

## Tips for Preparing and Maintaining Supportive Documentation for MU Audits

Providers who receive an incentive payment for the Medicare or Medicaid Electronic Health Record (EHR) Incentive Program potentially may be subject to an audit. It is the provider's responsibility to maintain documentation that fully supports the meaningful use and clinical quality measure data submitted during attestation. To ensure you are prepared for a potential audit, save any electronic or paper documentation that supports your attestation. An audit may include a review of any of the documentation needed to support the information that was entered in the attestation.

We suggest all eligible professionals (EPs) and eligible hospitals (EHs) refer to the [CMS EHR Incentive Programs in 2015 through 2017 Supporting Documentation for Audits](#) for a complete guide to preparing and maintaining documentation for audits. EPs and EHs can meet the Public Health Reporting Objective by fulfilling the active engagement requirements to the measures the EP or EH has indicated they will attest to. The Public Health Reporting Objectives include Cancer Reporting, Electronic Lab Reporting, Immunization Information, Prescription Data, Syndromic Surveillance and Clinical Data.

The following active engagement steps will assist EPs and EHs to successfully achieve the Public Health Reporting Objective.

### Step 1 Registration

All EPs and EHs must register. Registration of intent to submit data to public health is required within 60 days after the start of the EHR reporting period.

The healthcare provider or hospital must complete the meaningful use registration if they meet all of the following:

- Intend to attest to a new public health measure for Meaningful Use
- Meet criteria to send data to the Washington State Department of Health system (see measure specific webpages)
- Have software certified for the measure

(If the healthcare provider has previously registered for a measure, they do not need to re-register. If the healthcare provider plans to attest to a new public health measure, they will need to register for the measure).

### Step 2 Testing and Validation

After registration the healthcare provider may be placed in a hold queue. When Washington State Department of Health is ready to begin testing, the provider will receive an invitation to begin. Queue wait times vary and are dependent upon administrative and technical resources available. The testing and validation process ensures successful transmission and high data quality.

### Step 3 Production

Washington State Department of Health will notify the healthcare provider when their data is fully validated and flowing to the Production system.

Name Change Disclaimer: CMS is renaming the EHR Incentive Programs to the Promoting Interoperability (PI) Programs. Washington does not plan on following the name change however, you will see reference to it in most of our documents. For more information please visit the CMS website.