



**Quick Start Guide - Version 1.1** 



This document is intended for informational purposes only. The information contained herein is confidential and privileged and may not be shared with any third party without the prior written consent of FIGmd, Inc.





### Notice of Copyright, Confidentiality and Disclaimer

#### Copyright © 2020 FIGMD, Inc. All Rights Reserved.

FIGMD, Inc. ("FIGmd"), hereby states that the contents of this document are proprietary and Confidential to FIGmd and that this document is governed by the copyright laws of the United States of America and other countries. It may not be reproduced, distributed, saved, stored or altered, in whole or in part, using any means, process or apparatus without the expressed written consent of FIGmd.

All trademarks, logos, graphics and other material included in this document are the property of their respective owners.

#### Disclaimer

FIGmd provides all material and information in this document on an "as-is" basis and disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for any particular purpose, title and non-infringement. The document and its contents are subject to change without notice and, as such, do not imply responsibility on the part of FIGmd for any inaccuracy contained herein. In no event and under no circumstances can FIGmd accept responsibility for errors or omissions or be held liable for any kind of damage resulting from the use, performance, connection with or the application of the information contained in this document.

#### Environment

FIGmd is committed to the conservation of natural resources and reducing its overall burden on the environment. Please consider the environment before printing this document.





Select/Add Organization	Organization	<u>Users</u>	<u>Clinicians</u>
Option to select or add organization	View/Update organization, contact and TIN details	Option to view the users within the organization	View/Update clinician details

Locations	<u>Technical</u>	Subscribed Programs	Available Programs
View/Update location details	View/Update data submission method: Electronic (Pull / Push) or Manual	View the details of the Subscribed Program	View and enroll the qualified clinicians to the Available Programs



Introduction	
Pegasus 2.0 has a new feature, ' <b>My Account</b> ' serves as a centralized account management interface for participating entities. This helps administrative users to manage their end-to-end participation requirements such as edit organization's demographic, contact, and TIN information; add, edit, and delete clinicians, locations, and users; and create new practices/organizations by administrative users who manage multiple practices/organizations.	Contact Us
Moreover, if an organization is a multi-specialty practice, different providers within the same organization can participate in various registries based on their specialty. Administrative users can enroll their organization into multiple registries and centrally manage numerous registry participations with ease. This feature is customizable at the registry level viz. a registry can choose to disable this feature if it does not want FIGmd to offer other registries with different specialties to their practices. Some of the salient features of 'My Account' are that users do have to re-enter their organizational-level information for every new enrolment and users can centrally manage multiple registry participations, renewals, and additions of new clinicians.	E-mail < <u>Registry Name&gt;cams@figmd.com</u>



	Document Conventions								
Ø	Toggle to view or hide the password in the password field.	i	Provides additional details about the respective field.						
*	Represents mandatory fields	Q	Enables to search for a record.						
~	Expand to view the information in the milestone.	^	Collapse to close the information in the milestone.						
Ø	Enables to edit the details of a record.		Enables to delete the record.						
( )	Enables to download the document.								





Access/Login - My Account Page										
After a successful sign up, you can access <b>My Account</b> in 2 ways.										
A. Use the <b>Go To My Account</b> option displayed on the Sign up portal dashboard.	PAYMENT SU	MMARY							^	
1. Click <b>Go To My Account</b> on	Transaction $_{\rm \psi}$ Date	Paid By	Total Amount	Total Clinicians	Subscription Plan	Payment Mode	Subscription Duration	Transaction Status	Actions	
You are navigated to the $My$	07/28/2020	Demo User	\$XXX	1	Subscription Plan 1	Credit Card	01/01/2020 To 12/31/2020	Successful	(d)	
<u>Account</u> page	07/28/2020	Test User	ŞXXX	1	Subscription Plan 2	Credit Card	01/01/2020 To 12/31/2020	Successful		
							PREVIOU	S GO TO MY	ACCOUNT	
B. Login to <b>My Account</b> using the link provided by your CAM.	Login			].			No	ote: • Toggle	e the 🔌	eye icon in
1. Click on the <u>link provided by</u> the CAM to open Login page	User Name* Password*		ø					the pa hide th	issword fi ne passw	eld to view or ord
2. Enter your credentials <sup>1</sup> .		FORGOT	PASSWORD							
<ol> <li>Click LOGIN. Successful login navigates to the <u>My Account</u> page.</li> </ol>	New user? REGISTER	DGIN HERE								

<sup>&</sup>lt;sup>1</sup> Log into **My Account** using the same credentials used while registering with the FIGmd Payer Sign Up portal.



