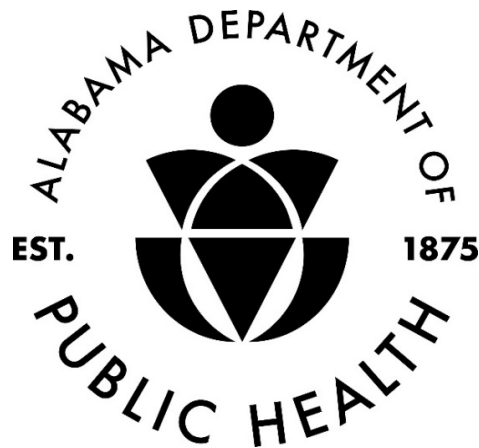


Alabama Department of Public Health

Meaningful Use/ Promoting Interoperability Portal

User Guide

Version 0.4 dated 11/9/2021



For More Information:

1-800-252-1818

MeaningfulUse@adph.state.al.us

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1.0 ADPH Meaningful Use/Promoting Interoperability Registration

To register for ADPH Meaningful Use (MU)/Promoting Interoperability (PI) you must first have an ADPH Security Portal account. If you already have an ADPH Security Portal account, log into your account with your current username and password. Select Add/Remove Applications, then select ADPH Meaningful Use/Promoting Interoperability.

ADPH // Alabama Department of Public Health
SECURITY PORTAL

Registration

Select Applications To Request Access

- ☐ ADPH Training Calendar
- ☐ FHS Child Care
- ☐ Meaningful Use / Promoting Interoperability
- ☐ ADPH Wellness Calendar
- ☐ HADIS
- ☐ VS Tracking -- Registrars Only
- ☐ Environmental
- ☐ LCMS

If you do not have an ADPH Security Portal account, you will need to create an account. Go to <https://dph.state.al.us/adphsec/Login.aspx> and select Create an account.

Security Portal Login

username

password

Login

[username/password help](#)

I want to...

- [Create an account](#)
- [Go to ADPH's main website](#)
- [View the privacy disclaimer](#)
- [Contact us](#)

Alabama Department of Public Health
SECURITY PORTAL

Vital Records
Coroners/Medical Examiners
Funeral Homes
Hospitals/Nursing
Homes/Hospices
Physicians
Physician's Office Staff

Meaningful Use
Providers
Hospitals
Vendors

This first page contains six different sections. These are: "Select Applications to Request Access," "Name," "Employment," "Supervisor," "State Employees," and "Username/Password." All of the fields that are highlighted in yellow are the standard required fields. These are the fields that must be completed before the page can be submitted. An email address is also required.

Select Applications To Request Access

☐ ADPH Training Calendar
☐ FHS Child Care
☐ Meaningful Use / Promoting Interoperability

☐ ADPH Wellness Calendar
☐ HADIS
☐ VS Tracking -- Registrars Only

☐ Environmental
☐ LCMS

Name

First Name

Last Name

Suffix

Professional Suffix

Middle Name

Other Suffix

Employment

It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.

e-mail Address

Address

State

Phone Number

Fax Number

City

Zip

Phone Ext

Supervisor

Name

e-mail Address

Phone Number

Phone Ext

State Employees

Are you a State employee in either ADPH or Medicaid?
☒ No ☐ Yes

Username/Password		Minimum Password Requirements
	Choose a username and a password below. Your username must be at least 3 and may be no more than 20 characters in length. The password requirements are listed to the right.	
username		• Minimum 6 characters in length • Maximum 20 characters in length • Passwords may contain the following: - Uppercase Letters - Lowercase Letters - Numbers - Spaces are not allowed - Symbols _ * ! @ # \$ -
password		
Please confirm your password		

Proceed to Step 2

are Required Fields

Please note you are **required** to provide Security Questions and Answers in the event you are unable to access your account, but the Personal E-mail and Text SMS features are **optional**.

In the "Security Questions" section, you will need to select a Security Question from the drop down list and answer all three questions.

Enter your Personal E-mail address. It is highly recommended you add an address that is not shared. In the "Text SMS" section, you will need to enter your mobile number, and select your mobile carrier from the drop down list. Then, click "Send PIN." A four digit pin number will be sent within 2 minutes to your mobile device. Upon receiving that pin number via text, you should enter the pin to validate your mobile number.

It is **not necessary** to complete the "LCMS Account" section.

If no other updates are necessary, click the "Proceed to Step 3" button.

Self Service

Security Questions

Question 1

- Select a Security Question -

Question 2

Question 3

Personal E-mail

If you do not wish to provide an E-mail or Phone, you have the option to opt out of self service. If you choose to opt out you will be required to call ADPH in the event you cannot access your account.

☐

Text SMS

Mobile Number

Mobile Carrier

AT&T

Send PIN

A 4-digit PIN number will be sent to the mobile number that you have entered above. Please enter that PIN number below to validate your mobile number.

PIN

The e-mail and mobile number will **ONLY** be used to reset or recover data from your account.

Now, you have the option to include additional Professional License information, such as Funeral Director License Number, Coroner Association Number, etc. If no updates are necessary, click the "Proceed to Step 3" button.

Licenses

License Board

- Select a Board Type -

No licenses to display!

To change a license number, contact the Application Administrator. ([Contact Us](#))

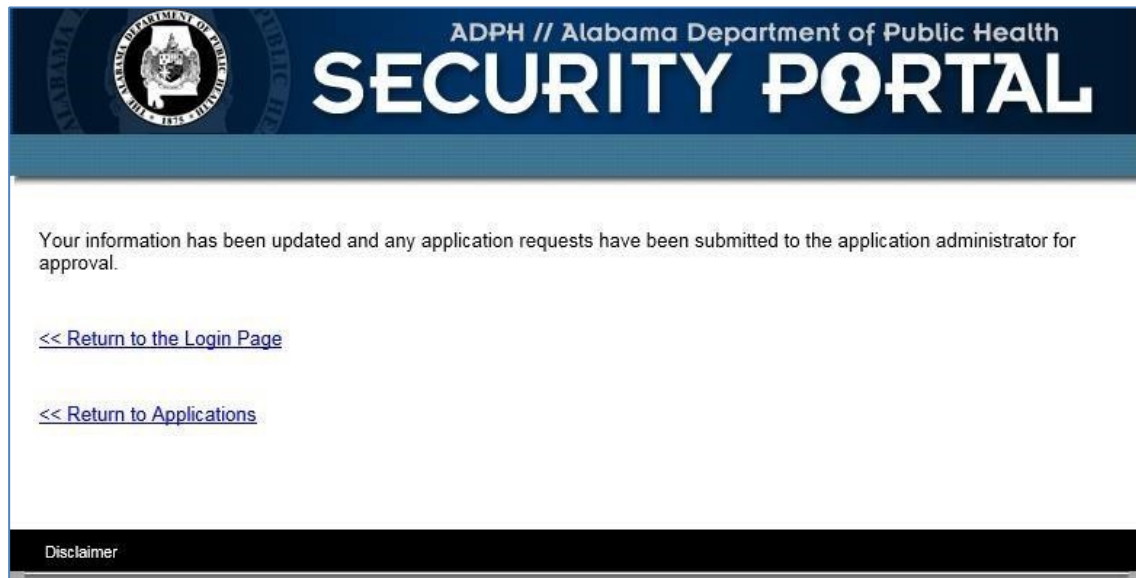
LCMS Account

If you already have a LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the "Show LCMS Account" link below.

Show LCMS Account

Proceed to Step 3

Your web browser will redirect to a new page with the following confirmation message, “Your request has been submitted to the application administrator for approval.” Click the “Return to the Login Page” link.



You will receive an email at the address you listed during registration. You will need to verify your email in order to gain access.

2.0 External User Registration

After you have been granted access to ADPH MU/PI, login to ADPH Security Portal and select ADPH Meaningful Use/Promoting Interoperability from your applications. Next select Eligible Professional (EP), Eligible Hospital (EH), Health System (HS), or Vendor/Implementer.

If your organization/clinic/facility has more than one location, you only need to register the parent organization. The other locations can be added and associated with the Organization/Group NPI in Additional Information. Please see Section 3 – User Functions - Additional Information - View/Add/Delete Locations.

