

## REGISTRATION USER GUIDE

For Eligible Hospitals

# Medicare and Medicaid Electronic Health Record (EHR) Incentive Program





#### **CONTENTS**

Step I	3
Step 2Login instruction	5
Step 3Welcome	6
Step 4	7
Step 5	8
Step 6 Reason for registration	9
Step 7Incentive program questionnaire – Medicare & Medicaid EHs	10
Step 7 Incentive program questionnaire – Medicare only EHs	П
Step 7	12
Step 7	14
Step 8 Business address and phone	15
Step 9	16
Step 10	17
Step II	18
Step 12 Submission receipt Medicare & Medicaid EHs	19
Step 12Submission receipt Medicare only EHs	20
Step 12 Submission receipt Medicaid only EHs	21
Step 12	22
Step 13 Status Summary	23
Status Information	24
Questions/Help	. 25
Acronym translation	. 26

#### **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 program is constantly changing, and it is the responsibility of each physician, non-physician practitioner, supplier or provider to remain abreast of the Medicare program requirements.

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

#### Step I - Getting Started

This is a step-by-step guide for the Medicare and Medicaid Eligible Hospitals 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.



**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



If you are a hospital that meets all of the following qualifications, you are 'dually-eligible' for the Medicare and Medicaid EHR Incentive Programs:

- You are a sub-section(d) hospital in the 50 U.S. States or the District of Columbia or CAH; and
- You have a CMS Certification Number ending in 0001-0879 or 1300-1399; and
- You have at least 10% Medicaid patient volume.

You must register for 'Both Medicare & Medicaid' when registering for the program. If your state's program is not ready to accept your registration, your file will be placed into a 'pending status' until your state's program is launched.

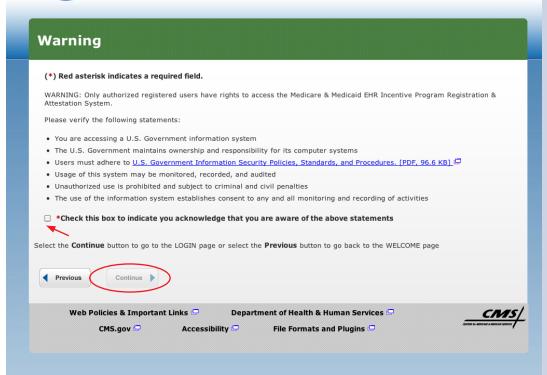
To determine your eligibility, click on the CMS website.

For a list of Eligible Hospitals (EHs), click on the plus sign next to Eligible Hospitals.

#### **Step I - (Continue)**

Carefully read the screen for important information.





#### **STEPS**

Please read the statements on the page and check the box to indicate that you acknowledge that you are aware of the statements

**Click** Continue



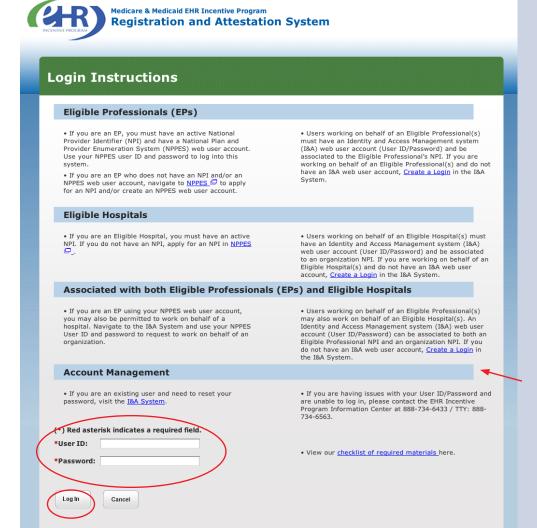
Eligible Professionals (EPs) may not be hospital based. This is defined as EPs seeing 90% or more of their Medicare covered services in:

- Hospital Inpatient setting (Place of service 21)
- Emergency Department setting (Place of service 23)

TIP

#### **Step 2 - Login Instructions**

Read the instructions under Eligible Hospitals for help in obtaining a user name and password for the Identification and Authentication (I&A) System.



