CareDiscovery® Quality Measures

Quick Start Guide



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Getting Started with your personal credentials

The direct link for CareDiscovery Quality Measures Product https://cdqm.virtusa.com

Please bookmark the above link.

Please Note:

Upon your first login the screen may take some time to load. This initial load can take several seconds for the first time.

Product Login Guidelines

Please follow these guidelines as failing to do so may result in an unsuccessful login attempt.

- Launch the Google Chrome or Microsoft Edge browser and navigate to the CDQM product URL.
- Sign in with your registered User Id (shown as Username on sign in screen) and Password.
- The new password must be between 15 and 40 characters and the password must have a combination of at least one of each type of character an uppercase letter, lowercase letter, number and a special character.
- If it's the first time logging in, a code will be sent to your registered email address or cell phone number (if already registered).
- Choose either, Email, or SMS/Text for authentication.
- Enter the code received on your Email account or text message.
- Verify the setup by receiving and entering a code sent to your registered email or phone

Accessing CDQM Product through Email Verification Code

Accessing CDQM Product through Email Verification Code

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Welcome

Virtusa CareDiscovery® Quality Measures

With CareDiscovery® Quality Measures, health care organizations can fully integrate CMS and Joint Commission core measures into their quality and process improvement efforts. In an industry where patient outcomes have drawn national attention, CareDiscovery® Quality Measures helps hospitals comply with accreditation standards to improve the process of patient care. Learn more >>

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Please provide your account information to access the application.

Select Passcode Option : ● Email ○ SMS/Text

Login to CDQM

Description:

There are two OTP (One-Time Password) options to choose from - Email and SMS/Text (**Email** has been selected to align with the subsequent screens).

- Select Email
- Click 'Login to CDQM' button



Sign in with registered credentials

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Description:

Sign in with the registered credentials

- Enter your registered username and password
- Click 'Sign in' button

Confirm & Create New Password (First Time)

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Please provide your account information to access the application.

Your password has expired, please change to a new password.

Password	Password
New Password	New Password
Confirm New Password	Confirm New Password
	Continue Cancel

Description:

Sign in with temporary password sent to the registered email address

- Enter your temporary password sent to the registered Email in the password filed
- The new password must be between 15 and 40 characters and the password must have a combination of at least one of each type of character an uppercase letter, lowercase letter, a number and a special character.
- Click 'Continue'



Send verification code to registered Email Address

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Description:

The system will automatically map your registered email ID based on the MFA (Multi-Factor Authentication) settings.

Steps:

- Click Send Verification code
- If the Email Address is incorrect contact Product Support for assistance at (844) 276-0009 or productsupport@virtusa.com



Continue

Cancel

Receive OTP through registered Email Address

Virtusa CDQM account email verification code Microsoft on behalf of Virtusa CDQM <mso To Fri 3/29/2024 10:18 AM Collick here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message. Verify your email address Thanks for verifying your account!

Description:

An OTP will be sent to your mapped email address and is valid for 5 minutes.

Steps:

- Copy the OTP from the email
- Enter in the subsequent screen

Your code is: 231852

Sincerely, Virtusa CDQM

Sign in with a Verification code

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Please provide your account information to access the application.

Verification code has been sent to your inbox. Please copy it to the input box below.

Email Address

m******@virtusa	a.com
231852	
Verify code	Send new code
Continue	Cancel

Description:

Enter the OTP received in your email into the verification code field.

- Enter the OTP in the Verification code field
- Click 'Verify code' button



Product Login continued

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Email Address

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Please provide your account information to access the application.

E-mail address verified. You can now continue.

Continue	Cancel

m******@virtusa.com

Description:

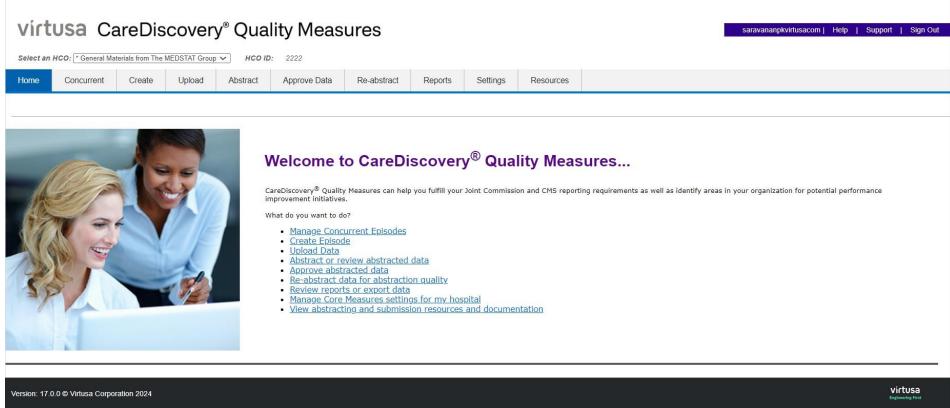
After the OTP is confirmed, you will receive a message indicating that the email has been successfully verified.

