

Navigation in CoPHR/CIIS

Pharmacy Single Site

Colorado's Integrated Public Health 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 navigate 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:

- 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).
- Submit online support tickets to the CIIS Help Desk for assistance.

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Navigating the CIIS Resource Center

This document picks up where the Pharmacy Enrollment guidance document left off. Please login to your CoPHR account on the CoPHR website (www.cophr.com).

1. After logging in, you will be taken directly to the CIIS Resource Center (CRC) within CoPHR where you will see 6 widgets.

Colorado Immunization Information System (CIIS)
CIIS Resource Center

Manage Users Training Resources Data Exchange CIIS Help Desk Pharmacist.New

Facility Information Pharmacy Single Site DBA: Doctor Group 123 Rd, Denver, CO 80222 ARAPAHOE Phone: (111) 111 1111 Facility Type: Pharmacy Facility NPI:	Electronic Health Record Information American Medical Software EHR Product: American Medical Software EHR Version: EMR 22 CEHRT#:	My Profile Pharmacist New Phone: (111) 111 1111 Email: PH@test.com
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Get Started . . . Click below to complete tasks to finish setting up your clinic's account.

 Usage Agreements Complete & Submit required forms. Submit New Clinic (LOA) CIIS Administrator Form	 Help Desk Submit a Support Ticket View Ticket Status Request CIIS User Account	 Training Resources View Training Calendar
 Users & Contacts Add contacts and users that will need to have access to this site and the IIS. Primary Immunization Contact Technical Contact for Data Exchange 1 - Users Added Add/Edit Immunization Providers	 Data Exchange Create the Data Exchange Profile for this clinic and begin HL7 Message Validation. Profile is not Complete. Pre-Testing (HL7 MSG Validation) Pre-Production Testing View Interface Project Ongoing Submissions	 My Account Request CIIS User Account Edit your Resource Center Account

Note: Each section on the Main Screen will be called a widget in the remainder of this guidance document. The chart below describes what the icons stand for:

	Step Completed and approved (if applicable)
	Step Not Completed
	Step In Process - May Need Approval

- If at any time you get lost within the portal or redirected back to the main CRC homepage by clicking Main in the dark blue bar at the top of the page.

Colorado Department of Public Health and Environment Colorado Public Health Reporting (CoPHR)

Main Manage Users Training Resources Data Exchange CIIS Help Desk

Widget Navigation

This section describes how to navigate the following:

- Usage Agreements
- Help Desk
- Training Resources
- Users & Contacts
- Data Exchange
- My Account

Note:

All sites should complete the information within the Usage Agreement widget and setup users under the Users & Contacts widget.

Sites interested in developing an immunization interface should complete pre-testing or have their EHR vendor complete pre-testing for them using the HL7 testing tool under the Data Exchange Widget.




Usage Agreements Widget

This section describes how to submit a site Letter of Agreement (LOA) and sign the CIIS Administrator Form.

Signing the Site LOA


- Click on the *Submit New Clinic (LOA)* link under the Usage Agreements Widget.

