

## **MaineCare Incentive Payment Program**

### **Meaningful Use Wizard Guide**

**Last Updated: May 2012**

#### **Before You Begin:**

- Be sure your computer is running the **Windows** operating system (Windows XP or higher). The Wizard does not run on a Mac or any other operating system.
- The Wizard is sent to the professional (by email) or to an individual who is authorized to apply on behalf of the professional.
- **Please do not give the Wizard or the link to an unauthorized person.**
- Should you have more questions after reading through the guide there is a FAQ provided on the last page of this document which addresses basic questions.
- Data must be entered for each professional individually. If you are entering multiple professionals see the FAQ for more information.

#### **To Install:**

1. Click the link that was provided in your email to download the Wizard.

#### **Internet Explorer:**

- If you are using Internet Explorer you will see a box that allows you to click “run”. Click run and the file will automatically start after the download is complete.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

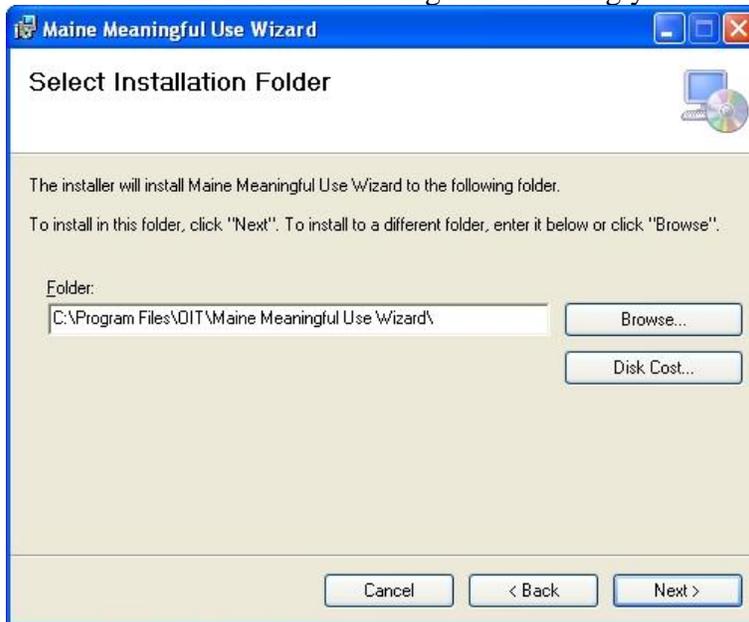
#### **Other browsers:**

- Once the Wizard is downloaded you will see a “MUWizardSetup.msi” icon in your “downloads folder”.
- Double click on this setup file to run the Wizard installer.
- If you receive a prompt telling you to download a higher version of the .NET Framework you must follow the on-screen directions. This is required to run the Wizard and is a safe action.

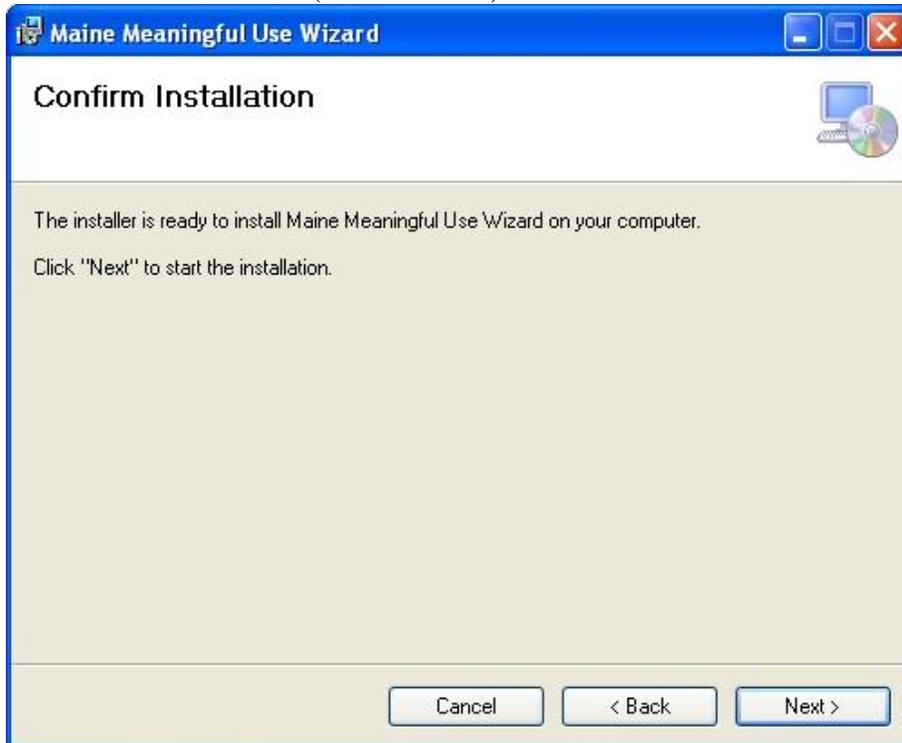
- This screen will open asking you to proceed with the installation.



