Enrollment in CoPHR/CRC

Healthcare Provider Site Group/Network

Colorado's Integrated Public Heath Reporting portal (CoPHR) allows Colorado's health care community to register intent for Meaningful Use for the following public health programs: Cancer Registry Reporting, Electronic Lab Reporting, Immunization Reporting, and Syndromic Surveillance Reporting. **This guide describes how to enroll a healthcare provider group/ network for Immunization Reporting into the CIIS Resource Center (CRC) within CoPHR. This guide does not address the other public health programs.**

CoPHR is the primary portal for all public health reporting in Colorado. Within CoPHR there is an immunization-specific sub-portal called the CIIS Resource Center (CRC). The CRC is a self-service system that allows you to do a number of tasks once enrollment is complete, including:

- Enroll your organization for participation in CIIS.
- Submit new user account requests.
- Access training information and resources.
- Provides access to electronic data exchange guidelines and CIIS messaging specifications.
- Test Health Level 7 (HL7) messages generated from your EHR against CIIS specifications for formatting accuracy (HL7 validation).
- Register your intent and receive assistance with Meaningful Use attestation for the immunization registry reporting objective.
- Submit online support tickets to the CIIS Help Desk for assistance.

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Getting Started- Enrollment

This section describes all steps involved with setting up an account in Colorado's Public Health Reporting portal (CoPHR). This document walks through all steps needed to register a Healthcare Provider group/network in CoPHR and then continue within CoPHR to register the site for Immunization Reporting via the Immunization CRC portal.

This guide is for IMMUNIZATION REPORTING only.

1. Click Register on the CoPHR Home Page (www.cophr.com).

1. Select Medical group via the tabs (on the left) and then the specific radio button (on the right). Click *Continue*.
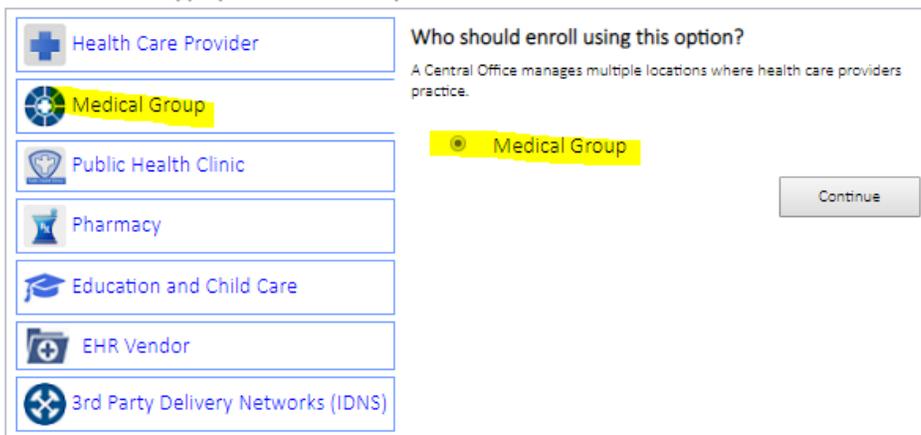
2. When you enroll as a Medical group, the following prompt appears. Only enroll as a group if you are sure your sites qualify as a Medical group in CIIS. If you still have questions, please contact the CIIS Immunization Reporting team at cdphe.CIIS@state.co.us . Click *Register as a Medical Group*.

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

Step 2: Create Your Profile

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

First Name*	Last Name*

Phone Number*	Secondary Phone Number

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

Email Address*	Re-Enter Email*

Please create a password to access this site in the future. Your password MUST be 8 characters in length, include at least 1 letter, 1 number and 1 special character (for example #$%!@&).

Password*	Re-Enter Password*

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

Secret Question*	Secret Answer*
What is your favorite cartoon character? ▼	

[Back]   [Continue]   [Cancel]

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

2. Under Step 3: Select Your Medical or Physician Group, a list of existing groups appears. If your group is listed, select the appropriate radio button. If not, select *Is not in the list above.* Click *Continue*.

4.

Register >>

Step 3: Select Your Medical or Physician Group

Scroll through the list below, if your Medical or Physician Group is listed, please select it from the list and click continue. If your Medical or Physician Group is not listed, select "Is NOT in the list above" to add new.

1. ○ 1st Allergy, Asthma and Pediatrics Too

2. ○ Academy Park Pediatrics

5.

257. ○ Zmily Health Group

258. ⦿ Is NOT in the list above.

[Continue]   [Cancel]

6. Under Step 4: *Enter Your Medical or Physician Group Information.*
    a. If you selected a generated Medical group in Step 3: Confirm Medical or Physician Group Information; verify that the information is correct. You may still need to fill in some information (e.g. Employee Type). Click *Continue*.
    b. If you selected *Is NOT in the list above* in Step 3, complete all required fields.
    c. At the bottom, select which public health reporting programs this contact will be affiliated with.
    d. Click *Continue*.

Register >>

Step 4: Enter Your Medical or Physician Group Information

Name of Medical or Physician Group*	Medical or Physician Group Main Phone Number*		
Doctor Group	000 000 0000 x 0		
Address Line 1*	Address Line 2		
123 Rd			
City*	State*	Zip*	
Denver	Colorado ▼	80222	
County*	Web Site		
DELTA ▼			

Please enter new Medical or Physician Group primary contact information below:

Contact First Name*	Contact Last Name*	Contact Phone*	
Group	Test Site	999 999 9999 x	
Contact Email*	Employee Type*		
GT@test.com	▼		

Person is Contact for the following:

☐ CIIS (Immunizations) ☐ CCCR (Cancer) ☐ Syndromic Surveillance ☐ Electronic Labs

[Back]   [Continue]   [Cancel]

7. Under Step 5: Login Confirmation Page, click Print if you want this information for your records. If not, then click *Continue* to be taken into the CoPHR portal.

Step 5: Login Confirmation Page

Your information was saved successfully.

Your Information

Name	First Last
Username	First.Last1
Password	••••••••
Email	TestEmail@Test.com

Group Information

Group Name	Test Group
Address	1212 Road Denver CO 80222
Phone	(111) 111 1111 Extn. 1111
Fax	
Email	TestEmail@Test.com
Contact Name	First Last

[Print]   [Continue]

Note: The Username you will use during the logon process is listed on this page. Retain this information for your records.

8. You will be directed to the CoPHR Main screen where you will click *Immunizations* in the left hand column.

Note: There will be a tutorial of pop-ups during your first time through the CoPHR Group Main Page. See CoPHR Group Tutorial guidance document for screenshots of this tutorial which walks through each section of the CoPHR Group Main Page.

Review the Group Navigation guidance document on the right hand side of the website for further instructions.

Questions?

CIIS Help Desk
Phone: 303-692-2437 option 2
Toll Free: 1-888-611-9918 option 1
Fax: 303-758-3640

Send us an email:
Cdphe.ciis@state.co.us