

# Provider Quick-Start Guide

## 1. Before You Begin

- Go to <https://www.mmis.georgia.gov> to **verify the accuracy of your GA Medicaid provider information** for both Payee and Rendering (NPI, Social Security Number, Federal Employee ID#).
- Download and complete the Eligible Professional Patient Volume Calculator: <http://dch.georgia.gov/ehr>
- Obtain the CMS EHR certification number for your certified EHR technology: <http://healthit.hhs.gov/chpl>

## 2. Log onto the Federal-Level System (CMS)

- Log onto the CMS National Registration and Attestation (R&A) website and complete registration using your NPI and TIN numbers. <https://ehrincentives.cms.gov/hitech/login.action>
- Obtain registration confirmation number from the R&A
- Obtain the CMS EHR certification number for your certified EHR technology: <http://healthit.hhs.gov/chpl>

## 3. Log onto the State-Level System

- Log onto the Georgia Medicaid Web Portal <https://www.mmis.georgia.gov> using your ID and password.
- Note:** *If you are not the Rendering or Self-payee provider you will not see the MAPIR link for registration.*

- Click on the MAPIR icon to begin your application.
- Complete the MAPIR application.
- Upload required documentation.

**TIP:** When you reach the **Review tab**, please take the time to carefully review your application to ensure that you have included **all required** information and details. (AIU documentation and PV calculator **must be** in PDF format).

- Electronically sign your application, print a copy for your records, and click the Submit button.

**IMPORTANT: For Assistance Call 1-800-766-4456**

# Show Evidence of EHR Technology Adopt, Implement, or Upgrade

## ADOPT

The provider must furnish clearly dated documentation demonstrating the acquisition of *certified EHR technology*. Eligible Professionals may submit any combination of the following documents relating to the certified EHR technology to show adoption:

- Receipts from EHR software vendors for certified EHR technology
- Executed sales contracts for software and/or hardware for certified EHR technology
- Seller-accepted purchase orders for certified EHR technology
- Software licensing agreements for certified EHR technology
- Service performance agreements relating to certified EHR technology

**The documentation that is uploaded in the application must be sufficient to prove a financial or legal commitment for adopting certified EHR technology.**

## IMPLEMENT

The provider must furnish proof of adoption with any of the acceptable documents listed above **PLUS** evidence of costs incurred such as one of the following:

- Evidence of costs for installation of certified EHR technology
- Data use agreements pertaining to the certified EHR technology
- Evidence of costs associated with staff training support or staff support to implement certified EHR technology, including a contract if applicable
- Documented costs associated with workstation or physical plant re-design for the implementation of certified EHR technology

**The documentation provided must be sufficient to prove a financial or legal commitment for implementing certified EHR technology.**

## UPGRADE

The provider must furnish documentation sufficient to prove a financial or legal commitment toward upgrading certified EHR technology. Eligible Professionals must submit any of the following documents or combination thereof relating to upgrade to certified EHR technology to satisfy this requirement:

- Receipts from EHR software vendors for certified EHR technology
- Executed sales contracts for software and/or hardware for certified EHR technology
- Seller-accepted purchase orders for certified EHR technology
- Software licensing agreements for certified EHR technology
- Service performance agreements relating to certified EHR technology

# Avoid these Common Errors

Ensure that information you entered when registering at CMS (Federal level) accurately matches the information in your state Medicaid file.



- Payee NPI = Group NPI
- Payee TIN = Federal Employer ID#
- Applicant NPI = Eligible provider's NPI
- Personal TIN/SSN = Eligible provider's SS#

The payee chosen during state level registration must match the Payee designated for payment in the Medicaid Management Information System. Please refer to the Payee Provider number in the upper right hand corner of the remittance Advice to verify the Payee Provider number.



Do not click the Submit button UNTIL you have uploaded a COMPLETED Patient Volume Calculator and ALL required documentation of the AIU (adopt, implement, upgrade) of certified EHR technology.

\* Any missing or incomplete documentation can significantly delay processing of the Provider's application.



Do not modify your Federal-level registration (CMS) AFTER your State-level registration is in "Pended for Review" status.

\* Any changes to the Federal-level registration can significantly delay processing of the Provider's application.



Applications in any status other than "Incomplete" cannot be changed by the Provider. If the Provider needs to update an application that is in any status other than "Incomplete", they must call 1-800-766-4456 to request that the application be moved to an "Incomplete" status to enable the Provider to make changes to their application.

**TIP:** When you reach the Review tab, please take the time to carefully review your application to ensure that you have included all required information and details.

# Provider Resources

## I want to...

### Know if I'm eligible for Medicaid EHR incentive payments

To know if you're eligible for the MIP program, go to: [https://www.cms.gov/EHRIncentivePrograms/15\\_Eligibility.asp](https://www.cms.gov/EHRIncentivePrograms/15_Eligibility.asp)

### Register

Begin by registering at CMS <https://ehrincentives.cms.gov/hitech/login.action>  
Then register at Georgia: <https://www.mmis.georgia.gov>

### Check my application status at the State-Level

Log into MMIS and enter MAPIR to view your MIP application status.

### Get more information about the program

Visit <http://www.cms.gov/ehrincentiveprograms> for federal-level information or <http://dch.georgia.gov/ehr> for Georgia's state-level information

### Get assistance

Contact Us at <https://www.mmis.georgia.gov> or call HP at 1-800-766-4456