



MINNESOTA EHR INCENTIVE PROGRAM (MEIP)

Provider Overview



Objectives

- Identify program terminology
- Overview of the program
- Proper use of portals
- Establish a foundation for eligibility standards

Program Terminology

- Provider portal

All providers will log in to the Provider Portal. Through the portal, you will gain access to all required provider functions and activities.

- Eligible professionals

Health care professionals who are eligible for MEIP incentive payments based on reported information.

- Eligible hospitals

Health care facilities that are eligible for MEIP incentive payments based on reported information.

Provider Portal


Minnesota Department of **Human Services**

MN DHS :: CMS.GOV
 **Minnesota EHR Incentive Program (MEIP)**

Warning Notice

The Minnesota EHR Incentive Program provides incentive payments to Eligible Professionals (EPs) and Eligible Hospitals (EHs) demonstrating:

- Adoption, Implementation, or Upgrading (AIU)
- Meaningful Use (MU)

of certified electronic health record technology. You can use this System to register and participate in the program. Only authorized users have rights to access the Minnesota EHR Incentive System. If you do not have authorization, close this link and do not attempt to gain further access. Unauthorized access to this system is forbidden and will be prosecuted by law.

Eligible Provider Log In

First time users must establish their password before logging in. Refer to Establish Password below.

Please enter your NPI and password, and click Log In.

NPI:

Password:

If you have lost or forgotten your password, please call the Help desk at 1-855-676-0366.

Establish Password

Establish your account password by clicking the Establish Password button below.

Change Password

To change your password, click the Change Password button below.



For assistance, please call our help desk at 1-855-676-0366.

[Terms/Policy](#)

After you create a log in for the portal, this screen will be the site for your future access.

Establish Password

 Minnesota Department of **Human Services** MN DHS :: CMS.GOV
 Minnesota EHR Incentive Program (MEIP)

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Password:

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Change Password
To change your password, click the Change Password button below.



 [Terms/Policy](#)

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New providers need to select “Establish Password” to create an account. You can then proceed with enrolling.

Establish Password


Minnesota Department of **Human Services**
MN DHS :: CMS.GOV


Minnesota EHR Incentive Program (MEIP)

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Establish Password

To establish your password for first-time system use, enter the following information and click the Establish Password button. To return to the Log In page without completing this step, click the Cancel button.

*NPI: 

*TIN: *TIN (EH - EIN; EP - SSN)

*CMS Registration ID:

*New Password:

*Confirm Password:

For further assistance, please call 1-855-676-0366.

Password Requirements

Minnesota EHR Incentive Program passwords must comply with the following password requirements:

- All account passwords must have a minimum of eight characters.
- All account passwords must have a combination of at least three of the following four elements: (1) numeric; (2) upper case alphabetic; (3) lower case alphabetic; and (4) special character from the set of "!@#\$%^*+~.-".
- Account passwords will not contain portions of the login ID, personal names (e.g. family members or pets), or guessable dates (e.g. birth dates or anniversaries) and will not be constructed around a dictionary word regardless of language.
- Program users will not construct passwords that are identical to any of their previous passwords.


For assistance, please call our help desk at 1-855-676-0366.
[Terms/Policy](#)

After you select Establish Password, you will be routed to this screen to enter NPI, TIN, and CMS Registration ID specific to the group or provider.

Home Page

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Farnworth Frantic EH (NPI-1000000001)

Notifications
Thank you for your interest in the Medicaid EHR Incentive Program. The Business Services Center is available at 1-855-676-0366.

Instructions
Select any section or [link to continue](#)

[Enrollment](#)
Click the Enrollment tab above to perform any of the following actions:

- Enroll for the Minnesota EHR Incentive Program
- Continue Incomplete Enrollment
- Modify Existing Enrollment

[Documents](#)
Click the Documents tab above to view or manage key documents that you have uploaded during the enrollment process.