Meaningful Use / Promoting Interoperability

Account ▾

New User Registration

I would like to register as :

Eligible Professional (EP) or Eligible Hospital (EH) or Health System (HS) or Vendor/Implementer

More Info

Alabama Medical Agency (AMA) Staff

More Info

Alabama Department of Public Health (ADPH) Staff

More Info

The next page you will land on is the ADPH MU/PI Statement of Readiness. Select Register to continue with registration.

Statement of Readiness			
This website provides the following information: • Which programs/registries are currently supported in Alabama • How to register intent for Meaningful Use/Promoting Interoperability Stage 1, Stage 2 and Stage 3 and begin the reporting processes • How to find implementation and supplemental guides for each program/registry • Additional information regarding the processes required to attain Meaningful Use/Promoting Interoperability for each public health reporting objective The Alabama Department of Public Health supports Eligible Professionals (EPs) and Eligible Hospitals (EHs) wishing to fulfill public health reporting measures under the Medicare and Medicaid EHR Incentive Programs. For additional information specific to programs, please refer to Meaningful Use/Promoting Interoperability The table below summarizes each program's readiness and required reporting method:			
Public Health Measure	Eligible Professionals	Eligible Hospitals and Critical Access Hospitals	ADPH Supported Reporting Method
Immunization Registry Reporting	ADPH is accepting Immunization data (since 2011)	ADPH is accepting Immunization data (since 2011)	HL7 v2.5.1
Electronic Lab Reporting	NA	ADPH is accepting Laboratory data (since 2011)	HL7 v2.5.1
Syndromic Surveillance Reporting	Within Urgent Care Settings: ADPH is currently accepting SS data (since 2016)	Emergency Departments: ADPH is accepting SS data (since 2013)	HL7 v2.5.1
	Within Non-Urgent Care Settings: ADPH is not currently accepting SS data	Non-Emergency Departments: ADPH is not currently accepting SS data	NA
Cancer Registry Reporting	Available for Registration	NA	NA
Electronic Case Reporting	ADPH is ready to accept eCRs via AIMS platform	ADPH is ready to accept eCRs via AIMS platform	HL7 CDA R2
Prescription Drug Monitoring Program	Available for Registration	Available for Registration	NA
Specialty Registry	Coming soon	Coming soon	Coming soon
*Please refer back to this table periodically as the statuses of these programs may change.			

2.1 Initial Registration for First User Associated with Eligible Professional

Select Eligible Professional as the Organization Type. If your clinic/office has an Organizational NPI, enter it in the NPI field below to register your clinic/office.

If your clinic/office does not have an Organizational NPI, enter your Individual NPI in the NPI field below and click “Verify NPI” to display the Doing Business As (DBA) section, next enter your organization name in the DBA field.

If your clinic/office has additional providers, DO NOT create individual accounts for every provider on this page. Enter additional NPIs in the Additional Information page, after you have completed this registration.

Note:

All additional NPIs associated with your clinic must be entered from the Additional Information page for CMS reporting purposes. Please refer to Section 3 of the User Guide for detailed instructions on how to add additional NPIs.

Meaningful Use / Promoting Interoperability Account ▾

WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION

Select your Organization type.

Organization Type:* Eligible Professional ▾

• If your clinic/office has an Organizational NPI, enter it in the NPI field below and click "Verify NPI" to register your clinic/office.
• If your clinic/office does not have an Organizational NPI, enter your Individual NPI in the NPI field below and click "Verify NPI" to display the Doing Business As (DBA) section, next enter your organization name in the DBA field.
• If your clinic/office has additional providers, **DO NOT** create individual accounts for every provider on this page. Enter additional NPIs in the Additional Information page, after you have completed this registration.

Note:
All additional NPIs associated with your clinic must be entered from the Additional Information page for CMS reporting purposes. Please refer to Section 3 of the User Guide for detailed instructions on how to add additional NPIs.

NPI:* 10 Digit Number Verify NPI

Select Interested Program(s):*

☐ Immunization
☐ ELR
☐ Syndromic Surveillance
☐ Specialized Registry - Cancer
☐ Electronic Case Reporting
☐ Prescription Drug Monitoring Program
☐ Specialized Registry - Other

EHR Incentive Program: Select Incentive ▾

Register

Enter your Tax Identification Number (TIN). TIN is not required but would be helpful for information for CMS verification purposes.

Select the program(s) you intend to submit data electronically to ADPH.

Select the EHR Incentive Program that applies. Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION

Select your Organization type.

Organization Type:*

- If your clinic/office has an Organizational NPI, enter it in the NPI field below and click "Verify NPI" to register your clinic/office.
- If your clinic/office does not have an Organizational NPI, enter your Individual NPI in the NPI field below and click "Verify NPI" to display the Doing Business As (DBA) section, next enter your organization name in the DBA field.
- If your clinic/office has additional providers, **DO NOT** create individual accounts for every provider on this page. Enter additional NPIs in the Additional Information page, after you have completed this registration.

Note:

All additional NPIs associated with your clinic must be entered from the Additional Information page for CMS reporting purposes. Please refer to Section 3 of the [User Guide](#) for detailed instructions on how to add additional NPIs.

NPI:*

Enter your organization name as doing business as name if you are not using organization NPI to register with ADPH.

Doing Business As:*

Tax Identification :

Address Line1:*

City:*

State:*

Phone Number:*

Address Line2:

County:

Postal Code:*

Fax Number:

Select Interested
Program(s):*

- ☐ Immunization
- ☐ ELR
- ☐ Syndromic Surveillance
- ☐ Specialized Registry - Cancer
- ☐ Electronic Case Reporting
- ☐ Prescription Drug Monitoring Program
- ☐ Specialized Registry - Other

EHR Incentive
Program:

2.2 Initial Registration for First User Associated with Eligible Hospital

Select Eligible Hospital as the Organization Type. Start typing your Hospital Name and it should appear in the list. Verify your contact information is correct. If your hospital does not appear in the list please contact ADPH.

Enter your Tax Identification Number (TIN). TIN is not required but would be helpful for information for CMS verification purposes.

Select the program(s) you intend to submit data electronically to ADPH. Select the EHR Incentive Program that applies.

Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

The screenshot shows a web form titled "WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION". The form is set against a light blue background with a dark blue header. The header contains the text "Meaningful Use / Promoting Interoperability" on the left and "Account" with a dropdown arrow on the right. The main content area has a light blue background. At the top of the main area, it says "WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION". Below this, there is a section titled "Select your Organization type." with the following fields: "Organization Type:*" with a dropdown menu showing "Eligible Hospital"; "Hospital Name:*" with a text input field containing the placeholder "Start typing your hospital name here.."; "Select Interested Program(s):*" with a list of checkboxes for "Immunization", "ELR", "Syndromic Surveillance", "Specialized Registry - Cancer", "Electronic Case Reporting", "Prescription Drug Monitoring Program", and "Specialized Registry - Other"; and "EHR Incentive Program:" with a dropdown menu showing "Select Incentive". At the bottom of the form, there is a "Register" button.

2.3 Initial Registration for First User Associated with Health System

Select Health System as the Organization Type and enter your Organization Name.
Select the program(s) you intend to submit data electronically to ADPH.
Select Register to complete registration.

The screenshot shows the registration form for a Health System. The header is "Meaningful Use / Promoting Interoperability" with an "Account" dropdown. The main heading is "WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION". The form includes a "Select your Organization type." section with "Organization Type:*" set to "Health System". Below this is "Organization Name:*" with a text input field containing "Start typing your organization name here..". The "Select Interested Program(s):*" section lists seven programs with checkboxes: Immunization, ELR, Syndromic Surveillance, Specialized Registry - Cancer, Electronic Case Reporting, Prescription Drug Monitoring Program, and Specialized Registry - Other. A "Register" button is at the bottom.

2.4 Initial Registration for First User Associated with Vendor/Implementer

Select Vendor/Implementer as the Organization Type.
Start typing your Vendor Name and it should appear in the list.
Verify your contact information is correct.
Select the program(s) you intend to submit data electronically to ADPH.
Select Register to complete registration.

