



REGISTRATION USER GUIDE

For Medicaid Eligible Professionals

Medicaid

Promoting Interoperability (PI) Program



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Disclaimer

The Centers for Medicare & Medicaid Services (CMS) is providing this material to guide the Medicaid physicians and non-physician practitioners in using the CMS Promoting Interoperability (PI) Registration System.

Although every reasonable effort has been made to assure the accuracy of the information within these pages at the time of posting, the PI program is constantly changing, and it is the responsibility of each physician, non-physician practitioner, supplier or provider to remain abreast of the program requirements.

Medicare and Medicaid regulations can be found on the CMS website at <http://www.cms.gov>

Step 1 – Getting Started

This is a step-by-step guide for the Medicaid Eligible Professionals (EPs) Promoting Interoperability (PI) Program. The page layout consists of the registration screen with written instructions to the right, as well as helpful tips.

To get started, click on the link at the top of the page or type the website into your computer's browser.

Promoting Interoperability Programs Registration System

Welcome to the Promoting Interoperability Programs Registration System

About This Site

The Promoting Interoperability Programs (previously known as 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 interoperability programs are designed to support providers in this period of Health IT transition and install the use of EHRs in meaningful ways to help our nation to improve the quality, safety, and efficiency of patient health care.

Additional Resources: For User Guides to Registration that will allow 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, 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](#).

This web system is for the Promoting Interoperability 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)

Medicaid EPs include:

- Physicians
- Nurse Practitioners
- Certified Nurse - Midwife
- Dentists
- Physician Assistants who practice in a Federally Qualified Health Center (FQHC) or Rural Health Center (RHC) that is led by a Physician Assistant.
- Doctors of Optometry

Further, Medicaid EPs must also:

- Have a minimum of 30% Medicaid patient volume (20% minimum for podiatrists), OR
- Practice predominantly in a FQHC or RHC and have at least 30% patient volume to needy individuals.

Eligible Hospitals

Medicaid Eligible Hospitals include:

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

Navigation: [Previous](#) [Continue](#)

STEPS

Enter the Promoting Interoperability Program **URL** (located at the top of the page) into your web browser.

Click **Continue** to start the registration process

Step 1 - Continued

Carefully review the screen for important information.

Promoting Interoperability Programs Registration System

Warning

(*) Red asterisk indicates a required field.

WARNING: Only authorized registered users have rights to access the Promoting Interoperability Programs Registration System.

- This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this Government system, which includes (1) this computer network, (2) all computers connected to this network, and (3) all devices and storage media attached to this network or to a computer on this network.
- This system is provided for Government-authorized use only.
- Unauthorized or improper use of this system is prohibited and may result in disciplinary action and/or civil and criminal penalties.
- Personal use of social media and networking sites on this system is limited as to not interfere with official work duties and is subject to monitoring.
- By using this system, you understand and consent to the following:
 - The Government may monitor, record, and audit your system usage, including usage of personal devices and email systems for official duties or to conduct HHS business. Therefore, you have no reasonable expectation of privacy regarding any communication or data transiting or stored on this system. At any time, and for any lawful Government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this system.
 - Any communication or data transiting or stored on this system may be disclosed or used for any lawful Government purpose.

*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

Previous

Continue

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* to start the registration process



Step 2 – Login Instructions

Review the Login Instructions for Eligible Professionals.

Login Instructions

Promoting Interoperability

- CMS is dedicated to improving interoperability and patient access to health information. To better reflect this focus, the Promoting Interoperability Program is renamed to the Promoting Interoperability (PI) Programs.

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 your helpdesk: Medicare Eligible Hospital and Dually Eligible Hospitals: Contact External User Services Help Desk: <https://ous.csaathelp.com> or 1-888-484-8049 or BUSsupport@egi.com
- Medicare Eligible Professionals: Contact the Quality Payment Program Help Desk at 1 (888) 288-8292 and choose the Promoting Interoperability Program legacy call option or Qpp@cms.hhs.gov.
- Medicaid Only Hospitals and Medicaid Eligible Professionals: Contact your EHR State Medicaid Administrator.
- View our [checklist of required materials](#) here.

