

## **Eligibility Workbook Tip Sheet for Eligible Hospitals**

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- ✓ The MQD approved EH Eligibility Workbook must be uploaded into the SLR during the attestation process. The approved EH Eligibility Workbook may be downloaded from the Eligible Hospitals JumpStart Page on the Provider Outreach Page.
- ✓ The data entered in the Eligibility worksheet **MUST** match the data entered in the Step 2 Eligibility screen of the SLR. If the data is not an exact match, the attestation will be pended and returned to the hospital for correction. Examples of what must match are listed below:
  - The 90-day representative period in the Eligibility worksheet must match the 90-day representative period in Step 2 of the SLR.
  - The encounter data provided in the Eligibility worksheet must match the Encounter data entered by the hospital in Step 2 of the SLR.
  - Patient Volume percentage on the Eligibility worksheet must match the Patient Volume percentage in Step 2 of the SLR.
  - The year of the most current cost report on the Eligibility worksheet must match the year of the most current cost report in Step 2 of the SLR.
  - The total inpatient bed days from the most current cost report on the Eligibility worksheet must match the total inpatient bed days from the most current cost report in Step 2 of the SLR.
  - The total discharges from the most current cost report on the Eligibility worksheet must match the total discharges from the most current cost report in Step 2 of the SLR.
- ✓ The EH Eligibility Workbook contains a general instructions tab, as well as two worksheets.
  - About You
  - Eligibility
- ✓ The EH is required to complete the About You worksheet **and** Eligibility worksheet.
- ✓ If the attesting hospital does not adhere to the tips stated above, the attestation will be pended and the hospital will be asked to make the necessary corrections and resubmit. Please note, each time an attestation is pended, the hospital is required to:
  - Upload the requested documentation listed in the pend email.
  - Print, sign and upload a NEW and REVISED copy of the attestation agreement in Step 4.
  - Complete Step 5 to submit the electronic attestation.