

Michigan Health System Testing Repository (HSTR)

Health System Testing Registration and User Guide

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1.0 - Getting Started: Health System Testing Repository (HSTR)

Overview

This document is provided as an instructional guide by the Michigan Department of Health and Human Services (MDHHS) for collecting and recording relevant information on Eligible Professionals (EP) and Eligible Hospitals (EH) (collectively referred to as providers) that test with one or more of the Public Health agencies for promoting interoperability or system on-boarding purposes.

By registering in Health System Testing Repository (HSTR), users can provide the required information to inform the State of Michigan of their intent to become connected to a particular public health system. Depending on whether the user represents an Eligible Professional (EP) or Eligible Hospital (EH), the user can provide information relevant to:

- Michigan Birth Defects Registry (MBDR),
- Michigan Birth Registry (MBR),
- Michigan Care Improvement Registry (MCIR),
- Michigan’s Dental Registry (MiDR),
- Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
- Michigan Disease Surveillance System Electronic Lab Reporting (MDSS-ELR),
- Michigan Syndromic Surveillance System (MSSS),
- Michigan Cancer Surveillance Program (MCSP), and
- Newborn Screening – CCHD (NBS- CCHD)

2.0 - Accessing Health System Testing Repository (HSTR)

The Michigan Health System Testing Repository (HSTR) is accessible to users by navigating to the following URL: <https://mimu.michiganhealthit.org/>

Michigan Health System Testing Repository

The Michigan Department of Health and Human Services has been charged with collecting and recording information on Eligible Professionals and Eligible Hospitals that test with one of the Public Health Promoting Interoperability measures for auditing purposes. This system will allow you to enter the required information and inform the public health system of your request to test for Promoting Interoperability (MIPS and MU).

Create a new account. Log in with existing account.

[Register »](#) [Log in »](#)

The Main page provides a programmatic overview as well as links to create a new registered account or log into the application as a returning user.

3.0 - New User Registration

- (1) To gain access to the application, you must become a registered user. To start this process, select the **Register** button under the Create a new account or select **Register** in the top right navigation.

- (2) Upon selecting **Register**, a pop-up window appears with information required to be entered for a user account. Fields with a red asterisk * are required to be completed.

Michigan Health System Testing Repository

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Create a new account.

[Register »](#)

Log in with existing account.

[Log in »](#)

Register
✕

First Name *

Last Name *

Position *

Organization *

Phone Number *

Email *

Passwords must be a minimum of 8 characters and include:

- An uppercase letter
- A lowercase letter
- A number
- A special character (!@#%)

Password *

Confirm Password

✕ Close
↓ Register

- (3) The user must select **Register** button once all fields have been completed. If the user attempts to register on the registration page but has not completed all the required fields, error messages appear to complete any incomplete fields. The user must complete these fields before the user can successfully complete the registration process.

First Name *

The First Name field is required.

Last Name *

The Last Name field is required.

Important Registration Notes:

- The e-mail address added in the registration process becomes the user’s username.
 - The phone number entered is used for contacting the user and/or the user’s organization about issues, next steps, etc. For this reason, please enter a valid phone number.
 - The password must be a minimum of 8 characters and include: an uppercase letter, lowercase letter, a number, and special character (!@#\$.)
- (4) Once all the required fields have been completed, select the **Register** button.

The screenshot shows a 'Register' dialog box with the following fields and content:

- First Name ***: Input field containing 'jessie'.
- Last Name ***: Input field containing 'Smith'.
- Position ***: Input field containing 'Functional Analyst'.
- Organization ***: Input field containing 'MPHI'.
- Phone Number ***: Input field containing '888-555-4444'.
- Email ***: Input field containing 'jsmith@mphi.org'.
- Password ***: Input field with 8 dots representing a password.
- Confirm Password**: Input field with 8 dots representing a confirmation password.

On the right side of the form, there is a text instruction: "Passwords must be a minimum of 8 characters and include:" followed by a bulleted list:

- An uppercase letter
- A lowercase letter
- A number
- A special character (!@#\$.)

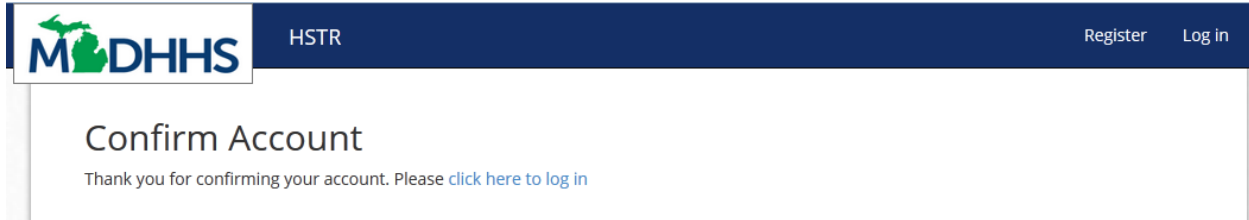
At the bottom right of the dialog, there are two buttons: "Close" and "Register". The "Register" button is highlighted with a red rectangular box.

- (5) The system automatically sends an e-mail to the e-mail address provided to verify the authenticity.

Please check your email for a confirmation email.



- (6) Follow the instructions in the e-mail to confirm the account. Once the account is confirmed, the user can access the application.



If the e-mail has not been confirmed, the system does not allow the user to gain access to the site. The user is prompted with following error message: “You must have a confirmed email to log on. The confirmation token has been resent to your email account.”

- (7) To gain access to the application, the user may now select the **log in** button or the **Log in** navigation item located in the top right:



- (8) A pop-up window appears with the login credentials. Enter the account login credentials and select **Log in** button.

Log in to your account

Email
jsmith@mphi.org

Password
.....

Log in

[Forgot your password?](#)

4.0 - Forgot Password

If the user had successfully completed the registration process, but forgot their password, there are a few steps he/she can take to reset it.

- (1) When a user attempts to login with an incorrectly entered password. The system automatically prompts the user with the following error message:

Invalid username or password.
Please try again.

- (2) When the user needs to recover their password, he/she may do so by selecting **Forgot your Password?** on the Log in pop-up window.

Log in to your account

Email
jsmith@mphi.org

Password
.....

Log in

[Forgot your password?](#)

- (3) The user is required to enter the e-mail address added during the registration process. Once entered, select **Email Link** icon.

- (4) The user receives an e-mail that navigates him/her to a reset password page.
 (5) Enter the user account e-mail address with the new password and select **Reset** button.

Reset password

Reset your password.

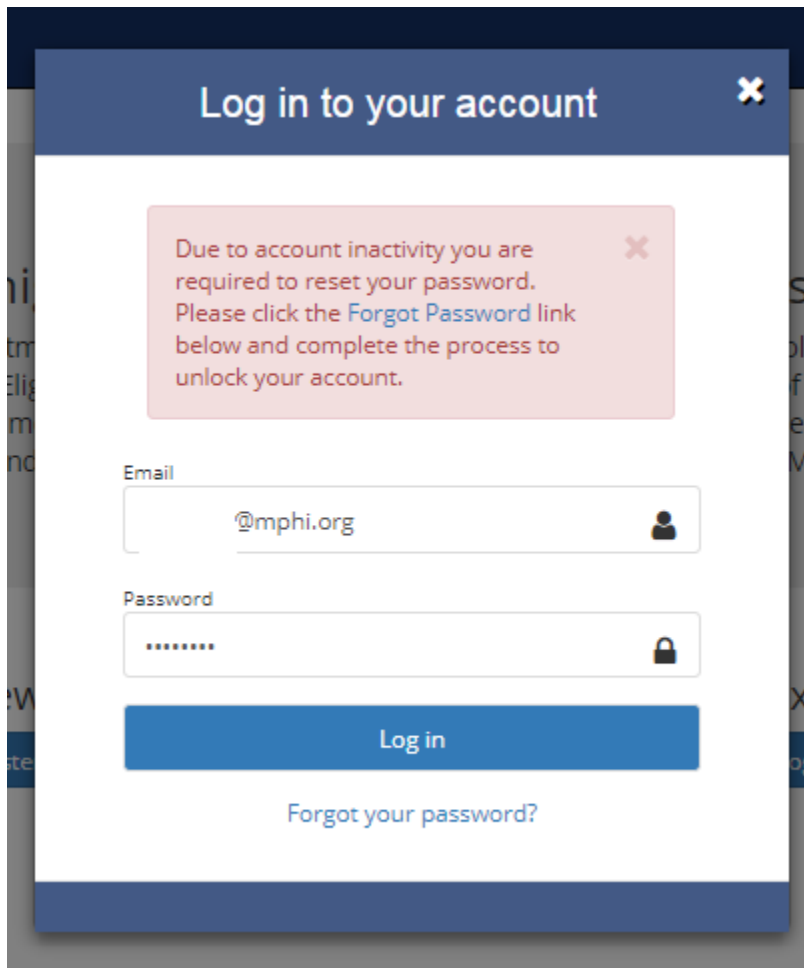
- (6) The user receives a confirmation that the reset was successful and can access the application by selecting **click here to log in**.

Reset password confirmation

Your password has been reset. Please [click here to log in](#)

4.1 – Account Lockout

- 1) User is required to log in to the application every 180 days. If the user is locked out of the application he/she can use the password reset process described above to unlock their account.



The screenshot shows a login modal window titled "Log in to your account". At the top right of the modal is a close button (an 'x' icon). Below the title is a red error message box with a close button. The message reads: "Due to account inactivity you are required to reset your password. Please click the [Forgot Password](#) link below and complete the process to unlock your account." Below the message are two input fields: "Email" with the text "@mphi.org" and a user icon, and "Password" with a lock icon. Below the password field is a blue "Log in" button. At the bottom of the modal is a blue bar with the text "Forgot your password?" in white.


The user will see the message above and will be prompted to follow the password reset process to unlock their account.


5.0 - HSTR Application


When a user logs into the application, they are directed to their home page. In most instances, a new user does not have any organizations tied to their account yet.


Welcome to the Michigan Health System Testing Repository (HSTR)


What would you like to do today? ▾



 Add or Update
Organization


 Add or Update
Registration,
Facility or
Provider


 Add or Update
Public Health
Systems



 Add or Update
Electronic Health
Record (EHR)


 Generate a
Promoting
Interoperability
Confirmation
Letter


 Add or Update
User Within
Organization

Data provided to MDHHS for Promoting Interoperability ▾

Organization
Registration
Facility
Provider

Show entries
Search: 

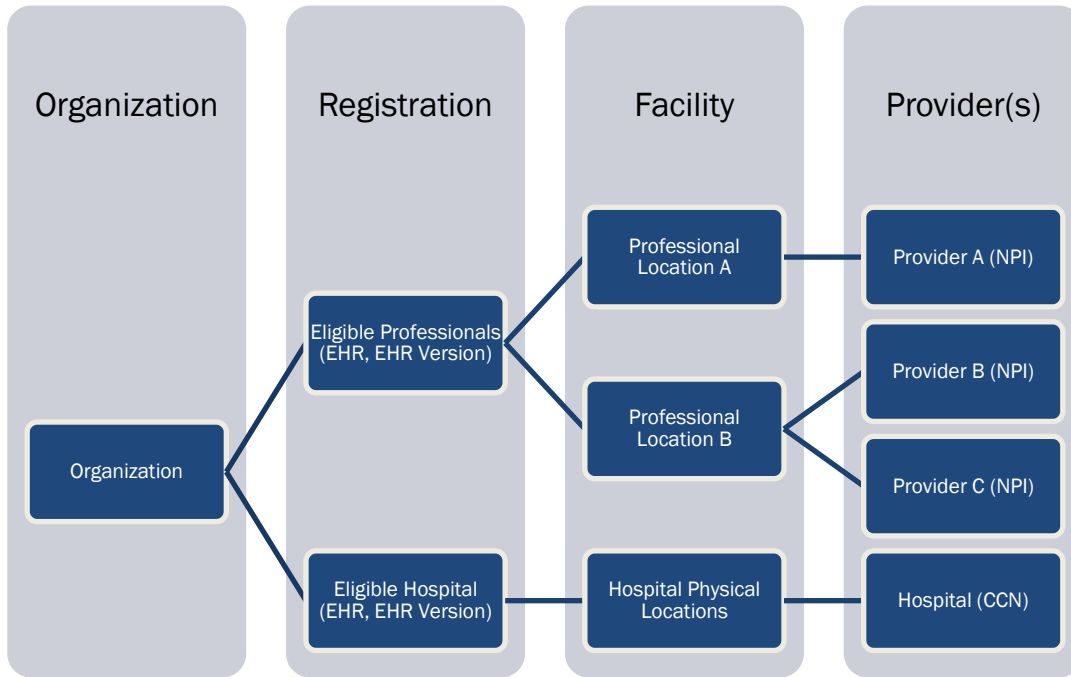
Organization Name	Organization OID	Owner	Qualified Organization
No data available in table			

Showing 0 to 0 of 0 entries

First
Previous
Next
Last

The Health System Testing Repository collects data separated into levels: organization, registration, facility, and provider. The organization is the highest level of information collected. Within the organization, the application collects additional information that segments the data into registration, facility, and provider information. A registration is a compiled list of one or more facilities that share a common Electronic Health Record (EHR) and share the same registration type (eligible hospital or eligible professional). Within each registration, there are facilities that represent the actual physical address that submits health system reporting from the individual professionals (known as providers).

