ACR-Rise
Sign Up Portal
User Manual
Version 1
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1 Introduction

This document provides a brief overview of the process of signing up Practices with the ACR-Rise Registry.

The Sign Up process provides a user friendly interface for member Physicians to enrol themselves to the ACR-Rise Registry.

The Sign Up portal records information related to the Practice in form of five milestones:

- Practice Information
- Provider Information
- TIN Information
- EHR
- Registry Agreement
2 ACR-Rise Sign up/ Sign in

To access the Dashboard, open Chrome (or Internet Explorer) and either type or copy paste the URL:

https://registry.rheumatology.org/RiseSignup/Registry.aspx

This is the main Sign Up/Sign In page of the ACR-Rise Registry.
2.1 Register New User

- A new User, needs to create an Account before he/she can begin the ACR-Rise Registry enrolment process.

- Click “Register New User” link to create an account to register with ACR-Rise Registry

Enter the
- Username
- Password &
- Confirm password

If the entered Username already exists, an error message gets displayed on the screen.

If the entered password does not meet requirements, an error message is displayed on the screen.

Note: The password should meet the minimum requirements criteria.
Click on to **Next Step** proceed with the registration process.

A new window is displayed for entering the personal details of the User/Provider being created.

**Note:** Mandatory fields are indicated by a (*) red asterisk

1. Enter all mandatory fields.
   **Captcha:** Provides an additional level of security.

2. Enter the text in the provided field.
   Click on the blue **reset Captcha** button, if the displayed text is not legible.

3. Click “Login” to open the Sign up Portal.
2.2 Already an Existing User

An existing User can log into the dashboard directly by entering the existing login credentials.

1. Enter existing
   - Login name
   - Password
2. Click “Login”

2.2.1 Reset Password

Reset Password link allows User to reset forgotten password.

1. Enter the registered Email address
2. Click on the “Send Recovery Email” button.

A recovery mail with the corresponding link to reset password is sent on the registered Email address.
2.3 TIN Information

If you are a new User, or the entered credentials are not found in the FIGmd database, a TIN information window will be displayed.

1. Enter the TIN associated with your Practice
2. Click on the “Submit” button.

Note: TIN must be 9 numeric digits with no dashes.

3 Sign Up Portal

A successful Log In process opens up the ACR-Rise Sign up Portal which comprises of five Milestones.

1. Practice Information
2. Provider Information
3. TIN Information
4. EHR
5. Registry Agreement

Note:

If another User has already registered this TIN, then the details captured by that User will be auto-populated in the relevant tabs here. But if the TIN is not found in FIGmd database, then you will need to complete all the tabs.
3.1 Practice Information

This milestone captures the demographic information related to the Practice and Admin contact.
This page displays two tabs “Practice Information” and “Admin Contact”
3.1.1 Practice Information Tab

This tab captures the demographic information related to the Practice.

1. Enter all the mandatory fields.

2. Select State from the provided dropdown.

3. Select Practice Setting from the provided dropdown.

4. Click “Save” button to save the Practice Information.

A success message is displayed on the screen.
3.1.2 Admin Contact Tab

Admin Contact information is displayed in a tabular format. By default, the details of the new User created, gets added as Admin Contact record in the table.

![Admin Contact Tab Image]

3.1.2.1 Add Practice Admin Contact

Multiple Practice Admin contacts can be added for a Practice.

1. Click "Add Practice Admin Contact" button to add another Practice Admin.

   A pop up window for Add Practice Admin Contact opens up.

2. Enter all the mandatory fields

3. Click on the "Save" button to add the Practice Admin Information.

To know more about Username hover the mouse over the information icon.

4. Click “Create Provider” Checkbox if an Admin contact is also a Provider.
Two fields, **Designation** and **Provide NPI** get displayed.

5. Select Designation from the drop down.

6. Enter “valid NPI” in the provided Field.

7. Click “**Save**” to add the Admin Contact to the list.

A success message gets displayed on the screen.

The new record gets added to the **Admin Contact** table.
3.1.2.2 **Update Admin Contact**

Allows to update existing Admin Contact details.

1. Click on the existing Practice Admin Contact record to update the corresponding information.

   A pop up window for **Update Admin Contact** opens up.

2. Edit the required details

3. Click on the “**Save**” button to update the respective Practice Information.

A success message gets displayed on the screen.

---

3.1.2.3 **Delete Admin Contact**

Allows to delete existing Admin Contact.

Delete icon is provided against every Admin row to delete the corresponding Admin Contact.

A pop up window for confirmation displays on the screen

Click “**Yes**” to delete the corresponding Admin Contact

**OR**

Click “**Cancel**” to retain the existing information.
3.2 Provider Information

Click on the second milestone i.e. the Provider Information or the Next button  to open the milestone page.

