



# REGISTRATION USER GUIDE

For Eligible Professionals

## Medicaid Electronic Health Record (EHR) Incentive Program



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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 and Medicaid program is constantly changing, and it is the responsibility of each physician, non-physician practitioner, supplier or provider to remain abreast of the Medicare and Medicaid program requirements.

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

## Step I – Getting Started

This is a step-by-step guide for the Medicaid Eligible Professionals (EPs) 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. To get started, click on the link at the top of the page or type the website into your computer's browser.



### Welcome to the Medicare & Medicaid EHR Incentive Program Registration & Attestation System

#### About This Site

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 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.

**Additional Resources:** For User Guides to Registration and Attestation that will show 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 and attestation, 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](#).

#### Overview of Eligible Professional (EP) and Eligible Hospital Types

##### Eligible Professionals (EPs)

- Medicare EPs include:
- Doctors of Medicine or Osteopathy
  - Doctors of Dental Surgery or Dental Medicine
  - Doctors of Podiatric Medicine
  - Doctors of Optometry
  - Chiropractors

Medicare Advantage Organization (MAO) EPs - A qualifying MAO may receive an incentive payment for their EPs. For more information, visit [CMS website](#).

**NOTE:** EPs may NOT be hospital-based. This is defined as any provider who furnishes 90% or more of their services in a hospital setting (inpatient or emergency room).

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

Further, Medicaid EPs must also:

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

##### Eligible Hospitals

- Medicare Eligible Hospitals include:
- Subsection (d) hospitals in the 50 states or DC that are paid under the hospital inpatient prospective payment system. Hospitals in Maryland may also participate per law.
  - Critical Access Hospitals (CAHs)
  - Medicare Advantage Affiliated hospitals (MA-Affiliated Hospitals)

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



Continue ▶

Web Policies & Important Links

[CMS.gov](#)

[Accessibility](#)

Department of Health & Human Services

[File Formats and Plugins](#)



TIP

To determine your eligibility, click on the **CMS website**

## STEPS

Enter the EHR Incentive Program **URL** (located at the top of the page) into your web browser

Click **Continue** to start the registration process

## Step I - Continued

Carefully review the screen for important information.



### Warning

(\*) Red asterisk indicates a required field.

WARNING: Only authorized registered users have rights to access the Medicare & Medicaid EHR Incentive Program Registration & Attestation System.

Please verify the following statements:

- You are accessing a U.S. Government information system
- The U.S. Government maintains ownership and responsibility for its computer systems
- Users must adhere to [U.S. Government Information Security Policies, Standards, and Procedures. \[PDF, 96.6 KB\]](#)
- Usage of this system may be monitored, recorded, and audited
- Unauthorized use is prohibited and subject to criminal and civil penalties
- The use of the information system establishes consent to any and all monitoring and recording of activities

\*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



[Web Policies & Important Links](#)

[CMS.gov](#)

[Department of Health & Human Services](#)

[Accessibility](#)

[File Formats and Plugins](#)



## 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**



### TIP

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

Review the Login Instructions for Eligible Professionals.



### Login Instructions

#### 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 the EHR Incentive Program Information Center at 888-734-6433 / TTY: 888-734-6563.

(\*) Red asterisk indicates a required field.

\*User ID:

\*Password:

View our [checklist of required materials](#) here.

[Web Policies & Important Links](#)
[Department of Health & Human Services](#)

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

## 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 EHR Incentive Program Registration & Attestation system

Click on the “Create a Login link” in the body of the screen

Click the link to view our “checklist of required” materials to register for the EHR Incentive Programs

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



### TIPS

Contact the PECOS Help Desk if you cannot remember your password - (866) 484-8049/ TTY (866)523-4759, <https://pecos.cms.hhs.gov>

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

## Step 3 – Welcome

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

The screenshot shows the 'Welcome to the Medicare & Medicaid EHR Incentive Program Registration & Attestation System' page. At the top, there is a navigation bar with tabs for 'Home', 'Registration', 'Attestation', and 'Status'. The 'Registration' tab is highlighted. Below the navigation bar, the page displays a welcome message: 'Welcome [Your Name], You need to complete your registration for the EHR Incentive Program.' This message is circled in red. Below the message, there are instructions for Medicare and Medicaid participants. There are three main sections: 'Registration', 'Attestation', and 'Status'. Each section has a list of actions. The 'Registration' section includes: Register in the Incentive Payment Program, Continue Incomplete Registration, Modify Existing Registration, Resubmit a Registration that was previously deemed ineligible, Reactivate a Registration, Switch Incentive Programs (Medicare/Medicaid), Switch Medicaid State, and Cancel participation in the Incentive Program. The 'Attestation' section includes: Attest for the Incentive Program, Continue Incomplete Attestation, Modify Existing Attestation, Discontinue Attestation, Resubmit Failed or Rejected Attestation, and Reactivate Canceled Attestation. The 'Status' section includes: View current status of your Registration, Attestation, and Payment(s) for the Incentive Program. At the bottom of the page, there are links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'. The CMS logo is also present.