[Reconsiderations](#)
Click the Reconsiderations tab above to perform the following actions:

- Initiate a new reconsideration
- View the status of an existing reconsideration

[Status](#)
Click the Status tab above to review the following:

- Enrollment Status
- Payment Status

[Manage Account](#)
Click the Manage Account tab above to perform the following actions:

- Update enrollment email address and phone number/extension
- View instructions for updating national or state Minnesota EHR Incentive Program registration information
- View instructions for resetting account password

[Contact Us](#)
Click the Contact Us link above top to perform the following actions:

- Contact a Business Services specialist securely through the portal.
- View respond to any correspondence received from our Business Services Team.

Select Enrollment on the home page to begin the process.



Minnesota EHR Incentive Program (MEIP)

Enrollment Home

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Farnworth Frantic EH (NPI-1000000001)

Enrollment Home

Enrollment Instructions

Depending on the current status of your enrollment, please select one of the following actions:

Enroll • Enroll for the Minnesota EHR Incentive program

Modify • Modify or continue an existing enrollment

View Status • Display enrollment status

Enrollment Selection

Identify the desired enrollment and select the action you would like to perform for each Hospital. Eligible Hospital's can choose to attest to Adopt, Implement or Upgrade (AIU) or Meaningful Use (MU) for payment year 1. Meaningful Use attestation is required for each subsequent payment year. Please note only one action can be performed at a time on this page.

Tax ID	Legal Business Name	CCN	NPI	CMS Registration ID	Program Year	Payment Year	Status	Action
****0001	Farnworth Frantic Eh	010001	1000000001	*****0001	2014	1	In Progress	<input type="button" value="Modify"/>
****0001	Farnworth Frantic Eh	010001	1000000001	*****0001	2013	1	Expired	<input type="button" value="View Status"/>
****0001	Farnworth Frantic Eh	010001	1000000001	*****0001	2012	1	Expired	<input type="button" value="View Status"/>

On this screen, you may act on current attestations and review processing information for the previous year.

Home Page

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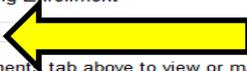
Farnworth Frantic EH (NPI-1000000001)

Notifications
Thank you for your interest in the Medicaid EHR Incentive Program. The Business Services Center is available at 1-855-676-0366.

Instructions
Select any section or tab to continue.

Enrollment
Click the Enrollment tab above to perform any of the following actions:

- Enroll for the Minnesota EHR Incentive Program
- Continue Incomplete Enrollment
- Modify Existing Enrollment

Documents ← 
Click the Documents tab above to view or manage key documents that you have uploaded during the enrollment process.

Reconsiderations
Click the Reconsiderations tab above to perform the following actions:

- Initiate a new reconsideration
- View the status of an existing reconsideration

Status
Click the Status tab above to review the following:

- Enrollment Status
- Payment Status

Manage Account
Click the Manage Account tab above to perform the following actions:

- Update enrollment email address and phone number/extension
- View instructions for updating national or state Minnesota EHR Incentive Program registration information
- View instructions for resetting account password

Contact Us
Click the Contact Us link above top to perform the following actions:

- Contact a Business Services specialist securely through the portal.
- View respond to any correspondence received from our Business Services Team.

Select the Documents link to upload supporting documentation.

Documents

Home Enrollment **Documents** Reconsiderations Status Manage Account Contact Us

Grants Last Stand EH (NPI-1000000002)

Documents

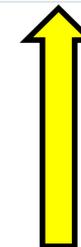
The table below provides the summary statistics for the current and historical enrollment documents uploaded for your Medicaid EHR Incentive Payment Program.

If you have not completed your current year attestation, you may not upload any documents within this tab. A Document Upload page will be provided during attestation.

Choose the program year you wish to view, and click Manage Documents to view a list of the documents that have been uploaded.

Program Year	Number Required	Number Additional	Number Pending Review	Number Accepted	Number Rejected	Action
2014	0	0	0	0	0	Manage Documents
2013	0	0	0	0	0	Manage Documents

Select the Manage Documents tab to upload documentation for the appropriate program year.



Upload Documents

Logout

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Grants Last Stand EH (NPI-1000000002)

Documents for Program Year

Program Year: 2014 Payment Year: 1 MU Stage: 1

Documents

The table below provides all of the documents that have been uploaded on behalf of your attestation for the selected program year, along with the associated status. Note that documents for the current year enrollment can be uploaded from this tab only if you have completed your attestation.

