



Electronic Health Records (EHR) Incentive Program

Attestation Batch Upload Instructions

Overview:

Starting in program year 2014, whether you are an eligible professional, a surrogate user for multiple eligible professionals or an authorized official for eligible hospitals you have the option to upload attestations using a batch file. An attestation batch upload process overview presentation is [available for download here](#) from [eHR Attestation Batch Upload page on the eHR website](#).

Attestation Batch File Contents:

There must be a separate batch file for each provider type, stage number and measure category combination. In addition, when choosing to attest via batch upload keep in mind that each measure category must be complete and that only the following combinations are allowed:

Allowable measure category combinations:

- a) Meaningful Use Core Measures and Meaningful Use Menu Measures (Program Year 2014)
- b) Meaningful Use Core Measures, Meaningful Use Menu Measures and Clinical Quality Measures (Program Year 2014)
- c) Clinical Quality Measures Only
- d) Meaningful Use Objectives Only (Program Year 2015 and beyond)
- e) Meaningful Use Objectives and Clinical Quality Measures (Program Year 2015 and beyond)

Verify the following when batch uploading Clinical Quality Measures:

- Both the Meaningful Use Core and Menu Measures categories are marked as 'Completed'.
- The Meaningful Use Objectives category is marked as 'Completed'.
- The provider is not Medicare Advantage-Affiliated.

Attestation Batch Upload Instructions:

1. Download either a CSV file or an XML file and the mapping specifications from the [eHR Attestation Batch Upload page on the eHR website](#).
2. Use the mapping specifications to fill out either the CSV or the XML file.
3. Complete the batch file based on provider type, measure category combinations and stage number.
4. Log in to the Registration and Attestation System at <https://ehrincentives.cms.gov>.
5. On the Attestation tab, click **Attestation Batch Upload**.

Note: An attestation batch file can contain a maximum of 10,000 individual provider attestations. The upload file limit per user is 25 batch files per day. Once a user meets the maximum, they will not be allowed to upload files until the next day.

6. On the Attestation Disclaimer page, click either **Agree** or **Disagree**.
7. On the Attestation Batch Upload page, click **Browse** to choose a file.

Note: The file extension should match the batch file format: '.csv' for a CSV file or '.xml' for an XML file.

To convert an existing template file from Excel (.xls or .xlsx) format into a .csv format:

- a) Open your .csv file in Excel.



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- b) Verify all date and zip code fields to ensure that any values with leading zeros are retained. Refer to the **Tips for successful uploads** section for additional information.
 - c) Click on **File** and select **Save as**.
 - d) Select the location to save the file (such as on your desktop or a drive).
 - e) In the **File Name** field, type a name for your file.
 - f) In the **Save as Type** field, select “CSV (Comma Delimited)” from the drop-down menu.
 - g) Click **Save**.
 - h) You may receive multiple warnings about saving with a format of .csv, click **Yes on each warning** to continue.
8. **Check** the Attestation Statement checkbox to complete your attestation.
 9. Click **Upload** to proceed with attestation batch file upload.

Attestation Batch Upload Status:

1. On the Status tab, click **View Attestation Batch Status** near the bottom of the screen.
2. The Attestation Batch Status page will display one of the following batch statuses and the actions that are available for each batch file:

Status	Definition	Actions Available
Batch Received	The batch file was uploaded and is waiting to be processed. This does not indicate that the file has processed successfully. Note: There may be an error with the file if the batch remains in this status for more than one day. Please review the Tips for successful uploads section to verify the file and try uploading again.	N/A
Batch Invalid	The batch file was not processed because it was an invalid format or there were data errors at the file level.	Download
Processed Successfully	The batch file was processed. All attestation records contained in the file were successfully uploaded into the system.	Download View
Processed with Errors	The batch file was processed. However one or more of the attestation records was invalid and could not be uploaded into the system. Only valid attestation record(s) were successfully uploaded into the system. You may correct the errors and resubmit the invalid attestations.	Download View

3. If the **Download** action is available, click to download a response file with the status for each attestation that was submitted and/or the list of error messages, if applicable. This file will be in the same format as the original batch file (CSV/XML) was submitted.



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Note: The Download option is available only for 60 days from the batch submission date.

To download and save the response file:

- a) Click **Download**.
- b) Select where you would like to save the file (such as on your desktop or a drive).
- c) In the **File Name** field, type a name for your response file.
- d) In the **Save as Type** field, select CSV (Comma Delimited) or Excel Workbook from the drop-down menu.
- e) Click **Save**.
- f) If you selected CSV (Comma Delimited), you may receive one or two warnings about the formatting of .csv, click **Yes** to continue.

- 4. Click **View** to display Attestation Batch Details and review the summary of the individual attestation records in the processed batch file.

Note: This action is only available if the batch file that was submitted is valid.

- 5. The Attestation Batch Details page will display one or more of the following record statuses and the actions that are available for each record:

Status	Definition	Actions Available
Record Invalid	The individual attestation record was not uploaded into the system because it had an invalid format or contained data errors.	View
Processed	The individual attestation record was successfully uploaded into the system.	N/A

- 6. For an invalid record, click **View** to go to the Attestation Batch: Record Level Errors page and see what that provider’s attestation record error(s) are indicating.

Tips for successful uploads:

Below is a list of items to verify prior to uploading your batch file:

- Example files are available for download from the **Attestation Batch Upload Samples** section of the [eHR Attestation Batch Upload page on the eHR website](#). These examples can be used as reference for proper batch file formatting.
- When viewing a completed .csv files it is recommended to open them in a text editor such as Notepad. Reopening completed files in Excel may cause some data to be altered such as removing leading zeros in date fields and zip codes. To verify the proper file format in Notepad, right click the .csv file and select “Open With”, then find and select Notepad.
- Ensure that each line in the .csv is presented in the proper order: Header, then Attestation line (which defines the EP) then the Measures for that EP, then another Attestation line for the next



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EP and their Measures. In addition, the Attestation lines must have a sequence starting with 1 and ascending, and the trailer at the very end must contain the proper total, which should match the sequence number on the final Attestation line.

- Ensure that the Header and Footer are properly formatted with the correct number of fields.
- Ensure that the EHR Certification Number or CEHRT is 15 characters in length.
- Ensure that the Date field is in text and formatted as “MM/DD/YYYY”. For example: “01/01/2015”
- Ensure that the responses for YES /NO answers are in upper case. For example: “YES” or “NO”.
- Ensure that the responses for Patient Record fields requiring “ALL” or “ONLY” are in upper case. For example: “ALL” or “ONLY”.
- Ensure that the fields which do not contain responses are left blank.
- Ensure that blank fields are comma separated in the .csv file with no space in between.
- Ensure that responses submitted as percentages may have, at most, 1 digit after the decimal point. For example: 1.1% would be entered as “1.1”.
- Ensure that the rows containing measure data begin with the literal text “Measure Data”.
- Ensure that in the .csv file, each Measure Data row must contain exactly 30 fields, with a comma delimiting the 30th field.
- Ensure that only literal fields have double quotes, which are required where there is a comma in the literal, such as in a Business Name or Address as some files may have been submitted with double quotes around every field, which can cause the file to fail.

Visit the [eHR Attestation Batch Upload webpage on the eHR website](#) as reference documents may have been updated. It is strongly suggested to reference the **Mapping Specifications** and the **Attestation Batch Upload Samples** documents based on the preferred file format (XML or CSV). The **Attestation Batch Upload Validation & Errors Reference Sheet** will assist in identifying and resolving any batch file errors.