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|  | **Never Done** | **Needs Review/ Practice** | **Competent** |  | **Method of Instruction** (Use Instruction Key on Left) |  | **Date** | **Initials** | **Evaluation Method** (Use Evaluation Key on Left) |
| **A. QUALITY PAYMENT PROGRAM (QPP)** | |  | |  |  |  | |  | |  |  |
| Locates the QPP website | |  | |  |  |  | |  | |  |  |
| Demonstrates the ability to log into the QPP website (EIDM) | |  | |  |  |  | |  | |  |  |
| Knowledge of who the EIDM Security Official is for the practice | |  | |  |  |  | |  | |  |  |
| Able to locate pertinent information on measures on website | |  | |  |  |  | |  | |  |  |
| Verbalizes the four categories of the MIPS Program | |  | |  |  |  | |  | |  |  |
| Verbalize the reporting period for MIPS | |  | |  |  |  | |  | |  |  |
| Verbalize how to determine provider eligibility for MIPS | |  | |  |  |  | |  | |  |  |
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|  | **B. MIPS DOCUMENTATION** | |  |  |  |  | |  |  |  |  |  |  |  |  |  | | |  |  |  | |
|  | **LEVEL 1: BASIC KNOWLEDGE** | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  | |
| Able to name who is the Privacy & Security Officer for the practice | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Locate the Security Procedure Manual for practice | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Locate the practice Security & Risk Assessment and Remediation Plan | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Locate the MIPS data/dashboard for the practice/providers | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Locate back-up submission data for auditing purposes | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of CEHRT Certification Edition of EHR software | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
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| **LEVEL 2: MEASURE REQUIREMENTS** | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of Quality Measures and reporting options | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of Promoting Interoperability measures and reporting options | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of the Base Measures required for reporting | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Demonstrates proper workflows in EHR for meeting base measure requirements | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of the Improvement Activities requirements | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Demonstrates proper documentation of Improvement Activities reported | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of the Cost Requirements required for reporting | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Regular review of MIPS data to ensure measures are being met | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of measure exclusions, where applicable | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
| Knowledge of bonus measures, when available | | | |  | |  | |  | | |  | | |  | |  | | |  | | |
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| **LEVEL 3: WORKFLOW REQUIREMENTS** | |  | |  |  |  | |  | |  |  |
| Demonstrates the workflow for medication/clinical record reconciliation | |  | |  |  |  | |  | |  |  |
| Demonstrates the workflow for incoming and outgoing referrals of care | |  | |  |  |  | |  | |  |  |
| Demonstrates the workflow for obtaining formulary information & ePrescribing | |  | |  |  |  | |  | |  |  |
| Demonstrates the workflow for electronic case management, if applicable | |  | |  |  |  | |  | |  |  |
| Demonstrates the submission to ICARE Immunization Registry | |  | |  |  |  | |  | |  |  |
| Able to produce a patient medical summary or CCDA document | |  | |  |  |  | |  | |  |  |
| Able to produce patient specific education document(s), paper or electronic | |  | |  |  |  | |  | |  |  |
| Able to demonstrate clinical data registry reporting | |  | |  |  |  | |  | |  |  |
| Demonstrate activating a patient portal account | |  | |  |  |  | |  | |  |  |
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| **LEVEL 4: DATA SUBMISSION** | | | | |  | |  |  | |  | | |  | |  |  |
| Verbalizes the documentation required to back up data for each measure | | | | |  | |  |  | |  | | |  | |  |  |
| Verbalizes the documentation required for the Security & Risk Assessment | | | | |  | |  |  | |  | | |  | |  |  |
| Ability to log into QPP website for submission of measure data | | | | |  | |  |  | |  | | |  | |  |  |
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