

Alabama Department of Public Health

Meaningful Use Portal

User Guide

Version 0.1 dated 1/10/2017



For More Information:

1-800-252-1818

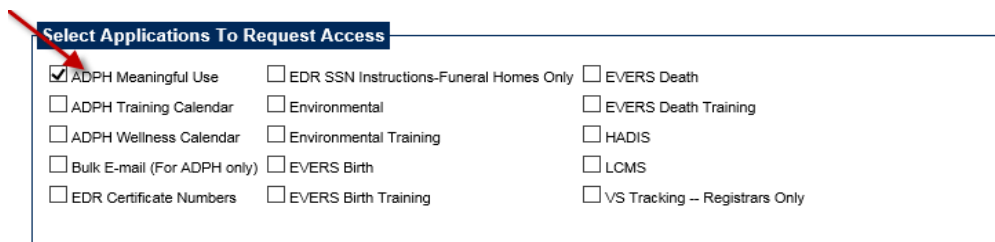
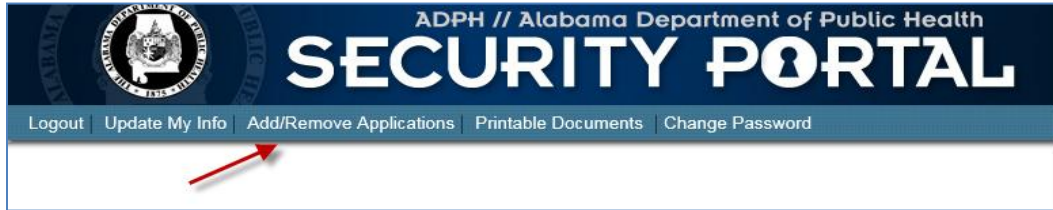
MeaningfulUse@adph.state.al.us

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1.0 ADPH Meaningful Use Registration

To register for ADPH Meaningful Use (MU) you must first have an ADPH Security Portal account. If you already have an ADPH Security Portal account, log into your account with your current username and password. Select Add/Remove Applications, then select ADPH Meaningful Use.



If you do not have an ADPH Security Portal account, you will need to create an account. Go to <https://dph.state.al.us/adphsec/Login.aspx> and select Create an account.



This first page contains six different sections. These are: "Select Applications to Request Access," "Name," "Employment," "Supervisor," "State Employees," and "Username/Password." All of the fields that are highlighted in yellow are the standard required fields. These are the fields that must be completed before the page can be submitted. An email address is also required.

Select Applications To Request Access

ADPH Meaningful Use Bulk E-mail (For ADPH only) HADIS
 ADPH Training Calendar Environmental LCMS
 ADPH Wellness Calendar Environmental Training VS Tracking -- Registrars Only

Name

Professional Title
 First Name Middle Name
 Last Name
 Suffix -None- Other Suffix

Employment

It is **highly recommended** that you add an e-mail address that is not shared! Several functions within the ADPH Security Portal are handled through e-mail.

e-mail Address
 Address City
 State Alabama Zip
 Phone Number Phone Ext
 Fax Number

Supervisor

Name
 e-mail Address
 Phone Number Phone Ext

State Employees

Are you a State employee in either ADPH or Medicaid?
 No Yes

Username/Password		Minimum Password Requirements
	Choose a username and a password below. Your username must be at least 3 and may be no more than 20 characters in length. The password requirements are listed to the right.	<ul style="list-style-type: none"> • Minimum 6 characters in length • Maximum 20 characters in length • Passwords may contain the following: <ul style="list-style-type: none"> - Uppercase Letters - Lowercase Letters - Numbers - Spaces are not allowed - Symbols _ * ! @ # \$ -
username	<input type="text"/>	
password	<input type="text"/>	
	Please confirm your password	
	<input type="text"/>	

Proceed to Step 2

are Required Fields

Please note you are **required** to provide Security Questions and Answers in the event you are unable to access your account, but the Personal E-mail and Text SMS features are **optional**.

In the "Security Questions" section, you will need to select a Security Question from the drop down list and answer all three questions.

Enter your Personal E-mail address. It is highly recommended you add an address that is not shared. In the "Text SMS" section, you will need to enter your mobile number, and select your mobile carrier from the drop down list. Then, click "Send PIN." A four digit pin number will be sent within 2 minutes to your mobile device. Upon receiving that pin number via text, you should enter the pin to validate your mobile number.

It is **not necessary** to complete the "LCMS Account" section.

If no other updates are necessary, click the "Proceed to Step 3" button.

Self Service

Security Questions

Question 1 - Select a Security Question -
[Yellow bar]

Question 2
[Yellow bar]

Question 3
[Yellow bar]

Personal E-mail [Text box]

If you do not wish to provide an E-mail or Phone, you have the option to opt out of self service. If you choose to opt out you will be required to call ADPH in the event you cannot access your account.

The e-mail and mobile number will ONLY be used to reset or recover data from your account.

Text SMS

Mobile Number [Text box]

Mobile Carrier [AT&T] [Dropdown]

Send PIN

A 4-digit PIN number will be sent to the mobile number that you have entered above. Please enter that PIN number below to validate your mobile number.

PIN [Red arrow] [Text box]

Now, you have the option to include additional Professional License information, such as Funeral Director License Number, Coroner Association Number, etc. If no updates are necessary, click the "Proceed to Step 3" button.

Licenses

License Board - Select a Board Type - [Dropdown]

No licenses to display!

