

KY REC Tip for the Kentucky Medicaid EHR Incentive Program (Promoting Interoperability)

Suggested Documentation to Retain

Why is it important to retain information?

Documentation for an attestation needs to be stored in an organized method for up to 6 years after the attestation has been submitted. Upon the request for an audit, providers have a short amount of time to provide all of the supporting documents to be reviewed. If you are unable to provide the supporting documentation to pass the audit, the incentive money may be recouped.

What documents do you recommend I store?

A list of suggested documentation to retain for the 2019 Stage 3 measures for Eligible Providers can be found [here](#). Please take time to review during the reporting period and obtain the necessary screenshots for each measure. Also make sure to save all Promoting Interoperability and Clinical Quality Measure reports that are used for the attestation submission.



How do I obtain a screen shot?

There are several ways to obtain a screen shot. The most common method is to utilize the Print Screen key(s) on your keyboard. Then open a Word document, right-click and select Paste. The screen that you are capturing should paste itself in the Word document. Save and print a hardcopy for your binder.

There is also a snapshot feature on many programs, along with add-ins for completing this task.

Common Errors:

- Documentation was not stored in an organized method and could not be found at a later date.
- Reports do not include the provider name and/or dates.
- Several sets of reports are stored in a binder and it is unknown which reports were used for the attestation.
- Screen shots were not obtained to prove features were turned on during the reporting period.
- Screen shots of features do not show dates.
- Supporting documentation included patient information and was not stored according to HIPAA rules.
- The Security Risk Assessment binder cannot be found at time of the audit.

Best Practices:

- Store your supporting documentation both as a hardcopy and electronic format.
- Create folders for each provider and per program year so you can find them easier if audited for a particular provider/year.
- Create an audit procedure which can be helpful in the case of employee turnover. The policy would state where documents are stored and explanations to any exclusions/issues that happened during the year. If a new employee is being asked for documentation from previous years, they will be able to locate what is needed.
- Keep everything together, including the Security Risk Assessment.
- If multiple years are stored in one binder, create tabs labeling what program year the information is being saved for.

You may also contact your Kentucky REC Health IT Advisor for information.

Helpful Link:

[EHR Incentive Programs Audits Overview](#)