



REGISTRATION USER GUIDE

For Eligible Hospitals
in Puerto Rico

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



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Disclaimer

This material from the Centers for Medicare & Medicaid Services (CMS) is intended as an informational reference for Medicare Eligible Hospitals in Puerto Rico. Every reasonable effort has been made to assure the accuracy of this information. Please note changes within the Medicare program occur frequently, and each hospital is responsible for remaining informed about the Medicare program's requirements.

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

INTRODUCTION

This is a step-by-step guide to help your hospital do one of the following:

1. Modify an existing registration for the EHR Incentive Programs (please see page 8)
2. Register for the EHR Incentive Programs (please see page 9)

All eligible hospitals that want to participate in the EHR Incentive Programs must register as:

1. **Medicaid-eligible Hospital,**
2. **Medicare-eligible Hospital, or**
3. **Dual-eligible Hospital (both Medicare and Medicaid).**

Most hospitals in Puerto Rico are already registered as a Medicaid-eligible Hospital. If your hospital is already registered as a Medicaid-eligible Hospital, you are not required to register again in order to continue receiving Medicaid EHR incentive payments.

Please note: you will not be eligible to earn Medicare EHR incentive payments.

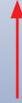
If your hospital is already registered as a Medicaid-eligible Hospital, and you would like to receive only Medicare EHR incentive payments, you will use this guide to **modify your registration** to become a **Medicare-eligible Hospital**.

If your hospital is already registered as a Medicaid-eligible Hospital, and you would like to receive both Medicare and Medicaid EHR incentive payments, you will use this guide to **modify your registration** to become a **Dual-eligible Hospital**.

Hospitals that are not registered to participate in the EHR Incentive Programs, and would like to participate, must **start a new registration**.

All hospitals must attest in order to receive an incentive payment.

Dual-eligible Hospitals will attest in the registration and attestation system to earn both Medicare and Medicaid EHR incentives. These hospitals will NOT attest to Puerto Rico Medicaid.



Step I – Getting Started

This is a step-by-step guide for the Puerto Rico 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.



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](#).

Overview of Eligible Professional (EP) and Eligible Hospital Types

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

Medicare Advantage Organization (MAO) EPs - A qualifying MAO may receive an incentive payment for their EPs. For more information, visit [CMS website](#).

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).

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

Eligible Hospitals

Medicare Eligible Hospitals include:

- Subsection (d) hospitals in the 50 states or DC that are paid under the hospital inpatient prospective payment system. Hospitals in Maryland may also participate per law.
- Critical Access Hospitals (CAHs)
- Medicare Advantage Affiliated hospitals (MA-Affiliated Hospitals)

Medicaid Eligible Hospitals include:

- Acute Care Hospitals with at least 10% Medicaid patient volume. May include CAHs and cancer hospitals.
- Children's Hospitals

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.

Step 1 - (Continue)

Carefully read the screen for important information.



Warning

(*) Red asterisk indicates a required field.

WARNING: Only authorized registered users have rights to access the Medicare & Medicaid EHR Incentive Program Registration & Attestation System.

Please verify the following statements:

- You are accessing a U.S. Government information system
- The U.S. Government maintains ownership and responsibility for its computer systems
- Users must adhere to [U.S. Government Information Security Policies, Standards, and Procedures. \[PDF, 96.6 KB\]](#)
- Usage of this system may be monitored, recorded, and audited
- Unauthorized use is prohibited and subject to criminal and civil penalties
- The use of the information system establishes consent to any and all monitoring and recording of activities

*Check this box to indicate you acknowledge that you are aware of the above statements

Select the **Continue** button to go to the LOGIN page or select the **Previous** button to go back to the WELCOME page



[Web Policies & Important Links](#)

[Department of Health & Human Services](#)

[CMS.gov](#)

[Accessibility](#)

[File Formats and Plugins](#)



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*.



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.



Login Instructions

Eligible Professionals (EPs)

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

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.