- Simply click the button labeled “Next >” to continue to the next screen.
- You will see the following screen asking you to select where to install the Wizard.

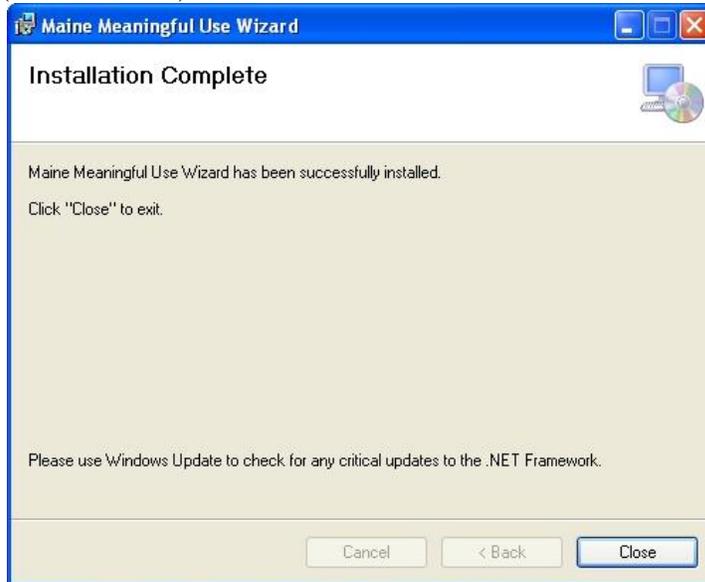


- We recommend you leave everything as default and click the button labeled “Next >” to continue with the installation. This will put a shortcut to the wizard on your desktop.
- The next screen (shown below) will be the confirm installation screen.



- Click the “**Next >**” button to begin your installation of the Wizard.

- It will run through it's installation and then ask you to close the installer (shown below).



- Simply click the “Close” button and the Wizard is installed and ready for use.

- Locate the icon on your desktop that looks like the image below:



Double click this icon to open and run the Wizard.

### **To Begin Entering Data:**

- This will bring up the first screen (shown below). Please read through before you start.



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MaineCare Services  
11 State House Station  
Augusta, Maine 04333-0011  
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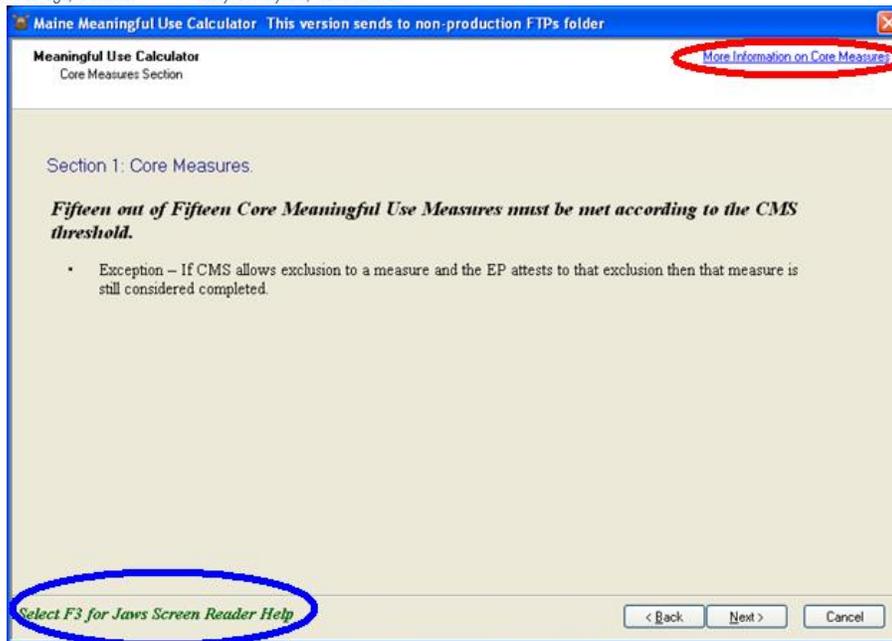


- Click the “**Next >**” button to begin filling out your Meaningful Use Criteria.
  