To change a license number, contact the Application Administrator. ([Contact Us](#))

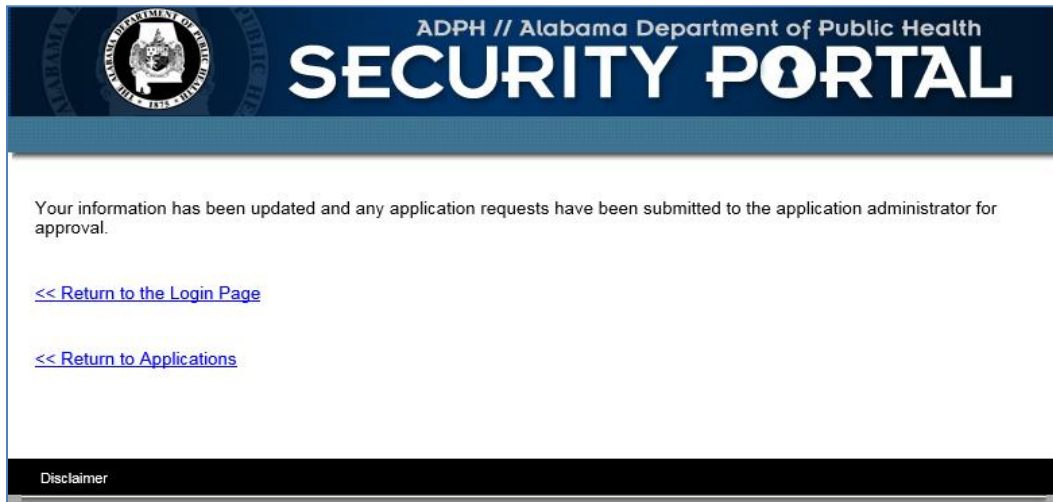
LCMS Account

If you already have a LCMS account, you can login to LCMS from the Security Portal by linking your LCMS and Security Portal accounts together. To link the two accounts, click the "Show LCMS Account" link below.

Show LCMS Account

Proceed to Step 3

Your web browser will redirect to a new page with the following confirmation message, “Your request has been submitted to the application administrator for approval.”
Click the “Return to the Login Page” link.



You will receive an email at the address you listed during registration. You will need to verify your email in order to gain access.

2.0 External User Registration

After you have been granted access to ADPH MU, login to ADPH Security Portal and select ADPH Meaningful Use from your applications. Next select Eligible Professional (EP), Eligible Hospital (EH), Health System (HS), or Vendor/Implementer.

If your organization/clinic/facility has more than one location, you only need to register the parent organization. The other locations can be added and associated with the Organization/Group NPI in Additional Information. Please see Section 3 – User Functions - Additional Information - View/Add/Delete Locations.

The next page you will land on is the ADPH MU Statement of Readiness. Select Register to continue with registration.

This website provides the following information:

- Which programs/registries are currently supported in Alabama
- How to register intent for Meaningful Use Stage 1 and Stage 2 and begin the reporting processes
- How to find implementation and supplemental guides for each program/registry
- Additional information regarding the processes required to attain Meaningful Use for each public health reporting objective

The Alabama Department of Public Health supports Eligible Professionals (EPs) and Eligible Hospitals (EHs) wishing to fulfill public health reporting measures under the Medicare and Medicaid EHR Incentive Programs.

The table below summarizes each program's readiness and required reporting method:

Public Health Measure	Eligible Professionals	Eligible Hospitals and Critical Access Hospitals	ADPH Supported Reporting Method
Immunization Registry Reporting	ADPH is accepting Immunization data (since 2011)	ADPH is accepting Immunization data (since 2011)	HL7 v2.5.1
Electronic Lab Reporting	NA	ADPH is accepting Laboratory data (since 2011)	HL7 v2.5.1
Syndromic Surveillance Reporting	Within Urgent Care Settings: ADPH is currently accepting SS data (since 2016)	Emergency Departments: ADPH is accepting SS data (since 2013)	HL7 v2.5.1
	Within Non-Urgent Care Settings: ADPH is not currently accepting SS data	Non-Emergency Departments: ADPH is not currently accepting SS data	NA
Cancer Registry Reporting	ADPH is accepting Cancer data (since 2014)	NA	HL7 v3 CDA
Specialty Registry	Coming soon	Coming soon	Coming soon

*Please refer back to this table periodically as the statuses of these programs may change.

2.1 Initial Registration for First User Associated with Eligible Professional

Select Eligible Professional as the Organization Type, enter NPI and verify. If your clinic/facility has only one provider, enter the individual NPI. If your clinic/facility has more than one provider, enter the organization NPI.

The screenshot shows the 'Meaningful Use' registration form. At the top, there is a blue header with 'Meaningful Use' on the left and 'Account' with a dropdown arrow on the right. Below the header, the form is titled 'Select your Organization type.' and contains the following fields and options:

- Organization Type:** A dropdown menu set to 'Eligible Professional'.
- NPI:** A text input field containing '1234567890' and a 'Verify NPI' button to its right.
- Select Interested Program(s):** A group of radio buttons with the following options: 'Immunization', 'ELR', 'Syndromic Surveillance', 'Specialized Registry - Cancer', and 'Specialized Registry - Other'. None are selected.
- EHR Incentive Program:** A dropdown menu set to 'Select Incentive'.
- A 'Register' button at the bottom.

Red arrows in the original image point to the 'Organization Type' dropdown, the 'NPI' input field, the 'Verify NPI' button, and the 'Register' button.

Enter your organization name as Doing Business As name if you are not using an organization NPI to register with ADPH and verify your contact information is correct.

Enter your Tax Identification Number (TIN). TIN is not required but would be helpful for information for CMS verification purposes.

Select the program(s) you intend to submit data electronically to ADPH.

Select the EHR Incentive Program that applies. Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

This screenshot shows the 'Meaningful Use' registration form after several fields have been filled out. The 'Organization Type' remains 'Eligible Professional' and the 'NPI' is '1234567890'. Below the NPI field, the text '1234567890-DR TEST ADPH' is displayed. The form now includes the following fields and options:

- Doing Business As:** A text input field with a note: '*Required if you are using your Individual NPI'.
- Tax Identification:** An empty text input field.
- Address Line 1:** A text input field containing '201 Monroe'.
- Address Line 2:** A text input field containing 'SUITE 840'.
- City:** A text input field containing 'Montgomery'.
- County:** An empty text input field.
- State:** A dropdown menu set to 'Alabama'.
- Postal Code:** A text input field containing '36106-1245'.
- Phone Number:** A text input field containing '(123)456-7890'.
- Fax Number:** A text input field containing '(XXX)XXX-XXXX'.
- Select Interested Program(s):** The same radio button options as in the previous screenshot, with 'Immunization' now selected.
- EHR Incentive Program:** A dropdown menu set to 'Select Incentive'.
- A 'Register' button at the bottom.

Red arrows in the original image point to the 'Doing Business As' field, the 'Select Interested Program(s)' radio buttons, the 'EHR Incentive Program' dropdown, and the 'Register' button.