Associated with both Eligible Professionals (EPs) and Eligible Hospitals

- If you are an EP using your NPPES web user account, you may also be permitted to work on behalf of a hospital. Navigate to the I&A System and use your NPPES User ID and password to request to work on behalf of an organization.
- Users working on behalf of an Eligible Professional(s) may also work on behalf of an Eligible Hospital(s). An Identity and Access Management system (I&A) web user account (User ID/Password) can be associated to both an Eligible Professional NPI and an organization NPI. If you 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.
- View our [checklist of required materials](#) here.

(*) Red asterisk indicates a required field.

*User ID:

*Password:

[Web Policies & Important Links](#) |
 [Department of Health & Human Services](#) |

[CMS.gov](#) |
 [Accessibility](#) |
 [File Formats and Plugins](#)

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 [Create a Login](#).

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:

- Create an account
- Retrieve and reset usernames and passwords
- Register to access CMS systems on behalf of an organization
- Add and manage staff within an organization
- Work in CMS systems on behalf of an individual or organization



TIPS

User ID and Password are case 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>

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”.

Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

Log Out | Help
Welcome Your Name My Account

Home Registration Attestation Status

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

Last Successful Login: 12/15/2011 | Unsuccessful Login Attempts: 0

For Medicare EHR incentive program participants, you will need to demonstrate meaningful use of certified EHR technology.

For Medicaid EHR incentive program participants, you will need to demonstrate adoption, implementation, upgrading, or meaningful use of certified EHR technology in your first year and demonstrate meaningful use for the remaining years in the program. Attestation for Medicaid occurs through your State Medicaid Agency.

Instructions
Select any topic to continue.

Registration

- Register in the Incentive Payment Program
- Continue Incomplete Registration
- Modify Existing Registration
- Resubmit a Registration that was previously deemed ineligible
- Reactivate a Registration
- Switch Incentive Programs (Medicare/Medicaid)
- Switch Medicaid State
- Cancel participation in the Incentive Program

Attestation

Medicare

- Attest for the Incentive Program
- Continue Incomplete Attestation
- Modify Existing Attestation
- Discontinue Attestation
- Resubmit Failed or Rejected Attestation
- Reactivate Canceled Attestation

Note: Attestation for the Medicaid incentive program occurs at the State Medicaid Agency.

Status

- View current status of your Registration, Attestation, and Payment(s) for the Incentive Program

Web Policies & Important Links | Department of Health & Human Services
CMS.gov | Accessibility | File Formats and Plugins

CMS
CENTER FOR MEDICARE & MEDICAID SERVICES

STEPS

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



TIPS

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 – Modify an Existing Registration



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome Your Name

Home

Registration

Attestation

Status

Registration

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 |

STEPS

Click on *Modify* to modify an existing registration.



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.

Step 5 – Start a New Registration



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome Your Name

- Home
- Registration**
- Attestation
- Status

Registration

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.

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
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)				Register

STEPS

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



TIPS

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

If users select the Action web link of "Register" or "Resubmit," they will be directed to the Topics for Registration screen.

Step 6 – Identification Questionnaire

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



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome YOUR NAME

STEPS

.....
Select the hospital
CCN from the drop-
down menu.

Click **SAVE AND
CONTINUE**.

Home Registration **Attestation** Status

CCN/NPI Information

(* Red asterisk indicates a required field.)

LBN: Methodist Healthcare System of San Antonio, Ltd., L.L.P.

TIN: xxxxxxxx (EIN)

Please provide the CMS Certification Number (CCN) and the National Provider Identifier (NPI) that is associated to this TIN:

***CCN:** ← **Note:** CCNs that have NOT been registered are only available in the dropdown list. The CMS Certification Number (CCN) must be associated with an Approved Medicare enrollment in the Provider Enrollment, Chain and Ownership System (PECOS). In addition, the CCN must be at least 6 to 10 characters in length. The first 6 characters are required and must be numeric. The additional 4 characters are optional and can be any alphanumeric combination.

***NPI:** This NPI is associated with the CCN and **primary** practice location in PECOS.

Please select the **Previous** button to go back a page. Please note that any changes that you have made on this page will not be saved. Please select the **Save & Continue** button to save your entry and proceed.

YOUR HOSPITAL NAME

Tax Identifier: xx-xxxxxxx (EIN)
NPI:
CCN:



TIPS

Users 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 7 – Reason for this Registration

Review and follow the registration instructions below.



