

## Eligibility Workbook Tip Sheet for Eligible Professionals

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- ✓ The MQD approved EP Eligibility Workbook must be uploaded into the SLR during the attestation process. The approved EP Eligibility Workbook may be downloaded from the Eligible Professionals JumpStart Page on the Provider Outreach Page.
- ✓ The data entered in the About You and Eligibility worksheets MUST match the data entered in the Step 1 About You and Step 2 Eligibility screens of the SLR. If the data is not an exact match, the attestation will be pended and returned to the attesting provider for correction. Examples of what must match are listed below:
  - The encounter data provided in the Eligibility worksheet must match the Encounter data entered by the attesting provider in Step 2 of the SLR.
  - The 90-day representative period in the Eligibility worksheet must match the 90-day representative period 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 EP Eligibility Workbook contains a general instructions tab, as well as four worksheets.
  - About You
  - Eligibility- Individual Encounters
  - Eligibility- Panels
  - Eligibility- FQHC or RHC
- ✓ Each EP is required to complete the About You worksheet **and** one of three Eligibility worksheets.
  - If using only Total Encounters and Medicaid Encounters, EPs should complete the Individual Encounters worksheet.
  - If using Patient Panel Encounters, EPs should complete the Panels worksheet.
  - If using Other Needy Individual Patient Encounters, EPs should complete the FQHC or RHC worksheet.

**Note:** *If an EP practices predominantly in an FQHC or RHC but is NOT using Other Needy Individual Patient Encounters to calculate Patient Volume, the EP should complete the Individual Encounters worksheet rather than the FQHC or RHC worksheet. However, if the EP enters the value of "0" in the SLR, the EP is then required to complete the FQHC or RHC worksheet and must enter "0" for Needy Encounters on the worksheet.*
- ✓ If the attesting provider does not adhere to the tips stated above, the attestation will be pended and the provider will be asked to make the necessary corrections and resubmit. Please note, each time an attestation is pended, the provider 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.
  - Complete Step 5 to submit the electronic attestation.