

How to Make Changes or Updates to Provider Information on the CMS Registration Site

When modifying/updating a registration please follow the following steps:

1. Sign into the registration on the CMS registration site:

<http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/RegistrationandAttestation.html>

If you do not have a user ID and password or have forgotten your user ID and password:

Contact the CMS External User Services (EUS) Help Desk at (866) 484-8049 (TTY (866) 523-4759),
Monday–Friday, 7 a.m. – 7 p.m. Eastern Time.

Note: EUS cannot reset passwords via e-mail. The provider must call the Help Desk directly

2. Click the Registration tab (this is where you will make any updates/modifications to your registration)

The screenshot shows the CMS Registration and Attestation System interface. At the top, there is a header with the EHR Incentive Program logo and the text 'Medicare & Medicaid EHR Incentive Program Registration and Attestation System'. A user is logged in, indicated by 'Welcome Your Name' and 'My Account' links. Below the header is a navigation menu with tabs for 'Home', 'Registration', 'Attestation', and 'Status'. The 'Registration' tab is selected and highlighted with a red arrow. The main content area displays a welcome message and instructions for registration and attestation. The 'Registration' section includes a list of options: Register in the Incentive Payment Program, Continue Incomplete Registration, Modify Existing Registration, Resubmit a Registration that was previously deemed ineligible, Reactivate a Registration, Switch Incentive Programs (Medicare/Medicaid), Switch Medicaid State, and Cancel participation in the Incentive Program. The 'Attestation' section includes a list of options: Attest for the Incentive Program, Continue Incomplete Attestation, Modify Existing Attestation, Discontinue Attestation, Resubmit Failed or Rejected Attestation, and Reactivate Canceled Attestation. A note states that attestation for the Medicaid incentive program occurs at the State Medicaid Agency. The footer includes links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'. The CMS logo is also present in the bottom right corner.

3. Click **Register** under Action (bottom right of screen)

Medicare & Medicaid EHR Incentive Program
Registration and Attestation System

Welcome Your Name [Log Out](#) [Help](#)
[My Account](#)

[Home](#) [Registration](#) [Attestation](#) [Status](#)

Registration

Registration Instructions

Welcome to the Registration Page.

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

- Register** Register for the EHR Incentive Programs
Continue an incomplete registration
- Modify** Modify Existing Registration
Switch incentive programs (Medicare/Medicaid)
Switch Medicaid state
- Cancel** Discontinue participation in the Medicare & Medicaid EHR Incentive Programs
- Reactivate** Reactivate a previously canceled registration
- Resubmit** Resubmit a registration that was previously deemed ineligible

Registration Selection

Identify the desired registration and select the Action you would like to perform. Please note only one Action can be performed at a time on this page.

Existing registration(s):

Name	Tax Identifier	National Provider Identifier (NPI)	Incentive Type	Registration Status	Action
Jane Doe, MD	XXX-XX-3568 (SSN)	000000000000	Medicare	Active	Register

[Web Policies & Important Links](#) [Department of Health & Human Services](#)
[CMS.gov](#) [Accessibility](#) [File Formats and Plugins](#)

4. Verify that all information is correct in the provider's registration.

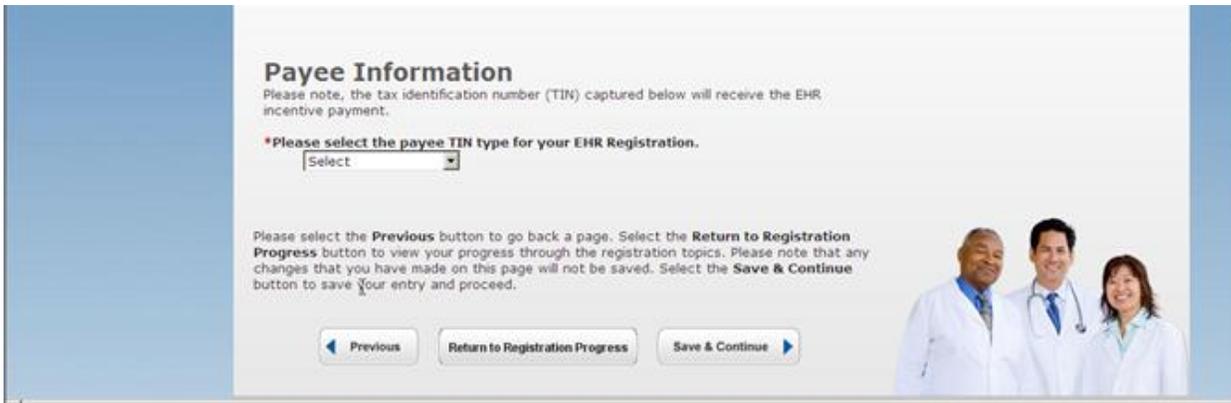
5. If you have not previously put in your EHR Certification Number you should do that now. The registration states this is optional (it is optional for the registration) but it is mandatory for the application with the State of Maine.

The screenshot displays the 'Incentive Program Questionnaire' for the Medicare & Medicaid EHR Incentive Program. The page includes a header with the program name and a navigation bar with tabs for 'Home', 'Registration', 'Attestation', and 'Status'. A progress indicator shows 'Progress: 1 of 1 Completed'. The main content area contains instructions and a form with the following elements:

- Incentive Program Questionnaire** (Red asterisk indicates a required field.)
- Instructions on how to select an incentive program and professional type.
- Form fields for:
 - Incentive Program:** Radio buttons for Medicare (selected) and Medicaid.
 - Eligible Professional Type:** Dropdown menu showing 'Doctor of Medicine or Osteopathy'.
 - Do you have a certified EHR?:** Radio buttons for Yes (selected) and No.
 - EHR Certification Number (Optional):** Text input field containing '0000000000000000'. A red arrow points to this field.
- Buttons:** 'Previous' and 'Save & Continue' buttons. A red arrow points to the 'Save & Continue' button.
- Footer:** Links for 'Web Policies & Important Links', 'Department of Health & Human Services', 'CMS.gov', 'Accessibility', and 'File Formats and Plugins'. The CMS logo is also present.

6. After you enter the EHR Certification ID number, click **Save & Continue**. If the insertion of your EHR certification number is the only update you needed to do you **MUST** click “**Save & Continue**” on each screen until you arrive at a screen that states you have successfully submitted your registration. If you do not submit all the way through the registration will be put into an “in process” state. You will need to return to registration and unlock the registration before anything can be done with your application.
 - a. If you have more areas to update click **Save & continue** to move to the next screen.
 - b. You can update the **contact email (see note below), address (the address should be the EP practice location), telephone for the contact person, and payee information.**
 - c. Please click **Save & Continue** until you are notified that your registration was successful.
 - d. **Please keep the email contact current.** We have had many instances that the email contact was not accurate and we have no way to contact the provider. The email contact must be for the person responsible for the submission of the application, meaningful use data and the attestation form. This is not usually the EP but a person working on behalf of the EP.

7. If you need to update the payee NPI in the registration go to the Payee information page.



8. Please note that you must select "Group Reassignment" when asked to select the payee TIN type for our EHR Registration. Click the down arrow to show selections available.



9. If you do not choose Group Reassignment the program defaults the Payee NPI to the providers individual NPI and the box to input the Payee NPI does not appear.
10. You will click-Save & continue all the way through until you receive a Successful submission notice. If you do not save and continue all the way the updated information will not stay in the record and the record goes into an "in-process" state. If the registration is in the "in-process" state we cannot do anything with the application until you return to the registration and submit through.