

# NMSIIS Data Exchange Quick Reference Card & Frequently asked Questions



# WEBSITE: NMHIT.org

#### Step One: Register Provider location Website: https://www.nmhit.org/

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Successful Registry results in being placed in the queue.	
Welcome to the Data Exchange Registration Queue!	
What's next?	
You already completed <u>Step One</u> of the New Mexico Department of Health's data exchange process: Registration	7

#### Step Two: Run a practice-lest of your E.H.R. data (your E.H.R. vendor can help you with this) Catay logged in at www.mnhito.cgu Clack from a practice-lest of your E.H.R. data (your E.H.R. vendor can help you with this) Clack from the tab on the left side labeled "My Message Testing" Chock the experiment of the message into the message box (or, upload a file with message) Click the Run test button - you should see a result report Click the Run test button - you should see a result report Click the Run test button - you should see a result report Click to the tab on the left side labeled "My Message History" State Intee: Version about data exchange coordinator when it's your turn to continue with the data exchange coordinator when it's your turn to continue with the data exchange coordinator when it's your turn to continue with the data exchange with New Mexico Department of Heath? EcoMatchi: ELR and Syndromic Surveillance Data -Rafe. McCullar@bate.emu.us or Ramon Telles@bate.emu.us United and Assignment and the status of the free of the results. Questions about Meaningful Use? Vale intervent of Moderal Assignment and Gost Surveil and the approximation (Sofs) Surveil and the approximation (Sofs) Surveil and the program Manager Hit Ricentive Program Manager Mit Habout Assignment and Gost Surveil and the Surveil and the provision (Sofs) Surveil (Res)

#### Step Two: NMSIIS Contacts Provider

- NMSIIS team reaches out to the Provider Location to begin acquiring the necessary information.
- Provider fills out necessary documentation to create the interface access.
- NMSIIS Organization Agreement
- NMSIIS User Agreement
- NMSIIS Provider & EHR Information Sheet



# Step Three:

- ✓ Testing
- ✓ Production (Go-Live Data received!!)

#### Testing:

- Your EHR will be given a URL, Org ID and Pin Code.
- Initial testing will occur to establish a successful connection to our interface.
- Once established, testing of messages commence. The Message is considered successful if it contains the following required fields:
  - Patient Name
  - Patient Date of Birth
  - Insurance Fields 1 and 2
  - Immunization Received
- Testing may require some manipulation before the message is successfully received.

#### Production: (Go-Live) Data is being received

- 4 Your EHR is given a live link URL
- Data starts flowing into NMSIIS and confirmation is sent to your EHR.
- We monitor your location for some time to ensure data quality is not compromised, ongoing monitoring will occur.
- Provider is notified that manual data entry is no longer necessary and all staff members with <u>Standard User</u> access will be downgraded to <u>Reports Only</u> access.

**Questions?** Use the Home Tab in NMHIT.org account <or> Elizabeth.Cisneros@state.nm.us <or> Contact the Help Desk: 1-833-882-6454<or> email: DOH-HelpDesk-Main@state.nm.us



### NMSIIS Data Exchange Quick Reference Card & Frequently asked Questions



#### WEBSITE: NMHIT.org

**Q:** What if I cannot log-on to NMHIT.org?

A: Reset the password by using the *Change/Forgot* password located at the top right of the website underneath the log-in portion. Follow the directions provided.

**Q:** What if I changed my password and I still can't log-in to the NMHIT.org website?

**A:** Change the compatibility mode in your "internet options" then attempt to log-in again.

**Note:** If you are still unable to log-in please either email the help desk or <u>NMHIT@state.nm.us</u> for assistance.

**Q:** Do I need to register each of my providers?

A: This is a question you will need to ask your Meaningful Use (**MU**) representative. In most cases registering each provider is not necessary, however, you can register your location <u>ONCE</u> and then add in all of your providers under the <u>My User</u> <u>Tab</u> of the application registry.

**Note:** We understand that the same terminology can be used interchangeably. For the purposes of this Q & A providers are defined as a "practice/facility/location".



**Q:** I am assisting with more than one practice and upon registering it will not let me register more than one location. What should I do?

A: NMHIT.org is designed to allow the addition of more locations when registering. Simply click on the tab stating *My Locations* and then *add New Location.* (blue button).

**Note:** It is not necessary to individually register all your locations. Placing all locations under one master registry file is ideal and helps you keep track of all locations including status updates.

**Q:** If your staff member has left or gone elsewhere leaving you un able to log-in to NMHIT.org what should I do?

A: Simply email <u>NMHIT@state.nm.us</u> and provide detailed information in your email so you may be added as a user and the individual no longer with the location can be removed.

**Q:** What does HL7 Messages Quick Testing do?

A: The Quick Testing allows providers and software vendors to test their HL7 messages for electronic laboratory reporting, immunization reporting and syndromic surveillance without creating an account. The Quick Test application does not keep a history of tests and results. The application will not provide an official acknowledgement from the NMDOH that your message was tested pursuant to Stage 1 Meaningful Use requirements. To receive an official acknowledgement, please log on to your account and test under the tab **My Message Testing**.

**Q.** Can we get our interface set up and done today if I have all our paperwork turned in and we're ready to go?

**A:** No. Unfortunately, it takes some time to create a message in the right HL7 2.5.1 format. In addition, in order to ensure data quality, time must be allocated to validate all required fields are present and accounted for.

**Q:** What is HL7 2.5.1?

**A:** HL7 means Health Level Seven Version 2.5.1. HL7 provides standards for interoperability that improve care delivery, optimize workflow, reduce ambiguity and enhance knowledge transfer among all of our providers.

Q: Is there a way to deduct our inventory automatically instead of manually?A: No, You will still need to manually reconcile your inventory.

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