

# State Level Registry for Provider Incentive Payments



## Group Administrator — Let's Get Started!

(A representative for a group or clinic who will enter data for the group and enter data on behalf of individual providers associated with the group/clinic.)

To the right are the step by step instructions on how to complete the registration process.

**Please Note:** This information is provided for Medicaid practitioners interested in applying for the Medicaid EHR Incentive Program. If you are a Medicare practitioner looking for information on the Medicare EHR Incentive Program, please visit <http://www.cms.gov/EHRIncentivePrograms> for more information.



### Entering Group Volumes

Under the rules of the program, Groups and Clinics can use group volumes to determine eligibility for all providers associated with the group/clinic. In order to use the group volumes, all practitioners within the group must agree to use the group volumes to determine Medicaid patient volumes and eligibility to participate in the program. If one provider in the group/clinic chooses to use individual patient volumes rather than the group volumes, all other providers in the group must also use individual patient volumes.

Before starting the entry process, you should work with the providers in your group to get agreement to use the group Medicaid volumes before you start the process of entering information in the system. This will help make the process of entering information for your group go more smoothly.

### Things You'll Need

1. [Ensure that the Group Representative and the Practice's EPs have Registered and have Updated Information at CMS.](#)
2. You must have an active New Mexico Medicaid Provider Number. To enroll or check the status of your enrollment, call our Call Center at 505-246-9988, extension 8131288.
3. Determine if the providers in your group will use the group Medicaid patient volumes. If one practitioner in the group opts out, then all practitioners must use individual patient volume.
4. Identify the NPI and TIN for each provider in your practice.
5. To learn about certified EHR vendors and products or to verify that your system is on the list from the Office of the National Coordinator for Health Information Technology (ONC), [click here](#)
6. Locate information related to your medical license such as your license number and the Board with which you are licensed.
7. Identify an individual who will be the primary contact for your application - you'll need their name, phone and email.
9. Determine the Medicaid Patient volume you'll be reporting.
10. Ensure that you have access to a scanner or electronic faxing technology such as RightFax™.
11. [Create an SLR account](#) to register for the New Mexico Medicaid EHR Incentive Program.
12. Login and complete your application!

Once completed, send a copy of your signed attestation to the following address:

Conduent.  
P.O. Box 27460  
Albuquerque, NM 87125-7460

If you would like to continue your application process with the help of a Conduent support agent, contact the Help Desk at [SLRHelpdesk@Conduent.com](mailto:SLRHelpdesk@Conduent.com) to schedule an appointment.

### Medicaid Patient Volumes

Groups may demonstrate 30% Medicaid patient volumes for a representative 90-day period within either: the previous calendar year; or, the 12 months preceding the date of attestation. Group volumes must include all practitioners in the group to determine eligibility.

Patient volumes are based on unique patient encounters per day for the 90-day period. In certain circumstances, you may also be able to count Medically Needy patient volumes to help you meet the eligibility requirements.

Your patient volume information must come from an auditable data source, so you must be able to provide documentation that supports your volumes if requested.