



User Guide for PRIME Registry Sign-Up

Version 1.3

May 2016

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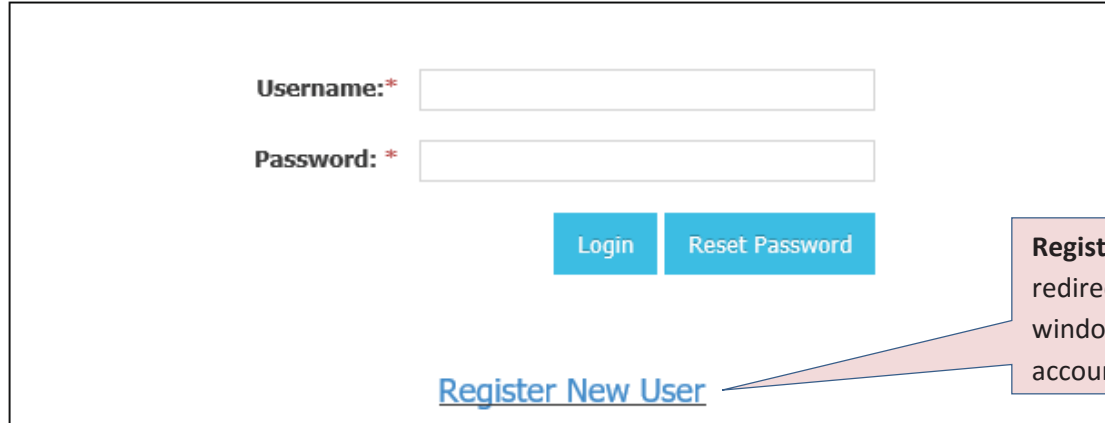
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Sign Up

To Sign Up your practice with the PRIME Registry visit <https://Registry.theabfm.org/Signup/Registry.aspx> and follow the instructions provided below.

Register New User

Before starting the enrollment process, the user needs to register with the **PRIME** Registry.

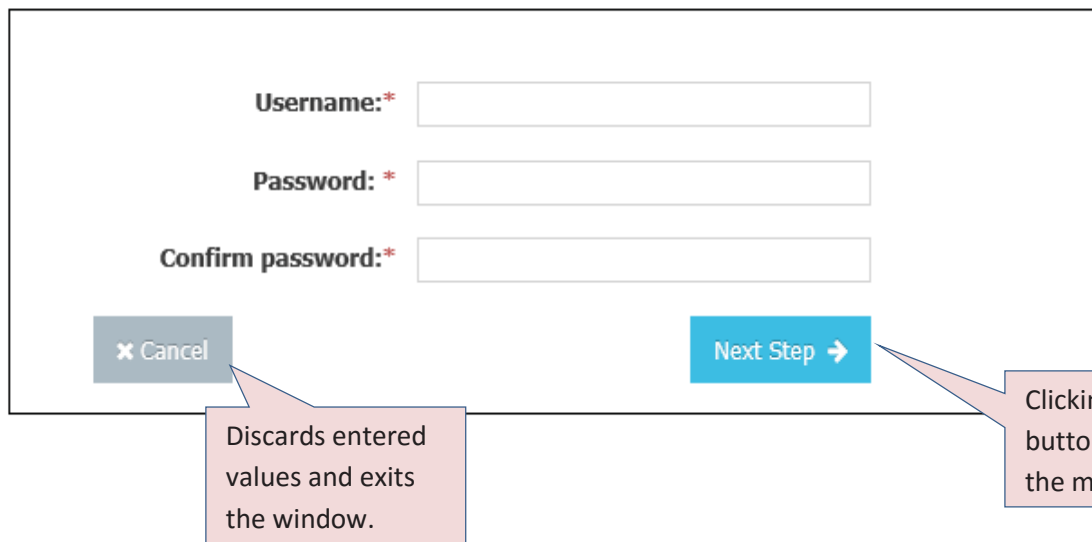


The screenshot shows a login form with two input fields: "Username: *" and "Password: *". Below the fields are two buttons: "Login" and "Reset Password". At the bottom of the form is a blue link labeled "Register New User". A callout box points to this link with the text: "Register New User link will redirect the user to a window for creating a new account."

The user can customize the user name.