The screenshot shows the registration form for a Vendor/Implementer. The header is "Meaningful Use / Promoting Interoperability" with an "Account" dropdown. The main heading is "WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION". The form includes a "Select your Organization type." section with "Organization Type:*" set to "Vendor/Implementer". Below this is "Vendor Name:*" with a text input field containing "Start typing your organization name here..". The "Select Interested Program(s):*" section lists seven programs with checkboxes: Immunization, ELR, Syndromic Surveillance, Specialized Registry - Cancer, Electronic Case Reporting, Prescription Drug Monitoring Program, and Specialized Registry - Other. A "Register" button is at the bottom.

2.5 Subsequent Users Registration

Register for the appropriate user type - EP, EH, HS or Vendor/Implementer - following the instructions above for the selected user type.

Meaningful Use /
Promoting Interoperability

Account ▾

WELCOME TO ADPH MEANINGFUL USE/PROMOTING INTEROPERABILITY REGISTRATION

Select your Organization type.

Organization Type:*

Health System ▾

Organization Name:*

BAMA HEALTH SYSTEM

The Health System you entered is registered (BAMA HEALTH SYSTEM). If you need access to the organization, please request access. Someone from your organization with an ADPH - Meaningful Use/Promoting Interoperability account will be notified of the request and should approve you.

Request Access

Once you complete your registration, someone from your organization that is already registered with ADPH MU/PI will grant you access.

Meaningful Use /
Promoting Interoperability

Account ▾

The Alabama Department of Public Health would like to thank you for registering for the **Alabama Department of Public Health - ADPH Meaningful Use/Promoting Interoperability** application.

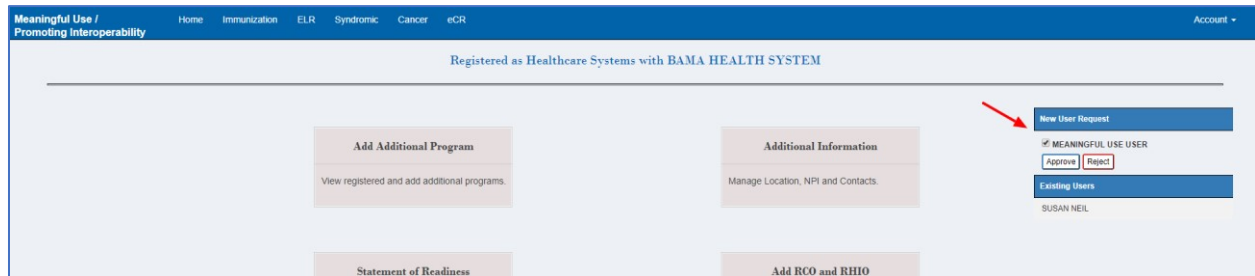
During this registration, you selected **Health System** as your organization type and **BAMA HEALTH SYSTEM** as your organization. The following registered users are already associated with this organization.

NEIL, SUSAN - ██████████

In order to gain access to this organization's account, one of the users listed above will need to log into their accounts and confirm your association with the organization. Please send any questions or concerns to meaningfuluse@adph.state.al.us.

2.6 Grant Access for Subsequent Users

If someone registers in ADPH MU/PI and is associated with your organization, as a current registrant you will be allowed to grant them access. You will be notified via email when their registration has been submitted. To grant access, go to the Home page. The New User Request will be visible and allow you to approve or reject access.



2.7 Email Notifications

You will receive an email from ADPH MU/PI when the following occurs:

- Requesting access
- Initial Registration of Intent
- Adding additional programs
- ADPH MU/PI uploads a document to your folder
- ADPH MU/PI uploads a document associated with the programs you are registered for - A new user from your organization is requesting access

3.0 User Functions

The home page for Eligible Professional (EP), Eligible Hospital (EH) and Health System (HS) is the same. The NPI will be displayed underneath the Organization name, if the NPI is available.

Registered as Eligible Professional with VIKASH HEALTHCARE LLC
NPI : ██████████

Add Additional Program
View registered and add additional programs.

Additional Information
Manage Location, NPI and Contacts.

Statement of Readiness
ADPH detailed program specific Statement of Readiness.

Add RCO and RHIO
Manage Regional Care Organization and Regional Health Information Organization

Existing Users
JOSE JOBSONIII
VIKASH EP

The home page for Vendor/Implementer is the same as Eligible Professional (EP), Eligible Hospital (EH) and Health System (HS) with the exception of the Add RCO and RHO button/functionality.

Meaningful Use / Promoting Interoperability | Home | Immunization | ELR | Syndromic | Cancer | eCR | Specialty | Account ▾

Registered as Vendor/Implementor with BAMA EHR SOLUTIONS

Add Additional Program
View registered and add additional programs.

Additional Information
Manage Location, NPI and Contacts.

Statement of Readiness
ADPH detailed program specific Statement of Readiness.

Existing Users

3.1 Add Additional Program

Select this icon to view registered programs and to register for additional programs.

The screenshot shows a user interface for a healthcare professional registered with VIKASH HEALTHCARE LLC. The header displays the user's name and a masked NPI number. Below the header, there are four main action buttons: 'Add Additional Program' (with subtext 'View registered and add additional programs.'), 'Additional Information' (with subtext 'Manage Location, NPI and Contacts.'), 'Statement of Readiness' (with subtext 'ADPH detailed program specific Statement of Readiness.'), and 'Add RCO and RHIO' (with subtext 'Manage Regional Care Organization and Regional Health Information Organization'). On the right side, there is a sidebar titled 'Existing Users' listing 'JOSE JOBSONIII' and 'VIKASH EP'.

3.2 Additional Information

Select this icon to view/add/delete locations, NPI and contacts.

This screenshot is identical to the one in section 3.1, showing the same user interface with the 'Add Additional Program' button highlighted. It displays the user's registration details, four main action buttons, and the 'Existing Users' sidebar.

3.2.1 View/Add/Delete Location

Select Location List to view/add/delete location.

If your organization/clinic/facility has more than one location, you only need to register the parent organization. The other locations can be added and associated with the Organization/Group NPI.

To view the Location details, select Location List then select Details. The details include the physical address, the programs the location is registered for, the NPI(s) associated with the location and the contact for the location.

AMERICAN FAMILY CARE, INC. Details

Name	Address	City	State	Zip Code	NPI	Tax Id	
AMERICAN FAMILY CARE, INC.		PRATTVILLE	AL	36066-7290		666666666	<button>Edit</button>

Syndromic

Add NPI

Name	NPI
No Records Found	

Add Contact

Name	Email	Phone	Contact Type	
No Records Found				

Cancer

Add NPI

Name	NPI
No Records Found	

Add Contact

Name	Email	Phone	Contact Type	
			Vendor	<button>Edit</button>

Specialty

Add NPI

Name	NPI
No Records Found	

Add Contact

Name	Email	Phone	Contact Type	
No Records Found				

To add a location, select Add Location. Enter the NPI and verify.

Verify the pre-populated information. Select the program(s) that this location will submit data electronically to ADPH. Select Save to add this location.

If you need to edit the location information, select Location List, Details and Edit.

To delete a location, select the location you wish to delete and select the trash can located in the Remove column.

3.2.2 View/Add/Delete NPI

To view the NPI(s) associated with your location, select the NPI List.

The screenshot shows the 'NPI List' view. The left sidebar has 'Location List', 'NPI List' (selected), and 'Contact List'. The main area is titled 'Individual NPI(s) associated with DR TESTER'. A note states: 'Note: For CMS reporting purposes, please ensure all EP NPI's are associated with a location.' Below the note is an 'Add EP's NPI' button. A table shows two entries with columns for 'Edit', 'NPI', and 'Name'. The first entry has NPI '1234567890' and Name 'DR TESTER'. The second entry has NPI '0987654321' and Name 'DR TESTER'. The table has 'Action' and 'Remove' buttons for each entry. A search bar is on the right. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous', '1', and 'Next' buttons.

