



MEDICARE EHR INCENTIVE PROGRAM HARDSHIP EXCEPTION INSTRUCTIONS
for first-time Eligible Professionals (EPs) transitioning to the
Merit-Based Incentive Payment System (MIPS) in PROGRAM YEAR 2017

MEDICARE ELECTRONIC HEALTH RECORD (EHR) INCENTIVE PROGRAM
HARDSHIP EXCEPTION INFORMATION

- **An Eligible Professional (EP)** may submit this Hardship Exception Application if the EP has never before successfully attested to meaningful use under the EHR Incentive Program and is transitioning to MIPS in Program Year 2017.
- If an EP meets the criteria for this one time exception to the 2018 EHR Incentive Program payment adjustment, the EP must submit this application no later than **October 1, 2017**.
- If an EP has successfully attested to meaningful use under the EHR Incentive Program in the past, but was unable to attest for a reason beyond their control in Program Year 2016, the EP can submit the standard Hardship Exception Application. ***Do not submit this application.***

BASIC APPLICATION INFORMATION

- To avoid the 2018 payment adjustment, this application must be submitted electronically or postmarked July 1, 2017.
- This application can be completed for up to 100 EPs from the same group practice provided **all** EPs have never before attested to meaningful use under the EHR Incentive Program and **all** are transitioning to MIPS in Program Year 2017. If more than 100 EPs are applying, please attach an Excel spreadsheet listing each EP's first name, last name, and individual National Provider Identifier (NPI).
- This application must be fully completed for any EP to formally file this Hardship Exception Application with the Medicare EHR Incentive Program.
- This application will be reviewed when the completed form is received.
- If approved, this Hardship Exception is valid for the 2018 payment adjustment year only.
- Determinations made by CMS or their designee regarding this Hardship Exceptions are final and cannot be appealed.



INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS APPLICATION

- Electronic submission of this application is strongly recommended as submitting hardcopy or faxed applications may result in processing delays.
- Please download the application, and type in the dynamic form. You must save the application on your computer and attach it to the body of an email.
- This completed application must be attached to an email and sent to ehrhardship@provider-resources.com.
- All Hardship Exception determinations will be returned via email from ehrhardship@provider-resources.com to the email address provided on the application.
- If electronic submission is not possible, by any means, please TYPE or PRINT all information using blue or black ink and submit this application via fax to **814-456-7132**.
- CMS will only accept documentation submitted in Portable Document Format (.pdf), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Microsoft Excel (.xls) or Microsoft Excel Open XML spreadsheet (.xlsx) formats. These documents must be directly accessible through the email attachment.
- Missing documentation or submissions in formats other than those listed above could result in a determination delay or in denial of the hardship exception.
- All documentation is required at the time of submission and additional documentation will not be accepted.
- Retain a copy if your completed hardship exception application for your records.