Below is a sample of how the data is collected:




5.1 – Home and Navigation Menu


5.1.1 – Home


The Home Page is where most users will be directed on login. It can also be accessed by clicking the home link or MDHHS image in the navigation bar at the top of the page.


Welcome to the Michigan Health System Testing Repository (HSTR)


What would you like to do today? ▾



 Add or Update
Organization


 Add or Update
Registration,
Facility or
Provider


 Add or Update
Public Health
Systems


 Add or Update
Electronic Health
Record (EHR)


 Generate a
Promoting
Interoperability
Confirmation
Letter


 Add or Update
User Within
Organization

Data provided to MDHHS for Promoting Interoperability ▾

Organization Registration Facility Provider

Show entries Search:

Organization Name	Organization OID	Owner	Qualified Organization
No data available in table			

Showing 0 to 0 of 0 entries

The Home page is designed to help you quickly view and update your organization's information. Each quick link will help navigate you to the place in the main workflow needed to update the associated information. If you are missing information needed for that task selected it will direct you to add it first.

The Data tables contains all the active information you have access to separate into the different levels inside. To view and archived or deleted information you will have to navigate to the Achieved page under the Data dropdown in the main navigation.

5.1.2 – Navigation Men

The navigation menu enables users to quickly access applicable information.

Home **Data ▾** Reviewer Admin ▾

OIDs

Manage Contacts

Archived & Deleted Data

Promoting Interoperability Confirmation Letter

the Michigan Health System Testing Repository (HSTR)

The following sections are available for user accounts:

- **Home** – Navigates the user to the main screen that contains information regarding the organization(s) associated to the user.
- **Data** – This is a drop down for links to information not in the main workflow
 - **OIDs** – Navigates to table that the user can view all OIDs that are currently tied to them.

- **Manage Contacts** – If the user has already completed the workflow it will navigate to a page that they can see and update their organizations contacts. If the user has not completed the workflow they will be redirected to add one.
- **Archived and Deleted** – Navigated the user to a page where they can view and un-archive/un-delete their organizations’ data.
- **Promoting Interoperability Confirmation Letter** - - If the user has already completed the workflow it will navigate to a page that they can generate a promoting interoperability letter for one of their registrations. If the user has not completed the workflow they will be redirected to add one.
- **User Information** – Displays the user logged into the system through their validated email address. By selecting the username, it navigates the user to the individual account information. The User can update profile information or reset password (NOTE: The User Account information is located next to the Log Off item in the navigation).
- **Log Off**

5.2 – Organizations


Organizations are the top level of information tracked in HSTR.


5.2.1 – Add an Organization


(1) The user can add organizations by selecting the **Add Organization** button on the home page then Add organization button on the organization page.


Welcome to the Michigan Health System Testing Repository (HSTR)


What would you like to do today? ▾



Add or Update Organization


 Add or Update Registration, Facility or Provider


 Add or Update Public Health Systems


 Add or Update Electronic Health Record (EHR)


 Generate a Promoting Interoperability Confirmation Letter


 Add or Update User Within Organization

Data provided to MDHHS for Promoting Interoperability ▾

Organization Registration Facility Provider

Show entries Search:

Organization Name	Organization OID	Owner	Qualified Organization

1 ORGANIZATIONS 2 USERS 3 REGISTRATIONS 4 FACILITIES 5 PROVIDERS

Show 10 entries Search:

Organization Name	Organization OID	Owner	Qualified Organization
No data available in table			

Showing 0 to 0 of 0 entries

First Previous Next Last

Add Organization

(2) The user will be redirected to the add organization form.

Organization Details

Organization Name *

Qualified Organizations *
None/Unknown

Intended PHS *
Please select all Public Health Systems (PHS) that you intend to test with under this Organization. This is informational only. You will still need to select the PHS for each Hospital or Provider in your Registration.

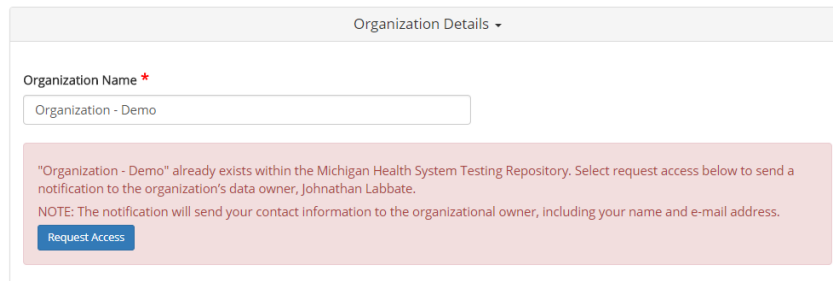
Michigan Birth Defects Registry (MBDR)
 Michigan Cancer Surveillance Program (MCSP)
 Michigan Care Improvement Registry (MCIR)
 Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR)
 Michigan Syndromic Surveillance System (MSSS)

Will this Organization participate with MAPS? *
 Yes No

Address 1 *
Address 2
City *
State *
Michigan
Zip Code *

Previous Save & Continue

The Organization Name must be a unique name. When you attempt to enter an organization that already exist, they will be able to request access to the existing organization. **Please do not attempt to create a new organization if one already exist in the system by changing the name.**

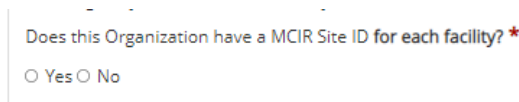


Instead, select the **Request Access** button. By selecting this, it automatically sends an email to the organization’s data owner to add you as a user to view the information. Please be aware that your name and email address are provided to the organization’s data owner.

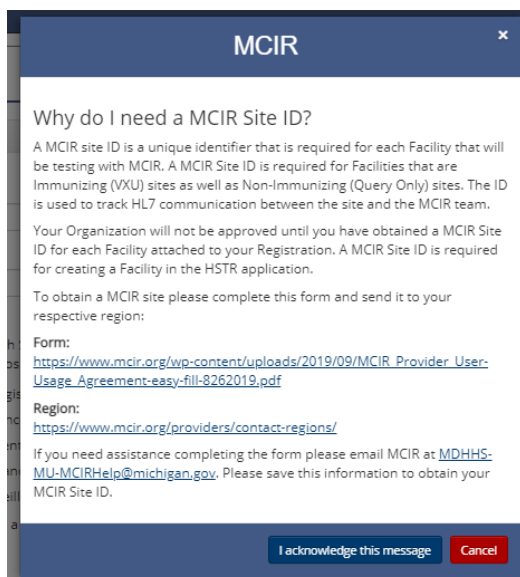
Intended PHS

The user creating the Organization is required to indicate which Public Health System (PHS) the Organization intends to test with once approved. This allows the Organization to be reviewed by the proper PHS Editor. Michigan Automated Prescription System (MAPS) is also considered to be a PHS and the MAPS question is required to be answered. This step is informational only. The selection of the PHS you intend to test with will happen in the workflow after you create your Facility(s).

If MCIR is an Intended PHS an additional field is required to be answered.



If the answer to this is No, a popup will appear explaining why each Facility needs a MCIR Site ID.



The following links are available in the popup:

Form:

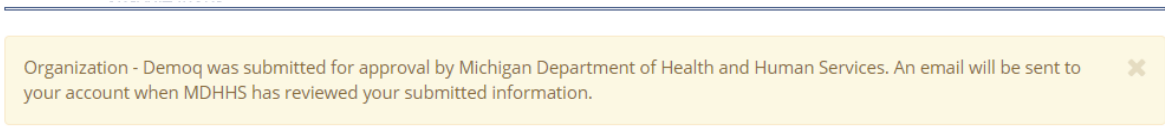
https://www.mcir.org/wp-content/uploads/2019/09/MCIR_Provider_User-Usage_Agreement-easy-fill-8262019.pdf

Region:

<https://www.mcir.org/providers/contact-regions/>

If you need assistance completing the form please email MCIR at MDHHS-MU-MCIRHelp@michigan.gov. Please save this information to obtain your MCIR Site ID.

- (3) Once the unique organization has been added, select the **Save & Continue** button.
 - a. If any required fields were not successfully completed, the application prompts the user with any error messages with the fields required to be added.
 - b. If no errors exist, a message displays that the organization was submitted for approval.



- c. At this point there is nothing else you will need to do. A HSTR representative will review your request. When you are approved you will receive an email prompting you to fill out more information in your organization and finish applying.

5.2.2 – Edit an Organization

When an organization is successfully added to Health System Testing Repository (HSTR), it appears on the Organization List page. The organization details displays the organization name, the organization OID, Owner, and Qualified Organization:

Organizations

1
ORGANIZATIONS

2
USERS

3
REGISTRATIONS

4
FACILITIES

5
PROVIDERS

Show entries
Search:

Organization Name	Organization OID	Owner	Qualified Organization	
Organization - Demo		Johnathan Labbate	None/Unknown	Continue >>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

[Add Organization](#)

(1) To view or edit additional organization details, select the **Continue>>** button. This will put you in the workflow for the selected organization.

When an organization is created, the **Organization OID** is not added. This will be set when you create your first facility that requires an OID.

5.2.3 –User Management

- (1) After adding an organization, the next step of the workflow is managing the users that will be able to modify / view the organizations information. The User Management of the organization appears with any users added to the organization. If no users have been added, the table states: No data available in table.

For each organization created within the Michigan Health System Testing Repository, there is a singular ‘owner.’ By default, the owner is set to the user that created the organization. This value represents the person responsible for entering information as it pertains to the public health system requirements. This person is accountable for the integrity of the organization, registration, facility, and provider information. When the organization’s owner must be modified, please contact applicationsupport@mphi.org.

The owner has the ability to add users to their organization by clicking the add user button on the User Management page.

Add Users

- (1) Owner and Full Access users of an organization can add users by selecting **Add User** icon.
- (2) When **Add User** is selected, a pop-up window appears to add another user’s e-mail address. Enter the e-mail address of a user you’d like to add and select **Search**.

Add User
✕

Email Address *

✕ Close
🔍 Search

(3) The application returns any results associated with that e-mail address provided. If no results return, the user can send an invitation to be registered in the application by selecting **Send Invite**.

If the user exists within the application, it displays the first and last name of the user and a dropdown to select an access level:

Add User
✕

Email Address *

First Name

Last Name

Access Level

+ Add User

✕ Close
🔍 Search

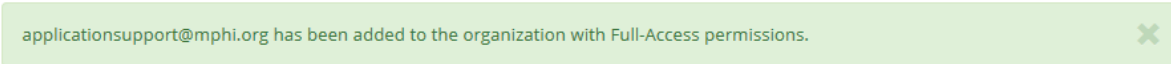
There are four levels of access to organization information: Owner, Full Access, Limited Access, and Read-only.