#### **STEPS**

Enter your Identification and Authentication (I&A)
User ID and Password

Click the **Login** button

Users working on behalf of an eligible hospital must also have an identity and access management system (I&A) web user account

If you do not have an I&A User ID and Password, Click <u>Create a Login</u>

Click "yes" to access the I&A system which will allow you to create your User ID and Password

For information about the CMS Identity and Access (I&A) System, refer to the I&A Quick Reference Guide. The guide includes information on how to:

Department of Health & Human Services

File Formats and Plugins

- Create an account
- Retrieve and reset usernames and passwords

Web Policies & Important Links 🖵

CMS.gov =

Register to access CMS systems on behalf of an organization

Accessibility 5

- Add and manage staff within an organization
- Work in CMS systems on behalf of an individual or organization



TIPS ID and
Password
are case

User

sensitive

Users registering on behalf of the hospital will need the hospital's CMS Certification Number (CCN) and National Provider Identifier (NPI)

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

CMS/

To apply for an NPI click on NPPES (National Plan and Provider Enumeration System)

#### Step 3 - Welcome

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



#### **STEPS**

Click on the Registration tab to continue registering for the EHR Incentive Program.



The Welcome screen consists of four tabs to navigate through the registration and attestation process

- 1. Home
- 2. Registration
- 3. Attestation
- 4. Status

Meaningful Use information:

https://www.cms.gov/EHRIncentivePrograms/30\_Meaningful\_Use.asp



#### **Step 4 - Registration**



Attestation

Log Out Help

Registration

#### Registration Instructions

Welcome to the Registration Page

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

Register for the EHR Incentive Programs Continue an incomplete registration

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.

Status

Create a new registration:

Name	Tax Identifier	CMS Certification Number (CCN)	Incentive Type	Registration Status	Action
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register

#### **STEPS**

Click on Register in the Action column to continue the registration process



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

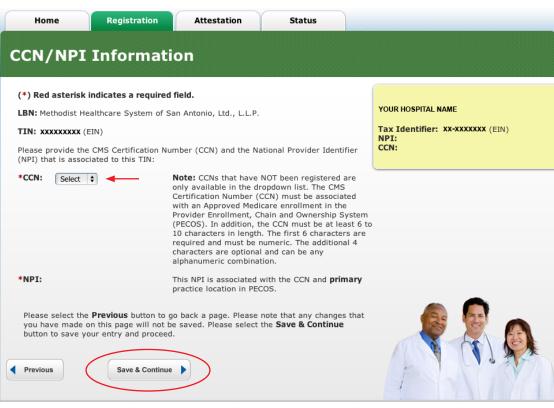
Only one action can be performed at a time on this page If the user selects the Action web link of "Register" or "Resubmit" they will be directed to the Topics for Registration screen

#### **Step 5 – Identification Questionnaire**

The legal business name (LBN) and taxpayer identification number (TIN) are pulled from National Plan and Provider Enumeration System (NPPES).



My Account | Log Out | Help:
Welcome YOUR NAME



#### **STEPS**

Select the hospital CCN from the drop-down menu

Click SAVE AND
CONTINUE



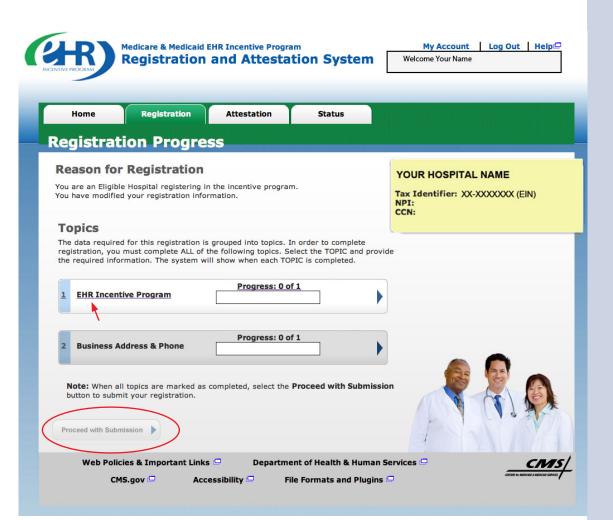


The user must enter a CCN and NPI that are associated with the TIN in order to proceed with the registration

For more information on TINs and EINs, visit http://www.irs.gov/

#### Step 6 - Reason for this Registration

Review and follow the registration instructions below.