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

 <p>Usage Agreements Complete & Submit required forms. Submit New Clinic (LOA) CIIS Administrator Form</p>	 <p>Help Desk Submit a Support Ticket View Ticket Status Request CIIS User Account</p>	 <p>Training Resources View Training Calendar</p>
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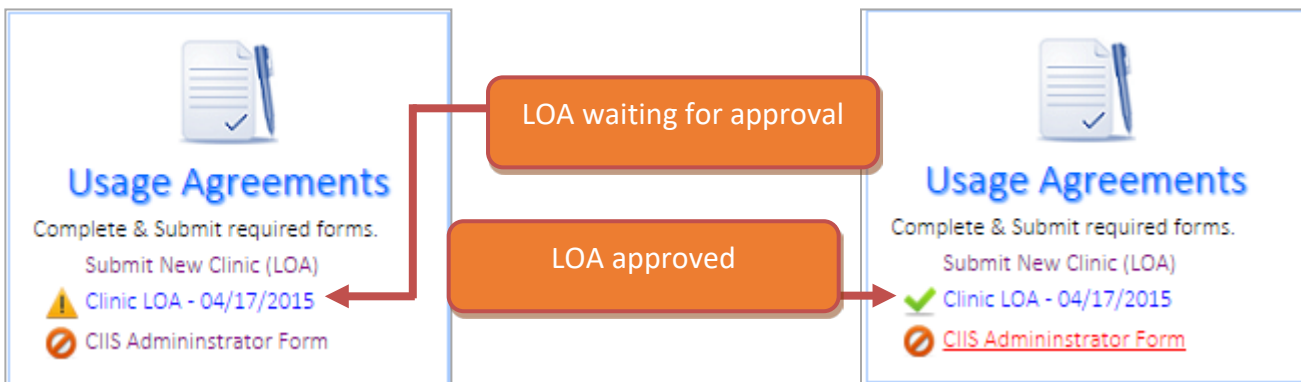
2. Review the Colorado Immunization Information System Participating Clinic Letter of Agreement. Check the box next to *I agree to the above terms and conditions as set forth by the Public Health Agency*. Click *Submit*.

	
COLORADO Department of Public Health & Environment	
Dedicated to protecting and improving the health and environment of the people of Colorado	
Colorado Public Health Reporting (CoPHR) Participating Clinic Letter of Agreement	
Date: 02/23/2018	
Clinic Name: [REDACTED]	
Address: [REDACTED]	
City: [REDACTED] State: CO Zip Code: [REDACTED]	
<p>Pursuant to C.R.S. §25-4-2401 et seq., the Colorado Department of Public Health and Environment (CDPHE) operates a web-based state immunization registry, the Colorado Public Health Reporting (CoPHR). The CIIS mission is to establish and maintain a population-based, confidential, fully functional, and sustainable immunization information system that facilitates the timely and complete immunization for all Coloradans to prevent disease and reduce health care costs to individuals and the state.</p> <p>The term "Participating Clinic" refers to the entity identified at the top of this Letter of Agreement (LOA). By returning a signed copy of this LOA you acknowledge and confirm that: 1) you are authorized to sign this LOA on behalf of the Participating Clinic; 2) the Participating Clinic is an entity authorized to disclose information to and receive information from CoPHR under the Immunization Registry Act; 3) the Participating Clinic will only permit access to the disclosed information for clinical, quality improvement and school entry law purposes; 4) if entering data manually into the CIIS web application, the Participating Clinic must enter their clients' non-historical immunization services into CIIS within 30 days of the respective vaccine administration dates, or if submitting data electronically to CIIS, the Participating Clinic must send their clients' non-historical immunization services to CIIS within 7 days of the respective vaccine administration dates; 5) the Participating Clinic will treat all information in CIIS as confidential; 6) if the Participating Clinic discloses information to CIIS, it has provided notice to individuals, parents or guardians as required by C.R.S. § 25-4-2403(7) stating that the individual, parent or guardian can choose to have their (or their child's) immunization information excluded from CoPHR; 7) the Participating Clinic is responsible for the provision and maintenance of any necessary computer hardware, network connections, telecommunication lines, Internet access and data uploads/downloads from existing electronic health record systems which may be necessary for the clinic's participation in CIIS; and 8) the Participating Clinic is responsible for ensuring that all persons or entities (including providers, staff, contractors and agents) who access information through CIIS are authorized to receive access to such information and will comply with all applicable laws, regulations and CIIS policies, including the CIIS Confidentiality Policy and the CIIS Security Policy. The CIIS Confidentiality Policy and CIIS Security Policy are reviewed and potentially revised at least annually. You may obtain a copy of current policies at www.ColoradoCIIS.com.</p> <p>CIIS agrees to: 1) provide and maintain a secure and functional immunization registry; 2) provide ongoing technical assistance and support to facilitate access to and use of the system; and 3) notify the Participating Clinic of any potentially incorrect information in CIIS attributable to one of its patients so that it may promptly correct the information, if necessary. We also ask that the Participating Clinic perform regular quality assurance audits of information concerning its patients to ensure the continued integrity of the system.</p> <p>To terminate your access to and participation in the CIIS program, please email us at CDPHE-CIIS@state.co.us at least 30 days prior to your planned termination date. Please note that CDPHE will not delete any data sent to CIIS by any Participating Clinic prior to a clinic's termination of participation.</p>	
By: Participating Clinic Representative Printed Name [REDACTED]	Date: 02/23/2018
By: Participating Clinic Representative <input checked="" type="checkbox"/> I agree to the above terms and conditions as set forth by the Public Health Agency.	
By: Heather Roth, MA Colorado Public Health Reporting (CoPHR) Program Manager	Date
August 2014	
<div>SUBMIT PRINT CLOSE</div>	

