Washington State Medicaid EHR Incentive Program (eMIPP)

Eligible Professional (EP) Training Guide
2018 Modified Stage 2 and Stage 3, 2019 Stage 3
(Revised November 2019)
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Steps for Eligible Professionals Applying for Meaningful Use

Accessing eMIPP through ProviderOne:

Providers must attest to Meaningful Use within the eMIPP application to qualify for the EHR Incentive Payment.

- Meaningful Use: Expanding the available functionality of certified EHR technology capable of meeting meaningful use requirements at the practice site, including staffing, maintenance, and training.

NOTE: The Last year to enter the program for payment was 2016. eMIPP is currently being updated with the new CMS changes for 2018-2019 attestations. Watch newsletters and website for go-live dates and deadlines. The 2018, 2019 CQM reporting period is a full 365 days (unless it’s your first year of Meaningful Use, then it’s 90 days). Please see our website and sign up for GovDelivery to make sure you do not miss important information.

Things to check for before you attest:

- eMIPP pays to the Tax ID/SSN attached to the Payee NPI in ProviderOne. Make sure you have the appropriate Payee NPI in your CMS Registration.
- Make sure that your provider is set up as a “Servicing Provider” under any group NPI you wish the payment to go to and/or an Organization NPI you will be using. ProviderOne must see a business relationship or it will not allow you to attest.
- If your contact information has changed (email; etc). Update that information in your CMS Registration prior to attesting and submit it. CMS will update eMIPP in 24 hours.
- If you need help with your eMIPP log-on credentials contact Security at 800-562-3022 ext 19963 or provideronesecurity@hca.wa.gov
- Before the system lets you “submit” your attestation you must upload mandatory documents- Encounter Information (in excel), your MU Dashboard and any Public Health Registry verification. Be sure to have them available. You will be able to upload additional documents after you attest, if needed.
Login to ProviderOne

ProviderOne Portal link [https://www.waprovicerone.org](https://www.waprovicerone.org)

- Enter the Individual Provider’s Domain
- User ID
- **Password**
- Click **Login**
Select EXT Provider EHR Administrator

Click Go

Click on External Links

Selecting a Profile:
• Click on EHR Incentive Payment Program from the drop-down. If you do not see the dropdown you may be in the wrong Domain. Do not use your “Group” Domain, use the individual’s Domain to log in.
BEGINNING THE ATTESTATION:

***Please note that screen shots may slightly vary for different program years

At the EHR MIPP (eMIPP) welcome screen, click on Start.
Enter your Registration ID:

Enter the CMS Registration ID (NLR Number)

Click on **Search**

*(cont. next page)*
Click on the Federal Information Tab

Click on the top, current year

Review the **Federal Information** that CMS populated from your Registration. If all is correct, then click on **CLOSE**. Please note that the Tax ID associated to the Payee NPI will receive the tax liability.
NOTE: To update CMS federal information on this tab, you must return to the CMS registration. Please, also make sure your email address is correct, as that email will be receiving all EHR communications concerning the attestation. **Tool Tip:** It is suggested that you use a “generic” email (as opposed to an email with a person’s name in it). This will be to your advantage if you have different staff that could be working on this project. We can only communicate with the email address showing on this tab. Make sure you also sign up for our email list on the website.
ELIGIBILITY TAB:
• Click on the Eligibility Tab
• Click on the top “Payment Year” Icon

(cont. next page)
Fill out Eligibility Tab:

**ToolTip:** Hovering over the ![Image](image.png) will show a box with more detailed information:

**Note:** The “administrator” message below will only show on your first attestation IF you are using Group Proxy. Any changes to previously submitted attestations must be done thru this EP first. We refer to the first EP as the “anchor”.

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EHR CERTIFICATION INFORMATION:
This will populate from the CMS Registration information you entered. You must update it, if needed, in the CMS registration or eMIPP.

- **2018 Stage 2 and Stage 3** can be a 2014 (14E are the 3-5th digits), 2015 (15E are the 3-5th digits), or hybrid certified EHR. Hybrid- (15H are the 3-5th digits).
- **For 2019 and forward** you must be using a 2015 EHR product for Stage 3 (no Stage 2 available).