#### **STEPS**

Click on *Topic 1* - "EHR Incentive Program" to start

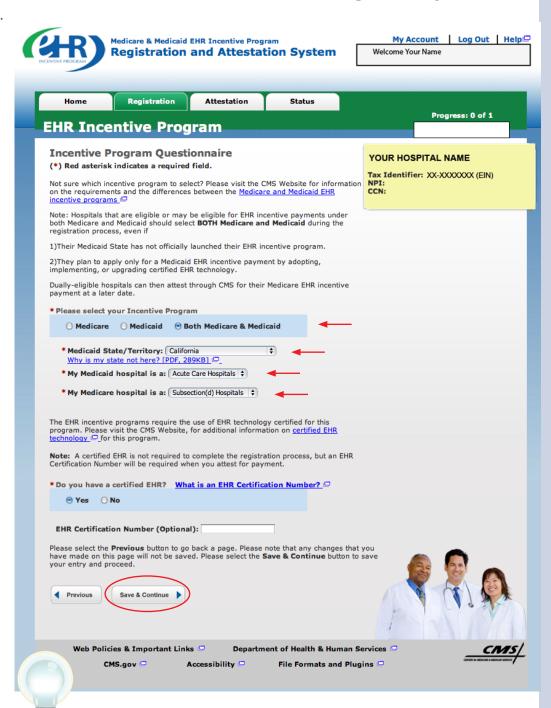


Data required for this registration is grouped into two topics. Both topics must be completed

Progress bars will indicate the progress for each topic

When both topics are completed user can select Proceed with Submission

## Step 7 - Incentive Program Questionnaire for <u>Both Medicare & Medicaid</u> Eligible Hospitals



#### **STEPS**

Select Both Medicare & Medicaid Incentive Program

**Select the Medicaid State/Territory** 

Select the Medicaid hospital type

Select the Medicare hospital type

Enter your CMS EHR Certification Number if you have it

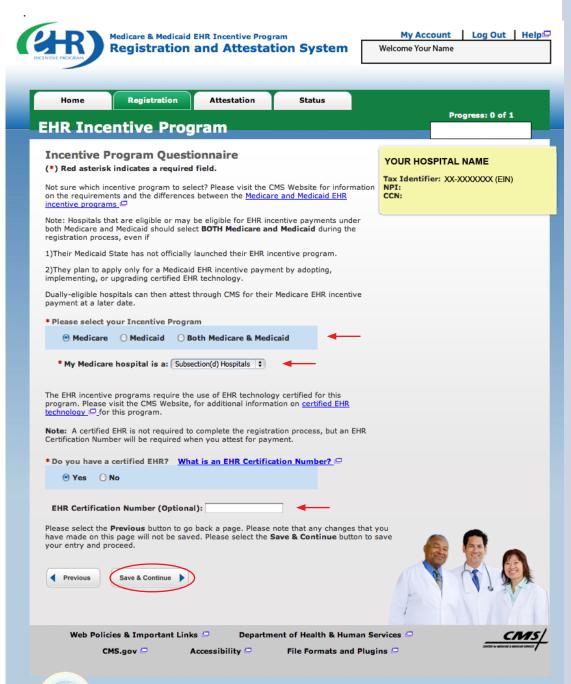
Click Save & Continue

TIPS

The CMS EHR certification number is 15 alpha numeric characters, the alpha numeric number is case sensitive and is required for Attestation but not for Registration

For the certified health IT product List visit, http://healthit.hhs.gov/CHPL Follow the instructions on the website to locate your CMS EHR certification number

## Step 7 - Incentive Program Questionnaire for <u>Medicare</u> Only Eligible Hospitals



#### **STEPS**

Click the Medicare incentive program

Select your Medicare hospital type

Enter your EHR Certification Number if you have it

Click Save & Continue



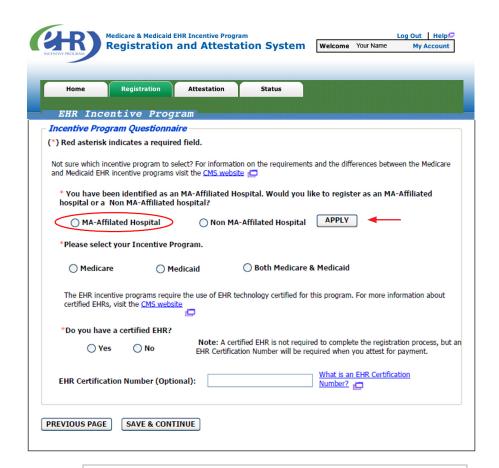
The CMS EHR certification number is required for Attestation, but is not for Registration