The password must meet the following minimum requirements:

1. Must be at least eight characters in length.
2. Must contain at least one upper case letter (A through Z)
3. Must contain at least one lower case letter (a through z)
4. Must contain at least one number (0 through 9)
5. Must not be the same as the username

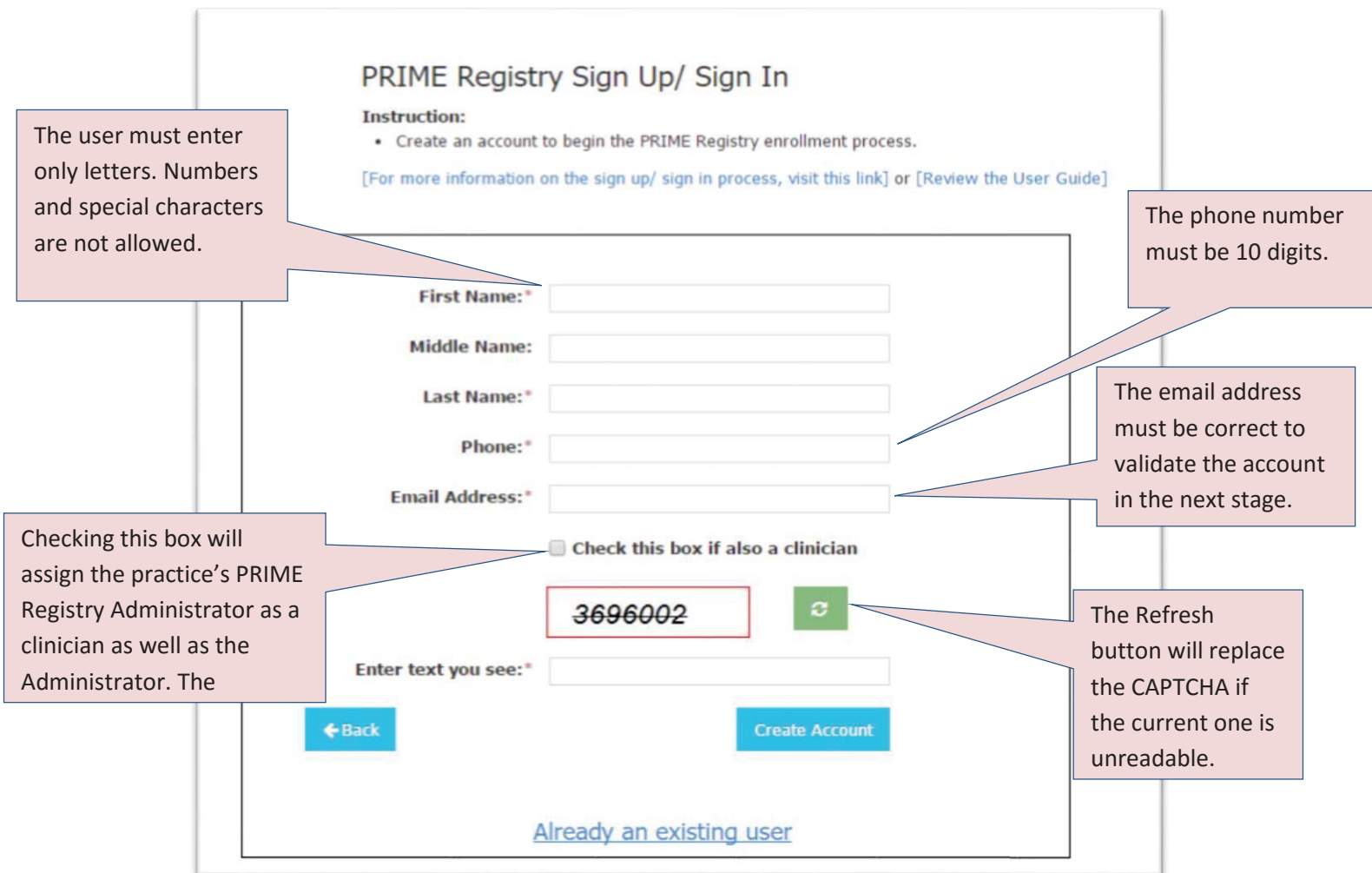


The screenshot shows a registration form with three input fields: "Username: *", "Password: *", and "Confirm password: *". Below the fields are two buttons: "Cancel" (with an 'x' icon) and "Next Step" (with a right arrow icon). A callout box points to the "Cancel" button with the text: "Discards entered values and exits the window." Another callout box points to the "Next Step" button with the text: "Clicking on the Next Step button will take the user to the main login page."

Every Practice will need to provide a PRIME Registry Administrator.

The main login page shown below is where the practice's PRIME Registry Administrator will provide basic contact information. Mandatory fields are addressed with a red asterisk (*) to the right.

- First Name *
- Middle Name (Optional)
- Last Name *
- Phone *
- Email Address *



PRIME Registry Sign Up/ Sign In

Instruction:

- Create an account to begin the PRIME Registry enrollment process.

[For more information on the sign up/ sign in process, visit this link] or [Review the User Guide]

First Name: *

Middle Name:

Last Name: *

Phone: *

Email Address: *

Check this box if also a clinician

3696002

Enter text you see: *

[Already an existing user](#)

Callout 1 (Left): The user must enter only letters. Numbers and special characters are not allowed.