- The Jaws Screen Reader Help is available for a sight impaired person that has the Jaws Screen Reader. It is labeled on every screen as shown below, circled in blue.
  
- For clarification of the measures each page has a link labeled “More information on this Measure”. This is located in the upper right corner, shown below, circled in red. By clicking this link (or pushing F1 on your keyboard) you will have a new window open to CMS documents about that measure.



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### **\*Note on Saving Data:**

If you need to stop and exit the Wizard any time prior to the completion of a provider's data you can do so without losing the entered information. The program saves all data that you've entered for that provider. Close the Wizard; the next time you run the Wizard it will open on the first screen for the provider that had data entered last. You can click through to the screen where you last put data in and continue entering data until you complete the Wizard for that provider.

**Warning:** When overwriting the previous professionals data, if you save & close before completion be aware that HALF the information you entered will be from the provider you were working on, and the other half will be the previously submitted professional. (We recommend either clearing data before each professional or carefully remembering where you left off if you choose to stop mid-entry).



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- The screen below is the first screen of the wizard. Please note the blue and red labels below.

**Maine Meaningful Use Wizard** This version sends to non-production FTPs folder

**Enter Provider Info**  
Enter your identifying information.

Press 'Clear' to remove all prior settings and start fresh:

---

**Provider Information**

Provider Name:

Provider NPI:  **THIS IS THE PROVIDER NPI (NOT PAYEE)**

---

**Date Range for Data**

Program Year: 2012

Payment Year: 2

Start Date:

End Date:

*Select F3 for Jaws Screen Reader Help*

- Throughout the Wizard the top panel will show up to 3 items: the target requirement for the measure you are currently on (circled below in red), the provider percentage which is the percent achieved based on your input for this measure (circled below in blue), and whether you are currently passing or failing this measure (circled below in green).

**Maine Meaningful Use Calculator** This version sends to non-production FTPs folder

**Meaningful Use Calculator**  
Core Measure 6 (EPCMU 06)

More Information on this Measure

**Target:** 80%      **Provider Percentage:** 0%      **Pass/Fail:** F

**Objective**  
Maintain active medication allergy list.

**Measure**  
More than 80% of all unique patients seen by the EP have at least one entry (or an indication that the patient has no known medication allergies) recorded as structured data.

**Numerator**  
Number of unique patients in the denominator who have at least one entry (or an indication that the patient has no known medication allergies) recorded as structured data in their medication allergy list.

**Denominator**  
Number of unique patients seen by the EP during the EHR reporting period.

Select F3 for Jaws Screen Reader Help

< Back    Next >    Cancel

- If you attempt to continue without meeting or exceeding the target for a measure, (circled above in red) you will receive a popup message (shown below) stating “Entries do not meet CMC target”. You must choose to either: fix your data now, or continue with the Wizard and return to fix it later.

**\*Note:** You will **not** be able to send your data to MaineCare unless you have met all your targets.

**CMC Target Not Met**

**Entries do not meet CMC target.**

The data entered does not meet the CMC target for measure EPCMU 06. Maine is only accepting data from providers who have met their CMC targets.

- If you would like to return to this page and edit your settings Select 'Return'.*
- If you wish to continue to the next page and enter further data for provider xxxx then select 'Continue'. Note that you will be unable to send this data to the State until you have met all CMC targets.*