The EHR Certification Number will be auto populated with the information entered at CMS. If it is not showing, or needs to be corrected, you can enter it directly in this attestation.

REPORTING PERIOD:

- **Patient Volume** reporting option. 90 days in the Prior Calendar Year or Prior 12-Months. 
  NOTE: you will receive an error if you pick “prior calendar year” and try to enter dates from the current program year. (dates are samples only)
**Definition of a Pediatrician (Washington State)**

MD, OP, ARNP or qualifying PA that is:
1) Pediatric Board Certified
2) Completed pediatric residency
   or
3) Pediatric patients (0-18) are more than 50% of total encounters.

**Practice as a Physician Assistant:**
If yes, the form will expand and ask for more information. Choose “how” the PA Qualifies.
**Note:** We will also require a letter, on letterhead and signed by the Medical Director (or equivalent), explaining how the PA meets the criteria. If you check “None of the above”, the PA is not eligible. Reference White Paper #7.

**Hospital Based Provider:**
Only select this box if you rendered any care in a hospital setting during the reporting period. This would include hospital inpatient and emergency room settings. This is based on the Place of Service Code (POS Code). Only POS Codes 21 (Inpatient Hospital), and 23 (Emergency Department) are included. When you select “Yes,” an additional question will appear asking for the numbers of encounters in the hospital settings.

 NOTE: Hospital Based Providers are NOT eligible for the EHR Incentive if 90% or more of their encounters are in Place of Service 21 or 23 (Inpatient or Emergency Room).

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Encounters:

If you are using Group Proxy you will see this information in a pop-up box on your first application: **Tool Tip**: It is important to note which EP you attest for first the “administrator or anchor”. If we reject anyone in your group for Patient Volume reasons, you have to correct/resubmit this one first. This EP is like an “anchor” that the other group members are attached to and pull their information from.

You will be required to upload an encounter report showing us how you calculated your patient volume. (See White Paper #8) *(cont. next page)*
All Other Settings Encounters: Say yes “only” if you are including encounters from other clinics or locations outside your group or practice. It is not necessary to do so, it is a business decision. If you are using another clinic’s encounters for the EP, you must verify they are not using that EP’s encounters in their own calculations and you must provide encounter proof in the report you upload.

Include MCO (Managed Care Organization) Panel? If you selected NO for “include organization encounters”, the form will expand and ask for “optional” MCO information for the EP. If you answer YES, you will get a pop-up window to enter your data. MCO panels are only for Primary Care Physicians that have patients assigned to them as a PCP. The encounters in this section are not total group encounters, but individual only.

**Managed Care PCP Panel**

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<thead>
<tr>
<th></th>
<th>Total Panel:</th>
<th>Eligible Patient Panel:</th>
</tr>
</thead>
</table>

**Total Panel:**

The total number of MCO members assigned to you who did not have any encounters during the reporting period but have been seen at least once in the twenty four (24) months prior to the reporting period.

**Eligible Patient Panel:**

The total number of Medicaid MCO Members assigned to you who did not have any encounters during the reporting period but have been seen at least once in the twenty-four (24) months prior to the reporting period.

**Did you include no-cost encounters?**

Did you include no-cost encounters? 

- [ ] Yes
- [ ] No

No Cost Encounters are those eligible encounters that Medicaid did not pay for, or for which there was a zero payment.

**NOTE:** This is optional and informational only, and does not affect the patient volume.
Include encounters outside WA:

If yes, the form will expand and ask for more information.

Type in the state(s) where the encounters occurred.

See information screen below. This will appear if you are using Group Proxy Only. This is for the “administrator or anchor” provider. It is helpful to keep track of this first provider. If you have to make a change to any of your group providers, it must be changed with this provider first.

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MEANINGFUL USE TAB:

Meaningful Use Reporting Period:
Click on the Meaningful Use Tab. Click on the most recent year’s icon:

** Because of yearly CMS changes, some screenshot could show different years and measures.

There are 5 tabs at the top once the MU tab is open:

- MU Overview: Dates and Submission Method

- Summary: Shows you which measures are completed with a green check. (The checks show “completed” not necessarily “passed”)

- MU-Objectives

- MU-Public Health Reporting

- MU-Clinical Quality Measures

(cont. next page)
The MU-Overview Tab Example: (screens will vary for each program year)

Helpful Tip: For on-line submissions: Complete and do not hit save at this time unless you wish to save this information and go back to it later. If you wish to continue, scroll to the top and click on the tab MU-Objectives. If you hit save in error, it will give you a prompt to finish so click on the tab you need to work on.
NOTE: Hit SAVE after each tab to save your work.