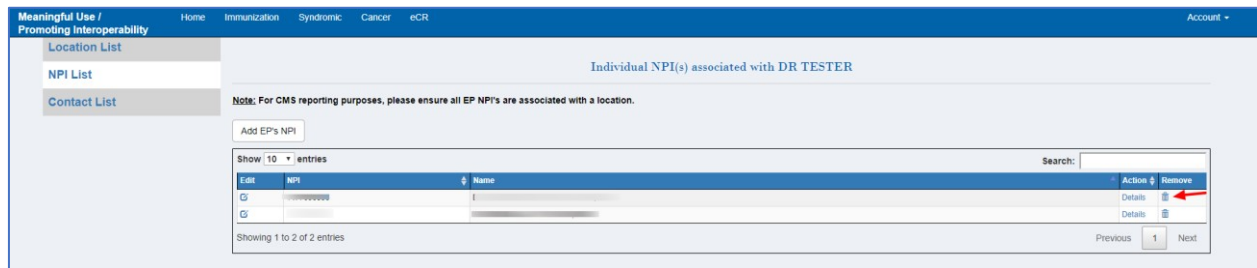
To add a NPI select NPI List and Add NPI. Enter the NPI and verify. If the NPI does not exist, contact ADPH. You can also update the program or location associated with an NPI by selecting the Edit button.

This screenshot is identical to the previous one, but with a red arrow pointing to the 'Add EP's NPI' button.

Select the program(s) and location(s) the NPI is associated with. Select Save to add this NPI.

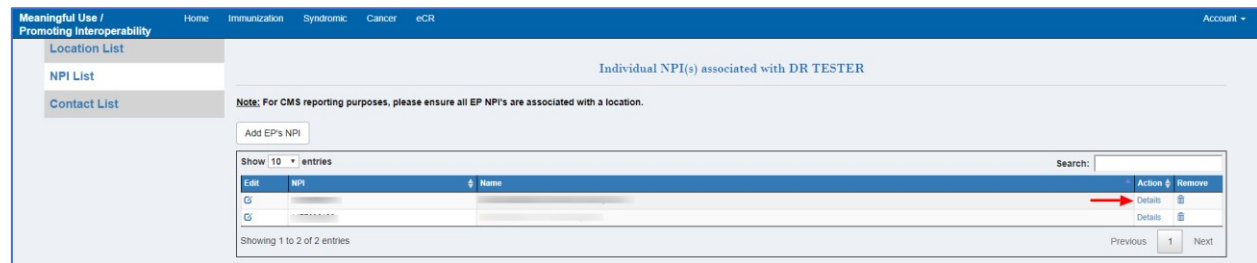
The screenshot shows the 'Add NPI' form. The left sidebar has 'Location List', 'NPI List' (selected), and 'Contact List'. The main area is titled 'Add NPI'. A note states: 'Note: All NPIs (individuals) associated with your organization must be entered here for CMS reporting purposes. Please refer to Section 3 of the User Guide for detailed instructions on how to add NPIs.' Below the note is an 'NPI:' input field with a 'Verify NPI' button. There are three sections: 'Immunization:', 'Syndromic:', and 'Cancer:'. Each section has a 'Check/Uncheck All' button and a 'DR TESTER' checkbox. The 'Cancer:' section has a red arrow pointing to it. At the bottom are 'Save', 'Reset', and 'Cancel' buttons.

To delete a NPI, select the NPI you wish to delete and select the trash can located in the Remove column.

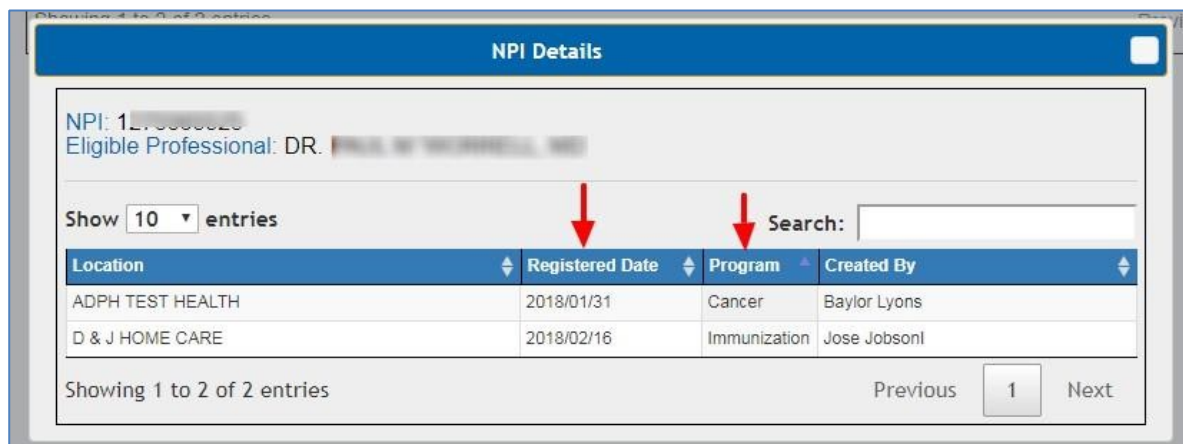


3.2.3 View EP Registration Details

To view the programs and registration date for the EP, select Additional Information, then NPI List. Select the Details on the EP registration you would like to view.



When you select Details, a pop up will appear that provides all data for the selected NPI to include: the Location, Registration date and Program.



If the EP is not registered for a specific program or specific location and you feel they should be, please refer to 3.2.2.

3.2.4 View/Add/Delete Contacts

Select Contact List and Add New Contact to enter a Contact person for this location. You can enter a Primary, Technical and/or Vendor Contact.

Meaningful Use / Promoting Interoperability

Home Immunization Syndromic Cancer eCR Account

Location List
NPI List
Contact List

Contact(s) associated with DR TESTER

Add New Contact

Show 10 entries

Edit	Name	Email	Phone	Fax	Contact Type	Remove
	Sue Tester	suetester@gmail.com	(203)231-0321		Primary, Technical	

Showing 1 to 1 of 1 entries

Previous 1 Next

After the Contact information has been entered select the program(s) and location(s) associated with this contact. Select Save to add this Contact.

Meaningful Use / Promoting Interoperability

Home Immunization Syndromic Cancer eCR Account

Location List
NPI List
Contact List

Add Contact

Contact Name:

Contact Type: ☐ Primary ☐ Technical ☐ Vendor

Phone Number: Fax Number:

Email:

Immunization: ☐ Check/Uncheck All

Syndromic: ☐ Check/Uncheck All

Cancer: ☐ Check/Uncheck All

eCR: ☐ Check/Uncheck All

DR TESTER

AUBURN PRIMARY CARE LLC

Save Reset Cancel

To Edit a Contact's information, select the Edit button. If the Contact is no longer associated with this location, select the Remove button.

Meaningful Use / Promoting Interoperability

Home Immunization Syndromic Cancer eCR Account

Location List
NPI List
Contact List

Contact(s) associated with DR TESTER

Add New Contact

Show 10 entries

Edit	Name	Email	Phone	Fax	Contact Type	Remove
	Sue Tester	suetester@gmail.com	(203)231-0321		Primary, Technical	

Showing 1 to 1 of 1 entries

Previous 1 Next

3.3 ADPH Statement of Readiness

Select this icon to review each program's readiness and required reporting method. Please refer to this table periodically as the statuses of these programs may change.

Statement of Readiness			
This website provides the following information: - Which programs/registries are currently supported in Alabama - How to register Intent for Meaningful Use/Promoting Interoperability Stage 1, Stage 2 and Stage 3 and begin the reporting processes - How to find implementation and supplemental guides for each program/registry - Additional information regarding the processes required to attain Meaningful Use/Promoting Interoperability for each public health reporting objective The Alabama Department of Public Health supports Eligible Professionals (EPs) and Eligible Hospitals (EHs) wishing to fulfill public health reporting measures under the Medicare and Medicaid EHR Incentive Programs. For additional information specific to programs, please refer to Meaningful Use/Promoting Interoperability The table below summarizes each program's readiness and required reporting method:			
Public Health Measure	Eligible Professionals	Eligible Hospitals and Critical Access Hospitals	ADPH Supported Reporting Method
Immunization Registry Reporting	ADPH is accepting Immunization data (since 2011)	ADPH is accepting Immunization data (since 2011)	HL7 v2.5.1
Electronic Lab Reporting	NA	ADPH is accepting Laboratory data (since 2011)	HL7 v2.5.1
Syndromic Surveillance Reporting	Within Urgent Care Settings: ADPH is currently accepting SS data (since 2016) Within Non-Urgent Care Settings: ADPH is not currently accepting SS data	Emergency Departments: ADPH is accepting SS data (since 2013) Non-Emergency Departments: ADPH is not currently accepting SS data	HL7 v2.5.1 NA
Cancer Registry Reporting	Available for Registration	NA	NA
Electronic Case Reporting	ADPH is ready to accept eCRs via AIMS platform	ADPH is ready to accept eCRs via AIMS platform	HL7 CDA R2
Prescription Drug Monitoring Program	Available for Registration	Available for Registration	NA
Specialty Registry	Coming soon	Coming soon	Coming soon

*Please refer back to this table periodically as the statuses of these programs may change.

