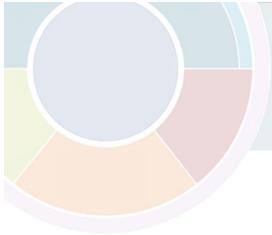




# PRIMARY CARE FIRST (PCF) PRACTICE PORTAL HEALTH IT USER GUIDE

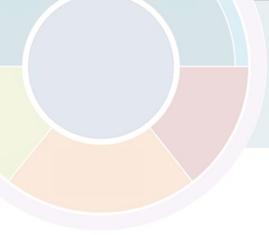
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Version 4  
January 19, 2023



### Updates in this Release

Table or Section	Update	Page
Introduction	Rearranged the steps to accommodate recent changes to the Health IT Vendor Point of Contact Table in the Health IT Details tab on the PCF Practice Portal.	5
Step 6 (previously Step 5)	Removed the measures tables and registry fields. MIPS CQM Reporting Mechanism has been renamed to eCQM Reporting Mechanism and is only visible to Practice Risk Groups 1 and 2.	16
Steps 1 – 7	Updated instructions and figures to reflect several changes in the PCF Practice Portal that streamlined Vendor Roster and Health IT Vendor Point of Contact Table functionality.	6-18



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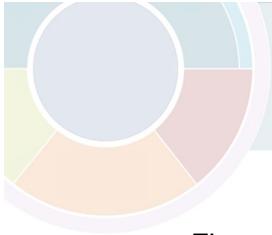
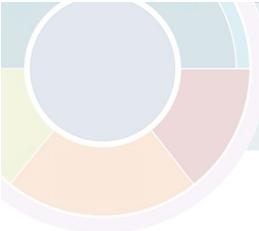


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## Introduction to the Primary Care First (PCF) Practice Portal Health IT User Guide

The Primary Care First (PCF) Practice Portal stores information about your practice that is vital to participation in PCF. The Health IT Details tab on the PCF Practice Portal stores information about your use of health IT. This information must be kept current to accurately represent your practice's approach to meeting the PCF health IT requirements described in your signed Participation Agreement. The Health IT Details tab must be completed by a PCF Practice Portal authorized user who is familiar with the health IT vendors and products used by your practice.

The PCF Practice Portal Health IT User Guide provides step-by-step instructions on how to access and navigate the Health IT Details tab, whether completing it initially or updating it when changes occur.

The PCF Practice Portal Health IT User Guide helps you complete the following steps:

**Step 1:** [Access the Health IT Details Tab in the Primary Care First Practice Portal](#)

**Step 2:** [Update the Vendor Roster](#)

**Step 3:** [Add or Update Health IT Vendor Information](#)

**Step 4:** [Select Your Primary and eCQM Reporting Health IT Vendor](#)

**Step 5:** [Identify Your Primary and eCQM Reporting Vendor Points of Contact](#)

**Step 6:** [Add or Update eCQM Reporting Mechanism Information](#)

**Step 7:** [Add or Update Health IT Requirements Status](#)

**Step 8:** [Complete the Confirmation Section](#)

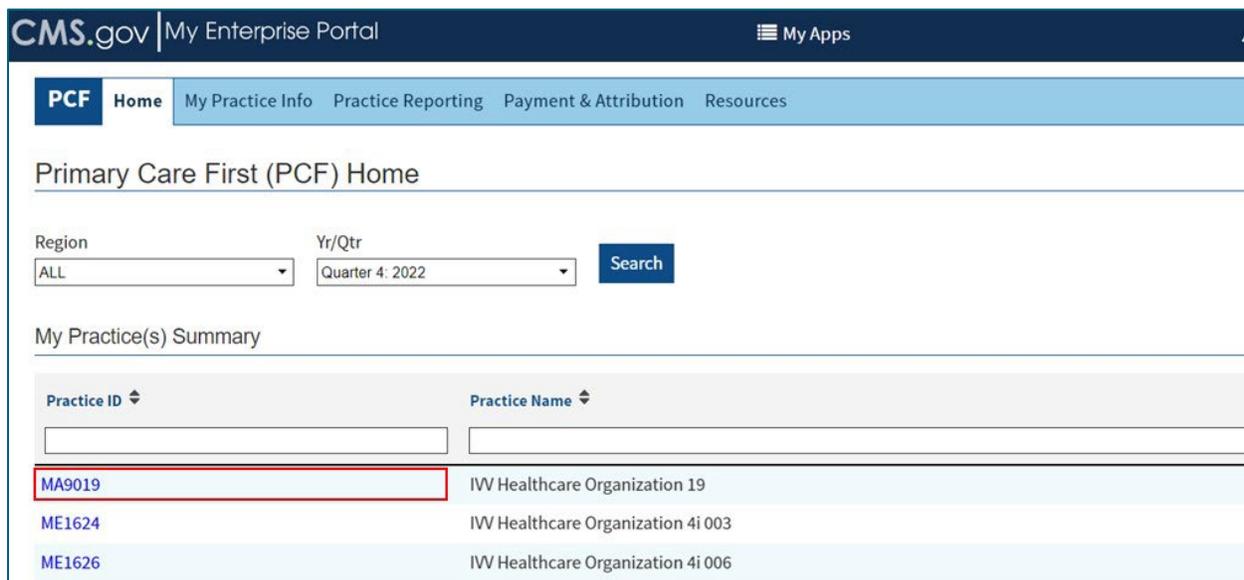
**If you have any questions or concerns about the information provided in this guide, please contact PCF Support at 888-517-7753 or [PCF@telligen.com](mailto:PCF@telligen.com) for assistance.**