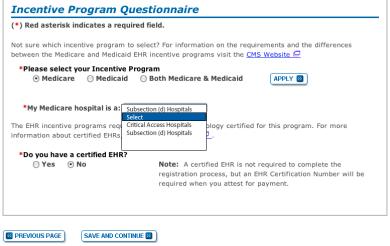
For the certified health IT product List visit,

http://healthit.hhs.gov/CHPL

Follow the instructions on the website to locate your CMS EHR certification number

## **Step 7 – Incentive Program Questionnaire for MA-Affiliated Hospitals**







Click the MA-Affiliated Hospital button program

Click on
Enter your MAO
Contract Number

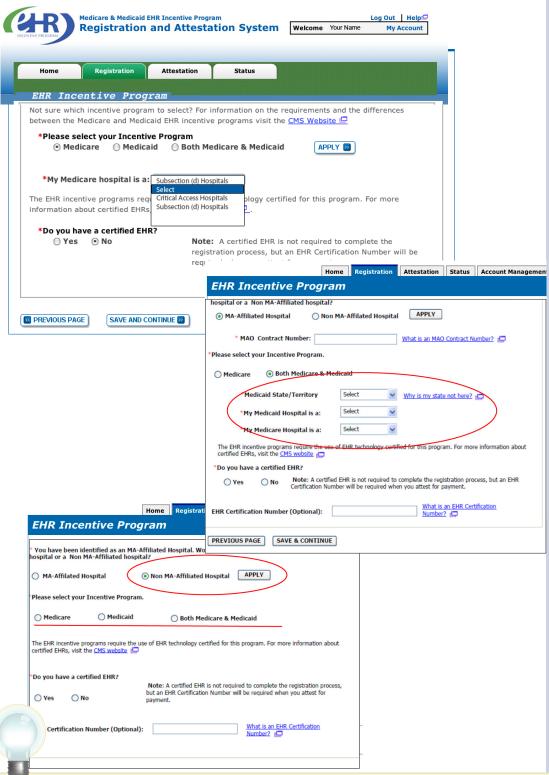
Select your Incentive Program – Medicare or both Medicare and Medicaid

Click



Click on "What is an EHR Certification number" for more information

## Step 7 - Incentive Program Questionnaire for MA-Affiliated Hospitals (cont.)



#### **STEPS**

For the Medicare Incentive Program, select your hospital type from the drop down menu

Click Save & Continue

For Both Medicare and Medicaid Incentive Program, enter your:

- Medicaid State/Territory
- Medicaid hospital type
- Medicare hospital type

Enter your CMS EHR Certification Number if you have it

**Click** Save & Continue

Click on the "Non MA-Affiliated button if you prefer to register as a "Non MA-Affiliated Hospital

Choose your Incentive **Program** 

Enter your CMS EHR
Certification Number if
you have it

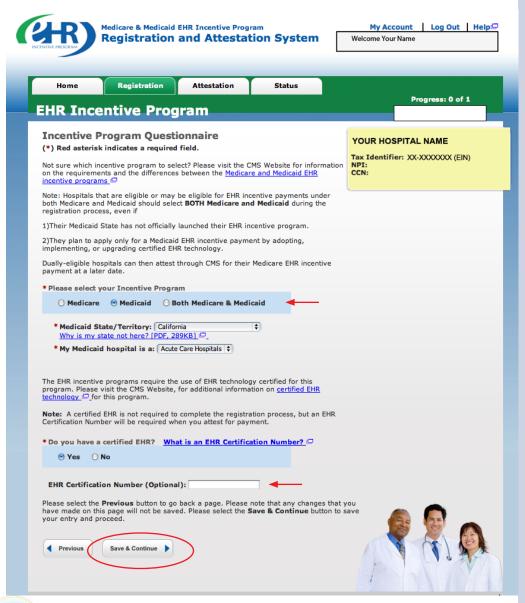
**Click** Save & Continue

**TIPS** 

The CMS EHR certification number is required for Attestation, but is not for Registration

