AACVPR Outpatient Cardiac and Pulmonary Rehabilitation Registries: Subscription and Access Instructions for Renewing Registry Programs or Requesting Electronic Access to Registry

Thank you for renewing your subscription to the AACVPR Outpatient Cardiac and Pulmonary Rehabilitation Registries. Please review the information below for steps to complete the subscription renewal to continue receiving uninterrupted access to the registry.

Please note: If you are a current paid user 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 5: API for more information. As well, contact your vendor for their specific instructions as to how to proceed. Please also review the steps below for when your program is up for subscription renewal.

1. Participation Agreement Amendment
2. Updating Your Program Information
3. Updating Your Program Roster
4. Submitting Your Registry Renewal Payment
5. API

1. PARTICIPATION AGREEMENT AMENDMENT – Each participating program must complete an amendment to the original Participation Agreement on file with AACVPR if the current contract is not up to date. This amendment can be found on our Current Registry Subscribers page at https://www.aacvpr.org/Registry/Registry-Current-Subscribers. To determine if your program will need to complete a Participation Agreement Amendment, please email registry@aacvpr.org.

2. UPDATING YOUR PROGRAM INFORMATION – Confirm data for your facilities and associates programs is current. Log in to www.aacvpr.org and click on the link for “My Profile” in the right-hand menu.

You will be directed to your profile page. On the profile page under the My Profile section, please click on the name of the organization you would like to update (circled below).

You will be directed to your program's profile page. On the profile page under the My Profile section, please click on the "Manage Staff Roster" link to update your program's roster.
Click on the your registry program to review the information for accuracy and completeness. Please update if necessary. You must verify facility and program information before proceeding.

If you do not see your facility or program, please contact AACVPR Headquarters at 312/321-5146 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 program subscribing to the registry to review the information for accuracy and completeness. Please update if necessary. You must verify facility and program information before proceeding.
3. **UPDATING OR SUBMITTING YOUR PROGRAM ROSTER** – After reviewing your program information, click on the roster page to review the current roster of individuals that are associated with your facility and program. Please update if necessary.

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.
4. **SUBMITTING YOUR PROGRAM’S REGISTRY SUBSCRIPTION PAYMENT** – Once you have completed the roster, proceed to “My Profile” page to submit your payment for the registry. You can pay by credit card or check. Each participating program must pay a fee.

If, after following the instructions below, you are unable to locate an invoice for your program’s subscription, please email registry@aacvpr.org to be invoiced. Please note: only Registry Principal Users and Registry Secondary users will be able to view the invoice & submit payment online.

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.

**Cardiac Registry:**
- Annual enrollment of fewer than 100 patients: $295
- Annual enrollment of 100 to 200 patients: $320
- Annual enrollment of more than 200 patients: $345

**Pulmonary Registry:**
- Annual enrollment of fewer than 25 patients: $295
- Annual enrollment of 25 to 75 patients: $320
- Annual enrollment of more than 75 patients: $345

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 2021 and takes advantage of the 18 month option, their subscription will be valid until June 30, 2022. The 18 month fee structure is as follows:

**Cardiac Registry:**
- Annual enrollment of fewer than 100 patients: $440
- Annual enrollment of 100 to 200 patients: $475
- Annual enrollment of more than 200 patients: $515

**Pulmonary Registry:**
- Annual enrollment of fewer than 25 patients: $440
- Annual enrollment of 25 to 75 patients: $475
- Annual enrollment of more than 75 patients: $515
5. **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 only provides API credentials to programs that paid for their subscription period and have completed all required contracts.

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:** B3A99940303949588CtEhjfhiwk-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