## STEPS

Click on the **Registration** tab to continue registering for the EHR Incentive Program

After you login, the system will alert you of your next step in the registration and attestation process, such as your registration needs to be completed, or that it is time to begin attestation.



## TIPS

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](https://www.cms.gov/EHRIncentivePrograms/30_Meaningful_Use.asp)

## Step 4 – Registration



Medicare & Medicaid EHR Incentive Program  
**Registration and Attestation System**

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

Welcome Your Name [My Account](#)

- Home
- Registration**
- Attestation
- 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 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.

Existing registration(s):

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Registration Status	Action
Jane Doe, MD	XXX-XX-3568 (SSN)	000000000000	Medicaid	Active	<input type="button" value="Register"/>

[Web Policies & Important Links](#)

[CMS.gov](#)

[Department of Health & Human Services](#)

[Accessibility](#)

[File Formats and Plugins](#)



## 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 5 – Reason for this Registration

Review and follow the registration instructions below.

The screenshot shows the 'Registration and Attestation System' interface. At the top left is the EHR Incentive Program logo. To its right is the text 'Medicare & Medicaid EHR Incentive Program Registration and Attestation System'. Further right are links for 'Log Out', 'Help', 'Welcome Your Name', and 'My Account'. Below this is a navigation bar with 'Home', 'Registration', 'Attestation', and 'Status' tabs. The main content area is titled 'Registration Progress' and contains a 'Reason for Registration' section with the text: 'You are an Eligible Professional registering in the incentive program.' Below this is a 'Topics' section with the 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 bars: 1. 'EHR Incentive Program' with a progress bar at '0 of 1' and a red arrow pointing to it. 2. 'Personal Information' with a progress bar at '0 of 1'. 3. 'Business Address & Phone' with a progress bar at '0 of 1'. A 'Proceed with Submission' button is circled in red. On the right side of the main content area, there is a yellow box containing the text: 'Your Name', 'Tax Identifier: XXX-XX-6224 (SSN)', and 'NPI: 123456789012'. At the bottom right of the main content area is an image of three healthcare professionals. 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 **Topic 1** -  
“EHR Incentive  
Program” to start



### TIPS

Data required for this registration is grouped into three topics. All three must be **completed**



Progress bars will indicate the progress for each topic



When all topics are **completed** user can select **Proceed with Submission**

## Step 6 – Incentive Program Questionnaire

Review and follow the Incentive Program Questionnaire instructions below.

**Medicare & Medicaid EHR Incentive Program**  
**Registration and Attestation System**

Welcome Your Name [Log Out](#) [Help](#)  
[My Account](#)

Home **Registration** Attestation Status Progress: 0 of 1

### EHR Incentive Program

#### Incentive Program Questionnaire

(\*) Red asterisk indicates a required field.

Not sure which incentive program to select? Please visit the CMS Website for information on the requirements and the differences between the [Medicare and Medicaid EHR incentive programs](#).

Note: Hospitals that are eligible or may be eligible for EHR incentive payments under both Medicare and Medicaid should select **BOTH Medicare and Medicaid** during the registration process, even if

- 1) Their Medicaid State has not officially launched their EHR incentive program.
- 2) They plan to apply only for a Medicaid EHR incentive payment by adopting, implementing, or upgrading certified EHR technology.

Dually-eligible hospitals can then attest through CMS for their Medicare EHR incentive payment at a later date.

**Note:** Medicare EPs cannot receive both Medicare EHR and e-Prescribing incentive payments.

\* Please select your Incentive Program

Medicare  Medicaid

\* Medicaid State/Territory: Georgia  
[Why is my state not here? \[PDF, 289KB\]](#)

\* Please select your Eligible Professional Type:  
Physician

The EHR incentive programs require the use of EHR technology certified for this program. Please visit the CMS Website, for additional information on [certified EHR technology](#) for this program.

**Note:** A certified EHR is not required to complete the registration process, but an EHR Certification Number will be required when you attest for payment.

\* Do you have a certified EHR? [What is an EHR Certification Number?](#)

Yes  No

EHR Certification Number (Optional): 00000000000000

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.