- The Organization Owner is accountable for the integrity of the information report at the organization, registration, facility, and provider level.
 - There is only one owner per organization.

- Only MDHHS can edit the owner of an organization.
- An owner is responsible for adding users to organization and confirming accounts.
- Owners can add, edit, and delete organization, registration, facility, and providers.
- Full Access users can view and Edit the organization, registration, facility, and provider information.
 - MDHHS, the Organization Owner, and other Full Access users can add and Edit users to an organization.
- Limited Access users can view and Edit the registration, facility and provider information.
 - Limited Access can add, Edit, archive, and delete registration, facility and provider information.
- Read Only users can only view the organization, registration, facility and provider information.

(4) Once you have determined the appropriate access level, select **Add User**.

By selecting **Add User**, the user appears in the users within the organization table. It displays the User First and Last Name, Access Level, Start Date (date the user was added), End Date (date the user was removed), and any further actions.



(5) The organization’s owner will receive an email notification whenever another user has been added or invited to their organization.

(6) The requested user receives an e-mail notification to set up an account.

Users within the organization

(1) Once a user is added to an organization, the owner and full-access users can modify user’s permission levels, remove access and reactivate access to deactivated accounts in the organization. All users can view other user’s information by selecting **View User** under the **Actions**.

Show entries Search:

First Name	Last Name	Access Level	Start Date	End Date	
John	Doe	Full-Access	04/12/17 12:33:31	--	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <div style="background-color: #0070c0; color: white; padding: 2px 5px; border-radius: 3px;">Actions ▾</div> <div style="padding: 5px;"> ⚙️ View User ✎ Edit User 🗑 Delete User </div> </div>

Showing 1 to 1 of 1 entries

5.3– Registrations

Once you are completed with users that have access to your organization hit Save & Continue. The next step of the workflow is to add a registration. The registration page for the organization appears. The registration details display in the table. A registration is a group of facilities and providers that

share a common Electronic Health Record (EHR) vendor. Registrations are separated into two provider types: Hospital and Providers. This is due to different promoting interoperability eligibility requirements for hospitals and providers.

Registrations

ORGANIZATIONS ✓ — USERS ✓ — REGISTRATIONS 3 — FACILITIES 4 — PROVIDERS 5

Organization: [Organization - Demo](#)
 Owner:
 Show 10 entries Search:

Registration Name	Registration Type	EHR Vendor	EHR Product/Version	Organization OID	Locked	Date Locked
Registration Demo	Professional	dfgag	agfagf	2.16.840.1.113883.3.5416.1.8844	No	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

A new registration should be added when a new group of eligible hospital or professionals share a common Electronic Health Record. If the hospital or professionals already exist, you do not need to create a new registration but update the existing registration EHR Vendor information.

[Previous](#) [Add Registration](#)

5.3.1 – Add a Registration

To add a registration, navigate to the registration page in the workflow and select the Add Registration button. The next page will require the registration details to be added.

Registration

Organization: [Demo Org](#) [View Facilities](#) [View Providers](#) [Generate Letter](#)
 Registration: [Veterinarians Hospital](#)
 Owner:

Registration Details ▾

<p>Registration Type * <input type="text" value="Professional"/></p> <p>Registration Name * <input type="text" value="Veterinarians Hospital"/></p> <p>HL7 Version * <input type="text" value="2.3.1"/></p> <p>Is EHR configured to capture the MCIR HL7 Fields? <input type="radio"/> Yes <input checked="" type="radio"/> No</p> <p>Does this Registration participate with MAPS? <input type="radio"/> Yes <input checked="" type="radio"/> No</p>	<p>Our EHR system is: * <input type="text" value="Only used by this organization"/></p> <p>EHR Vendor * <input type="text" value="Red Hot EHR"/></p> <p>EHR Product / Version * <input type="text" value="10.10.10"/></p> <p>EHR Implementation Date * <input type="text" value="02/01/2019"/></p>
--	---

EHR History ▾

EHR Vendor	EHR Product/ Version	EHR Implementation Start Date	EHR Implementation End Date	EHR Host Organization
Red Hot EHR	10.10.10	02/01/2019		N/A

Field definitions:

Registration Type – The user may select Hospital or Professional. By default, the registration type is Professional. This determines what public health systems are available for the group of eligible facilities/providers. This value cannot be altered once created.

Registration Name – Many users have multiple registrations. This field is used as an identifiable field to help users easily differentiate their registrations. The registration name must be unique within the organization. When it is not unique, an error message appears:

Our EHR system is – The selection determines whether the Electronic Health System is leased or shared with other organizations. This field allows for multiple organizations to standardize their EHR Vendor and EHR Product / Version to the organization that hosts or leases the Electronic Health System. To determine what selection should be made, the following guidelines should be taken into consideration:

- Select **Leased/Shared to other organizations** when your organization allows other private practices that are not affiliated with your organization to lease or share the Electronic Health System that your organization financed. When this is selected, other organizations have the ability to determine that the EHR Vendor used in your registration is also used by the private practice.
- Select **Leased/Shared from another organization** when your private practices have an agreement/contract with another organization that hosts an Electronic Health System that your practice may access.

- Select **only used by this organization** when your organization does not contract/lease and hosts the Electronic Health System.

EHR Host Organization – When the registration is **Leased/shared from another organization**, the user must determine the EHR host organization. A selection is available for the organization name, EHR Vendor, and EHR Product/Version.

When a user selects the EHR host organization, the EHR Vendor, EHR Product / Version, HL7 Version and configuration fields automatically populate with the host organization's information.

EHR Vendor – The Electronic Health Record Vendor name.

EHR Product / Version – The name and version of the product used by the EHR Vendor.

EHR Implementation Date – The date the Electronic Health Record System was implemented at the organization.

HL7 Version – Defined versions of HL7 message standards set by Certified Electronic Health Record Technology (CEHRT).

Is EHR configured to capture the MCIR HL7 Fields? – Select Yes or No if the EHR used is configured to capture MCIR HL7 Fields.

Does this Registration participate with MAPS? – Select Yes if your registration has been approved for Michigan Automated Prescription System (MAPS) participation by the State of Michigan Department of Licensing and Regulatory Affairs (LARA).

If you choose 'Yes', your request will be reviewed by a MAPS Editor. Once your request is validated you will be able to generate and print the MAPS confirmation letter.

****Note** – Your request will not be submitted until you click the Save and Continue button on the Registration page.

Once the required registration information has been added, select **save** button.

A confirmation message appears that the registration was successfully created. The system automatically navigates the user to the facility step in the workflow. The user must add facilities and providers to the registration to complete the process.

5.3.2 – Edit a Registration

From the registrations page a user can select a registration to edit its information.

5.3.3 – Requests MAPS Status Update

From the registrations page a user can request a status update for their MAPS application.

Click the button labeled Request Maps Status Update. An email will be sent to the MAPS editors informing them of your request for a status update.

Maps Status *

Complete Registration to Submit Data

Request MAPS Status Update

5.3.4 – Manage Confirmation Letters

The confirmation letter is a hard copy validation of the promoting interoperability milestones achieved by the facilities and providers in a given timeframe. The milestones are tracked through the promoting interoperability status.

- (1) To generate a confirmation letter, on you home page click the Data menu at the top of the screen and select Promoting Interoperability Confirmation Letter.
- (2) Select the Organization you wish to use from the drop down provided.
- (3) Select the Registration you wish to use from the drop down provided. Click Continue.
- (4) The Registration details appears including the Public Health Systems the providers participate in. Letters may be generated for any of the public health systems the provider participates with.

Promoting Interoperability Confirmation Letter

Organization: [Demo Org](#)

Registration: [Veterinarians Hospital](#)

Owner:

Registration Details ▾

Registration Public Health Systems ▾

MSSS	MDSS-eCR	MiDR
Promoting Interoperability Status ⓘ (Default Letter) ▾	Promoting Interoperability Status ⓘ (Default Letter) ▾	Promoting Interoperability Status ⓘ (Default Letter) ▾
Created Letters ⓘ ▾	Created Letters ⓘ ▾	Created Letters ⓘ ▾
Download Generate New	Download Generate New	Download Generate New

Promoting Interoperability Confirmation Letter

Organization: [Boomtown](#)
 Registration: [Boomtown General](#)
 Owner: -

Registration Details ▾

Registration Public Health Systems ▾

MAPS

Created Letters ⓘ

3/7/2019 1:12:38 PM ▾

Download
Generate New

- (5) To generate a new promoting interoperability confirmation letter or MAPS letter, select the status from the Promoting Interoperability Status dropdown box of the public health system for which the letter is desired and then click on the **Generate New** button.

NOTE: If you select the (Default Letter) option for the Promoting Interoperability Status, the system generates a letter that includes all facilities and all statuses achieved with that public health system.

- (6) The system creates the letter and applies a date and time stamp to the letter. The system will notify you of the completion of the letter with a message banner. The message will inform you of the date and time stamp applied to the letter you generated so you know which letter to select from the Created Letters dropdown for viewing.

Registration Details ✕

Your letter has been created. Please select the timestamp "7/8/2015 9:46:03 AM" under MCIR and click "View" to download the letter. ✕

- (7) Click the **Download** action button to display your letter in pdf format. This letter will be retained by the system and you will be able to access this letter at any point in the future.
- (8) If you have previously created a letter and would like to view it, select the letter's date and timestamp from the Created Letter dropdown and select **Download**.

5.3.5 – Manage Contacts

There are two types of contacts that are stored within the Michigan Health System Testing Repository (HSTR) Facility and Public Health System contacts.

The **Facility** contact is staff within the organization whose responsibility is to be a liaison between public health editors and internal organization staff. This individual handles any communications that are necessary between a facility, such as any provider clarifications, facility address information, etc. The facility contact is added when a facility is added to a registration (if applicable, see [5.4.1 – Add a Facility](#))

The **Public Health System** contact is staff within the organization whose responsibility strictly deals with a specified public health system, such as the Michigan Care Improvement Registry or Michigan Syndromic Surveillance Program. The public health system contact is added when a public health system is added to a registration (if applicable, [see 5.4.8 – Add Public Health System](#))

5.3.5.1 - Update and View Contacts

- (1) To view the contacts available under a registration, the user must select the **Manage Contacts** under the **Registration**.

Registration Details ▾

Registration Type *
Professional

Registration Name *
Veterinarians Hospital

HL7 Version *
2.3.1 ▾

Is EHR configured to capture the MCIR HL7 Fields ?
 Yes No

Does this Registration participate with MAPS?
 Yes No

Our EHR system is: *
Only used by this organization ▾

EHR Vendor * ⓘ
Red Hot EHR

EHR Product / Version *
10.10.10

EHR Implementation Date *
02/01/2019

EHR History ▾

EHR Vendor	EHR Product/ Version	EHR Implementation Start Date	EHR Implementation End Date	EHR Host Organization
Red Hot EHR	10.10.10	02/01/2019		N/A

Previous

Save & Continue

Archive

Delete

Lock

Update Multiple Statuses

Update Contacts

- (2) The Manage Contacts page automatically appears. By default, the facility contact tab displays.

Manage Contacts

Organization: [Organization - Demo II](#)
 Registration: [Registration - Demo II](#)

Facility: [Public Health System](#)

Show entries Search:

Facility	Contact	Position	Phone Number	Email	
Facility Name - Demo II	Jamie Lynn	Position	555-555-5555	jlynn@mphi.org	Actions
Facility Name II	Jamie Lynn	Position	555-555-5555	jlynn@mphi.org	Actions

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

If you do not have any facility contacts, the table displays no available data. This can occur when:

- Your organization does not have any facilities (To add one, navigate to [5.4.1 - Add a Facility](#)), or
- Your organization does not have any **active** facilities.

Facility: [Public Health System](#)

Show entries Search:

Facility	Contact	Position	Phone Number	Email	
No data available in table					

Showing 0 to 0 of 0 entries

First Previous Next Last

- All active facility contacts display within the facility contact tab. The user may view the Facility Name, Contact's Name, Position, Phone Number, and Email.
- When a user has owner or full access permissions, the user has the ability to update the facility or multiple facility contacts by selecting the **Actions** button.