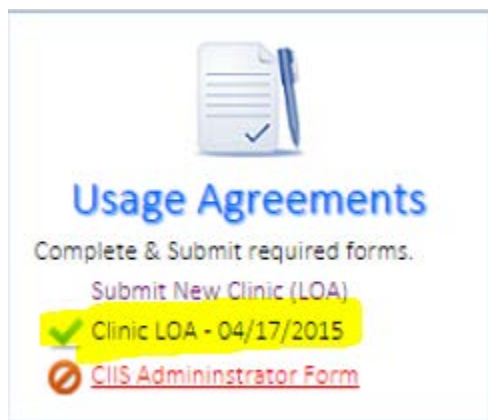
3. A box confirming that your LOA was submitted successfully will be displayed. Click *Close*.



4. Under Usage Agreements it will display that your site's LOA is in process. Once the LOA has been approved by the CIIS Program Manager the icon will change; displaying that it has been approved.



5. To view or print your approved CIIS Letter of Agreement click on the blue link.






Completing the CIIS Administrator Form

1. Click on the *CIIS Administrator Form* link under the Usage Agreements Widget.

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

 Usage Agreements Complete & Submit required forms. Submit New Clinic (LOA) CIIS Administrator Form	 Help Desk Submit a Support Ticket View Ticket Status Request CIIS User Account	 Training Resources View Training Calendar
---	--	---

2. Review and complete the Colorado Immunization Information System (CIIS) Clinic Administrator Form.
 - a. Required question: *The best way to contact you.* Select phone or email.
 - b. Required question: *Are you replacing the previous CIIS Administrator?* Select yes or no.
 - c. Click on the box next to: *I agree to the above terms and conditions as set forth by the Public Health Agency.*
 - d. Click *Submit*.

 **COLORADO IMMUNIZATION INFORMATION SYSTEM (CIIS) CLINIC ADMINISTRATOR FORM**

Instructions: Please review and complete the information in the form below. Agree to the responsibilities and then click submit. Upon submission, your CIIS profile will be updated. If you have any questions, please contact the CIIS Helpdesk at (303)-692-2437 or by email at cdphe.ciis@state.co.us

Date: 02/23/2018

CLINIC INFORMATION

*Clinic Name	
*Clinic Street Address (include Suite #)	
*City, State and Zip Code	
*Clinic Phone Number	
*Clinic Fax Number	
*Clinic County	DENVER
Website Address (if applicable)	

CIIS CLINIC ADMINISTRATOR INFORMATION [click here to edit this information](#)

*CIIS Clinic Administrator Name	
*Employee Type	
*Clinic Admin Direct Phone Number	
Clinic Admin Direct Fax Number	
*Clinic Admin Email Address	
Hours Available	

*What is the best way to contact you? ☒ Phone ☐ Email

*Are you replacing the previous CIIS Clinic Administrator for your office? ☐ yes ☒ no