Provider information is displayed in a table format.

Practice Admin Contact which is marked as a Create Provider in the Add Practice Admin Contact window gets displayed in the Provider Information Table.

Multiple Provider information can be added for a Practice.

3.2.1 Add New Provider

1. Click “Add New Provider” button to add Provider information.

A pop up window for Add New Provider opens.

Enter all the mandatory fields indicated by red Asterisk (*)

2. Enter the valid NPI (National Provider Identification Number).

3. Click on the “Save” button to save the details.
A success message is displayed on the screen.

The record gets added to the Provider Information Table.

<table>
<thead>
<tr>
<th>PROVIDER NAME</th>
<th>EMAIL</th>
<th>NPI</th>
<th>DESIGNATION</th>
<th>DELETE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider, New</td>
<td><a href="mailto:new.provider@gmail.com">new.provider@gmail.com</a></td>
<td>2222222222</td>
<td>MD</td>
<td></td>
</tr>
<tr>
<td>Admin, Demo</td>
<td><a href="mailto:new.admin@gmail.com">new.admin@gmail.com</a></td>
<td>1111111111</td>
<td>Rheumatologist</td>
<td></td>
</tr>
</tbody>
</table>

**3.2.2 Update Provider**

Allows to update existing Provider details.

1. Click on the “existing Provider Contact record” to update the corresponding information.

   A pop up window for **Update Provider Details** opens up.

2. Edit the required details

3. Click on the “Save” button to update the respective Practice Information.

A success message gets displayed on the screen.
3.2.3 Delete Provider

Delete icon is provided for every Provider row to delete the corresponding Provider information.

A pop up window for confirmation displays on the screen.

1. Click “Yes” to delete the corresponding Provider.  
   OR

Click “Cancel” to retain the existing information.

**Note:** Minimum 1 Provider is required for signing the Agreement.

3.3 TIN Information

Click on the third milestone i.e. the TIN Information or the Next button to open the milestone page.

This tab captures the TIN or Tax Identification Number of the Practice.

TIN number which is entered after login gets displayed in the TIN Information Table in red and cannot be deleted.

*Add new Practice TIN* Button is provided to add additional Practice TINs.
3.3.1 Add New Practice TIN

1. Click “Add New Practice TIN” to add the TIN details. A pop up window is displayed for adding the TIN. 

   **Note:**
   TIN must be 9 numeric digits with no dashes

2. Click on the “Save” button to add the TIN record to the table. 

   A success message displays on the screen.
   The record gets added to the TIN Information Table.

3.3.2 Update Practice TIN

1. Click on the existing TIN to update the corresponding information. 

   A pop up window for Update Practice TIN opens.

2. Make required changes

3. Click on the “Save” button to update the respective TIN Information. 

   This displays the success message on the screen.
3.3.3 Delete TIN

Delete icon is provided for every TIN row to delete corresponding TIN details.

A pop up window for confirmation displays on the screen.

Click “Yes” to delete the corresponding TIN Information. OR Click “No” to retain the existing information.

3.4 EHR

Click on the fourth milestone i.e. the ‘EHR’ or the ‘Next’ button to open the milestone page.

This page displays questionnaire which will help to understand the information technology environment at the Practice side.

![EHR milestone page](image-url)
The questionnaire is divided into 3 sections –

A) **IT Contact Information** – Has questions related to IT contact details.

B) **Electronic Health Record (EHR) Information** - Has questions related to data capture, storage and management tools/software

C) **Practice Management (PM) System Information** – Has question related to PM System

### 3.4.1 A. IT Contact Information

Captures information about the IT contact person at the Practice side.

Enter the

- Practice IT Contact Name
- Practice IT Contact Phone Number
- Practice IT Contact Email

in the provided fields.

#### A. IT Contact Information

<table>
<thead>
<tr>
<th>Practice IT Contact Name</th>
<th>Practice IT Contact Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demo Name</td>
<td><a href="mailto:demo.name@gmail.com">demo.name@gmail.com</a></td>
</tr>
<tr>
<td>1234567891</td>
<td></td>
</tr>
</tbody>
</table>

### 3.4.2 B. Electronic Health Record (EHR) Info.

Captures details related to the EHR system being used by the Practice.

#### B. Electronic Health Record (EHR) Information

<table>
<thead>
<tr>
<th>Name of EHR System</th>
<th>Version of EHR System</th>
</tr>
</thead>
<tbody>
<tr>
<td>--Select--</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your EHR a complete 2016 Certified EHR Technology(CERT)?</th>
<th>EHR Hosting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Relational Database Management System used by EHR:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MSSQL 2005</td>
<td></td>
</tr>
<tr>
<td>MSSQL 2008</td>
<td></td>
</tr>
<tr>
<td>Oracle Version</td>
<td></td>
</tr>
<tr>
<td>PostgreSQL Version</td>
<td></td>
</tr>
<tr>
<td>MySQL Version</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Unknown</td>
<td></td>
</tr>
</tbody>
</table>
1. **Name of EHR System:**
   Select the name of the EHR system from the drop-down.

