



Washington State EHR Incentive Program

WHITE PAPER #9: Documentation

Updated May 2016

2015-2016 DOCUMENTATION INSTRUCTIONS:

AIU and MU Documents:

- ONC Certificate** from the Certified Health IT Product List - <http://oncchpl.force.com/ehrcert>
- EHR Documentation**- Invoice, Proof of Payment, IHS letter for Indian Health Clinics (Must be dated in the program year you are attesting for.)
- Encounter Report**- (*in excel, sortable*) Upload as document type **Encounter Information**. (You may be prompted by eMIPP to upload prior to attesting) Summary report is OK for EHRs only that are Dual Eligible. [Reference White Paper #8](#)

MU Only Documents (for EPs):

- MU Summary**- Summary report from their EHR. Upload as document type **MU Dashboard**. (You will be prompted by eMIPP to upload prior to attesting)
- Objective 1**- Security Risk Analysis Document (Summary is OK only if you can't produce the whole report for upload. Summary must be dated, state when SRA was completed, must be retrievable for audit)
- Objective 6**- Pt Specific Education-(only if excluding); Explanation of exclusion reason.
- Objective 10**-Specialized Registry – If they chose to report to the Specialized Registry, we need proof of submission to the specified registry. Upload as **Specialized Registry** (you will be prompted by eMIPP to upload prior to attesting)

Other Documents That May Be Required:

- PA-Lead Letter**- only for PAs practicing in a PA-Lead FQHC, RHC or Indian Health Clinic. (Letter must explain “how” they meet the criteria and be signed by the Medical Director or equivalent.)
- Practice Predominantly Letter**- For FQHC, RHC or Indian Health Clinics using Medically Needy Encounters. (If we cannot verify, by our reports, that the EP practices more than 51% of the time in a FQHC/RHC we will request a letter attesting to this information.)
- Objective 8**- (if excluding for broadband issues) - May require a letter from your internet provider if we can't verify with our sources.
- Other unspecified documents as needed**