Steps:

Click on 'Continue' button



CareDiscovery® Quality Measures – Home Page



Description:

User is verified and navigated to the CDQM Home page

Accessing CDQM Product through SMS/Text Verification Code

Accessing CDQM Product through SMS/Text Verification Code

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Please provide your account information to access the application.

Select Passcode Option: O Email O SMS/Text

Login to CDQM

Description:

There are two OTP (One Time Password)
options to choose from - Email and SMS/Text
(SMS/Text has been selected

to align with the subsequent screens).

- Choose SMS/Text Option
- Click 'Login to CDQM' button



Sign in with registered credentials

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Please provide your account information to access the application.

Username	Username			
Password	Password			
	4			
	Sign in			
	Forgot Password	Forgot UserName	Start Over	

Description:

Sign in with your registered Username .**Steps:**

Enter your registered username and password

Click 'Sign in' button



Registering the phone number and Send verification code (Cell Number registration)

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Please provide your account information to access the application.

Enter a number below that we can send a code via SMS to authenticate you.

Country Code	United States (+1)		~
Phone Number	555555555		
	Send Code	Cancel	

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Note: This screen will be visible only if the phone number is not already registered

Description:

This step allows the user to register the cell phone number if not already registered

- Enter the Country Code. Example:
 For US, select United States (+1)
 from the drop-down menu
- Enter the Phone Number (excluding the country code). This should be the cell phone number in which the verification code are to be received.
- Click Send Code button



Verify Code received via SMS/Text (Cell number registration)

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Please provide your account information to access the application.

Enter a number below that we can send a code via SMS to authenticate you.

Enter your verification code below, or <u>send a new code</u>

Verify Code Cancel

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Note: This screen will be visible only if the phone number is being registered during the previous step.

Description:

This step allows the user verify the code received as text message in the registered cell number in the previous step.

- Enter the verification code received via SMS/Text received on the cell number registered in the previous step (which is displayed on the screen)
- In case, a new code is needed, click on the link – "send a new code"
- After entering the code, Click on Verify Code to get navigated directly to the CDQM Home page



Send verification code to already registered Phone Number

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Please provide your account information to access the application.

We have the following number on record for you. We will send a code via SMS to authenticate you.

Phone Number

XXX-XXX-40011

Send Code

Cancel

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Note:

- The Phone Number field cannot be edited.
- User gets navigated to this screen after selecting the Pass Code option as SMS/Text if the Phone Number is already registered.
 (Cell Number registration screens will not be shown to such users)

Description:

The system displays the last 4 digits of the mobile number associated with the user's account.

- Confirm that the final four digits of the mobile number displayed are correct
- Click the 'Send Code' button.
- If the Mobile number (in the Phone Number field) is incorrect contact Product Support at (844) 276-0009 or productsupport@virtusa.com



Six-digit code sent to user registered Phone number

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Please provide your account information to access the application.

We have the following number on record for you. We will send a code via SMS to authenticate you.

Phone Number	XXX-XXX-40011		
Enter your verificat	ion code below, or <u>ser</u>	nd a new code	
	845778		
	<u></u>		
	Verify Code	Cancel	
	Verify Code	Cancer	

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Description:

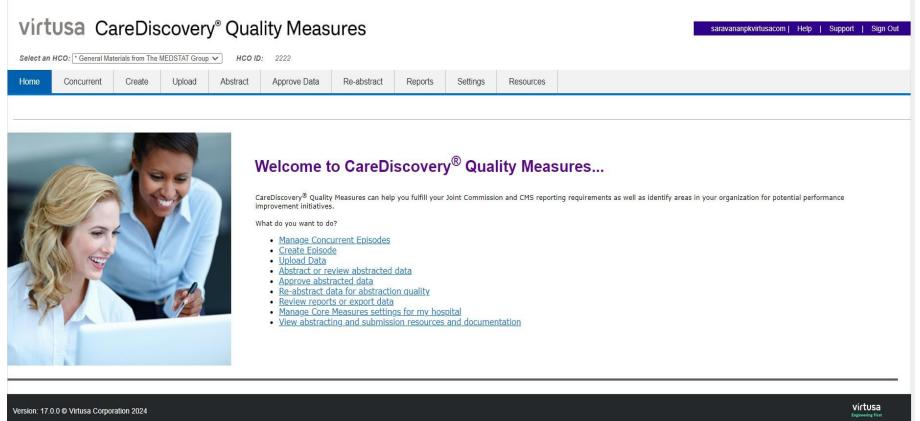
You are required to input a One-Time Password (OTP) that you have received through a text message.

This OTP is only valid for 5 minutes. Once you input this OTP into the specified field, the system will verify the OTP.

