



## Getting Ready To Submit Your EP State Level Registration for AIU?

**Congratulations!** You are ready to submit your registrations and attestations for your practice. Before hitting “Submit”, here is a checklist to ensure your application is processed as rapidly as possible.

The documents listed below are vital to your attestation – so, leaving any of these off your registration will delay the process and payment until we receive them. Listed below are the documents and the “Step” in the SLR where you upload the documents. Step 1 is omitted because there is no required documentation for that step in the SLR.

SLR Step	Documents To Be Uploaded
<p><b>Step 2</b> Confirm Alabama Medicaid Eligibility</p>	<p>1. Completed Workbook 2. Practice Management System (PMS) Documentation</p> <ul style="list-style-type: none"> <li>• This is the source information for the numbers you are reporting to compute your patient volume percentage. This documentation must show the number of your Medicaid patient encounters (the numerator) and the total number of patient encounters (the denominator). You may have a PMS that readily produces reports you may use, or you may have paper records from which you derive your numbers. In any case, you must include a copy of the report, or other documentation showing where and how you obtained the numbers your are reporting. The documentation must come from an “auditable data source”.</li> </ul> <p>(*Note: From the drop-down menu within the “Attach Files” function, you will be able to select either “Eligibility Workbook”, or “Practice Management Report” as the appropriate category for your document. You may enter multiple documents.)</p>
<p><b>Step 3</b> Attestation of EHR</p>	<p>There are two parts to Step 3, giving you two opportunities to upload documents supporting your attestation for Adopt, Implement or Upgrade for your EHR technology. <b>NOTE: All 2014 AIU attestations must use 2014 edition Certified EHR Technology.</b></p> <p>In Part 1, you are asked to upload documentation that shows proof of your Adopt, Implement or Upgrade (AIU). This must include documents, whether a single document or combination of documents, that prove you have the EHR technology you described for AIU or has obligated you to its acquisition, e.g a signed contract, invoice and payment receipt, etc.</p> <p>In Part 2, you are asked to upload documentation that adequately describes the certified EHR you are claiming. This must adequately describe the EHR product including the name, version, Vender, and CMS certification number (verify at CHPL website <a href="http://oncchpl.force.com/ehrcert">http://oncchpl.force.com/ehrcert</a>). Again, one or multiple documents may be uploaded for this purpose. An example is a letter from the EHR vender, on the vender’s letterhead, that adequately describes the product and that it is being provided/sold to you.</p>
<p><b>Step 4</b> Review and Sign Agreement</p>	<p>At this step, you will first print out your Attestation Agreement (AA), sign and date it. You must then scan and upload the signed AA back into the SLR. If the incentive payment is being assigned to a party other than the EP, ensure that the Payee has been identified at the NLR, in the SLR and appears on the Attestation Agreement.</p>
<p><b>Step 5</b> Submit</p>	<p>In this step, you simply click on the “Submit” button to complete the process. Your application will automatically be submitted to the State for review and approval. Remember that you <b>MUST</b> click the “Submit” button in order to complete the process.</p>
<p>(Optional Step 3)</p>	<p>Providers may assign their payments to a party other than themselves and this “Payee” must be identified at the time of registration at both the NLR and SLR. If the EP is also the Payee, we will need a W-9 for the payee. A W-9 may be uploaded in Part 2 of Step 3. From the drop-down menu, select “Other” for this purpose. Ensure that the TIN or SSN on the W-9 matches the Payee named on the W-9 AND on the Attestation Agreement.</p>

**Any Questions?**

Request assistance by:

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**Email:** [ep@al.gov](mailto:ep@al.gov)