2.2 Initial Registration for First User Associated with Eligible Hospital

Select Eligible Hospital as the Organization Type. Start typing your Hospital Name and it should appear in the list. Verify your contact information is correct. If your hospital does not appear in the list please contact ADPH.

Enter your Tax Identification Number (TIN). TIN is not required but would be helpful for information for CMS verification purposes.

Select the program(s) you intend to submit data electronically to ADPH. Select the EHR Incentive Program that applies.

Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

The screenshot shows a web form titled "Meaningful Use" with a blue header and a "Account" dropdown in the top right. The form is for registering an "Eligible Hospital". It includes the following fields and options:

- Organization Type:** A dropdown menu set to "Eligible Hospital".
- Hospital Name:** A text input field containing "a Test Hospital".
- Tax Identification:** An empty text input field.
- Address Line 1:** A text input field containing "1".
- Address Line 2:** A text input field containing "1".
- City:** A text input field containing "1".
- County:** A dropdown menu set to "Autauga".
- State:** A dropdown menu set to "Alabama".
- Postal Code:** A text input field containing "00000-0000".
- Phone Number:** A text input field with a mask "(XXX)XXX-XXXX".
- Fax Number:** A text input field with a mask "(XXX)XXX-XXXX".
- Select Interested Program(s):** A list of checkboxes for "Immunization", "ELR", "Syndromic Surveillance", "Specialized Registry - Cancer", and "Specialized Registry - Other".
- EHR Incentive Program:** A dropdown menu set to "Select Incentive".
- Register:** A button at the bottom of the form.

2.3 Initial Registration for First User Associated with Health System

Select Health System as the Organization Type and enter your Organization Name.

Select the program(s) you intend to submit data electronically to ADPH.

Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

Meaningful Use

Select your Organization type.

Organization Type:* Health System ▼

Organization Name:* Test Health System

Select Interested Program(s):*

- Immunization
- ELR
- Syndromic Surveillance
- Specialized Registry - Cancer
- Specialized Registry - Other

Register

2.4 Initial Registration for First User Associated with Vendor/Implementer

Select Vendor/Implementer as the Organization Type. Start typing your Vendor Name and it should appear in the list. Verify your contact information is correct.

Select the program(s) you intend to submit data electronically to ADPH.

Select Register to complete registration.

For the next steps go to Section 3 – User Functions.

Meaningful Use

Select your Organization type.

Organization Type:* Vendor/Implementer ▼

Vendor Name:* Start typing your organization name here..

Select Interested Program(s):*

- Immunization
- ELR
- Syndromic Surveillance
- Specialized Registry - Cancer
- Specialized Registry - Other

Register

2.5 Subsequent Users Registration

Register for the appropriate user type - EP, EH, HS or Vendor/Implementer - following the instructions above for the selected user type.

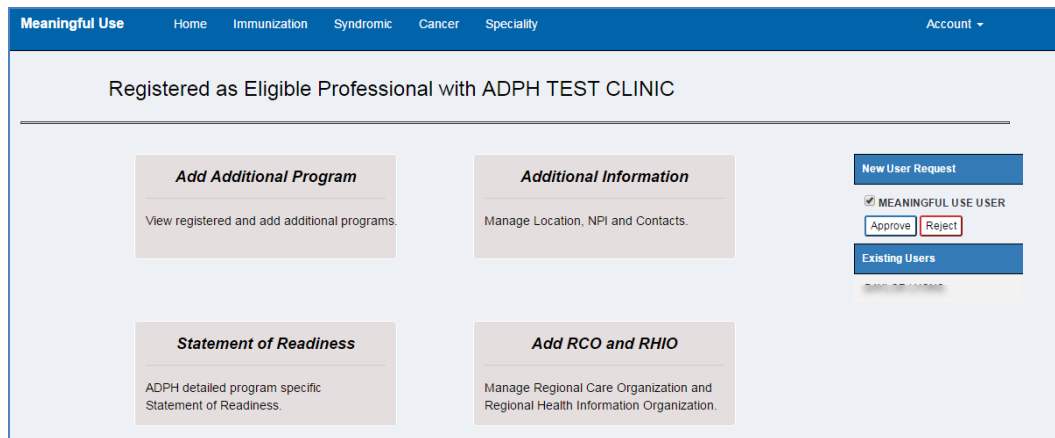
The screenshot shows a web interface for 'Meaningful Use' registration. At the top, there is a blue header with 'Meaningful Use' on the left and 'Account' with a dropdown arrow on the right. Below the header, the text 'Select your Organization type.' is followed by a form. The 'Organization Type:*' dropdown menu is set to 'Eligible Professional'. Below it, the 'NPI:*' field contains the number '1234567890', and there is a 'Verify NPI' button. A green message below the NPI field reads: '1234567890-DR TEST ADPH'. A paragraph of text states: 'The NPI you entered is registered (ADPH TEST CLINIC). If you need access to the organization, please request access. Someone from your organization with an ADPH - Meaningful Use account will be notified of the request and should approve you.' At the bottom of the form, there is a 'Request Access' button.

Once you complete your registration, someone from your organization that is already registered with ADPH MU will grant you access.

The screenshot shows a confirmation message on the 'Meaningful Use' registration page. The header is the same as in the previous screenshot. The main content area contains the following text: 'The Alabama Department of Public Health would like to thank you for registering for the Alabama Department of Public Health - ADPH Meaningful Use application. During this registration, you selected **Eligible Professional** as your organization type and **ADPH TEST CLINIC** as your organization. The following registered users are already associated with this organization.' Below this text, there is a list of users, with one entry visible: 'LINDSEY BELLUM - user-123@adph.state.al.us'. The message concludes with: 'In order to gain access to this organization's account, one of the users listed above will need to log into their accounts and confirm your association with the organization. Please send any questions or concerns to meaningfuluse@adph.state.al.us.'

2.6 Grant Access for Subsequent Users

If someone registers in ADPH MU and is associated with your organization, as a current registrant you will be allowed to grant them access. You will be notified via email when their registration has been submitted. To grant access, go to the Home page. The New User Request will be visible and allow you to approve or reject access.