Callout 2 (Right): The phone number must be 10 digits.

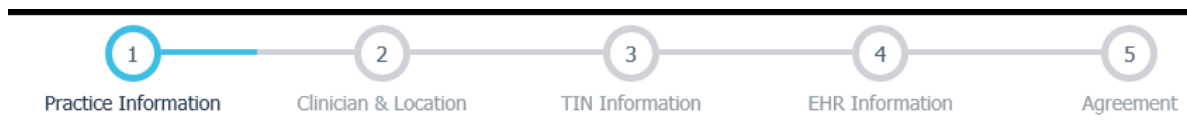
Callout 3 (Right): The email address must be correct to validate the account in the next stage.

Callout 4 (Bottom Right): The Refresh button will replace the CAPTCHA if the current one is unreadable.

Callout 5 (Bottom Left): Checking this box will assign the practice's PRIME Registry Administrator as a clinician as well as the Administrator. The

After completing the required fields, the user must click the **Create Account** button in order to proceed to the next page - where the below clickable menu outlining the 5 steps to completing your registration are displayed.

- 1) Practice Information
- 2) Clinician & Location
- 3) TIN Information
- 4) EHR Information
- 5) Agreement



Existing User

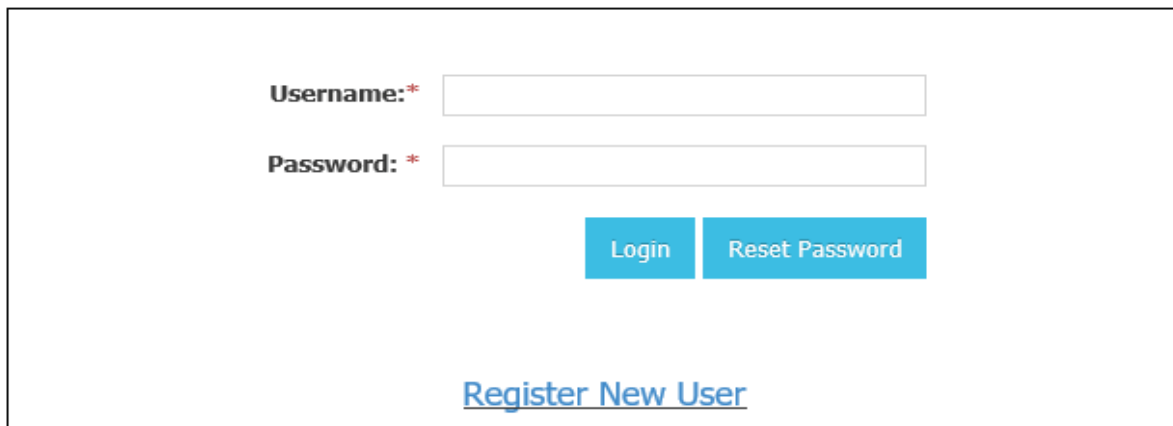
Displayed below is the main login page. An already existing PRIME Registry user can log in by entering a valid username and password.

PRIME Registry Sign Up/ Sign In

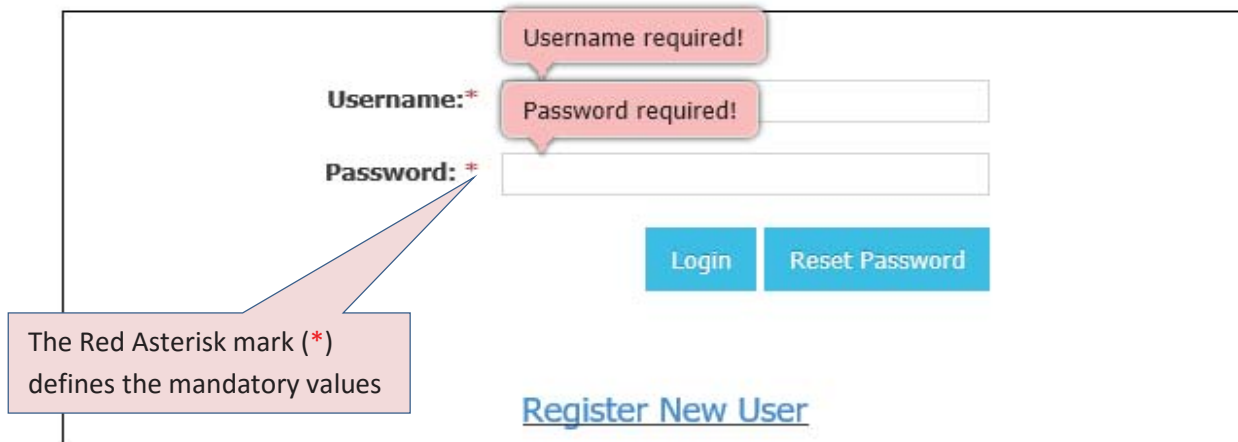
Instructions:

- If you are a new user, click the "Register New User" link.
- If you are an existing PRIME Registry user enter your username and password to login.

