



# Quick Start Guide

## Georgia Medicaid EHR Incentive Program Registration for Eligible Professionals

STEP	ACTIVITY	INFORMATION NEEDED
<b>BEFORE YOU BEGIN</b>		
1	Verify that the information in your GA Medicaid provider files (both Payee and Rendering) is correct	<ul style="list-style-type: none"> <li>• NPIs</li> <li>• Social Security #</li> <li>• Federal Employee ID #</li> <li>• Go to <a href="http://www.mmis.georgia.gov">http://www.mmis.georgia.gov</a></li> </ul>
2	Complete the patient volume calculator	<ul style="list-style-type: none"> <li>• 90-day reporting period</li> <li>• Patient Volume</li> <li>• <a href="http://dch.georgia.gov/ehr">http://dch.georgia.gov/ehr</a></li> </ul>
3	Save the completed Patient Volume Calculator to your computer	
4	Convert your saved calculator into pdf file format	You can get a PDF converter free online
5	Obtain the CMS EHR certification number for your certified EHR technology	<a href="http://healthit.hhs.gov/chpl">http://healthit.hhs.gov/chpl</a>
<b>LOG ONTO FEDERAL-LEVEL SYSTEM</b>		
6	Log onto the CMS National Registration and Attestation system site (R&A) at and complete registration	<ul style="list-style-type: none"> <li>• NPI</li> <li>• TIN</li> <li>• <a href="http://www.cms.gov/ehr">www.cms.gov/ehr</a></li> </ul>
7	Obtain registration confirmation number from the R&A	
8	Include the CMS EHR certification number on your documentation for Adopt, Implement, or Upgrade (AIU) of certified EHR technology, scan and save in PDF format (2 MB size limit per file)	Invoice, Signed Contract, Receipt, Purchase Order for EHR technology <b>Screen shots are not acceptable</b>
<b>LOG ONTO THE STATE-LEVEL SYSTEM</b>		
9	Log on to Georgia Medicaid Web Portal If you are not the Rendering or Self-Payee provider you will not see the MAPIR link for registration. The provider must <ul style="list-style-type: none"> <li>• Log on to the Georgia MMIS Web Portal</li> <li>• Go to the Account Management tab</li> <li>• Grant access to the person completing the task for the provider</li> <li>• Save the information and continue</li> </ul> <b>Note: The system will not be available to you until at least 48 hours after completing CMS registration</b>	<ul style="list-style-type: none"> <li>• ID and Password</li> <li>• <a href="http://www.mmis.georgia.gov">www.mmis.georgia.gov</a></li> </ul>
10	Click on the MAPIR icon and begin application	<ul style="list-style-type: none"> <li>• R&amp;A Confirmation ID #</li> <li>• EHR certification #</li> </ul>
11	Complete MAPIR application	<ul style="list-style-type: none"> <li>• 90-day Reporting Period</li> <li>• Completed patient volume calculator</li> </ul>
12	Review tab: please take the time to carefully review your application to ensure that you have included all required information and details.	
13	Upload required documentation	Scanned AIU documentation and completed patient volume calculator. <b>Both documents must be in PDF format.</b> (2 MB size limit per file)
14	Electronically sign, print a copy for your records, and click Submit	

**For assistance call 1-800-766-4456**

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

Information you entered at the Federal level

should match

Information contained in the State Medicaid File



<b>CMS (Federal Level)</b>
Payee NPI
Payee TIN
Applicant NPI
Personal TIN/SSN



<b>State Medicaid File</b>
Group NPI #
Federal Employer Identification #
Eligible provider's NPI
Eligible provider's SS#