# Step 1: Access the Health IT Details Tab in the Primary Care First Practice Portal

Follow steps 1.1 through 1.5 to access the Health IT Details tab:

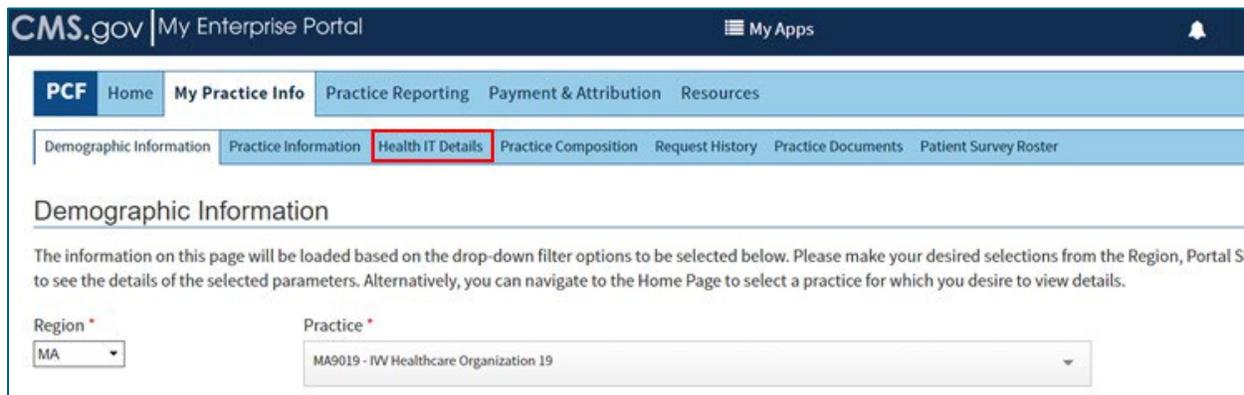
- 1.1 Go to <https://portal.cms.gov/>.
- 1.2 Click the **Login** button to open the Centers for Medicare & Medicaid Services Secure Portal.
- 1.3 After logging in, select **Innovation Center**, select **Application Console**, and select the tile labeled **PCF Primary Care First (PCF)** to launch the PCF Practice Portal.
- 1.4 To edit the health IT information of a specific practice, select a Practice ID in the **Practice ID** column of the summary table as shown in Figure 1.

**Figure 1: Primary Care First Home**



- 1.5 Go to the **Health IT Details** tab as shown in Figure 2.

**Figure 2: My Practice Info—Health IT Details Tab**



## Step 2: Update the Vendor Roster

The Vendor Roster should include your primary and electronic Clinical Quality Measure (eCQM) reporting health IT vendors only. Practices in Risk Groups 3 and 4 are not required to have an eCQM reporting health IT vendor for the PCF model. Table 1 shows health IT vendor types and descriptions required for PCF practice designations. For more health IT requirements, please refer to **PCF Clinical Measure Reporting and Health IT Requirements Summary** document, posted on [PCF Connect](#) for each performance year.

**Table 1: Health IT Vendor Types and Descriptions**

Health IT Vendor Type	Description
<b>Primary health IT vendor (required for all practices)</b>	Typically the health IT vendor that constitutes Certified EHR Technology (CEHRT) or is used in combination with other health IT systems to meet the CEHRT definition
<b>eCQM reporting health IT vendor (Practice Risk Groups 1 and 2 Only)</b>	The health IT vendor used to report eCQM results