[[For more information on the sign up/ sign in process, visit this link](#)] or [[Review the User Guide](#)]



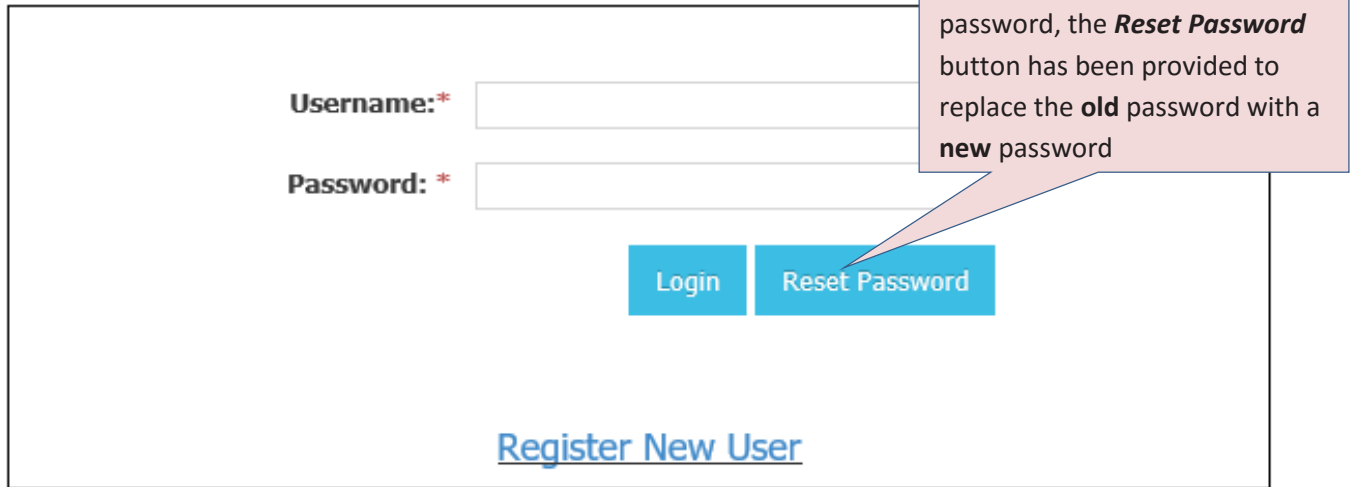
The screenshot shows a login form with two input fields: "Username:*" and "Password: *". Below the fields are two buttons: "Login" and "Reset Password". At the bottom of the form is a link labeled "Register New User".



This screenshot shows the same login form as above, but with red error messages. A red balloon above the "Username:*" field says "Username required!". A red balloon above the "Password: *" field says "Password required!". A callout box points to the red asterisk marks with the text: "The Red Asterisk mark (*) defines the mandatory values". The "Login" and "Reset Password" buttons and the "Register New User" link are also visible.

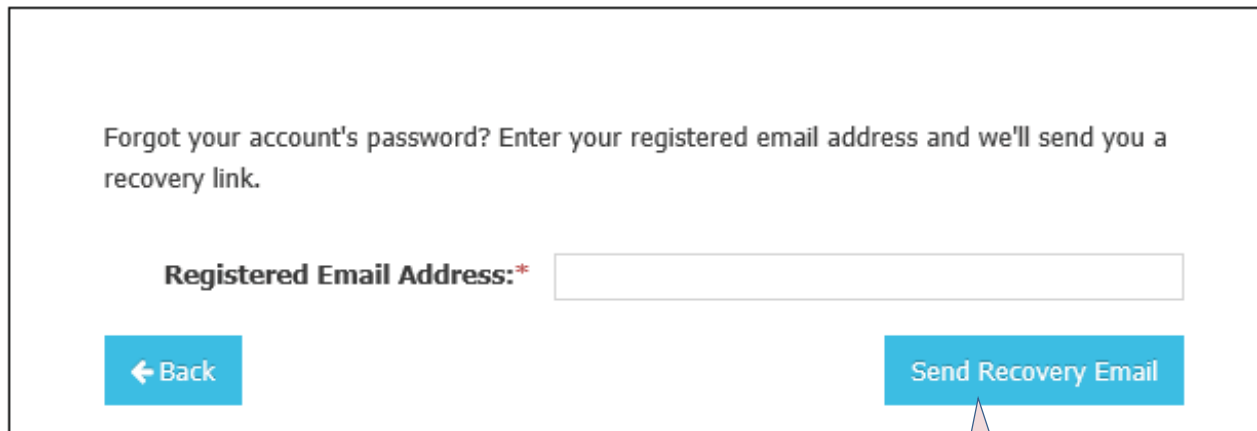
If a user skips a mandatory field or forgets to fill the data, a red balloon pops up to indicate the mandatory field.