[Previous](#) **Save & Continue**

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

## STEPS

Select Medicaid

Select your Medicaid State/Territory

Select your Eligible Professional Type.

Click **Yes** or **No** at “Do you have a certified EHR?” If yes, enter the EHR Certification Number

Click **Save & Continue**



### TIPS

States are launching their programs at different times, so your state may not yet be available. Click on the CMS website link for more information.

<https://www.cms.gov/EHRIncentivePrograms/>

Click on the CMS EHR Certification Number website to obtain your certified EHR number.

<http://healthit.hhs.gov/CHPL>

Follow the instructions on the website to locate your CMS EHR Certification Number

You must enter your certification number when Attesting for the EHR Incentive Program. The number is not required for registration

## Step 7 – Personal Information

Follow the instructions below regarding your personal information.

## STEPS

Select where your payment will go in the Payee TIN Type

Click **APPLY**

SSN Payee TIN Type indicates that the provider receives the payment

Enter the Group Name and Group Payee TIN and NPI Number

Click **Save & Continue**



## TIPS

Medicaid EPs can elect to have their payment go to another qualified entity by selecting Payee TIN Type of EIN, and 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 7 – Personal Information for Groups

If a group will be receiving payments, follow the instructions below regarding your group information.

Medicare & Medicaid EHR Incentive Program  
Registration and Attestation System

My Account | Log Out | Help

Home | Registration | Attestation | Status

Progress: 0 of 1

### Personal Information

**Eligible Professional Identifiers**

First Name:  
Middle Name:  
Last Name:  
Suffix:  
Social Security Number (SSN): XXX-XX-XXXX-  
National Provider Identifier (NPI):

**Group Reassignment Payee NPI Selection**

(\* Red asterisk indicates a required field.)

Our system results have indicated that you have more than 10 practice location NPIs associated with the **Group** to whom you have reassigned your benefits in PECOS. Please enter desired NPI of the **Group** below and select **Filter** to display matching payee records below.

\*Enter 10 Digit NPI (ex:1234567890) :

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. Select the **Save & Continue** button to save your entry and proceed.

Web Policies & Important Links Department of Health & Human Services

CMS.gov Accessibility File Formats and Plugins

**CMS**  
CENTERS FOR MEDICARE & MEDICAID SERVICES

## STEPS

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If you are assigning payments to a practice or group, you will need to enter the group's 10-digit NPI that will be receiving the payments.

Click *Filter*

## Step 7 – Resolve Personal Information Errors

Resolve any errors with your personal information.

The screenshot shows a web application interface with a navigation bar containing 'Home', 'Registration', 'Attestation', and 'Status'. The 'Registration' tab is active. Below the navigation bar is a green header with 'Personal Information' and a progress indicator 'Progress: 0 of 1'. A red-bordered box contains the message: 'You must resolve the following error(s) to continue:'. Below this, a red bullet point states: 'There is no valid PECOS reassignment information matching the input NPI. You may do any of the following:'. Three red sub-points follow: '- Verify the number and try again', '- Select Clear Filter and input an NPI in the field, to search for another reassignment payee', and '- Contact your Medicare Contractor or your CMS Regional Office to address issues with your PECOS payee information'. To the right of the error message is a yellow box with the text: 'Tax Identifier: XXX-XX-XXXX(SSN)' and 'NPI:'. Below the error message is a section titled 'Eligible Professional Identifiers' with input fields for 'First Name:', 'Middle Name:', 'Last Name:', 'Suffix:', and 'Social Security Number (SSN): XXX-XX-XXXX'.

## STEPS

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If there are any errors with your personal information, the system will alert you and allow you to make revisions. Resolve any issues and continue.

## Step 8 – Business Address and Phone

Be sure to complete all requested information.



Welcome Your Name [Log Out](#) [Help](#)  
[My Account](#)

Home Registration **Attestation** Status

Progress: 1 of 1  
Completed

### Business Address & Phone Number

(\*) Red asterisk indicates a required field.

The address provided below will be posted on the EHR incentive program website once you receive payment to show participation in the Medicare EHR incentive program. 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.

Your Name  
Tax Identifier: XXX-XX-3568 (SSN)  
NPI: 0000000000

\*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.

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## 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**

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



### TIPS

Data on this page is pulled from the provider's practice location stored in NPPES

Address and Phone number can be changed for purposes of this program, however it will not update your NPI record in NPPES

If this information is incorrect, please update your NPPES account as well

## Step 9 – Registration Progress

Be sure to complete all the topics below.

**Medicare & Medicaid EHR Incentive Program**  
**Registration and Attestation System**

Log Out | Help  
My Account

Welcome Your Name

Home | **Registration** | Attestation | Status

### Registration Progress

#### Reason for Registration

You are an Eligible Professional registering in the incentive program.  
You have modified your registration information.

