

DC Medicaid EHR Incentive Program (MEIP) Readiness

This checklist will prepare you for successful attestation with DC MEIP by helping you **gather required documentation** before you begin the attestation process. Eligible Professionals (EPs) can attest for Meaningful Use dollars totaling \$8,500 annually, through program year 2021.

Getting Started:

To register with the District of Columbia Medicaid Electronic Health Record (EHR) Registration and Attestation System, providers must complete federal and state level registration steps:

1. Verify eligibility and register at the federal level: CMS Registration and Attestation System.
 - a. Ensure that the CMS registration system reflects your state of attestation as the "District of Columbia". If changes are necessary, wait 48 hours before registering with the DC system.
2. Register with DC MEIP at <https://dc.ara incentive.com/>
 - a. **Program Year 2017 Update:** DHCF is transitioning to a new state level registry (SLR) system to receive Medicaid EHR Incentive Payment attestations. As such, Program Year 2017 will not open until further notice. Each provider will have adequate time to attest to Program Year 2017 requirements. This will allow you to start using the checklist in advance of Program Year 2017 opening up.

In order to attest for the DC MEIP, EPs will need to collect the following four items:

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| <input type="checkbox"/> 1. Create a Username and Password with CMS at the national level registry (NLR), or Log in if you already have an account. | <input type="checkbox"/> Click here to create your NLR login and ensure your NPI number is displayed at the National Plan and Provider Enumeration System (NPPES). |
| <input type="checkbox"/> 2. EHR vendor contract | <input type="checkbox"/> Acceptable documents are an invoice, receipt, service agreement, contract or verification letter.
<input type="checkbox"/> This document should be signed by the EHR vendor, the group administrator or EP prior to submission.
<input type="checkbox"/> Agreement should demonstrate a binding legal or financial commitment to an EHR, and shows that EP purchased (Adopted), Implemented or Upgraded to a Certified EHR system (CEHRT). |
| <input type="checkbox"/> 3. Detailed Patient Volume Report | <input type="checkbox"/> Report demonstrates that EP's practice met Medicaid volume threshold (30% or 20% for Pediatricians) for 3 consecutive months in the previous calendar year or 12 months preceding the attestation.
<input type="checkbox"/> See "Patient Volume Calculation" Tip Sheet for information to determine individual vs. group attestation and what to include for this report. |
| <input type="checkbox"/> 4. Practice information | <input type="checkbox"/> Practice Tax ID, Group NPI, Medicaid Payee ID Number (if applicable).
<input type="checkbox"/> Each provider's NPI and Social Security Number. |

eHealthDC Tips: Did You Know?

- National Level Registry (NLR) passwords expire after 90 days and are often blocked due to inactivity.

CMS NPPES Username and Password:

- If EP does not have provider username and password, follow the instructions below:
 - Call 1-866-484-8049 and the agent will help with password resets.
 - Select Option 1 (NPPES, EHR I&A...);
 - Select Option 1 (For resetting user id and password...);
 - Select Option 2 (You are unable to access your account and need assistance from one of the agents...); or
 - Select Option 4 (Assistance with Identity Account Management System I&A...).
 - Please make sure you try to log in while you are on the phone with the agent
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- A practice's busiest consecutive 3-month period during the year is more likely to meet the 30% Medicaid patient volume threshold than any other 90-day reporting period.