Reset Password



The screenshot shows a login and password reset interface. It includes two input fields: "Username: *" and "Password: *". Below these fields are two buttons: "Login" and "Reset Password". At the bottom of the form is a link that says "Register New User". A callout box points to the "Reset Password" button with the text: "In case a user forgets their password, the **Reset Password** button has been provided to replace the **old** password with a **new** password".

Clicking on **Reset Password** button will direct the user to a new window. In this window, user must enter the email address registered with **PRIME Registry** at the time of Sign Up in order to receive the password link.



The screenshot shows a password recovery form. The text reads: "Forgot your account's password? Enter your registered email address and we'll send you a recovery link." Below this is a single input field labeled "Registered Email Address: *". At the bottom left is a button with a left arrow and the text "Back". At the bottom right is a button labeled "Send Recovery Email".

A link will be provided within the email sent from PRIME Registry. The user can click on the link for validation of account and the system will ask for the reset password.


Practice Information

Step 1 captures the demographic information related to the Practice:

- Name *
- Address 1 *
- City *
- State *
- Zip *

By default the practice PRIME Registry Administrator contact information will be displayed in the table.

Practice Admin Contact

FIRST NAME	MIDDLE NAME	LAST NAME	PHONE	EMAIL ADDRESS	LOGIN NAME	DE
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TEST		TEST	859-555-1212	test@tester.com	TESThajjar	

Total Records : 1

[Additional Practice Admin Contact](#)

Sorts columns in ascending or descending order.

The Bin icon will delete the selected practice record from the list.

Search based on individual column.

Allows user to add multiple practice admin contacts.

Add Practice Admin Contact.

To add a new practice admin contact, details required to be provided are First Name, Last Name, Phone number (10 digit), Email Address, and Login Name.

The Window will be extended further after checking the box for “**Check this box if also a Clinician**” to add clinician details like:

- Individual Clinician NPI*
- ABFM ID (Six digits)
- Date of Birth
- Specialty *
- Designation*

Specialty can be described in multiple values like **Family Medicine, Pediatrics, Internal Medicine, Obstetrics and Gynecology**. The user can choose the options as per requirement.

Check this box if also a clinician

Individual Clinician NPI: * [Check NPI](#) ABFM ID:

Date of Birth: mm-dd-yyyy Specialty:*

Designation Title: *
- Select -

Clicking the **Save** button and then the **Next** button will bring you to Step 2 – Clinician & Location.

Clinician and Location

Clinician

This Step helps the user to fill in the information about clinician(s) and location(s) associated with the practice. Minimum of one clinician needs to be entered to proceed to Step 3 – TIN Information.

Clinician

Location

Clinician Information

CLINICIAN NAME	DATE OF BIRTH	EMAIL	NPI	DELETE
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input type="button" value="Delete"/>
ABCDEFGHIJKLMNOPQRS TUVWXYZABCDEFGHIJKL MNOPQRSTUVWXYZ FGHIJKLMNOPQRSTUVWXYZ YZABCDEFGHIJKLMNO RSTUVWXYZABCDEFGHIJKL MNOPQRSTUVWXYZ EFGHIJKLMNOPQRSTUVWXYZ X	11-11-1989	ABCDEFGHIJKLMNOPQRS TUVWXYZABCDEFGHIJKL MNOPQRSTUVWXYZ@GMAIL.COM	100-300-0217	<input type="button" value="Delete"/>

Total Records : 1

Allows the user to create a new clinician.

Add New Clinician

The user can add clinician details by filling the data for:

- First Name *
- Middle Name (Optional)
- Last Name *
- Date of Birth
- Individual Clinician NPI *
- ABFM ID
- Email *
- Specialty *
- Designation *

Add New Clinician ✕

First Name: * <input style="width: 95%;" type="text"/>	Middle Name: <input style="width: 95%;" type="text"/>
Last Name: * <input style="width: 95%;" type="text"/>	Date of Birth: <input style="width: 95%;" type="text" value="mm-dd-yyyy"/>
Individual Clinician NPI: * Check NPI <input style="width: 95%;" type="text"/>	ABFM ID: <input style="width: 95%;" type="text"/>
Email: * <input style="width: 95%;" type="text"/>	Specialty: * <input style="width: 95%;" type="text"/>
Designation Title: * <input style="width: 95%;" type="text" value="- Select -"/>	

Discards entered values and exits the window.

