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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 1 – 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.

About This Site

The Medicare and Medicaid Electronic Health Records (EHR) Incentive Programs will provide incentive payments to eligible providers 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.

Overview of Eligible Professional (EP) and Eligible Hospital Types

Eligible Professionals (EPs)

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

Eligible Hospitals

Medicare Eligible hospitals include:
- Critical Access Hospitals (CAHs)
- Medicare Eligible hospitals include:
- Acute Care Hospitals with at least 10% Medicaid patient volume. May include CAHs and cancer hospitals.
- Children’s Hospitals

To determine your eligibility, click on the CMS website.

Additional Resources:
For users to Registration and Attestation that will show you how to complete these modules, a list of EHR technology that 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 program. For detailed information, visit CMS website.

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

Tips

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.

https://ehrincentives.cms.gov
Step 1 - (Continue)
Carefully read the screen for important information.

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 Instructions

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

Eligible Professionals (EPs)

- If you are an EP, you must have an active National Provider Identifier (NPI) and 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 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.

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 888-734-0433 / TTY: 888-734-8563.

- View our checklist of required materials here.

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

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”.

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

**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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Tax Identifier</th>
<th>CMS Certification Number (CCN)</th>
<th>Incentive Type</th>
<th>Registration Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUR HOSPITAL NAME</td>
<td>XX.XXXXXX (EIN)</td>
<td></td>
<td></td>
<td></td>
<td>Register</td>
</tr>
<tr>
<td>YOUR HOSPITAL NAME</td>
<td>XX.XXXXXX (EIN)</td>
<td></td>
<td></td>
<td></td>
<td>Register</td>
</tr>
<tr>
<td>YOUR HOSPITAL NAME</td>
<td>XX.XXXXXX (EIN)</td>
<td></td>
<td></td>
<td></td>
<td>Register</td>
</tr>
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<td></td>
<td>Register</td>
</tr>
<tr>
<td>YOUR HOSPITAL NAME</td>
<td>XX.XXXXXX (EIN)</td>
<td></td>
<td></td>
<td></td>
<td>Register</td>
</tr>
</tbody>
</table>

**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

---

https://ehrincentives.cms.gov
Step 5 – Identification Questionnaire

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

**CCN/NPI Information**

(*) Red asterisk indicates a required field.

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

TIN: xxxxxxxxx (EIN)

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

**CCN:** Select

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 16 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.

### STEPS

Select the hospital CCN from the dropdown menu

Click SAVE AND CONTINUE

---

**TIPS**

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.

TIPS
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 Both Medicare & Medicaid Eligible Hospitals

**STEPS**

Select Both Medicare & Medicaid Incentive Program

Select the Medicaid State/Territory

Select the Medicare hospital type

Select the Medicaid 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](http://healthit.hhs.gov/CHPL)

Follow the instructions on the website to locate your CMS EHR certification number
Step 7 – Incentive Program Questionnaire for Medicare Only Eligible Hospitals

**STEPS**

1. **Click the Medicare incentive program**
2. **Select your Medicare hospital type**
3. **Enter your EHR Certification Number if you have it**
4. **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 7 – Incentive Program Questionnaire for MA-Affiliated Hospitals

**STEPS**

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

**TIP**

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**

1. **Click the Medicaid incentive program**
2. **Click on APPLY**
3. **Select your Medicaid State/Territory**
4. **Select your Medicaid hospital type**
5. **Enter your CMS EHR Certification Number if you have it**
6. **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).

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.

TIPS

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
Step 9 – Topics for this Registration

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

TIPS
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.

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

TIP

Click on Exit to revise your registration
Step 11 – Registration Disclaimer

Be sure to read the entire disclaimer.

General Notice

NOTICE: Any person who knowingly makes a statement containing any misrepresentation or any false, incomplete or misleading information may be guilty of a crime 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 I requested will be paid from 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 meet all Medicare/Medicaid EHR Incentive Program requirements and to furnish those records to the Medicaid State Agency, Department of Health and Human Services, or contractors 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 laws 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 USES: 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 denial of 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 the certification 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 11285, provides penalties for withholding this information.

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)

Both Medicare & Medicaid Eligible Hospitals

**STEPS**

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

Click on [You can find your State here](https://ehrincentives.cms.gov) to complete the Medicaid registration.

**TIPS**

- 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 Medicare Eligible Hospitals only

This completes your registration.

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

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.
Step 12 – Submission Receipt (Successful Submission)
for Medicaid 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

TIPS
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
**Step 13 – Status Summary**

Review all current and previous information related to your account.

**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 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.

**STEPS**
Remember to click 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)


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

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS</td>
<td>Centers for Medicaid &amp; Medicaid Services</td>
</tr>
<tr>
<td>DMF</td>
<td>Social Security Death Master File</td>
</tr>
<tr>
<td>EHR</td>
<td>Electronic Health Record</td>
</tr>
<tr>
<td>EIN</td>
<td>Employer’s Identification Number</td>
</tr>
<tr>
<td>EIPIC</td>
<td>EHR Incentive Program Information Center</td>
</tr>
<tr>
<td>EP</td>
<td>Eligible Professional</td>
</tr>
<tr>
<td>FI</td>
<td>Fiscal Intermediary</td>
</tr>
<tr>
<td>FQHC</td>
<td>Federally Qualified Health Center</td>
</tr>
<tr>
<td>I&amp;A</td>
<td>Identification &amp; Authentication System</td>
</tr>
<tr>
<td>IDR</td>
<td>Integrated Data Repository</td>
</tr>
<tr>
<td>LBN</td>
<td>Legal Business Name</td>
</tr>
<tr>
<td>MAC</td>
<td>Medicaid Administrative Contractor</td>
</tr>
<tr>
<td>MAO</td>
<td>Medicaid Advantage Organization</td>
</tr>
<tr>
<td>NPI</td>
<td>National Provider Identifier</td>
</tr>
<tr>
<td>NPPES</td>
<td>National Plan and Provider Enumeration System</td>
</tr>
<tr>
<td>NLR</td>
<td>National Level Repository</td>
</tr>
<tr>
<td>OIG</td>
<td>Office of the Inspector General</td>
</tr>
<tr>
<td>PECOS</td>
<td>Provider Enrollment Chain and Ownership System</td>
</tr>
<tr>
<td>RHC</td>
<td>Rural Health Center</td>
</tr>
<tr>
<td>SSN</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>TIN</td>
<td>Tax Identification Number</td>
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