3.4 Add RCO and RHIO

Regional Care Organizations (RCOs) are locally-led managed care organizations that will ultimately provide healthcare services to most Alabama Medicaid recipients at an established cost under the supervision and approval of the Alabama Medicaid Agency. Users affiliated with a RCO will provide this information in the space provided and select 'Add'.

Regional Health Information Organizations (RHIO) are organizations created to facilitate a health information exchange among providers of that region's healthcare system to improve the safety, quality, and efficiency of healthcare as well as access to healthcare through the efficient application of health information technology. RHIO stakeholders include smaller clinics, hospitals, medical societies, major employers and payers. Users affiliated with a RHIO will provide this information in the space provided and select 'Add'.

Meaningful Use / Promoting Interoperability					Home	Immunization	Syndromic	Cancer	eCR	Account
Manage Affiliation Information for DR TESTER										
Regional Health Information Organization (RHIO):				Add	Regional Care Organization(RCO):				Add	

3.5 Program Specific Home Page

The program(s) you selected during registration will appear in the top bar. Select the program to view the program on boarding process and all documents associated with this program. You can view the Vendor/Implementer information you have provided to ADPH for the program interface. If you have selected a program that has reports available, you can view the message status by selecting Reports. You will also be able to request a Status Letter from the program specific home page if the selected program participates, (Section 3.5.4).

The screenshot shows the 'Meaningful Use / Promoting Interoperability' interface with the 'ELR' tab selected in the top navigation bar. The left sidebar contains links for 'Documents', 'CEHRT', 'Reports', and 'Status Letter'. The main content area features a 'Notification!' box stating that Status Letters for Medicaid/Medicare Attestation can be requested. Below this is the 'ELR On Boarding Process' section, which includes a list of steps: Registration, Data Sharing Agreement, Message Structure Validation (NIST), Communication, Message Content Validation, Parallel Testing, and Production.

3.5.1 Documents

Select the Documents tab to view all documents associated with this program. This is where you will upload documents.

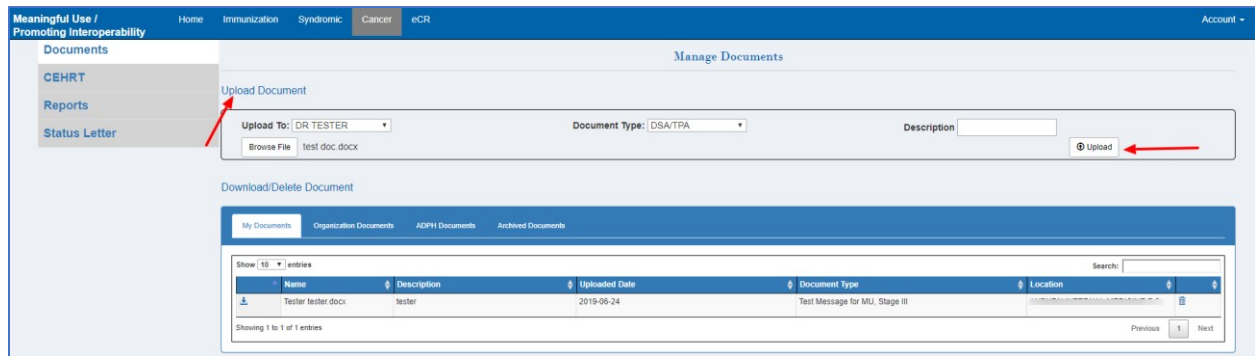
The screenshot displays the 'Documents' page within the 'Meaningful Use / Promoting Interoperability' interface. The top navigation bar shows 'Cancer' as the selected program. The left sidebar has 'Documents' selected. The main area is titled 'Manage Documents' and includes an 'Upload Document' section with fields for 'Upload To' (a dropdown menu), 'Document Type' (a dropdown menu), and 'Description' (a text input field), along with a 'Browse File' button. Below this is a 'Download/Delete Document' section with tabs for 'My Documents', 'Organization Documents', 'ADPH Documents', and 'Archived Documents'. The 'My Documents' tab is active, showing a table with one document entry: 'Test Message for MU, Stage III' with a description of 'Test Message for MU, Stage III' and an upload date of '2019-06-24'. The table has columns for Name, Description, Uploaded Date, Document Type, and Location. A search bar is located at the top right of the table. The bottom of the table shows 'Showing 1 to 1 of 1 entries' and navigation buttons for 'Previous' and 'Next'.

3.5.1.1 Uploading

Select the My Documents tab to upload documents. Next to Upload To select the location you want this document associated with. Select Document Type and give brief Description.

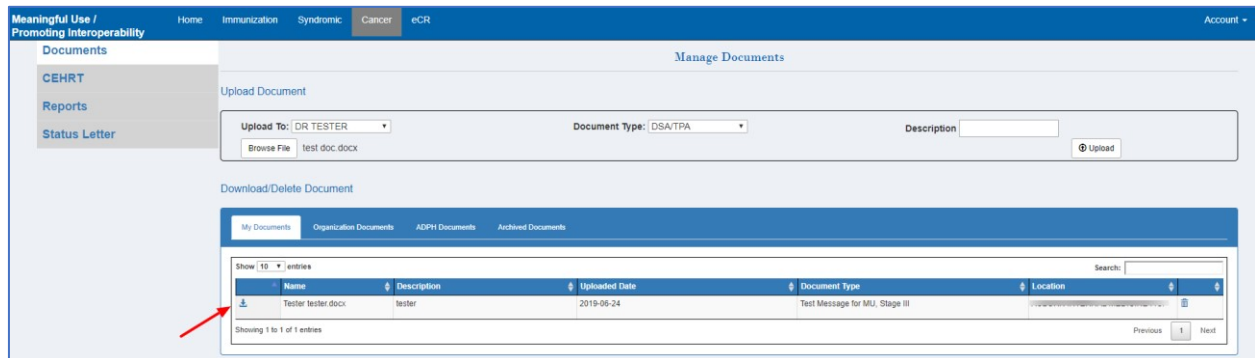
Select the Browse file button, then navigate to your file and click "Open". Select Upload. The document should now be visible.

Note: If the document type is vendor Facility Guide then the location, NPI and contact information contained in the Vendor Facility Guide must be keyed into this site for CMS reporting requirements. This can be accomplished from the "Additional Information" link on the "Home page" (Section 3.2).



3.5.1.2 Downloading

To download documents, select the down arrow located on the left side of the document name.



3.5.1.3 Viewing

My Documents - Documents that you upload will be found in this folder.

Organization Documents - Documents that have been uploaded to your organization by ADPH and documents that you or a member of your organization have uploaded.

ADPH Documents – General documents to include ADPH Guides can be found here.

Archived Documents - Documents that were in your folder prior to the migration from an earlier version of ADPH MU/PI.

You can sort the documents by Name, Description, Uploaded By, Uploaded Date, Document Type or Location by clicking on the column header.

To Search for a document start typing Name, Description, Uploaded By, Uploaded Date, Document Type or Location in the corresponding column header or use the Search field.

The screenshot shows the 'Manage Documents' interface. On the left, there's a sidebar with 'Documents' selected, and sub-items 'CEHRT', 'Reports', and 'Status Letter'. The main area has a 'Manage Documents' header. Below it, the 'Upload Document' section includes a 'Select Location' dropdown, a 'Select Document Type' dropdown, a 'Description' text field, and a 'Browse File' button. The 'Download/Delete Document' section shows a table of documents. The table has columns: Name, Description, Uploaded Date, Document Type, and Location. A single document is listed: 'Test Message for MU Stage III' with description 'test Message for MU Stage III' and uploaded date '2019-06-24'. A red arrow points to the trash icon in the 'Location' column of this document.