(*) Red asterisk indicates a required field.

*User ID:

*Password:

Login Cancel

STEPS

Enter your National Plan and Provider Enumeration System (NPPES) web user account, user ID and password to log into the registration system

Click [Log In](#)

Eligible Professionals (EPs) may authorize surrogate users to work on behalf of the EP in the Promoting Interoperability Registration system. This association is performed in the NPPES System

If you do not have an I&A User ID and Password, click on the "Create a Login" link in the body of the screen

Click the link "checklist of required materials" in the body of the screen to view the materials required to register for the Promoting Interoperability Programs

TIPS

- User ID and Password are case sensitive

Step 2 – Continued

For information about the CMS Identity and Access (I&A) System, refer to [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

To locate your NPI number, visit: <https://nppes.cms.hhs.gov/NPPES>. User name and password are case sensitive.

To apply for an NPI click on "NPPES" link in the body of the screen.

If you cannot remember your password, contact the External User Services Help Desk at:

Phone: 1-866-484-8049, or

Web: <https://eus.custhelp.com>, or

Email: EUSsupport@cgi.com



Step 3 – Multi Factor Authentication (MFA)

If you have not already set up your MFA in I&A by March 28th, and the user name and password entered on the Login page are correct, you will be presented the “Information on Multi- Factor Authentication (MFA)” screen between March 28th, 2020 and September 30th, 2021.

STEPS

Eligible Professionals may choose to set up their MFA by selecting the “Go to I&A to set up MFA” button.

If the user has set up MFA in I&A, he/she will be not be presented this screen but will instead be directed to the next screen “Request Code for Multi- Factor Authentication (MFA)”

If the user clicks *continue* they will be presented the Welcome Screen.

If the user clicks *Go to I&A to set up MFA*, the user is directed to I&A to set up MFA. When the user logs in again to the Registration System (after setting up MFA), they will be presented the “Request Code” screen after the “Login Instructions” screen.

Information on Multi-Factor Authentication (MFA)

Attention: Multi-Factor Authentication will soon be required when logging into the Registration System.

We are implementing Multi-Factor Authentication to ensure your data is secure. We do this by sending a temporary code to you to verify your identity. The code can be sent to you either via a phone number (either by voice or Text/SMS) or an email.

Multi-Factor Authentication is currently optional when logging into the Registration System, but will become required in 365 days.

Select the “Go to I&A to Set Up MFA” button to log into I&A and set up your MFA before returning to log in to the Registration System. Select “Continue” if you do not wish to set up your MFA at this time and would like to continue to the **Registration System**.

[Go to I&A to Set Up MFA](#) [Continue](#)

Web Policies & Important Links [CMS.gov](#) [Accessibility](#) [File Formats and Plugins](#) [Department of Health & Human Services](#)





Step 4 – Request Code for Multi- Factor Authentication (MFA)

If the user name and password you entered are correct, and you have set up MFA in I&A, you be presented the "Request Code for Multi- Factor Authentication (MFA)" screen after March 28th, 2020.

STEPS

Eligible Professionals can select the method by which they would like to receive the verification code.

Click *Send Verification Code*

The screenshot shows a web form titled "Request Code for Multi-Factor Authentication (MFA)". At the top left, it says "Promoting Interoperability Programs Registration System" and at the top right, "Log Out". The form has a green header with the title. Below the header, there is a note: "(*) Indicates Required Fields". A link says "Need to make changes to where you receive your verification code? [Go to I&A and Reset MFA](#)". A section titled "*Select where you wish to receive your Verification Code:" contains two radio button options: "Primary Authentication Method: Email m****@tistatech.com" (which is selected) and "Alternate Authentication Method: Text (xxx) xxx-5180". Below this, a message reads: "Please select the **Send Verification Code** button to receive the code. Select the **Cancel** button to go back to the **Login** page." At the bottom of the form area, there are two buttons: "Cancel" and "Send Verification Code". The footer of the page contains several links: "Web Policies & Important Links", "Department of Health & Human Services", "CMS.gov", "Accessibility", and "File Formats and Plugins", along with the CMS logo.