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome Your Name

Home

Registration

Attestation

Status

Registration Progress

Reason for Registration

You are an Eligible Hospital 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. Select the TOPIC and provide the required information. The system will show when each TOPIC is completed.

1 **EHR Incentive Program** Progress: 0 of 1

2 **Business Address & Phone** Progress: 0 of 1

Note: When all topics are marked as completed, select the **Proceed with Submission** button to submit your registration.

Proceed with Submission

YOUR HOSPITAL NAME

Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:



[Web Policies & Important Links](#)

[Department of Health & Human Services](#)

[CMS.gov](#)

[Accessibility](#)

[File Formats and Plugins](#)



TIPS

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



Progress bars will indicate the progress for each topic.



When both topics are completed, users can select "Proceed with Submission."

STEPS

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

Step 8 – Incentive Program Questionnaire for Both Medicare & Medicaid 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 8 – Incentive Program Questionnaire for Medicare Only Eligible Hospitals

Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

My Account | Log Out | Help

Welcome Your Name

Home | **Registration** | Attestation | Status

Progress: 0 of 1

EHR Incentive Program

Incentive Program Questionnaire

(*) Red asterisk indicates a required field.

Not sure which incentive program to select? Please visit the CMS Website for information on the requirements and the differences between the [Medicare and Medicaid EHR incentive programs](#).

Note: Hospitals that are eligible or may be eligible for EHR incentive payments under both Medicare and Medicaid should select **BOTH Medicare and Medicaid** during the registration process, even if

- 1) Their Medicaid State has not officially launched their EHR incentive program.
- 2) They plan to apply only for a Medicaid EHR incentive payment by adopting, implementing, or upgrading certified EHR technology.

Dually-eligible hospitals can then attest through CMS for their Medicare EHR incentive payment at a later date.

* Please select your Incentive Program

Medicare Medicaid Both Medicare & Medicaid

* My Medicare hospital is a: Subsection(d) Hospitals

The EHR incentive programs require the use of EHR technology certified for this program. Please visit the CMS Website, for additional information on [certified EHR technology](#) for this program.

Note: A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

* Do you have a certified EHR? [What is an EHR Certification Number?](#)

Yes No

EHR Certification Number (Optional):

Please select the **Previous** button to go back a page. Please note that any changes that you have made on this page will not be saved. Please select the **Save & Continue** button to save your entry and proceed.

Previous | **Save & Continue**

YOUR HOSPITAL NAME
Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:

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CMS.gov | Accessibility | File Formats and Plugins

CMS
CENTER FOR MEDICARE & MEDICAID SERVICES

STEPS

Click the Medicare incentive program.

Select your Medicare hospital type.

Enter your 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 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 9 – 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).

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

My Account | Log Out | Help

Welcome Your Name

Home | **Registration** | Attestation | Status

Progress: 0 of 1

Business Address & Phone Number

(*) 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.

YOUR HOSPITAL NAME
Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:

*Address Line 1:

Address Line 2:

*City:

*State:

*ZIP+4: -

*Phone Number (123) 123-4567: Ext:

*E-Mail Address: ←

*Confirm E-Mail Address: ←

Please select the **Previous** button to go back a page or the **Save & Continue** button to save your entry and proceed. Select the **Return to Registration Progress** button to return to the Registration Progress page. You can return to your place in the process at any time, however, the data for the current topic will not be saved.

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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*.



TIPS

The address will be posted on the EHR Incentive Program website after 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 are not sent back to NPPES.

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

Step 10 – Topics for this Registration

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

Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

My Account | Log Out | Help

Welcome Your Name

Home | **Registration** | Attestation | Status

Registration Progress

Reason for Registration
You are an Eligible Hospital 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. Select the TOPIC and provide the required information. The system will show when each TOPIC is completed.

1 EHR Incentive Program Progress: 1 of 1 Completed

2 Business Address & Phone Progress: 1 of 1 Completed

Note: When all topics are marked as completed, select the **Proceed with Submission** button to submit your registration.

Proceed with Submission

YOUR HOSPITAL NAME
Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:

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CMS.gov | Accessibility | File Formats and Plugins

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

STEPS

Click on *Proceed with Submission* to continue the registration process.