Summary Tab Overview:
MU-Objectives Tab Overview:

- EPs must complete all 7 Meaningful Use Objectives.
MU-Public Health Measures Overview:

Meaningful Use Information

- EPS must minimally complete 2 non-excluded measures through active engagement compliance and provide the corresponding registry details.
- An EP may provide up to 3 registries for measure 4 and measure 5, respectively, which will be counted toward the total number of non-excluded measures necessary to meet the minimum criteria.
- Supporting documentation must be provided for non-State registries via the "Upload Document" card for the reported Public Health Measures.
- If 2 Public Health measures are not reported, all other measures must be set to excluded to be compliant.
- Active engagement means that the provider is in the process of moving towards sending "production data" to a public health agency or clinical data registry, or is sending production data to a public health agency or clinical data registry.
- By selecting "other", a provider may manually enter and count a specialized registry if the provider achieved Active Engagement Option 3: Production, including production data submission with the specialized registry in a prior year under the applicable requirements of the EHR Incentive Programs in 2015 through 2017.
- When attesting to a specialized registry for Stage 3, which was also attested to in a prior program year, you must match the specialized registry as it was entered previously.

- Measure 1: Immunization Registry Reporting
- Measure 2: Syndromic Surveillance Reporting
- Measure 3: Specialized Registry Reporting
MU-Clinical Quality Measures Overview:

Meaningful Use Clinical Quality Measures
- Providers must respond to 6 measures.
- When reporting as a group practice, EPs must report all available CQMs.
- When using the group eCQA option on eligibility tab, you will not be able to enter CQI information via PDF upload. Only MU Objective and Public Health data will be uploaded from the PDF file.

Domain: Person and Caregiver-Centered Experience and Outcomes
Domain: Patient Safety
Domain: Communication and Care Coordination
Domain: Community/Population Health
Domain: Efficiency and Cost Reduction
Domain: Effective Clinical Care
Required **Public Health Documentation:**

Verification Letter (or other proof) from each Registry you meet MU with.

Click on carrot next to each measure and respond to each. CMS is requiring that we gather proof of engagement (letter or email). You do not have to have a new letter each year, but can use previous year’s letters if your engagement status has not changed. If you are using the CDR, please submit the [OneHealthPort Interoperability Profile](#) from your OHP account.
UPLOAD DOCUMENT TAB:

Mandatory Documents are on our White Paper #9.
https://www.hca.wa.gov/assets/program/white-paper-9-Documentation.pdf

Certain documents must be uploaded at the time of attestation or the system will not allow you to continue: Encounter Information, MU Dashboard from your EHR and Public Health Registry Verification

There might be documentation we will need to request you to upload into your application at times. We will send an email to the contact email address (on the Federal Information Tab) requesting items we may need you to upload. The document types the system will accept are: .txt, .doc, .docx, .pdf, .xls, and .xlsx  Click on the Upload Icon for the corresponding year.

(Cont. Next Page)
• Click on the **BROWSE** button

• Select the document from your files located on your desktop or laptop computer to upload

• Select the **File Type** from the drop-down

• Type in a file description

• Click the **UPLOAD** button.

Click on Browse or Choose File to select document to upload.

Use Drop-down to pick File Type (Mandatory Encounter Information, MU Dashboard from your EHR and Public Health Registry Verification.)

**NOTE:** If you are uploading documents AFTER you attest, log in thru TRACK instead of START.

Enter information in the File Description box, Click on **UPLOAD**
ATTESTATION TAB:

Click on the attestation tab to the right.

