CMS
CENTERS for MEDICARE & MEDICAID SERVICES

REGISTRATION
USER GUIDE
For Eligible Professionals

Medicaid Electronic Health Record

(EHR) Incentive Program

DECEMBER 2010
(01.20.11 ver3)

CONTENTS

Disclaimer

The Centers for Medicare & Medicaid Services (CMS) is providing this material as an informational reference for physicians and non-physician practitioners-providers.

Although every reasonable effort has been made to assure the accuracy of the information within these pages at the time of posting, the Medicare and Medicaid program is constantly changing, and it is the responsibility of each physician, non-physician practitioner, supplier or provider to remain abreast of the Medicare and Medicaid program requirements.

Medicare and Medicaid regulations can be found on the CMS Web site at *http://www.cms.gov*

Step 1 – Getting Started

This is a step-by-step guide for the Medicaid Eligible Professionals (EPs) Electronic Health Record (EHR) Incentive Program. The page layout consists of the registration screen with written instructions to the right, as well as helpful tips at the bottom. To get started, click on the link at the top of the page or type the website into your computer's browser.

Medicare & Medicaid EHR Incentive Program Registration and Attestation System

Welcome to the Medicare & Medicaid EHR Incentive Program Registration & Attestation System

About This Site

The Medicare and Medicaid Electronic Health Records (EHR) Incentive Programs will provide incentive payments to eligible professionals and eligible hospitals as they demonstrate adoption, implementation, upgrading, or meaningful use of certified EHR technology. These incentive programs are designed to support providers in this period of Health IT transition and instill the use of EHRs in meaningful ways to help our nation to improve the quality, safety, and efficiency of patient health care.

This web system is for the Medicare and Medicaid EHR Incentive Programs. Those wanting to take part in the program will use this system to register and participate in the program.

Additional Resources: For User Guides to Registration and Attestation that will show you how to complete these modules, a list of EHR technology that is certified for this program, specification sheets with additional information on each Meaningful Use objective, and other general resources that will help you complete registration and attestation, please visit CMS website

Eligible to Participate - There are two types of groups who can participate in the programs. For detailed information, visit CMS website.

⊞ *Eligible Hospitals*

⊞ *Eligible Professionals (EPs)*

CONTINUE

STEPS
. . . .

Enter the EHR Incentive Program *URL* (located at the top of the page) into your web browser

Click *CONTINUE* to start the registration process

TIPS

*To determine your eligibility, click on the **CMS website***

For a list of Eligible Professionals (EPs), click on the ⊞ next to Eligible Professionals

Step 1 - Continued

Once you have clicked on the ➕ you will be presented with a list of professionals who are eligible to participate in the program.

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➕ **Eligible Hospitals**

➖ **Eligible Professionals (EPs)**

Medicare EPs include:
- Doctors of Medicine or Osteopathy
- Doctors of Dental Surgery or Dental Medicine
- Doctors of Podiatric Medicine
- Doctors of Optometry
- Chiropractors

Medicaid EPs include:
- Physicians
- Nurse Practitioners
- Certified Nurse - Midwife
- Dentists
- Physicians Assistants who practice in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) that is led by a Physician Assistant

Further, Medicaid EPs must also:
- Have a minimum of 30% Medicaid patient volume (20% minimum for pediatricians), OR
- Practice predominantly in a FQHC or RHC and have at least 30% patient volume to needy individuals

NOTE: *EPs may NOT be hospital-based. This is defined as any provider who furnishes 90% or more of their services in a hospital setting (inpatient or emergency room).*

[CONTINUE]

TIP

Eligible Professionals (EPs) may not be hospital based. This is defined as EPs seeing 90% or more of their Medicare covered services in:
  – *Hospital Inpatient setting (Place of service 21)*
  – *Emergency Department setting (Place of service 23)*

Step 2 – Login

Review the Login Instructions for Eligible Professionals.

**Medicare & Medicaid EHR Incentive Program
Registration and Attestation System**

Login

Login Instructions

(*) Red asterisk indicates a required field.

Eligible Professionals (EP)

- If you are an EP, you must have an active National Provider Identifier (NPI) and have a National Plan and Provider Enumeration System (NPPES) web user account. Use your NPPES user ID and password to log into this system.

- If you are an EP who does not have an NPI and/or an NPPES web user account, navigate to NPPES to apply for an NPI and/or create an NPPES web user account.

Eligible Hospitals

- If you are an Eligible Hospital, you must have an active NPI. If you do not have an NPI, apply for an NPI in NPPES .