Name	Description	Uploaded Date	Document Type	Location
Test Message for MU Stage III	test Message for MU Stage III	2019-06-24	Test Message for MU Stage III	

3.5.1.4 Deleting

You can only delete the documents that you have uploaded. To delete the document, select the trash can on the right side of the document that you wish to delete.

This screenshot is identical to the one above, but with a red arrow pointing to the trash icon in the 'Location' column of the document table, highlighting the delete action.

Name	Description	Uploaded Date	Document Type	Location
Test Message for MU Stage III	test Message for MU Stage III	2019-06-24	Test Message for MU Stage III	

3.5.2 CEHRT

To add your EHR Vendor you must select the Program, select the CEHRT tab and select Add Vendor.

Meaningful Use / Promoting Interoperability Home Immunization Symmatics Cancer eCR Account

- Documents
- CEHRT**
- Reports
- Status Letter

CEHRT Information For Locations Associated With DR TESTER

Locations

Location Name	Vendor Name	Product Name	Certificate Number	
ALBERT EINSTEIN COLLEGE OF PHARMACY	lsgplsgplsg	lsgplsgplsg	lsgplsgplsg	Edit Vendor
DR TESTER	hdhgghgkshghghjg	hghghghgj	hghghgj	Add Vendor Edit Vendor

Showing 1 to 3 of 3 entries

[Previous](#)
1
[Next](#)

Start typing your EHR certified Vendor Name. Select the name of the Vendor from the drop down list. Enter the Product Name and Certification Number. Select Save. If you do not know this information, contact your vendor.

Meaningful Use / Promoting Interoperability

HomeImmunizationSyndromicCancerECR

Account

Documents

CEHRT

Reports

Status Letter

Enter CEHRT Details For PRIMARY CARE LLC

Vendor Name:

Enter Vendor Name

Product Name:

Enter Product Name

Certification Number:

Enter Certificate Number

Save

Cancel

3.5.3 Reports

If you have selected a program that has reports available, you can view them by selecting Reports. Select the type of report in the dropdown listing. Enter the Start Date and End Date by placing cursor in the date field. Once the report and date fields have been chosen, select the Submit button. The report data can be downloaded in various formats by selecting the Export drop down menu in the top left corner of the report. The recommended download format is Excel.

3.5.3.1 Immunization

No reports available at this time.

3.5.3.2 ELR

Meaningful Use / Promoting Interoperability

Home
Immunization
ELR
Syndromic
Cancer
eCR
PDMP
Specialty

Documents
CEHRT
Reports
Status Letter

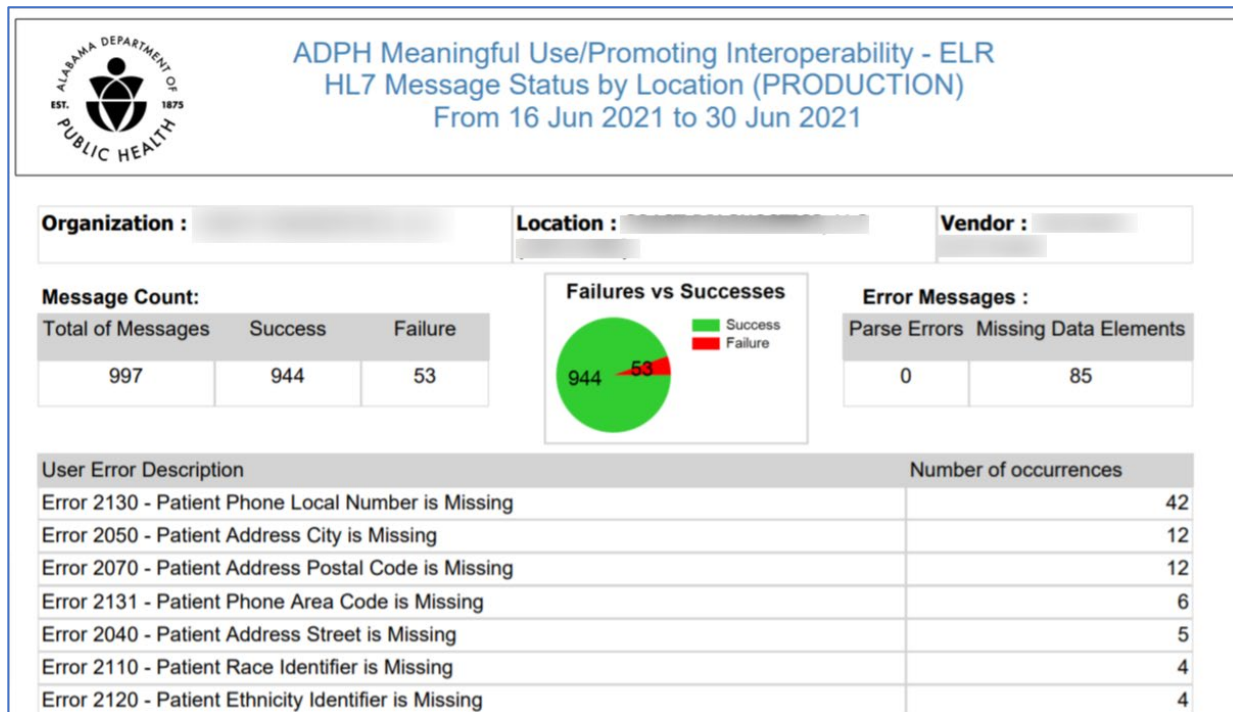
ELR Reports

Report:
Please Select Report Type
Location:
Select Location

- HL7 Location Level Message Status (Test or Production)

This report shows statistics about the number of HL7 messages received in Test or Production for a location during a specified date range. At this time the date range can only be a 14-day window. The report details errors/missing data in a broad overview.

- Message Count - total number of messages received in the selected date range. It shows the number of success and error messages.
- Error Messages - this breaks down the errors. It will show the Parse Errors and Missing Data Elements. If a single message has multiple errors, those will be counted and each error will be listed in the report. The number of errors reported in the Message Count may differ from the number of Missing Data Elements in Error Messages due to the number of errors in each message. In the screen shot below, there are 53 messages with errors listed in the Message Count. There is a total of 85 errors for this date range because some of the 53 messages have multiple errors.
- User Error Description – the errors or missing data items are listed by field.
- Number of Occurrences – the number of times the error has occurred for the date range.



3.5.3.3 Syndromic Surveillance

No reports available at this time.

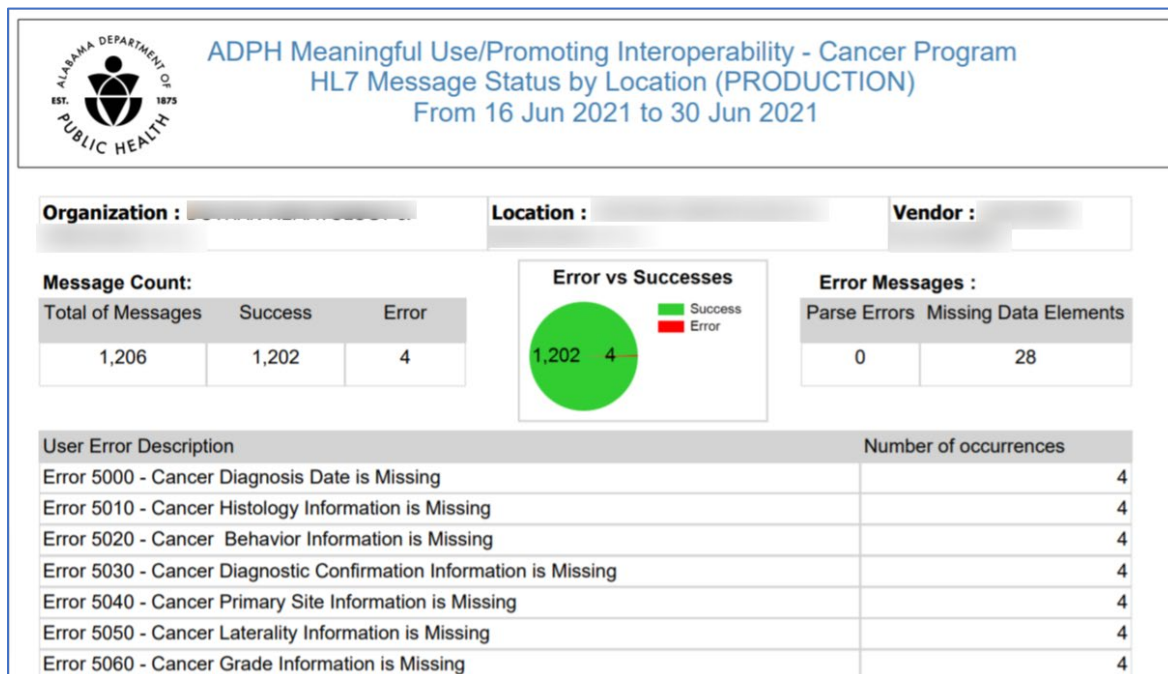
3.5.3.4 Cancer

Meaningful Use / Promoting Interoperability		Home	Immunization	ELR	Syndromic	Cancer	eCR	PDMP	Specialty
Documents	Cancer Reports								
CEHRT									
Reports	Report: Please Select Report Type Location: Select Location								
Status Letter									

