



Step by Step California Physician Performance Initiative (CPPI) Instructions

Step 1: Retrieve patient data.

ONLINE

- Log on to <http://www.cchri.org/dataintake/login.aspx>.
- Click on “request a patient list” checkbox.
- Enter the physician’s name, medical license number, and the individual unique physician identifier (BQID) found at the bottom left corner of the report you received by mail from CPPI.
- Physicians must provide a valid email and verify their name, primary specialty, practice site address, medical license number, NPI and medical group affiliation.
- You will be asked to accept the terms of use, after which a confirmation email will be sent to the address provided in the previous step.
- Once you receive the confirmation email, open and click on the link provided to download your patient data.

VIA FAX

- Visit www.cchri.org/cppi and download a patient request form.
- Print the form and enter physician’s name, address, telephone number, medical license number, the individual unique physician identifier (BQID) found at the bottom left corner of the report you received by mail from CPPI, email address, and medical group number.
- Fax the patient request form to Julie France at (714) 232-1003.

If you have problems or questions about requesting your patient data, please contact Julie France at (714) 735-8754.

Step 2: Verify and submit corrected patient information.

- Verify that the patient names match your internal files.
- If you do not believe a patient should be included in the measure, indicate the reason. Your choices will be: a) Patient does not have diagnosis; b) Never treated this patient; c) Patient died or moved; d) Not the patient’s regular doctor. If none of these options apply, please handwrite “other” on the form.
- If a service was not provided, indicate the reason: a) Service contraindicated; b) Patient refused service. If none of these options apply, please handwrite “other” on the form.
- Save a copy and return your corrections ASAP preferably via certified mail to: Thomson Reuters, Attention: CPPI Physician Corrections, 5425 Hollister Avenue, Ste. 140, Santa Barbara, CA, 93111
- Thomson will use your corrected data to revise your report card.

Step 3: Observe all key deadlines.

- September 4, 2009, is the last day to request patient information, so please request this information ASAP.
- September 18, 2009, is the last day that Thomson Reuters will accept patient corrections from physicians; late corrections will not be considered.

Step 4: Take CMA survey (VERY IMPORTANT).

- Fill out the attached survey to tell us what if anything is wrong about your performance scores. This step is important to ensure that CMA has the information needed to advocate on your behalf and determine the credibility of the CPPI project. The survey can also be taken online at <http://www.cmanet.org/cppi>.