- Users working on behalf of an Eligible Hospital(s) must have an Identity and Access Management system (I&A) web user account (User ID/Password) and be associated to an organization NPI. If you are working on behalf of an Eligible Hospital(s) and do not have an I&A web user account, Create a Login in the I&A System.

Account Management

- If you are an existing user and need to reset your password, visit the I&A System.

- If you are having issues with your User ID/Password and are unable to log in, please contact the EHR Incentive Program Information Center at 888-734-6433 / TTY: 888-734-6563.

WARNING: Only authorized registered users have rights to access the Medicare & Medicaid EHR Incentive Program Registration & Attestation System. Unauthorized access to this system is forbidden and will be prosecuted by law. By accessing this system users are subject to monitoring by system personnel. Anyone using this system expressly consents to monitoring and is advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.

* User ID: Jane Doe

* Password: ••••

LOG IN »

TIPS

Contact the PECOS Help Desk if you cannot remember your password- (866) 484-8049/ TTY (866)523-4759,
https://pecos.cms.hhs.gov

To locate your NPI number, visit:
https://nppes.cms.hhs.gov/NPPES/NPIRegistryHome.do

User name and password are case sensitive

Step 3 – Welcome

If your login was successful you will receive the "Welcome Screen".

Meaningful Use information:

https://www.cms.gov/EHRIncentivePrograms/30_Meaningful_Use.asp

Step 4 – Registration

Medicare & Medicaid EHR Incentive Program Registration and Attestation System

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| Home | **Registration** | Attestation | Status | Account Management |

Registrations

Registration Instructions

Welcome to the Registration Page.

Depending on the current status of your registration, please select one of the following actions:

Register
- Register for the EHR Incentive programs
- Continue an incomplete registration

Modify
- Modify Existing Registration
- Switch Incentive Programs (Medicare/Medicaid)
- Switch Medicaid State

Cancel
- Discontinue participation in the Medicare & Medicaid EHR incentive programs

Reactivate
- Reactivate a previously canceled registration

Resubmit
- Resubmit a registration that was previously deemed ineligible.

Registration Selection

Identify the desired registration and select the Action you would like to perform. Please note only one Action can be performed at a time on this page.

Name ⇕	Tax Identifier ⇕	National Provider Identifier (NPI) ⇕	Registration Status ⇕	Action
Jane Doe	XXX-XX-2454 (SSN)	123456789		Register

STEPS

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Click on *REGISTER* in the Action column to continue the registration process.

TIPS

"Resubmit", "Modify", "Cancel" and "Reactivate" are the available Action web links for returning users

Only one action can be performed at a time on this page

If the user selects the Action web link of "Register" or "Resubmit" they will be directed to the Topics for Registration screen

Step 5 – Reason for this Registration

Review and follow the registration instructions below.

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Topics for this Registration

Registration ID: 1000001077

Reason for Registration

- You are an Eligible Professional registering in the incentive program.
- You have modified your registration information.

Topics

The data required for this registration is grouped into topics. In order to complete registration, you must complete ALL of the following topics. Please click on Start Registration or Modify Registration to provide the required information. The system will show checks for item when completed.

Completed	Topics
—	EHR Incentive Program
—	Personal Information
—	Business Address & Phone

Note:

When all topics are checked as completed, select the **BEGIN SUBMISSION** button to submit your registration.

START REGISTRATION | BEGIN SUBMISSION »

STEPS

. . . .

Click on *START REGISTRATION* to continue with the Topics for this Registration.

TIPS

*Data required for this registration is grouped into three topics. All three must be **completed***
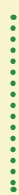
*Check marks will appear in the **completed** column to indicate that the topics are complete*
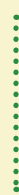
*When all topics are checked **completed** user can select **BEGIN SUBMISSION***

Step 6 – Incentive Program Questionnaire

Review and follow the Incentive Program Questionnaire instructions below.

STEPS

Select Medicaid and click on *APPLY*

Select your Medicaid State/Territory.

Select your Eligible Professional Type.

Click *Yes* or *No* at 'do you have a certified EHR?' If yes, enter the EHR Certification Number if you have it.

Click *SAVE AND CONTINUE*

TIPS

States are launching their programs at different times, so your state may not yet be available. Click on the CMS website link for more information.
https://www.cms.gov/ EHRIncentivePrograms/

Click on the CMS EHR Certification Number website to obtain your certified EHR number.
http://healthit.hhs. gov/CHPL

Follow the instructions on the website to locate your CMS EHR Certification Number

You must enter your certification number when Attesting for the EHR Incentive Program. The number is not required for registration

Step 7 – Personal Information

Follow the instructions below regarding your personal information.

