

EHR Vendor Enrollment

CIIS Resource Center User Guidance

The CIIS Resource Center is a self-service system that allows you to do a number of tasks once enrollment is complete, including:

- Ability to update information on your EHR (i.e., EHR product versions, address, and contact information).
- EHR vendors may validate HL7 messages for each of their EHR products/systems prior to validating on behalf of a client.
- Registered EHR vendors may validate HL7 test messages on behalf of their clients. Instantaneous results can be shared with the client and CIIS staff.
- The CIIS Resource Center HL7 Message Testing Tool provides detailed error reporting and gives the EHR vendor the information necessary to correct formatting/content issues without delay.

This guide describes how to enroll an EHR vendor in the CIIS Resource Center.

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Getting Started

1. Click Register on the CIIS Resource Center Home Page (<https://www.ciisresources.com/>).



Colorado Immunization Information System
CIIS Resource Center

Home IIS Users Healthcare Providers Public Health Clinics Pharmacies EHR Vendors Training Resources CIIS Help Desk

About the CIIS Resource Center

The CIIS Resource Center is a self-service system that will allow you to do the following:

- Enroll your organization for participation in CIIS.
- Submit new user account requests.
- Access training information and resources.
- Provide access to electronic data exchange guidelines and CIIS messaging specifications.
- Test Health Level 7 (HL7) messages generated from your EHR against CIIS specifications for formatting accuracy (HL7 validation).
- Receive assistance with Stage 1 Meaningful Use attestation for the immunization registry

Returning Users

Username:

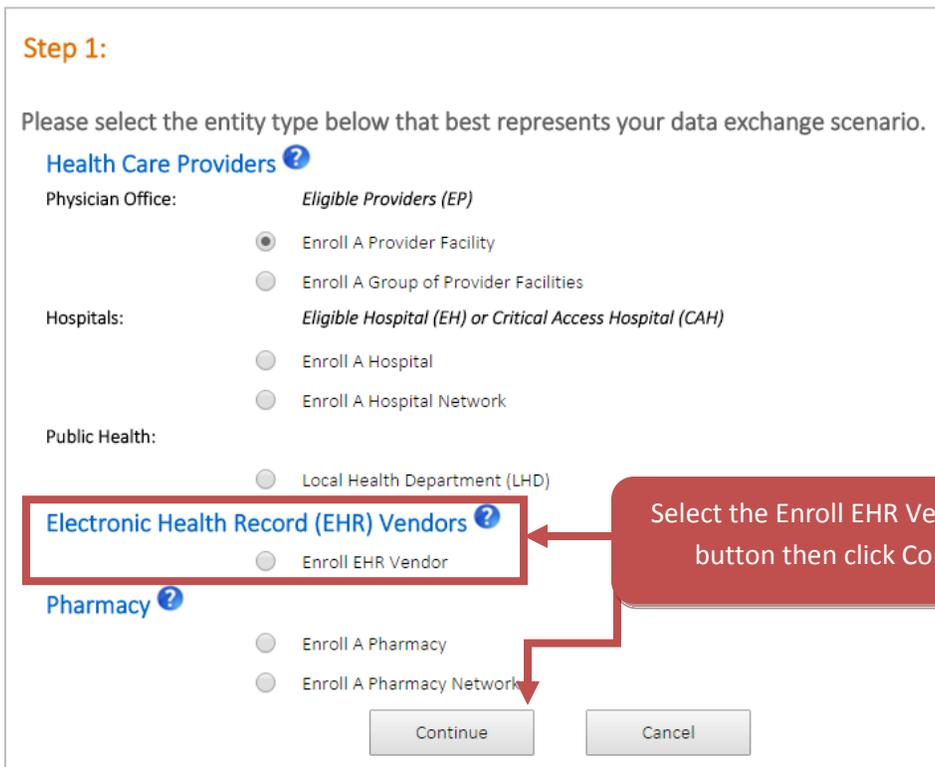
Password:

[Forgot Password.](#)

Not Registered? Register Now.

Click Register to begin enrollment process

2. Under *Step 1*: select the Enroll EHR Vendor radio button under Electronic Health Record (EHR) Vendors. Click Continue.



Step 1:

Please select the entity type below that best represents your data exchange scenario.

Health Care Providers ?

Physician Office: *Eligible Providers (EP)*

- Enroll A Provider Facility
- Enroll A Group of Provider Facilities

Hospitals: *Eligible Hospital (EH) or Critical Access Hospital (CAH)*

- Enroll A Hospital
- Enroll A Hospital Network

Public Health:

- Local Health Department (LHD)

Electronic Health Record (EHR) Vendors ?

- Enroll EHR Vendor

Pharmacy ?