Step 5 – Verify Code for Multi- Factor Authentication (MFA)

Promoting Interoperability Programs
Registration System Log Out

Verify Code from Multi-Factor Authentication (MFA)

(*) Indicates Required Fields

Need to make changes to where you receive your verification code? [Go to I&A and Reset MFA](#)

*Select where you wish to receive your Verification Code:
 Primary Authentication Method: Email T***@tistatech.com**
 Alternate Authentication Method: Text (xxx) xxx-5180

Haven't received the code yet or need a new code? Note: This button will remain disabled for 30 seconds after the prior code request.

*Are you logging in to the system on a Public or Private device:
 This is a Public Device
 This is a Private Device

*Enter Code:

Please select the **Verify Code** button to proceed to the **Welcome** page. Select the **Cancel** button to go back to the **Login** page.

Web Policies & Important Links [CMS.gov](#) [Accessibility](#) [File Formats and Plugins](#) [Department of Health & Human Services](#)



STEPS

Screen will be presented to the user.

The user also has to option to click the *Resend* button to receive the code again.



Step 6 – Consent

Consent

By selecting the **Consent** button, you are agreeing to let the system install a cookie on your Private Device. This will give you the ability to bypass Multi-Factor Authentication for the next 24 hours when logging into the Registration System. Note that if you decline installing the cookie, you will be required to enter a new verification code if you choose to login again.

[Consent](#) [Decline](#) [Close Window](#)

[Web Policies & Important Links](#) [Department of Health & Human Services](#)
[CMS.gov](#) [Accessibility](#) [File Formats and Plugins](#)



STEPS

Eligible Professionals can choose if they want to install cookies on their private devices, which will let them bypass the MFA for the next 24 hours.

Click *Consent Verification Code*



Step 7 – Welcome

If your login was successful you will receive the “Welcome Screen”.

Promoting Interoperability Programs
Registration System

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

Welcome Fname0135 Lname0135

Home **Registration** Status

Welcome to the Promoting Interoperability Programs Registration System

Last Successful Login: | Unsuccessful Login Attempts: 0

Welcome Fname0135 Lname0135, your first step is to register for the Promoting Interoperability Program.

For Medicaid Promoting Interoperability 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 Promoting Interoperability Program
- Continue Incomplete Registration
- Modify Existing Registration
- Resubmit a Registration that was previously deemed ineligible
- Reactivate a Registration
- Switch Medicaid State
- Cancel participation in the Promoting Interoperability Program

Status

- View current status of Registration(s) and Payment(s) for the Promoting Interoperability Program

STEPS

Click on the *Registration* tab to continue registering for the PI Program

After you login, the system will alert you of your next step in the registration process, such as your registration needs to be completed, or that it is pending with your Medicaid Affiliated State for approval

Although registration is done in this system, the demonstration and attestation to Meaningful Use (MU) of Certified Electronic Health Record Technology (CEHRT) by providers, and obtaining the qualified EHR Incentive payment, is done with the Promoting Interoperability program of the Medicaid Affiliated State or Territory that the providers choose to register with in this system.

TIPS

The Welcome screen consists of three tabs to navigate through the registration process

- Home
- Registration
- Status

Step 8 – Registration

The Registration Instruction screen lists all the National Provider Identifiers (NPI) associated to the logged in user.

Home
Registration
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 Promoting Interoperability Programs Continue an incomplete registration
Modify	Modify Existing Registration Switch Medicaid state
Cancel	Discontinue participation in the Medicare & Medicaid Promoting Interoperability Programs
Reactivate	Reactivate a previously canceled registration
Resubmit	Resubmit a registration that was previously deemed ineligible
View Status	View Status of a registration that has been successfully submitted

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:

Registration Date (MM/DD/YYYY)::

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Registration Status	Action
George Mac	XXX-XX-2845 (SSN)	1265768485			<input style="border: 2px solid red; border-radius: 50%; padding: 2px 10px;" type="button" value="Register"/>

STEPS

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

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

Step 9 – Reason for this Registration

Review and follow the registration instructions below.