Manage Contacts

Organization: [Organization - Demo II](#)
 Registration: [Registration - Demo II](#)

Facility: [Public Health System](#)

Show entries Search:

Facility	Contact	Position	Phone Number	Email	
Facility Name - Demo II	Jamie Lynn	Position	555-555-5555	jlynn@mphi.org	Actions
Facility Name II	Jamie Lynn	Position	555-555-5555	jlynn@mphi.org	Actions

Showing 1 to 2 of 2 entries

First Previous **1** Next Last

- Update Contact for Facility
- Update Contacts for Multiple

The user may update the facility contact:

- for a single facility by selecting **Update Contact for Facility**

- for more than one facility at once by selecting **Update Contacts for Multiple**

Below is the step-by-step process of updating a single site and updating more than one facility.

5.3.5.2 - Update Single Facility Contact

- (1) If a single facility information must be updated, the user will be able to update it by selecting and editing a facility from the facility list page.
- (2) The selected facility information appears. The user may update the Facility Contact by:
 - a. Changing the existing Facility Contact's First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot Edit the user's email address.
 - b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.
 - c. Set the Facility Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user's information.
 - d. Select an existing contact by selecting the contact's first and last name in the dropdown for **Set to organization contact**.
- (3) Once the appropriate changes have been applied, the user must select the **Save** button.
- (4) A success message appears when the changes are successfully applied.

Facility Name II was successfully updated.



5.3.5.3 - Update Multiple Facility Contacts

- (1) If multiple facility information must be updated, the user should select **Update Contacts** under the **Registration**.
- (2) Then select **Actions** and **Update Contacts Multiple**
- (3) A pop-up window automatically appears with the selected Facility's contact information. The user must first determine the facilities that should be updated by:
 - a. Applying the changes to all facilities by selecting the **Select All** checkbox
 - b. Applying the changes to select facilities by selecting the specified Facility names.

Update Facility Contact ✕

Select the facilities that the contact information should be applied

Facility Name(s):

Select All

Facility Name - Demo II

Facility Name II

Facility Contact

Set to organization contact

Facility Contact Email *

Facility Contact First Name *

Facility Contact Last Name *

Facility Contact Position *

Facility Contact Organization

Facility Contact Phone Number *

Facility Contact Extension

User Account is the contact for 1 facility. The contact information will be updated for that facility and any you add, if you select save button.

- (4) Once the appropriate facilities are selected, the user may update the contact information by:
- a. Changing the existing Facility Contact's First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot Edit the user's email address.
 - b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.
 - c. Set the Facility Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user's information.
 - d. Select an existing contact by selecting the contact's first and last name in the dropdown for **Set to organization contact**.

Update Facility Contact ✕

Select the facilities that the contact information should be applied

Facility Name(s):

Select All

Facility Name - Demo II

Facility Name II

Facility Contact

👤 Set to Current User
✕ Clear

Set to organization contact

Martin, Justin (jcase@mphi.org)

Facility Contact Email * *

jcase@mphi.org

Facility Contact First Name * *

Justin

Facility Contact Last Name * *

Martin

Facility Contact Position * *

Facility Contact

Facility Contact Organization

Facility Contact Phone Number * *

989-555-4545

Facility Contact Extension

User Account is the contact for 1 facility. The contact information will be updated for that facility and any you add, if you select save button.

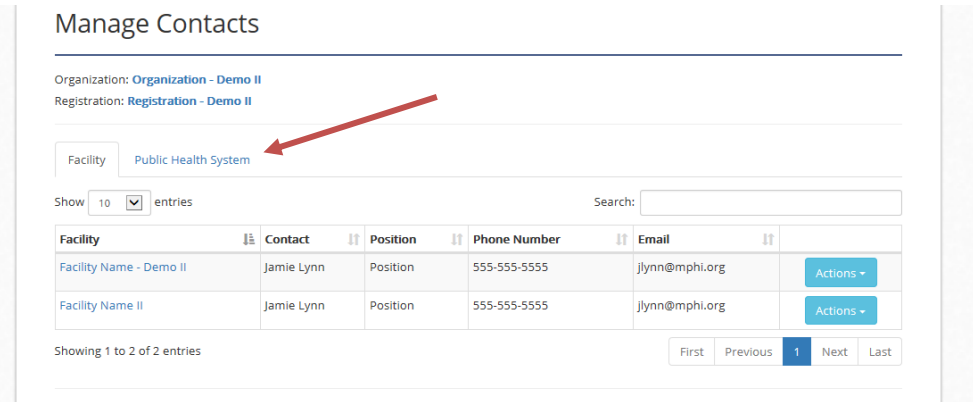
✕ Close
💾 Save

- (5) When the appropriate changes are applied, select the **Save** button.
- (6) A success message appears when the changes are successfully applied. The success message displays the number of facility contacts that were updated.

The Facility Contact has been updated on 2 facility records. ✕

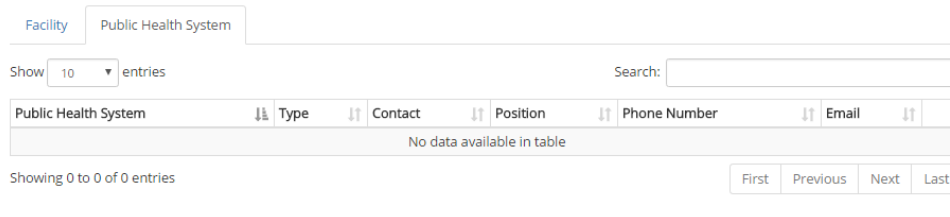
5.3.5.4 - Update and View Public Health System Contacts

- (1) To view the contacts available under a registration, the user must select the **Manage Contacts** under the action of the **Registration**.
- (2) The Manage Contacts page automatically appears. By default, the facility contact tab displays. To update the public health system contacts, select the **Public Health System** tab.

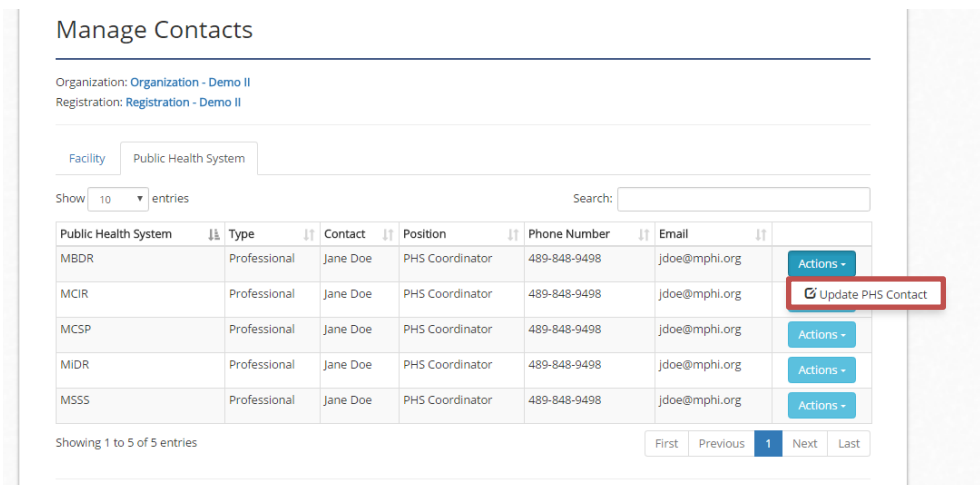


If you do not have any public health system contacts, the table displays no available data. This can occur when:

- Your organization does not have any facilities, or
- Your organization does not have any facilities testing with a specific public health system.



- All existing public health system contacts display. The user may view the Public Health System Name, Registration Type, Contact's Name, Position, Phone Number, and Email.
- To update a public health system contact, select the **Update PHS Contact** option under **Action** button on the specific public health system.



- A pop-up window with the selected public health system's contact details appears. The public health system contact that was selected appears within the top of the pop-up window.

Update Public Health System Contact ✕

MBDR Public Health System Contact

⬇ Set to Current User
✕ Clear

Set to organization contact
Doe, Jane (jdoe@mphl.org) ▼

Contact Email *

jdoe@mphl.org

Contact First Name *

Jane

Contact Last Name *

Doe

Contact Position *

PHS Coordinator

Contact Organization

Contact Phone Number *

489-848-9498

Contact Extension

✕ Close
⬇ Save

- (6) The user may update the contact information by:
- a. Changing the existing public health system contact's First Name, Last Name, Position, Organization, Phone Number and Contact Extension. The user cannot Edit the user's email address.
 - b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.
 - c. Set the public health system Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user's information.
- (7) When the appropriate changes are applied, select the **Save** button.
- (8) A success message appears when the changes are successfully applied. The success message displays the public health system that was updated under which registration.

MBDR Contact records have been updated for Registration - Demo II ✕

5.3.6 – Locked Registration

To facilitate a secure and controlled data cleanup environment, a new locked registration functionality was added. The functionality allows public health editors and administrators to restrict data changes on a specified registration.

During the data cleanup process, you and any additional staff added to your organization may view any registration, facility, or provider data. However, you will not be able to add or edit any of the data.

A public health editor may contact you prior to locking your information, but you will always be able to view if your data has been locked.

When a registration is locked, there is no further action required by the user. A public health editor may contact you when the registration is unlocked. If you have further questions, contact your public health system contacts by selecting [here](#).

5.4 – Facilities

A facility is a physical address in which the providers are completing the promoting interoperability measures for their respective public health system. Each facility is located within a registration, which is a list of all facilities that share a common electronic health record (EHR). There are currently two ways to add and modify facilities. You can update them one at a time by selecting them and updating their information or updating multiple facilities at a time through an excel upload.

5.4.1 – Add a Single Facility

A facility is a physical address with providers that are testing for a public health system and submitting health messages.

- Dependent on the public health system, the application requires unique identifiers to be set for the facility, such as the MCIR Site ID, Facility OID, NBS Hospital Code, etc.
- Subsequently, to retain the uniqueness of a facility, the application does not allow duplicate names to be entered.

Navigate to the facility page and select **Add Single Facility** button.

- (1) Dependent on the registration type (hospital/professional), the system prompts the user to select the public health system the facility participates with. The user may select one or more participating systems/registries.

- a. If the registration type is **professional**, the provider is eligible to participate in Michigan Care Improvement Registry (MCIR), Michigan Disease Surveillance System Electronic Case Reporting (MDSS - eCR), Michigan Syndromic Surveillance System (MSSS), Michigan Cancer Surveillance Program (MCSP), Michigan Birth Defects Registry (MBDR), and Michigan's Dental Registry (MiDR).

The screenshot displays the 'Public Health System Selection' interface. At the top, there is a dropdown menu labeled 'Public Health System'. Below this, a question asks 'Which Public Health System(s) are you participating with?'. A list of six options is provided, each with an unchecked checkbox:

- Michigan Birth Defects Registry (MBDR)
- Michigan Cancer Surveillance Program (MCSP)
- Michigan Care Improvement Registry (MCIR)
- Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR)
- Michigan Syndromic Surveillance System (MSSS)
- Michigan's Dental Registry (MiDR)

At the bottom of the form, there are two buttons: 'Previous' and 'Continue'.

- b. If the registration type is **hospital**, the provider is eligible for Michigan Birth Defects Registry (MBDR), Michigan Birth Registry (MBR), Michigan Care Improvement Registry (MCIR), Michigan Disease Surveillance System Electronic Case Reporting (MDSS - eCR), Michigan Disease Surveillance System Electronic Lab Reporting (MDSS - ELR), Michigan Syndromic Surveillance System (MSSS), and Newborn Screening Program (NBS-CCHD).
- c. NOTE: Certain individual professionals are not eligible to participate with MSSS, including Certified Nurse Midwives, Chiropractors, Dentists and Dental Surgeons, Ophthalmologists/Optometrists, and Podiatrists.
- (2) The user must add at least one public health system by selecting the checkbox associated with the public health system. The user may add additional public health system(s), if applicable.
- (3) For each public health system selected, the user is required to enter a public health system contact. By default, the contact information is collapsed. When a user adds a public health system, the contact information defaults to the user adding the facility. If the public health system already exists in the registration, the previously saved contact information appears. The user may update the contact information by:
- Changing the existing Facility Contact information. This includes their First Name, Last Name, Position, Organization, Phone Number, Extension, and Email.

