you do not select save, and only select close, the information will not be saved.
- 6. Your new added user will then appear in the site contacts tab with a status of **Pending.** MBSAQIP must review and approve all users prior to granting access to the Data Platform.
- 7. Notify MBSAQIPACCESS@FACS.ORG that a QI User or Pending MBSCR has been added as a data platform contact and requires access. MBSAQIP will review the added contact and determine if the individual can be granted access or requires training or recertification
- 8. You may repeat steps 1 7 above to continue adding new data platform users .

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HOW TO ADD A NEW DATA PLATFORM USER



HOW TO ADD A NEW DATA PLATFORM USER

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for access	ng and managing	data.		

Name Ik Site Role IT Status I Pending MBSCR Ionah Cabrera MBS Data Abstractor, MBS QI User Active Liz Stiles MBS QI User Active Rasa Krapikas MBSAQIP Data Analyst Active MBS Data Abstractor Rasa Krapikas Active MBSAQIP Data Analyst Suzanne Pro Active Show 25 v entries Search: lowing 11 Site Role Name Status Add a ro MBS Data Abstractor, MBS QI User Jonah Cabrera Active Liz Stiles MBS QI User Active Rasa Krapikas MBSAQIP Data Analyst Active Rasa Krapikas MBS Data Abstractor Active Suzanne Procida MBSAQIP Data Analyst Active Showing 1 to 13 of 13 entries Previous 1 Next Add a role to Site Contact Data Platform Site Manage Request New User

ADDING A DATA PLATFORM ROLE TO A SITE CONTACT

To add MBS QI User or Pending MBSCR as an additional role to an already existing site contact, the Data Platform Manager will need to follow the instructions below:

- 1. Log into the ACS Quality Portal & select the center for which you need to add a new contact.
- 2. Select Data Platform Contacts.
- 3. Select Add Role to Site Contact from the bottom of the page.
- 4. A new pop up window will appear. At the top of window, there will be a drop down from which you will need to select the individual that you would like to assign the role of MBS QI User or Pending MBSCR.
 - a.Please note that the list of contacts to choose from will only populate those entered under the site contacts tab.
- 5. Once the individual is selected, use the second drop down menu to select MBS QI User or Pending MBSCR
- 6. Select the attestation checkbox, and select **Save**. If you do not select save, and only select close, the information will not be saved.
- 7. Your new added user will appear in the data platform contacts tab with a status of **Active.** Although the individual will have a status of active, they will not receive access to the MBSAQIP Data Platform until MBSAQIP reviews and approves their training and/or certification history and grants them access to the Data Platform.
- 8. Notify MBSAQIPACCESS@FACS.ORG that a QI User or Pending MBSCR has been added as a data platform contact and requires access. MBSAQIP will review the added contact and determine if the individual can be granted access or requires training or recertification.
 - a. If training or re-certification is required MBSAQIPAccess@facs.org will contact the user with instructions.
 - b. If the individual can be granted access to the Data Platform, they will receive an email from IQVIA with login information.
- 9. You may repeat steps 1 9 above to continue adding new data platform users.

ADDING A DATA PLATFORM ROLE TO A SITE CONTACT

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Name	11 Site Role	3 Sta
Courtney Polos	MBS Data Abstractor	Acti
Jonah Cabrera	MBS Data Abstractor, MBS QI User	Acti
Liz Stiles	MBS QI User	Acti
Rasa Krapikas	MBSAQIP Data Analyst	Acti
Rasa Krapikas	MBS Data Abstractor	Acti
Suzanne Procida	MBSAQIP Data Analyst	Acti
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ADDING A DATA PLATFORM ROLE TO A SITE CONTACT

Name 14	SILE ROIC	Status
Courtney Polos	MBS Data Abstractor	Active
Esterbin Vargas	MBS QI User, MBSAQIP Data Analyst	Active
Jonah Cabrera	MBS Data Abstractor, MBS QI User	Active
Kimberly Evans Labok	M8S QI User	Active
Liz Stiles	MBS QI User	Active
Rasa Krapikas	MBSAQIP Data Analyst	Active
Rasa Krapikas	MBS Data Abstractor	Active
	MBSAOIP Data Analyst	Active



HOW TO EDIT & REMOVE AN EXISTING CONTACT

To edit an existing MBS QI User, Pending MBSCR, or MBSAQIP Data Abstractors information, the Data Platform Manager will need to follow the instructions below:

1. Log into the ACS Quality Portal & select the center for which you need to add a new contact.

2. Select Data Platform Contacts.

- 3. Click on the name of the individual to edit or remove from the contact list.
- 4. A new pop up window will appear with the contacts information. In this window, you will have the ability to update their title, email, address, and assigned roles. You will not be able to edit their name.
- 5. Select the **attestation checkbox**, and select save. If you do not select save, and only select close, the information will not be saved.
- 6.If you wish to remove this contact, you will click **Remove Contact** at the bottom of the pop up window.
- 7. Your edited contact will appear in the data platform contacts tab with a status of Active.
- 8. If an individuals role is changed from QI User to Pending MBSCR, the individual MUST complete training or have a current certification to access the data platform. You must email MBSAQIPAccess@facs.org to request data platform access. MBSAQIP will review the added contact and determine if the individual can be granted access or requires training or recertification.
 - a. If training or re-certification is required MBSAQIPACCESS@FACS.ORG will contact the user with instructions.
 - b. If the individual can be granted access to the Data Platform, they will receive an email from IQVIA with login information.
- 9. If an individuals role is changed from MBSAQIP Data Abstractor to QI User the individual will no longer have abstracting abilities, and will only be able to view data entered into the data platform. MBSAQIP does not need to be notified in this situation.
- 10. If you removed a contact, they will no longer appear in your site contacts list.

