



MEDICARE ELIGIBLE HOSPITAL 2016 HARDSHIP EXCEPTION APPLICATION

ELECTRONIC HEALTH RECORD (EHR) INCENTIVE PROGRAM INFORMATION

Returning Hospitals to the EHR Incentive Program

- If you successfully met meaningful use in 2014, you will be **exempt** from the payment adjustment and do not need to submit a hardship exception application for 2016.
- If you did not successfully meet meaningful use in 2014 and you would like to apply for a hardship exception, you must submit the application no later than 11:59 pm EDT on April 1, 2015.

Hospitals that do not need to submit this form

- **New Hospitals** - If you are a new Hospital (*that has obtained a new **CMS Certification Number (CCN) within Fiscal Years 2014 or 2015***) enrolling in the Medicare program, you do not need to submit this form. You will be granted a Hardship Exception and are automatically exempt from the 2016 payment adjustment based on the data in Medicare Provider Enrollment, Chain and Ownership System (PECOS). For additional information, please refer to the Hospital Tip Sheet at http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Downloads/PaymentAdj_HardshipExcepTipsheetforHospitals.pdf
- **Critical Access Hospitals (CAHs)** – If you are a CAH, you should not submit this application.

BASIC APPLICATION INFORMATION

- To file a hardship exception application, the circumstance must be beyond the Hospital's control *and* the Hospital must explicitly outline how the circumstance significantly impaired the hospital's ability to meet meaningful use.
- This application must be fully completed for any eligible hospital to formally file a hardship exception application within the Medicare EHR Payment Adjustment.
- To avoid the 2016 payment adjustment, this request must be submitted electronically or postmarked by **11:59 pm EDT on April 1, 2015 for all hospitals.**
- The date this application and supporting documentation are received will be the submission date.



- If approved, this hardship exception is valid for 1 payment year only. If the hospital claims a hardship exception for the following payment year, a new application must be submitted.
- Determinations made by CMS or their designee regarding hardship exceptions are final and cannot be appealed.
- All hardship exception determinations will be returned via email from ehrhardsip@provider-resources.com to the email address the hospital provided on the application.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS APPLICATION

- Electronic submission of this application is strongly recommended as submitting hardcopy or faxed applications may result in processing delays. If electronic submission is not possible by any means, please TYPE or PRINT all information using blue or black ink; do not use pencil.
- Please download the application, and type in the dynamic form. You must save the application on your computer and attach it and any supporting documentation to the body of an email.
- This completed application and all supporting documentation must be attached to an email and sent to ehrhardsip@provider-resources.com
- As a last resort, this application and all supporting documentation can be submitted via fax to **814-456-7132**
- This application will be reviewed when the completed form and all required supporting documentation is received.
- All documentation is required at the time of submission and additional documentation will not be accepted.
- All required documentation is noted for each hardship exception type. If documentation is not specifically required, you do not need to submit it but please retain it for your records.
- CMS will only accept documentation submitted in Portable Document Format (.pdf), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx), Microsoft Excel (.xls) or Microsoft Excel Open XML spreadsheet (.xlsx) formats. These documents must be directly accessible through the email attachment.



- Missing documentation or submissions in formats other than those listed above could result in a determination delay or in denial of the hardship exception.
- Retain a copy of your completed hardship exception application for your records.