For the CMS EHR certified health IT product List visit, http://healthit.hhs.gov/CHPL Follow the instructions on the website to locate your CMS EHR certification number

## Step 7 - Incentive Program Questionnaire for Medicaid Only Eligible Hospitals



#### **STEPS**

Click the Medicaid incentive program

Click on APPLY

Select your Medicaid State/Territory

Select your Medicaid hospital type

Enter your CMS EHR Certification Number if you have it

Click Save & Continue



#### **TIPS**

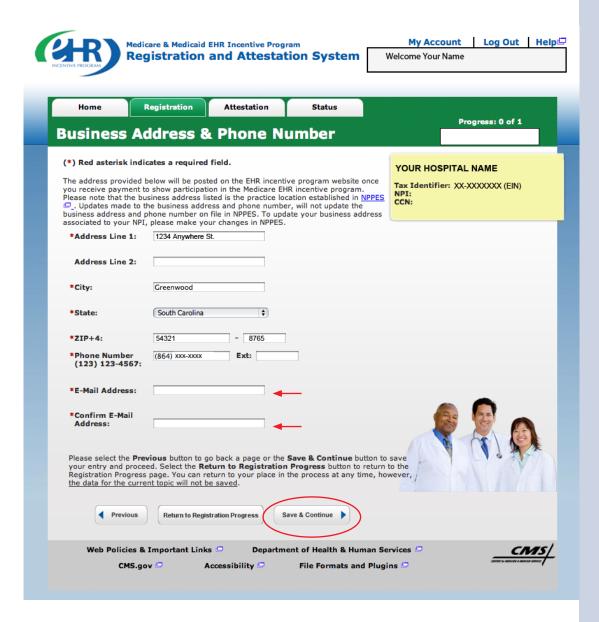
If your state's program has not yet launched at the time of your registration, your file will be placed into a pending status until your state's program is launched

The CMS EHR
certification number
is required for
Attestation, but is not
for Registration

For the certified health IT product List visit, http://healthit.hhs.gov/CHPL Follow the instructions on the website to locate your CMS EHR certification number

#### Step 8 - Business Address and Phone

The business address and telephone number are pulled from the hospital's practice location stored National Plan and Provider Enumeration System (NPPES).



#### **STEPS**

Review the Business Address & Phone information and revise if applicable

Enter your e-mail address and confirm the e-mail address

**Click** Save & Continue



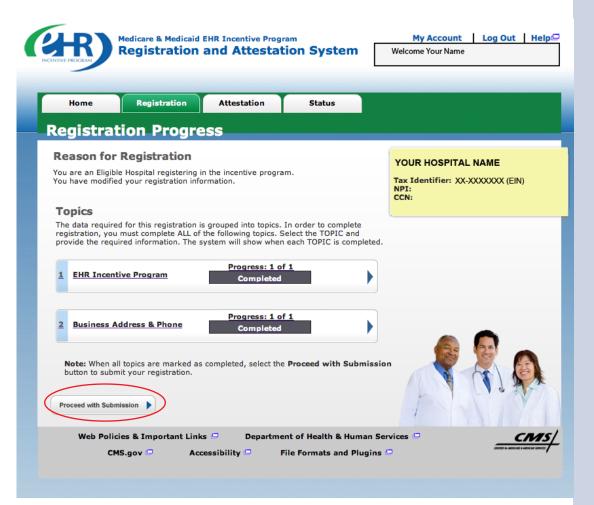
The address will be posted on the EHR Incentive Program website once you receive payment for Medicare payments. There is no such requirement for CMS to publish information on eligible professionals and hospitals receiving Medicaid EHR incentive payments, though individual States may opt to do so

The fields can be updated on this screen. However, the data is not sent back to NPPES

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

#### **Step 9 – Topics for this Registration**

Topics for this Registration will display when both Topics are completed.