- Enroll A Pharmacy
- Enroll A Pharmacy Network

Select the Enroll EHR Vendor radio button then click Continue.



3. Under *Step 2: Create Your Profile* complete all fields. Click Continue.

Note: All Fields with an * notation are required fields.

Step 2: Create Your Profile

In the fields provided below, please enter your person contact information. This information will be used to create your profile for this service.

First Name*	Last Name*
<input type="text" value="Test"/>	<input type="text" value="Name"/>
Phone Number*	Secondary Phone Number
<input type="text" value="123"/> <input type="text" value="456"/> <input type="text" value="7894"/> x <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>

The email address entered below will be your login for this service. Please retain this information to access this service for future use.

Email Address*	Re-Enter Email*
<input type="text" value="1234w3+4pjdzicksgv4@"/>	<input type="text" value="1234w3+4pjdzicksgv4@"/>
Password*	Re-Enter Password*
<input type="password" value="....."/>	<input type="password" value="....."/>

The secret question and answer entered below will allow you to reset your password in case you forget it. Please retain this information to access this service for future use.

Secret Question*	Secret Answer*
<input type="text" value="What is your pets name?"/>	<input type="text" value="Fido"/>



4. Under *Step 3: Select Your EHR* click on your EHR if it is displayed and then click Continue. If your EHR is not displayed in the list then follow the steps below to add your EHR.
- a. If your EHR is not on the list select **Is NOT** in the list above (at the very bottom of the list). Click Continue.

210.	<input type="radio"/>	VitalHealth Software
211.	<input type="radio"/>	Waiting Room Solutions
212.	<input type="radio"/>	WellCentive
213.	<input type="radio"/>	Wellsoft Corporation
214.	<input type="radio"/>	Zenith Technology Solutions LLC
215.	<input checked="" type="radio"/>	Is NOT in the list above.

- b. Under *Step 4: Enter Your Company Information* complete all fields and click Continue.
Note: All Fields with an * notation are required fields.

Step 4: Enter Your Company Information

Name of Company*		Company Main Phone Number	
Test EHR Site		123	456 7899 x
Address1		Address2	
123 Test St.			
City		State	
Test City		CO	
Zip		Web Site	
80108			

Please enter new EHR contact information below:

Contact Name*	Contact Phone*	Contact Email*
Test Name	123 456 7894 x	129lck+38zxs72k41d0@



5. Under *Step 5: Login Confirmation Page* click Print if you want this information for your records. If not, then click Continue.

Step 5: Login Confirmation Page

Your information was saved successfully.

Your Information

Name	Test Name
Username	Test.Name1
Password	*****
Email	129lck+38zxs72k41d0@sharklasers.com

6. You will be directed to the Main screen. Review the **Next Steps** section to find out what other features can be used.

Next Steps

This section will go into detail on how to access/update information in the CIIS Resource Center. You will learn how to edit your company information, add EHR products, and how to monitor client status and interface projects.

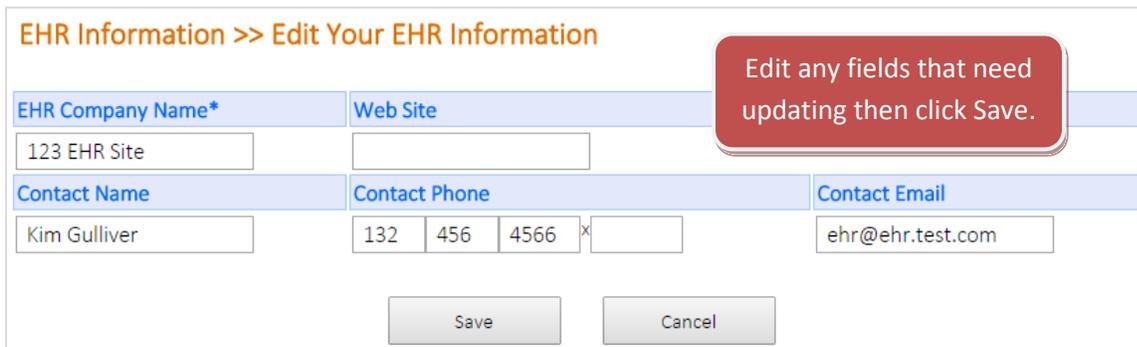
Editing Company Information

This section will describe how to edit your Company Name, the EHR main Contact's Name, and how to upload your EHR's logo.