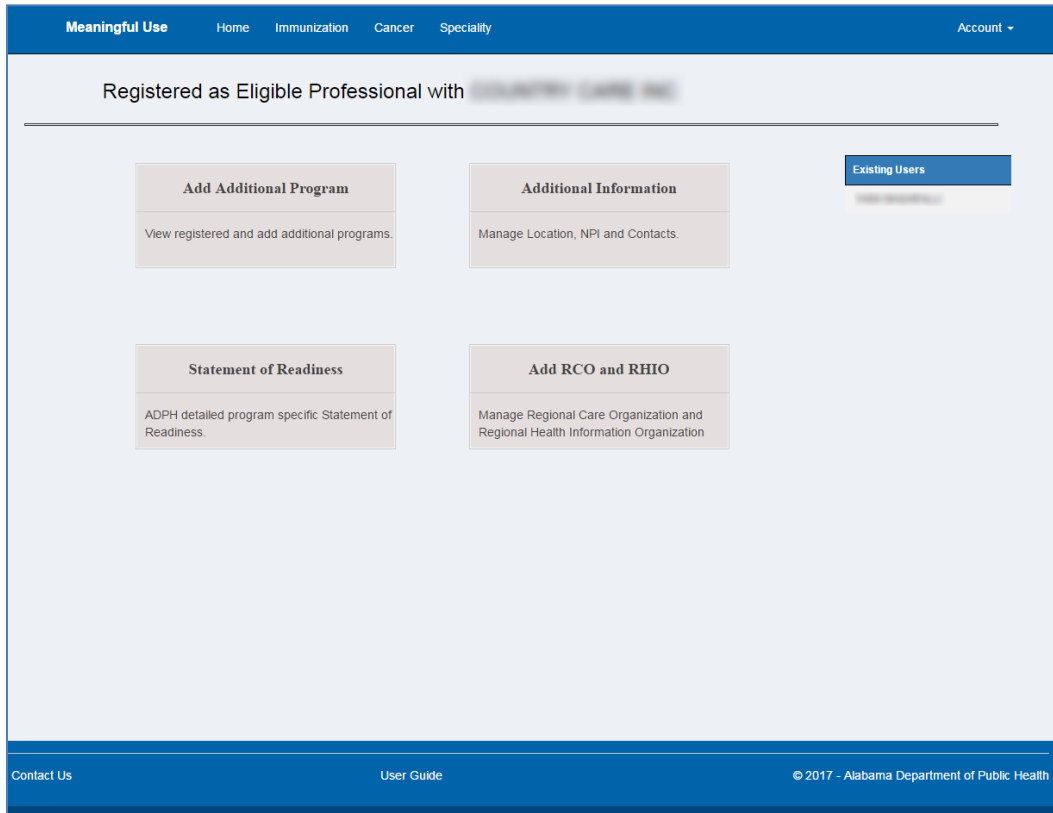
2.7 Email Notifications

You will receive an email from ADPH MU when the following occurs:

- Requesting access
- Initial Registration of Intent
- Adding additional programs
- ADPH MU uploads a document to your folder
- ADPH MU uploads a document associated with the programs you are registered for
- A new user from your organization is requesting access

3.0 User Functions

The home page for Eligible Professional (EP), Eligible Hospital (EH) and Health System (HS) is the same.



The home page for Vendor/Implementer is the same as Eligible Professional (EP), Eligible Hospital (EH) and Health System (HS) with the exception of the Add RCO and RHO button/functionality.



3.1 Add Additional Program

Select this icon to view registered programs and to register for additional programs.



3.2 Additional Information

Select this icon to view/add/delete locations, NPI and contacts.



3.2.1 View/Add/Delete Location

Select Location List to view/add/delete location.

If your organization/clinic/facility has more than one location, you only need to register the parent organization. The other locations can be added and associated with the Organization/Group NPI.

To view the Location details, select Location List then select Details. The details include the physical address, the programs the location is registered for, the NPI(s) associated with the location and the contact for the location.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List
NPI List
Contact List

Location Details

Name	Address	City	State	Zip Code	
ADPH TEST CLINIC	201 Monroe.SUITE 840	Montgomery	AL	36106-1245	Edit

Immunization

[Add NPI](#)

Name	NPI		

[Add Contact](#)

Name	Email	Phone	Contact Type	
Minnie Mouse	mmouse@email.com	(334)123-4567	Primary , Technical , Vendor	Edit

Cancer

[Add NPI](#)

Name	NPI		

[Add Contact](#)

Name	Email	Phone	Contact Type	
Daisy Duck	dduck@gmail.com	(334)210-1478	Primary	Edit
Minnie Mouse	mmouse@email.com	(334)123-4567	Primary , Technical , Vendor	Edit

Contact Us © 2017 - Alabama Department of Public Health

To add a location, select Add Location. Enter the NPI and verify.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List
NPI List
Contact List

Location(s) associated with ADPH TEST CLINIC

[Add Location](#)

Show 10 entries Search:

Edit	Name	Details	Remove
✕	ADPH TEST CLINIC	Details	🗑️

Showing 1 to 1 of 1 entries Previous 1 Next

Verify the pre-populated information. Select the program(s) that this location will submit data electronically to ADPH. Select Save to add this location.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List

NPI List

Contact List

NPI: 1003030115 Search by NPI

Name: Test Health

Tax Identification:

Address Line1: 180 S MAIN ST Address Line2:

City: Montgomery County:

State: Alabama Postal Code: 36104

Phone Number: (334)206-1110 Fax Number: (334)206-0001

Program(s):
 Immunization
 Syndromic
 Cancer
 Speciality

Save Reset Cancel

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List

NPI List

Contact List

Location(s) associated with ADPH TEST CLINIC

Add Location

Show 10 entries Search:

Edit	Name	Details	Remove
<input checked="" type="checkbox"/>	ADPH TEST CLINIC	Details	
<input checked="" type="checkbox"/>	TEST HEALTH	Details	

Showing 1 to 2 of 2 entries Previous 1 Next

New location has been added

If you need to edit the location information, select Location List, Details and Edit.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List