STEPS

Click on Topic 1 - "*Promoting Interoperability Program*" to start

The screenshot shows a web interface for registration progress. At the top, there are three tabs: Home, Registration (selected), and Status. Below the tabs is a green header with the text "Registration Progress". To the right of the header, a yellow box displays the user's name "George Ma" and their identifiers: "Tax Identifier: XXX-XX-2845 (SSN)" and "NPI: 1265768485".

The main content area is titled "Reason for Registration" and includes the text: "You are an Eligible Professional registering in the incentive program." Below this is a section titled "Topics" with the following text: "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."

There are three topic cards, each with a progress bar and a right-pointing arrow:

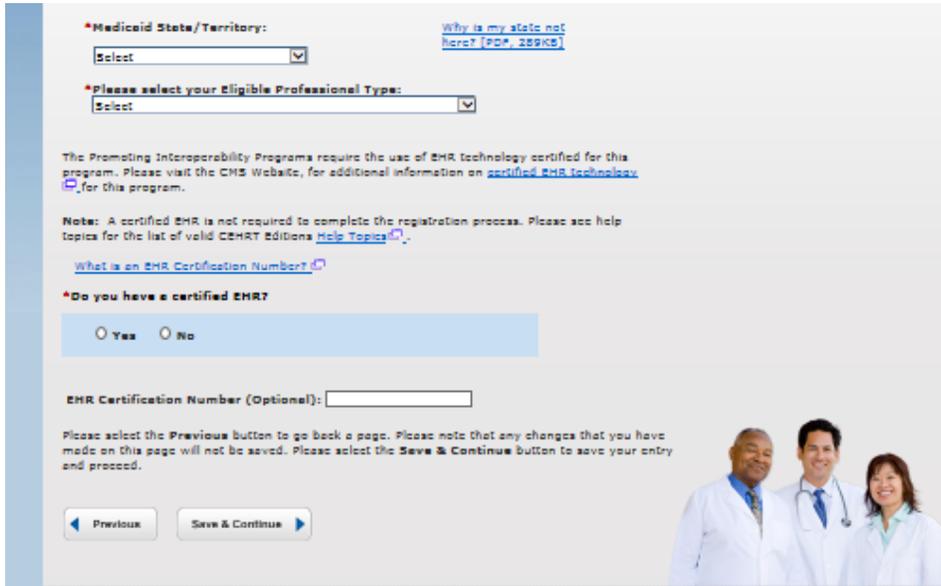
- Topic 1: "Promoting Interoperability Program" with a progress bar showing "Progress: 0 of 1". This card is highlighted with a red circle.
- Topic 2: "Personal Information" with a progress bar showing "Progress: 0 of 1".
- Topic 3: "Business Address & Phone" with a progress bar showing "Progress: 0 of 1".

At the bottom left, there is a button labeled "Proceed with Submission" with a right-pointing arrow. To the right of the topics is a photograph of three healthcare professionals in white coats.

TIPS

- Data required for this registration is grouped into two topics. Both topics must be **completed**
- Progress bars will indicate the progress
- When both topics are **completed**, user can select **Proceed with Submission**

Step 10 – Promoting Interoperability Program Questionnaire



The screenshot shows a web form for the Promoting Interoperability Program. It includes a dropdown menu for 'Medicaid State/Territory' with a link 'Why is my state not here? [PDF, 289KB]'. Below it is another dropdown for 'Please select your Eligible Professional Type:'. A paragraph explains that the program requires the use of EHR technology certified for this program and provides a link to 'certified EHR technology'. A note states that a certified EHR is not required to complete the registration process and provides a link to 'Help Topics'. There is a link 'What is an EHR Certification Number?'. A section titled 'Do you have a certified EHR?' has radio buttons for 'Yes' and 'No'. Below that is a text input field for 'EHR Certification Number (Optional)'. A final paragraph explains that changes are not saved until the 'Save & Continue' button is clicked. At the bottom are 'Previous' and 'Save & Continue' buttons. An image of three healthcare professionals in white coats is visible on the right side of the form.

STEPS

Select your *Medicaid State/Territory*

Select your *Eligible Professional Type*

The Promoting Interoperability Program requires the use of Certified EHR Technology (CEHRT). Please visit CMS Website for additional information on Certified EHR Technology

Click *Save & Continue*

Step 11 – Personal Information

Follow the instructions below regarding your personal information.