- HL7 Location Level Message Status (Test or Production)

This report shows statistics about the number of HL7 messages received in Test or Production for a location during a specified date range. At this time the date range can only be a 14-day window. The report details errors/missing data in a broad overview. For a more detailed view of errors, run the Detailed HL7 Message Status by Location report.

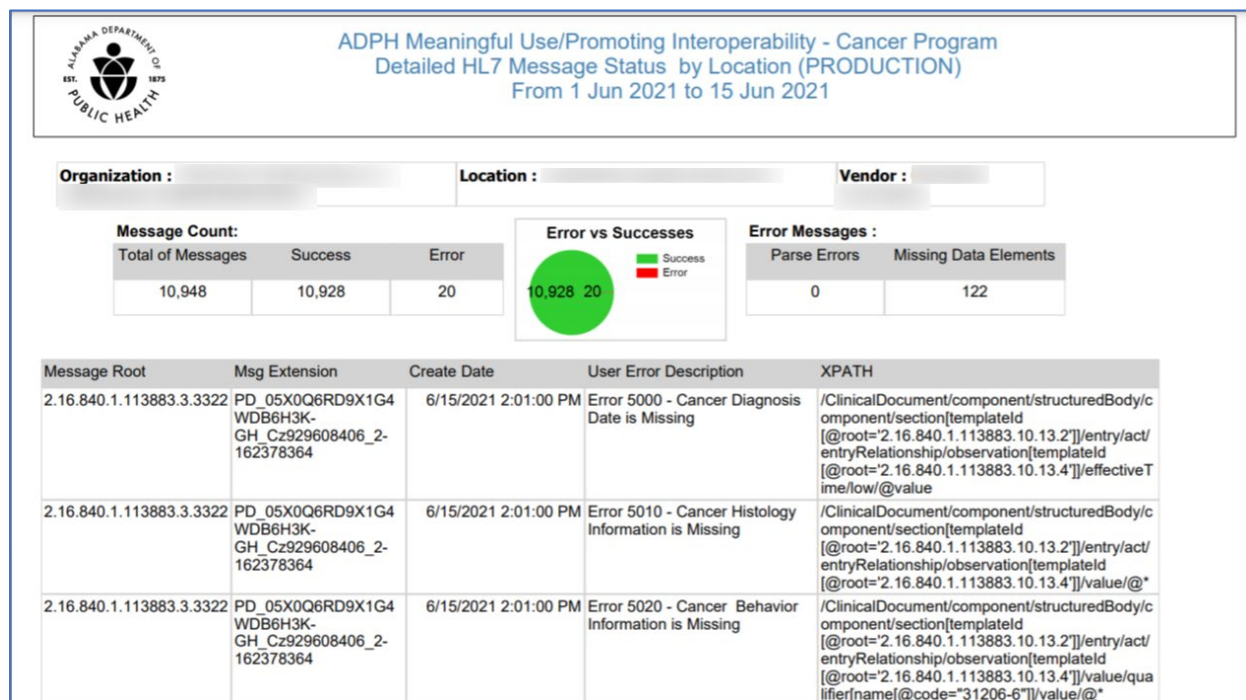
- Message Count - total number of messages received in the selected date range. It shows the number of success and error messages.
- Error Messages - this breaks down the errors. It will show the Parse Errors and Missing Data Elements. If a single message has multiple errors, those will be counted and each error will be listed in the report. The number of errors reported in the Message Count may differ from the number of Missing Data Elements in Error Messages due to the number of errors in each message. In the screen shot below, there are 4 messages with errors listed in the Message Count. There is a total of 28 errors for this date range because some of the 4 messages have multiple errors.
- User Error Description – the errors or missing data items are listed by field.
- Number of Occurrences – the number of times the error has occurred for the date range.



- Detailed HL7 Message Status by Location (Test or Production)

This report shows detailed statistics about the number of HL7 messages received in Test or Production for a location during a specified date range. At this time the date range can only be a 14-day window.

- Message Count - total number of messages received in the selected date range. It shows the number of success and error messages
- Error Messages - this breaks down the errors. It will show the Parse Errors and Missing Data Elements. If a single message has multiple errors, those will be counted and each error will be listed in the report. The number of errors reported in the Message Count may differ from the number of Missing Data Elements in Error Messages due to the number of errors in each message. In the screen shot below, there are 20 messages with errors listed in the Message Count. There is a total of 122 errors for this date range because some of the 20 messages have multiple errors.
- Message Root and Msg Extension - provides which record has the error. You will need to contact your EHR/EMR vendor for specifics if you do not have access to EHR/EMR reports that provides messages sent.
- Create Date - the date/time the message was sent.
- User Error Description - provides the error/missing data element.
- XPATH - lists the section in the message where the error is located and is useful for the EHR/EMR vendor



3.5.3.5 eCR

No reports available at this time.

3.5.3.6 Speciality

No reports available at this time.

3.5.3.7 PDMP

No reports available at this time.

3.5.4 Status Letter

If you have selected a program that has Status Letter functionality available, you can request a Status Letter for your Attestation. Depending on the Program, you can request a Location (Group level) or an individual Eligible Provider NPI status letter. You'll select the Year and the Location(s) or individual providers. If you select the current year, the template may not be available at the time of your request. Your request will be received by ADPH Meaningful Use/Promoting Interoperability and will be placed in the queue as 'Pending' until the Status Letter template is approved by AMA. After the approved template is available, your request will be completed and you'll be notified via email that the Status Letter is available for you to download. The Status Letter can only be downloaded in .PDF format.

Vendors do not have Status Letter functionality. Vendors needing Status Letters for their providers, please have the provider contact ADPH Meaningful Use @ 1-800-252-1818, option 3.

3.5.4.1 Immunization

Status Letter functionality is not available.

3.5.4.2 ELR

Location Status Letter is available. Select 'Request Location Status Letter' for a location/organization status letter.

Meaningful Use / Promoting Interoperability Home Immunization ELR Cancer eCR Account

Documents
CEHRT
Status Letter

Status Letter Request

Request Location Status Letter

Location - Status Letter Request

Show 10 entries

Location Name	Status Year	Status	Status Date	Requested By	Requested Date	
	2017	Completed	2019/07/19	Vikash ExternalEH	2019/07/19	View

Showing 1 to 1 of 1 entries

Previous 1 Next

Select the year and location(s) and Request Status Letter.

The screenshot shows a web interface for requesting status letters. The top navigation bar includes 'Home', 'Immunization', 'ELR', 'Cancer', and 'eCR'. The left sidebar has 'Documents', 'CEHRT', 'Reports', and 'Status Letter'. The main content area is titled 'Request Status Letters for Location(s)'. It features a 'Select Year' dropdown menu with the text 'Please select status letter year'. Below this is a 'Select Locations' section with a checkbox and a text input field. At the bottom is a large blue button labeled 'Request Status Letter'.

The letter will list the location's name, NPI and Tax ID (if available).

3.5.4.3 Syndromic Surveillance

Location Status Letter is available. See 3.5.4.2 ELR above for instructions. Syndromic Surveillance Status Letters will only be provided to Urgent Care facilities and Emergency Departments. If you are an organization for which ADPH is not currently accepting Syndromic Surveillance data from, you will be provided a Statement of Readiness letter in lieu of a Status Letter. You can submit the Statement of Readiness for Attestation.

