



Washington State EHR Incentive Program
WHITE PAPER #9: Documentation Checklist
Updated May 2018

MU Documents:

- ✓ [ONC Certificate](https://chpl.healthit.gov/#/search) from the Certified Health IT Product List - <https://chpl.healthit.gov/#/search>
- ✓ [EHR Documentation](#)- Invoice, Proof of Payment, IHS letter for Indian Health Clinics (Must be dated in the program year you are attesting for.
- ✓ [Encounter Report](#)- (in excel, sortable) Upload as document type **Encounter Information**. (You maybe prompted by eMIPP to upload prior to attesting) Summary report is OK for EHs only that are Dual Eligible. Reference: [https://www.hca.wa.gov/assets/program/white-paper-8-Encounter- Reports.pdf](https://www.hca.wa.gov/assets/program/white-paper-8-Encounter-Reports.pdf)
- ✓ [eMIPP Attestation Statement](#) - Must have the name of the person attesting (EP, EH or Representative is doing the actual attestation), signature and date. If you've already submitted your application and did not print out the eMIPP attestation statement, please [find the statement on our website](#) to print, sign, date, and upload under your attestation documentation.

MU Objective Documents that are required:

- ✓ [MU Dashboard](#) (Summary) - Summary report from their EHR. Upload as document type **MU Dashboard**. (You will be prompted by eMIPP to upload prior to attesting)
- ✓ [Protect Patient Health Information](#)- Yearly **Security Risk Analysis** (SRA) - SRA must be dated during your attestation year, but can be retrieved after that year if needed.
- ✓ [Patient Electronic Access to Health Information](#)- Letter of explanation if excluding. If excluding for Broadband issues we will need a verification letter from your internet carrier.
- ✓ [Patient-Specific Education](#)- Letter of explanation if excluding.
- ✓ [Public Health Measures](#)- Proof of Active Engagement (current letters of verification preferred). (You will be prompted by eMIPP to upload prior to attesting). They do "not" have to be dated in the current year, since we are going to assume this is on-going. If you are using the CDR as a Registry, please include these documents: Interoperability Profile and Transaction Report Memo with subject OneHealthPort HIE Transaction Report.



Other Documents That May Be Required

PA-Lead Letter- only for PAs practicing in a PA-Lead FQHC, RHC or Indian Health Clinic. (Letter must explain “how” they meet the criteria and be signed by the Medical Director or equivalent.)

Practice Predominantly Letter- For FQHC, RHC or Indian Health Clinics using Medically Necessary Encounters. (If we cannot verify, by our reports, that the EP practices more than 51% of the time in a FQHC/RHC we will request a letter attesting to this information.)

Other unspecified documents as needed.

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.