

## VIRTUAL GROUP ELECTION SUBMISSION E-MAIL SAMPLE

This is a sample email that could be used in a virtual group election submission.

**Subject:** Virtual Group Election

**Body of E-Mail:**

**Official virtual group representative:**

John Doe  
Group Practice X  
1211 Example Avenue  
Example, EX 11111  
Phone: (555) 555-5555  
E-Mail: JohnDoe@GroupPracticeX.com

As the official representative, I acknowledge that a formal, written agreement has been established between the below groups and solo practitioner.

The following groups and solo practitioner are electing to form a virtual group:

- Group Practice X: (TIN) XX-XXXXXXX
  - Clinician A Name: (NPI) XXXXXXXXXXX
  - Clinician B Name: (NPI) XXXXXXXXXXX
  - Clinician C Name: (NPI) XXXXXXXXXXX
- Group Practice Y: (TIN) XX-XXXXXXX
  - Clinician D Name: (NPI) XXXXXXXXXXX
  - Clinician E Name: (NPI) XXXXXXXXXXX
  - Clinician F Name: (NPI) XXXXXXXXXXX
  - Clinician G Name: (NPI) XXXXXXXXXXX
- Dr. Z Practice: (TIN) XX-XXXXXXX (TIN is the SSN of Dr. Z; only provided the last six digits as required by CMS)
  - Clinician Z Name: (NPI) XXXXXXXXXXX

Virtual Group elections should be emailed to: [MIPS\\_VirtualGroup@cms.hhs.gov](mailto:MIPS_VirtualGroup@cms.hhs.gov)