**NMSIIS Data Exchange Quick Reference Card**

**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**
  - 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
  - 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 Standard User access will be downgraded to Reports Only access.

**Questions?** Use the Home Tab in NMHIT.org account <or> Elizabeth.Cisneros@state.nm.us <or> Contact the Help Desk: 800-280-1618 Option 1 <or> email: DOH-HelpDesk-Main@state.nm.us
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 NMHIT@state.nm.us 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 ONCE and then add in all of your providers under the My User Tab 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 unable to log-in to NMHIT.org what should I do?
A: Simply email NMHIT@state.nm.us 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.