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

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**Step One:** Register Provider location  
**Contact the NMSIIS Help Desk at**  
1-833-882-6454

At the time of call please be sure to provide:
1. Name of clinic  
2. Any NMSIIS related ID’s that have been given if any. This would include VFC, Adult, COVID or Facility ID’s  
3. Provide both email and telephone contact information.  
4. Provide your name and your EHR vending team name. ex: Athena, EcW.

**Step Two:** NMSIIS Staff Contacts Provider

1. The NMSIIS team will reach out to the Provider location to obtain required information.  
2. The provider will need to complete the necessary documentation required to create the interface access, including:
   - NMSIIS Organization Agreement  
   - NMSIIS User Agreement  
   - NMSIIS Provider & EHR Information Sheet

**Step Three:**  

- **Testing:**  
  1. Your EHR will be given a URL, Facility ID, password and NIST Website.  
  2. Initial testing will occur to establish a successful connection with our interface.  
  3. Once established, testing of messages commence. The Message is considered successful if it contains the following required fields:  
     - Patient Name  
     - Patient Date of Birth  
     - Immunization Administered

Testing may require some troubleshooting before the message is successfully received.

- **Production:** (Go-Live)  
  NMSIIS receiving data

Your EHR is given a live link URL  
Data starts flowing into NMSIIS and confirmation is sent to your EHR.  
1. Ongoing monitoring will occur to ensure data quality is not compromised.  
2. Staff will no longer be able to add administered vaccines manually into NMSIIS.

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**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 improves tracking of all locations including status updates.

**Q:** Can we have our interface set up and done today if we 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, 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.

**Q:** Should we include all our locations when setting up data exchange?  
**A:** Yes, we need to account for all clinics under your team, so that no clinic gets left behind. If no connections are made, then data will get left behind.

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**Questions?**  
**Contact the NMSIIS Help Desk:** 833-882-6454

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