



NMSIIS Data Exchange Quick Reference Card & Frequently asked Questions



WEBSITE: NMHIT.org

Step One: Register Provider location Website: <https://www.nmh.it.org/>

The screenshot shows the NMHIT.org website with a navigation menu (goals, partners, news, about, contact) and a registration section. The registration section includes a login form and a 'What is Health Information Technology?' section. The 'What is Health Information Technology?' section explains that HIT consists of people, processes, and technology that facilitate the use of health care information for decision making. It lists several initiatives supported by HIT, including:

- Supporting the adoption and implementation of certified electronic health record (EHR) systems;
- Supporting the meaningful use of electronic health records;
- Implementing a secure exchange of health information among consumers, providers, payers and government;
- Developing the workforce necessary to implement and support health information technology.

Please be sure to fill out all information asked by the registry.

The registration form is titled 'Please provide us with updated information about yourself and your organization. Note: Fields marked with (*) are required.' It is divided into several sections:

- Organization Information:** Organization name (*), Street address (*), Apt., suite, unit, building, floor, etc. (*), City (*), State (dropdown menu), ZIP code (*), Organization phone (*), Fax number.
- Point of Contact:** First name (*), Last name (*), E-mail address (*), Work phone (*), Mobile phone, Fax.
- Secondary / Technical Contact:** First name, Last name, E-mail address.

 The form includes 'Previous' and 'Next' buttons at the bottom.

Successful Registry results in being placed in the queue.

The screenshot shows the 'NEW MEXICO DEPARTMENT OF HEALTH' logo and the text 'Welcome to the Data Exchange Registration Queue! What's next?'. Below this is a table with instructions for the next steps:

You already completed Step One of the New Mexico Department of Health's data exchange process: Registration.	(stay logged in at www.nmh.it.org/)
Step Two: Run a practice-test of your E.H.R. data (your E.H.R. vendor can help you with this)	Click on the tab on the left side labeled "My Message Testing" Choose the appropriate "Message type" and "Message version" Paste your HL7 message into the message box (or, upload a file with message) Click the Run test button – you should see a results report listed Click on the tab on the left side labeled "My Message History" Test results will be indicated – click on the colored icon on the far right side to get proof of your test and the status of the results.
Step Three: Wait patiently... You will be contacted by a data exchange coordinator when it's your turn to continue with the data exchange process.	
Questions about data exchange with New Mexico Department of Health?	Contacts: ELR and Syndromic Surveillance Data – Rafie.McCullar@state.nm.us or Ramon.Telles@state.nm.us Immunization Data – Elizabeth.Cisneros@state.nm.us
Questions about Meaningful Use?	Contacts: Valiona A. Vigil EHR Incentive Program Staff Manager HSD Medical Assistance Division Valiona.Vigil@state.nm.us (505) 827-1321 Joyce Bogosian EHR Incentive Program Manager NH HSD/Medical Assistance Division Joyce.Bogosian@state.nm.us (505) 827-7260 (ph) (505) 827-3111 (fax)

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

- 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: 1-833-882-6454<or> email: DOH-HelpDesk-Main@state.nm.us



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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 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 un able 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.

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