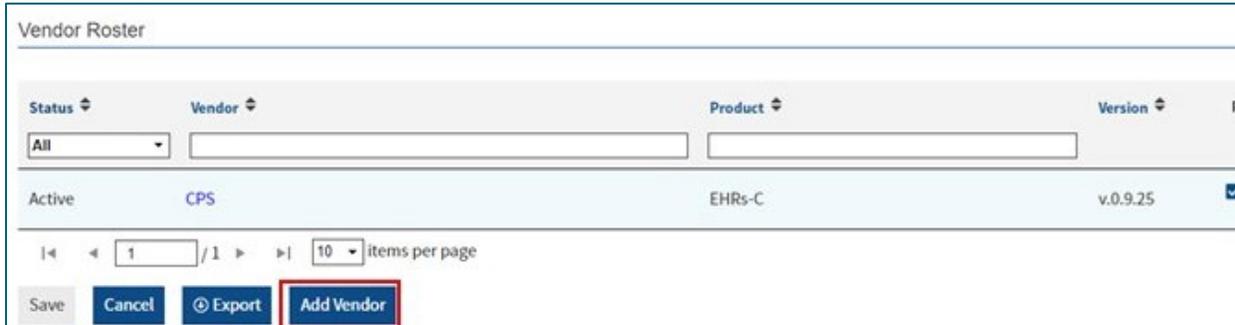
Changes you can make to your practice's Vendor Roster include the following:

- **Add a health IT vendor:** Follow the navigation instructions provided under [Add Health IT Vendor](#) to populate your Vendor Roster at the beginning of your PCF participation. You should also follow these instructions if you need to add a new health IT vendor during your PCF participation.
- **Update information for an active health IT vendor:** Follow the navigation instructions provided under [Edit Health IT Vendor Information](#) to update the product name, version, or certification status for an existing active health IT vendor.
- **Delete a health IT vendor:** If you no longer use a vendor you previously recorded in the Vendor Roster, follow the navigation instructions provided under [Delete Health IT Vendor](#) to delete the vendor.

## Update the Vendor Roster—Add Health IT Vendor

2.1 To add a health IT vendor, click the **Add Vendor** button as shown in Figure 3.

**Figure 3: Update the Vendor Roster—Add Health IT Vendor**



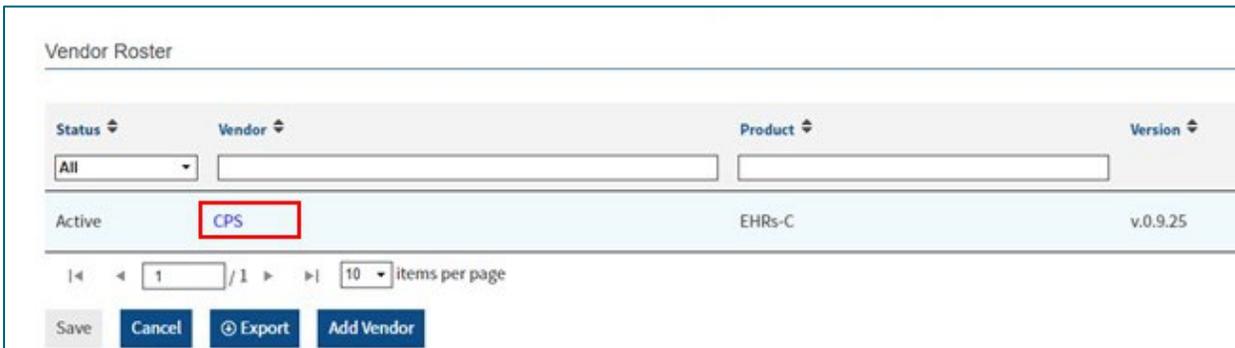
The screenshot shows the 'Vendor Roster' interface. At the top, there are filters for Status (set to 'All'), Vendor, Product, and Version. Below the filters, a table displays one entry: 'Active' status, 'CPS' vendor, 'EHRs-C' product, and 'v.0.9.25' version. A checkbox is checked in the rightmost column. Below the table, there is a pagination control showing '1 / 1' items and '10 items per page'. At the bottom, there are buttons for 'Save', 'Cancel', 'Export', and 'Add Vendor'. The 'Add Vendor' button is highlighted with a red rectangular box.

2.2 Go to [Step 3](#) to add health IT vendor information.

## Update the Vendor Roster—Edit Health IT Vendor Information

2.3 To update information for an existing active health IT vendor, select the hyperlinked health IT vendor as shown in Figure 4.

**Figure 4: Update the Vendor Roster—Select Vendor**



The screenshot shows the 'Vendor Roster' interface, similar to Figure 3. The filters are the same. The table entry shows 'Active' status, 'CPS' vendor, 'EHRs-C' product, and 'v.0.9.25' version. The 'CPS' vendor name is highlighted with a red rectangular box. The pagination control shows '1 / 1' items and '10 items per page'. The buttons at the bottom are 'Save', 'Cancel', 'Export', and 'Add Vendor'.