STEPS

Select where your payment will go in the Payee TIN Type

SSN Payee TIN Type indicates that the provider receives the payment

To reassign to a Group, select Group Reassignment in the payee TIN Type

Click **Save & Continue**

Home Registration Status

Progress: 0 of 1

Personal Information

Eligible Professional Identifiers

George M:
Tax Identifier: XXX-XX-2845 (SSN)
NPI: 1265768485

First Name: George
Middle Name: Dimitri
Last Name: Magel
Suffix:
Social Security Number (SSN): XXX-XX-2845
National Provider Identifier (NPI): 1265768485

Payee Information

Please note, the tax identification number (TIN) captured below will receive the Promoting Interoperability Program payment.

*Please select the payee TIN type for your Promoting Interoperability Program Registration.

Select

Please select the **Previous** button to go back a page. Select the **Return to Registration Progress** button to view your progress through the registration topics. Please note that any changes that you have made on this page will not be saved.

Previous Return to Registration Progress **Save & Continue**

Personal Information

Progress: 0 of 1

Eligible Professional Identifiers

George Ma_
Tax Identifier: XXX-XX-2845 (SSN)
NPI: 1265768485

First Name: George
Middle Name: Dimitri
Last Name: Magel
Suffix:
Social Security Number (SSN): XXX-XX-2845
National Provider Identifier (NPI): 1265768485

Payee Information

Please note, the tax identification number (TIN) captured below will receive the Promoting Interoperability Program payment.

*Please select the payee TIN type for your Promoting Interoperability Program Registration.

My SSN

The following entity will receive the Promoting Interoperability Program Payment:

Payee TIN (SSN): XXX-XX-2845 (SSN)
Payee NPI: 1265768485

Please select the **Previous** button to go back a page. Select the **Return to Registration Progress** button to view your progress through the registration topics. Please note that any changes that you have made on this page will not be saved.

Previous Return to Registration Progress **Save & Continue**

TIPS

- Medicaid EPs can elect to have their payment go to another qualified entity using Payee TIN Type of Group Reassignment. This information will be sent to the State
- There are rules around reassignments governing this program, please see the CMS website for more information: <http://www.cms.gov/EHRIncentivePrograms>

Step 12 – Business Address and Phone Number

The business address and telephone number are pulled from the provider's information stored National Plan and Provider Enumeration System (NPPES).

STEPS

Review the Business Address & Phone information and revise if applicable.

Enter your *E-Mail* address and *Confirm E-Mail* address

Click *Save & Continue*

You will receive an e-mail confirmation once you have successfully completed your registration

Business Address & Phone Number

Progress: 0 of 1

(*) Red asterisk indicates a required field.

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.

George Ma

Tax Identifier: XXX-XX-2845 (SSN)
NPI: 1265768485

*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.



TIPS

- The fields can be updated on this screen. However, the data is not sent back to NPPES. If this information is incorrect, please update your NPPES account as well
- The Business Address cannot be a P.O Box address

Step 13 – Registration Progress

Topics for this Registration page will display when all the Topics are completed.

The screenshot shows the 'Registration Progress' page. At the top, there are three tabs: 'Home', 'Registration' (which is active), and 'Status'. Below the tabs is a green header with the text 'Registration Progress'. To the right of the header, there is a yellow box containing the user's name 'Georg', 'Tax Identifier: XXX-XX-2845 (SSN)', and 'NPI: 1265768485'. Below this, the 'Reason for Registration' section states 'You are an Eligible Professional registering in the incentive program.' The 'Topics' section lists three topics, each with a progress bar and a 'Completed' status: 1. Promoting Interoperability Program, 2. Personal Information, and 3. Business Address & Phone. A note below the topics says: 'Note: When all topics are marked as completed, select the Proceed with Submission button to submit your registration.' At the bottom left, the 'Proceed with Submission' button is circled in red. The footer contains links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins', along with the CMS logo.

STEPS

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

TIPS

- Data required for this registration is grouped into three topics. All topics must be **completed**
- Progress bars will indicate the progress for each topic
- When all topics are **completed** user can select **Proceed with Submission**

Step 14 – Verify Registration

Be sure to verify all your personal information.