Click View Document to see the contents of the uploaded document.

Document	Document ID	Required?	Upload User	Upload Date	Document Status	Action
----------	-------------	-----------	-------------	-------------	-----------------	--------

Previous Upload New Document

Select Upload New Document to upload documentation for a program year.

Documents

Document Upload

To upload a document, choose your document, click Browse, then locate and select your file. Once selected, click Upload to complete the upload.

Acceptable File Formats: Microsoft Word (DOC), Microsoft Excel (XLS), Microsoft Works Word Processing (WPS), WordPerfect Document (WPD), Rich Text Format (RTF), Tagged Image File (TIF, TIFF), Portable Document Format (PDF), Text (TXT), Microsoft PowerPoint (PPT).

(*)Red asterisk indicates a required field.

*Program year: 2014

*Type:

*File:

200 characters maximum

*Document Description:

Document Upload Policy

Do not upload any documents containing PHI unless expressly requested by program administrators or auditors to support payment verification activities. When uploading documents with PHI as requested with our secure file upload, the file name should begin with "PHI_".

Checking this box indicates your understanding of and adherence to this policy. Contact Business Services if you have any questions.

After you select Upload New Document, this screen generates for you to upload the documentation to meet eligibility.

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Farnworth Frantic EH (NPI-1000000001)

Notifications
Thank you for your interest in the Medicaid EHR Incentive Program. The Business Services Center is available at 1-855-676-0366.

Instructions
Select any section or tab to continue.

Enrollment
Click the Enrollment tab above to perform any of the following actions:

- Enroll for the Minnesota EHR Incentive Program
- Continue Incomplete Enrollment
- Modify Existing Enrollment

Documents
Click the Documents tab above to view or manage key documents that you have uploaded during the enrollment process.

Reconsiderations
Click the Reconsiderations tab above to perform the following actions:

- Initiate a new reconsideration
- View the status of an existing reconsideration

Status
Click the Status tab above to review the following:

- Enrollment Status
- Payment Status

Manage Account
Click the Manage Account tab above to perform the following actions:

- Update enrollment email address and phone number/extension
- View instructions for updating national or state Minnesota EHR Incentive Program registration information
- View instructions for resetting account password

Contact Us
Click the Contact Us link above top to perform the following actions:

- Contact a Business Services specialist securely through the portal.
- View respond to any correspondence received from our Business Services Team.

Select Reconsiderations to initiate a new reconsideration or to check the status of an existing reconsideration.

Reconsiderations

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Grants Last Stand EH (NPI-1000000002)

Reconsiderations

The following table lists the current and historical Requests for Reconsiderations initiated for your Minnesota EHR Incentive Program. From this Home page, you can perform the following:

- Click the "Request Reconsideration" button to initiate a request for reconsideration. From the next screen, you will be able to choose the Category, Type, provide a description, and upload any necessary documentation to support the Request for Reconsideration.
- Click the "View Details" button to view the reconsideration details, which include the supporting information, documentation, resolution status, and resolution notes.
- Click the "Withdraw" button to withdraw your Request for Reconsideration. You can only withdraw a Request for Reconsideration when the status is "In-Progress" or "Unassigned".

Reconsideration ID	Program Year	Payment Year	Category	Type	Initiated Date	Decision Date	Status	Decision	Action
<input type="button" value="Request Reconsideration"/> 									

Click Request Reconsideration to ask for reconsideration of a prior year's decision.

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Farnworth Frantic EH (NPI-1000000001)

Notifications

Thank you for your interest in the Medicaid EHR Incentive Program. The Business Services Center is available at 1-855-676-0366.

Instructions

Select any section or tab to continue.

Enrollment

Click the Enrollment tab above to perform any of the following actions:

- Enroll for the Minnesota EHR Incentive Program
- Continue Incomplete Enrollment
- Modify Existing Enrollment

Documents

Click the Documents tab above to view or manage key documents that you have uploaded during the enrollment process.