2.4 Click the **Edit Information** button as shown in Figure 5.

**Figure 5: Update the Vendor Roster—Edit Information**

The screenshot shows the 'Edit Vendor Details' page. At the top, there is a navigation bar with 'PCF', 'Home', 'My Practice Info', 'Reports', and 'Admin'. Below this is a secondary navigation bar with 'Demographic Information', 'Practice Information', 'Health IT Details', 'Practice Composition', 'Request History', 'Practice Documents', and 'SIP Practice Info'. The main heading is 'Edit Vendor Details'. A red box highlights the 'Edit Information' button. Below the button, there are four fields: 'Vendor Name' with the value 'Other', 'Product Name', 'Other Vendor Name' with the value 'Test', and 'Other Product Name' with the value 'Test'.

2.5 Go to [Step 3](#) to add health IT vendor information.

### *Update the Vendor Roster—Delete Health IT Vendor*

2.6 Drag the scroll bar to the right until you see **Delete** as shown in Figure 6. To delete a health IT vendor, click the trash can icon as shown in Figure 6.

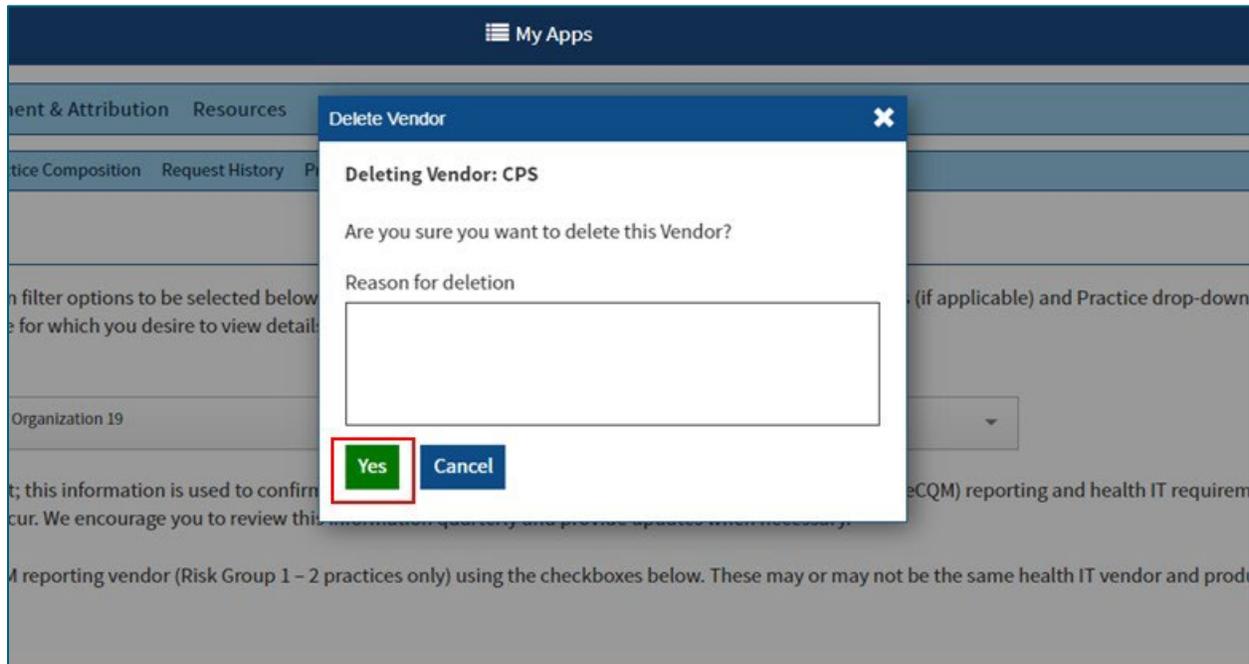
**Figure 6: Update the Vendor Roster—Delete Health IT Vendor**

The screenshot shows the 'Vendor Roster' table. The table has the following columns: Product, Version, Primary Vendor, eQRM Reporting Vendor, Active Date, and Deletion Date. The first row is highlighted in light blue and has a red box around the 'Delete' button (trash can icon). A red arrow points to the right side of the table, indicating the scroll bar. Below the table, there is a pagination bar with '1 / 1' and '10 items per page'. At the bottom, there are buttons for 'Save', 'Cancel', 'Export', and 'Add Vendor'.

