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## Notes for Medicaid Registration

Complete **Contact Information** on the first page. You will type this information into the fields on the spreadsheet. It will be used on the **Calculation Individual** or **Calculation Group** pages via drop down boxes. You cannot type this information on these pages. The dropdown boxes do not appear until you **CLICK IN the information boxes**. The dropdown button appears as a little gray arrow on the right hand side of the information box.

When entering information, if the boxes are filled in with the color **BLACK**, it means that you **DO NOT have to enter** data in those boxes. Information you enter prior to those boxes will determine whether or not the box is **BLACK**.

When you complete all of the information on the spreadsheet, it should give you the **Medicaid Patient Volume %** (percentage). This will show up near the bottom of the page. *(Row 184 on the Calculation Individual page and row 226 on the Calculation Group page)* If it does not display, it is because you have errors on the spreadsheet. All Errors show up in **Column U**. The error message will tell you what the problem is. When you correct the error, the error message disappears. When there are no more errors, the **Medicaid Patient Volume %** will appear.

### Entering Data

**GREEN** boxes are boxes that allow data entry. If there is a **GREEN** box, but you don't have data for that box, enter N/A for not applicable or enter a "0" if it requires a number.



**You have to provide the correct NPI and TIN numbers to CMS.** The NPI and TIN numbers must match the numbers that are already in the Georgia Web Portal. **If they do not**, you will not be able to complete your MAPIR Registration.

*You will get the following error:*

**“The MMIS system does not contain a payee record for the NPI and TIN combination received from the R&A. Please contact the Georgia Department of Community Health (DCH) or the R&A to resolve this issue.**

**You will not be able to Submit your application until this issue is resolved. You may however continue with the application process**

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**You must provide evidence of Adoption, Implementation or Upgrade** of a Certified EHR Technology. This information needs to be scanned to a .pdf file and uploaded. This is performed by clicking on the Submit Tab.