Return    Continue

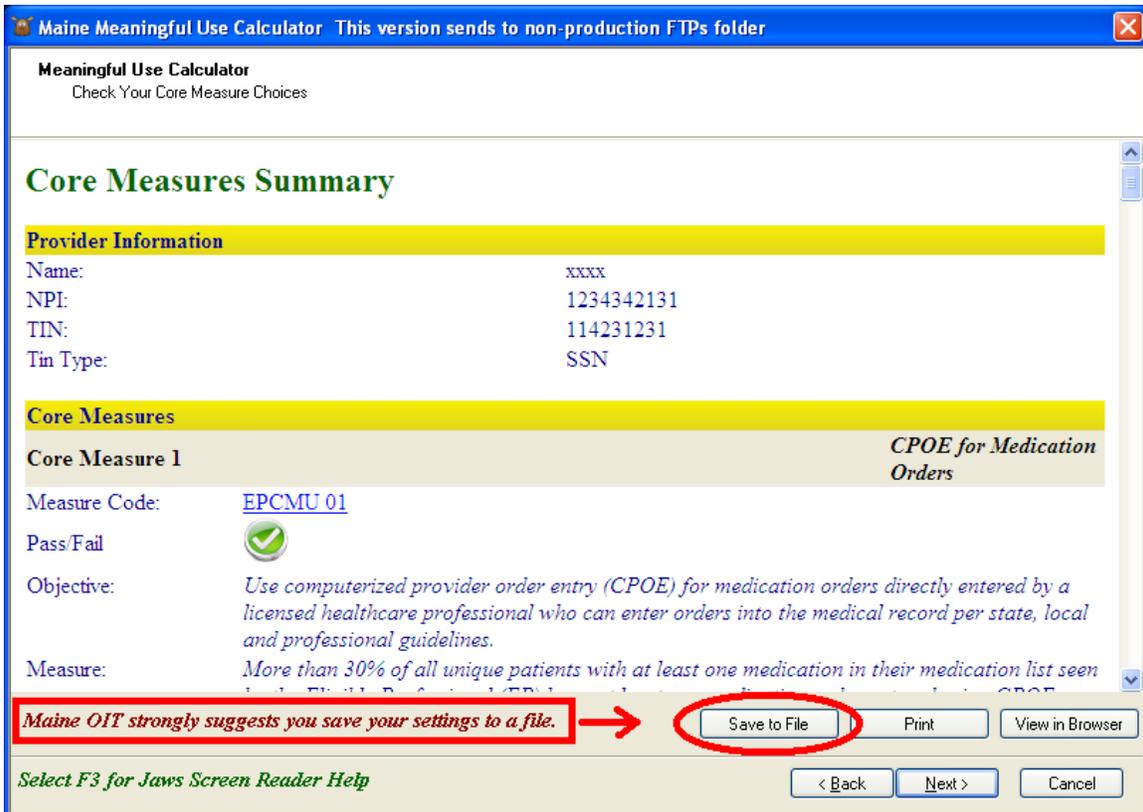
## Completion & Submission:

- When you have entered all of your data you will reach the summary screen shown below. This is the first of 3 summary screens that contain all your entered data.

**\*Note:** We recommend you save these files for your records.

You can also print them if you choose.

At the bottom of the screen (shown below in red) is the **Save to File** button.



Maine Meaningful Use Calculator This version sends to non-production FTPs folder  
 Meaningful Use Calculator  
 Check Your Core Measure Choices  
**Core Measures Summary**  
**Provider Information**  
 Name: xxxx  
 NPI: 1234342131  
 TIN: 114231231  
 Tin Type: SSN  
**Core Measures**  
**Core Measure 1** *CPOE for Medication Orders*  
 Measure Code: [EPCMU 01](#)  
 Pass/Fail:   
 Objective: Use computerized provider order entry (CPOE) for medication orders directly entered by a licensed healthcare professional who can enter orders into the medical record per state, local and professional guidelines.  
 Measure: More than 30% of all unique patients with at least one medication in their medication list seen...  
 Maine OIT strongly suggests you save your settings to a file. → Save to File Print View in Browser  
 Select F3 for Jaws Screen Reader Help < Back Next > Cancel

- Once you have saved (or printed) your data on **all 3 summary screens**, click “Next” to continue to the final screen of the Wizard.

