HOW TO REGISTER FOR ACCESS TO THE CMS OPEN PAYMENTS (SUNSHINE ACT) SYSTEM: A STEP BY STEP GUIDE FOR PHYSICIANS WITH PICTURES!

2. Click on New User Registration on the right side of the screen:
3. Agree to terms
4. Enter Demographics
5. Choose username, password, security questions

Once you’ve registered you get an immediate email confirmation from donotreply@cms.gov with subject: enterprise identity Management System (EIDM) Account registration

1. Go back to the homepage (or click link in #1 above) and login to the portal
2. Select “Request Access Now”

3. Select “Request New Application Access”

4. From dropdown for System Description select “Open Payments” and when the second dropdown for role appears select applicable manufacturer... and click submit

- Application Description: “Open Payments”
- Role: “Applicable Manufacturer, GPO, Physician, or Teaching Hospital”
5. Click “Next” on Identity Verification Screen, agree to terms on next screen and click “next”, review demographics and confirm email, enter SS# and then click “Next”.
6. On the Verify Identity Screen it will ask you to answer some personal questions to help prove you are the one completing the information. Select the appropriate answers and click “Next” and then click “Next” on the following screen. Then click “OK” on the successful completion screen.
7. Logout and then log back in to the portal.
   https://portal.cms.gov/wps/portal/unauthportal/home/
8. There will now be a gold “Open Payments” tab in the upper left. Click on it and choose “Open Payments- Home”
9. Click on the sideways triangle to “Create a Profile”
   **Open Payments (Sunshine Act**

   ![Welcome to the Open Payments System](image)

   *Note: Our records indicate you have not registered with the Open Payments reporting application before. You must create your profile in order to use the System.*

   ![Create My Profile](image)

   **Getting Started**

10. Scroll to bottom of the next page and click “Start Profile”
11. Select “Physician” radio button and then click “Continue”
12. Enter Demographics and click “Continue”
Physician: Personal Information

A field with an asterisk (*) is required.

Add the requested personal and business information to your user profile. Also, review any pre-populated information for accuracy and correct any invalid information.

Note that changes made here will not automatically update your profile information in your other CMS accounts, such as Medicare, National Plan & Provider Enumeration System (NPPES), or Enterprise Identity Management (EIDM) accounts.

Your Name

*First Name: Daniel
Middle Name: Allen

*Last Name: Ostrovsky
Suffix (Jr., Sr., etc.):  

Business Information

Enter your contact business email address, business telephone number, and your primary practice location address. This information will be used to help verify your identity as a physician. If you have multiple practice addresses, enter the primary business address.

*Business Email Address: daniel.ostrovsky@duke.edu
*Business Telephone Number: 919-490-8888

Physician Practice Name:
Duke Children's Primary Care

Physician Practice Business Address

*Practice Business Address, Line 1: 4020 N Roxboro St
Practice Business Address, Line 2:

*City Name: Durham
*State: North Carolina
*Zip Code: 27704

Cancel Back Continue
13. On the Physician Details page select the appropriate Physician Type from the dropdown box, enter your NPI number, your Physician Specialty (Taxonomy) Code(s)*

* Use the attached Excel sheet which provides you with your NPI, License, and a list of taxonomy codes for Pediatrics (Taxonomy codes also appear in screenshot below for most common). You will need to find your DEA #

- Pediatrics - 208000000X [definition]
  - Adolescent Medicine - 2080A0000X [definition]
  - Child Abuse Pediatrics - 2080C0000X [definition]
  - Clinical & Laboratory Immunology - 2080I0007X [definition]
  - Developmental - Behavioral Pediatrics - 2080P0006X [definition]
  - Hospice and Palliative Medicine - 2080H0002X [definition]
  - Medical Toxicology - 2080T0002X [definition]
  - Neonatal-Perinatal Medicine - 2080N0001X [definition]
  - Neurodevelopmental Disabilities - 2080P0008X [definition]
  - Pediatric Allergy/Immunology - 2080P0201X [definition]
  - Pediatric Cardiology - 2080P0202X [definition]
  - Pediatric Critical Care Medicine - 2080P0203X [definition]
  - Pediatric Emergency Medicine - 2080P0204X [definition]
  - Pediatric Endocrinology - 2080P0205X [definition]
  - Pediatric Gastroenterology - 2080P0206X [definition]
  - Pediatric Hematology-Oncology - 2080P0207X [definition]
  - Pediatric Infectious Diseases - 2080P0208X [definition]
  - Pediatric Nephrology - 2080P0210X [definition]
  - Pediatric Pulmonology - 2080P0214X [definition]
  - Pediatric Rheumatology - 2080P0216X [definition]
  - Pediatric Transplant Hepatology - 2080T0004X [definition]
  - Sleep Medicine - 2080S0012X [definition]
  - Sports Medicine - 2080S0010X [definition]

14. Click “Add License” and then choose North Carolina from the dropdown and then enter your license number in the appropriate box and then click “ADD” (If you have other state licenses add those as well) then click “Continue”
Physician: Physician Details

A field with an asterisk (*) is required.

