

Getting Started with Electronic Public Health Case Reporting

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Getting started begins with reaching out to your Public Health Agency - they should direct you on how to get started!

Public Health Case reporting is the **electronic initial case report (eICR)** is the OfficeEMR feature that supports automatic submission of case reports to your public health agencies, helping your practice meet compliance requirements and improve timeliness of public health data sharing. This process utilizes your practice direct mail address, therefore, if your practice is not already set up for direct mail then you will need to do so - see the article on [obtaining a direct mail address](#). The feature cannot be enabled until approved by the AIMS Platform following coordinated Practice to AIMS to Public Health Agency testing is completed successfully.

Where to Begin

The **AIMS eCR Implementers Guide** identifies the first step in the eCR on-boarding process:

➔ Remember, your practice or provider organization must contact your **state or local Public Health Agency (PHA)** to notify them of your intent to participate.

Each PHA manages its own on-boarding and approval process. This outreach is the first step toward activation of case reporting within your EMR. We recommend keeping a copy of all communications with your PHA in your **MIPS audit file** to support your Case Reporting attestation. You should open an iSalus Support Case to inform us of your intent and then continue to coordinate with our team via that iSalus support case.

Important Note: It is your practice's responsibility to keep timely communication with your Public Health Agency and give our team plenty of lead time on requests as coordinating the steps for testing between iSalus and the AIMS Platform for compliance with your Public Health Agency is both time consuming and complex. We highly recommend making immediate notice to our team on any requests for coordination with your EMR vendor to schedule and perform testing. Failing to make timely notification of requests you receive can delay on-boarding with PHA and impact your MIPS performance - both items that we have no control over.

eCR Requirements for MIPS 2025

Requirements are subject to change so practice's should rely on [CMS](#) to ensure they are following the most up-to-date requirements or sign up with our [MIPS Assist program](#) for guided MIPS Assistance.

- **Engagement Window:** CMS requires practices to begin engagement with their PHA within **60 days** of the start of your selected performance period.
- **Reporting Window:** The eCR measure requires participation for at least **180 continuous days** within 2025.
- **Timely Response:** Once the PHA begins working with you, they may request additional information or

steps to complete on-boarding. You are required to **respond within 30 days** to remain in good standing for MIPS reporting.

- **Small Practice Exception:** If your practice qualifies as a small practice (15 or fewer clinicians) and you are not submitting Promoting Interoperability data, the eCR/Case Reporting requirement does not apply.
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Next Steps After PHA Confirmation

Once your PHA confirms your intent to participate, they will provide instructions for the next steps. These may include testing requirements or specific on-boarding tasks.

- If directed, please **open a support case** with our team.
 - Clearly indicate that the case relates to **eCR** and whether the request is **time-sensitive** so we can prioritize appropriately.
 - Our team will coordinate with you to complete the requested tasks and support your successful on-boarding.
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Important Note

⚠ Do **not** stop your manual case reporting processes until your PHA has explicitly instructed you to do so. Automated electronic reporting should only replace manual workflows once approved by your PHA.