- Enter the Six-digit code sent to the user which is valid for 5 minutes
- Click on the 'Verify Code' button. If the OTP is correct, you will be redirected to the CDQM home page



CareDiscovery® Quality Measures –Home Page



Description:

User is verified and navigated to the CDQM Home page

Forgot Password

CareDiscovery® Quality Measures – Forgot Password

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Please provide your account information to access the application.

Select Passcode Option:

Email

SMS/Text

Login to CDQM

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Description:

There are two OTP (One-Time Password) options to choose from - Email and SMS/Text (**Email** has been selected to align with the subsequent screens).

- Select Email
- Click 'Login to CDQM' button



Click - Forgot Password

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Please provide your account information to access the application.

Username	Username
Password	Password
	Sign in
	Forgot Password Forgot UserName Start Over

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Description:

In the event that you have forgotten your password, click the "Forgot Password" for resetting your password.

- Click 'Forgot Password'
- It will navigate to password change flow



Send verification code to registered Email Address

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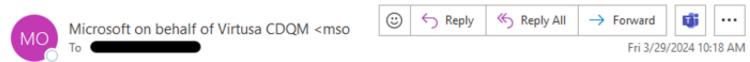
Description:

The system will automatically map your registered email ID based on the MFA (Multi-Factor Authentication) settings.

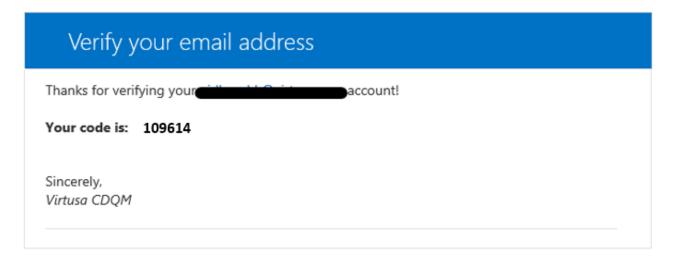
- Enter the registered Email Address
- Click Send Verification code

Receive OTP through registered Email Address

Virtusa CDQM account email verification code



(i) Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.



Description:

An OTP will be sent to your mapped email address and is valid for 5 minutes.

- Copy the OTP from the email
- Enter in the subsequent screen



CareDiscovery® Quality Measures – Verify Code

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- Enter 'Email address'.
- Enter the '6-digit Code' received in the email
- Click 'Verify Code'



CareDiscovery® Quality Measures – Username

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E-mail address verified. Please enter your username to continue

Continue

Username

Email Address

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Cancel

Email Address Verified:

 After successfully verifying your email address, you'll receive confirmation message.

Steps:

Enter 'Username' and click 'Continue'



CareDiscovery® Quality Measures New Password

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Please provide your account information to access the application.

The password must be between 15 and 40 characters.

The password must have a combination of at least one of each type of character:

- a uppercase letter
- a lowercase letter
- a number
- a special character

New Password	New Password				
Confirm New Password	Confirm New Pass	word			
	Continue	Cancel			

Description:

The new password must be between 15 and 40 characters and the password must have a combination of at least one of each type of character - an uppercase letter, lowercase letter, number and a special character.

- Enter the New password
- Confirm New password
- Click Continue



CareDiscovery® Quality Measures – Login Flow Continued

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Please provide your account information to access the application.

Select Passcode Option: Email SMS/Text

Login to CDQM

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Follow the login process using the new password.



Forgot Username

CareDiscovery®Quality Measures – Forgot Username

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Please provide your account information to access the application.

Username	Username	
Password	Password	
	Sign in	
	Forgot Password Forgot UserName Start Over	

Description:

In the event that you have forgotten your Username click the 'Forgot UserName' for retrieving your Username with the help of product support team.

Steps:

Click 'Forgot UserName



CareDiscovery® Quality Measures – Forgot Username

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A In order to retrieve your Username please contact Customer Support by productsupport@virtusa.com or online.

Description:

To retrieve your Username please contact Customer Support for assistance at

(844) 276-0009 or productsupport@virtusa.com

Virtusa Product Support Resources

Product Support Portal

- The Product Support Portal can be accessed at the following location https://ais.service-now.com/csm.
- The login credentials for the Product Support Portal are different from the CareDiscovery Quality Measures
 product. You received your Product Support Portal login credentials via a separate email. Locate emails from
 ais.support@virtusa.com, with a subject line of "Welcome to the Virtusa CDQM and CDeQM Support Platform" and
 "Virtusa CDQM and CDeQM Support Platform"
- Use the Product Support Portal to submit product related questions or issues and communicate with the Product Support team.
- The Product Support Portal also provides you access to the product specific Client Community.
 - Virtusa will be sharing important product and regulatory updates using the Client Community. It is extremely important that you monitor the Client Community on a regular basis to ensure you do not miss any critical product/regulatory information.

Product Support Phone and Email

You can reach product support directly at the information provided below -

- Email <u>ProductSupport@Virtusa.com</u>
- o Phone (844) 276-0009





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Thank you.