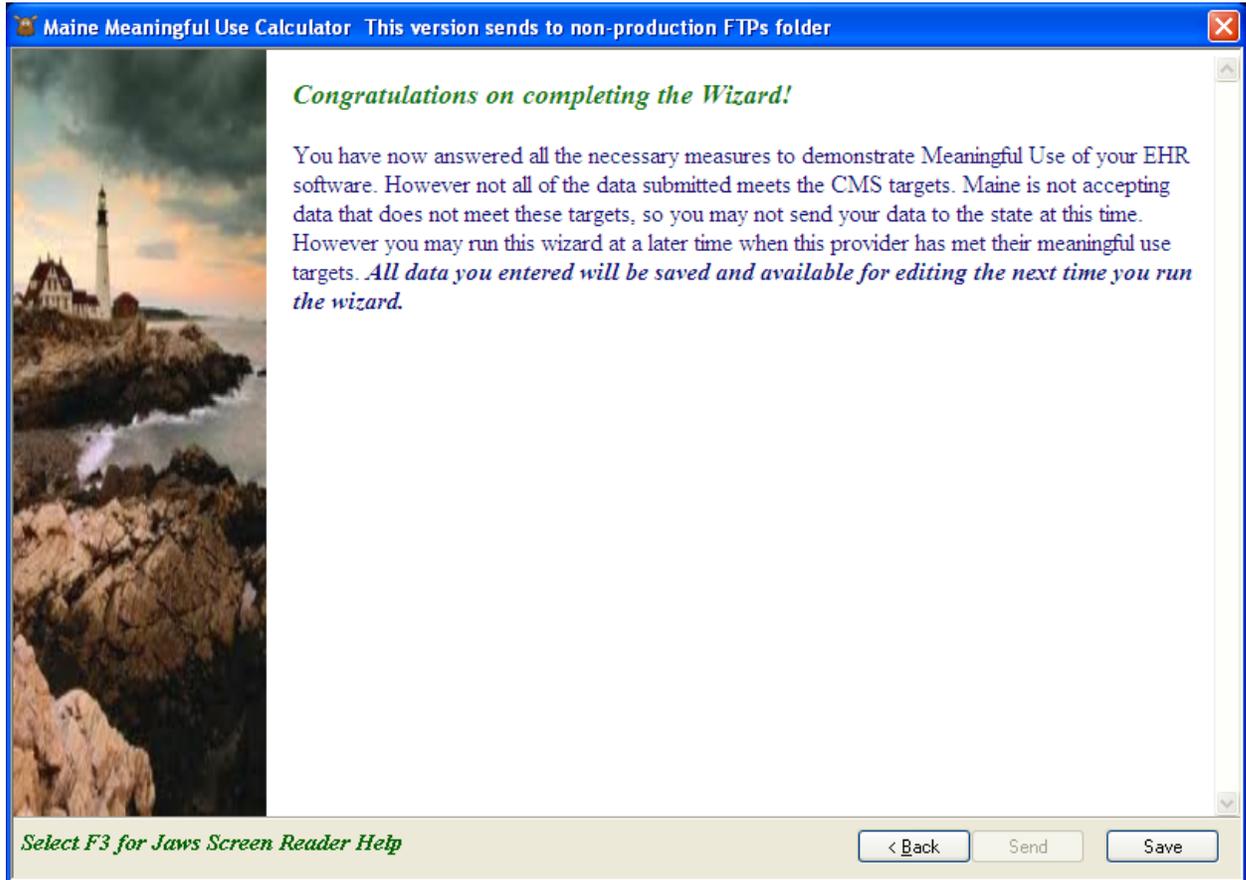


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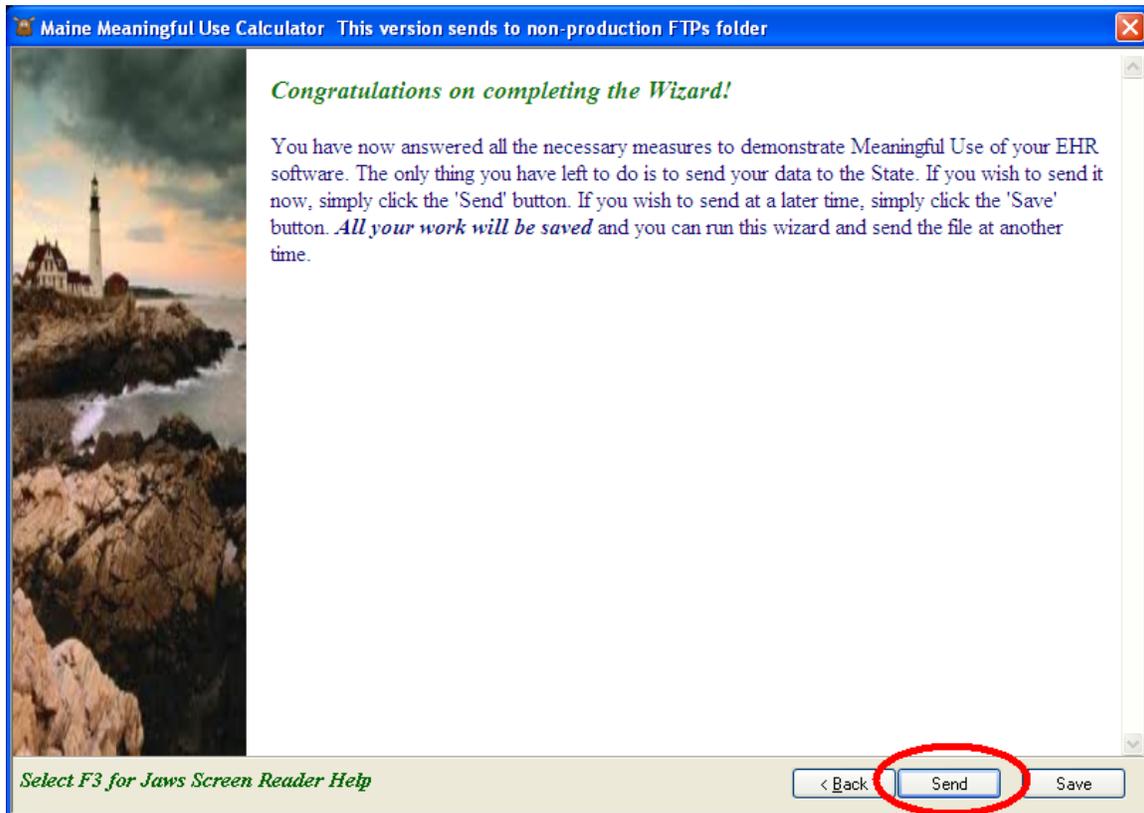
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- If you see the screen below **and the “send” button is not available**, this indicates there is missing or incorrect data. You will need to go back and review the data you’ve entered to be sure you have met all requirements. If your send button is visible please continue to the next page.



- When your information is complete the send button will be visible (as shown below, circled in red).
- Click the “Send” button and your Meaningful Use data will be sent by secure FTP to MaineCare.



Congratulations, you have completed your submission of Meaningful Use Criteria for Payment Year Two.

Dawn R. Gallagher  
Patti Chubbuck  
Ryan Bretschneider

MaineCare E H R Program Team

If you have any further questions please email the helpdesk:  
[EhrHelpdesk.DHHS@maine.gov](mailto:EhrHelpdesk.DHHS@maine.gov)



## Wizard FAQ

**Q: Does the Wizard support Mac or Linux operating systems?**

**A:** The Wizard requires the Microsoft .NET framework to run and therefore professionals must enter their data on a Microsoft operating system (Windows XP or higher).

**Q: Can I save my data and come back to work on it later?**

**A:** Yes, at any time you may close the wizard using either the red X at the upper right corner of the window or the “cancel” button in the lower right corner of the screen and your data will be automatically saved until you return to complete it. Once you hit the send button the data will remain populated for that provider until you either; click the clear button (on the second screen) or change the data manually for another provider you are entering.