3.5.4.4 Cancer

Location Status Letter and Individual Eligible Provider Status Letter are available for years 2017 – 2020. Instead of a Status Letter for 2021, you will receive a Statement of Readiness. The process for requesting the Statement of Readiness is the same as requesting a Status Letter. The Statement of Readiness will be immediately available after request for you to download.

Select 'Request Location Status Letter' for a group status letter.

The screenshot shows a web interface for requesting status letters. The top navigation bar includes 'Home', 'Immunization', 'ELR', 'Cancer', and 'eCR'. The left sidebar has 'Documents', 'CEHRT', 'Reports', and 'Status Letter'. The main content area is titled 'Status Letter Request'. It features two large blue buttons: 'Request Location Status Letter' and 'Request Individual Eligible Provider Status Letter'. Below these buttons are two smaller links: 'Location - Status Letter Request' and 'EP - Status Letter Request'.

Select the year and location(s) and Request Status Letter.

The screenshot shows a web interface for requesting status letters. The top navigation bar includes 'Home', 'Immunization', 'ELR', 'Cancer', and 'eCR'. The left sidebar has 'Documents', 'CEHRT', 'Reports', and 'Status Letter'. The main content area is titled 'Request Status Letters for Location(s)'. It features a 'Select Year' dropdown menu with the text 'Please select status letter year'. Below this is a 'Select Locations' section with a checkbox and a text input field. At the bottom is a large blue button labeled 'Request Status Letter'.

The letter will list the location's name, NPI and Tax ID (if available).

Select 'Request Individual Eligible Provider Status Letter' for individual provider(s) letter. Select the year and location(s), provider(s) NPI and Request Status Letter. You can select multiple EP's at one time.

Request Status Letters for NPI(s)

Select Year: 2017

Select Locations: ADPH TEST HEALTH

Select NPI's: ☐ DR. [Name] ☐ NPI [Number]

Request Status letter

The letter will list the location name and NPI and the provider name and NPI.

3.5.4.5 eCR

See 3.5.4.4 Cancer above for instructions.

3.5.4.5 Speciality

Status Letter functionality is not available.

3.5.4.6 PDMP

See 3.5.4.4 Cancer above for instructions. Status Letters are only available for individual providers.

3.5.4.6 View Requests

You can view your past and current request and their status by selecting the applicable tab on the grid.

Location - Status Letter Request EP - Status Letter Request

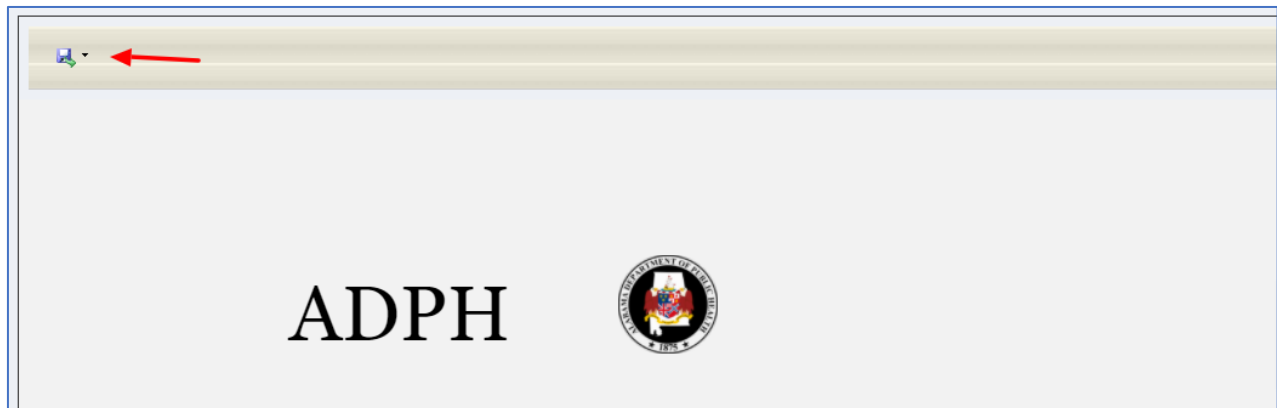
Show 10 entries Search:

Location Name	Status Year	Status	Status Date	Requested By	Requested Date
AUBURN PRIMARY CARE LLC	2019	Requested	2019/09/20		2019/09/20
AMERICAN FAMILY CARE, INC.	2019	Approved	2020/11/30		2020/04/28 View
ADPH TEST HEALTH	2020	Approved	2020/11/20		2020/11/18 View
ADULT & PEDIATRIC MEDICINE PC	2018	Approved	2019/07/19		2019/06/20 View

3.5.4.7 View/Download Approved Requests

When your request has been approved, the Status will change to Approved and there will be a 'View' link on the same row of the grid. Select 'View' and then select the box with arrow in the top left corner to view the letter in .PDF format. From there you can print or download the document.

Location - Status Letter Request							
EP - Status Letter Request							
Show 10 entries		Search:					
Location Name	Status Year	Status	Status Date	Requested By	Requested Date		
ALABAMA	2021	Approved	2021/11/09		2021/11/02	View	
ALABAMA	2019	Approved	2021/11/09		2021/11/02	View	
ALABAMA	2017	Approved	2021/11/09		2021/11/08	View	
ALABAMA	2021	Statement of Readiness	2021/11/08		2021/11/08	View	
ALABAMA	2021	Statement of Readiness	2021/11/08		2021/11/08	View	



3.6 Contact Us

For contact information or if you have questions pertaining to Meaningful Use/Promoting Interoperability, please select “Contact Us” located in the bottom left corner of the screen. Select the program that you have questions regarding, enter a Subject, enter the Message and select Save. Someone from Meaningful Use/Promoting Interoperability will contact you.

The screenshot shows the 'Contact Us' form within the 'Meaningful Use / Promoting Interoperability' system. The form is titled 'Contact Us' and includes a section for selecting a program. Below this, there are fields for 'Subject' and 'Message', and 'Send' and 'Cancel' buttons. At the bottom, there is an 'ADPH Mailing Address' section.

Meaningful Use / Promoting Interoperability Account ▾

Contact Us

My question is regarding the following Program(s)

- ☐ Immunization
- ☐ ELR
- ☐ Syndromic Surveillance
- ☐ Specialized Registry - Cancer
- ☐ Specialized Registry - Other
- ☐ Electronic Case Reporting
- ☐ Prescription Drug Monitoring Program
- ☐ Not related to any specific Program

Subject : *
Enter a subject.....

Message : *
Enter a message.....

Send Cancel

ADPH Mailing Address:

Division of Systems Development and Integration
Bureau of Information Technology
Alabama Department of Public Health
The RSA Tower
201 Monroe Street Suite 840
Montgomery, AL 36104
Office: (334) 206-2625
Fax: (334) 206-3736

3.7 Notification Alert

Periodically ADPH will post new information or notices pertaining to all MU/PI registrants or the individual MU/PI programs registrants. Notifications affecting all MU/PI registrants will appear on the Home page underneath the MU/PI banner. Notifications affecting individual programs will appear on the program page in the same location.

The screenshot shows the 'Notification Alert' field on the Home page. It includes a red banner with the text 'Notification!' and a link to 'Test Notification for AMA'. Below the banner, the text 'Registered as Eligible Professional with DR TESTER' is displayed.

Meaningful Use / Promoting Interoperability Home Immunization Syndromic Cancer eCR Account ▾

Notification!
• Test Notification for AMA

Registered as Eligible Professional with DR TESTER

To minimize the Notification field, click inside the red area

The screenshot shows the 'Notification Alert' field on the Home page, with a red arrow pointing to the red banner area. The banner contains the text 'Notification!' and a link to 'Test Notification for AMA'. Below the banner, the text 'Registered as Eligible Professional with DR TESTER' is displayed.

Meaningful Use / Promoting Interoperability Home Immunization Syndromic Cancer eCR Account ▾

Notification!
• Test Notification for AMA

Registered as Eligible Professional with DR TESTER

The Notification will now appear as a small icon with a number. The number indicates the number of notifications present. To view the notifications, simply click on the icon.



3.8 Sign Out of ADPH MU/PI

To sign out of ADPH MU/PI, select the Account tab in the upper, right corner, then select Sign Out.

