

Bridges to Excellence®

BTE Web Portal Submission Guide

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Step One:

Decide which program(s) to participate in by visiting the Bridges to Excellence website, <http://www.bridgestoexcellence.org/recognition-programs>.

Step Two:

Once you have select the program(s) you would like to participate in, become familiar with the program structure, chronic care recognition program clinical measures and the associated requirements, the recognition process and patient eligibility criteria.

Step Three:

Determine which performance assessment pathway suites best. There are two pathway options for submitting the data to be scored.

Option One: Have your EMR vendor pull the data and submit it for scoring. You have this option if you use one of the following EMR providers that partners with BTE: Athena Health, eClinicalWorks, MediTab, or Meridios. The EMR will submit data for all of your patients with asthma who meet the program parameters. EMR contact information is listed below.

Vendor	Contact Information
Athena Health	bte@athenahealth.com
eClinicalWorks	incentiveprograms@eclinicalworks.com
Meridios	info@meridios.com
MediTab	info@meditab.com

Option Two: Submit data directly via Altarum’s BTE Web Portal, <http://www.portal.bridgestoexcellence.org/>. For this option, clinicians must have a minimum of 25 patients for the denominator for individual clinician applicants, and a minimum of 10 patients for the denominator for each individual clinician in a practice level applicant, with a minimum practice average of 25 patients per clinician. There are no fees associated with this option.

Register for an account/Set up your Web Portal

If you have already completed this step proceed to step 6 below.

Instructions to register as a New User:

1. Go to www.portal.bridgestoexcellence.org
2. Click on the “New User” hyperlink below the “Login” button
3. Enter your First Name, Last Name, Email address, Password (at minimum, 15 characters long) and phone number.
4. Go to your email to complete your registration.
 - a. The email will come from BTE@Altarum.org
 - b. The email will contain 2 steps
 1. Instructions on how to download a 2-step authenticator tool
 2. Instructions on how to activate your account.
5. Once you have completed this step it will take you back to the web portal.
 - a. You will be presented with a QR Code and your security token
 - b. Open your Google Authenticator app on your phone and select Set Up Account.

- c. Enter the email that you used to register and click on either the QR or manual entry.
 - d. Scan the QR code on the screen or enter the alphanumeric key on your phone. Make sure the "Time Based" option is toggled to ON, to ensure the code you're entering is aligned with the Authenticator's most recent passcode generation.
 - e. Enter the six-digit verification code displayed on the Google Authenticator app (keep in mind that app will generate the new, randomized code every 30 seconds.)
 - f. You will be automatically redirected to the BTE Web Portal log in page.
6. Enter your email, associated password and the six-digit verification code (Google Authenticator) to proceed.
 7. As a new user, the Web Portal will prompt you to set up your account by entering the following:
 - a. Practice/Organization Information
 1. Practice/Organization Name
 2. Address
 3. City
 4. State
 5. Zip Code
 6. Phone Number
 7. Clinic NPI
 8. Primary Contact Name
 9. Primary Contact E-Mail
 10. Leave "I am a Data Aggregator" unchecked. This option is only for EHR and Large organizations with over 30 providers.
 - b. Provider
 1. Responsible Clinician ID (This can be either the provider NPI or unique internal ID)
 2. Clinician NPI
 3. Clinician DEA
 4. Clinician Medical License
 5. Clinician Last Name
 6. Clinician Middle Name
 7. Clinician First Name
 8. Clinician Date of Birth
 9. Clinician Gender
 10. Clinician Degree
 11. Clinician Specialty
 - c. BTE Data Submitter Agreement must be submitted for processing before beginning a submission for recognition.
 1. Download the BTE Data Submitter Agreement
 2. Fill out and sign all required fields
 3. Print, sign and return to bte@altarum.org. Once submitted, this step may take up to 3 to 5 business days to process.

Step Four:

Download Data Entry Templates

1. Step 1: Go to www.portal.bridgestoexcellence.org.
2. Enter your email, associated password and the six-digit verification code (Google Authenticator) to proceed.

3. Click the “How-To’s” tab > “How do I prepare for my submission?”
4. Go to Step 3 to locate the program name and download its correlating data template.
5. Collect all pertinent and required data as described in the BTE program guide and begin to enter on to the data template.
6. Rename the data file and save as a CSV. (data delimited) file.

Submit Data Template for Assessment

1. Go to www.portal.bridgestoexcellence.org.
2. Enter your email, associated password and the six-digit verification code (Google Authenticator) to proceed.
3. Click the “Submissions” tab.
4. Click the “Click here!” button to begin your submission.
5. In the Program Name dropdown, select the program name you are submitting for.
6. Enter the reporting date range for the data you are submitting for.
7. Indicate whether the data is for an individual provider or a group of providers.
8. If selecting an individual click the drop-down menu to select the name of the provider, if reporting for a group of providers, multi-select the providers by clicking each provider name.
9. Indicate whether your data was extracted from an Electronic Health Record system.
 - If no, you may move on to the next step.
 - If yes, enter the name of the EHR and the corresponding CMS EHR Certification ID. If you do not have your EHR you may find it via the following link: <https://chpl.healthit.gov/#/search>.
10. Click the “Next” button on the lower right-hand corner.
11. You may now upload or drag and drop the csv. file that contains the data you wish to have assessed.
 - Drag and Drop:
 - Select the file
 - Drag the file to the up arrow ↑
 - Upload:
 - Click on the up arrow ↑
 - Select the file
 - Click enter
12. Click the Submit button on the lower right-hand corner.
13. Click the “Upload” button on the lower left-hand corner.
14. Click the “Submit Data” on the lower right-hand corner.
15. Click the “Next” Button on the lower right-hand corner.
16. Check the box on the upper right-hand corner, then Click the “Submit” button on the lower right-hand corner.
17. Click the “Close” button.

Step Five:

Review your Submission and Recognition Status tabs located to the left of the web portal.

Step Six:

Recognition Maintenance

All BTE recognitions are valid for 2 years. However, you if you would like to resubmit to obtain a higher score you must wait 90 days before resubmitting.