



## Eligible Professional Attestation Schedule

### Program Year 2021

#### One Month Prior to Attestation

- Update/Modify CMS Registration

All participants in the Medicaid EHR Incentive Program need to make sure all information used to register with the [Centers for Medicare and Medicaid Services \(CMS\)](#) is accurate. Your business address and payee information must be accurate with CMS to receive your Medicaid EHR Incentive Program payment. Please make sure to update all contact information including the email address. The MAPIR system will send out automatic emails for approvals, denials and incomplete attestations. If the email address is wrong at CMS, these automatic emails will not be received.

Participants should receive two emails after submitting or modifying your registration. The first email will inform you that the registration was successfully submitted. The second will inform you that the registration was approved. If you do not receive *both* emails, the registration was not processed, and the attestation is considered invalid.

- Choose [Provider Type](#) During the Enrollment and Attestation

Enrollment requirements will vary based on your provider type, so it's important that you know what provider type(s) the participants you are enrolling qualify as. Not all provider types are able to attest to the Medicaid EHR Incentive Program. For example, a pediatrician is a physician but should never select the provider type 'physician' when attesting but rather 'pediatrician' specifically.

- Verify interChange (iC) Information

Verify that the following information in iC is correct:

- Tax ID/SSN
- Provider license
- Correct TIN type has been selected (must be SSN for individual)
- Business address
- Affiliations

- Payee information
- Verify NPI

To help navigate iC, access the Provider Maintenance - [Provider Web Portal Quick Guide](#).

- In-State Enrollment

Participants must be a registered provider in the State of Colorado and remain a registered provider throughout the attestation and until the incentive payment has been received. If participants move out-of-state and change their CMS registration to reflect the move before the incentive payment is received, the only option to receive payment is to change the registration to reflect practicing in Colorado or forfeit the incentive payment.

- Create Your Delegate

If the provider is not attesting for themselves, it is important to know that creating a delegate account may take some time to complete. The MAPIR system (formerly known as the Colorado Registration and Attestation System) allows for a delegate to be created through iC, rather than at CMS, to attest on behalf of providers. To find out how to create a delegate, please watch [this webinar](#).

- User ID and Password

All participants need to log in to the [Provider Web Portal](#) prior to the attestation date. A User ID and Password is required for each provider and needs to be confidential. If a participant is allowing a delegate to attest on their behalf, they must make sure the delegate stores and keeps the correct credentials for accessing the Provider Web Portal on file, in a secure place for future reference. Log into the Colorado Provider Web Portal with an active, registered provider. As a reminder, a group/clinic cannot attest for a provider with a group/clinic's login information. If you have lost your User ID or Password, select the link [Forgot User ID](#). After obtaining the User ID, you will be able to select the Forgot Password link on the Provider Web Portal.

- Gather Screenshots

To attest, you will need to upload screenshots of your CHPL ID/EHR Certification Number – 2015 CEHRT from the [Certified Health Product IT List](#) along with screenshots to support [Clinical Decision Support Objective](#). All screenshots must be taken within the 90-day reporting period for Meaningful Use (MU).

- Dashboard Reports

The vendor you are contracted with may call Dashboard Reports to show Meaningful Use (MU) by a different name. Use this report to monitor your progress in meeting MU requirements. The Dashboard report is required for upload with your attestation.

- Gather Public Health Reporting Documents

The requirement for the Public Health Reporting is to be in Active Engagement with a Public Health Agency (PHA). The supporting documentation should include a letter or email from the PHA showing active engagement. The options for Active Engagement are:

- Completed Registration to Submit Data
- Testing and Validation
- Production

Follow the link for to [Stage 3](#) for requirements for Public Health and Clinical Data Registry Reporting. If participants need help finding a registry, follow the link to the [Centralized Repository](#) on the CMS website.

- Verify Previous Program Year (PY) Incentive Payments

Once participants have attested for PY 2020, they will be permitted to attest for PY 2021. Participants are advised to conduct their due diligence by watching for email communications from the MAPIR system, the Department of Health Care Policy and Financing (the Department) and/or CORHIO as to when they can expect their incentive payments. If an incentive payment is still in process, participants will not be able to attest to future program years or receive any incentive payments until the problem has been resolved. If participants have not received their incentive payment, please reach out to the Medicaid EHR Incentive Program Coordinator for assistance at [MedicaidEHR@corhio.org](mailto:MedicaidEHR@corhio.org).