Product	Version	Primary Vendor	eQRM Reporting Vendor	Active Date	Deletion Date	Delete
Quality Erh	V 52	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06/16/2020 10:47 PM		
Enterprise Version 7	V 77			06/16/2020 10:46 PM	01/08/2022 10:48 PM	
P.A.N.D.A.	Version 1.1	<input type="checkbox"/>	<input type="checkbox"/>	06/16/2020 10:48 PM		
Teradyne Logj	1.0.1.25	<input type="checkbox"/>	<input type="checkbox"/>	10/11/2022 12:50 PM		
Universal EHR	21.20			06/16/2020 10:48 PM	01/08/2022 10:54 PM	

- 2.7 A confirmation box will appear on your screen as shown in Figure 7. Type in your reason for deleting (optional), then click the **Yes** button to delete a health IT vendor. This action will change the status of the health IT vendor from Active to Deleted.

**Figure 7: Update the Vendor Roster—Confirm Vendor Deletion**



### Step 3: Add or Update Health IT Vendor Information

This section includes four fields: **Vendor Name**, **Product Name**, **Version**, and **CHPL Product Number**. All four fields must be completed before saving your entry. The drop-down options for each of these fields is linked to the [Office of the National Coordinator for Health IT \(ONC\) Certified Health IT Product List \(CHPL\)](#).

To simplify completion and ensure accuracy, menu options for these fields are dependent on the previous selection. For example, once you select a health IT vendor, only product names associated with that vendor will appear in the drop-down list for the Product Name field. If you are unable to find a match on the drop-down list in any of these fields, type in “Other” and a free text field will appear for you to type in your response. Instructions for entering items in the **Vendor Information** section are listed below and shown in Figure 8.

- 3.1 Type the name of your health IT vendor in **Vendor Name**, which is a search-as-you-type field. If the name does not appear, type in and select **Other**, then

**Helpful Note:** Starting with PY 2023, all practices must use 2015 Edition Cures Update health IT to meet the Certified EHR Technology (CEHRT) definition. Health IT vendor information in fields 1 through 4 (Figure 8) must match the information available in the ONC CHPL.

enter the health vendor name in the **Other Vendor Name** field that will be displayed to the right. See item 1 in Figure 8.

- 3.2 Select the **Product Name** you use from the drop-down menu. If the product name you use does not appear on the list, type in and select **Other**, then enter the product name in the **Other Product Name** field that will be displayed to the right. See item 2 in Figure 8.
- 3.3 Select the **Version** of the health IT product you use from the drop-down menu. If the version you use does not appear on the list, type in and select **Other**, then enter the version in the **Other Version** field that will be displayed to the right. See item 3 in Figure 8.
- 3.4 Select the **CHPL Product Number** of your health IT product from the drop-down menu. If the CHPL product number you use does not appear on the list, type in and select **Other**, then enter the product number in the **Other CHPL Product Number** field that will be displayed to the right. See item 4 in Figure 8.

**Figure 8: Add Vendor Information, Part 1**

CMS.gov | My Enterprise Portal

My Apps

Mary DiMarsico

Help

Log Out

PCF Home My Practice Info Reports Admin

Demographic Information Practice Information Health IT Details Practice Composition Request History Practice Documents SIP Practice Info

### Add Vendor

\* Indicates required field

#### Vendor Information

1 Vendor Name \* Other

2 Product Name \* [SELECT]

3 Version

4 CHPL Product Number

Other Vendor Name \*

Other Product Name \*

Other Version \*

Other CHPL Product Number \*

Next, you'll need to respond to the question shown in Figure 9 in relation to the health IT vendor you just entered and save your information.

- 3.5 Confirm whether the selected health IT vendor supports 2015 Edition Cures Update CEHRT requirement and/or reporting of eQMs via submission of a Quality Reporting Document Architecture (QRDA) Category III file (practice Risk Group 1 and 2 only) by selecting the appropriate check boxes. See item 5 in Figure 9.
- 3.6 To save and activate your health IT vendor, click the **Save** button. See item 6 in Figure 9.

**Figure 9: Add Vendor Information, Part 2**

5

What are the Health IT requirements supported by this vendor? (Select all that apply) \*

2015 Edition Certified EHR Technology (CEHRT)

Report eQMs electronically via the qpp.cms.gov website, in the QRDA III format.

6

Save Cancel

- 3.7 After adding or updating and then saving the health IT vendor information, you will be directed back to the main Health IT Details page where you will see a confirmation banner, "Request created successfully," at the top of the page, as shown in Figure 10.

**Figure 10: Vendor Information—Request Created Successfully**

CMS.gov | My Enterprise Portal My Apps

PCF Home My Practice Info Practice Reporting Payment & Attribution Resources

Demographic Information Practice Information Health IT Details Practice Composition Request History Practice Documents Patient Survey Roster

Health IT Details

Request created successfully.

The information on this page will be loaded based on the drop-down filter options to be selected below. Please make your desired selections from the Region, Portal Status (if applicable) and Practice. Alternatively, you can navigate to the Home Page to select a practice for which you desire to view details.

