AACVPR Outpatient Cardiac and Pulmonary Rehabilitation Registries: Subscription and Access Instructions for New Registry Programs

Thank you for your interest in the AACVPR Outpatient Cardiac and Pulmonary Rehabilitation Registries. Please review the information below on how subscribe and fully ready your program to enter data. Once you have completed the following steps, you will receive access to enter live data in the registry to which you have subscribed; you will also gain access to additional registry tools.

Please note: If your program is participating in both the Cardiac and Pulmonary Rehabilitation Registries, you must complete this process separately for each registry. If your organization has multiple satellite facilities participating in the registry, each facility must complete this process separately for each registry. Customers do not have to be a member of AACVPR to enter data into the Registry. There are several steps that must be completed before data can be entered into the Registry. We encourage you to follow the steps in sequential order to ensure that you gain access efficiently.

Please note: If you are already manually entering data into either the Pulmonary or Cardiac Registry and now want to send your data electronically through your rehab system, please skip to Step 9: API for more information. Your initial registration documents and training are still applicable and do not need to be repeated. As well, contact your vendor for their specific instructions as to how to proceed.

1. Participation Agreement
2. Principal User Contact Form
3. Establishing or Updating Your Program Information
4. Updating or Submitting Your Program Roster
5. Submitting Your Registry Subscription Payment
6. Watching the Training/Orientation Webcast
7. Entering Training Data
9. API

1. PARTICIPATION AGREEMENT – Each participating program (includes satellite programs as well as Cardiac and Pulmonary departments from the same facility) must have a signed Participation Agreement on file with AACVPR before it can enter or submit data to the registry. This agreement includes both a business associate agreement and a data use agreement. Visit the Cardiac Rehab Registry information page at www.aacvpr.org/CRRegistry or the Pulmonary Rehab Registry at www.aacvpr.org/PRRegistry to download and find instructions on how to submit the agreement.

2. PRINCIPAL USER CONTACT FORM – Each participating program must establish a principal user for the registry; this is the main contact between AACVPR and the program. If your program already has a principal registry user, you do not need to complete the Principal User Contact Form to continue the subscription process. If you need to be set up as the principal user for your program, please complete the form and you will be sent next steps information via e-mail within three (3) business days.

The Principal User Contact Form is at the bottom of the registry information pages: For Cardiac, www.aacvpr.org/CRRegistry; for Pulmonary, www.aacvpr.org/PRRegistry.
3. **ESTABLISHING OR UPDATING YOUR PROGRAM INFORMATION** – Once you have submitted a principal user form and received the next steps email confirming your login credentials, log in to [www.aacvpr.org](http://www.aacvpr.org) and click on the link for “My Programs” on the top of the page:

You will be directed to a page where you can manage the data for your facilities and associated programs.
If you do not see your facility or program, please contact AACVPR Headquarters at 312/321-5146 (select option 1 for the Registry Help Desk) and we will connect you to your facility and program.

**PLEASE NOTE:** If you have applied for AACVPR Program Certification/Recertification in the past three years, your facility and program information submitted through the certification process should be listed here. If you do not see it, please contact the Registry Help Desk.

If your facility and program are listed, click on the “Edit Your Program Data” link to review the information for accuracy and completeness. You will then be taken to the page below:
4. **UPDATING OR SUBMITTING YOUR PROGRAM ROSTER** – To update or submit your program roster, please click on the “Manage Organization Contacts” link on the program data page. The page will look like this:

To determine which program/profile you are currently logged in as on the website, here:

To update the contacts for this specific profile, click on the “Manage Organization Contacts” link.

To navigate between your programs and personal profile, use these links.

To edit, change or delete current contacts, use these links.

To add a new user or relationship, click on the “Add a Contact” link here.
The following roles are required for each program:

- Administrator (CEO)
- Medical Director
- Program Director
- Registry Principal User
- Registry Secondary User
- Professional Staff Members (Professional staff members include RN, RRT, Exercise Physiologist, Exercise Specialist, LPN, Dietitian, PT, Certified Respiratory Therapist, etc., under the direct supervision of the CR/PR manager.)
- Additional Registry Users (All users must be listed on the roster and must use their own individual login to access the registry.)

Once you have indicated your program’s secondary user and any additional Registry Users, they will receive notification e-mails regarding next steps for their training (only Registry Secondary Users, and Registry Users will gain training information and be able to enter data).