Your Name  
Tax Identifier: XXX-XX-3568 (SSN)  
NPI: 000000000000

#### Topics

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.

- 1 **EHR Incentive Program** Progress: 1 of 1 Completed
- 2 **Personal Information** Progress: 1 of 1 Completed
- 3 **Business Address & Phone** Progress: 1 of 1 Completed

**Note:** When all topics are marked as completed, select the **Proceed With Submission** button to submit your registration.

**Proceed with Submission**

Web Policies & Important Links | Department of Health & Human Services  
CMS.gov | Accessibility | File Formats and Plugins

## STEPS

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



### TIP

Progress bars indicate that the topics are **completed**

## Step 10 – Verify Registration

Be sure to verify all your personal information.



The screenshot shows the 'Verify Registration' page. At the top left is the 'HR INCENTIVE PROGRAM' logo. To its right is the text 'Medicare & Medicaid EHR Incentive Program Registration and Attestation System'. In the top right corner, there are links for 'Log Out', 'Help', and 'My Account'. Below this is a user greeting: 'Welcome Your Name'. A navigation bar contains buttons for 'Home', 'Registration' (highlighted in green), 'Attestation', and 'Status'. The main heading is 'Verify Registration'. Under 'Registration Information', there is a paragraph: '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.' The registration details are as follows: Registration ID: 1000041161; Name: Jane Doe, MD; TIN: XXX-XX-3568 (SSN); NPI: 000000000000; Business Address: Any Street, Canton, MA, 02021-2923; Phone #: (781) 000-0000; Ext #: ; E-Mail: Jane.Doe@email.com; Incentive Program: Medicaid. To the right of these details is a yellow box with 'Your Name', 'Tax Identifier: XXX-XX-3568 (SSN)', and 'NPI: 000000000000'. Below the details is an image of three healthcare professionals. At the bottom left, the 'Submit Registration' button is circled in red, and an 'Exit' button is next to it. 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.

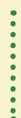
## STEPS

Review your registration information for accuracy and click **Submit Registration** to continue.



### TIPS

Click on **Exit** to go to the home page



Click on **Help** link for additional guidance for the registration and attestation process

## Step 11 – Registration Disclaimer

Be sure to read the entire disclaimer.



Medicare & Medicaid EHR Incentive Program  
Registration and Attestation System

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

Welcome Your Name

[My Account](#)

[Home](#)

[Registration](#)

[Attestation](#)

[Status](#)

### Registration Disclaimer

#### 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 EHR Incentive 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 EHR Incentive 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 EHR Incentive 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 EHR Incentive 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 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 delay in 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 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 EHR Incentive Program. The Patient Protection and Affordable Care Act, Section 6402, Section 1128J, provides penalties for withholding this information.

Your Name

Tax Identifier: XXX-XX-3568 (SSN)  
NPI: 000000000000



[Web Policies & Important Links](#)

[Department of Health & Human Services](#)

[CMS.gov](#)

[Accessibility](#)

[File Formats and Plugins](#)



### TIP

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

## STEPS

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

## Step 12 – Submission Receipt (Successful Submission)

Confirm that your registration was completed successfully.

The screenshot shows the 'Submission Receipt' page for a successful registration. At the top, there is a navigation bar with 'Home', 'Registration', 'Attestation', and 'Status' buttons. The 'Registration' button is highlighted. Below the navigation bar, the page title is 'Submission Receipt'. The main content area is divided into two columns. The left column contains the following text:   
**Successful Submission**  
You have successfully registered for the EHR Incentive Payment Program. An email will be sent to the email address on file as a notification of this submission.  
**IMPORTANT! Please note:**  
If you are a Medicaid provider, your State Medicaid Agency will need to collect and verify additional eligibility information. After 24 hours, please continue your registration using your State's eligibility verification tool. You can [find your State here](#). Your State will also collect any information to support a program attestation for Medicaid providers (i.e., Medicaid providers will not use the attestation feature on this site). Your State Medicaid Agency may also contact you through the email and/or street addresses you provided in this registration to explain how to continue the eligibility process.  
You may switch between Medicaid and Medicare any time prior to your payment being initiated. This means that when [Medicare or the State Medicaid Agency] begins calculating and disbursing your payment, you will be unable to switch between Medicaid and Medicare.  
**Registration Tracking Information**  
**Registration ID:** 1000041161  
**Name:** Jane Doe, MD  
**Submitted Date:** 12/15/2011  
**Reason(s) for Submission:**  
You are an Eligible Professional registering in the incentive program.  
You have modified your registration information.  
Please select the **Print Receipt** button to print this page.  
The 'Print Receipt' button is circled in red.   
The right column contains a yellow box with the following information:   
**Your Name**  
**Tax Identifier:** XXX-XX-3568 (SSN)  
**NPI:** 000000000000  
A red arrow points from the 'find your State here' link in the left column to the 'Your Name' box in the right column.   
At the bottom of the page, there is a footer with 'Web Policies & Important Links', 'Department of Health & Human Services', and 'CMS' logo.