- b. Create a new contact by selecting the **Clear** button and enter all required fields. The user is only required to enter any fields with a red asterisk.
 - c. Set the Facility Contact to the current user logged in by selecting **set to current user** button. The fields automatically populate with the user's information.
 - d. Select an existing contact by selecting the contact's first and last name in the dropdown for **select contact already registered within organization**.
- (4) When a public health system that requires an organization OID in the HL7 Messages is selected, the organization OID field appears. The user must enter the organization OID. If the organization does not have an OID you can generate a new one by clicking the **Create OID** button. If an OID is created this way the field will be read only as you know have an OID in our system.

The screenshot shows a form section titled 'Organization OID'. At the top left of this section is a button labeled 'Create OID'. Below the button is the label 'Organization OID *' followed by an empty text input field.

- (5) Once confirmed, the user must select the **Continue** button.

The user is automatically redirected to Add Facility. Any fields with a red asterisk, *, are required to be completed. Some fields are public health specific. For example, Newborn Screening – CCHD requires a unique NBS Hospital Code. Michigan Birth Defect Registry, Michigan Birth Registry, Michigan Cancer Surveillance Program, Michigan Syndromic Surveillance System, Newborn Screening – CCHD, Michigan's Dental Registry requires an Organization OID and Facility OID. If you do not know how to obtain this information, contact the public health system support email by selecting [Questions and Support](#).

If the facility is participating with the Michigan Care Improvement Registry (MCIR) the following fields will show in the form. If you have questions regarding being an Immunization Site you can contact MCIR at MDHHS-MU-MCIRHelp@michigan.gov.

The screenshot shows several form fields related to MCIR participation:

- Currently reporting to MCIR via EXT fixed file format?
 - Yes
 - No
- Is this Facility an Immunizing site? *
 - Yes, this is an Immunizing (VXU) site
 - No, this is a Non-Immunizing (Query Only) site
- EXT "Parent" Transfer MCIR Site ID
- MCIR Site ID *
- Site participates in the MI-Vaccines for Children (VFC) program?
 - Yes
 - No

- (6) Each facility is required to have a facility contact. These can be modified the same way that the public health system contacts can be.
- (7) Once the facility information have entered, the user may select **Save and Continue**.

5.4.2 – Add, Edit & Archive Multiple Facilities

- (1) The user must select **Upload multiple Facilities** under the table on the Facilities page.
- (2) The Registration page appears. The user must select **View Facilities** under the Action column of the registration.
- (3) The upload multiple facilities page appears. The page displays the public health system for which the facilities within the registration are eligible.

Facility

ORGANIZATIONS
 USERS
 REGISTRATIONS
 FACILITIES
 PROVIDERS

Organization: [Organization - Demo](#)
 Registration: [Registration Demo](#)
 Owner:

Facility Details

Name *

Address *

City *

State *

Michigan

Zip Code *

County *

...

Facility OID *

Select contact already registered within organization:

Facility Contact Email *

Facility Contact First Name *

Facility Contact Last Name *

Facility Contact Position *

Facility Contact Organization

Facility Contact Phone Number *

Facility Contact Extension

Upload Multiple Facilities

Organization: [Organization - Demo](#)

Registration: [Hospital Registration](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - Add new facilities by completing all the required fields in a new row;
 - Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - Add a new public health system to existing facility;
 - Remove an existing public health system on an existing facility; or
 - Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Hospital. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Birth Registry (MBR), Michigan Care Improvement Registry (MCIR), Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR), Michigan Disease Surveillance System – Electronic Lab Reporting (MDSS-ELR), Michigan Syndromic Surveillance System (MSSS), and Newborn Screening Program (NBS-CCHD)

[Export current facility list](#)

[Select a file to import](#)

[Upload](#)

[« Back to Facilities List](#)

(4) Export the current registrations information and open the file.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - o Add new facilities by completing all the required fields in a new row;
 - o Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - o Add a new public health system to existing facility;
 - o Remove an existing public health system on an existing facility; or
 - o Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

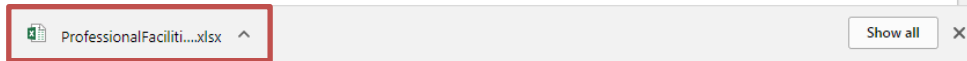
The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MIDR).

Export current facility list

Select a file to import

Upload

[Back to Facilities List](#)



(5) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple facilities located within the registration.

Facility Information					
Facility Name	Changes to existing Facility Name	Street Address	City	State	ZIP Code
Required (If edits are needed to Facility Name, see column B)	Only enter corrections to existing facility name in column A**	Required	Required	Required	Required
Facility		255 Main Street	Okemos	MI	48864

- The excel file provides the current list of all active facilities within the registration. If there are no facilities, the excel file generated will be blank.
- Any field that is required has 'Required' in row 3 associated with the column. Some columns are public health specific.
- A user has the option to perform the following actions:
 - o Add a new facility by adding a new row of information. The user is required to complete all required fields in the new row.


- If there are existing facilities, the application exports the data associated with those facilities. The following actions can be performed:
 - Update existing facility information. This could include facility information, facility contact or public health system.
 - IMPORTANT NOTE – When a facility must be renamed, please add this to the column ***Changes to existing facility name***.
- Remove any facilities that have left the practice.
 - You may remove the entire row of data collected for the facility.
 - The application sets the facility's application status to Archived upon successfully uploading.


(6) Once all updates are completed, **save** the excel file to a secure location and return to the upload multiple facilities page.

(7) The user must attach the excel file by selecting ***Select a file to import*** and navigate to the location the file was saved.


Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MiDR).

 Export current facility list

 Change

ProfessionalFacilitiesUpload_Registration_Name_2017-10-12T10-46-09.xlsx ✕

 Upload

(8) Once a file is provided, select **upload**.

(9) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user with any errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select **continue** if the updates should be applied.

Facility Upload Summary

Upload Summary

The following facilities will be updated:

- Facility

[« Back to Facilities List](#)

(10) The user is automatically redirected to the public health system contact and organization OID. The contact information defaults to the organization's owner; please update to the correct information and select **submit**.

Update Public Health System Contacts

Update Public Health System Contacts

M CIR ▾

⬇ Set to Current User ✕ Clear

McirContactList

Doe, Jane (ishmanja@msu.edu) ▾

M CIR Contact First Name *

Jane

M CIR Contact Last Name *

Doe

M CIR Contact Position *

PHS Coordinator

M CIR Contact Organization

Organization - Demo

M CIR Contact Phone Number *

652-290-0952

M CIR Contact Extension

M CIR Contact Email *

ishmanja@msu.edu

Organization OID

2.16.840.1.113883.3.5416.1.8130

Cancel Submit

[← Back to Facilities List](#)

(11) Once the changes have been applied, the user is redirected to the provider page. The user may now add providers. A message appears verifying the multiple facilities were successfully uploaded.

Congratulations, you have successfully uploaded multiple facilities for Registration Name



5.4.3 – Edit a Single Facility

To edit a single facility, select the facility in the facility table and update the information pertaining to it and save.

5.4.4 – Creating Facility OIDs

If your organization is submitting public health data to Michigan from multiple sites (i.e., event or service locations), each site will need its own facility OID number, which should be an extension or branch off the organization's object identifier (OID) (e.g., 888.888.8.88) plus some numbering scheme you define (e.g., 888.888.8.88.1, 888.888.8.88.2, 888.888.8.88.3).

Since no other organization shares the organization's object identifier (OID), the user simply needs to make sure the numbers added create a unique OID.

The assignments and branching numbers is at the organization's discretion, but please **do not use leading zeros** (e.g., .01, .002, .003) as they may not process properly in public health systems. Instead, please ensure that your branches start with a number between 1 and 9. For example:

- Correct: 9.99.999.9. 999999.9.9999.1000
- Incorrect: 9.99.999.9. 999999.9.9999.0001

5.4.5 – Add/Remove Public Health System(s) to a facility

When adding a facility, the user is required to select at least one public health system the facility can test for promoting interoperability. The public health systems available for the facility to test with are dependent on if the registration the facility is located under is an eligible hospital or eligible professional.

Once the facility is created, the user can update the public health system by:

- Updating the public health system on a single facility, *or*
- Updating the public health system on multiple facilities in the Upload Multiple Facilities.

All users must follow the following steps to add a public health system:

- (1) Navigate to the Facility List page and select the facility you wish to update. You will be directed to add or remove any Public Health Systems. Some Public Health Systems require more information to be added.
- (2) Once you are done selecting any Public Health Systems Continue to the Facility information page and fill out any newly required fields then Save and Continue.
- (3) The Facility is now testing with a new Public Health System you will still need to update any providers that are also using this Public Health System.

As a reminder, when a registration is an eligible *professional*, the provider is eligible for:

- Michigan Birth Defects Registry (MBDR),
- Michigan Cancer Surveillance Program (MCSP),
- Michigan Care Improvement Registry (MCIR),

- Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
- Michigan Syndromic Surveillance System (MSSS), and
- Michigan’s Dental Registry (MiDR).

When the registration type is **hospital**, the provider is eligible for:

- Michigan Birth Defects Registry (MBDR),
- Michigan Birth Registry (MBR),
- Michigan Care Improvement Registry (MCIR),
- Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR),
- Michigan Disease Surveillance System Electronic Lab Reporting (MDSS - ELR),
- Michigan Syndromic Surveillance System (MSSS), and
- Newborn Screening Program (NBS-CCHD).

(1) This step is for users that would like to add a public health system to multiple facilities. To start this process, you may select the **Upload Multiple Facilities** icon on the facilities page.

(2) The user is automatically redirected to the Upload Multiple Facilities. To update multiple facilities, select the **export current facility list** icon. **It is important to note that the upload that is exported is dependent on the registration type; the example below is of a professional registration type. Hospital registration types have a different file that is exported.**

Upload Multiple Facilities

Organization: [Organization - Demo](#)


Registration: [Registration Name](#)


Instructions


1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - Add new facilities by completing all the required fields in a new row;
 - Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - Add a new public health system to existing facility;
 - Remove an existing public health system on an existing facility; or
 - Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MiDR).

 Export current facility list

 Select a file to import

 Upload

[◀ Back to Facilities List](#)

(3) An excel file appears within the browser, select the file.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - o Add new facilities by completing all the required fields in a new row;
 - o Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - o Add a new public health system to existing facility;
 - o Remove an existing public health system on an existing facility; or
 - o Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

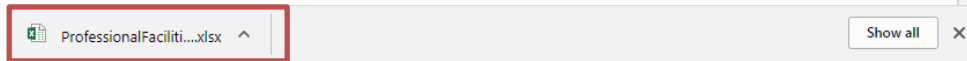
Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MIDR).

Export current facility list
Select a file to import

Upload

[Back to Facilities List](#)



(4) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple facilities located within the registration.

- The excel file provides the current list of all active facilities within the registration.
- Any field that is required has 'Required' in row 3 associated with the column. Some columns are public health specific.

Facility Information					
Facility Name	Changes to existing Facility Name	Street Address	City	State	ZIP Code
Required (If edits are needed to Facility Name, see column B)	Only enter corrections to existing facility name in column A**	Required	Required	Required	Required
Facility		255 Main Street	Okemos	MI	48864

(5) Once the excel file is open, you have the option to update any field within the file. To add a public health system, the user must scroll to the **public health system testing with** section. If you do not see the public health system you expect, you may be under the incorrect registration type.