2. **Version of EHR System:**
   Enter the Version of the EHR system in the provided field.

3. **Please mention whether the EHR Technology is a complete 2016 Certified or not.**
   If **Yes**, additional question gets displayed on the screen. Select the Stage and Year of the meaningful use are scheduled to report

   If **No**, another question gets displayed on the screen.

   Select whether you are going to transition/transit to another EHR or not.

4. **EHR Hosting:**
   Select EHR hosting from the drop-down.

   **Note:** ASP Model means it is hosted on the Cloud.
5. Relational Database Management System used by EHR:
Select the checkbox corresponding to the name of the Relational Database Management System used by EHR.

Once an option is selected, the corresponding field becomes enabled allowing free text to be entered.

Select the ‘Other’ option if the name of the RDBMS is not mentioned in the list. The corresponding field becomes enabled to allow the name to be entered.

Select ‘Unknown’ option if you are unsure of the name in the corresponding field.

3.4.3 C. Practice Management (PM) System

1. Select “Name of the PM System” from the drop-down and enter the corresponding version in the provided field.

2. Click on the Save button to update the entered information.

3. Click on the Next button.

Navigates you to the last and final milestone Registry Agreement.
4 Registry Agreement

The Registry Agreement is the final milestone and displays Business Associate Agreement (BAA) that you need to sign in order to participate in the Registry.

You have the following options to sign the agreement:

1. Offline
2. Electronically within the milestone with sub-options:
   - Sign Now
   - Sign Later

The Agreement table displays Agreement with its status as Pending.

To download the agreement, click on the View Agreement icon.

4.1 Sign Offline

If you choose to sign the BAA offline,

1. Click on the Proceed button.

Displays the confirmation screen

2. Click on the OK button to initiate the Sign-up process.
A message corresponding to Offline signing of agreement is displayed on top of the screen.

The Registry Admin sends the soft copy of the Agreement to your registered email address.

4. You/Authorized signatory need to Download, Print and Sign the Agreement.
5. Scan the signed Agreement.
6. Send the scanned image of the signed Agreement to the Registry Admin.

Upon receipt of the scanned Agreement, the Registry Admin uploads the signed Agreement in the ACR –Rise dashboard through the Registration module.

4.2 Sign Now

This option allows you to electronically sign the agreement right away.

1. In the agreement table, click on the Sign Now link.

Displays screen to enter and confirm the registered email id.

2. Click on the OK button.

A PDF version of the agreement is displayed on the screen.
The blue digit to the top right corner of the agreement displays the total number of required fields within the agreement.

3. Click on the yellow **Start** button to begin the signing process.
   Displays the field that needs your signature.

4. Click on the ‘**Click here to sign**’ field.
   Displays Signature window.
   Type/ draw your **Name**.

5. Click on the **Apply** button.

   Your signature appears on the signature line as seen in the image below.

   The blue digit on the top right corner changes to **Completed**.

   Read the Terms of Use and Consumer Disclosure.
7. Click on the blue Click to Sign button to sign the agreement.

After you have signed the agreement, a Thank You message is displayed.

This completes the sign up process.

A ticket is raised in RT system for further processing.

8. Click on the blue Refresh icon located near the top left corner of the agreements table.

Following changes are observed in the Sign Agreement table:
- Sign Now Column changes to Re-Sign Now
- Sign Later Column changes to Re-Sign Later
- Status of the agreement changes from a red Pending to a green Completed.

![Sign Agreement Table]

Click here to download a Copy
4.3 Sign Later

This option allows you to sign the agreement at a later stage or send the agreement to the authorized signatory within the Practice to sign the agreement.

1. Click on the Sign Later option.
   
   Displays window to Enter and confirm the entered email address by retyping it.

2. Click on the OK button.
   
   A message Agreement has been sent to your email account is displayed on the screen.

3. Check the Inbox of the email address to which the agreement was sent to.
   
   The email will contain instructions on how to sign the agreement at a later time.
**Note:**
After you sign the agreement, the agreement is sent to Practice Admin for signing the agreement.

When you or the authorized signatory is ready to sign the agreement, follow the basic instructions to sign the agreement in the e-signing application described in the **Sign Now** option.

Once the agreement has been signed by you/authorized signatory, click the on the blue **Refresh** icon located near the top left corner of the agreement table.