Adds new record to the clinician table.

Location

This tab captures information related to the Location associated with the practice.

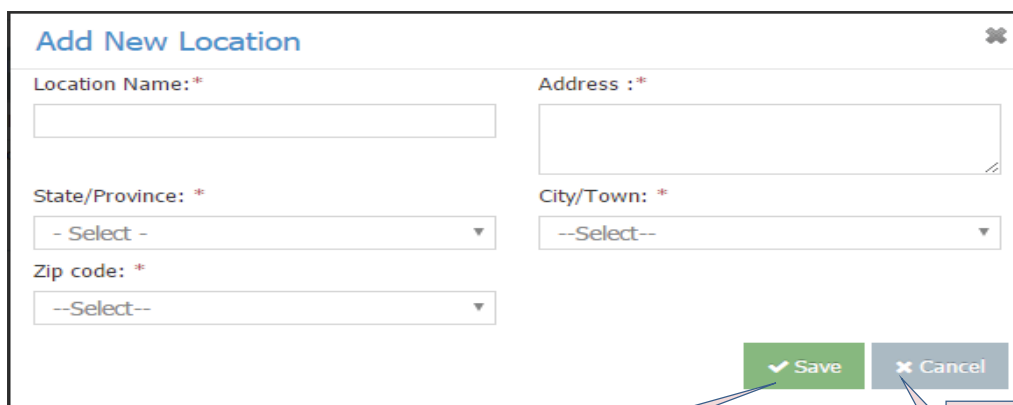


Allows the user to create a new location.

Add New Location

Following Location details need to be entered

- Location Name *
- Address *
- State/Province *
- City/Town *
- Zip Code *



Adds a new record to the Location table.

Discards entered values and exits the window.

Clicking the **Save** button and then the **Next** button will bring you to Step 3 - TIN Information.

TIN Information

This Step adds the TIN Information for the particular practice.

A practice may add an additional TIN to their PRIME Registry account by clicking the **Add New Practice TIN** button.

Please note – if you have more than one TIN for a single practice – the validity dates of each TIN should not overlap.

Example: in the table below, Practice TIN 181818181 is valid from 02-01-2016 to 02-29-2016. If an additional TIN is added for this Practice (TIN 282828282 for sake of example) the “valid from” and “valid to” dates for this new TIN cannot fall between the 02-01-2016 to 02-29-2016 date range. An accurate date range example would be: valid from 03-01-2016 to 12-31-2016.

TIN	VALID FROM	VALID TO	DELETE
<input type="text"/>	<input type="text"/>	<input type="text"/>	
181818181	02-01-2016	02-29-2016	

Total Records : 1

Add New Practice TIN

Allows the user to create a new TIN.

Add New Practice TIN

Following TIN details need to be entered

- TIN *
- Valid From *
- Valid To (Optional)

Add New Practice TIN

TIN:* (TIN must be 9 numeric digits, no dashes)

Show TIN

Valid From:* Valid To:

Adds new record to the TIN table.

Discards entered values and exits the window.

Clicking the **Save** button and then the **Next** button will bring you to Step 4 - EHR Information.

EHR Information

The 4th Step is a series of questions related to practice technology currently in place. It is designed to help understand and capture the information technology environment to help FIGmd work efficiently with your resources.

It is important that the user fills in the information as accurately as possible.

The questionnaire is divided into 3 different categories:

Contact Information

A. IT Contact Information

Practice IT Contact Name:*	<input type="text"/>
Practice IT Contact Email:*	<input type="text"/>
Practice IT Contact Phone Number:*	<input type="text"/>

Electronic Health Record (EHR) Information

B. Electronic Health Record (EHR) Information

Name of EHR System:*	<input type="text"/>
Version of EHR System:*	<input type="text"/>
Is your EHR a complete 2014 Certified EHR Technology (CEHRT)?*	<input type="radio"/> Yes <input type="radio"/> No
EHR Hosting:*	<div style="border: 1px solid black; padding: 2px;"> - Select - ASP Model Hosted By EHR Company ASP Model Hosted By Outside Vendor In Practice Network Managed By EHR Company In Practice Network Managed By Outside Vendor In Practice Network Managed By Practice </div>
Relational Database Management System used by EHR:*	<input type="checkbox"/> Oracle Version <input type="text"/> <input type="checkbox"/> PostgreSQL Version <input type="text"/> <input type="checkbox"/> MySQL Version <input type="text"/> <input type="checkbox"/> Other <input type="text"/> <input type="checkbox"/> Unknown <input type="text"/>

Practice Management (PM) System Information

C. Practice Management (PM) System Information

Name of PM System

Version of PM System

← Previous

Next →

Only after answering all the mandatory questions and clicking the **Next** button can the user proceed to the 5th and final Step – Agreement.

