



Provider Checklist for Achieving Meaningful Use (MU) Stage 2 for Cancer Reporting

Arizona Cancer Registry, Arizona Department of Health Services (ADHS)

ELIGIBILITY

- Did you meet Stage 1 Meaningful Use (http://www.cms.gov/Regulations-and-Guidance/Legislation/EHRIncentivePrograms/Meaningful_Use.html)? *Yes/No.*
- Are you a provider that diagnoses or treats cancer patients? *Yes/No.* If not, you do not need to test with the Arizona Cancer Registry.
- Do you have a Certified Electronic Health Record (EHR)? *Yes/No.* To look up your CMS EHR Certification ID go to [Certified Health IT Product List](#).
 - Select “2014 Edition”
 - Select the “Search” button for “Search for Criteria Met”
 - In the “2014 EDITION EHR CERTIFICATION CRITERIA”, select two check boxes:
 - (f)(5) Cancer Case Information
 - (f)(6) Transmission to Cancer Registries
 - Select the “Search Matching Products” button and browse down the resulting webpage and review the certified listing. Follow the instructions in the “STEP 3: ADD PRODUCTS TO YOUR CART” to verify and obtain a CMS EHR Certification ID.
- If you answered yes to all the Eligibility questions then continue. For complete step by step instructions and flowchart of the process for EPs for cancer reporting with the Arizona Cancer Registry see *Meaningful Use (MU) Stage2 – Eligible Professionals (EP) Flowchart for Cancer Reporting to the Arizona Department of Health Services (ADHS)* and *Meaningful Use (MU) Stage 2 - Eligible Professionals (EP) Flowchart Process for Cancer Reporting to the Arizona Department of Health Services (ADHS)*.

APPLY TO TEST WITH THE ARIZONA CANCER REGISTRY

- Complete the Registration of Intent at the ADHS website. Testing is prioritized based upon (1) your site’s reporting period and (2) the order that completed test registration requests are received.
- Once your Registration request has been validated you will receive confirmation and an invitation and instructions on how to begin testing and validation. Should you be placed in a queue due to high volume of providers registering in one reporting period, you will receive a confirmation of Registration and when to expect an invitation to test along with implementation and testing guidance. In this circumstance, you are still meeting the requirements for this objective; however, it is important to respond to the invitation to begin testing within 30 days of receipt.

TESTING AND VALIDATION

- Determine person(s) from your vendor support team or your practice staff who will be responsible for the testing, validation, and ongoing submission of cancer data according to the implementation guides. This information should be provided in the initial Registration of Intent. These contact persons will be confirmed by the ACR during the next step of establishing an EP transport method.
- Work with your vendor to ensure that your CDA document(s) use correct codes and sections as outlined in the implementation guides ([http://www.cdc.gov/phn/library/guides/Implementation_Guide_for_Ambulatory Healthcare Provider Reporting to Central Cancer Registries August 2012.pdf](http://www.cdc.gov/phn/library/guides/Implementation_Guide_for_Ambulatory_Healthcare_Provider_Reporting_to_Central_Cancer_Registries_August_2012.pdf) and http://www.cdc.gov/cancer/npcr/pdf/EHR_TechCert_ReportingErrata_Clarification.pdf).
- Work with your vendor to receive proper training in using the EHR most effectively to ensure that the information required for cancer reporting is captured. For more information about these fields, refer to the implementation guides ([http://www.cdc.gov/phn/library/guides/Implementation_Guide_for_Ambulatory Healthcare Provider Reporting to Central Cancer Registries August 2012.pdf](http://www.cdc.gov/phn/library/guides/Implementation_Guide_for_Ambulatory_Healthcare_Provider_Reporting_to_Central_Cancer_Registries_August_2012.pdf) and http://www.cdc.gov/cancer/npcr/pdf/EHR_TechCert_ReportingErrata_Clarification.pdf).
- Work with your vendor to make sure your CDA documents are formatted correctly and the required fields are filled in.
- Work with the Arizona Cancer Registry to identify a transport method to send your Clinical Document Architecture CDA document(s). See the registry documents Arizona Cancer Registry documents *Establishing a Connection to the Arizona Department of Health Services for Meaningful Use (MU) Data Transfer* and *Meaningful Use (MU) Stage 2 - Transport Options for Cancer Reporting to the Arizona Department of Health Services (ADHS)*.
- Work with the [Arizona Cancer Registry](#) to review your EHR system to ensure that CDA documents will contain valid values. Receive email with instructions on how to submit your first test CDA document(s).
- Generate and submit a CDA document(s) from your EHR and submit.
- The Arizona Cancer Registry will validate the content and format of the document and will perform a Quality Assurance Review.
- If testing and validation was unsuccessful then you will receive communication with instructions on correcting the errors. The Arizona Cancer Registry will request corrections to be made and to resubmit within 30 days.

CONFIRMATION OF ONGOING SUBMISSION STATUS

- Once the data has been successfully transmitted and meets the specifications for valid format and content, you will be placed in an on-boarding queue and will be given an approximate wait time. You will receive confirmation from the Arizona Cancer Registry stating your on-boarding status.
- When your time comes for on-boarding, you will be contacted with details on validating on-going submission of electronic reports to the Cancer Registry test environment. At this point, you will begin on-boarding and will receive validation confirmation.
- Once on-going submission is achieved, the data feed will be moved to the production environment.
- If on-going submission does not meet the Cancer Registration validation requirements, you will receive a request for action notice to resolve issues. You are required to respond within 30 days.
- Once on-going submission is successfully feeding patient data in to the production environment, any parallel processes you have in place for ongoing paper-based submission may be discontinued.
- You will receive an acknowledgement that you have successfully met the cancer reporting objective for meaningful use.

GO-LIVE

- Verify all information completed at the ADHS website for your site.
- A go-live date will be coordinated by the [Arizona Cancer Registry](#) .