TIPS

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

Progress bars will indicate the progress for each topic.

When both topics are completed, users can select “Proceed with Submission.”

Step 11 – Verify Registration Information

Be sure to verify all of the information.

HR INCENTIVE PROGRAM Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome Your Name

Home | **Registration** | Attestation | Status

Verify Registration

Registration Information
Please review the summary below to ensure this is the correct registration information. If the summary below is correct, select the **Submit Registration** button at the bottom of this page.

Registration ID: 1000041177	Business Address: 1 Anywhere St Greenwood, SC, 29646-3860
Name: YOUR HOSPITAL NAME	Phone #: (864) XXX-XXXX Ext #:
TIN: XX-XXXXXX (EIN)	E-Mail : hospitalX@email.com
NPI:	
CCN:	

Incentive Program: Medicare / Medicaid (CA)

Please select the **Submit Registration** button to proceed with the registration submission process, or the **Exit** button to go to the Home Page.

YOUR HOSPITAL NAME
Tax Identifier: XX-XXXXXX (EIN)
NPI:
CCN:

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CMS.gov | Accessibility | File Formats and Plugins

CMS
OFFICE OF MEDICARE & MEDICAID SERVICES

STEPS

Review your registration information for accuracy.

Click *Submit Registration* to continue.



TIP

Click on *Exit* to revise your registration.

Step 12 – Registration Disclaimer

Be sure to read the entire disclaimer.

The screenshot shows the Medicare & Medicaid EHR Incentive Program Registration and Attestation System interface. At the top, there is a navigation bar with links for "My Account", "Log Out", and "Help". Below this is a "Welcome Your Name" box. The main navigation bar includes "Home", "Registration", "Attestation", and "Status". The "Registration" tab is active, and the page title is "Registration Disclaimer".

General Notice

NOTICE: Any person who knowingly files a statement of claim containing any misrepresentation or any false, incomplete or misleading information may be guilty of a criminal act punishable under law and may be subject to civil penalties.

Accept, Agree and Submit

I certify that the foregoing information is true, accurate, and complete. I understand that the Medicare/Medicaid EHR Incentive Program payment I requested will be paid from Federal funds, that by filing this registration I am submitting a claim for Federal funds, and that the use of any false claims, statements, or documents, or the concealment of a material fact used to obtain a Medicare/Medicaid EHR Incentive Program payment, may be prosecuted under applicable Federal or State criminal laws and may also be subject to civil penalties.

I hereby agree to keep such records as are necessary to demonstrate that I met all Medicare/Medicaid EHR Incentive Program requirements and to furnish those records to the Medicaid State Agency, Department of Health and Human Services, or contractor acting on their behalf.

No Medicare/Medicaid EHR Incentive Program payment may be paid unless this registration form is completed and accepted as required by existing law and regulations (42 CFR 495.10).

NOTICE: Anyone who misrepresents or falsifies essential information to receive payment from Federal funds requested by this form may upon conviction be subject to fine and imprisonment under applicable Federal laws.

ROUTINE USE(S): Information from this Medicare/Medicaid EHR Incentive Program registration form and subsequently submitted information and documents may be given to the Internal Revenue Service, private collection agencies, and consumer reporting agencies in connection with recoupment of any overpayment made and to Congressional Offices in response to inquiries made at the request of the person to whom a record pertains. Appropriate disclosures may be made to other federal, state, local, foreign government agencies, private business entities, and individual providers of care, on matters relating to entitlement, fraud, program abuse, program integrity, and civil and criminal litigation related to the operation of the Medicare/Medicaid EHR Incentive Program.

DISCLOSURES: This program is an incentives program. Therefore, while submission of information for this program is voluntary, failure to provide necessary information will result in delay in an incentive payment or may result in denial of a Medicare/Medicaid EHR Incentive Program payment. Failure to furnish subsequently requested information or documents to support this attestation will result in the issuance of an overpayment demand letter followed by recoupment procedures.

It is mandatory that you tell us if you believe you have been overpaid under the Medicare/Medicaid EHR Incentive Program. The Patient Protection and Affordable Care Act, Section 6402, Section 1128J, provides penalties for withholding this information.