Access to Pegasus - My Account Page							
<ul> <li>After a successful sign up, two emails are</li> <li>Payment Successful</li> <li>Enrollment Completion Enrollment email contains your use</li> </ul>	received at your registered email address. ername and a link to access the <b>My Account</b> page of the Pegasus dashboard.						
	TEST Enrollment Complete 🕨 Inbox × 📑 🖸						
	demo.pegasus@bot.figmd.com Fri, May 22, 6:56 PM (4 days ago) ☆ ♠ : to me ◄						
	Dear Demo User,						
	You have successfully enrolled in the TEST. Your username is Demo User Use the link below to login TEST dashboard.						
	https://pegasus2-myaccount.figmd.com						
	For any further assistance, please contact your Client Account Support (CAS) team at <pre><rpre><rpre></rpre></rpre></pre>						
	Regards, TEST Support Team.						
<ul> <li>Click on the link provided in the en Opens the Login page.</li> </ul>	nail.						



	Lo	gin	
Log into <b>My Account</b> using the same cre	dentials used while registering with t	he Sign Up portal.	
	Login		
	User Name* Demo User		
	Password *	S	
	LO	GIN	
<ol> <li>Enter your credentials.</li> <li>Click LOGIN. Successful login navigates to the</li> </ol>	<u>My Account</u> page.		
<ul> <li>Note:</li> <li>Toggle the  eye icon in the pase</li> </ul>	ssword field to view or hide the pass	word.	





		My /	Acco	unt	Page		
<u>Select/Add</u> Organization	<u>Organization</u>	<u>Users</u>	<u>Clinicians</u>	Locations	<u>Technical</u>	<u>Subscribed</u> <u>Programs</u>	<u>Available</u> Programs









Select/Add Organization									
<u>Organization</u>	<u>Users</u>	<u>Clinicians</u>	Locations	<u>Technical</u>	Subscribed	Available			
	Se	Organization       Users	Organization       Users       Clinicians	Select/Add Orga         Organization       Users       Clinicians       Locations	Select/Add Organization         Organization       Users       Clinicians       Locations       Technical	Select/Add Organization         Organization         Users       Locations         Technical       Subscribed         Programs       Subscribed			



To manage the account of an organization, the Practice Admin or Multi-practice Admin can select it from the drop-down. If the required organization is not available, they have the authority to create a new one.

My Account	
Organization Demo Organization	ADD NEW ORGANIZATION
Select Existing Organization	Add New Organization
<ul> <li>Select the organization from the dropdown. Displays the data applicable to the organization.</li> </ul>	<ul> <li>Click ADD NEW ORGANIZATION. Navigates to the registration page of the Sign Up portal to register the new organization.</li> </ul>





	0	rgan	izati	on	



Organization	
<b>Organization</b> tile displays the details of your organization fetched from the Sign Up Portal.	
ORGANIZATION Demo Organization 111111, Demo Address, Elk Grove Village, Illinois OR 60007	(i) MANAGE ID: 1299 TIN: 888888888 (i)
If you wish to make any updates or add new details to the displayed information, <ul> <li>Click MANAGE.</li> <li>Opens the Organization Details page.</li> </ul> <li>Note: <ul> <li>Organization ID and TIN are auto-populated.</li> </ul></li>	





#### **Organization Details**

**Organization Details** page displays three separate sections to capture the demographic information about the organization, contact details, and the TIN<sup>2</sup>s under which this organization is billing. This information is fetched from the Sign Up portal and displayed. However, you can add/edit or delete existing details as applicable

ORGANIZATION DETA  Name*  Demo Organization	ALS	ID 1299				Organization Details     Make necessary     Click Save.	y edits.
ADDRESS DETAILS  Number & Street*  street 3	Building/Suite/Floor floor 3	Zip Code* 71243	City* Extension X	State * V Louisiana	×   ~	Contact Details	
CONTACT DETAILS           Contact Number           +1           1111111111	Email Address demoorganization@g	jmail.com	Website www.demoorganizatie -	on.com		Click + ADD CO add new contact Edit or Delete ex details.	DNTAC at detail xisting
CONTACT DETAILS Search Existing Contact Q	_				+ ADD CONT	TIN Information	
Name Original T	vne Email		Phone	Alternate Phone	Acti		
Demo User Admin	demouser@c	gmail.com	+1 111111111		Ø	Edit or Delete ex     details.	xisting
Demo User Admin TIN INFORMATION Search Existing TIN Q	demouser@g	gmail.com	+1 111111111		+ AD0	<ul> <li>Edit or Delete exidentials.</li> <li>Click + ADD TIN new TIN record.</li> </ul>	xisting <b>N</b> to ad

<sup>2</sup> Tax Identification Number is an identifying nine-digit number used for tax purposes in the United States.