Region \* MA Practice \* MA9019 - IVV Healthcare Organization 19

Maintaining an accurate Vendor Roster for your practice is important; this information is used to confirm that your practice is meeting electronic Clinical Quality Measures (eCQM) reporting and health vendors, then by adding, editing, or deleting health IT vendors as changes occur. We encourage you to review this information quarterly and provide updates when necessary.

Make sure you identify your primary health IT vendor and your eCQM reporting vendor (Risk Group 1 – 2 practices only) using the checkboxes below. These may or may not be the same health IT vendor.

## Step 4: Select Your Primary and eCQM Reporting Health IT Vendor

This step will take you through how to select your primary and eCQM reporting health IT vendor.

- 4.1 To select a primary health IT vendor, click the **Primary Vendor** checkbox and click on the Save button to save your selection, as shown in Figure 11.

**Helpful Note:** Your practice can only have one active primary health IT vendor and (for Risk Group 1 and 2 practices) one eCQM reporting health IT vendor at a time. Your eCQM reporting health IT vendor can be the same as your primary health IT vendor.

Figure 11: Health IT Details—Select Primary Vendor

Status	Vendor	Product	Version	Primary Vendor	eCQM Reporting Vendor
Active	Azalea Health	Quality Erh	V 52	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deleted	IW Enterprise	Enterprise Version 7	V 77		
Active	Queen City Code Factory	P.A.N.D.A.	Version 1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Active	Teradyne	Teradyne Logi	1.0.1.25	<input type="checkbox"/>	<input type="checkbox"/>
Deleted	Universal EHR, Inc.	Universal EHR	21.20		

1 / 1 items per page

Save Cancel Export Add Vendor

- 4.2 Similarly, click the **eCQM Reporting Vendor** checkbox to select your eCQM reporting health IT vendor and click the Save button to save your selection, as shown in Figure 12. Only Practice Risk Groups 1 and 2 will see this option.

Figure 12: Health IT Details—Select eCQM Reporting Vendor

Status	Vendor	Product	Version	Primary Vendor	eCQM Reporting Vendor
Active	Azalea Health	Quality Erh	V 52	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Deleted	IW Enterprise	Enterprise Version 7	V 77		
Active	Queen City Code Factory	P.A.N.D.A.	Version 1.1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Active	Teradyne	Teradyne Logi	1.0.1.25	<input type="checkbox"/>	<input type="checkbox"/>
Deleted	Universal EHR, Inc.	Universal EHR	21.20		

1 / 1 items per page

Save Cancel Export Add Vendor

## Step 5: Identify Your Primary and eCQM Reporting Vendor Points of Contact.

This step will show you how to enter applicable primary and eCQM reporting vendor point of contact (POC) information. eCQM reporting vendor POC information applies to practices in Risk Groups 1 and 2 only.

**Important Note:** By providing this information, you are allowing the PCF model to send communications to your health IT vendors to facilitate their efforts to support your practice(s) in meeting the PCF eCQM reporting and health IT requirements. The communication will provide information about model requirements and upcoming milestones, deadlines, and events, but never protected health information (PHI) or personally identifiable information (PII).

Follow these steps to enter POCs for your primary and eCQM reporting (if applicable) health IT vendors:

- 5.1 To begin entering contact information for your primary and, if your practice is in Risk Group 1 or 2, your eCQM reporting vendor, select **Edit Vendor Contact Details** as shown in Figure 13.

**Figure 13: Health IT Details—Primary and eCQM Reporting Vendor Point of Contact**

Vendor Type	Vendor Name	Point of Contact Email Address	Point of Contact Name
Primary Vendor	CPS		
eCQM Reporting Vendor	CPS		

[Export](#) [Edit Vendor Contact Details](#)

\* Indicates required field

- 5.2 Enter the POC Email Address, POC First Name, POC Last Name, and POC Telephone Number for your Primary Health IT Vendor in the text boxes, as shown below in Figure 14.
- 5.3 If applicable, enter the POC Email Address, POC First Name, POC Last Name, and POC Telephone Number for your eCQM Reporting Vendor in the text boxes, as shown below in Figure 14.
- 5.4 To save your POCs, click the **Save** button.

**Figure 14: Health IT Details—Primary and eCQM Reporting Vendor POC**

The screenshot shows a web form titled "Vendor Contact Information" with a sub-header "\* Indicates required field". The form is divided into two main sections: "Primary Vendor" and "eCQM Reporting Vendor".

**Primary Vendor (Callout 2):** This section contains five text input fields: "Vendor Name" (with a "CPS" dropdown), "POC Email Address \*", "POC First Name", "POC Last Name", and "POC Telephone Number".

**eCQM Reporting Vendor (Callout 3):** This section contains five text input fields: "Vendor Name" (with a "CPS" dropdown), "POC Email Address \*", "POC First Name", "POC Last Name", and "POC Telephone Number".