View of excel file for a **professional** registration type:

Public health systems testing with:					
Michigan Birth Defects Registry (MBDR)	Michigan Care Improvement Registry (MCIR)	Michigan Cancer Surveillance Program (MCSP)	Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR)	Michigan Syndromic Surveillance System (MSSS)	Michigan’s Dental Registry (MiDR)
At least one is required					
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
	Y			Y	Y

If this example, the facility has ‘Y’ for Michigan Care Improvement Registry (MCIR), Michigan Syndromic Surveillance System (MSSS) and Michigan’s Dental Registry (MiDR).

View of excel file for a **hospital** registration type:

Public health systems testing with:						
Michigan Birth Defects Registry (MBDR)	Michigan Birth Registry (MBR)	Michigan Care Improvement Registry (MCIR)	Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR)	Michigan Disease Surveillance System – Electronic Lab Reporting (MDSS-ELR)	Michigan Syndromic Surveillance System (MSSS)	Newborn Screening Program (NBS-CCHD)
Required	Required	Required	Required	Required	Required	Required
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
		Y		Y	Y	

If this example, the facility has ‘Y’ for Michigan Care Improvement Registry (MCIR) and Michigan Disease Surveillance System Electronic Lab Report (MDSS-ELR) and Michigan Syndromic Surveillance System (MSSS).

(6) When a public health system must be added, the user must add a ‘Y’ under the column for the public health system. In the example, ‘Y’ was added to the Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR)

Public health systems testing with:					
Michigan Birth Defects Registry (MBDR)	Michigan Care Improvement Registry (MCIR)	Michigan Cancer Surveillance Program (MCSP)	Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR)	Michigan Syndromic Surveillance System (MSSS)	Michigan’s Dental Registry (MiDR)
At least one is required					
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
	Y			Y	Y



Public health systems testing with:					
Michigan Birth Defects Registry (MBDR)	Michigan Care Improvement Registry (MCIR)	Michigan Cancer Surveillance Program (MCSP)	Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR)	Michigan Syndromic Surveillance System (MSSS)	Michigan’s Dental Registry (MiDR)
At least one is required					
Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
	Y		Y	Y	Y

(7) Each public health system requires specific public health system identifiers. Please add these unique identifiers in the appropriate sections of the upload:

- a. Michigan Care Improvement Registry (MCIR) specific fields are located under MCIR Information as shown within the excel file in Pink section
- b. Michigan Disease Surveillance System Electronic Lab Reporting (MDSS-ELR) specific fields are located under MDSS-ELR as shown in the excel file in a Blue Section.
- c. Newborn Screening Program (NBS-CCHD) specific field are located under the NBS – CCHD as shown in the excel file in the Gray section.
- d. Michigan Birth Defect Registry (MBDR), Michigan Birth Registry (MBR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), Newborn Screening Program (NBS-CCHD), and Michigan’s Dental Registry (MiDR) specific fields are located within the yellow section of the excel file.

(8) Once all the required fields have been added, **save** the excel file to a secure location and return to the upload multiple facilities page.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - o Add new facilities by completing all the required fields in a new row;
 - o Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - o Add a new public health system to existing facility;
 - o Remove an existing public health system on an existing facility; or
 - o Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MiDR).

[Export current facility list](#)
[Select a file to import](#)

Upload

[Back to Facilities List](#)

(9) The user can attach the excel file by selecting **Select a file to import** and navigating to the location the file was saved.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - o Add new facilities by completing all the required fields in a new row;
 - o Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - o Add a new public health system to existing facility;
 - o Remove an existing public health system on an existing facility; or
 - o Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MIDR).

Export current facility list
Select a file to import

Upload

[Back to Facilities List](#)

(10) When a file is selected, the file name appears within the provider upload page. If applicable, when a file is selected incorrectly and a new file must be added, the user may select the **Change** button to locate the correct file.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - o Add new facilities by completing all the required fields in a new row;
 - o Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - o Add a new public health system to existing facility;
 - o Remove an existing public health system on an existing facility; or
 - o Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MSSS), and Michigan's Dental Registry (MIDR).

Export current facility list

Change
ProfessionalFacilitiesUpload_Registration_Name_2017-10-12T12-54-17.xlsx
✕

Upload

[Back to Facilities List](#)

(11) Once the correct file is added, select **upload**.

Upload Multiple Facilities

Organization: [Organization - Demo](#)
 Registration: [Registration Name](#)

Instructions

1. Select the **export current facility list** button. An excel file automatically generates with the facilities in Organization - Demo.
2. Once the excel file is open, you may perform any of the following:
 - Add new facilities by completing all the required fields in a new row;
 - Modify an existing facility name, address, city, state, zip, county, contact, or public health system specific information;
 - Add a new public health system to existing facility;
 - Remove an existing public health system on an existing facility; or
 - Archive a facility by removing the row (Note: This will archive all providers under the facility).
3. When the excel file has been successfully updated, save the file in secure location.
4. **Select a file to import** and locate the file.
5. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Facilities

The registration is set to Professional. This means that facilities uploaded are eligible for Michigan Birth Defects Registry (MBDR), Michigan Care Improvement Registry (MCIR), Michigan Cancer Surveillance Program (MCSP), Michigan Disease Surveillance System - Electronic Case Reporting (MDSS-eCR), Michigan Syndromic Surveillance System (MS55), and Michigan's Dental Registry (MDR).

ProfessionalFacilitiesUpload_Registration_Name_2017-10-12T12-54-17.xlsx

[Back to Facilities List](#)

(12) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user that there are errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select **continue** if the updates should be applied.

Facility Upload Summary

Upload Summary

The following facilities will be updated:

- Facility

[Back to Facilities List](#)

(13) The user is automatically redirected to the public health system contact and organization OID. The contact information defaults to the organization's owner; please update to the correct information and select **Submit**.

Update Public Health System Contacts

Update Public Health System Contacts

MBDR -

MCIR -

MIDR -

MDSS-eCR -

MdsEcrContactList

Doe, Jane (ishmanja@msu.edu) ▼

MDSS-eCR Contact First Name *

Jane

MDSS-eCR Contact Last Name *

Doe

MDSS-eCR Contact Position *

PHS Coordinator

MDSS-eCR Contact Organization

Organization - Demo

MDSS-eCR Contact Phone Number *

652-290-0952

MDSS-eCR Contact Extension

MDSS-eCR Contact Email *

ishmanja@msu.edu

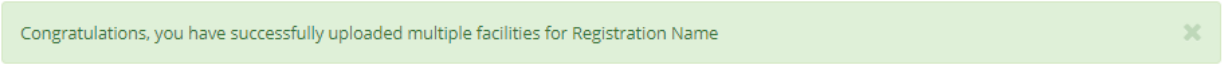
MSSS -

Organization OID *

2.16.840.1.113883.3.5416.1.8130

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(14) Once the changes have been applied, the user is redirected to the provider page. The user may now add the new public health system to providers within the facility. A message appears verifying the multiple facilities were successfully uploaded.



5.5 – Providers

5.5.1 – Add a Single Provider

The last step of the workflow is to add/ update and providers under the facilities. Navigate to the provider list page. You can get there by selecting an existing facility or add/ update provider quick link.

- (1) Select **Add Single Provider** button within the provider’s page. (Note: A provider and facility record represent a hospital. A hospital should have more than one provider.)

- (2) A form appears with any previously created facilities. The user must select a facility from the dropdown and select **save**.

Add Single Provider - Select Facility

ORGANIZATIONS USERS REGISTRATIONS FACILITIES PROVIDERS

Select an existing facility. If the facility you are looking for is not within the list, you must close this window and add the facility.

Select associated facility *

Demo - Facility

Create

- (3) Dependent on the facility selected, the system prompts the user to select the level of testing the facility is currently involved in with the public health system. The user must select at least one public health system by changing the dropdown associated with the public health system. The testing options available are
- Currently Testing With
 - Previously Tested With
 - Never Tested With

The status of Previously Tested With is considered to be an Archived public health system. The status of Never Tested With is considered to be a Deleted public health system. If applicable, the user may add additional public health systems.

Provider

ORGANIZATIONS USERS REGISTRATIONS FACILITIES **PROVIDERS**

Organization: Organization - Demo
 Registration: Registration Demo
 Facility: Demo - Facility
 Owner: [redacted]

Provider Details ▾

Please select the Public health system the provider is testing with. ⓘ

Michigan Birth Defects Registry (MBDR)

NPI Number *

First Name *

Last Name *

Previous Save & Continue

- (4) The user is required to enter provider specific details. This includes the NPI, First Name and Last Name (*Note: Hospitals will not need to enter this information as the provider record is automatically added when the facility is created*).
- (5) Once all required fields have been completed, select **save**.
- (6) Any error appears next to any fields that were incorrectly entered. If no errors, a success message appears. The provider added appears within the active tab.

✕

Congratulations. Your request has been successfully submitted for processing.

Your registration information has been recorded and is being processed. This serves as your registration of Intent and invitation to begin testing and validating. Please review additional information for public health reporting at <https://www.michiganhealthit.org/public-health/>.

Here are the next steps in the process:

- The information in your test request will be verified.
- The person listed as the public health contact will receive an email with further instructions on the testing process.

If you have questions about your request, contact resources are available at [Questions and Support](#).

5.5.2 – Add, Edit, & Archive Multiple Providers

- (1) From the provider page select the **Upload Multiple Providers** button. *(Note: If you do not see these buttons, you are located under a hospital. Hospitals do not have to upload provider information; the facility and provider are automatically created when adding a facility).*
- (2) The upload multiple providers page appears. Select the **Export current provider list** icon to download the list of providers currently registered.

Upload Multiple Providers


Organization: [Organization - Demo](#)


Registration: [Registration Name](#)


Instructions

1. Select the **export current providers list** button.
2. An excel file automatically generates with the facilities in Organization - Demo. As you will see, the excel has multiple sheets.
 - o The first sheet contains any provider data that already exists
 - o The second sheet contains a list of the facility that currently exist. IMPORTANT NOTE - If you are unable to locate a facility, you must upload the facility information first, [select here](#) if this applies.
3. Once the excel file is open, you may perform any of the following:
 - o Add new provider by completing all the required fields in a new row;
 - o Modify a provider name, NPI, or public health system information;
 - o Add a new public health system to existing provider;
 - o Remove an existing public health system on an existing provider; or
 - o Archive a provider by removing the row.
4. When the excel file is updated, save the file in secure location.
5. **Select a file to import** and locate the file.
6. Once attached, select **upload**. Any errors in the file will be returned in summary.