Agreement

In order to complete the sign-up process, the user must sign agreements with both FIGmd and the PRIME Registry. FIGmd requires the signing of three (3) agreements that are combined into one (1) document. The three (3) FIGmd agreements are: Data Warehousing Agreement, Business Associate Agreement, and Data Release Consent. PRIME Registry requires the signing of three (3) additional agreements that are combined into one (1) document. The three (3) PRIME Registry agreements are: Registry Participation Agreement, Business Associate Agreement, and Data Release Consent.

The user can sign the documents electronically during registration process or can select the other option to send the documents to the registered email address to sign later. **Reminder – PRIME Registry is not complete until both the PRIME Registry and FIGmd agreements are signed.**

For those users wanting to complete the sign-up process right away, Echo-sign capability has been provided to securely sign the documents electronically.

Sign Agreements

Name:*

Title:*

Please enter your email address:*

Please re-enter your email address:*

Please select agreement signing option:*

E-sign the agreements **NOW** to complete Registry sign-up

E-sign the agreements **LATER** to have document link emailed to you
(Registry sign-up completed at later date)

[Sign FIGMD Agreement](#) [Sign PRIME Agreement](#)

Selecting “E-Sign the agreements **NOW**” will open the document PDF for easy electronic agreement signing and Registry sign-up completion.

Selecting “E-Sign the agreements **LATER**” will automatically send the document link to the registered email address for user review and electronic signature at a future time.

If this option is selected – your PRIME Registry sign-up remains incomplete until the signed FIGmd agreement & PRIME Registry agreement are received.

The FIGmd Agreement will be a data warehousing agreement and will be between FIGMD and the practice.

The PRIME Registry Agreement will be between American Board of Family Medicine and the practice and will be named Master Registry Agreement.

E-Sign Agreements Now

Choosing this option allows the user to complete the PRIME Registry Sign Up process right away by signing the agreements within the online registration portal.

Clicking on “**Sign FIGmd Agreement**” button will extend the window to populate the PDF file of the agreements. It will also add a row to the table below with the Signing Option as “**Sign through Portal**” and Status “**Not Signed**”.

SIGNING OPTION	CREATED ON	EMAIL ADDRESS	STATUS	SIGNED ON	AGREEMENT NAME	ISVOID	RESEND/RE-GENERATE AGREEMENT
Sign through portal	02-15-2016	test@test.com	Not Signed		FIGMD Agreement	NO	Re-generate

Options ▾ Please sign: FIGMDRegistrationAgreement.pdf 3

DATA WAREHOUSING AGREEMENT

This Data Warehousing Agreement (the “*Agreement*”) is made as of the Effective Date (as defined below) by and between FIGmd, Inc., a Delaware corporation (“*FIGmd*”), and the undersigned practice (“*Practice*”). FIGmd and Practice shall each be deemed a “*Party*” and collectively the “*Parties*” for all purposes under this Agreement.

WHEREAS, FIGmd has developed a health data warehouse to collect identifiable clinical data in connection with many different procedures and services (the “*HDW*”);

WHEREAS, Practice desires to participate in the HDW; and

WHEREAS, the Practice desires to retain FIGmd to provide the other services described herein.

NOW, THEREFORE, the Parties agree as follows:


- Business Associate. The Parties agree that FIGmd qualifies as a “Business Associate” of Practice under the Health Insurance Portability and Accountability Act of 1996 (“*HIPAA*”). Accordingly, FIGmd and Practice hereby enter into the Business Associate Agreement attached hereto as Exhibit A (the “*Business Associate Agreement*”).
- Service shall 1/10 in the clinical data collected pursuant to Section 3 in the HDW and release of a copy of some or all of such data or aggregated, de-

powered by Adobe Document Cloud

← Previous Finish

The FIGmd PDF contains three (3) agreements that are combined into one (1) document. The three (3) agreements are: Data Warehousing Agreement, Business Associate Agreement, and Data Release Consent. Each of the agreements will require a signature. For ease of use, once the user signs the 1st signature, the signature will be stored in temporary data allowing the user to only click on the remaining two signature holding places to copy the same signature.

As contemplated by the Data Warehousing Agreement between the "Practice" identified above and FIGMD, Inc. ("FIGMD"), the Practice hereby authorizes and instructs FIGMD to disclose the data described in general terms above to the "Recipient" identified above and its designee(s). Practice has determined, and hereby represents, that any disclosure of such data made in accordance with this Date Release Consent is permitted under applicable laws (including, without limitation, HIPAA) and Practice has obtained any authorizations or consents from patients or other third parties required for such disclosure. Practice acknowledges and agrees that this Data Release Consent neither amends nor waives any term or condition of such Data Warehousing Agreement.

