Meaningful Use Quick Guide

Providers should use this quick guide to navigate through the Meaningful Use (MU) process. Please note that ImmTrac site registration and renewal is required before completing any steps in the Meaningful Use Process. **Medicaid providers are the only providers who may receive incentive funds for participating in the Centers of Medicare and Medicaid Services' Electronic Health Record (EHR) Incentive Program (MU).** If you are not a Medicaid or Medicare provider, your facility is encouraged to electronically exchange data with ImmTrac without participating in Meaningful Use.

ImmTrac Site Registration

1. Visit https://www.immtrac.tdh.state.tx.us/Outreach/login/login.aspx to complete the online registration form
2. Click the *Register Now* link under the Login button
3. Complete the form
4. Click Submit

ImmTrac Site Renewal Agreement

1. Visit https://www.immtrac.tdh.state.tx.us/Outreach/login/login.aspx to complete the online renewal form
2. Login using your ImmTrac login and password
3. Choose the 2nd option: Renew your Site Agreement
4. Complete the online form
   - If a site is already registered with ImmTrac, please make sure that the renewal agreement is up to date
5. Click Submit
   - The ImmTrac Site Renewal Agreement form is required to be completed every two years

Meaningful Use Stage 1 (MU1)

1. Login to ImmTrac using the link below
   - https://www.immtrac.tdh.state.tx.us/Outreach/login/login.aspx
2. Select the 3rd link: MU1 Web Test
   - This link will redirect you to the ImmTrac Meaningful Use Stage 1 Submit Test Message page
   - This process must be completed for each site
3. Complete the form
   - The site's contact information will be automatically filled
   - Paste a sample HL7 test message into the HL7 test message field at the bottom of the page
     - You can obtain this message from your Electronic Health Record (EHR) vendor
4. Click Submit
   - If the site has successfully submitted an HL7 message for MU1, the site will receive a confirmation email

Meaningful Use Stage 2 (MU2)

Step 1. Registration of Intent

1. Login to ImmTrac using the link below
   - https://www.immtrac.tdh.state.tx.us/Outreach/login/login.aspx
2. Select the 4th link: MU2 Register Intent
   - If the site is a sub site to a parent facility, **ONLY the parent facility can register intent for Meaningful Use Stage 2**
   - All sub sites to the parent facility must be registered with ImmTrac in order for the parent facility to successfully register for Meaningful Use Stage 2
3. Answer the questions on the page
   - If a list of facility sites comes up, please review the sites listed under your facility to make sure all information listed is correct. Register or complete a renewal form for the sites that are missing or need to be renewed.
   - If you answer **NO** to any of the questions, then your facility does not qualify to register intent for Meaningful Use Stage 2
4. Complete the form
   - Be sure to click the **Add** button if you are adding team members
5. Click Submit
   - Within 5 business days, you will receive an email acknowledging receipt of your registration of intent. **Please print and keep this e-mail for your records.**

Step 2. On-Boarding

- ImmTrac will create an import code and FTP credentials for your organization
- You will receive an e-mail that confirms completion of Step 1 and that requests you to take action to on-board. This e-mail will also contain your import code. **Please print and keep this e-mail for your records.**
- A test file must be submitted to ImmTrac within 30 days of starting this step. After you submit your first test file, you will receive an e-mail acknowledging that ImmTrac has received a test file. Please print and keep this e-mail for your records. ImmTrac will review your HL7 test files and work with you/your EHR vendor in order to achieve a successful submission of your records.
- According to the Meaningful Use Stage 2 guidelines given by CMS (77 FR 54021), a provider who fails to respond to written requests for action within 30 days on two separate occasions will not meet the public health measure for which action was requested (77 FR 54021| http://www.federalregister.gov/a/2012-21050/p-1009)

Step 3. Acknowledgements

- After ImmTrac determines that you have achieved a successful submission of your records, you will receive an e-mail notification that testing is complete and all future files that you send should contain production data
- Continue to submit files to ImmTrac on a regular, on-going basis

For additional information please contact:

ImmTrac Meaningful Use Support
Phone: (800) 348-9158, Option 2
E-mail: ImmTracMU@dshs.state.tx.us
Website: www.ImmTrac.com
CMS Website: http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Meaningful_Use.html

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