



Comprehensive Primary Care Plus (CPC+)

A new model for primary care in America

CPC+ Practice Application Checklist

This checklist details the information that your practice will need to complete the CPC+ Application, as well as a comprehensive list of all documents that your practice is required to submit with your application.

Please note that not all documents are required from all applicants; some documents are specific to the Track for which an applicant is applying, and some are required only from practices with specific ownership organization. It is the responsibility of the applicant to ensure that you include all items that are required for your specific circumstances.

All documents must be signed, scanned, and uploaded to the application portal at <https://app1.innovation.cms.gov/cpcplus>. Please retain the original, signed letters. If you have any questions about what your practice is required to submit, please contact CMS at CPCplus@cms.hhs.gov.

**CPC+ Practice
Application
Period**

**August 1 –
September 15,
2016**

Gather the following information for each practice site before beginning your application:

- Contact information:**
 - Applicant Contact (individual completing the application)
 - Practice Contact (required if the Applicant Contact is not the primary contact in the practice or does not work in the practice)
 - Health Information Technology Contact (individual responsible for HIT in the practice)
- Total number of individual physicians, nurse practitioners, physician assistants and clinical nurse specialists who provide patient care at your practice and practice under their own NPI.**
- Primary care practitioners, including full-time and part-time staff in your practice:**
 - Number of physicians, NPs, PAs, CNSs
 - For each primary care practitioner:
 - Name
 - NPI
 - Specialty
 - If practitioner works at the practice (or satellite office) and/or if the practitioner practices at another location

- If your practice is owned by a larger health care organization, such as a group practice or health system:**
 - Name of organization (If other practices from your organization are applying to CPC+, please use identical text in this field)
 - Corporate address and phone number
 - Number of primary care practice sites, physicians, and Medicare Eligible Professionals that are part of this organization
 - Name and TIN of all other practices in your organization that are applying for CPC+
- All TINs used by your practice to bill Medicare, including those used since January 1, 2013**
- Medicare Shared Savings Program ACO name and TIN (if applicable)**
- Information about each Health IT tool used:**
 - Vendor name
 - Product name
 - Version
 - CPC+ Function (if applicable; Track 2 only)
- Meaningful Use attestation progress among the primary care practitioners in your practice who are Eligible Professionals**
 - Total number of Medicare EPs, number of Medicare EPs who plan to attest to Meaningful Use Stage 2
 - Total number of Medicaid EPs, number of Medicaid EPs who plan to attest to Meaningful Use Stage 2
- CMS EHR Certification ID**
- Percentage of patients by race and preferred language**
- Practice revenue and budget information:**
 - Total revenue in 2015
 - Total 2015 revenue by specified payer
 - Percentage of patients by insurance type (e.g., commercial, Medicare)
- Care delivery information to answer application questions about care management, access, and quality improvement.**
- Organizations through which your practice has received Medical Home recognition (if applicable)**

**For questions related to
CPC+ practice applications,
please contact**
✉ CPCplus@cms.hhs.gov

A completed application for CPC+ will also include the following additional documents:

- Letter of support from your practice's clinical leader: each practice must submit a separate letter of support from leadership at the practice site
- Letter from system leadership regarding segregation of CPC+ funds (if applicable)
- Health IT Cover Letter (Track 2 applicants only)
- Letter of support from Health Information Technology vendor (Track 2 applicants only), if vendor has not submitted a Global Letter of Support