**Q: Can I save data for multiple individuals?**

**A:** No, the Wizard only remembers the last provider’s data that was entered. This can be helpful when you have multiple providers to enter. If the information is similar for multiple providers you will have the data set and can use it as a template. You would change only the data that would be different for the next provider.

**Example:** Enter Dr. A’s information. Submit the completed wizard data for Dr. A  
Start the wizard for Dr. B- Note that all of Dr. A’s data remains populated in the wizard.

**You have 2 choices:**

1. If much of the data will be the same for several providers you can leave the prepopulated data and change only the necessary fields per provider.
2. You can clear all prepopulated data when starting a new provider by clicking the “clear” button on the second screen.

After you submit Dr. B; you will restart the Wizard to enter Dr. C’s data. The prepopulated data is now Dr. B’s

Be aware that only the last provider entered will be prepopulated in the Wizard.

**Q: Why can’t I click the send button to submit my data?**

**A:** The data you have entered is being recognized as incomplete by the Wizard. Check your data for any mistakes and then return to see if the send button is available.

**Q: Is there any way to enter multiple professionals at a time?**

**A:** In this version of the Wizard there is currently no way to enter more than one professional at a time.

**Q: Why should I save (or print) my data from the 3 summary screens?**

**A:** This will give you a copy of the information you have submitted to MaineCare.

Email us at [EhrHelpdesk.DHHS@maine.gov](mailto:EhrHelpdesk.DHHS@maine.gov) and we will gladly help you with any questions or problems.