



» Stage 1 Medicaid EHR Incentive Program:

PARTICIPATION CHECKLIST

Each step of Stage 1 participation is explained to guide you through participation from start to finish.

- 1 Determine your eligibility to participate in the Medicaid program.
 - Eligibility Requirements for Professionals
 - Eligibility tool
- Prepare for registration.
 - Registration User Guide for Medicaid Eligible Professionals
 - EHR Registration, Attestation, and PECOS Checklist
- 3 Register to participate.
 - You must register with CMS online.
 - CMS will send information to your state. You will need to log in to your state program's website to verify your registration and provide additional eligibility information.
- 4 Determine certification of your EHR system.
 - To determine if your EHR system is currently certified, view the ONC Certified Health IT Product List (CHPL).
- **1** Meet meaningful use requirements and prepare for attestation.
 - · EHR Registration, Attestation, and PECOS Checklist
 - Attestation Worksheet for Eligible Professionals
 - Meaningful Use Attestation Calculator
- 6 Attest that you have met the thresholds and all of the state requirements.
 - You will attest through your state portal.
- Retain proper documentation in case of audit.
 - Supporting Documentation for Audits
 - Sample Audit Letter for Eligible professionals
 - Audit Overview Fact Sheet

Note: You may be audited prior to receiving payment.

- **8** Continue reporting meaningful use data, and receive up to 6 years of incentive payments.
 - Use the My Participation Timeline Widget to determine when you will demonstrate each stage of meaningful use.

This checklist provides eligible professionals with steps for participating in Stage 1 of the Medicaid Electronic Health Record (EHR) Incentive Program.