YOUR HOSPITAL NAME

Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:

At the bottom of the page, there are two buttons: "Agree" and "Disagree". The "Agree" button is circled in red, and a red arrow points to the "Disagree" button.

At the bottom of the page, there is a footer with links for "Web Policies & Important Links", "Department of Health & Human Services", "CMS.gov", "Accessibility", and "File Formats and Plugins". The CMS logo is also present.

STEPS

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



TIPS

If users choose "Disagree," they will be re-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 13 – Submission Receipt (Successful Submission) Both Medicare & Medicaid Eligible Hospitals

The screenshot shows the 'Submission Receipt' page for a successful submission. At the top, there is a navigation bar with 'Home', 'Registration', 'Attestation', and 'Status' tabs. The 'Registration' tab is active. Below the navigation bar, the page title is 'Submission Receipt'. The main content area is divided into two columns. The left column contains a 'Successful Submission' section with a message: 'You have successfully registered for the EHR Incentive Payment Program. An email will be sent to the email address on file as a notification of this submission.' Below this is an 'IMPORTANT! Please note:' section with two bullet points. The first bullet point states: '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'. The second bullet point states: '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.' The right column contains a yellow box titled 'YOUR HOSPITAL NAME' with fields for 'Tax Identifier: XX-XXXXXXX (EIN)', 'NPI:', and 'CCN:'. A red arrow points from the 'find your State here' link in the first bullet point to the 'YOUR HOSPITAL NAME' box. Below the 'Successful Submission' section is a 'Registration Tracking Information' section with fields for 'Registration ID: 1000041177', 'LBN:', 'Submitted Date: 12/20/2011', 'Submitted By: Your Name', and 'Reason(s) for Submission:'. Below this is a 'Print Receipt' button circled in red. At the bottom of the page, there are links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'. The CMS logo is also present.

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.



TIPS

If your state has launched its 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 13 – Submission Receipt (Successful Submission) for Medicare Eligible Hospitals only



Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

[My Account](#) | [Log Out](#) | [Help](#)

Welcome Your Name

[Home](#)

[Registration](#)

[Attestation](#)

[Status](#)

Submission Receipt

Successful Submission

You have successfully registered for the EHR Incentive Payment Program. An email will be sent to the email address on file as a notification of this submission.

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.

YOUR HOSPITAL NAME

Tax Identifier: XX-XXXXXXX (EIN)
NPI:
CCN:

Registration Tracking Information

Registration ID: 1000041177

LBN:

Submitted Date: 12/20/2011

Submitted By: Your Name

Reason(s) for Submission:

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



Please select the **Print Receipt** button to print this page.

[Print Receipt](#)

[Web Policies & Important Links](#)

[Department of Health & Human Services](#)

[CMS.gov](#)

[Accessibility](#)

[File Formats and Plugins](#)



TIPS

A registration tracking ID number will be assigned to your registration.