NPI List

Contact List

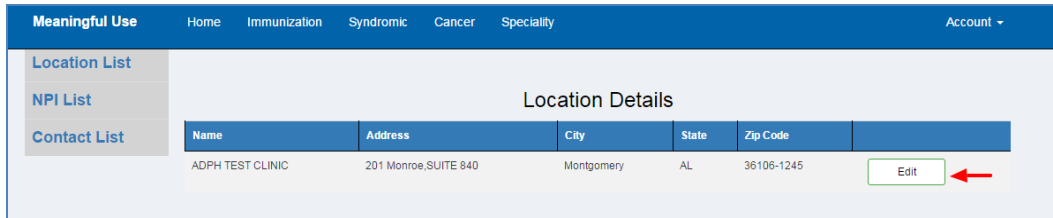
Location(s) associated with ADPH TEST CLINIC

Add Location

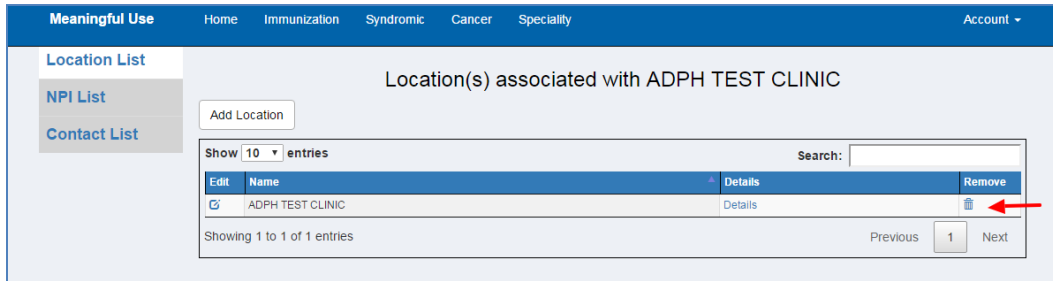
Show 10 entries Search:

Edit	Name	Details	Remove
<input checked="" type="checkbox"/>	ADPH TEST CLINIC	Details	
<input checked="" type="checkbox"/>	TEST HEALTH	Details	

Showing 1 to 2 of 2 entries Previous 1 Next

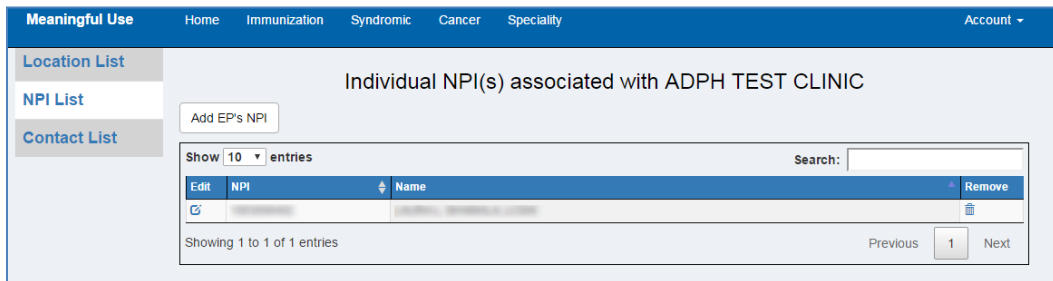


To delete a location, select the location you wish to delete and select the trash can located in the Remove column.

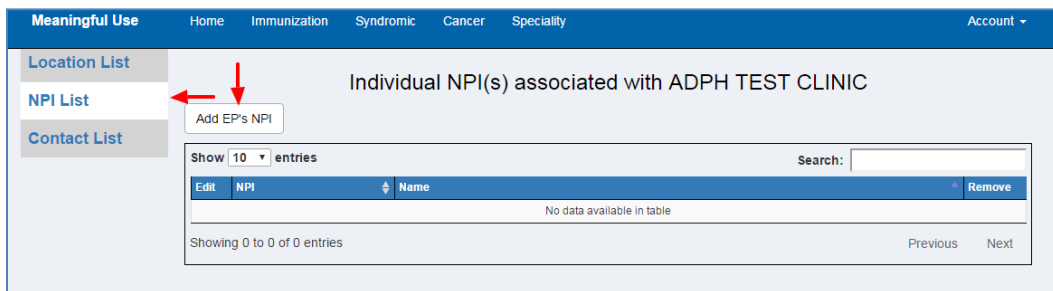


3.2.2 View/Add/Delete NPI

To view the NPI(s) associated with your location, select the NPI List.



To add a NPI select NPI List and Add NPI. Enter the NPI and verify. If the NPI does not exist, contact ADPH.



Select the program(s) and location(s) the NPI is associated with. Select Save to add this NPI.

To delete a location, select the location you wish to delete and select the trash can located in the Remove column.

Edit	NPI	Name	Remove

3.2.3 View/Add/Delete Contacts

Select Contact List and Add New Contact to enter a Contact person for this location.

You can enter a Primary, Technical and/or Vendor Contact.

Edit	Name	Email	Phone	Fax	Contact Type	Remove
	Daisy Duck	dduck@gmail.com	(334)210-1478		Primary	
	Jessica Rabbit	jrabbit@gmail.com	(800)123-6547		Vendor	
	Minnie Mouse	mmouse@email.com	(334)123-4567		Primary, Technical, Vendor	

After the Contact information has been entered select the program(s) and location(s) associated with this contact. Select Save to add this Contact.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List
NPI List
Contact List

Contact Name:*

Contact Type:*

Primary
 Technical
 Vendor

Phone Number:*(XXX)XXX-XXXX Fax Number:*(XXX)XXX-XXXX

Email:*

Immunization :

..Check/Uncheck All ADPH TEST CLINIC

Syndromic :

..Check/Uncheck All ADPH TEST CLINIC

Cancer :

..Check/Uncheck All ADPH TEST CLINIC TEST HEALTH

Speciality :

No location found for this program.

Save Reset Cancel

To Edit a Contact's information select the Edit button.

If the Contact is no longer associated with this location, select the Remove button.

Meaningful Use Home Immunization Syndromic Cancer Speciality Account

Location List
NPI List
Contact List

Contact(s) associated with ADPH TEST CLINIC

Add New Contact

Show 10 entries Search:

Edit	Name	Email	Phone	Fax	Contact Type	Remove
<input type="checkbox"/>	Daisy Duck	dduck@gmail.com	(334)210-1478		Primary	<input type="checkbox"/>
<input type="checkbox"/>	Jessica Rabbit	jrabbit@gmail.com	(800)123-8547		Vendor	<input type="checkbox"/>
<input type="checkbox"/>	Minnie Mouse	mmouse@email.com	(334)123-4567		Primary, Technical, Vendor	<input type="checkbox"/>

Showing 1 to 3 of 3 entries Previous 1 Next

3.3 ADPH Statement of Readiness

Select this icon to review each program’s readiness and required reporting method. Please refer back to this table periodically as the statuses of these programs may change.