Upload Multiple Providers

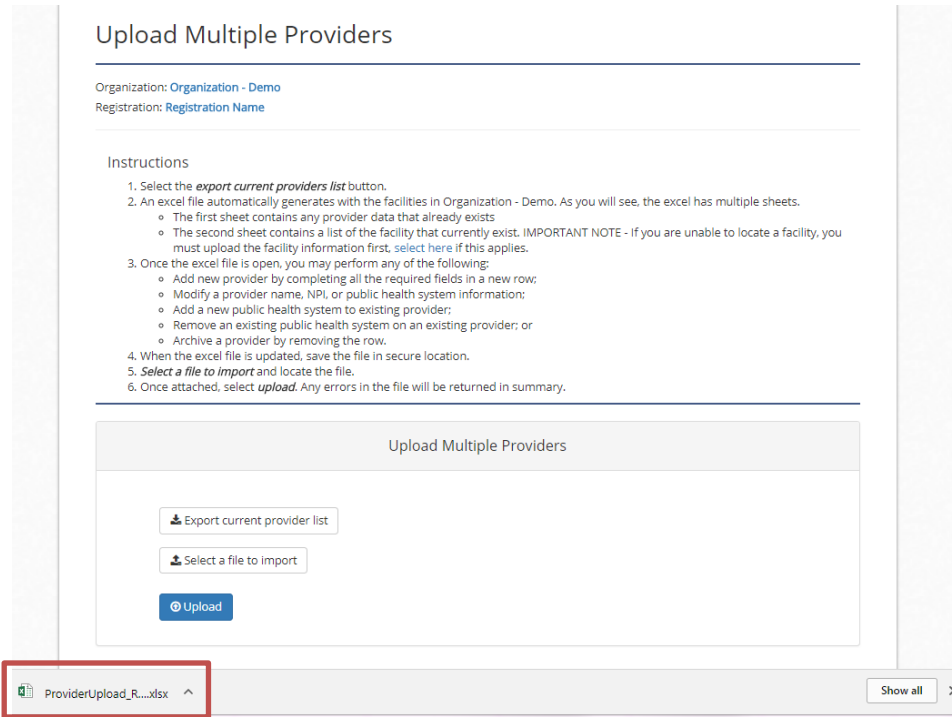
 Export current provider list

 Select a file to import

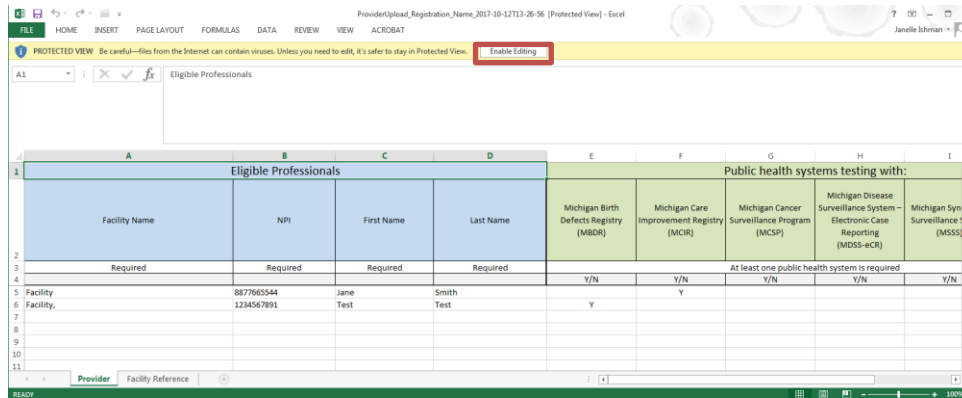
 Upload

[« Back to Providers List](#)

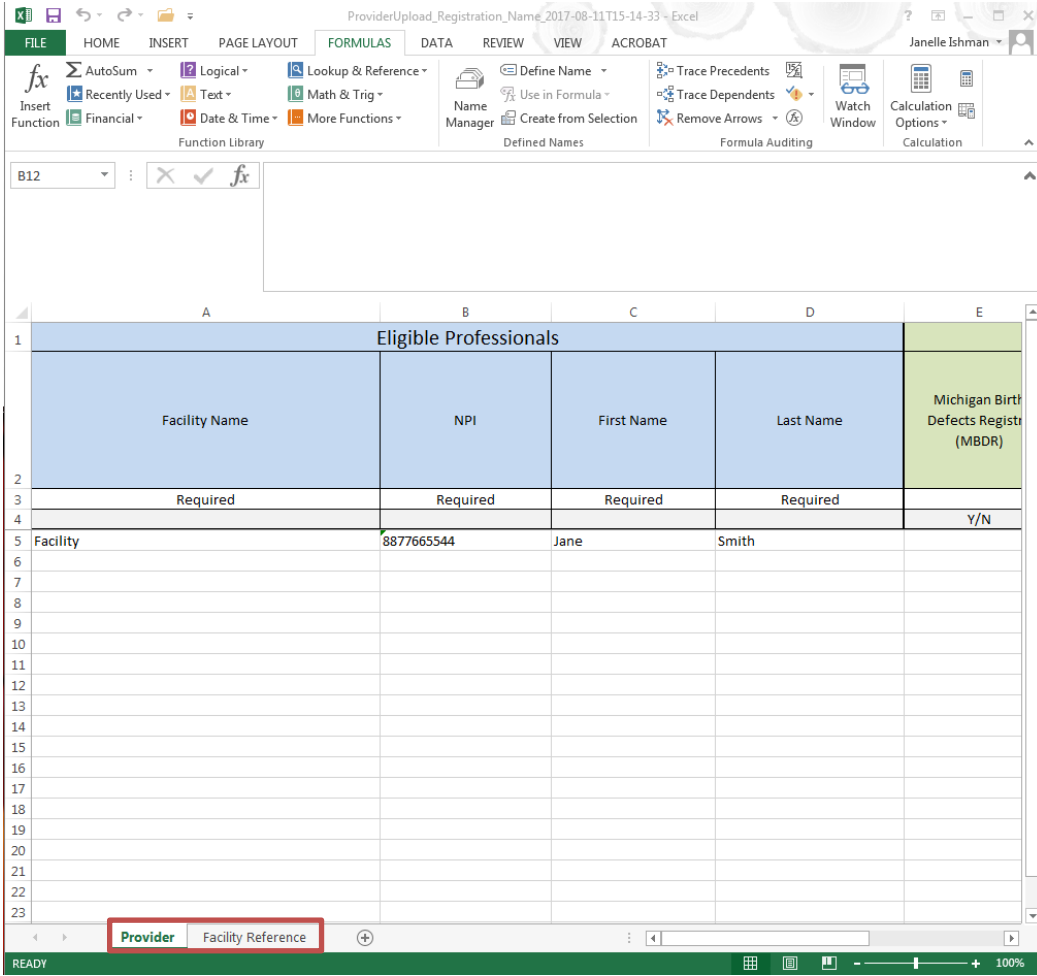
- (3) An excel file appears within the browser; select the file.



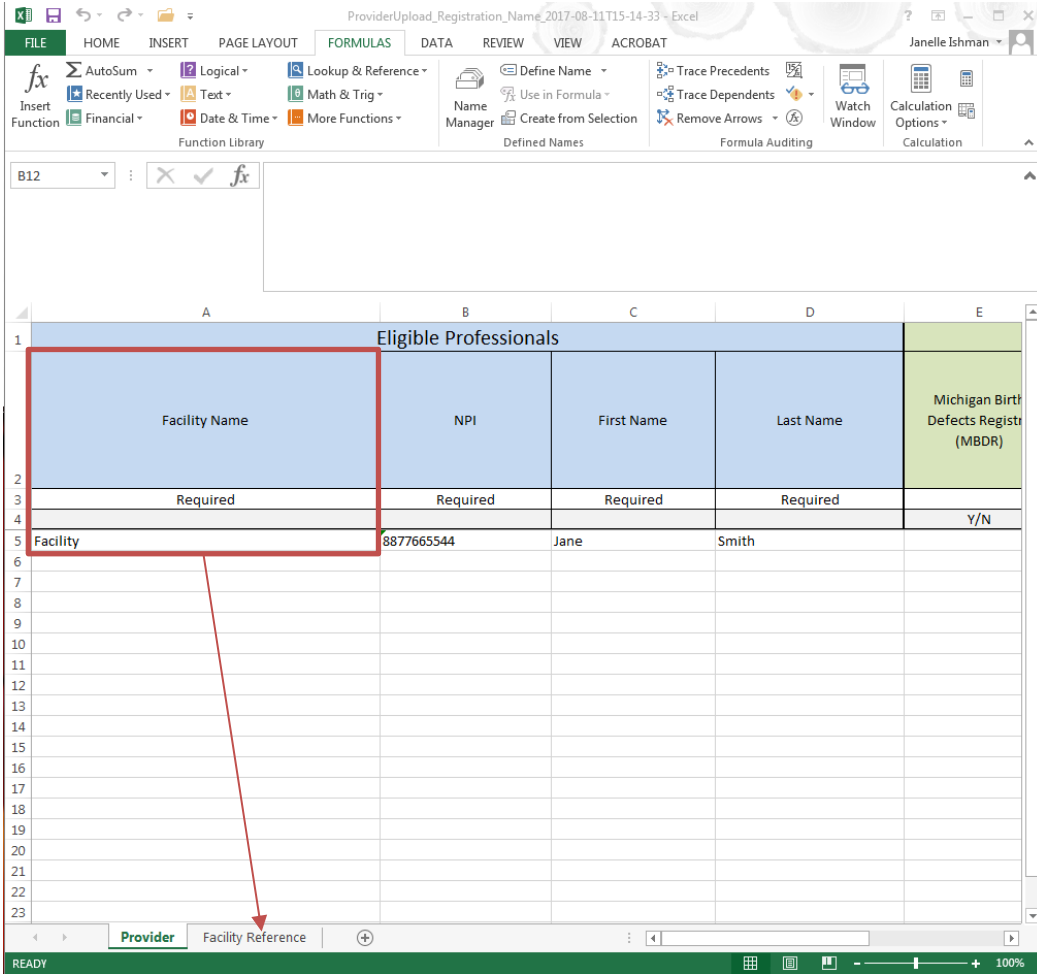
(4) You may be required to select **Enable Editing** on the excel file. The file provides the ability to add, update, or remove multiple providers located within the registration.



(5) The excel file provides the current list of all active facilities and providers within the registration. It is separated into two sheets: Provider and Facility Reference.



(6) The value entered in the Facility Name **must** match an active facility in the registration. To review the active facility information in the registration, the user must select **Facility Reference** sheet.



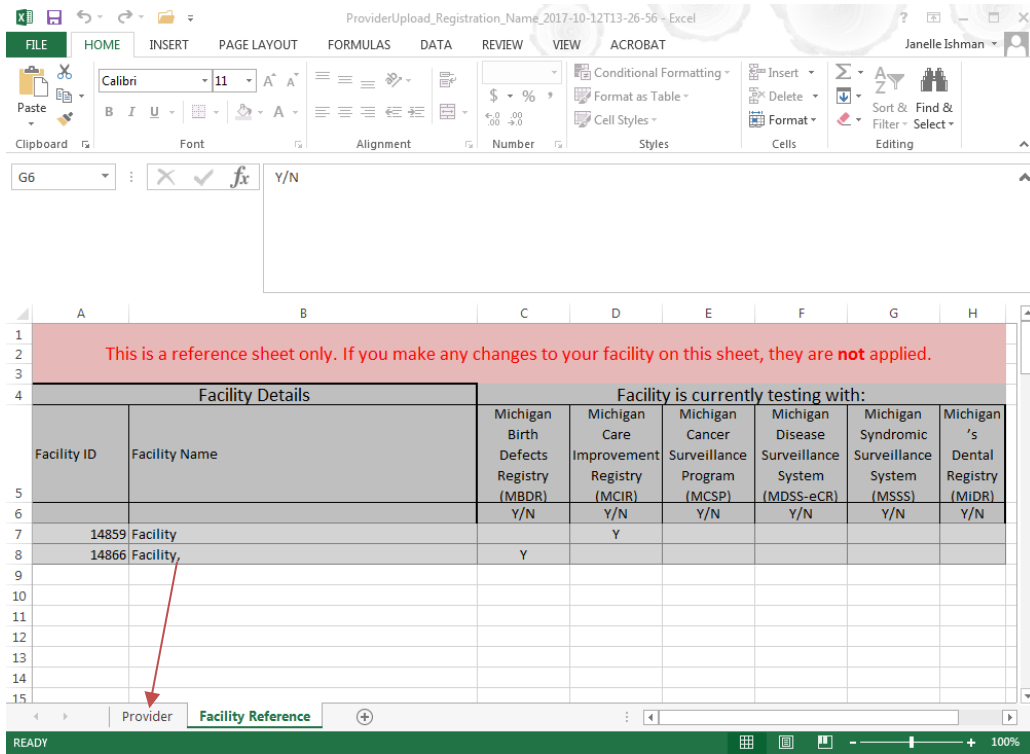
- (7) When the facility reference sheet is selected, the user is redirected to view the sheet. It displays the Facility ID, Facility Name, and the public health system the facility is testing with. In the example below, facility is testing with Michigan Care Improvement Registry. Therefore, a user can only:
- a. Add providers to a facility named: Facility.
 - b. Add providers to Michigan Care Improvement Registry (MCIR)

This is a reference sheet only. If you make any changes to your facility on this sheet, they are **not** applied.

Facility Details		Facility is currently testing with:					
Facility ID	Facility Name	Michigan Birth Defects Registry (MBDR)	Michigan Care Improvement Registry (MCIR)	Michigan Cancer Surveillance Program (MCSP)	Michigan Disease Surveillance System (MDSS-eCR)	Michigan Syndromic Surveillance System (MSSS)	Michigan's Dental Registry (MiDR)
14859	Facility	Y/N	Y/N	Y/N	Y/N	Y/N	Y/N
14866	Facility,	Y	Y				

The **facility name** and **public health system** cannot be updated in the upload multiple providers excel sheet.