## STEPS

.....  
You must contact your State to complete your registration

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

Wait 24 hours to contact your State to finish the registration, to allow for processing

Print a copy of the receipt for your records.

## Step 13 – Status Summary

Review all current and previous information related to your account.

Medicare & Medicaid EHR Incentive Program  
**Registration and Attestation System**

Welcome Your Name [Log Out](#) | [Help](#)  
[My Account](#)

Home Registration Attestation **Status**

### Status Summary

You have successfully navigated to the Status Summary page.

The following table outlines a list of all registrations in an approved status. Please click the Select button to navigate to the Status Information page, to review all current and historical information related to your registration.

Name	Tax Identifier	National Provider Identifier (NPI)	CMS Certification Number (CCN)	Medicare / Medicaid	Action
Jane Doe, MD	XXX-XX-6224 (SSN)	000000000000	N/A	Medicaid	Select

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

## STEPS

Click the **Status** tab to view registration information



### TIP

Click Select in the Action Column to view detail.

## Step 13 – Status Information

Review the details of your registration process.

**Medicare & Medicaid EHR Incentive Program Registration and Attestation System**

Welcome Your Name | Log Out | Help | My Account

**Status Information**

The following outlines the most recent events associated with your participation in the EHR Incentive Program.

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

Registration Information | Attestation Information | Payment Information

Your MEDICAID EHR Incentive Program registration was originally created on 12/15/2011. Your MEDICAID registration was last updated on 12/15/2011.

**Registration Status:**

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:** 1000041274  
**Payee TIN:** 00000000000000  
**Payee NPI:** 000000000000  
**EHR Certification Indicator:** Yes  
**EHR Certification Number:** 0000000000000000  
**Eligible Professional Type:** Physician  
**Current Hospital Based Status**  
**Deemed Hospital Based in 2010:** No  
**Hospital Based Percentage in 2010:** 0%

**Business Address:**  
 Any Street  
 Nacogdoches, TX, 75965 - 1608  
**Phone #:** (936) 000-0000 **Ext:**  
**E-Mail:** JaneDoe@ehr.com  
**Contractor ID:** N/A  
**FI/Carrier/MAC:** N/A  
**Medicaid State/Territory:** GA

Please select the **Previous** button to return to the Status Selection Page.

Previous

## STEPS

Registration details appear in the body of the screen

Information displayed includes:

- The registration status reason
- Fiscal Intermediary (FI)/Carrier/ Medicare Administrative Contractor (MAC)
- Validation performed on registration



### TIPS

Registration status will read "Medicaid: Pending State Validation" until the registration process is completed by the State

Other registration statuses are Cancelled, Issue Pending, In Progress, Rejected, and locked for payment

The status reason is listed under the blue header in the center of the screen

## Have Questions?

There are many resources available to you.



### Help

#### Topics

Help provides additional guidance to users for Medicare & Medicaid EHR Incentive Program Registration & Attestation process. Help is broken up into the following sections.

##### About Registration & Attestation System

Presents an overview of the system, processes, and benefits.

##### How to get Access to the Registration & Attestation System

Presents summary information on accessing Internet-based Registration & Attestation System.

##### User Accounts

Presents additional information regarding account information.

##### Accessibility

Presents information about the accessibility and compatibility features of Internet-based Registration & Attestation System.

##### Frequently Asked Questions (FAQs)

Presents a list of common questions and their answers regarding the use of Internet-based Registration & Attestation System and the Medicare/Medicaid registration and attestation process.

##### Glossary and Acronym List

Presents Medicare/Medicaid EHR terms and definitions.

##### Contact Information

Presents a list of contact information for Internet-based Registration & Attestation System user account issues.

Exit

## STEPS

Click on 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)

NPPES Help Desk for assistance. Visit;  
<https://nppes.cms.hhs.gov/NPPES/Welcome.do>,  
(800) 465-3203 / TTY (800) 692-2326



### TIP

EHR Incentive Program; visit  
<https://www.cms.gov/EHRIncentivePrograms/>

## Acronym Translation

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

# ACRONYMS