TIP

*Medicaid EPs can elect to have their payment go to another qualified entity by selecting Payee TIN Type of EIN. This information will be sent to the State. There are rules around reassignments governing this program. Please see the CMS website for more information – **http://www.cms.gov/EHRIncentivePrograms/***

Step 8 – Business Address and Phone

Be sure to complete all requested information.

**Medicare & Medicaid EHR Incentive Program
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Business Address & Phone

(*) Red asterisk indicates a required field. ⟵

The address provided below will be posted on the EHR incentive program website once you receive payment to show participation in the Medicare EHR incentive program. Please note that the business address listed is the practice location established in NPPES. Updates made to the business address and phone number, will not update the business address and phone number on file in NPPES. To update your business address associated to your NPI, please make your changes in NPPES.

*Address Line 1: 1234 Any Street

Address Line 2:

*City: Baltimore

*State: Maryland

*ZIP+4: 21244 – 1849

***Phone Number
(123) 123-4567:** (410) 786-1000   **Ext:**

*E-mail Address:

***Confirm E-mail
Address:**

« PREVIOUS PAGE   SAVE AND CONTINUE »   ⟵

TIPS

Data on this page is pulled from the provider's practice location stored in NPPES, affiliated with the NPI. Address and Phone number can be changed for purposes of this program, however it will not update your NPI record in NPPES. If this information is incorrect, please update your NPPES account as well.

The business address cannot be a P.O. Box address.

Step 9 – Topics for this Registration

Be sure to complete all the topics below.

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Topics for this Registration

Registration ID: 1000000703

Reason for Registration

- You are an Eligible Professional registering in the incentive program.
- You have decided to resubmit your registration information.

Topics

The data required for this registration is grouped into topics. In order to complete registration, you must complete ALL of the following topics. Please click on Start Registration or Modify Registration to provide the required information. The system will show checks for item when completed.

Completed	Topics
✓	EHR Incentive Program
✓	Personal Information
✓	Business Address & Phone

Note:

When all topics are checked as completed, select the **BEGIN SUBMISSION** button to submit your registration.

[MODIFY REGISTRATION] [BEGIN SUBMISSION »]

TIP   *Check marks indicate that the topics are **completed***

Step 10 – Verify Registration

Be sure to verify all your personal information.

Medicare & Medicaid EHR Incentive Program Registration and Attestation System

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Verify Registration

Registration Information

Please review the summary below to ensure this is the correct registration information and reason you wish to submit. If the summary below is correct, select the SUBMIT button at the bottom of this page. To edit your information, select the PREVIOUS PAGE button.

Registration ID: 1000000703
Name: Jane Doe
TIN: XXX–XX–2454 (SSN)
NPI: 123456789
Incentive Program: Medicare

Business Address:
7500 Security Blvd
Baltimore, MD, 21244-1849
Phone #: (410) 786-1000
E-Mail : Jane.Doe@cms.gov

Reason(s) for Submission

- You are an Eligible Professional registering in the incentive program.
- You have decided to resubmit your registration information.

[PREVIOUS PAGE]   [SUBMIT]

STEPS
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Review your registration information for accuracy and click *SUBMIT* to continue.

TIP

Click on PREVIOUS PAGE to revise your information.
The topics for registration screen presents then click on MODIFY to modify your registration.

Step 11 – Registration Disclaimer

Be sure to read the entire disclaimer.

STEPS
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Read the disclaimer and click on *AGREE* or *DISAGREE* at the bottom of the page.

TIP

If DISAGREE is chosen, the user is directed to the Registration Instructions Page. To restart the process, click MODIFY in the Action column of the Registration Instructions Page

Step 12 – Submission Receipt (Successful Submission)

Confirm that your registration was completed successfully.

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Submission Receipt

Successful Submission

You have successfully registered for the EHR Incentive Payment Program.

IMPORTANT! Please note:

- If you are a Medicaid provider, your State Medicaid Agency will need to collect and verify additional eligibility information. After 24 hours, please continue your registration using your State's eligibility verification tool. You can find your State here .Your State will also collect any information to support a program attestation for Medicaid providers (i.e., Medicaid providers will not use the attestation feature on this site). Your State Medicaid Agency may also contact you through the email and/or street addresses you provided in this registration to explain how to continue the eligibility process.

- You may switch between Medicaid and Medicare any time prior to your payment being initiated. This means that when [Medicare or the State Medicaid Agency] begins calculating and disbursing your payment, you will be unable to switch between Medicaid and Medicare.