**Save/Cancel (Callout 4):** At the bottom left of the form, there are two buttons: a green "Save" button and a blue "Cancel" button.

## Step 6: Add or Update eCQM Reporting Mechanism Information

Only practices in Risk Groups 1 and 2 will see and need to enter information in this section. As shown in Figure 15, indicate your eCQM reporting mechanism.

- 6.1 Indicate whether you can report PCF eCQMs via submission of a QRDA III file by selecting either “QRDA III” or “Unable to report” as appropriate. See item 1 in Figure 15.
- 6.2 If you select “Unable to report,” a list of menu options will be displayed. Select the reason you are not able to report for the current performance year. See item 2 in Figure 15.

**Important Note:** Practices that fail to report eCQMs by the correction and extension deadline may fail the Quality Gateway and/or be subject to remedial action up to and including termination from the model, as stated in the PCF Participation Agreement.

Figure 15: Health IT Details—eCQM Reporting Mechanisms

1 Select your PCF eCQM reporting mechanism for the current Measurement Period\*

QRDA III

Unable to report

2 Please select one \*

Unable to report PCF eCQMs at the practice site level

Unable to report PCF eCQMs using the addendum to eCQMs for eReporting for the current Measurement Period

Certified Health IT is not able to generate a report for the full current Measurement Period

Certified Health IT is not able to generate a PCF QRDA III file

EHR is not 2015 Edition CEHRT

Other, please specify

## Step 7: Add or Update Health IT Requirements Status

In this section you are asked to review your list of vendors and confirm that they are mapped correctly to the health IT requirements you are using them to meet. Next, you are asked to attest to meeting the overall CEHRT requirement. Lastly, you are asked to indicate whether your practice plans to transition, or switch, from your current primary or eCQM reporting vendor to a new vendor.

- 7.1 Review the health IT functions table and ensure the associated health IT vendor has been populated correctly (refer to Step 3: Add or Update Health IT Vendor Information if changes are needed). See item 1 in Figure 16.
- 7.2 Confirm that your practices use health IT that meets the CEHRT definition by selecting the **Yes** radio button as shown in item 2 in Figure 16.
- 7.3 Indicate whether your practice has plans to change any of the health IT vendors added to the Vendor Roster during the current performance year by selecting the appropriate radio button as shown in item 3 in Figure 16.
- 7.4 If you indicate in step 7.3 that you have plans to change health IT vendors, enter the names of the legacy and new health IT vendors in the free text boxes. See item 4 in Figure 16.

**Figure 16: Health IT Requirements—Function List, CEHRT Confirmation and Switching Plans**

The screenshot shows a web form titled "Health IT Requirements". It contains a table of health IT systems and vendors, followed by three numbered callouts (1, 2, 3) pointing to specific form elements. Callout 1 points to the "Function List" and "Vendor" columns of the table. Callout 2 points to the "Does your practice meet the model requirement to adopt and maintain, at a minimum, health IT needed to meet the CEHRT definition at 42 CFR 414.1305, which for this Performance Year refers to 2015 Edition Health IT Technology only?" question with radio buttons for "Yes" and "No". Callout 3 points to the "Are you planning on switching your CEHRT or other Certified health IT, in the current program Year?" question with radio buttons for "Yes" and "No". Callout 4 points to the "Legacy Health IT Vendor" and "New Health IT Vendor" text input fields.

Function List	Vendor
2015 Edition Certified EHR Technology (CEHRT)	Azalea Health
2015 Edition Certified EHR Technology (CEHRT)	Queen City Code Factory
Report eCQMs electronically via the app.cms.gov website, in the QRDA III format	Queen City Code Factory
2015 Edition Certified EHR Technology (CEHRT)	Teradyne
Report eCQMs electronically via the app.cms.gov website, in the QRDA III format	Teradyne

1 - 5 of 5 items

2 Does your practice meet the model requirement to adopt and maintain, at a minimum, health IT needed to meet the CEHRT definition at 42 CFR 414.1305, which for this Performance Year refers to 2015 Edition Health IT Technology only?\*

3 Are you planning on switching your CEHRT or other Certified health IT, in the current program Year?\*

4 Legacy Health IT Vendor \* New Health IT Vendor \*

Next, you'll need to attest to meeting PCF's requirements to provide patient access to their electronic health information (EHI) and refrain from [information blocking](#).

- 7.5 To indicate whether your practice meets the model requirement to give patients and their designated representative access to EHI within 1 business day of the information being available to the PCF Practice for each patient encounter seen by the PCF clinician, select the appropriate radio button. If your practice currently does not meet this requirement, a text box will appear to allow you to note the reason. See item 5 in Figure 17.

