# Eligibility Workbook Tip Sheet for Groups

- ✓ When using group volumes, the MQD approved Group Administrator Eligibility Workbook must be uploaded into the SLR during the attestation process. The approved Group Administrator Eligibility Workbook may be downloaded from the Group JumpStart Page on the Provider Outreach Page.

- ✓ The data entered in the About You and Patient Volume 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 Group PV worksheet must match the Encounter data entered by the group administrator in Step 2 of the SLR.
  - The 90-day representative period in the Group PV worksheet must match the 90-day representative period in Step 2 of the SLR.
  - Group Medicaid Patient Volume percentage on the Group PV worksheet must match the Patient Volume percentage in Step 2 of the SLR.

- ✓ The Group Administrator Eligibility Workbook contains a general instructions tab, as well as three worksheets.
  - About You
  - Group PV
  - Group Needy PV - FQHC or RHC

- ✓ The Group Administrator is required to complete the About You worksheet **and** one of two Group Patient Volume worksheets.
  - If using only Total Encounters and Medicaid Encounters, Group Administrators should complete the Group PV worksheet.
  - If using Needy Individual Patient Encounters, Group Administrators should complete the Group Needy PV - FQHC or RHC worksheet.

    ***Note***: *If the group practices predominantly in an FQHC or RHC but is NOT using Other Needy Individual Patient Encounters to calculate Patient Volume, the Group Administrator should complete the Group PV worksheet rather than the Group Needy PV - FQHC or RHC worksheet. However, if the Group Administrator enters the value of "0" in the SLR, the Group Administrator is then required to complete the Group Needy PV - FQHC or RHC worksheet and must enter "0" for Total Needy Patient Encounters on the worksheet.*

- ✓ If the Group Administrator 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.