#### **STEPS**

Click on Proceed with Submission to continue the registration process



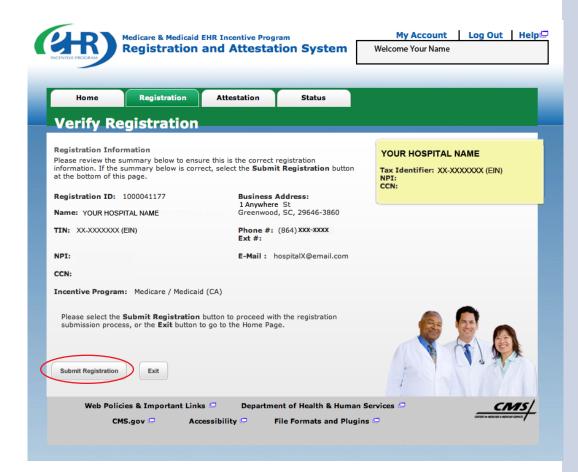
Data required for this registration is grouped into two topics. Both topics must be completed

Progress bars will indicate the progress for each topic

When both topics are completed user can select Proceed with Submission

#### **Step 10 - Verify Registration Information**

Be sure to verify all of the information.



#### **STEPS**

Review your registration information for accuracy

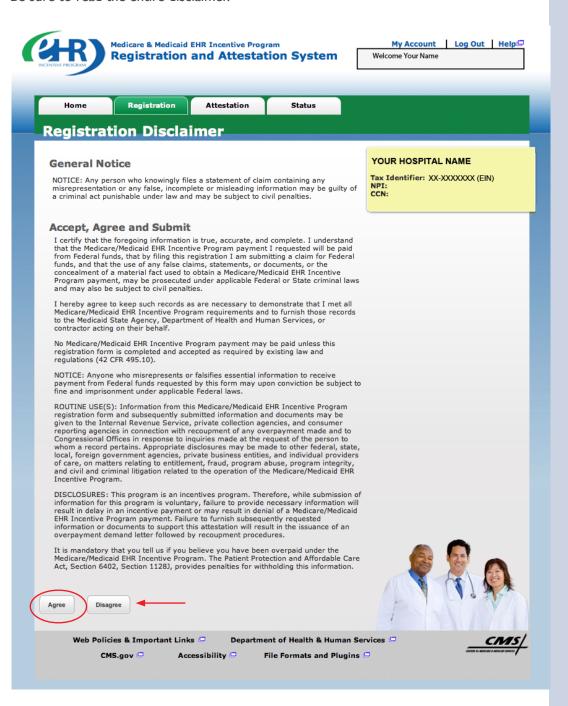
Click Submit Registration to continue



Click on Exit to revise your registration

#### Step II - Registration Disclaimer

Be sure to read the entire disclaimer.



#### **STEPS**

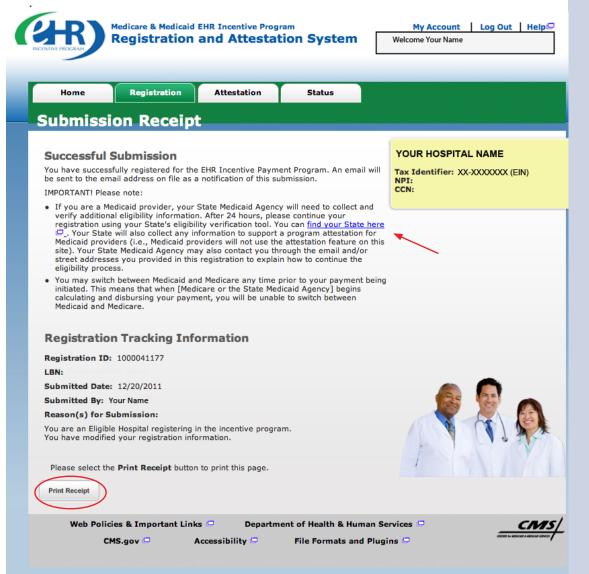
Read the disclaimer and click on Agree or Disagree at the bottom of the page



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

Clicking Agree is considered the same as an electronic signature and completes the submission process