By clicking on the Print Preview button, you can read the Attestation document in a larger window. Print a copy of this Attestation prior to submitting the attestation. **A SIGNED COPY MUST BE UPLOADED INTO YOUR ATTESTATION.** The authorized person completing this attestation must sign. Click the “close” button to return to the application. A blank form on our website can be accessed if needed, called the eMIPP Attestation Statement under **Tools and Tip Sheets:**
https://www.hca.wa.gov/assets/program/eMIPP-Attestation-Statement.pdf

(Cont. Next Page)
You will receive a confirmation email from the Washington State EHR Incentive Program.
View your confirmation page.

**Click to download your summary report which will verify that you have passed the measures and answered all of the needed objectives. If corrections need to be made, contact healthit@hca.wa.gov. We can reject your attestation so you can make changes, then re-attest.**

See example below:
When you are finished you can Log Out of eMIPP
Glossary:

**Charity Care in FQHC/RHC:** Per CMS, Charity Care is defined as “part of uncompensated and indigent care. Uncompensated care does not include courtesy allowances or discounts given to patients.” [CMS Final Rule, p.144]. Charity care is defined as an inability of a patient to pay for medical care. In comparison, bad debt is an unwillingness of a patient to pay for medical care.

**EHR:** An electronic health record (EHR)—sometimes called an electronic medical record (EMR)—allows healthcare providers to record patient information electronically instead of using paper records. However, EHRs are often capable of doing much more than just recording information. The EHR Incentive Program asks providers to use the capabilities of their EHRs to achieve benchmarks that can lead to improved patient care.

**EHR Documentation:** Documents showing a business connection with your EHR system.

Each year we will ask for verification dated within that program year. You will need to upload into each attestation.

**Encounter Report:** Mandatory encounter report (sample below). Make sure to identify, clearly, the Medicaid and Managed Medicaid encounters.

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Date of Encournter</th>
<th>Primary Insurance Name</th>
<th>Primary Insur.</th>
<th>Secondary Insurance Name</th>
<th>Provider’s Name or NPI</th>
</tr>
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<tbody>
<tr>
<td>Dave, John</td>
<td>1/1/2014</td>
<td>Aetna</td>
<td>123456789AB</td>
<td>Uniform Medical</td>
<td>12345678901</td>
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<tr>
<td>Max, Daryl</td>
<td>2/25/2014</td>
<td>Delta Dental</td>
<td>6543210987</td>
<td>Regence</td>
<td>6543210987</td>
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<tr>
<td>Dog, Lucky</td>
<td>3/1/2014</td>
<td>Uniform Medical</td>
<td>3456789012</td>
<td>Aetna</td>
<td>654321098760</td>
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<tr>
<td>Devill, Cruella</td>
<td>2/2/2014</td>
<td>Medicaid - FFS</td>
<td>0900000000WA</td>
<td>Aetna</td>
<td>654321098765</td>
</tr>
<tr>
<td>White, Snow</td>
<td>3/3/2014</td>
<td>Molina - Healthy Options (Medicaid HMO)</td>
<td>54321-2</td>
<td>Johnstone</td>
<td></td>
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<tr>
<td>Pants, Grumpy</td>
<td>2/4/2014</td>
<td>Medicaid - FFS</td>
<td>0900000002WA</td>
<td>Everly</td>
<td></td>
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<tr>
<td>Doolittle, Eliza</td>
<td>2/5/2014</td>
<td>Uniform Medical</td>
<td>3456789012</td>
<td>Medicaid - FFS</td>
<td>Dickinson</td>
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<td>Jeans, Green</td>
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<tr>
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<td>Medicaid - FFS</td>
<td>0900000003WA</td>
<td>Dickinson</td>
<td></td>
</tr>
</tbody>
</table>

**Needy Patient Volume:** When a FQHC/RHC must include encounters from Charity, Sliding Fee and CHIP to reach the 30% patient volume.

**No Cost Encounters:** Encounters that were not paid (denied or zero-pay) for active Medicaid clients. Denials for no “Medicaid Eligibility” are not to be included. It is optional to use these encounters.
**ONC NUMBER/CERTIFICATION:** A list of certified EHR systems is available through the Office of the National Coordinator for Health Information Technology at:
https://chpl.healthit.gov/#/search

**ORGANIZATION NPI:** A valid NPI that your Servicing Provider has a business relationship with, that you use in the Eligibility Tab in order to use Group Proxy.

