



Required Information for EHR Incentive Program Registration

1) **NPPES** (National Plan and Provider Enumeration System) **web user account login**.¹

User ID: _____

Password: _____

2) **Incentive Program you wish to register under:**

Medicare Medicaid² + State for Medicaid program: _____

Eligible Professional Type:

_____ (MD, DO, DDS, DDM, DPM, OD, Chiropractor, NP, CNM, PA)³

If you have a certified EHR at this time, you may report the certification number.

_____ (not required until attestation)⁴

3) **Payee TIN Type:** _____ (SSN or EIN)⁵

If EIN, Payee TIN: _____, Payee NPI: _____ and

Payee Group Name: _____

4) **Business Address and Phone**⁶:

Address: _____ City: _____

State: _____ Zip+4: _____ Phone Number: _____

Email Address: _____

¹ Visit <https://nppes.cms.hhs.gov/NPPES/IASecurityCheck.do> to set up a NPPES web account if you do not already have one. Additionally, Medicare providers must have an enrollment record with PECOS.

² Providers registering under Medicaid must meet patient volume requirements in order to qualify for an incentive payment. States will be made available for registration on a state-by-state basis.

³ Medicare EPs include: MD, DO, DDS, DDM, DPM, OD, and Chiropractors. Medicaid EPs include: Physicians, NP, CNM, Dentists, and PA practicing in a PA-led FQHC or RHC.

⁴ Visit <http://healthit.hhs.gov/CHPL> to find your EHR certification number.

⁵ SSN Payee TIN Type indicates the provider receives the payment. EIN Payee TIN Type indicates the group receives the payment.

⁶ During registration, this information will be pre-populated with the information on file with NPPES.



Instructions for your Practice Incentive Program Coordinator

We recommend that each provider within your practice is given a copy of this form to complete if they plan to participate in the Medicare or Medicaid EHR Incentive Programs. Registration is on an individual provider basis. This form includes all of the necessary information you will need to gather in order to register a provider for the EHR Incentive Programs at <https://ehrincentives.cms.gov>. Please see below for a more detailed explanation of each required field.

- 1) **NPPES Web Account.** Each provider must have an online web account with NPPES. This information is associated with the provider's NPI, and used to login and register for the incentive programs. If a provider does not have an online NPPES account login, visit <https://nppes.cms.hhs.gov/NPPES/IASecurityCheck.do> to set one up. Medicare providers must additionally have an enrollment record with PECOS.
- 2) **Incentive Program Registration.** Providers must choose whether they would like to register under the Medicare or Medicaid EHR Incentive Program. During the course of the programs, providers may only change which program they are registered with once. Medicare registration opened January 3rd, 2011. Medicaid programs will be rolled out on a state-by-state basis. If you are registering under Medicaid, your state will not be available for selection until your state opens registration. At this time, neither Georgia nor Florida has opened registration for their Medicaid EHR Incentive Program. Medicaid additionally requires that providers meet certain patient volume thresholds: 30% Medicaid patient volume, or 20% for pediatricians, or 30% needy individual patient volume if practicing in a FQHC or RHC. Eligible providers also vary between Medicare and Medicaid (see footnotes on page 1). You do not have to have a certified EHR to register, but you must provide the EHR certification number during attestation.
- 3) **Payee TIN Type.** Providers may elect to have incentive payments sent directly to them, or for the payment to go to the practice. This election is very important for obvious tax implications. Incentive payments must be reported as taxable income—please consult your accountant for further tax advice. If the provider chooses for the payment to go directly to them, no other information is required on this screen. Their NPI information should flow over from their NPPES account information. However, if the provider is reassigning their payment to the practice, then the EIN, group NPI, and group name will need to be entered.
- 4) **Business Address and Phone.** The business address and phone information will be pre-populated from the information associated with the provider's NPPES account. This information should reflect the practice's business address and phone number. If this information is updated during registration, it will not flow over to the provider's NPPES account. The provider must login into NPPES separately to update the account information there.