My	Account
	Ver 1.1

Users							
Select/Add Organization	<u>Organization</u>	Users	<u>Clinicians</u>	Locations	<u>Technical</u>	<u>Subscribed</u> <u>Programs</u>	<u>Available</u> Programs



### 





			Use	er Managem	ent		
User (Optio	Management page onal) Search Users	displays a list of u by typing the sear	sers associated with the ch criteria in the search f	organization. It enab ield.	les you to a	add new users an	d edit existing user details.
۲ ۵	< USER MANAGE	MENT					Add User • Click + ADD USER to add a
111 263	Note: Users created	using this option rece	ive a notification email and are p	provided access to the das	hboard.		<b>Note:</b> Users created using this option
80 80 0	Search	Q			I	+ ADD USER	are provided access to the dashboard.
ĽÚ	Name	Login Name	Email	Phone	Status	Actions	Edit or Delete record
ورژي مرژي	Demo User	demouser	demouser@gmail.com	+1 1111111111	Active	Ø	Edit or Delete existing records.



### Add User

Add User page captures basic details of the user, the program which the user will access and associated clinicians/locations.

ADD USER			Basic Information
Basic Information	Middle	Last* One	and contact number and allows to set the status of the user (active or inactive).
Email Address*	Contact Number +1 Enter Contact Number	Active	<ul> <li>Program Information</li> <li>Captures information about</li> <li>the program the user</li> </ul>
Program Information Program * Search & Select Program          Multi-Factor Authentication         No       X	<sup>Role*</sup> Role Program Login Name*	~	<ul> <li>would have access to,</li> <li>role of the user (Clinician or Practice Admin),</li> <li>username to login to the program.</li> </ul>
Organization Organization * Search & Select Organization	Active		Organization Captures the • Active or inactive status of the organization
Clinicians * <ul> <li>All Clinicians Selected</li> </ul>		Locations * <ul> <li>All Locations Selected</li> </ul>	<ul> <li>clinicians and locations associated with the user.</li> <li>Note:</li> </ul>
O Search & Select Clinicians	+ SAVE AND ADI	Search & Select Locations	<ul> <li>Organization is auto-selected.</li> <li>Select specific associated clinicians/locations by typing in the relevant search criteria.</li> </ul>





Clinicians							
					<b>-</b>		
<u>Select/Add</u> Organization	<u>Organization</u>	<u>Users</u>	Clinicians	Locations	<u>Technical</u>	<u>Subscribed</u> <u>Programs</u>	<u>Available</u> <u>Programs</u>







#### **Clinicians Details** Clinician Details page displays details of the clinicians associated with the organization. It enables to add new clinicians and edit or delete existing clinician details. (Optional) Search Clinician by typing the search criteria in the search field. Add/Import Clinician < CLINICIAN DETAILS Click ADD/IMPORT **CLINICIAN** Note: To add single/multiple clinician(s), click on "ADD/IMPORT CLINICIAN". Select Programs from the • + ADD/IMPORT CLINICIAN Q Search drop-down. You are directed to the Clinician milestone (Sign-Up Specialty Actions NPI Name Email Status portal) of the organization. Nurse Practitioner, Acupuncturist clinicianone@gmail.com 0 Ŵ Clinician One Active Add New Clinician Select Program Select Program × Registry 1 Registry 2 Registry 3

Setter Flamd







Locations							
<u>Select/Add</u> <u>Organization</u>	<u>Organization</u>	<u>Users</u>	<u>Clinicians</u>	Locations	<u>Technical</u>	<u>Subscribed</u> <u>Programs</u>	<u>Available</u> Programs



### Locations

**Locations** tile displays the total number of locations associated with the selected organization. If there are no locations associated with the practice, the displayed count is 0.







#### **Locations Details** Location Details page displays details of the locations associated with the organization. It enables adding new locations, and editing or deleting existing location details. (Optional) Search for a location by typing the search criteria in the search field. Add Location $\bigcirc$ • Click + ADD LOCATION to < LOCATION DETAILS add a new location record. + ADD LOCATION Q Search දිණු 0 ഷ Address City ZipCode Tin Location State Actions ß Edit or Delete record 0 Û Test Location Street 1 Illinois ELK GROVE VLG 60007 1111111111 Edit or Delete existing • දුරු<sub>ම්</sub> records. **Demo Location** Illinois Elk Grove Village 60007 Ø Ŵ 111111 111111111 Æ A **Note:** For a detailed explanation of this feature, please refer to the Sign Up Portal manual.





