



Encounter Data Report

Supporting Documentation

NM Medicaid EHR Incentive Program

EHR Incentive Program Payment Review

The NM Medicaid EHR Incentive Program conducts prepayment reviews of all attestations to verify eligibility and attestation requirements and post-payment audits as required by CMS EHR program regulations. Prepayment reviews must be completed prior to the release of incentive payments. As a part of the review or audit processes, Eligible Professionals (EPs) may be contacted to provide documentation supporting attestation. EHR Program regulations require that EPs retain all records and documentation used to support attestation for a period of at least six years.

Patient Volume Requirement – Request for an Encounter Data Report

EHR Program staff may request an Encounter Data Report to support attested Medicaid and total patient volume for the attested Patient Volume 90-day Representative Period. When requested, the EP should provide an electronic data file with encounter data that includes the data elements shown in the table below.

ENCOUNTER DATA TO INCLUDE IN REPORT

Each column shows examples of requested data element.

Patient Identifier	Provider Identifier	Date of Service	Insurance Carrier
MR001	Jane Doe MD	1/1/2015	Xerox/ACS
00025	John Smith	1/15/2015	Consultec
12345	12345	2/1/2015	Lovelace
24687	56789	2/15/2015	Lovelace Salud
SM789	1652603579	3/1/2015	Medicare
00001	Smith	3/1/2015	Self Pay

Include These Data Elements

- ✓ **Patient Identifier** – Name or SSN not required. Can be a systems identifier used by the provider. See examples in Patient Identifier column.
- ✓ **Provider Identifier** – name, NPI or other assigned identifier
- ✓ **Date of Service** – within 90-day attested Representative Period
- ✓ **Insurance Carrier** – payer

If available, please also include billing and rendering NPIs and Place-of-Service codes.

An Excel file is preferred. Email to the EHR Incentive Program as a password-protected, encrypted file attached to the email. Flag the email as *Confidential*, if possible. Call the recipient to relay the password. DO NOT include the password in the email or in any subsequent emails.

All electronic transmission of Protected Health Information (PHI) in any form must comply with HIPAA Privacy and Security Rules and State laws regarding privacy of medical records.