**AACVPR-CERTIFIED PROGRAMS, PLEASE NOTE:** Rosters from your certification application will be reflected here as you have entered them. Please add/confirm only NEW relationships for registry principal user and secondary users; update certification primary and secondary contacts as needed and update your roster personnel listing.

5. **SUBMITTING YOUR PROGRAM’S REGISTRY SUBSCRIPTION PAYMENT** – Once you have completed the roster, proceed to “My Programs” and then click on the “Edit Your Program Data” link to submit your
payment for the registry. You will already have an invoice created, and you can pay by credit card or check. Each participating program must pay a fee.

If you elect to pay by check, please click on the hyperlinked invoice on the “Make a Payment” page. The invoice can then be printed by pressing the printer icon in the right corner of the Account History screen.

If you have elected to pay by check, there will be a delay in gaining access to the training materials until the check has been processed; this can take up to two (2) weeks from the date you/your finance office mails the check. **PLEASE MAKE SURE YOUR INVOICE IS MAILED WITH THE CHECK.** Below is a sample invoice.
Participation in the registry is based on an annual program subscription (valid July 1 through June 30). The fee is dependent on program size, based on the number of new Phase 2 patients who enroll in your program annually. AACVPR is working to keep prices low and is also exploring discounts for AACVPR-certified programs.

From January – April in a given year an 18 month subscription option is available (valid July 1 through June 30 of the following year). For example, if a program subscribes in January 2015 and takes advantage of the 18 month option, their subscription will be valid until June 30, 2016.

6. **WATCHING THE TRAINING/ORIENTATION WEBCAST** – Once your payment has been received and your Participation Agreement has been finalized (signed and countersigned), you will be granted access to the training Webcast. To access the webinar, please click on the “My Programs” link at the top of the page, and then click on the “Your Registry Programs” tab.

Each individual user of the registry will be required to view the training Webcast prior to gaining access to the registry. Your personal dashboard under “Your Registry Programs” will reflect the following:

![Webcast Details](image-url)
7. **ENTERING TRAINING DATA** – Upon completion of the training Webcast, you will be given instructions to access the registry training Web site. Each user will be required to complete an online training exercise entering a specific set of patient data into the system. The sample datasheet will be available for you to download as soon as you begin the training exercise. Simply transcribe the data from the provided datasheet into the corresponding fields within the system.

The data will be electronically checked for accuracy and completeness. A percent complete banner will be shown at the top of the page to indicate your progress. Once you have reached 100% the training exercise will be complete. You will then receive an e-mail with instructions and credentials for accessing the **live** AACVPR Outpatient Cardiac or Pulmonary Rehabilitation Registry Web site from donotreply@aacvpr.org

To prevent emails from being caught in your email spam filters please have your IT department add the email address donotreply@aacvpr.org to its 'whitelist'. In addition, you the end user can add that email address to your contacts list. If you do find an email from donotreply@aacvpr.org in your junk email, adding it to the 'safe senders' list or 'not junk' should ensure it gets to your inbox properly. Please do not share either your training link or your live registry login. Each program staff member who will be using the registry must complete both portions of the training – the Webcast and the online training exercise – and will receive his or her own link for the training exercise. **Registry log-in information is also provided to each individual user; it is not a program-wide login. Please do not share your credentials with others.**
8. **USER’S MANUAL** – An extensive online user’s manual will be provided in the training Web site, as well as in the live registry Web site, and will provide step-by-step instructions for using the registry.

9. **API** - If you are planning on electronically sending your data to the Registry from your Cardiac Rehab system please contact your Vendor who will provide you with instructions for their connectivity option.

   *Please note: AACVPR cannot provide API credentials to your program until you have completed a contract and have paid for your subscription.*

   Once you have this information from your Vendor, send an email to registry@AACVPR.org or call their Primary Support Team @ (312) 321-5146 and let them know that you want to send information to the Cardiac or Pulmonary Registry and to request an API ID#. The API ID# and PW cannot be changed as this information is unique per site.

   Here is a sample email that you will receive from the Registry Support Team containing your API credentials. *Please note that the API credentials are separate from your AACVPR member number and Registry username and password.*

   Dear,

   Below, please find your credentials to access the AACVPR Outpatient Cardiac Rehabilitation Registry API.

   **URL:**
   **APIID:** B3A9994030949588CtEhfihdk-489-431-BDF-69EDB59E8

   **Password:** alynn1234445

   These credentials are required by your EMR to automatically send data to the registry.
   If you have any questions, please contact us at registry@aacvpr.org or 312/321-5146, Option 1.

   Sincerely,
   AACVPR Headquarters