

## Program Year 2018 Attestation Checklist

Complete the following to successfully submit your attestation for incentive payment:

- The name and NPI, as well as the print date, are shown in a footer at the bottom of each page.
- All attestation pages should be submitted in the correct order.
- The Eligible Professional's original signature is required. Signature stamps, electronic signatures, or someone other signing on behalf of the Eligible Provider will invalidate the attestation. The Eligible Professional is the provider whose name, NPI and SSN appear below the signature line on the last page of the attestation.
- The Eligible Professional's signature should be dated on or after the print date at the bottom of the document.
- The attestation is a legal document; therefore, do not make any edits or changes to any pages of the document. If changes or edits to the attestation are needed, contact the NM Promoting Interoperability Program staff before finalizing the attestation. Corrections may have to be made in the NM State Level Registry, NM Medicaid enrollment and/or CMS.
- Scan and upload an electronic copy of the signed original in the NM State Level Registry. Keep a copy for your records and mail the signed original attestation (all attestation pages—unstapled) to:

Attention: EHR Incentive Program Help Desk  
Conduent, Inc.  
P.O. Box 27460  
Albuquerque, NM 87125-7460

Remember to save copies of all documents used to support this attestation for a period of six (6) years.

***If you have any questions contact Valorie Vigil at 505-827-1321.***