

Public Health Registry Reporting for EHR Incentive Program

Stage	Option	Pre-pay Documentation	Post-pay Audit Documentation*
Stage I	Test message	A copy of the email received from the immunization registry, acknowledging the test for the practice. Please list provider NPI's for this location.	A copy of the email received from the immunization registry, acknowledging the test for the practice. Please list provider NPI's for this location.
Stage I	Ongoing Submission	Providers should keep the email they received from the registry when they were successfully on boarded. This, in conjunction with a series of ACK messages from the reporting period, will fulfill the pre-pay documentation requirements. If possible, the audit team suggests including a screenshot showing the ACK is being housed within the EHR.	In the event of a post-pay audit, providers may outreach to the registry and request an email confirmation that ongoing submission was possible during the reporting period.
Stage I	Exclusion	Dashboard or report from your EHR system or from an external data source demonstrating no immunizations were done during the reporting period. -OR- Email or letter containing version details from vendor, or description of why provider was unable to onboard with the registry.	Dashboard or report from your EHR system or from an external data source demonstrating no immunizations were done during the reporting period. -OR- Email or letter containing version details from vendor, or description of why provider was unable to onboard with the registry.
Stage II	Registration of Intent	Practices should keep the automated email they received when they registered their intent. This should be included with their attestation.	The automated email received when they registered their intent will be requested. If this cannot be located, the registry can be contacted to provide email confirmation.
Stage II	Ongoing Submission	Providers should keep the email they received from the registry when they were successfully on boarded. This, in conjunction with a series of ACK messages from the reporting period, will fulfill the pre-pay documentation requirements. If possible, the audit team suggests including a screenshot showing the ACK is being housed within the EHR.	In the event of a post-pay audit, providers may outreach to the registry and request an email confirmation that ongoing submission was possible during the reporting period.
Stage II	Exclusion	Dashboard or report from your EHR system or from an external data source demonstrating no immunizations were done during the reporting period. -OR- Email or letter from vendor containing version details or description of why provider was unable to report to the registry.	Dashboard or report from your EHR system or from an external data source demonstrating no immunizations were done during the reporting period. -OR- Email or letter from vendor containing version details or description of why provider was unable to report to the registry.

*The Public Health registries are not able to provide this information for internal audit. The documentation will only be provided in the event that a provider is chosen for a state or federal (CMS) audit. When requesting confirmation, a copy of the audit letter which reflects the due date needs to be included in your official request.