Reconsiderations

Click the Reconsiderations tab above to perform the following actions:

- Initiate a new reconsideration
- View the status of an existing reconsideration

Status

Click the Status tab above to review the following:

- Enrollment Status
- Payment Status

Manage Account

Click the Manage Account tab above to perform the following actions:

- Update enrollment email address and phone number/extension
- View instructions for updating national or state Minnesota EHR Incentive Program registration information
- View instructions for resetting account password

Contact Us

Click the Contact Us link above to perform the following actions:

- Contact a Business Services specialist securely through the portal.
- View response to any correspondence received from our Business Services Team.

Click on Status for up-to-date information on enrollment and payment status.

Status Summary

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Contact Us

Grants Last Stand EH (NPI-1000000002)

Status Summary Home

The following sections outline the current and historical events in the Minnesota EHR Incentive Program. Please select your hospital below to view enrollment details.

Provider Information

Name: Grants Last Stand EH
Provider Type: Acute Care Hospitals
Provider Specialty: CRITICAL ACCESS HOSPITAL, HOME HEALTH AGENCY
Address: 2 EH Lane, Suite 1000000002
 Minneapolis, MN 50002-1629
Phone #: (888) 555-0002 Ext: 100
Tax ID: *****0002
NPI: 1000000002
CMS Registration ID: *****0002
CCN: 010002
Dually-Eligible Hospital: Yes

Status Summary

Select View Details button below to see the complete details for each of your enrollments.

Program Year	Payment Year	Status	Submitted Date	Patient Volume	AIU/MU Met	Payment Issued Date	Payment Amount	Action
2014	1	Not Started		---	No	---	---	View Details
2013	1	Expired		14%	Yes	---	---	View Details

Total Amount Paid: \$0.00

You can begin or continue the enrollment process via the [Enrollment](#) home page.

The Status Summary screen lists the provider's information. The action column provides details about a specific program year.



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Farnworth Frantic EH (NPI-1000000001)

Notifications
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Instructions
Select any section or tab to continue.

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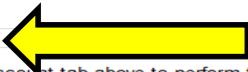
Documents
Click the Documents tab above to view or manage key documents that you have uploaded during the enrollment process.

Reconsiderations
Click the Reconsiderations tab above to perform the following actions:

- Initiate a new reconsideration
- View the status of an existing reconsideration

Status
Click the Status tab above to review the following:

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- Payment Status

Manage Account 
Click the Manage Account tab above to perform the following actions:

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- View instructions for updating national or state Minnesota EHR Incentive Program registration information
- View instructions for resetting account password

Contact Us
Click the Contact Us link above to perform the following actions:

- Contact a Business Services specialist securely through the portal.
- View respond to any correspondence received from our Business Services Team.

The Manage Account tab allows you to update enrollment contact information and view instructions for national and state registration information.