***CIIS Clinic Administrator Responsibilities Agreement**

I understand that by accepting the role of CIIS Clinic Administrator, I am:

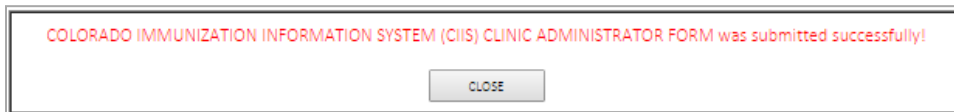
- Required to approve the creation, deletion or inactivation of any user accounts for my clinic
- The sole authority for account approval – no account creation will occur without my approval and signature
- The point of contact for account verifications, system alerts and policy changes
- Responsible for ensuring that my staff:
 - Comply with all applicable laws, regulations and CIIS policies
 - Access immunization information only to provide care to a patient or to perform quality assurance
 - Treat all information in CIIS as confidential
 - Not release or re-disclose any information in CIIS to any unauthorized person
 - Not allow another person to use their account information to access CIIS
 - Receive training on the appropriate use of CIIS
- Responsible for notifying CIIS when staff members no longer work at the clinic and require account inactivation within one week of staff members leaving the clinic.
- Responsible for notifying CIIS at least one week in advance that I am no longer able to perform these tasks to allow for the transition to a new CIIS Clinic Administrator.

*** CIIS Clinic Administrator Signature**

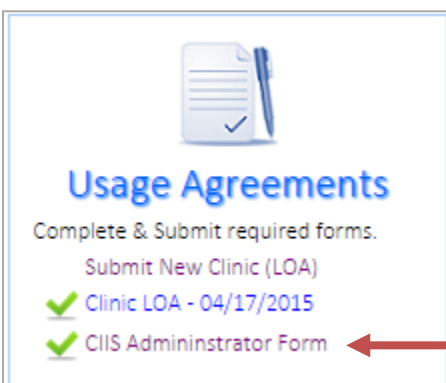
☒ I agree to the above terms and conditions as set forth by the Public Health Agency.



6. A box confirming that your CIIS Administrator Form was submitted successfully will be displayed. Click *Close*.



7. Under Usage Agreements it will display that your CIIS Administrator Form has been completed.



CIIS Administrator Form
has been completed



Help Desk Widget

1. Click on the Help Desk link on the blue bar or on the Help Desk Widget.
2. Detailed instructions for using the *Help Desk* Widget are in a separate document that can be accessed by clicking on the Create Support Ticket link, under Guidance Documents, on the right.

Colorado Department of Public Health and Environment
Colorado Public Health Reporting (CoPHR)

Main | Immunization Reporting | Syndromic Surveillance Reporting | Electronic Lab Reporting | Meaningful Use

Colorado Immunization Information System (CIIS)
CIIS Resource Center

Manage Users | Training Resources | Data Exchange | Meaningful Use | **CIIS Help Desk** | Test Person

Facility Information Test Clinic DBA: 12345 Road, Denver, CO 80222 DENVER Phone: (000) 000 0000 Extn. 0 Facility Type: Hospital Facility NPI:	Electronic Health Record Information EHR Product: EHR Version: CEHRT#:	My Profile Test Person Phone: (000) 000 0000 Extn. 0 Email: TP2@test.com
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Get Started . . . Click below to complete tasks to finish setting up your clinic's account.