Promoting Interoperability Programs
Registration System

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

Welcome George Magel

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: 1000063447	Business Address:
Name: George Dimitri Magel	1 Baylor Plz
TIN: XXX-XX-2845 (SSN)	Houston, TX, 77030-3411
NPI: 1265768485	Phone #: (713) 798-0190
Incentive Program: Medicaid(AS)	E-Mail: Jane.Doe@email.com

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

[Submit Registration](#) [Exit](#)

George Ma
Tax Identifier: XXX-XX-2845 (SSN)
NPI: 1265768485

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

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

CMS
CENTERS FOR MEDICARE & MEDICAID SERVICES

STEPS

Review your registration information for accuracy

Click **Submit Registration** to continue

If you decide not to complete your registration at this time, you may click the **Exit** button, which will take you back to the Home Page

Your registration information will not be sent to your Medicaid State or Territory for processing of your attestation or incentive payments if the 'Submit Registration' button is not clicked

TIPS

- If you decide not to complete your registration at this time, you may click the **Exit** button, which will take you back to the Home Page
- Click on **Help** link for additional guidance for the registration process

Step 15 – Registration Disclaimer

Be sure to read the entire disclaimer.

Home Registration Status

Registration Disclaimer

George Ma
Tax Identifier: XXX-XX-1234 (SSN)
NPI: 1234567890

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 Promoting Interoperability 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 Promoting Interoperability Program payment, may be prosecuted under applicable Federal or State criminal laws and may also be subject to civil penalties.

USER WORKING ON BEHALF OF A PROVIDER: I certify that I am registering on behalf of a provider who has given me authority to act as his/her agent. I understand that both the provider and I can be held personally responsible for all information entered. I understand that a user registering on behalf of a provider must have an Identity and Access Management system web user account associated with the provider for whom he/she is registering.

I hereby agree to keep such records as are necessary to demonstrate that I met all Medicare/Medicaid Promoting Interoperability 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 Promoting Interoperability 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 Promoting Interoperability 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 Promoting Interoperability 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 Promoting Interoperability 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 Promoting Interoperability Program. The Patient Protection and Affordable Care Act, Section 5402, Section 11283, provides penalties for withholding this information.

Agree Disagree

STEPS

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

TIPS

- 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 16 – Submission Receipt

Confirm that your registration was completed successfully.

The screenshot shows a web interface with a navigation bar containing 'Home', 'Registration', and 'Status'. The 'Registration' tab is active. Below the navigation bar is a green header with the text '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 Promoting Interoperability Program. An email will be sent to the email address on file as a notification of this submission.' Below this are two bullet points: 'You must submit your Medicaid Attestation information to qualify for your Promoting Interoperability Program Payment.' and 'You should print this page for your records.' A 'Registration Tracking Information' section follows, listing: 'Registration ID: 1000063447', 'Name: George I', 'Submitted Date: 05/02/2019', and 'Reason(s) for Submission: You are an Eligible Professional registering in the incentive program.' At the bottom of this section are two buttons: 'Print Receipt' and 'Return to Registration Progress'. The right column contains a yellow box with the user's information: 'George M.', 'Tax Identifier: XXX-XX-2845 (SSN)', and 'NPI: 1265768485'. At the bottom of the page is a photograph of three healthcare professionals in white coats.

STEPS

Successful Submission:

You must contact your State to complete your registration

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

Failed Submission:

Read the instructions on the screen and contact the appropriate department to correct your information

TIPS

- *Wait 24 hours to contact your State to finish the registration, to allow for processing*
- *Click 'Print Receipt' to get a copy of the receipt for your records*
- *An unique Registration ID will be assigned to your submission*
- *If any of the system validations fail, the registration will be set to a status of "Rejected" or "Issue Pending"*

Step 17 – Status Summary

Review all current and previous information related to your account.

Home
Registration
Status

Status Selection

Status Summary

You have successfully navigated to the Status Summary page.

The following table outlines a list of all current statuses. Please click the Select button to navigate to the Status Information page, to review all current and historical information related to registration, attestation, and payment.