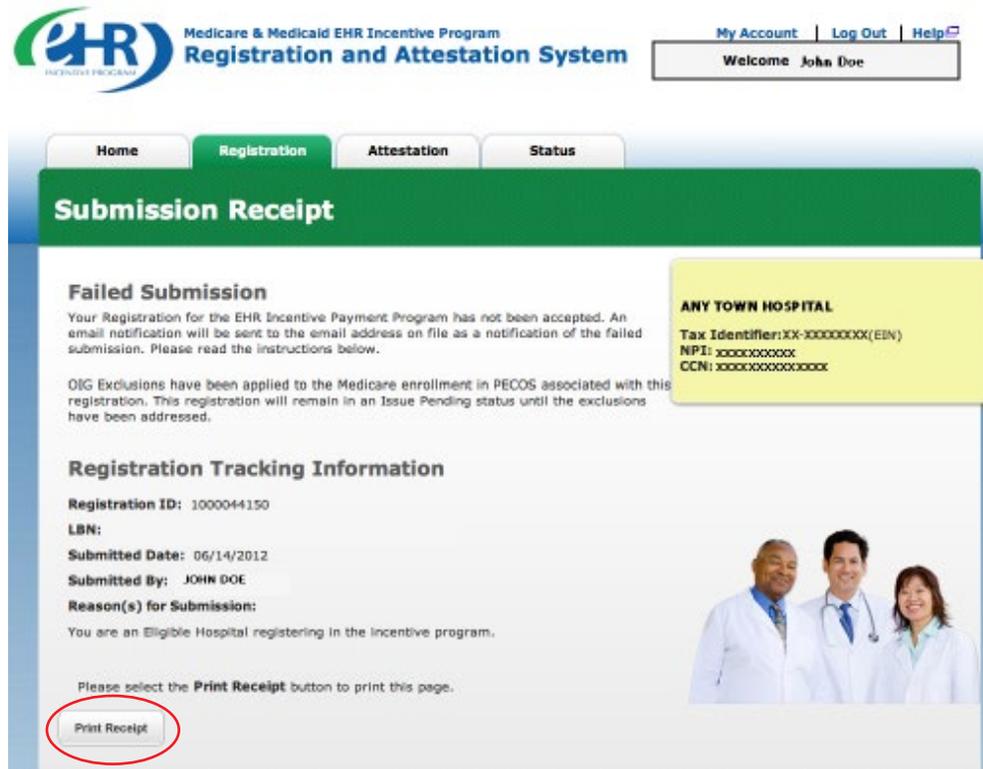
You must submit your attestation information to qualify for the CMS EHR incentive payment.

STEPS

.....
This completes your registration.

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

Step 13 – Submission Receipt (Failed Submission)



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.

Reason(s) for "Failed Submission":

- 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

Step 14 – Status Summary

Review all current and previous information related to your account.

My Account | **Log Out** | **Help**

Welcome Your Name

Home | **Registration** | **Attestation** | **Status**

Status Selection

You have successfully navigated to the Status Summary page.

The following table outlines a list of all registrations in an approved status. Please click the Select button to navigate to the Status Information page, to review all current and historical information related to your registration.

Name	Tax Identifier	National Provider Identifier (NPI)	CMS Certification Number (CCN)	Medicare / Medicaid	Action
YOUR HOSPITAL NAME	XX-XXXXXXX (EIN)			Medicaid	Select

Web Policies & Important Links | Department of Health & Human Services

CMS.gov | Accessibility | File Formats and Plugins

STEPS

Click the *Select* button to view registration detail.



TIPS

Click "Select" in the Action column to view detail.

Click on "Help" at the top of the screen for more information.

Step 15 – Status Information

Review the details of your registration process.

The screenshot shows the 'Status Information' page of the Medicare & Medicaid EHR Incentive Program Registration and Attestation System. The page includes a navigation bar with 'Home', 'Registration', 'Attestation', and 'Status' tabs. A yellow callout box displays registration details for 'Mercy Medical Center Dyersville', including Tax Identifier, NPI, CCN, and Registration Status (Medicaid: Pending State Validation). Below this, there are tabs for 'Registration Information', 'Attestation Information', and 'Payment Information'. The 'Registration Information' tab is active, showing a table with columns for Incentive Type, Registration Status, Status Reason, and Explanation. The table contains one row for 'MEDICAID' with a status of 'Pending State Validation'. Below the table, there are fields for Registration ID, EHR Certification Indicator, EHR Certification Number, Hospital Type, and Business Address. A 'Previous' button is located at the bottom left of the main content area. The footer contains links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'.

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 state completes the registration process.

Other registration statuses include:
"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)

For NPPES Help Desk assistance, visit:
<https://nppes.cms.hhs.gov/NPPES/Welcome.do>,
(800) 465-3203 / TTY (800) 692-2326

For PECOS Help Desk assistance, visit: <https://pecos.cms.hhs.gov/>
(866)484-8049 / TTY (866)523-4759



TIP EHR Incentive Programs:
<http://www.cms.gov/EHRIncentivePrograms/>

Acronym Translation

CCN	CMS Certification Number
CMS	Centers for Medicare & 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
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
PECOS	Provider Enrollment Chain and Ownership System
RHC	Rural Health Center
SSN	Social Security Number
TIN	Tax Identification Number

ACRONYMS

Act Now for CMS
Electronic Health Record Incentives



Click
Here