Meaningful Use
Account ▾
Home
Immunization
Syndromic
Cancer
Speciality

Registered as Eligible Professional with ADPH TEST CLINIC

This website provides the following information:

- Which programs/registries are currently supported in Alabama
- How to register intent for Meaningful Use Stage 1 and Stage 2 and begin the reporting processes
- How to find implementation and supplemental guides for each program/registry
- Additional information regarding the processes required to attain Meaningful Use for each public health reporting objective

The Alabama Department of Public Health supports Eligible Professionals (EPs) and Eligible Hospitals (EHs) wishing to fulfill public health reporting measures under the Medicare and Medicaid EHR Incentive Programs.

The table below summarizes each program's readiness and required reporting method:

Public Health Measure	Eligible Professionals	Eligible Hospitals and Critical Access Hospitals	ADPH Supported Reporting Method
Immunization Registry Reporting	ADPH is accepting Immunization data (since 2011)	ADPH is accepting Immunization data (since 2011)	HL7 v2.5.1
Electronic Lab Reporting	NA	ADPH is accepting Laboratory data (since 2011)	HL7 v2.5.1
Syndromic Surveillance Reporting	Within Urgent Care Settings: ADPH is currently accepting SS data (since 2016)	Emergency Departments: ADPH is accepting SS data (since 2013)	HL7 v2.5.1
	Within Non-Urgent Care Settings: ADPH is not currently accepting SS data	Non-Emergency Departments: ADPH is not currently accepting SS data	NA
Cancer Registry Reporting	ADPH is accepting Cancer data (since 2014)	NA	HL7 v3 CDA
Speciality Registry	Coming soon	Coming soon	Coming soon

*Please refer back to this table periodically as the statuses of these programs may change.

3.4 Add RCO and RHIO

Regional Care Organizations (RCOs) are locally-led managed care organizations that will ultimately provide healthcare services to most Alabama Medicaid recipients at an established cost under the supervision and approval of the Alabama Medicaid Agency. Users affiliated with a RCO will provide this information in the space provided and select 'Add'.

Regional Health Information Organizations (RHIO) are organizations created to facilitate a health information exchange among providers of that region's healthcare system to improve the safety, quality, and efficiency of healthcare as well as access to healthcare through the efficient application of health information technology. RHIO stakeholders include smaller clinics, hospitals, medical societies, major employers and payers. Users affiliated with a RHIO will provide this information in the space provided and select 'Add'.

Meaningful Use
Account ▾
Home
Immunization
Syndromic
Cancer
Speciality

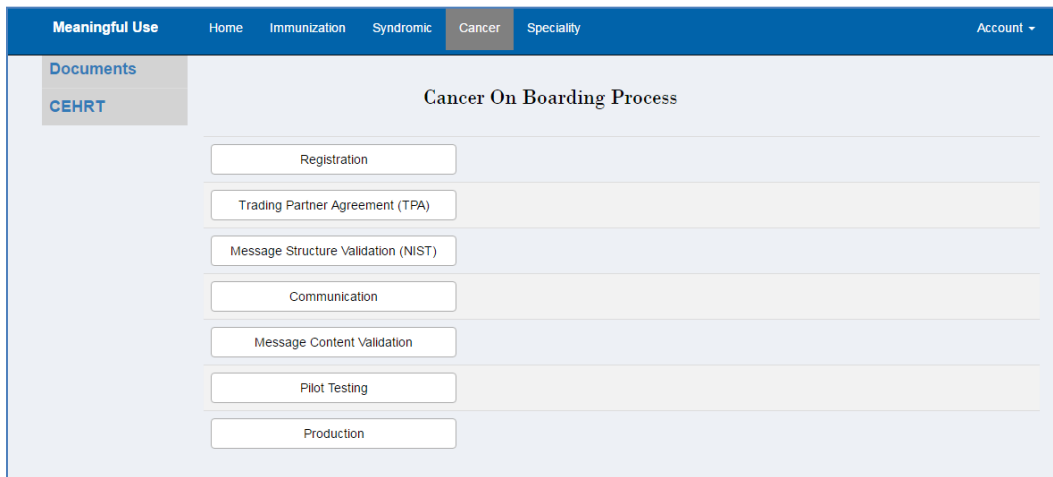
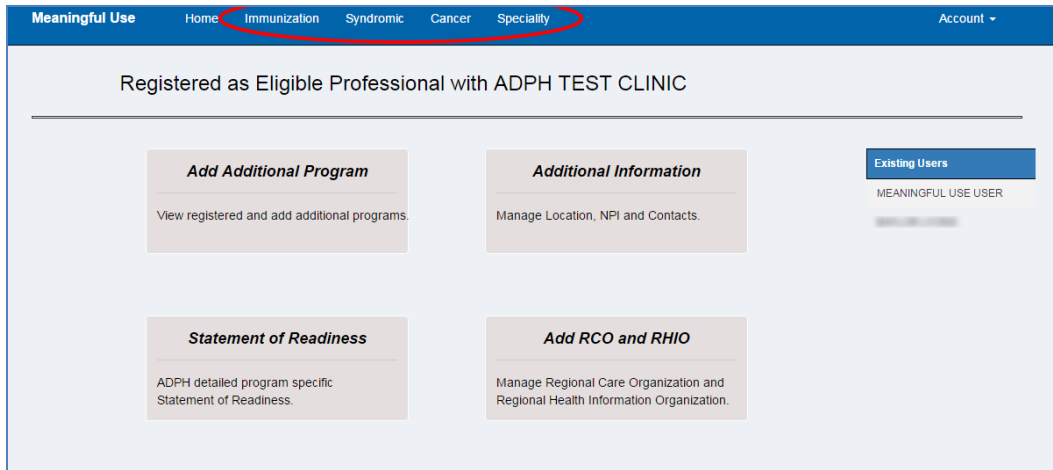
Manage Affiliation Information for ADPH TEST CLINIC