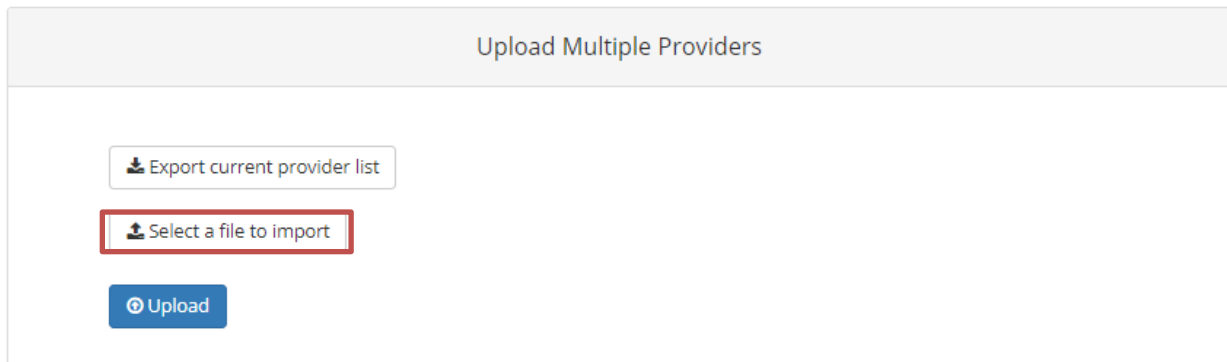
(8) The user must return to the provider sheet by selecting the provider sheet.



- (9) Once on the provider sheet, the user can:
- Add a new provider by adding a new row of information. All required fields must be completed, the provider must be added to an active facility, and test with a public health system that the facility entered is testing.
 - Update an existing provider. The changes could include changing the Facility, NPI, First Name, Last Name, and public health system.
 - Remove a provider by removing an entire row of data or remove the public health system selection.

(10) Once all updates are completed, **save** the excel file to a secure location and return to the upload multiple facilities page.

(11) The user must attach the excel file by selecting **Select a file to import** and navigate to the location the file was saved.



(12) Once a file is provided, select **upload**.

(13) When the file is uploaded, the application automatically verifies that all required fields for the public health system are located within the file. If errors exist, the application will prompt the user that there are errors in the attached file. If no errors exist, the application automatically displays an upload summary of all the changes that are applied. Select **submit** if the updates should be applied.

Provider Upload Summary

(14) Once the changes have been applied, the user is redirected to the provider page. A message appears verifying the multiple providers were successfully uploaded.

✕

Congratulations. Your request has been successfully submitted for processing.

Your registration information has been recorded and is being processed. This serves as your registration of intent and invitation to begin testing and validating. Please review additional information for public health reporting at <https://www.michiganhealthit.org/public-health/>.

Here are the next steps in the process:

1. The information in your test request will be verified.
2. The person listed as the public health contact will receive an email with further instructions on the testing process.

If you have questions about your request, contact resources are available at [Questions and Support](#).

5.5.3 – Edit a Single Provider

- (1) The User must navigate to the provider that requires updates and select continue.
- (2) A form with the provider details appears.

- (3) The user may edit any field within the provider. Once the appropriate changes have been applied, select **save**.
- (4) If required fields are removed or incorrect data entered, the system prompts the user with error messages to correct the mistakes. If no errors exist, a successful confirmation appears.

Smith, Jane was successfully updated. ✕

- (5) Any updates to the Provider Name or NPI display within the provider page.

5.5.4 - Archive a Single Provider

Each provider within the Health System Testing Repository (HSTR) has a status of Active, Archived, or Deleted.

A provider should be archived **only** for the following reasons:

- The professional or hospital is no longer actively testing with or submitting health messages to a public health system.
- The hospital was acquired by another organization.
- The professional retired or left the facility.

Before archiving a provider, please be aware of the following system functionality:

- Archiving a provider removes the provider from promoting interoperability confirmation letters generated for that public health system from the date archived.
- Archiving a provider archives the individual public health system association the provider has within a selected facility. If a provider is testing for more than one public health system, each individual record of the provider associated with the public health system should be archived for the provider to be completely removed.

- (1) If it is determined that a provider should be archived, select the **Continue** button on the provider record. A form will appear with a list of the provider details.
- (2) To archive the Provider, remove the Public Health System the provider is associated with.

Provider

ORGANIZATIONS — USERS — REGISTRATIONS — FACILITIES — **PROVIDERS** (5)

Organization: [Organization - Demo](#)
 Registration: [Registration Demo](#)
 Facility: [Demo - Facility](#)
 Owner:

Provider Details ▾

Michigan Birth Defects Registry (MBDR)

NPI Number *

First Name *

Last Name *

[Previous](#) [Save & Continue](#)

A warning message, as shown in yellow, reminds the user that archiving the provider removes the provider from the promoting interoperability confirmation letter.

- (3) The provider is now located under the archived tab for providers on the archived and deleted information pages.

5.5.5 – Add or Remove Public Health System(s) from a provider(s)

You can update the Public Health System(s) by editing the provider(s) in question through the Edit a Single Provider (5.5.3) or Edit Multiple Providers (5.5.2) workflow.

Change the dropdown to the current testing status for the Public Health System listed, then Save and continue.

Please keep in mind that a provider can only choose a testing status for a Public Health System(s) that the facility is currently testing with. If the facility is not testing with the one you want to select, you will have to update the facility first.

The screenshot shows a 'Provider Details' form with the following fields:

- Michigan Birth Defects Registry ***: A dropdown menu currently set to 'Never Tested With'.
- Michigan Cancer Surveillance Program ***: A dropdown menu currently set to 'Never Tested With'.
- Michigan Care Improvement Registry ***: A dropdown menu currently set to 'Currently Testing With'.
- NPI Number ***: A text input field containing the value '7878787878'.
- First Name ***: A text input field that is currently empty.

6.0 – MCIR Statuses

The following statuses are the progression of completion for MCIR through Promoting Interoperability.

- Registered Intent, Further Action Required
- Testing and Validation – First test submitted
- Testing and Validation – Vendor/Provider coordination
- Testing and Validation – DQA
- Production
- QBP - Production
- Interrupted Submission (halt in production)
- Inactive
- QBP – Registered Intent, Further Action Required
- QBP - Completed Registration to Submit Data
- QBP - Testing and Validation
- QBP – Production (Query Only)

A Facility registered as an immunizing site is required to achieve the status of ‘Production’ with MCIR before being eligible to pursue ‘QBP - Production’ status.

The screenshot shows a form section with the following elements:

- Question: 'Currently reporting to MCIR via EXT fixed file format?' with radio buttons for 'Yes' and 'No' (selected).
- Question: 'Is this Facility an Immunizing site? *' with radio buttons for 'Yes, this is an Immunizing (VXU) site' (highlighted with a red box) and 'No, this is a Non-Immunizing (Query Only) site'.
- Text input field: 'EXT "Parent" Transfer MCIR Site ID'.
- Text input field: 'MCIR Site ID *'.
- Question: 'Site participates in the MI-Vaccines for Children (VFC) program?' with radio buttons for 'Yes' and 'No' (selected).

When the Facility achieves 'Production' status with MCIR the Organization Owner will receive an email from the HSTR system outlining the process for achieving 'QBP - Production' status.

Hello

As an immunizing provider in Michigan, you are invited to participate with the Michigan Care Improvement Registry (MCIR) Query by Parameter (QBP) functionality. QBP functionality allows your EHR to send MCIR an electronic request to receive a patient's immunization history and forecast information on what vaccinations the patient is due to receive.

Providers participating in Stage 3 of the Promoting Interoperability Program (Meaningful Use) that plan to claim active engagement with an immunization registry are now required to attest to submitting immunization data (which you are and receiving immunization forecasts and histories) to continue to be eligible to earn incentive dollars. Participation with MCIR QBP meets this Stage 3 requirement and this communication is to encourage you to begin the process for QBP participation by registering in the Michigan Health System Testing Repository (HSTR) application.

The registration [link](#) will take you to a HSTR page where you can indicate your intention to participate in QBP. This action will move you into active engagement status, meeting the minimum Stage 3 requirement for the measure. The MCIR team will then work with your organization to complete testing and, once testing has been successfully completed, place your organization into production status where you will be able to take advantage of the benefits of using immunization forecasting and histories in your EHR system.

The public health community and the MCIR team applaud your past efforts in the adoption of health information technology for immunization reporting to increase the health quality, safety, and effectiveness of the residents of the state of Michigan. We hope you will continue this engagement by joining QBP.

For any questions regarding this letter, please feel free to reach out to MDHHS-MU-MCIRHelp@michigan.gov.

For more information on the Promoting Interoperability program, please visit www.MichiganHealthIT.org.

Thank you,
MI Health System Testing Repository Team

If you are not the intended recipient of this email please contact HSTR Support: (applicationsupport@mphi.org) at the Michigan Public Health Institute.

The email will provide the Registrant a link to the Intent page for MCIR Query by Parameter.

Intent to Pursue Production - Query By Parameter

Hello Veterinarians Hospital,

You have been given access to this page because you are in the status of Production with MCIR. In the date field below is the date you have recorded intent as to meeting Measure 1, Objective 8 compliance of the Promoting Interoperability program. This objective requires eligible professionals desiring to continue to receive incentives under the Promoting Interoperability program (formerly known as Meaningful Use), to being in active engagement status with a public health agency to submit immunization data and receive immunization forecasts and histories from the public health immunization registry for the state. The Michigan Care Improvement Registry (MCIR) is the immunization registry for Michigan. You are committing to all associated facilities being updated as a result of testing with MCIR. If you have any questions please contact MCIR at MDHHS-MU-MCIRHelp@michigan.gov.

Upon submitting the intended status date, the facilities listed below will be updated as part of my Registration's pursuit of Production - QBP

Facilities

Show entries

Search:

Facility Name	MCIR Id
[Redacted]	

Showing 0 to 0 of 0 entries

First Previous Next Last

Please click the Update button to register your intent.

Intended Status Date

09/23/2019

[Update Status for Facilities](#)

7.0 – Questions and Support

The Michigan Department of Health and Human Services understands that while testing for promoting interoperability questions and concerns arise. The following supporting resources have been created to help you get the information you need as efficiently and effectively as possible.

Public Health System Support
<p>For questions and concerns related to the specific public health system, the following resources are available:</p> <ul style="list-style-type: none"> • Michigan Care Improvement Registry (MCIR): MDHHS-MU-MCIRHelp@michigan.gov • Michigan Cancer Surveillance Program (MCSP): MCSP.Help@altarum.org • Michigan Syndromic Surveillance System (MSSS): MSSS.Help@altarum.org • Michigan Birth Defects Registry (MBDR): MBDR.Help@altarum.org • Michigan Disease Surveillance System – Electronic Case Reporting (MDSS-e): MDHHS_MDSS@michigan.gov • Michigan Disease Surveillance System – Electronic Lab Reporting (MDSS-ELR): MDHHS_MDSS@michigan.gov • Newborn Screening – CCHD (NBS-CCHD): NBS.Help@altarum.org • Michigan’s Dental Registry (MiDR): MiDR@altarum.org • Michigan Birth Registry (MBR): eBirthreporting.Help@altarum.org <p>Example of questions for the public health system includes:</p> <ol style="list-style-type: none"> 1. What is my public health testing status? 2. What are the next steps in the testing process?

Application Support
<p>For questions and concerns related to the functionality of the application, the following resources are available:</p> <ul style="list-style-type: none"> • HSTR Support: applicationsupport@mphi.org <p>Examples of questions for the application support include:</p> <ol style="list-style-type: none"> 1. I’m not able to log in to the application, can you help me? 2. I’m having issues accessing this section of the application because I get an error when I try to navigate to it, can you assist me?