 Usage Agreements Complete & Submit required forms. Submit New Clinic (LOA) CIIS Administrator Form	 Help Desk Submit a Support Ticket View Ticket Status Request CIIS User Account	 Training Resources View Training Calendar
 Users & Contacts Add contacts and users that will need to have access to this site and the IIS. ✓ Primary Immunization Contact ✗ Technical Contact for Data Exchange ✓ 1 - Users Added Add/Edit Immunization Providers	 Data Exchange Create the Data Exchange Profile for this clinic and begin HL7 Message Validation. ✗ Profile is not Complete. ✗ Pre-Testing (HL7 MSG Validation) ✗ Pre-Production Testing ✓ View Interface Project ✗ Ongoing Submissions	 Meaningful Use Immunization Reporting Register your Intent to submit ongoing submissions for MU. Download MU Report Card

About CIIS

Imm General Information - Internal

Additional CIIS Information
CIIS Staff Information
www.coloradois.com

Resource Materials

Guidance Documents
HL7 Test Tool - Individual Site
HL7 Test Tool - Groups
HL7 Test Tool - EHR Vendor
Create Support Ticket

Administrator Forms
CIIS Administrator Change Form

CIIS Policies
Confidentiality & Opt Out Policy

CIIS Notification Materials
CIIS Notification Poster
CIIS FAQ - English
CIIS FAQ - Spanish
CIIS FAQ - Arabic
CIIS FAQ - Vietnamese

CIIS Forms

Opt-Out Forms
CIIS Opt-Out Form - English
CIIS Opt-Out Form - Spanish
CIIS Opt-Out Form - Arabic
CIIS Opt-Out Form - Vietnamese


Rescind Opt-Out Form
CIIS Rescind Opt-Out Form - English

Training Resources Widget

This section describes how to access training resources offered by CIIS.

Accessing CIIS Training Resources

NOTE: The Training Calendar functionality within this widget is not utilized by CIIS.

1. Click on the *Training Resources* link on the blue bar or on the icon  in the Training Resources Widget.



Colorado Department of Public Health and Environment
Colorado Public Health Reporting (CoPHR)

Main Immunization Reporting Syndromic Surveillance Reporting Electronic Lab Reporting Meaningful Use

Colorado Immunization Information System (CIIS)
CIIS Resource Center

Manage Users **Training Resources** Data Exchange Meaningful Use CIIS Help Desk Test Person

Facility Information
 Test Clinic
 DBA:
 12345 Road,
 Denver, CO 80222
 DENVER
 Phone: (000) 000 0000 Extn. 0
 Facility Type: Hospital
 Facility NPI:

Electronic Health Record Information
 EHR Product:
 EHR Version:
 CEHRTA:

My Profile
 Test Person
 Phone: (000) 000 0000 Extn. 0
 Email: TP2@test.com

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

Usage Agreements
 Complete & Submit required forms.
 Submit New Clinic (LOA)
 CIIS Administrator Form

Help Desk
 Submit a Support Ticket
 View Ticket Status
 Request CIIS User Account

Training Resources
 View Training Calendar

Users & Contacts
 Add contacts and users that will need to have access to this site and the IIS.
 Primary Immunization Contact
 Technical Contact for Data Exchange
 1 - Users Added
 Add/Edit Immunization Providers

Data Exchange
 Create the Data Exchange Profile for this clinic and begin HL7 Message Validation.
 Profile is not Complete.
 Pre-Testing (HL7 MSG Validation)
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 View Interface Project
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 CIIS Opt-Out Form - Spanish
 CIIS Opt-Out Form - Arabic
 CIIS Opt-Out Form - Vietnamese


Rescind Opt-Out Form
 CIIS Rescind Opt-Out Form - English

2. The Training Resources widget provides links and information regarding CIIS Training Webinars (when available), CIIS Video Library, Job Aids, Quick Guides, and CIIS Online Training Courses. This page provides detailed descriptions on CIIS REQUIRED trainings and how to register for an online course.

Users & Contacts Widget

This section describes how to setup staff who need user accounts within the CIIS Resource Center. In addition, users will have access to requesting an account for CIIS.

Add New User

Click on the Manage Users link on the blue bar or on the icon  in the Users & Contacts Widget to add a user (non-provider). Once opened, the widget displays information on each type of user. *NOTE: To add a provider, see the next section.*

1.