Regional Health Information Organization (RHIO):

Regional Care Organization(RCO):

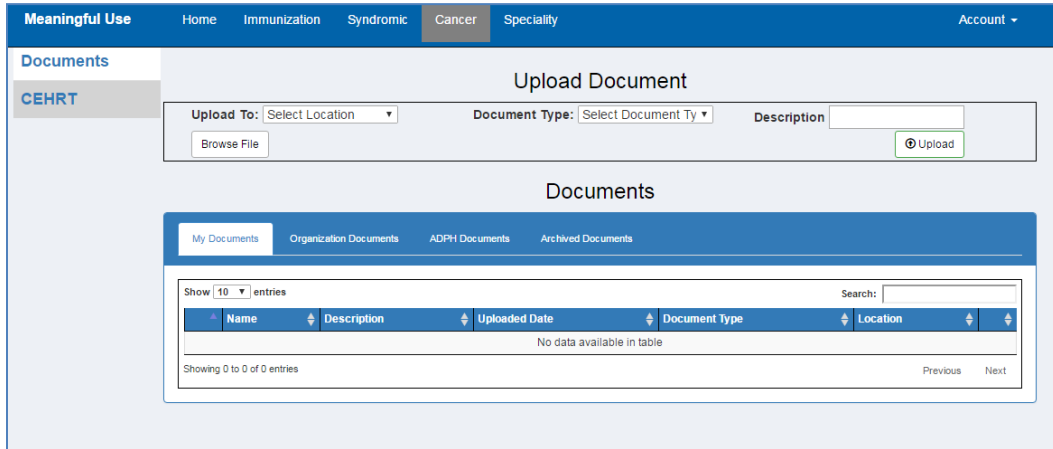
3.5 Program Specific Home Page

The program(s) you selected during registration will appear in the top bar. Select the program to view the program on boarding process and all documents associated with this program. You can also view the Vendor/Implementer information you have provided to ADPH for the program interface.



3.5.1 Documents

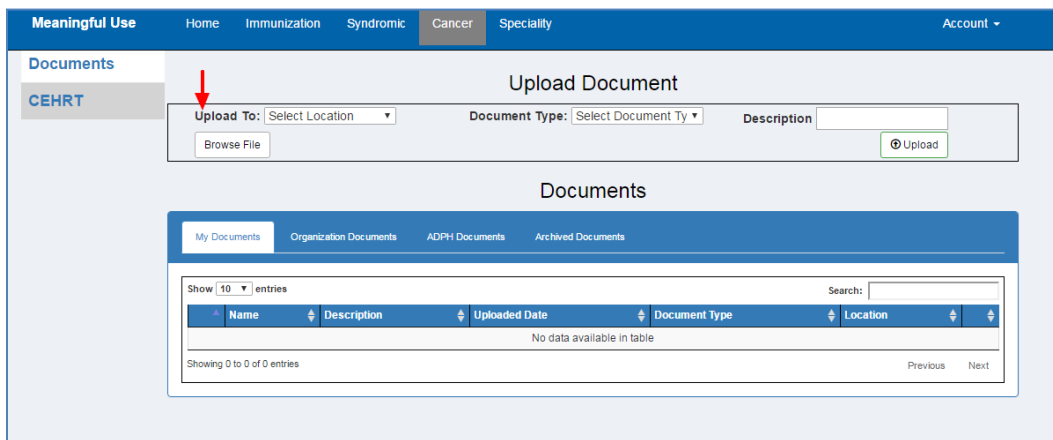
Select the Documents tab to view all documents associated with this program. This is where you will upload documents.



3.5.1.1 Uploading

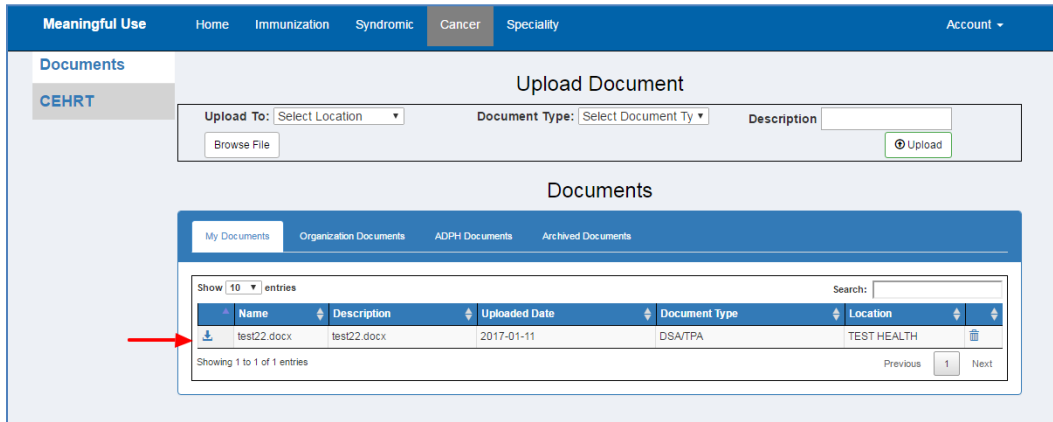
Select the My Documents tab to upload documents. Next to Upload To select the location you want this document associated with. Select Document Type and give brief Description.

Select the Browse file button, then navigate to your file and click "Open". Select Upload. The document should now be visible.



3.5.1.2 Downloading

To download documents, select the down arrow located on the left side of the document name.



3.5.1.3 Viewing

My Documents - Documents that you upload will be found in this folder.