Following changes are observed in the Sign Agreement table:
- Sign Now Column changes to Re-Sign Now
- Sign Later Column changes to Re-Sign Later
- Status of the agreement changes from a red **Pending** to a green **Completed**.

### 4.4 Resign the Agreement

This option allows you to **Re-sign** the agreement

a. Offline  
b. Electronically within the milestone with sub-options  
   - Re-Sign Now  
   - Re-Sign Later

If you choose to sign the agreement **Offline**, follow the steps mentioned in **Sign Offline**

If you choose the option **Re-Sign Now**, follow the steps mentioned in **Sign Now**

If you choose the option **Re-Sign Later**, follow the steps mentioned in **Sign Later**
When you choose to Re-Sign Now/Re-Sign Later,

A confirmation screen stating that the previously created agreement stands void if the agreement is re-signed, is displayed.

Click on the OK button to resign the agreement.

5 Important Notes

- Mandatory fields are indicated by a (*) red asterisk throughout the application.

Registration & New Provider

- Password must be created based on the password requirement criteria.
- Please be sure to enter a valid Email address, as this is where all the Agreement related correspondence will be sent to.

Reset Password Email

- Please check your Spam Folder, if the expected Email sent by the system is not present in your Inbox.

Practice Information

- By default the details of the new User created gets added as the Admin contact and gets displayed in the Practice Admin Contact table.

TIN Information

- TIN must have 9 numeric digits with no dashes.

To Clear the Cache

- For all browsers on Windows OS:
  1) Login to the application
  2) When on the landing/ default/ dashboard page, please press "Ctrl+F5" keys. This clears the cache of old js/ css file versions.

- For MAC systems
  Press "Cmd+R" keys.
6 Password Minimum Requirements

Please follow the minimum requirements listed below to create a strong password.

- The password must be at least eight characters in length.
- The password must contain at least one upper case letter (A through Z).
- The password must contain at least one lower case letter (a through z).
- The password must contain at least one number (0 through 9).
- The password must not be the same as the login name.

7 Search Functionality

Character based search boxes are provided for each column to search for the data and filter out search information from the column.

When you type in the search values in the search boxes of the individual column, the search results will consist of only the rows matching the search values.

If there is no data corresponding to the search values, then a message “No data found” will be displayed.

Search criteria can be

- Partial/Complete text
- Combination of columns

8 Sort Functionality

Sorting functionality can be accessed by clicking on the up or down arrow symbol located to the right corner of every column.

- **Sort Ascending** - All the data within the column gets sorted in an ascending order.
- **Sort Descending** - All the data within the column gets sorted in a descending order.
9 Help - Sign up Portal User Manual

You can get access to the Sign up Portal User manual through the Portal itself at any time throughout the sign up process.

The User Manual link is provided at the top right corner.

Click the “hyperlink” to open the manual in the new tab.

10 Help Desk Support

FIGmd team extends technical support to the ACR-Rise registered Members via Email.

10.1 Email Support

Technical Support Email: acr.support@bot.figmd.com
# 11 Glossary

<table>
<thead>
<tr>
<th>Buttons</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login</td>
<td>Allows to access the application</td>
</tr>
<tr>
<td>Reset Password</td>
<td>Allows to reset password</td>
</tr>
<tr>
<td>Send Recovery Email</td>
<td>Allows to get a recovery link through system with a recovery mail</td>
</tr>
<tr>
<td>Next Step</td>
<td>Allows to go to the next page</td>
</tr>
<tr>
<td>🔄</td>
<td>Allows to reset Captcha text, if the displayed text is not legible.</td>
</tr>
<tr>
<td>✚ Save</td>
<td>Allows to save entered information</td>
</tr>
<tr>
<td>✚ Save</td>
<td>Allows to save the updated information</td>
</tr>
<tr>
<td>✗ Cancel</td>
<td>Allows to Cancel the entered information</td>
</tr>
<tr>
<td>Add Practice Admin Contact</td>
<td>Allows to add another Practice Admin Contact</td>
</tr>
<tr>
<td>Add New Provider</td>
<td>Allows to add new Clinician record</td>
</tr>
<tr>
<td>Add New Practice TIN</td>
<td>Allows to add new Practice TIN record</td>
</tr>
<tr>
<td>Next</td>
<td>Allows to go to the next milestone page</td>
</tr>
<tr>
<td>← Previous</td>
<td>Allows to go to the previous milestone page</td>
</tr>
<tr>
<td>🔄 Refresh</td>
<td>Allows to reload the current Page</td>
</tr>
<tr>
<td>Finish</td>
<td>Allows to close the complete the Sign Up Process.</td>
</tr>
<tr>
<td>Sign Up Portal User Manual</td>
<td>Allows to open the User manual</td>
</tr>
</tbody>
</table>

This concludes the User Manual for ACR-RISE Sign-Up portal.