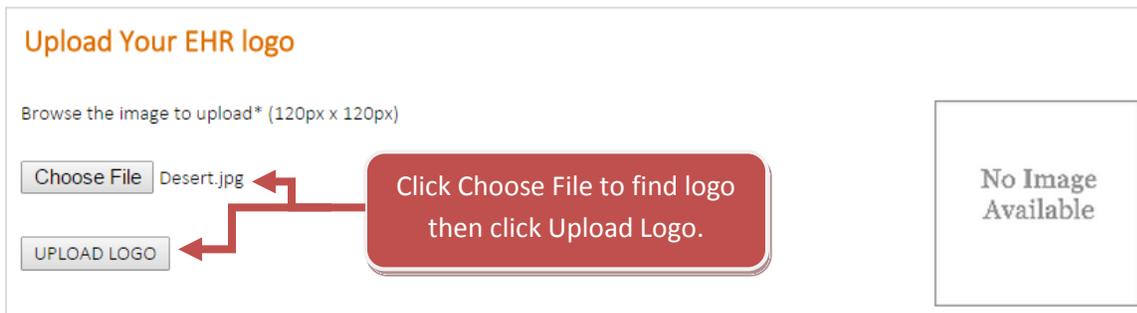
1. Click on the Company Info link on the Main Tab.



2. To edit your EHR Company Name or Contact Name, change the information in the appropriate fields. Click Save.



3. If you want to upload your EHR logo, click Choose File to find the logo. Click Upload Logo.



Adding EHR Products

This section will go through the process of adding EHR products to the CIIS Resource Center. This will allow you to test messages for each product, using the HL7 testing tool.

1. If your EHR has products that the CIIS Resource Center does not have on file you will need to add these products if you want to validate HL7 messages for that product. You can do this by clicking Add Products under the Validate Products widget on the Main Screen. If you do not need to add products you can skip this section.

Kim's EHR: Kim.Test EHR1

Get Started . . . Click below to complete tasks to finish setting up your clinic's account.

Validate Products

Add Products 1 Products On File

Add Versions

Validate HL7 Messaging

2.3.1 VXU, VXQ

2.5.1 VXU, QBP

Validate Client HL7 Messaging

Validate Group HL7 Messaging

Interface Projects

Click Add Products to add products that are not on file

2. All current products are listed under Your Product List. To add a new product, click on Add New Product/Version.

Your Product List

Validate Products

#	Edit	Product Name	Product Version	Certified				Number of Clients Using	VXU	Query
				VXU HL7	VXU	Query HL7	Query			
1.		Kim's EHR			⊘		⊘	0		

Add New Product/Version
Cancel

3. On the Add New Product/Version screen do the following steps:

- a. Select the appropriate radio button to update an Existing Product or add a New Product
- b. If updating an Existing Product, select the product from the drop down menu and add the Version in the New Version field.

Pick product from drop down menu and add version

Add New Product/Version

Existing Product New Product*

Kim's EHR

SAVE CANCEL

Add product to text field and add version

Add New Product/Version

Existing Product New Product*

TestPro

SAVE CANCEL

4. Click Save
5. All new products will be listed under Your Product List.

Your Product List

Validate Products

#	Edit	Product Name	Product Version	Certified				Number of Clients Using	VXU	Query
				VXU HL7	VXU	Query HL7	Query			
1.		123 EHR Site						0	Validate	Validate
2.		123 EHR Site	10					0	Validate	Validate
3.		TestPro	9.4					0	Validate	Validate

Add New Product/Version CANCEL

6. To start validating products go to the *Validating EHR Projects/Versions* within the Validating HL7 Messages section of the HL7 Messaging Tool – EHR Vendor Guidance Document.



Monitoring Practice Status

By clicking the Practices link on the Main Tab you will be able to view the HL7 validation status of practice providers.

Note: In order for a provider site to be included in the group file submission they must pass the minimum criteria for CIIS HL7 validation first.

This guidance document will not go into further detail on this section.

Status by Practice

This view gives a status of providers passing the HL7 validation to be included in your group file submission to the IIS. In order for a provider site to be included in your group file submission they must pass the IIS HL7 validation.

#	Status	HL7 Version	Clinic ID	Provider Site Name	EHR Product/Version	Site Contact	EHR Contact	Tested By
1				Test Clinic of Colorado	123 EHR Site - 10		Kim Gulliver	Provider Site
2		2.5.1		Test Provider Site	123 EHR Site -		Kim Gulliver	EHR

Monitoring Interface Projects

By clicking the Projects link on the Main Tab you will be able to monitor all interface projects that are in progress. Sites will show up here once they have been invited to onboard and have begun the interface process.

This guidance document will not go into further detail on this section.

Interface Project

This content is managed by the Colorado Department of Public Health and Environment (CDPHE).

Status Summary: There is not an active project associated with this clinic.

Phase	Status	Scheduled Date	Last Activity Date	Completion Date
Preparation	Not Started			
Configuration/Connection	Not Started			
Testing/Review	Not Started			
Data Validation	Not Started			
Go Live	Not Started			