



## Minnesota EHR Incentive Program (MEIP)

### MEIP Payment Notification File Instructions

MHCP distributes claim information about MN EHR Incentive Program (MEIP) payments to eligible professionals (EPs) and eligible hospitals (EHs) through the remittance advice (RA) sent to the MN-ITS mailbox of the payee assigned by the submitting provider. In addition to the RA, MHCP sends a detailed MEIP payment file to the payee to identify the NPI of the EP that assigned the MEIP payment. Payees who receive one or more EHR Incentive payment(s) on their RA, and are interested in knowing more about the transactions, may follow these steps to locate the MEIP payment notification file:

1. Log in to MN-ITS under the NPI that received the MEIP payment
2. Select Mailbox - Miscellaneous Received from the left menu
3. Enter the date that the RA was received in the **Start Date** field
4. Select PROVIDERFILE file type and Search
5. Find the file with the title: (Payee NPI)\_PROVIDERFILE\_(date)\_MEIP\_PAYMENT.TXT
6. Open the file

The File contains header information and three columns (Transaction control number, Affiliated-NPI and REIMB-AMT). The Affiliated-NPI equals one or more professionals who have assigned payment to the payee. The REIMB-AMT is the amount of the payment associated with that particular EP.

If you are having difficulties viewing the information in the .TXT file, follow these instructions:

1. Open the .TXT file
2. Select **Edit** from the tool bar
3. Select the **Select All** command (this will highlight the entire text)
4. **Copy** the text (Edit > Copy)
5. Paste the text into your computer's word processing program (other than Notepad)

The following is an example of the notification text:

```
JOB: xxx      MINNESOTA DEPARTMENT OF HUMAN SERVICES    RUN DATE: 11/05/12
PGM: XXX MEDICAID MANAGEMENT INFORMATION SYSTEM (MMIS) RUN TIME: 17:54:52
RPT: MEIP MN ELECTRONIC HEALTH RECORD INCENTIVE PROGRAM    PAGE: 01
PAY-TO-NPI = XXXXXXXXXXXX DATE-PAID = 11/06/2012
```

```
TRANSACTION-CONTROL-NUM  AFFILIATED-NPI  REIMB-AMT
X-XXXXX-XX-XXX-XXXX-XX      XXXXXXXXXXXX    21,250.00
TOTAL REIMB-AMT =    21,250.00
```