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Contact Us

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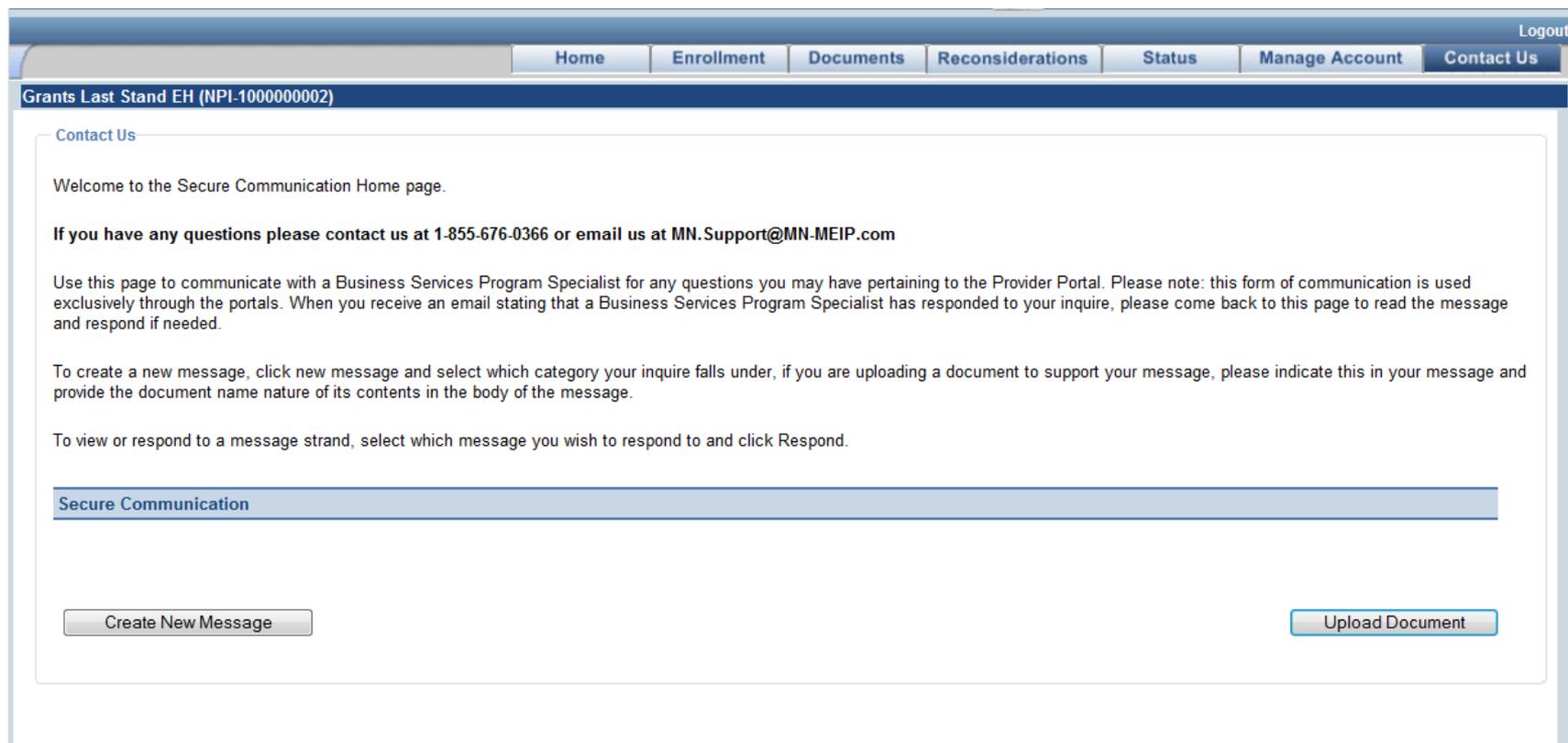
- Contact a Business Services specialist securely through the portal.
- View response to any correspondence received from our Business Services Team.

The Contact Us link provides several ways to relay information to the Minnesota MEIP team.



Minnesota EHR Incentive Program (MEIP)

Contact Us



The screenshot shows a web interface for the 'Grants Last Stand EH (NPI-1000000002)' user. At the top right, there is a 'Logout' link. Below it is a navigation menu with buttons for 'Home', 'Enrollment', 'Documents', 'Reconsiderations', 'Status', 'Manage Account', and 'Contact Us'. The 'Contact Us' button is highlighted. The main content area is titled 'Contact Us' and contains the following text:

Welcome to the Secure Communication Home page.

If you have any questions please contact us at 1-855-676-0366 or email us at MN.Support@MN-MEIP.com

Use this page to communicate with a Business Services Program Specialist for any questions you may have pertaining to the Provider Portal. Please note: this form of communication is used exclusively through the portals. When you receive an email stating that a Business Services Program Specialist has responded to your inquire, please come back to this page to read the message and respond if needed.

To create a new message, click new message and select which category your inquire falls under, if you are uploading a document to support your message, please indicate this in your message and provide the document name nature of its contents in the body of the message.

To view or respond to a message strand, select which message you wish to respond to and click Respond.

Below the text is a blue bar labeled 'Secure Communication'. At the bottom of the page are two buttons: 'Create New Message' on the left and 'Upload Document' on the right.

The Contact Us screen identifies several different means of communication. You can call the support desk or email questions, or you can send a secure message by selecting Create New Message.

Objective Summary

- Identified key program terminology
- Overview of the program
- Proper use of portals
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Questions and Concerns

MEIP Portal Assistance

Phone: 855-673-0366

Email: MN.Support@MN-MEIP.com

[Minnesota EHR Incentive Program \(MEIP\)](#)