## Step 12 – Submission Receipt (Successful Submission) <u>Both Medicare & Medicaid</u> Eligible Hospitals



#### **STEPS**

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

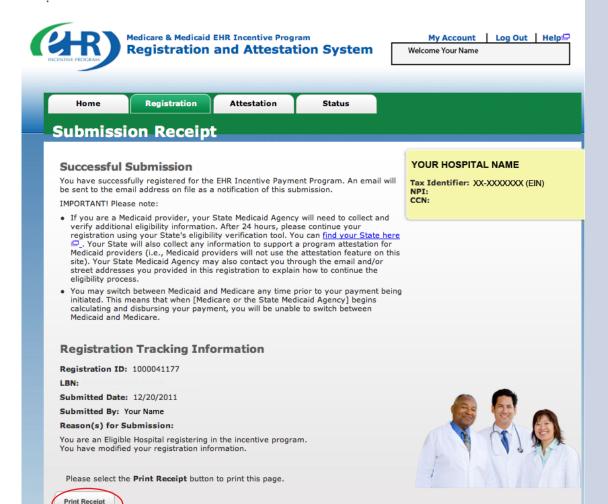
Click on You can find your State here to complete the Medicaid registration



If your state has launched their program, wait 24 hours to contact your State to finish the registration, to allow for processing If your state is not ready to accept your application you will have to wait until the state launches the program to complete the registration process

Print a copy of the receipt for your records

## Step 12 – Submission Receipt (Successful Submission) for <u>Medicare</u> Eligible Hospitals only



Department of Health & Human Services

File Formats and Plugins 🗁

#### **STEPS**

This completes your registration

Print this page for your records. You will receive an email confirmation from this registration



Web Policies & Important Links 🖵

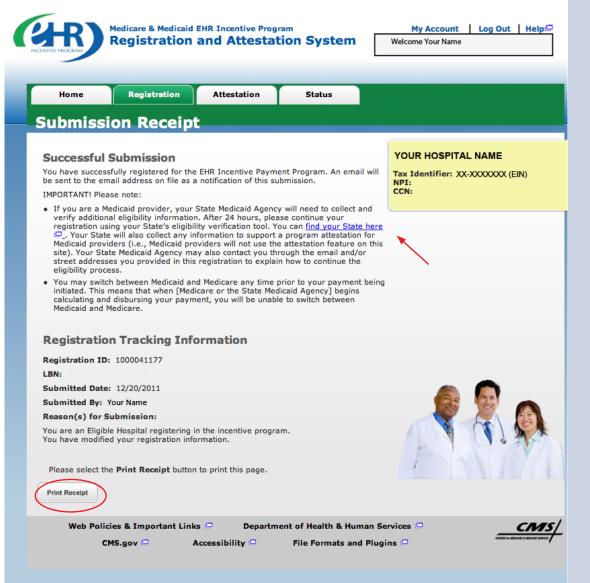
CMS.gov 🗁

A registration tracking ID number will be assigned to your registration

Accessibility -

You must submit your Attestation information to qualify for the CMS EHR incentive payment

## Step 12 – Submission Receipt (Successful Submission) for <u>Medicaid</u> Eligible Hospitals only



#### **STEPS**

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

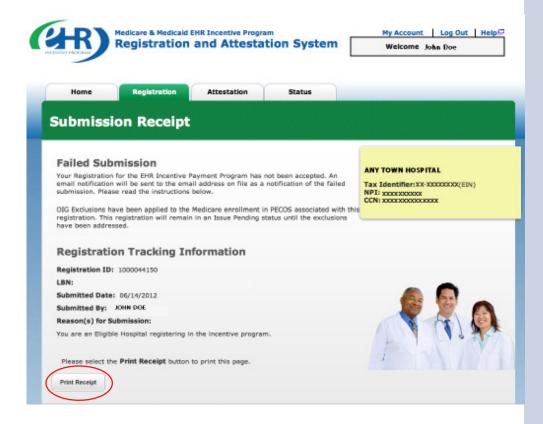
Click on You can find your State here to complete the Medicaid registration



If your state has launched their program, wait 24 hours to contact your State to finish the registration, to allow for processing If your state is not ready to accept your application you will have to wait until the state launches the program to complete the registration process

Print a copy of the receipt for your records

#### **Step 12 – Submission Receipt (Failed Submission)**



Reasons for a failed submission are listed below with contact information.

