FloridaBlue’s Provider Performance Quality & Efficiency Reporting (QERP) tool allows eligible Primary Care Physician practices a way to compile data, identify cost, quality, utilization and administrative improvement opportunities. It is very important that assigned users to QERP are properly granted access to utilize the tool and understand where it’s located.

The following information is for the Availity User Administrators/Assistants and provides guidance through the necessary steps for granting an assigned user the access required to view QERP in PASSPORT.

**Important topic: How to grant and assign user access to the QERP tool.**

The followingscreenshot and instructions will walk you through the required steps needed to grant user access within an assigned medical organization. These permission settings must be performed as outlined before a designated user is able to access the Florida Blue Provider Performance Quality & Efficiency Reporting (QERP) tool. This can take up to 24 hours for the system to update before the user can use QERP. Please note that the steps described below can only be performed by a user administrator/administrator assistant.
Step 1: User Administrator/Administrator Assistant must first log into Availity
Step 2: Access Payer Spaces and select Florida Blue
Provider Performance Quality & Efficiency Reporting (QERP) Tool — Availity User Administrators
How-to Tip Guide for Granting Access to Assigned Users and Accessing QERP from Availity

Step 3: Click on “Florida Blue Quality Efficiency Reporting Access” to enter Assign Access page
Shown below is a view of the “Assign Access” page will display names of the people registered in your organization. This is where the User Administrator/Administrator Assistant grants or revokes access for assigned users. If you have multiple organizations within a practice, be sure to select the applicable organization from the drop down indicated below to help locate the users you wish to grant QERP access.
Step 4: Granting or revoking a user's access to QERP is an easy process as outlined in the steps ahead.

A. Granting QERP access to an assigned user:

- Scroll to and click the check box next to the user name being granted access.
- Click the “Group” radio button.
- Scroll to bottom of the page, click “Grant Access” to save the changes and you’re done.
B. Granting QERP access to a Physician:

- Scroll to and click check box next to the physician’s name being granted access
- Click “Physician” radio button
- Enter the physician’s NPI
- Scroll to bottom of page, click “Grant Access” to save the changes and you’re done
C. How to revoke QERP access from an assigned user:

- Click on check box to remove check mark in check box next to the user name.
- Once check box is blank, scroll to bottom of the page, click “Grant Access” to save the changes and you’re done.

Again, just a friendly reminder that when granting or revoking access to QERP, it can sometimes take up to 24 hours for these changes to take effect in the system. It is important to understand that it doesn’t mean the permissions were not accepted if the user is not able to see the changes right away.
The following screen shots describe how the assigned user navigates to the QERP tool from Availity.

Step 1: User’s must log into Availity

![Availity Login Screen](image)
Step 2: Next click on Payer Spaces and select the Florida Blue tile
Step 3: Click on the Resources link
Step 4: Now click on the Florida Blue PASSPORT Portal link as seen below

- **Helpful tip:** Add this PassPort link to your “Favorites” simply by clicking on the little heart next to it. When it changes to red, it’s saved in your “My Favorites” menu at top of your screen for easier access later on.
Step 5: From the PASSPORT Portal page, click “Submit” to access the user agreement page

Florida Blue - PASSPORT Portal

Verify your Organization and click submit to launch the Florida Blue - PASSPORT Portal

* Organization: Florida Blue

You are about to be redirected to a third-party site away from Availity's secure site, which may require a separate log-in. Availity provides the link to this site for your convenience and reference only. Availity cannot control such sites, does not necessarily endorse and is not responsible for their content, products, or services. You will remain logged in to Availity.
Step 6: From the User Agreement page, click “I Agree” to proceed.
Step 7: Welcome to PASSPORT

- If the Green QERP tile is present as seen below, the access granting steps were done correctly and system fully updated the changes.

- An assigned user can click the “Quality & Efficiency Reporting” link in home menu on the left or by clicking on the “Green QERP Tile” to access the QERP page.
Step 8: Once on the QERP page, you will need to access Population Based Analytics

- From the menu display on the left, or the green tile, click “Population Based Analytics” to access your reporting tools page
Congratulations! You have reached your final destination. Shown in the example below are folder tabs you might see when enrolled in our Quality programs:

- Commercial data
- Blue Medicare HMO Plus data
- Medicare data
- MyBlue Data