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**TO:** Acute Care Hospital Chief Executive Officers

**FROM:** Madeleine Biondolillo, MD, Bureau Director  
Bureau of Health Care Safety and Quality  
Interim Associate Commissioner  
Massachusetts Department of Public Health

**SUBJECT:** Technical Update to Circular Letter: DHCQ-13-10-602 Regarding Guidelines for Reporting Use of Electronic Health Records and Computerized Provider Order Entry for Acute Care Hospitals

**DATE:** November 19, 2013

The Department of Public Health (DPH or the Department) has received several questions regarding the EHR/CPOE reporting requirements outlined in Circular Letter DHCQ-13-10-602. The Department is issuing this technical update to address these questions. If you have additional questions that are not addressed below, please contact Kara Murray at 617-753-8066 or [kara.murray2@state.ma.us](mailto:kara.murray2@state.ma.us).

**1. Which documents does my hospital need to upload in order to be in compliance with the regulations?**

DPH requested two documents for upload, an Acknowledgment of Submission PDF and a Summary of Submission PDF. The Acknowledgment of Submission is also known as the Submission Receipt. This document may be sent to the hospital as an e-mail confirmation. This one-page document simply confirms that the hospital's attestation was accepted and provides a tracking number.

The Summary of Submission PDF is also called the Attestation Summary. This is a multi-page document that includes each of the measures on which hospitals were required to report; the hospital-entered numerator, denominator and exclusions for each measure; and whether the measure was accepted or rejected.

The Department strongly encourages all hospitals to submit both documents. However, if a hospital has already attested and did not request and/or receive an Attestation Summary, the Department will accept the Submission Receipt. In future years, all hospitals will be expected to upload both documents.

## **2. Can my hospital submit attestation documentation from past fiscal years?**

No. Hospitals must submit documentation for the current reporting year. For the December 1, 2013 reporting deadline, all documentation must be from fiscal year 2013. Hospitals that attested to meaningful use in past years, but were unable to attest for the current year, must submit a waiver request to the Department using the instructions outlined in Circular Letter DHCQ-13-10-602.

## **3. How do I upload an attachment to the Health Care Facilities Reporting System?**

Once you have completed the intake report as outlined in Steps 1 – 6e of Circular Letter DHCQ-13-10-602, click the “Save” button located at the top or bottom of the page.

The top of your screen should now say “Event Summary.” The last line under “Event Summary” is the Attachments line. Click on the blue “Add” button next to the word “Attachments.” This will lead you to a new page titled “Add Attachment.”

From here, click on the “Choose File” button and upload your attachment. You will have to add a description of the document you are uploading in the Description line. This should say either “Submission Receipt” or “Attestation Summary.” Then click “save.”

Once you have clicked “save,” you will be brought to a new page that says “Manage Attachments.” From here you will be able to upload a second attachment. Once you have finished uploading attachments, click the “Dashboard” button. This will take you back to the front page titled “Event Summary.”

To submit your report, scroll down the page until you see the “Available Actions” drop-down menu. Click on this menu and select the “Submit Intake Report” category. Then click the “Start Action” button.

Save the seven digit ID number assigned to your case for future reference.