

HHSC EHR Incentive Program for Eligible Professionals: Enrollment as an Individual

Steps for Individual Enrollment in the Texas Medicaid EHR Incentive Program Portal for Attestation for Meaningful Use

1. Access the Texas Medicaid EHR Incentive Program portal.
 - Go to the Texas Medicaid Providers homepage.
<http://www.tmhp.com/Pages/default.aspx>
 - Click **Providers** on the page header.
 - Click the **Log in to My Account** tab (upper right hand corner).
 - Log in.
 - Click the **Texas Medicaid EHR Incentive Program** link in the Manage Provider Accounts section.
2. Verify registration information.
 - Click the **Continue** button on the Welcome page.
 - Verify that the Eligible Professional's name and NPI are correct on the Home tab.
 - Click the **Enrollment** tab.
 - Click the **Enroll** button for the desired provider on the Enrollment Home page.
 - Confirm your National Provider Information.
 - If corrections are needed, this must be done at the CMS registration portal.
 - Indicate if you are hospital-based in the State Provider Information section.
 - Attest to whether or not you are a pediatrician or pediatric dentist.
 - If yes, upload supporting documentation.
 - Indicate if you practice predominantly in an FQHC or RHC.
 - If yes, select your FQHC or RHC facility from the drop down menu.
 - Indicate you are *not* reporting as part of a group.
 - Select your payee Texas Medicaid Provider Identifier (TPI).
 - Verify the the TPI you just selected.
 - Click the **Save & Continue** button.
3. Enter Medicaid patient volume data.

If you are NOT attesting as an FQHC or RHC provider:

 - Enter your continuous three-month patient volume reporting period from the previous calendar year. Indicate if you are including out-of-state encounters in your patient volume calculation.
 - If yes, select the appropriate states from the drop down menu.
 - Select a patient volume calculation option. (Encounter or Panel)
 - Enter patient volumes.
 - Click the **Save & Continue** button.

If you ARE attesting as an FQHC or RHC provider:

 - Enter Needy Patient volume data. (This step is similar to entering Medicaid patient volume data.)

4. Identify your certified EHR technology.

- Enter your EHR reporting period. (It must be at least 90 days within the current calendar year.)
- Add practice location(s).
 - Indicate if each location has certified EHR technology.
 - Attest to your unique patients, patients in EHR technology and patient encounters at each location. (Enter zero in the **Unique Patients in EHR** field if you do not have certified EHR technology at the location.)
 - Enter the CMS EHR Certification ID.
(You can find the certification number for your certified EHR at <http://oncchpl.force.com/ehrcert>)
 - Click the **Save Location** button.
- Upload EHR documentation. (This can be done at any time.)
- Click the **Save & Continue** button on the Identify Certified EHR Technology screen when your patient volume qualifies for the program.

5. Attest to Meaningful Use.

- Click the **Start Core Attestation** button.
 - Read the overview and click the **Save & Continue** button.
 - Attest to all 15 Meaningful Use Core Measures.
 - Click on the “+” symbol next to the Meaningful Use Core Measures Summary bar at any time to review and/or edit the measures.
- Click the **Start Menu Attestation** button.
 - Attest to at least five out of 10 Meaningful Use Menu Measures. Select at least one measure from the Public Health Menu set, even if an exclusion applies.
 - Click on the “+” symbol next to the Meaningful Use Menu Measures Summary bar at any time to review and/or edit the measures.
- Click the **Start Clinical Quality Attestation** button.
 - Read the overview and click the **Save & Continue** button.
 - Attest to at least three Core or Alternate Core Clinical Quality Measures. Note: Data must come directly from the reports generated by your certified EHR technology.
 - Attest to at least three out of 38 Meaningful Use Additional Clinical Quality Measures.
 - Click on the “+” symbol next to the Meaningful Use Clinical Quality Measures Summary bar at any time to review and/or edit the measures.
 - Click the **Save & Continue** button.

6. Review the incentive payment schedule.

- Click the **Save & Continue** button.

7. Review your enrollment summary.

- Click the **Continue** button.

8. Agree to attestation statements.

- Click the **Agree & Continue** button.

9. Review the Legal Notice.

- Enter your Electronic Signature. Note that the signature must be the full name of the person completing the attestation. If you are attesting on behalf of someone else, enter *your* full name, not the name of the provider.
- Click the **Agree & Continue** button (unless you do not agree to the terms).

10. Submit your enrollment.

- If you have not yet uploaded required documentation, do so now.
 - Click the **Upload Document** button.
 - Select the Program year in the Document Upload window.
 - Select the document Category
 - Select the document Type (e.g., EHR Patient Encounters).
 - Browse to select the file you want to upload.
 - Enter a brief Document Description.
 - Check the box to affirm that your uploaded documents do not violate HIPAA patient privacy regulations.
 - Click the **Upload** button.
 - Click the **Upload New Document** button.
 - Repeat the document upload steps for all required documentation.
- Click the **Confirm & Submit** button. Note: It is essential to click the Confirm & Submit button in order to process your enrollment and avoid payment delays.

Additional optional steps

11. Review documentation.

- Click the **Documents** tab.
- View and/or upload new documents.

12. Enter or review appeals.

- Click the **Appeals** tab.
- Click the **New Appeal** button to enter an appeal.

13. Review your enrollment status.

- Click the **Status** tab.

14. Manage your account.

- Click the **Manage Account** tab.
- Click the **Update** button to change contact information.
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Additional Resources – Texas Medicaid EHR Incentive Program

- Learn about program rules and steps by using the self-paced e-learning module at: www.texasehrincentives.com.
- Visit the [Texas Medicaid Health IT website](#) for updates on the EHR Incentive Program and other health IT initiatives.
- For more information about MU documentation or other program questions, contact: support@tmhp-mi.com or call 1-800-925-9126 (option 4).