

STEP 1:

Register at the CMS Registration & Attestation Site

To register at the CMS Medicare & Medicaid EHR Incentive Program Registration & Attestation Site (<https://ehrincentives.cms.gov/hitech/login.action>) you will need:

- A PECOS ID – You may register for a PECOS ID at <https://pecos.cms.hhs.gov/pecos/login.do>
- Your hospital's NPI and TIN

STEP 2:

Complete your application at the State Level Registry (SLR)

In order to be fully prepared to create and submit your application in the State Level Registry (SLR), DHCS strongly recommends that you complete the Hospital Workbook beforehand. The workbook can be found at: <http://medi-cal.ehr.ca.gov/>

The workbook has 3 tabbed pages:

1. Workbook – this is the page that you will need to fill out and save
2. Calculations – after entering the information into the workbook, this page will show you your hospital's payment calculations
3. Hospital Fiscal Year – this chart helps you determine what your most current cost report should be

To complete your application in the SLR you will also need:

- The name, phone number and email address of the contact person for your hospital
- To upload electronic copies of the relevant pages from your hospital's four most recent CMS Medicare cost reports (e.g. 2007, 2008, 2009, and 2010). If the information is not available on your CMS cost reports, you may use your most recent Hospital Annual Financial Disclosure Report or other auditable sources. Other auditable sources must be submitted and clearly labeled with source information.
- To upload at least one document (such as a contract, lease, or license) demonstrating a binding legal or financial commitment to adopt, implement, or upgrade CMS certified EHR technology. This may be:
 - ✓ The entire document(s)
 - OR-**
 - ✓ Completed, signed copies of the AIU Documentation Forms (found at <http://medi-cal.ehr.ca.gov/>) as well as copies of the relevant pages from the contract, lease, license, or other legally or financially binding documents.
- An electronic copy of the webpage that provides the CMS EHR Certification ID which can be found at <http://onc-chpl.force.com/ehrcert>

Contracts demonstrating AIU must be signed by September 30th of the payment year. Hospitals that have applied for a payment in the previous year but have not yet received payment must wait until payment is received before applying for the next year.