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BEGINNER

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

» Stage 1 Medicare 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 Medicare program.**
 - [Eligibility Requirements for Professionals](#)
 - [Eligibility tool](#)
 - 2 Prepare for registration.**
 - [Registration User Guide for Medicare Eligible Professionals](#)
 - [EHR Registration, Attestation, and PECOS Checklist](#)
 - 3 Register to participate.**
 - You must register with CMS [online](#).
 - 4 Determine certification of your EHR system.**
 - To determine if your EHR system is currently certified, view the ONC [Certified Health IT Product List \(CHPL\)](#).
 - 5 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 program requirements.**
 - To attest, use the CMS [Attestation System](#).
 - [Attestation User Guide for Medicare Eligible Professionals](#)
 - 7 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 every year, and avoid payment adjustments.**
 - Use the [My Participation Timeline Widget](#) to determine when you will demonstrate each stage of meaningful use.
 - [Payment Adjustments & Hardship Exemptions Tipsheet for Eligible Professionals](#)
 - [How Payment Adjustments Affect Providers Tipsheet](#)