

# ✓ West Virginia Medicaid Professionals EHR Provider Incentive Payment Program

## ***Checklist for Eligible Hospitals – Year 1***

### **Step 1: Federal Registration**

- ✓ Register at the Centers for Medicare and Medicaid Services (CMS) National Level Repository (NLR) <https://ehrincentives.cms.gov/hitech/login.action>
  - **Note:** Be prepared to enter and select the following information at the NLR
  - CMS Identity and Access Management (I&A) User ID and Password
  - CMS Certification Number (CCN)
  - National Provider Identifier (NPI)
  - Hospital Tax Identification Number
- ✓ Select Medicare, Medicaid, or both Medicare and Medicaid as the Incentive Program
- ✓ Select West Virginia as the State Medicaid/Territory
- ✓ Enter the CMS EHR Product Certification Number

### **Step 2: W.V. Registration**

- ✓ After **2** business days, access the W.V. EHR Provider Incentive Payment program secure site at [www.wvmmis.com](http://www.wvmmis.com) to complete the on-line attestation.
- ✓ Select the W.V. Medicaid EHR Incentive Program link.
- ✓ Providers are required to have a login user name and password to access this site.
- ✓ To request a login user name and password, please use the following link:  
<https://www.wvmmis.com/xjRegManage/tradingPartnerRegRight.screen> .
- ✓ Validate the information on the screens after login. The information being validated is generated from the information received from the NLR. Go back to the NLR to correct the information if the any of the information is incorrect.

### **Step 3: Entering Patient Volume Statistics:**

- ✓ Demonstrate that 10% of Medicaid patient volume (all inpatient discharges and emergency room visits) is met within a consecutive 90-day period from the previous federal fiscal year by entering the following information:
  - Total number of Medicaid inpatient discharges plus emergency room visits in a consecutive 90-day period.
  - Total number of ALL inpatient discharges and emergency room visits during the same consecutive 90-day period.

### **Step 4: Entering Payment Calculation Information from Facility Cost Report**

- ✓ Enter the following information from data provided in the facilities cost report: (**Note:** Providers should use the facility year-end cost report that falls within the preceding federal fiscal year from the date the provider is attesting for payment.)
  - Total hospital discharges from the previous 4 fiscal years to calculate the facility's Annual Average Growth rate.
  - Additional information used to calculate payment
    - Total Medicaid Inpatient Bed Days    • Total Medicaid Managed Care Bed Days
    - Total Hospital Charges    • Total Medicaid Bed Days    • Total Charity Care Charges

### **Step 5: Attestation**

- ✓ Electronically Sign and Submit Attestation. An acknowledgement page will display after submission. An email confirmation will be sent to the email address supplied during registration. Status can be checked anytime by logging back into the W.V. EHR Provider Incentive Payment Program web portal.

***Payment will be issued within 30 business days after successful registration and attestation.***