



Information for Practice Administrators

The NTQR credentials individuals, not practices. A practice administrator may request an invoice of fees due and then deposit money in an account that all credentialed participants in the practice may draw on to pay NTQR education and participation fees.

To establish an NTQR practice administrator account:

1. Go to <http://www.ntqr.org>
2. Click “Are you a Practice Administrator? Register Now.” (green button).
3. Record a username and password. If you later forget your login information seek help from ntqrsupport@ntqr.org or support@perinatalquality.org. Do not create duplicate accounts!
4. Fill in contact and practice information.
5. Under “account funding” select shared account (in most cases).
6. On the “account funding” screen insert a promo code of your choice in the yellow colored square. Be sure and record the promo code selected.
7. Deposit moneys sufficient to pay fees for participants in your practice. If you don’t know the amount due, you may request an invoice from NTQR.
8. Give the promo code for your account to participants for whom you want to pay fees. These participants may log into their accounts and pay their fees by inserting the promo code at the payment screen. The money will be deducted from your practice administrator account. You will be notified by e-mail when the account balance is insufficient to pay a requested fee.
9. Alternatively you may pay fees for participants by using their usernames and passwords and logging in for them. After logging in you pay fees using the practice administrator promo code. You will have to log on separately for each participant. If you do not know usernames and passwords send a list of practice participants to ntqrsupport@ntqr.org and we will send a list of usernames and a common password. You may then change the passwords to one that fits your practice. You may also ask NTQR staff to pay fees for you using the promo code.
10. E-mail, passwords, and other information can be standardized for the practice by logging in as individuals and editing contact information under “my account/profile” on the top menu within the account.
11. You can find the balance of moneys and a record of spending in the account under “account history.” If you have questions or need further guidance contact NTQR.

Contact Information

For additional information, frequently asked questions, or to register go to:

Website URL: <http://www.ntqr.org>

For technical consultation or help:

e-mail: ntqrsupport@ntqr.org or support@perinatalquality.org

phone: 405-753-6534

To contact the director: Jean Lea Spitz, MPH, RDMS

e-mail: jspitz@perinatalquality.org