Registration Tracking Information

Registration ID: 1000000703

Name: John Doe

Submitted Date: 12/14/2010

Reason(s) for Submission:

- You are an Eligible Professional registering in the incentive program.

- You have decided to resubmit your registration information.

PRINT | RETURN TO HOME

STEPS

You must contact your State to complete your registration.

Continue your registration using the State's Medicaid EHR registration tool.

Click on *You can find your State here* to complete the Medicaid registration.

TIPS

Wait 24 hours to contact your State to finish the registration, to allow for processing

Print a copy of the receipt for your records.You will not receive an email confirmation of this registration

Step 13 – Status Summary

Review all current and previous information related to your account.

TIP *Click Select in the Action Column to view detail.*

Step 13 – Status Detail

Review the details of your registration process.

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Status Detail

EHR Incentive Program Information

The following table outlines the current and historical events for your EHR Incentive Program. The information captured below represents all relevant sequences of events for the past 24 months.

• Your MEDICAID EHR Incentive Program registration was successfully submitted on 2010-12-14.

Registration Detailed Information

Your MEDICAID EHR Incentive Program registration was originally created on 2010-10-27. Your MEDICAID registration was last updated on 2010-12-14.

Registration Status: PENDING STATE VALIDATION
Registration ID: 1000000703
Name: John Doe
TIN: XXX-XX-2454 (SSN)
NPI: 1234567890
Payee NPI: 1234567890
Payee TIN: XXX-XX-2454
EHR Certification Number:
Eligible Professional Type : Physician
Contractor ID: -

Business Address:
123 Any Street
Baltimore, MD, 21244-1849
Phone #: xxx-xxx-xxxx   Ext
E-Mail: John Doe@email.com
Incentive Program: MEDICAID(MD)
EHR Certification Indicator: No

⊞ **Additional Information**

Attestation Summary Information

No information available at this time.

Payment Summary Information

No information available at this time.

◀ PREVIOUS PAGE

⊟ **Additional Information**

Registration Status Reason: Registration has been saved and will be sent to the state for review
FI/Carrier/MAC: - -
Validations performed on registration :
  No OIG Exclusion(s) have been applied to PECOS Medicare Enrollment: Passed
  Eligible Professional Type corresponds with PECOS Medicare Enrollment specialty: Not Run
  Approved Medicare Enrollment in PECOS: Not Run
  Not Identified as deceased in the Death Master File: Passed
  Active NPI in NPPES: Passed
  Not Identified as a Hospital-based Eligible Professional: Not Run

STEPS
· ··

Registration details appear in the body of the screen.

Click *ADDITIONAL INFORMATION* **for the registration status reason, Fiscal Intermediary (FI)/ Carrier/Medicare Administrative Contractor (MAC) and validations performed on registration.**

TIPS

Registration status will read PENDING STATE VALIDATION until the registration process is completed by the State

Other registration statuses are, PENDING STATE APPROVAL, ISSUE PENDING, IN PROGRESS, and REJECTED. The status reason is listed on the Additional Information page

Have Questions?

There are many resources available to you.

STEPS

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Click on the *HELP LINK* which is located on every screen.

Resources

Contact the EHR Information Center Help Desk for Questions concerning registration, (888) 734-6433 / TTY: (888) 734-6563

Hours of operation: Monday-Friday 8:30 a.m. – 4:30 p.m. in all time zones (except on Federal holidays)

NPPES Help Desk for assistance. Visit; https://nppes.cms.hhs.gov/NPPES/Welcome.do, (800) 465-3203 / TTY (800) 692-2326

TIP   *EHR Incentive Program; visit*
http://www.cms.gov/EHRIncentivePrograms/

Acronym Translation

CMS	Centers for Medicaid & Medicaid Services
DMF	Social Security Death Master File
EH	Eligible Hospital
EHR	Electronic Health Record
EIN	Employer's Identification Number
EIPIC	EHR Incentive Program Information Center
EP	Eligible Professional
FI	Fiscal Intermediary
FQHC	Federally Qualified Health Center
I&A	Identification & Authentication System
IDR	Integrated Data Repository
LBN	Legal Business Name
MAC	Medicaid Administrative Contractor
MAO	Medicaid Advantage Organization
NPI	National Provider Identifier
NPPES	National Plan and Provider Enumeration System
NLR	National Level Repository
OIG	Office of the Inspector General
RHC	Rural Health Center
SSN	Social Security Number
TIN	Tax Identification Number

ACRONYMS

Register for CMS
Electronic Health Record Incentives

Click Here