I & A Process for PECOS, HITECH and EHR Incentive

https://nppes.cms.hhs.gov/IAWeb/warning.do?fwdurl=/

Create I & A Account 1

Go to I & A web site in upper right corner

Accept Terms and Conditions to create I & A Account or modify current account

Step 1. User Security
A. Unique email
B. Enter text
C. Enter PIN
D. Submit

Step 2. User Information
A. User Id and Password
B. 5 Security Questions & Answers

Step 3. User Identity
A. Name
B. Business Phone
C. DOB
D. SSN
E. Personal Phone
F. Home Address
G. County
H. State
I. Confirm Identity now or later
J. Agree Button

Click on **Continue to Homepage** Button to Add Employer

Or log out

Add Employer/ Request Role 2

Login in again with User Id and Password

Read Definitions:

- Individual Provider?
- **Responsible for Organization?**
- None of Above?

Select **My Profile** Tab

Verify and/or Modify Personal Information that populates for your review

Click on **Add an Employer** button

Employed by
1. Org.
2. Individual Provider?

2. Provider

Click on **My Connections** go to column 4

1. Org.

Search for and/or **Add** an Organization that you wish to be associated with

Provide Employer Information as prompted

Select Role you are requesting from drop down

Use **Check box** and click **submit**. Send material requested i.e. CP 575 with tracking number

For additional Employers/ Organizations you represent, click **done button** and repeat process

Setting Up Staff (under AO/DO) 3

AO or DO **starts process** for Credentialing Specialists, designees, other business related staff (non-clinical)

AO signs into their own I & A account

Select My Staff tab

Review Current Staff, Inactive Staff or Select "**Add Staff**" button

To Add Staff: Enter: Name, Email, and Role Type. Select Submit. Select Continue button to send invite to new staff.

Note: New staff have 72 hours to activate their account from the email invitation.

New staff will be prompted to set up an account **similar process in Column 1** to update information or new reg. process

After Account Registration is set up an Employer Tab will be added to their account

End of Additional Staff Process

Connecting to Providers 4

AO or DO signs into I & A using User Id and Password from Column 1

Note: **Only** AO or DO roles can send connection/invite to providers to work on their behalf

To add a Provider, click on the **Add Connection** button

On **My Connections** page review all current connections or use **Find Provider**

Search for new Provider by NPI #, or Name

Click **Search button** and select correct Provider

AO/DO selects (checks off) all business functions they are **requesting to perform** on behalf of Provider i.e. PECOS, EHR Incentive Program, and/or NPPES (Future)

Select Continue Button

Verify and **Submit *Request***

AO and Provider both receive confirmation email that **Request** was sent

AO selects **Done** button

Providers Confirmation 5

Provider logs in Identify and Access Management System with **his/her** I & A User Id and Password

Provider views pending '**requests**' defined in column 4.

Provider either clicks on **Approve** or **Reject** request buttons for each request

Provider is asked to confirm and click on **Submit Button**

Providers' **My Connection Tab** updates with any newly 'approved' information

AO/DO is now able to access PECOS, HITECH and/or EHR Incentive Program on **behalf of the Provider**

Select **Done** button

MaineCare Services
An Office of the Department of Health and Human Services

For Assistance please contact:
External User Services (EUS)
Phone 1-866-484-8049
EUSSupport@cgi.com