Colorado Department of Public Health and Environment
Colorado Public Health Reporting (CoPHR)

Main | Immunization Reporting | Syndromic Surveillance Reporting | Electronic Lab Reporting | Meaningful Use

Colorado Immunization Information System (CIIS)
CIIS Resource Center

Manage Users | Training Resources | Data Exchange | Meaningful Use | CIIS Help Desk | Test Person

Facility Information Test Clinic DBA: 12345 Road, Denver, CO 80222 DENVER Phone: (000) 000 0000 Extn. 0 Facility Type: Hospital Facility NPI:	Electronic Health Record Information EHR Product: EHR Version: CEHRT#:	My Profile Test Person Phone: (000) 000 0000 Extn. 0 Email: TP2@test.com
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Get Started . . . Click below to complete tasks to finish setting up your clinic's account.

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CIIS Notification Materials
 CIIS Notification Poster
 CIIS FAQ - English
 CIIS FAQ - Spanish
 CIIS FAQ - Arabic
 CIIS FAQ - Vietnamese

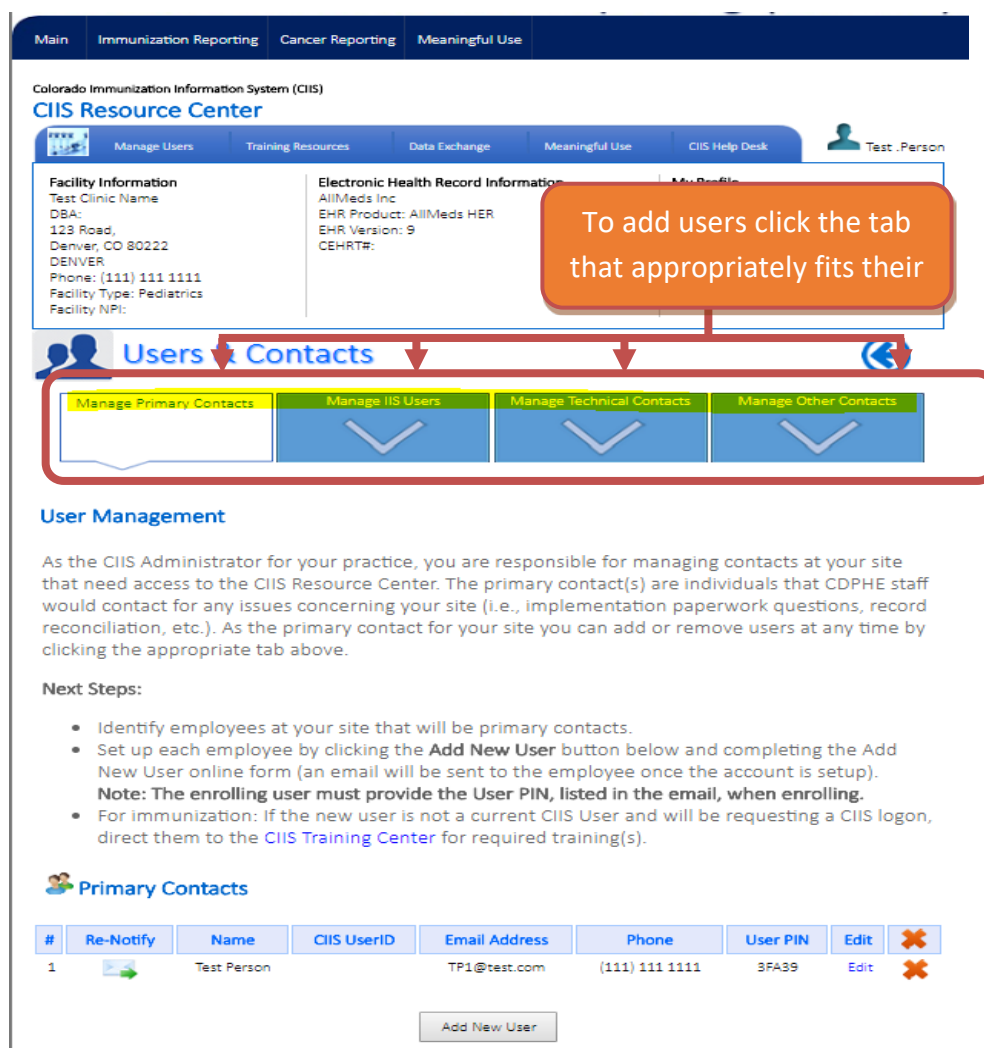
CIIS Forms

Opt-Out Forms
 CIIS Opt-Out Form - English
 CIIS Opt-Out Form - Spanish
 CIIS Opt-Out Form - Arabic
 CIIS Opt-Out Form - Vietnamese

Rescind Opt-Out Form
 CIIS Rescind Opt-Out Form - English

- Primary Contact - Individuals that CIIS staff would contact for any issues concerning your site (i.e., CIIS implementation paperwork, CIIS record reconciliation, etc.).
Note: Primary Contacts can add or edit users at any time.
- IIS Users- Individuals that do not fall into the category of Primary Contacts or Technical Contacts who will access CIIS and be general CIIS users.
- Technical Contacts - Individuals that will be responsible for data exchange and data validation at your clinic.
- Other Contacts.

2. Click the *Add New User* at the bottom of the screen.



Facility Information
Test Clinic Name
DBA:
123 Road,
Denver, CO 80222
DENVER
Phone: (111) 111 1111
Facility Type: Pediatrics
Facility NPI:

Electronic Health Record Information
AllMeds Inc
EHR Product: AllMeds HER
EHR Version: 9
CEHRT#:

Users **Contacts**

Manage Primary Contacts **Manage IIS Users** **Manage Technical Contacts** **Manage Other Contacts**

User Management

As the CIIS Administrator for your practice, you are responsible for managing contacts at your site that need access to the CIIS Resource Center. The primary contact(s) are individuals that CDPHE staff would contact for any issues concerning your site (i.e., implementation paperwork questions, record reconciliation, etc.). As the primary contact for your site you can add or remove users at any time by clicking the appropriate tab above.