**Note:** By the start of third performance year, PCF practices must provide patients access to EHI via a standards-based Application Programming Interface (API), which

the 21<sup>st</sup> Century Cures Act defined HL7® Fast Healthcare Interoperability Resources (FHIR®) Release 4.0.1 as the foundational standard.

- 7.6 To indicate whether your practice knowingly and willfully takes action to limit or restrict the compatibility or interoperability of CEHRT, select the appropriate radio button. If your practice limits or restricts the compatibility or interoperability of CEHRT, a text box will appear to allow you to record the reason. See item 6 in Figure 17.

**Figure 17: Health IT Requirements—Interoperability Requirements, Access to EHI and Information Blocking**

The screenshot shows the CMS.gov My Enterprise Portal interface. At the top, there is a navigation bar with 'CMS.gov | My Enterprise Portal' on the left and 'My Apps' on the right. Below the navigation bar, there are two questions, each with a red circle containing a number (5 and 6) to its left. Question 5 asks: 'Does your practice meet the model requirement to give patients and their designated representative access to electronic health information within 1 business day?'. It has two radio buttons: 'Yes' and 'No', with 'No' selected. Below the radio buttons is a text box labeled 'Please Specify Reason \*'. Question 6 asks: 'Does your practice attest that they did not knowingly and willfully take action (such as to disable functionality) to limit or restrict the compatibility or interoperability of CEHRT?'. It also has two radio buttons: 'Yes' and 'No', with 'No' selected. Below the radio buttons is a text box labeled 'Please Specify Reason \*'.

The entries shown in Figures 18 and 19 allow you to indicate whether your practice meets the model requirement to connect to a regional, national, or vendor-mediated health information exchange (HIE).

- 7.7 To indicate whether your practice connects to a regional, national, or vendor-mediated HIE, select the appropriate radio button. See item 7 in Figure 18.
- 7.8 If you selected “Yes,” record the name of your HIE(s) in the text box. See item 8 in Figure 18.
- 7.9 Select the check box next to all statements that apply to your connection to HIE. See item 9 in Figure 18.

**Figure 18: Health IT Requirements—HIE, Part 1**

The screenshot shows the CMS.gov My Enterprise Portal interface. At the top, there is a navigation bar with 'CMS.gov | My Enterprise Portal' on the left and 'My Apps' on the right. Below the navigation bar, there are three questions, each with a red circle containing a number (7, 8, and 9) to its left. Question 7 asks: 'Does your practice connect to a regional, national, or vendor-mediated Health Information Exchange (HIE)?'. It has two radio buttons: 'Yes' and 'No', with 'Yes' selected. Question 8 asks: 'Name of HIE(s) \*'. It has a text box containing the text 'Test HIE'. Question 9 asks: 'Please Select all that apply: \*'. It has three checkboxes, all of which are checked: 'Practice contributes data to the HIE', 'Practice receives patient data from the HIE', and 'Practice receives electronic alerts for patient transitions of care from hospitals or other providers from the HIE'.

- 7.10 If you answered “No” to item 7 in Figure 18, please select your practice’s reason for not connecting to an HIE. Selecting “Other reason” will display a text box where you can record your reason (not displayed in Figure 18 or 19). See item 10 in Figure 19.
- 7.11 If your reason for not being connected to an HIE is that you have started to connect or intend to connect but have not completed the process, select “No, Practice is in the process of connecting, or has plans to connect, to a regional, national, or vendor-mediated HIE”, then type in the name of your planned HIE(s) in the text box that will appear. See item 11 in Figure 19.

**Figure 19: Health IT Requirements—HIE, Part 2**

Does your practice connect to a regional, national, or vendor-mediated Health Information Exchange (HIE)?\*

Yes

No

Please select one: \*

No, No HIE exists in this region

No, Practice is in the process of connecting, or has plans to connect, to a regional, national or vendor-mediated HIE

Other reason (Please specify)

Name of HIE \*

## Step 8: Complete the Confirmation Section

- 8.1 Confirm that the information entered is accurate by checking the box. See item 1 in Figure 20.
- 8.2 Enter your **Position with PCF Practice Site**. See item 2 in Figure 20.
- 8.3 To save and publish your results, click the **Save** button. See item 3 in Figure 20.

**Figure 20: Health IT Details—Saving Results**

Confirmation\*

I have reviewed the information above and certify that it is accurate to the best of my knowledge.

First Name: Mary

Last Name: DiMarsico

Position with PCF Practice Site \*

System Generated Date

Save Cancel

If you have any questions or concerns about the information provided in this guide, please contact PCF Support at 888-517-7753 or [PCF@telligen.com](mailto:PCF@telligen.com) for assistance.