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BEGINNER

EHR INCENTIVE PROGRAMS REGISTRATION, ATTESTATION, & PECOS CHECKLIST

REGISTRATION CHECKLIST

Medicare Eligible Professionals*

Before you register:

1. Make sure to have an active and approved enrollment record in the Provider Enrollment, Chain and Ownership System (PECOS)*
2. Verify that the Medicare Administrative Contractor (MAC) has the correct banking information and payee information, including:
 - Bank account number
 - Bank routing number
 - Payee Address
 - Payee National Provider Identifier (NPI) and Payee Tax Identification Number (TIN) combinations

When registering, be sure to have this information at hand:

- An NPI
- An Identity and Access Management (I&A) ID and Password for the individual provider
- A Payee TIN
- A Payee NPI
- EHR Certification Number

Medicaid Eligible Professionals

When registering, be sure to have this information at hand:

- An NPI
- An I&A User ID and Password for the individual provider
- A Payee TIN
- A Payee NPI
- EHR Certification Number

**Physicians and non-physician practitioners should ensure that when initiating the reassignment of benefits, they are selecting the entity designated as a Part A Critical Access Hospital (CAH) as the same entity could be enrolled in Medicare under multiple specialty types (i.e., Clinic/Group Practice). Failure to designate the correct CAH entity could result in a rejected attestation.*

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Medicare and Medicaid Eligible Professionals

Before you register:

1. Make sure to have an active and approved enrollment record in PECOS*

When registering, be sure to have this information at hand:

- An I&A User ID and Password
- A CMS Certification Number (CCN)
- An NPI**
- [EHR Certification Number](#)

Additional Information for Reassigning Benefits

All of the below pieces of information must be **active** and **approved** in the PECOS system to yield a successful registration for the Medicare EHR Incentive Program:

- Individual NPI
- Payee NPI
- Payee TIN
- CCN (if you are a hospital)

Benefits cannot be reassigned to another individuals' SSN. If reassigning benefits to another individual, they must have an EIN or Billing TIN.

If reassigning benefits for the Medicaid program, the information must match State Medicaid payment information.

**If you do not have a record in PECOS, your registration status will remain in an "issue pending" status until you have an active enrollment record in PECOS*

***If you are reassigning your benefits, verify that your individual enrollment has been reassigned to the group's enrollment and that both records have been approved in PECOS*

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ATTESTATION CHECKLIST

Medicare Eligible Professionals & Eligible Hospitals

Before you attest you should have:

1. Met all of the necessary measures to successfully demonstrate meaningful use and qualify for an EHR incentive payment
2. Completed the appropriate reporting period and timeframe
3. Have a successful and active Registration status in the Registration and Attestation System
4. Have your EHR Certification Number

Medicaid Eligible Professionals & Eligible Hospitals

State requirements may vary. Please refer to your State.

Directions for Calling the EHR Information Center

For questions about the EHR Incentive Programs, call the EHR Information Center:

 **1-888-734-6433 (primary number)**

 **1-888-734-6563 (TTY number)**

EHR Information Center Hours of Operation: 7:30 a.m. – 6:30 p.m. (Central Time)
Monday through Friday, except federal holidays.

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PECOS CHECKLIST

- An active NPI
- I&A User ID and Password
 - Internet-based PECOS can be accessed with the same User ID and Password that a physician or non-physician practitioner uses for I&A
 - For help in establishing an I&A User ID/Password or assistance in resetting your I&A User ID/Password review the **Quick Reference Guide** and the **Frequently Asked Questions** document at <https://nppes.cms.hhs.gov/IAWeb/register/startRegistration.do>
- Personal identifying information
 - Legal name on file with the Social Security Administration and date of birth
- Social Security Number
- Schooling information
 - Name of school and graduation year
- Professional license/certification information
 - Medical license number
 - Certification number
 - Original effective date(s)
 - Renewal date(s)
 - State(s) where issued
- Primary/Secondary specialty information
- Drug Enforcement Agency (DEA) number

Checklist continues on next page

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PECOS CHECKLIST (continued)

- If applicable, information regarding any final adverse actions, including:
 - A Medicare-imposed revocation of any Medicare billing privileges
 - Suspension or revocation of a license to provide health care by any State licensing authority
 - Revocation or suspension by an accreditation organization
 - A conviction of a Federal or State felony offense within the last ten years preceding enrollment or revalidation
 - Or an exclusion or debarment from participation in a Federal or State health care program
- Practice location information
 - Practitioner's medical practice location
 - Special Payment Information
 - Medical Record Storage Information
 - Billing Agency Information (if applicable)
 - Any professional licenses, certifications and/or registrations specifically required to operate as a health care physician or non-physician practitioner
- Electronic Funds Transfer documentation