Next Steps:

- Identify employees at your site that will be primary contacts.
- Set up each employee by clicking the **Add New User** button below and completing the Add New User online form (an email will be sent to the employee once the account is setup).
Note: The enrolling user must provide the User PIN, listed in the email, when enrolling.
- For immunization: If the new user is not a current CIIS User and will be requesting a CIIS logon, direct them to the [CIIS Training Center](#) for required training(s).

Primary Contacts

#	Re-Notify	Name	CIIS UserID	Email Address	Phone	User PIN	Edit	
1		Test Person		TP1@test.com	(111) 111 1111	3FA39	Edit	

Add New User

3. On the Add New CIIS User screen complete all fields, including selecting what type of user they will be (i.e., Main Contact/Site Admin, Technical Contact, or General User). Select if they are a VFC contact. Be sure to check the boxes for each public health reporting program that the contact is affiliated with. Click *Save*.

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

Note: As you fill in information, more questions may display depending on your answers.



Add New CIIS User

First Name*	Last Name*	MI
<input type="text" value="New"/>	<input type="text" value="User"/>	<input type="text"/>
Work Email*	Work Phone*	CIIS UserID
<input type="text" value="Test@email.com"/>	<input type="text" value="000"/> <input type="text" value="000"/> <input type="text" value="0000"/> Extn. <input type="text" value="0"/>	<input type="text"/>
Is Main Contact/Site Admin	Is Technical Contact	Is General User
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is Data Validation Contact	Other User	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Primary VFC Contact	Backup VFC Contact	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	
*Person is Contact for the following:		
<input checked="" type="checkbox"/> CIIS (Immunizations) <input checked="" type="checkbox"/> CCCR (Cancer) <input type="checkbox"/> Syndromic Surveillance <input type="checkbox"/> Electronic Labs		
*Is this person the Meaningful Use Contact for Immunization Reporting?		<input type="radio"/> Yes <input type="radio"/> No
*Is this person the Meaningful Use Contact for Cancer Reporting?		<input type="radio"/> Yes <input type="radio"/> No
<div>Save Cancel</div>		


NOTE: Not all Public Health reporting programs are applicable to a pharmacy.