HOW TO EDIT & REMOVE AN EXISTING CONTACT

		11 Site	Role	Status
Courtney P	olos	MBS	Data Abstractor	Active
Jonah Cabo	<u>era</u>	MBS	Data Abstractor, MBS QI User	Active
Liz Stiles		MBS	QI User	Active
Rasa Krapik	1005	MBS	AQIP Data Analyst	Active
Rasa Krapik	205	MBS	Data Abstractor	Active
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ADDING AN ADDITIONAL DATA PLATFORM MANAGER

To add an additional Data Platform Manager, the current Data Platform Manager or primary contact will need to follow the instructions below:

Adding a New Data Platform Manager

- 1. Log into the ACS Quality Portal & select the center for which you need to add a new contact.
- 2. Select Data Platform Contact.
- 3. Click on Data Platform Site Manager at the bottom of the page.
- 4. A new pop up window will appear for entering the contact information of the additional or new Data Platform Manager.
- 5. Select the **attestation checkbox**, and select **Save**. If you do not select save, and only select close, the information will not be saved.
- 6. You must email MBSAQIPACCESS@FACS.ORG to be granted access to the MBSAQIP Quality Portal
- 7.MBSAQIPACCESS@FACS.ORG will contact the user with their login information.

****NOTE:** this individual will not appear under the data platform contacts tab, but instead under the site contacts tab.

DATA PLATFORM CONTACT MANAGEMENT ADDING A NEW DATA PLATFORM MANAGER

Name	L Site Role	Status
Courtney Polos	MBS Data Abstractor	Active
Ionah Cabrera	MBS Data Abstractor, MBS QI User	Active
Liz Stiles	MBS QI User	Active
Rasa Kraoikas	MBSAQIP Data Analyst	Active
Rasa Kraoikas	MBS Data Abstractor	Active
Suzanne Procida	MBSAQIP Data Analyst	Active

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EDITING AND/OR ADDING THE DATA PLATFORM MANAGER ROLE TO AN EXISTING CONTACT

To edit or add an additional Data Platform Manager, the current Data Platform Manager or primary contact will need to follow the instructions below:

Editing and/or Adding the Data Platform Manager Role to an Existing Contact

- 1. The data platform manager or primary contact can edit an existing Data Platform Manager or add a new Data Platform Manager from the site contacts tab.
- 2.To edit an existing Data Platform Manager or add the role of Data Platform Manager to an already existing site contact, select the individuals name to edit their contact information and select an additional role of Data Platform Manager from the dropdown.
- 3. You must select **Save.** If you do not select save, and only select close, the information will not be saved.

EDITING AND/OR ADDING THE DATA PLATFORM MANAGER ROLE TO AN EXISTING CONTACT

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		Improvement Program			
		summer consign of surgeons			
ACLE					
	This page allo	ws the site to update administrative contacts based on their roles	within the p	rogram. Any cont	acts
	requiring MBS	AQIP Registry access can be managed in the Data Platform Co	ntacts section	on.	
	Only the Prim	ary Contact listed for your center is permitted to add, edit, and/or	remove con	tacts. Please refe	to
1	the Contact M	anagement Guide for instructions.			
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ther Sh	Show 34 Ventries				
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A h	nastacia lebane	MBS Coordinator, MBSAQIP Verified Surgeon	Active		
8	irett Beemer	Bariatric Primary Contact, Data Platform Manager (MBSAQIP), QI Collaborative Contact	Active		
2 Ja	harlotte sckson	MB5 Coordinator	Active		
2	ourtney Polos	Data Platform Manager (MBSAQIP), MBS Coordinator, Metabolic and Bariatric Surgical Clinical Reviewer, Other (Bariatric)	Active	Primary Contact/Billing Co	ntact
Б Ц	imberly Evans Abok	Data Platform Manager (MBSAQIP), MBS Coordinator	Active		
h	laya Gonzalez	Other (Bariatric)	Active		
h K	legan Jampenga	MBS Coordinator	Active		
S E	hannon ogarty	Other (Bariatric)	Active		
2	ohana Ghdey	Other (Bariatric)	Active		
2	owing 1 to 9 of	9 entries		Previous 1	Next
► ¥ 51	ohana Ghđey owing 1 to 9 of	Other (Bariatric) 9 entries	Active	Previous	1

EDITING AND/OR ADDING THE DATA PLATFORM MANAGER ROLE TO AN EXISTING CONTACT

Make sure infor	mation is correct.		
First Name	Yohana		
Last Name	Ghdey		
Title			
Email			
Address	633 N. Saint Clair	con	
	test		
		: refi	
Country	United States	✓	
City	Chicago		
State	Illinois	~	
Zip	60611	tore	
Phone	Ext		
Roles	× Data Platform Manager (MBSAQIP) × Other (Bariatric)		
Indicates Req	uire Data Platform Manager (MBSAQIP)		
	Facility Chief Administrator		
	Marketing Contact	C NEC	
	MBS Coordinator	Close	
Labok	MBS Director	-	
Mava Go	nzelez	ACTIVE	
	 Indicates Required Field 		