# **Technical** Technical tile displays the information about the data submission method selected by your organization. These records are fetched from the Sign Up Portal. <sup>印</sup> TECHNICAL Data Submission Method : Electronic Data Push If you wish to view or make any updates to the technical information provided during Sign Up, • Click anywhere on the **TECHNICAL** tile. Opens the Technical Details page.



Technical Details					
<ul> <li>chnical Details page displays the information about the data submission method selected by your organization during Sign Up.</li> <li>nere are two sections to the Technical Survey:         <ul> <li>Method to submit organization data</li> <li>Authorize program participation</li> </ul> </li> </ul>					
< TECHNICAL DETAILS	Method to submit organization data				
HOW WOULD YOU LIKE TO SUBMIT YOUR ORGANIZATION'S DATA?	Electronic Or Manual				
<ul> <li>Electronic:         <ul> <li>I would like to submit my organization's data electronically.</li> <li>Note: Your EHR/PM/Billing will either support direct interfacing with the database or you will have to push clinical data to the program. To know more about the data extraction method and understand what option your system support please click here.</li> </ul> </li> <li>Manual:         <ul> <li>I would prefer to manually enter the data required for my participation in the Registry.</li> </ul> </li> </ul>	<ul> <li>Electronic Method involves:</li> <li>Electronic Data / Pull Push</li> <li>Electronic Data Pull - FIGmd Enterprise Connector is installed and interfaces</li> </ul>				
ELECTRONIC HEALTH RECORD (EHR)	with the practice EHR/PM/LIS/APIS system				
<ul> <li>Electronic - Data Pull         FIGmd's Enterprise Connector (FEC) will interface with the EHR database using read-only credentials. The FEC will auto-extract and submit the data required for my participation in the Registry.     </li> <li>Electronic - Data Push         Invalid profes to submit my organization's data on my own     </li> </ul>	<ul> <li>Electronic Data Push - Submit data in predefined formats.</li> </ul>				
Twould prefer to submit my organization's data on my own	Manual Data Entry     Manually enter data using a     webtool.				

**Note:** For a detailed explanation of this feature, please refer to the Sign Up Portal manual.





Subscribed Programs							
Organization	lleere	Clinicians	Locations	Technical	Subscribed	Available	
	<u>Organization</u>	Subsc         Organization       Users	Organization       Users       Clinicians	Subscribed Pro         Organization       Users       Clinicians       Locations	Subscribed Program         Organization       Users       Clinicians       Locations       Technical	Organization       Users       Clinicians       Technical       Subscribed	



ubscribed Pro	ograms (05)					
REGISTRY 1 Know more about this program		REGISTRY 2		REGISTRY 3 Know more about this program		
		Know more about this	program			
1	Active: 1	26	Active: 25	31	Active: 30	
Barticipating Clinicians	Inactive: 0	୍ଲି Participating Clinicians	Inactive: 1	ക്ല Participating Clinicians	Inactive: 1	
G Qualified but not	participating clinicians:	୍ଦ୍ଧି Qualified but not	participating clinicians: 0	୍ଦ୍ଧି Qualified but not	participating clinicians: 0	

• <u>Details</u> (Opens the respective registry page to update the details of the subscribed program)

Note:

Know more about this program navigates to the respective registry website.

#### My Account Ver 1.1



Details							
try pag	ge displays four milestones correspondi	ng to the information captured d	uring the Sign Up process in th	e read-only mode.			
仚				ல் MANAGE 🔗 LAUNCH			
	響 PROGRAM INFO	୍ଲ CLINICIAN DETAILS	🖺 AGREEMENT	S PAYMENT HISTORY			
\$ \$	Program Duration : 1/1/2020 - 12/31/2020						
С Г	Renewal Date : 12/31/2020						
ß	My Plan : REGISTRY One Payment Plan						
630 630	Website: https://www.registryone.com						
Ð							
_							
display	ys						
utton	S						
Mana	age - (Opens the sign up portal in Edit n	node.) any updates to the displayed in	oformation in any of the milesto	nes			
Laun	nch - (Opens the Pegasus Dashboard of	the respective registry)	normation in any of the mileste	1103.			
ſabs							
Prog	ram Info						
Clinic	cian Details						
Agre	ement						
Pavn	nent History						