Signature: 
Demousers (Feb 19, 2016)

Email:

Name: TestPractice
Title: Practice Signatory

Acknowledged: FIGMD, INC.
Signature:
Email: siddhib@figmd.com
Name: Siddhi Baralay
Title: COO

10

I agree to the [Terms of Use](#) and [Consumer Disclosure](#) of this document [Click to sign](#)

powered by Adobe Document Cloud

Click to sign will appear at the bottom of page once all 3 signatures are done. Clicking on it will complete the signing procedure.

Clicking the "**Click to sign**" button will bring you to the FIGmd Agreement confirmation window, where you can download a copy of the agreement for your files. An email will be sent to you once all signers have signed the agreement.

Thank you for signing
FIGMDRegistrationAgreement.pdf

It has now been emailed to the additional signer(s) for their signature. A signed copy will be sent to you after all the signers have signed the agreement.

[Download a copy](#)

Downloads a copy of the signed agreement.

Next, the user will follow the same procedure to “E-sign the **PRIME Registry Agreement** now.” The PRIME Registry PDF contains three (3) agreements that are combined into one (1) document. The three (3) agreements are: Registry Participation Agreement, Business Associate Agreement, and Data Release Consent. Each of these agreements will require a signature.

Reminder – PRIME Registry is not complete until both the PRIME Registry and FIGmd agreements are signed.

Step 1: User electronically signs the PRIME Registry agreements by choosing “**E-sign the agreements NOW to complete Registry sign-up.**”

Step 2: Clicking on “**Sign PRIME Registry Agreement**” button will extend the window to populate the PDF file of the agreements. User signs the 1st signature, the signature will be stored in temporary data allowing the user to only click on the remaining two signature holding places to copy the same signature.

Sign Agreements

Name:*	<input type="text"/>
Title:*	<input type="text"/>
Please enter your email address:*	<input type="text"/>
Please re-enter your email address:*	<input type="text"/>
Please select agreement signing option:*	<input checked="" type="radio"/> E-sign the agreements NOW to complete Registry sign-up <input type="radio"/> E-sign the agreements LATER to have document link emailed to you (Registry sign-up completed at later date)
	<input type="button" value="Sign FIGMD Agreement"/> <input type="button" value="Sign PRIME Agreement"/>

As contemplated by the Data Warehousing Agreement between the "Practice" identified above and FIGMD, Inc. ("FIGMD"), the Practice hereby authorizes and instructs FIGMD to disclose the data described in general terms above to the "Recipient" identified above and its designee(s). Practice has determined, and hereby represents, that any disclosure of such data made in accordance with this Data Release Consent is permitted under applicable laws (including, without limitation, HIPAA) and Practice has obtained any authorizations or consents from patients or other third parties required for such disclosure. Practice acknowledges and agrees that this Data Release Consent neither amends nor waives any term or condition of such Data Warehousing Agreement.

Signature: *Demousers*
 Demousers (Feb 19, 2016)
 Email:
 Name: TestPractice
 Title: Practice Signatory

Acknowledged: FIGMD, INC.
 Signature:
 Email: siddhib@figmd.com
 Name: Siddhi Baralay
 Title: COO

10

Click to sign will appear at the bottom of page once all 3 signatures are done. Clicking on it will complete the signing procedure.

Click to sign

powered by Adobe Document Cloud

Step 3: Clicking the **"Click to sign"** button will bring you to the PRIME Registry Agreement confirmation window, where you can download a copy of the agreement for your files. An email will be sent to you once all signers have signed the agreement.

Thank you for signing PrimeRegistryAgreement.pdf

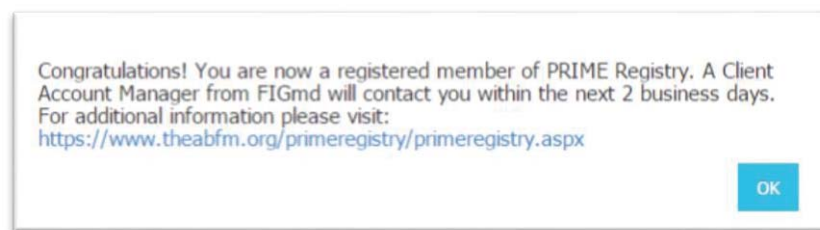
A signed copy has been sent to you.

Download a copy

E-Sign Agreements Later

Choosing this option will give the user the ability to sign the agreement as per the need at a later stage. The system will send an email containing links of the agreements to the registered email address. The signing procedure will be the same as described above.

The completion of the signing process will be indicated by the pop up message as displayed below.



Congratulations - The PRIME Registry Sign-Up process is now complete.