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Current Status	Action
George Ma,	XXX-XX-2845 (SSN)	1265768485	Medicaid	Click the Select button to navigate to the Status Information page, to review all current and historical information related to registration, attestation, and payment.	<div style="border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block;">Select</div>

Medicare Attestation Batch Status

Please select the **View Attestation Batch Status** button to review the status on all your Attestation batch files.

View Attestation Batch Status

STEPS

Click the *Status* tab to view registration information

Click the *Select* button in the *Action* column to view the registration details

Step 18 – Status Information

Review the details of your registration process.

Status Information

The following outlines the most recent events associated with your participation in the Promoting Interoperability Program through program year 2016.

For additional information on your registration, attestation(s), and payment(s), please select the appropriate tab.

George Ma
Tax Identifier: XXX-XX-2845 (SSN)
NPI: 1265768485
Registration Status:
Medicaid: Pending State Validation

Registration Information

Attestation Information

Payment Information

Your MEDICAID Promoting Interoperability Program registration was originally created on 05/02/2019 . Your MEDICAID registration was last updated on 05/02/2019 .

Incentive Type	Registration Status	Status Reason	Explanation
MEDICAID	Medicaid: Pending State Validation	Medicaid - Registration has been saved and will be sent to the state for review	

Registration ID: 1000063447
Payee Name: George C
Payee TIN: XXX-XX-2845
Payee NPI: 1265768485
EHR Certification Indicator: No
EHR Certification Number: N/A
Eligible Professional Type: Physician

Business Address:
 Houston, TX, 77030 - 3411
Phone #: (713) 798-0190 **Ext:**
E-Mail: Jane.Doe@email.com
Contractor ID: N/A
FI/Carrier/MAC: N/A
Medicaid State/Territory: AS

Please select the **Previous** button to return to the Status Selection Page and the **View PDF** button to view the contents of this page as a PDF.

[Previous](#) [View PDF](#)

STEPS

Registration details appear in the body of the screen

Information displayed includes:

- Registration Status and Registration Status Reason
- Validations performed on the registration

TIPS

- *Registration Status will be "Pending State Validation" until the registration process is completed at the Medicaid State*
- *Other Registration Statuses are "Issue Pending", "In Progress" and "Rejected"*
- *The status reason is listed under the blue header in the center of the screen*
- *Click 'Previous' to return to the status selection page*

Have Questions?

There are many resources available to you. Use the Help link in the Registration System or check out the FAQ on the CMS PI Program Website.

Promoting Interoperability Programs
Registration System

STEPS

Click on the *Help* Link which is located on every screen

Help

Help Topics

Contact Us

Search

Search

Help Topics

Help provides additional guidance to users for Medicare & Medicaid Promoting Interoperability Program Registration System. Help is divided into the following topics. Please select a topic to see detailed information.

[About Registration System](#)

[Accessing the Registration System](#)

[Top Questions](#)

[Acronyms](#)

[Glossary](#)

Please select the the **Exit Help** button to close out the Help session.

Exit Help

Resources

Contact the NLR Help Desk for Questions concerning registration by:

Email at NLRProdSupport@cms.hhs.gov, OR

Phone at 1-833-238-0203

Hours of operation: Monday-Friday 8 AM – 5 PM Eastern Time (except on Federal holidays)

NPPES Help Desk assistance:

Visit: <https://nppes.cms.hhs.gov/NPPES/Welcome.do>,

Phone at (800) 465-3203 / TTY (800) 692-2326

TIP

For more information on the Promoting Interoperability Program, visit <http://www.cms.gov/EHRIncentivePrograms>

Acronym Translation

Acronym	Expansion
CMS	Centers for Medicare & Medicaid Services
EHR	Electronic Health Record
EIN	Employee Identification Number
EP	Eligible Professional
I&A	Identification & Authentication System
LBN	Legal Business Name
MAC	Medicare Administrative Contractor
NPI	National Provider Identifier
NPPES	National Plan and Provider Enumeration System
NLR	National Level Repository
PI	Promoting Interoperability
SSN	Social Security Number
TIN	Tax Identification Number