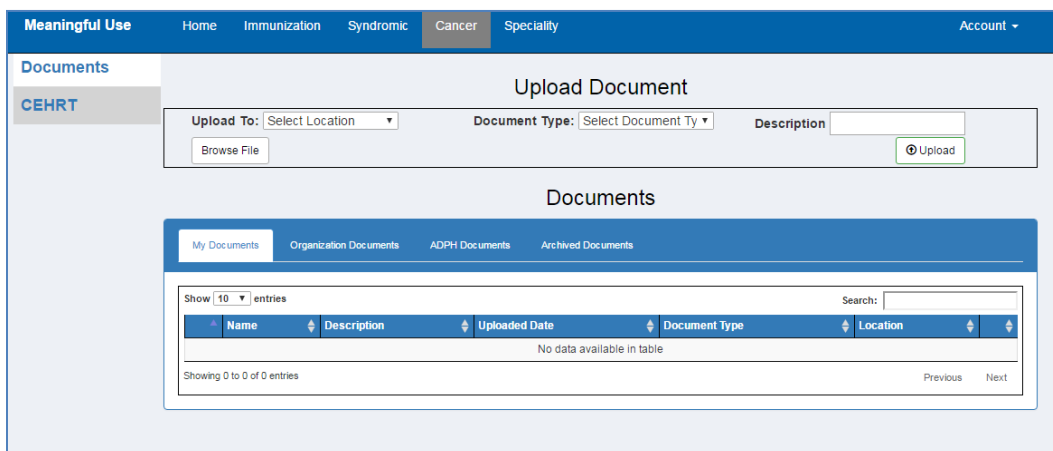
Organization Documents - Documents that you or a member of your organization have uploaded.

ADPH Documents - Documents that have been uploaded to your organization by ADPH. ADPH Guides can be found here.

Archived Documents - Documents that were in your folder prior to the migration from an earlier version of ADPH MU.

You can sort the documents by Name, Description, Uploaded By, Uploaded Date, Document Type or Location by clicking on the column header.

To Search for a document start typing Name, Description, Uploaded By, Uploaded Date, Document Type or Location in the corresponding column header or use the Search field.



3.5.1.4 Deleting

You can only delete the documents that you have uploaded. To delete the document, select the trash can on the right side of the document that you wish to delete.

The screenshot shows the 'Upload Document' section of the application. At the top, there is a navigation bar with 'Meaningful Use', 'Home', 'Immunization', 'Syndromic', 'Cancer', and 'Specialty'. Below this, the 'Documents' section is active, and the 'CEHRT' tab is selected. The 'Upload Document' form includes fields for 'Upload To', 'Document Type', and 'Description', along with a 'Browse File' button and an 'Upload' button. Below the form is a 'Documents' table with columns for Name, Description, Uploaded Date, Document Type, and Location. A red arrow points to a trash can icon in the rightmost column of the table, indicating the delete action.

Name	Description	Uploaded Date	Document Type	Location	
test22.docx	test22.docx	2017-01-11	DSA/TPA	TEST HEALTH	

3.5.2 CEHRT

To add your EHR Vendor you must select the Program, select the CEHRT tab and select Add Vendor.

The screenshot shows the 'CEHRT Information For Locations Associated With ADPH TEST CLINIC' section. The 'Locations' tab is selected. Below the tab is a table with columns for Location Name, Vendor Name, Product Name, and Certificate Number. The table contains two entries: 'ADPH TEST CLINIC' and 'TEST HEALTH'. The 'TEST HEALTH' entry has an 'Add Vendor' button next to it. A red arrow points to the 'Add Vendor' button. The table also includes a search bar and pagination controls.

Location Name	Vendor Name	Product Name	Certificate Number		
ADPH TEST CLINIC	BAMA EHR SOLUTIONS	RTR 1.6	A1B2C3D4E5		Edit Vendor
TEST HEALTH				Add Vendor	

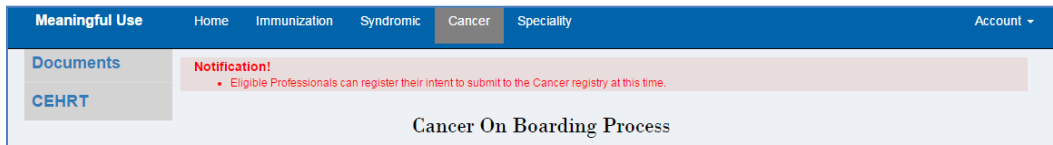
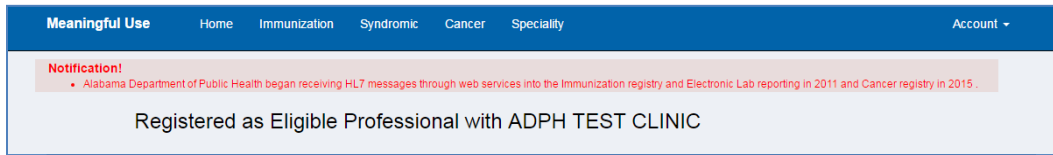
Start typing your EHR certified Vendor Name. Select the name of the Vendor from the drop down list. Enter the Product Name and Certification Number. Select Save. If you do not know this information, contact your vendor.

3.6 Contact Us

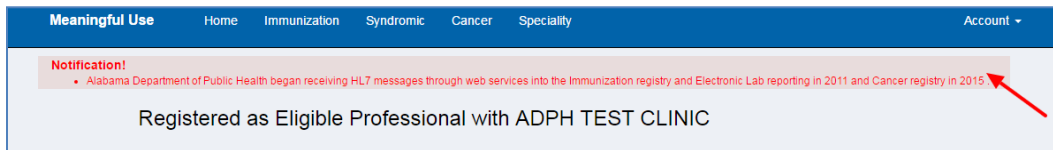
For contact information or if you have questions pertaining to Meaningful Use please select “Contact Us” located in the bottom left corner of the screen. Select the program that you have questions regarding, enter a Subject, enter the Message and select Save. Someone from Meaningful Use will contact you.

3.7 Notification Alert

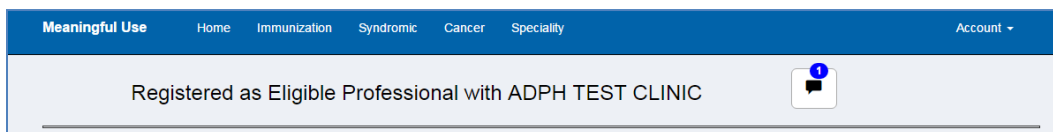
Periodically ADPH will post new information or notices pertaining to all MU registrants or the individual MU programs registrants. Notifications affecting all MU registrants will appear on the Home page underneath the MU banner. Notifications affecting individual programs will appear on the program page in the same location.



To minimize the Notification field, click inside the red area.



The Notification will now appear as a small icon with a number. The number indicates the number of notifications present. To view the notifications, simply click on the icon.



3.8 Sign Out of ADPH MU

To sign out of ADPH MU, select the Account tab in the upper, right corner, then select Sign Out.

