

# Data Exchange Check List

Please utilize this list to help guide you in our data exchange process.



- 1. Contact Help Desk at (833) 882-6454 to start the process of becoming a data exchange participant.
- 2. The NMSIIS Data Exchange (DX) Coordinator will provide you with the following required documentation:
  - a. NMSIIS User Agreement
  - b. NMSIIS Organization Agreement
  - c. Provider EHR information sheet

**Note:** If there is more than one location, you will need to fill out both agreements for each location participating in data exchange.
- 3. NMSIIS Program Staff will process all required documentation, and once completed, all parties involved will receive the interface access, Org ID and Pin Code via email.
- 4. NMSIIS DX Coordinator will provide your EHR IT lead(s) with a copy of the Transmission and Specification guide required to start the testing phase.
- 5. Your EHR will “map” the required access into their interface and submit a message to our User Acceptance Testing (UAT) site.
- 6. The “testing phase” will occur until all requirements have been met.
- 7. Once any identified errors have been corrected, your interface connection will move from the “Test” environment into our Production Site. **Note:** The Testing phase may or may not take a significant amount of time to trouble shoot and resolve issues. It is up to your EHR to properly code and map segments.
- 8. Move to Production. **Congratulations!** This means that your location is successfully sending live data to our NMSIIS application production site. All parties involved will be notified via email.
- 9. Ongoing monitoring of your location will occur. Should any messages be rejected, the team will be notified and the NMSIIS Data Exchange Coordinator will work to provide technical assistance to your EHR until the issue is resolved. **Note:** Some EHR’s have the ability track rejections as well and can notify you of these rejections. Please ask your provider if this option is available to you.
- 10. Manual data entry will no longer be allowed into NMSIIS. All information from your client will come to us via your HER.
  - a. The required fields for data are:
    - i. First and Last Name of Client
    - ii. Date of Birth
    - iii. Vaccines given, both administered and historical.

**REMINDER:** *Please remember to email your NMSIIS data exchange point of contact with any questions or concerns.*

**REMEMBER:** *If you experience any issues or concerns with a record not being visible in NMSIIS, **DO NOT** delete the record in your EHR. If the record is deleted, the NMSIIS team will not be able to identify where the interface issue is. Please contact your vendor and us immediately and provide us with an example of the issue, so it may be investigated.*

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