Enter the required physician information below. Make sure to enter your National Provider Identifier (NPI) if you have one. Also, enter specialty and licensing information. Note: You will not be able to perform all of the system functions, such as review and dispute, until your profile has been successfully vetted. Physicians need to enter their profile their NPI, if they have one, as well as all of their state licenses in order to be able to review all records associated with them.

Physician Identification

*Physician Primary Type:
Medical Doctor

National Provider Identification (NPI):
1114080991
The NPI is a 10-digit number; do not use any dashes or other special characters.

Drug Enforcement Administration (DEA) Number:
The DEA number is a 9-digit numeric ID; do not use any dashes or other special characters.

Physician Specialty Codes

Enter the Physician Specialty Code. Click on “Add Specialty Code” if you have more than one specialty. Note: Physician codes are sometimes referred to as “taxonomy codes.” Refer to the Open Payments User Guide for the available taxonomy codes that can be entered for the Physician Specialty field.

*Physician Specialty Code:
208000000X
Specialty Code 2:
207R00000X

+ ADD SPECIALTY CODE

State Licensing Information

Enter at least 1 and up to 52 state license numbers and issuing state combinations. Exclude any special characters that appear in the license number. Select “Add License” to add more licenses.

<table>
<thead>
<tr>
<th>State</th>
<th>License Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Carolina</td>
<td>2004035655</td>
</tr>
</tbody>
</table>

- ADD LICENSE

15. Choose “Not now” radio button on the Authorized Representative page and click “Continue”
16. Review your information and click “Submit”
Log out of the system. Your information will be verified. Later, (up to 24 hrs. for them to “vet” your information) you can log back into the portal, go to the open payments home page and choose “Review and Dispute, Review, Affirm, Dispute” tab to review any reported open payments. See below for screen shots of these screens.

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Congratulations! You have successfully created your profile as a physician.

Daniel Ostrovsky

You may now:

- Go to Open Payments Home
- Refer to the Open Payments User Guide for further information

Note: You will not be able to take any action in the Open Payments system related to this profile until the profile is uploaded. The profile will be uploaded to your identity as a physician as successfully verified. The verification process should be completed within 24 hours.

If you have not successfully verified, contact the Open Payments Help Desk
openpayments@cms.hhs.gov for next steps. More information on verification is available in the Open Payments User Guide.
Welcome to the Open Payments System

You can manage your user profile and perform the actions associated with your profile. Note: In order to be able to review all reports submitted for you, you must have entered your NPI, if available, and all state licensees under your profile details in Open Payments system.

Open Payments (Sunshine Act)

Review and Dispute Overview

A field with an asterisk (*) is required.

There are no payments or other transfers of value or ownership or investment interests reported for you or your family members.

Register for the Open Payments system so that you may receive email updates about the program including future review and dispute periods.

Physician Records

Select the reporting entity and program year for which records relating to payments or other transfers of value or ownership or investment interests are displayed. Then select “Show Disputes.”

There are an initial 15-day period for physicians and teaching hospitals to review and dispute information before it is made public. Following these 15 days is an additional 10-day correction period for reporting entities to work with physicians and teaching hospitals to resolve disputes.

Physicians and teaching hospitals may retain disputes with reporting entities at any time, not just during the above-mentioned periods. Note the information below to understand how the disputes mechanism will resolve any errors affecting public display of the data.

- Disputes related to the initial 15-day review and dispute period, initiated by the end of the following year, will be published and flagged as disputed in the September 31st publication of the data.

- Disputes related to the initial 15-day review and dispute period, not initiated by the end of the following year, will be published in subsequent editions of the list starting with the September 31st publication of the data.

- Disputes related after the 15-day review and dispute period, and received before the beginning of the following review period, will be published and flagged as disputed in both the September 31st publication of the data and subsequent editions of the list.

- Disputes related after the initial 15-day review and dispute period, and not initiated by the end of the following review period, will be published and flagged as not disputed in the September 31st publication of the data.

- Disputes related after the initial 15-day review and dispute period, and not initiated by the end of the following review period, will be published and flagged as not disputed in the September 31st publication of the data.

- Disputes related after the initial 15-day review and dispute period, and not initiated by the end of the following review period, will be published and flagged as not disputed in the September 31st publication of the data.

Only records for which initial stimulation was completed before the start of the review and dispute period will be considered for publication in the September 31st publication of data.

For a complete list of detailed rules around data publication, refer to the Open Payments User Guide.

* Choose a Physician:
  [Dropdown]

* Program Year:
  [Dropdown]

Show Records