

Practice Management Report Tip Sheet

The Practice Management Report (PMR), also known as the “De-identifier” or “De-identified Report” is used as a tool to support the patient volume percentage. Although the PMR is not a required document for individual Eligible Professionals (EPs), it is a good idea to include it along with your other uploaded attachments as this may save you a step later. If an attesting provider’s patient volume (PV) comes back below the threshold, the provider will be pended and requested to upload a PMR to their SLR account.

- ✓ The PMR must include the following:
 - The attesting provider’s NPI or Medicaid ID.
 - Line item data of each encounter ONLY within the 90-day period for which the provider is attesting. In the line item details, the Medicaid encounters must be clearly marked (such as highlighted a different color) from the non-Medicaid encounters.
 - PMR Summary of the Total Encounters, Total Medicaid Encounters, Total Panel Patients and Total Needy Encounters (if applicable). Also a breakdown of the patient volume calculation (i.e. Total Encounters/ Medicaid Encounters = PV %).

- ✓ The PMR must NOT include any Protected Health Information (PHI). PHI is defined as information that is created or received by a covered entity and relates to the past, present, or future physical or mental health of an individual; providing payment for health care to an individual; and can be used to identify the individual. It excludes health information in employment records held by a covered entity in its role as employer. Below are examples of what Med-QUEST considers PHI:

<ul style="list-style-type: none"> • Names • Addresses • Date and place of birth • Social Security numbers • Medical record numbers • Health plan beneficiary numbers • Account numbers • Telephone numbers • Fax numbers • Electronic mail addresses • Marital status • Military rank • Civilian grade • Personnel information 	<ul style="list-style-type: none"> • Salary • Financial account or credit card numbers • Certificate or license numbers • Vehicle identifiers and serial numbers • License plate numbers • Device identifiers and serial numbers • Web Universal Resource Locators (URLs) • Internet Protocol (IP) address numbers • Biometric identifiers, including finger and voice prints • Full-face photographic images and comparable images
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- ✓ The 90-day representative period in the PMR must match the 90-day representative period in Step 2 of the SLR.

- ✓ Detail and summary of the Total Encounters, Total Medicaid Encounters, Total Panel Patients and Total Needy Encounters (if applicable) in the PMR must match the Encounter data in the SLR.

- ✓ 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:

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- Upload the requested documentation listed in the pend email.
- Print, sign and upload a NEW and REVISED copy of the attestation agreement.