

The Nuchal Translucency Quality Review (NTQR) program credentials individuals, not practices. A practice administrator may request an invoice of fees due and then deposit money in an account that all participants in the practice may draw upon to pay NTQR education and participation fees.

To establish an NTQR practice administrator account please go to <http://ntqr.perinatalquality.org>

1. Click **Register** under **Are you a Practice Administrator?**
2. Read the summary information and click **Create an Account**.
3. Read and agree to the legal notices. Click **Continue**.
4. Fill in the profile information and click **Continue**. If you later forget your login information seek help from support@perinatalquality.org. Do not create a duplicate account.
5. Fill in the practice location(s) and click **Save Location**. If no other locations to add click **Continue**.
6. Under **Registration and Training Funding** select **Account will have one shared balance among all practice locations** should you not wish to track funding of separate locations. Enter the amount to be funded and a promo code of your choice. Be sure to record the promo code selected. Click the check box if paying by check. 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. Click **Continue**.
7. Fill in the credit card information and click **Confirm Order**.

NOTES:

- i. Give the promo code to participants for whom you want to pay fees. These participants may log into their accounts and pay 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.
- ii. Alternatively, you may pay fees for participants by logging into each account on their behalf using their username and password. You then may pay the fees using the promo code. You will have to log on separately for each participant. You may also ask support staff to pay fees using the promo code.
- iii. You can find the account balance and a record of spending in your practice administrator account under **Account History**.

Contact Information

For additional information, frequently asked questions, or to register go to <http://ntqr.perinatalquality.org>.

For technical support or assistance e-mail support@perinatalquality.org or phone 866-582-2755.

To contact the CEO, Jean Lea Spitz, MPH, CAE, RDMS, email jspitz@perinatalquality.org.