**PA-LEAD CLINIC:** To be eligible for WA State Medicaid EHR Incentive Program Physician Assistants (PAs) need to have at least 50% of their encounters, over 6-month period in the prior calendar year or previous 12 months in a FQHC/RHC setting. Also, PAs should provide verification of either working in PA-led setting or be the Primary Provider (or RHC owner). WA State will accept a signed and dated letter from clinic’s Medical Director, or equivalent, for the purposes of verification of PA-lead requirement.

**PEDIATRICIAN DEFINITION:** Washington state defines a “pediatrician” as: A “pediatrician” is an MD, ARNP, or PA (IF they practice in a FQHC or RHC that is led by a PA) who is either (1) board certified in pediatrics, (2) completed a pediatric residency, or (3) maintained a predominantly pediatric caseload in the 90-day period specified by the EP for purposes of calculating patient volume. This definition includes pediatric specialties like pediatric ophthalmology and pediatric cardiology.

**PRACTICE PREDOMINANTLY (IN FQHC/RHC):** The EP practiced more than 50% of the time in any FQHC/RHC, over a continuous 6-month period, in the previous calendar year or previous 12 months.

**UNIQUE PATIENT (Meaningful Use Tab):** If a patient is seen by an Eligible Professional more than once during the EHR reporting period, then for purposes of measurement that patient is only counted once in the denominator for the measure. All the measures relying on the term “unique patient” relate to what is contained in the patients medical record. Not all of this information will need to be updated or even be needed by the provider at every patient encounter. This is especially true for patients whose encounter frequency is such that they would see the same provider multiple times in the same EHR reporting period. If you are practicing at multiple locations, please verify that unique patients are only counted once.
HELPFUL HINTS:

CLAIMS BILLED THROUGH ANOTHER’S NPI: To be eligible for WA State Medicaid EHR Incentive program, an EP’s Medicaid claim(s) have to be verifiable through the ProviderOne system (except for RSN and Take Charge only providers). There are some exceptions for professionals that are allowed “per billing guidelines” to bill under the professional’s NPI. If you do not bill WA State Medicaid with your own NPI or not enrolled in ProviderOne as a provider, please contact Provider Enrollment Services at: Phone: 1-800-562-3022 (Ext. 16137) or visit their website at: https://www.hca.wa.gov/billers-providers/apple-health-medicaid-providers/enroll-provider

EHR CERTIFICATION NUMBER (ONC NUMBER): In 2019 you must use a 2015 or Hybrid certified product.

ENROLLMENT TAB: Eligibility dates can be in the previous calendar year or the previous 12-months. If you use an Organization NPI and are using Group Proxy, that entire “group” must attest the same way. If you apply as individuals, that entire group must apply in that same way. You may “create” different group in your organization by location, specialty; etc, as long as it is a “logical” group.

ENROLLMENT YEARS (STAGES):

- **AIU** (not considered a “stage,” since it can be skipped and is only through Medicaid). As of 2017, this is no longer an option. You may not begin the program after 2016.
- **MU Year 1** - MU is Always 90 days of reporting.
- **MU Year 2 and beyond** - CQMs for 2018- attestations are a 365 day reporting period. For 2019-2021 it is a 90 days reporting period.

FEDERAL INFORMATION TAB: Information comes from CMS, so changes/updates have to be made through the CMS system. Make sure the contact information is current/correct, this is who we contact if there are questions and who the automated emails go to.

The Payee NPI and Tax ID: The tax liability goes to the Payee NPI and cannot be changed once payment has been issued.

LOG ON ISSUES (Password/User ID/Missing Profile): Contact Security at: provideronesecurity@hca.wa.gov

TRACK vs. START: After you enter the Registration number, click on the orange START button. The TRACK button is only for checking status or uploading documents after you have submitted.
CONTACT INFORMATION:

HCA EHR Contact: HealthIT@hca.wa.gov or 855-682-0800 to leave a message for our team.

RESOURCES:

HCA EHR Web Page: https://www.hca.wa.gov/about-hca/health-information-technology
Click on Resources then Electronic Health Records

ProviderOne Security: Provideronesecurity@hca.wa.gov For assistance with Users and Passwords.