



**MEDICARE EHR INCENTIVE PROGRAM - PAYMENT ADJUSTMENT YEAR 2018
ELIGIBLE PROFESSIONAL (EP) HARDSHIP EXCEPTION INSTRUCTIONS for
PROGRAM YEAR 2016**

**MEDICARE ELECTRONIC HEALTH RECORD (EHR) INCENTIVE PROGRAM
2018 PAYMENT ADJUSTMENT HARDSHIP EXCEPTION INFORMATION**

- **Eligible Professionals (EPs)** may submit a Hardship Exception Application if the EP is unable to successfully demonstrate meaningful use in 2016 and criteria are met for a Lack of Infrastructure, Extreme and Uncontrollable Circumstances, Lack of Face to Face Patient Interaction and/or a Lack of Control over the Availability of Certified EHR Technology Hardship Exception.
- EPs participating in the Medicare EHR program for the first time in 2016 and EPs that have participated in the program prior to 2016, must successfully attest to meaningful use for the EHR Incentive Program during any continuous 90-day period from January 1, 2016 through December 31, 2016, and satisfy all other program requirements to avoid the Medicare payment adjustment in 2018.
- EPs must attest to meaningful use by **February 28, 2017**.
- If you did not successfully meet meaningful use in 2016 and would like to apply for a Hardship Exception, you must submit your application no later than **July 1, 2017**.

EPs that do not need to submit this application:

- **New EPs** – If an EP is newly enrolled to Medicare and begins to submit Medicare claims in 2016, the EP will receive an exception to the 2018 payment adjustment and does not need to submit this form.
- **Specialties** - If an EP is classified in the Medicare Provider Enrollment, Chain and Ownership System (PECOS) with one of the following five specialty codes as their primary specialty, the EP will receive an exception to the 2018 payment adjustment and does not need to submit this form.
 - Anesthesiology (05)
 - Diagnostic Radiology (30)
 - Interventional Radiology (94)
 - Nuclear Medicine (36)
 - Pathology (22)
- **Hospital-Based EPs** - If an EP is hospital-based in 2016, the EP will receive an exception to the 2018 payment adjustment and does not need to submit this form.



BASIC APPLICATION INFORMATION

- To avoid the 2018 payment adjustment, this application must be submitted electronically or postmarked July 1, 2017.
- This application can be completed for up to 100 multiple EPs from the same group practice experiencing the same hardship issue. If more than 100 EPs are applying for the same hardship, please attach an Excel spreadsheet listing each EP's first name, last name and NPI.
- To file a Hardship Exception Application, the circumstance must be beyond the EP's control *and* the EP must explicitly outline how the circumstance significantly impaired their ability to meet meaningful use.
- This application must be fully completed for any EP to formally file a Hardship Exception Application with the Medicare EHR Incentive Program.
- This application will be reviewed when the completed form is received.
- If approved, this Hardship Exception is valid for the 2018 payment year only.
- Determinations made by CMS or their designee regarding Hardship Exceptions are final and cannot be appealed.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS APPLICATION

- Electronic submission of this application is strongly recommended as submitting hardcopy or faxed applications may result in processing delays.
- Please download the application, and type in the dynamic form. You must save the application on your computer and attach it to the body of an email.
- This completed application must be attached to an email and sent to ehrhardsip@provider-resources.com.
- All Hardship Exception determinations will be returned via email from ehrhardsip@provider-resources.com to the email address provided on the application.



- If electronic submission is not possible, by any means, please TYPE or PRINT all information using blue or black ink and submit this application via fax to **814-456-7132**.
- CMS will only accept documentation submitted in Portable Document Format (.pdf), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Microsoft Excel (.xls) or Microsoft Excel Open XML spreadsheet (.xlsx) formats. These documents must be directly accessible through the email attachment.
- Missing documentation or submissions in formats other than those listed above could result in a determination delay or in denial of the hardship exception.
- All documentation is required at the time of submission and additional documentation will not be accepted.
- Retain a copy if your completed hardship exception application for your records.