#### **Reason(s) for Issue Pending status:**

- NPI Status in NPPES is in a Deactivated status. Contact the NPPES Help Desk for assistance. Visit; https://nppes.cms.hhs.gov/NPPES/Welcome.do (800) 465-3203 / TTY (800) 692-2326
- Enrollment Status in PECOS The Medicare enrollment in PECOS associated with this registration is not in an Approved status. Contact PECOS for help. Visit;

https://pecos.cms.hhs.gov/ (866)484-8049 / TTY (866)523-4759

 OIG Exclusions (Medicare/Medicaid) in PECOS – OIG Exclusions are associated with this provider's Medicare enrollment in PECOS. Contact PECOS for help. Visit; https://pecos.cms.hhs.gov/ (866)484-8049 / TTY (866)523-4759

#### **STEPS**

Your registration has failed

Read the instructions on the screen and contact the appropriate department to correct your information.

Click *Print Receipt* to get a copy for your records



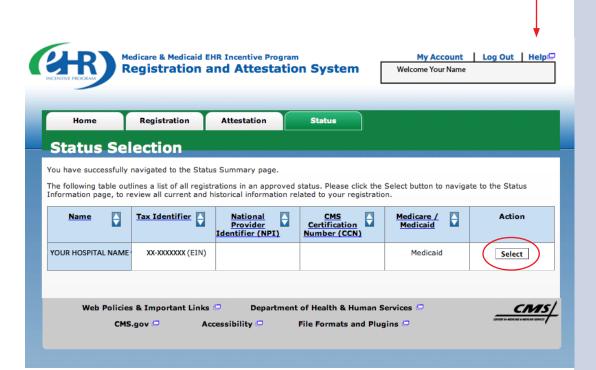
#### **TIPS**

If any of the system validations fail, the registration will be set to a status of "Rejected" or "Issue Pending"

A registration ID number will be assigned to your submission

#### **Step 13 – Status Summary**

Review all current and previous information related to your account.



#### **STEPS**

Click the *Select* button to view registration detail



Click Select in the Action Column to view detail Click on help at the top of the screen for more informstion

#### **Step 14 – Status Information**

Review the details of your registration process.



#### **STEPS**

Registration details appear in the body of the screen

Review the registration status reason, Fiscal Intermediary (FI)/ Carrier/Medicare Administrative Contractor (MAC) and validations performed on your registration



TIPS

Registration status will read "Pending State Validation" until the registration process is completed by the State

Other registration statuses are:
"Issue Pending"
"In Progress"
"Rejected"

Click Previous to return to the Status Selection Page

#### **Have Questions?**

There are many resources available to you.



#### Help

#### **Topics**

Help provides additional guidance to users for Medicare & Medicaid EHR Incentive Program Registration & Attestation process. Help is broken up into the following sections.

#### **About Registration & Attestation System**

Presents an overview of the system, processes, and benefits.

#### How to get Access to the Registration & Attestation System

Presents summary information on accessing Internet-based Registration & Attestation System.

#### **User Accounts**

Presents additional information regarding account information.

#### Accessibility

Presents information about the accessibility and compatibility features of Internet-based Registration & Attestation System.

#### Frequently Asked Questions (FAQs)

Presents a list of common questions and their answers regarding the use of Internet-based Registration & Attestation System and the Medicare\Medicaid registration and attestation process.

#### **Glossary and Acronym List**

Presents Medicare\Medicaid EHR terms and definitions.

#### **Contact Information**

Presents a list of contact information for Internet-based Registration & Attestation System user account issues.

Exit

#### **STEPS**

Remember to click the help link which is located on every screen

Review the list of resources that are available to you at any time

#### 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



PECOS Help Desk for assistance. Visit; https://pecos.cms.hhs.gov/ (866)484-8049 / TTY (866)523-4759

TIP

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

#### **Acronym Translation**

CMS Centers for Medicaid & Medicaid Services

DMF Social Security Death Master File

EHR Electronic Health Record

EIN Employer's Identification Number

EIPIC EHR Incentive Program Information Center

EP Eligible Professional 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

PECOS Provider Enrollment Chain and Ownership System

RHC Rural Health Center
SSN Social Security Number
TIN Tax Identification Number

ACRONYMS