### **One Week Prior to Attestation**

- EHR Incentive Link

Providers must log into the Colorado [Provider Web Portal](#) and choose the EHR Incentive Payment Program link to be directed to the Colorado Registration and Attestation (CO R&A) application. Choose MAPIR Application to access the CO R&A application.

- Contact CORHIO

If participants need help before, during or after attesting to the Medicaid EHR Incentive Program, contact the Medicaid EHR Incentive Program Coordinator at [medicaidEHR@corhio.org](mailto:medicaidEHR@corhio.org). All participants are encouraged to reach out for help sooner rather than later to successfully attest and receive incentive payments.

### **During Attestation**

- Error

If participants experience an error or issue while attesting, please check the [MAPIR Portal Updates and EHR Incentive Program Tips page](#). This page will help determine if the error or

issue has already been reported and to find out what to do next. If the error has not been reported, please follow the steps below.

Please use the template below to gather all necessary information in order for your error or your issue to be escalated. To escalate your issue, email the information below to [medicaidEHR@corhio.org](mailto:medicaidEHR@corhio.org):

1. National Provider Identification number (NPI), Medicaid ID and Provider ID
2. Portal User ID: If Portal User ID is a delegate, which provider were they acting on behalf of? Are participants able to repeat the error?
3. Date and Time of issue
4. Explain the issue in detail
5. Screenshots recreating the issue

To assist with the fix of your error, you will need to include screenshots of all pages encountered before the error occurred or list the steps that lead to the error message. Including the date and time of the error and all screen shots before the error are helpful in solving this issue.

- Excel and PDFs Ready for Upload

The MAPIR system now accepts Excel format for uploading documents such as all workbooks for PY 2021.

It is best practice to have all documents available and ready to upload before you begin the attestation process. Remember, all documents must be in PDF or Excel format and no larger than 15MBs. To find help on how to change documents to a PDF format, [download this guide](#).

- Dashboard Report for Entering Numerators and Denominators

It can be a tedious task entering numerators and denominators for MU into the MAPIR system. To eliminate any errors when entering MU data, have the dashboard report printed and available during the attestation process.

### **After Submitting Your Attestation**

- Communication Emails

All participants attesting to the Medicaid EHR Incentive Program need to look for communication emails from CORHIO, Meyers & Stauffer LLC and the Department. Many participants may be contacted for more documentation, payment incentive problems, registration issues or any other issues pertaining to the attestation. It is important to check for communication and respond in a timely manner. You are encouraged to use a unique email address and *direct* line phone numbers when entering information in the MAPIR system or the

CMS registration, otherwise communications can be lost and cause delays or a loss of the incentive payments.

- Submitted Attestation Email

The MAPIR system generates emails to participants after submitting an attestation. The submitted email is generated from the [medicaidEHR@corhio.org](mailto:medicaidEHR@corhio.org) email address and is a courtesy to participants to show a successful submission of their attestation. If you do not receive a 'Submitted' email, log back into the MAPIR system and make sure your attestation was submitted or contact the Medicaid EHR Incentive Program Coordinator at [medicaidEHR@corhio.org](mailto:medicaidEHR@corhio.org).

- Determination Email

An email is generated by the MAPIR system (from the [medicaidEHR@corhio.org](mailto:medicaidEHR@corhio.org)) to participants to show what determination the Department has made about the submitted attestation. If participants do not receive a determination email in a timely fashion, it is the participant's responsibility to contact the Medicaid EHR Incentive Program Coordinator for help. It is strongly suggested to follow the attestation process until the incentive payment has been received.

- Upload Documents

Documents can be uploaded after submitting the attestation. It is encouraged to upload all required documentation during the attestation process but if something is forgotten, you can add it after submission. By following the steps below, you can upload documentation after the attestation has already been submitted.

1. Login to the [Provider Web Portal](#)
2. Select EHR Payment Programs
3. Enter the MAPIR site
4. Select the program year
5. Click the tab labeled Document Upload
6. Follow document upload instructions inside MAPIR system
7. Make sure to save before logging out of the MAPIR system