Program Info The tab displays the duration of the subscribed program, its renewal date, plan details and a link to the registry website.		양 Program D Renewal D My Plan : I Website: htt	PROGRAM INFO Duration : 1/1/2020 - 12/31/2020 Date : 12/31/2020 REGISTRY One Payment Plan	
Clinicians Details The tab displays the list of clinicians associated with the registry. These are further classified under two tabs: • Participating Clinicians -	密 PROGRAM INFO Participating Clinicians Quali Search C	្ល្លា CLINICIAN E	DETAILS AGREEMENT	PAYMENT HISTORY
<ul> <li>(Subscribed to the program)</li> <li>Qualified But Not Participating Clinicians - (Qualified but not subscribed to the program) Use the Manage option to enroll the qualified clinicians in the program.</li> </ul>	Name DEMO CLINICIAN	NPI 1111111111	Enrollment Start Date	Enrollment End Date





<ul> <li>Agreement</li> <li>The tab displays the details of the signed agreement.</li> </ul>	總 PROGRA	AM INFO	୍ଲ CLINICIAN	I DETAILS	A	GREEMENT	PA	MENT HISTORY
<ul> <li>Download the signed agreement for your reference.</li> </ul>	Agreement Registry Participation A	Created On Agreement 05/26/2020	Status Signed	Signed By Demo User	Signed On 05/26/2020	Sign Type E-Sign	Contact demouser@gmail.com	Download
<ul><li>Payment History</li><li>The tab displays the details of</li></ul>	磐 PROGRA	M INFO	୍ଲ CLINICIAN DET/	AILS	🖹 AGRI	EEMENT	PAYMENT	HISTORY
<ul> <li>Download the PDF copy of the invariant</li> </ul>	Paid By Demo User	Transaction ID pi_1GmvJNFj9zu32ZIMISwRuui4		Transaction Date	:	Status Successful	Amount Paid (\$) 10	Actions
INVOICE.								





		Avail	able	Pro	gram	S	
Select/Add Organization	<u>Organization</u>	<u>Users</u>	<u>Clinicians</u>	Locations	<u>Technical</u>	Subscribed Programs	Available Programs





#### **Available Programs**

**Available Programs** page displays the registry tiles with the total number of clinicians qualified for the respective programs based on matching taxonomy. Practice Admin or Multi-practice Admins can enroll the qualified clinicians to these programs. **Note**: This feature is configurable as per registry specification.

Available Programs (3)		
REGISTRY 4	REGISTRY 5	REGSITRY 6
Know more about this program	Know more about this program	Know more about this program
ස Qualified Clinicians: 38	읎 Qualified Clinicians: 42	읎 Qualified Clinicians: <mark>32</mark>
ENROLL (2) DETAILS	ENROLL (2) DETAILS	ENROLL (2) DETAILS
ch tile displays • Total number of clinicians qualified for the r • Two Buttons	respective program	



		Deta	ils		
Registry page displays infor	mation al	bout the registry and details of the qualified	clinicians in the read-only mode.		
	仚	< REGENT		(i) ENROLL	
	□ ?@	響 PROGRAM INFO	ි CLINICIAN DETAILS		
	0 M	Website: https://www. <registryname>.org/</registryname>			
	Ê				
	දරා <sub>ම</sub>				
	Ð				
Page displays					
<ul> <li>Enroll - (Opens the s Use this option if you</li> </ul>	sign up po u wish to	ortal to enroll to the respective registry) enroll in the registry.			
Two Tabs <ul> <li>Program Info</li> <li>Clinician Details</li> </ul>					



My	Ac	co	u	nt	
----	----	----	---	----	--

Program Info		Clinician Details					
<b>Program Info</b> tab displays a link to the registry website.		Cli	<ul><li>nicians Details</li><li>Use the En</li></ul>	tab displays the <b>roll</b> option to er	e list of clinicians qualifie nroll the qualified cliniciar	d for the program. ns in the program.	
	្លា CLINICIAN DETAILS		鬯 PROGRAM INFO		୍ଲ CLINICIAN I	DETAILS	
			Qualified Cliniciar	ns For Program		Total Clinicians: 3	
Website: https://www. <registryname>.org/</registryname>			Search	Q			
			Name	NPI	Contact Details	Specialty	
			Clinician One	1063049310	clinicianone@gmail.com	Family Medicine	
			Clinician Two	1346269248	cliniciantwo@gmail.com	Mental Health	
			Clinician Three	1538206891	clinicianthree@gmail.com	Psychologist	