4. A *New User has been Successfully Added* message is displayed to verify that the user has been setup correctly. The User will receive an email with information on completing their User Enrollment and the Primary Contact will receive a notification email. Click *Close*.



Colorado Department of Public Health and Environment Colorado Public Health Reporting (CoPHR)

Main Immunization Reporting Cancer Reporting Meaningful Use



New User has been Successfully Added

User New User has been successfully added/updated.

A notification along with instructions on how to register with the CIIS Resource Center has been sent to New User. You have been copied on the notification.





If you have any questions, please contact the...

CIIS Help Desk
Phone: 303-692-2437 (option 2)
Toll Free: 1-888-611-9918 (option 1)
Fax: 303-758-3640
Email: cdphe.ciis@state.co.us

Close

- You will be directed back to the Users & Contacts screen and the new user will be listed under the user section at the bottom.

Primary Contacts

#	Re-Notify	Name	CIIS UserID	Email Address	Phone	User PIN	Edit	
1		New User		NU@test.com	(999) 999 9999	89AD9	Edit	
2		Test Person		TP1@test.com	(111) 111 1111	3FA39	Edit	

Add New User

- Repeat these steps to add additional users to the CIIS Resource Center.

Once the User is added, they will receive the following email:



CIIS Enrollment Instructions for New User: New User3

You have successfully added a new user to the CIIS Resource Center. The following notification has been emailed to the user with instructions for how to enroll:

You have been successfully added to the CIIS Resource Center for the following site:

NewTest
1234 Ave , Denver, CO, 80123
BACA

Your user account is pending enrollment. You will need to go to the CIIS Resource Center at <http://74.118.245.168:8080/isiiscoPreProd/enrollmentUser.asp> to complete the enrollment process.

User Pin for [New User3] : **A4DBF**

Invited By : Test Lady

Enrollment Instructions:

1. Click the link above in this email to access the User Enrollment page on the CIIS Resource Center.
2. Read the information on the page.
3. Click the Begin User Enrollment button at the bottom of the page.
4. The following information will be asked for during the enrollment process:
 - The name, address, and county of the site where you work, as included in this email.
 - The User Pin included in this email.

If you need assistance, please feel free to contact us.

















7. Once the contact receives this email, they have the option to enter their code into the site when prompted and complete their enrollment. They will then have access to the CIIS Resource Center portal. This is optional for added providers who do not need access to the portal.

Add/ Edit Immunization Providers

1. Click on the Add/Edit Immunization provider's link within the Users & Contacts widget.

Get Started . . .

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

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2. To add a new provider, click on the *Add Provider* button.

Colorado Department of Public Health and Environment
Colorado Public Health Reporting (CoPHR)

Main Immunization Reporting Cancer Reporting Meaningful Use

Colorado Immunization Information System (CIIS)
CIIS Resource Center

Manage Users Training Resources Data Exchange Meaningful Use CIIS Help Desk Test Lady

Facility Information NewTest DBA: Site 1234 Ave, Denver, CO 80123 BACA Phone: (777) 777 7777 Facility Type: Allergy and Asthma Facility NPI:	Electronic Health Record Information Advanced Medical Software Systems LLC EHR Product: MedScribe EHR Version: 1 CEHRT#:	My Profile Test Lady Phone: (777) 777 7777 Email: TYL@test.com
---	---	--

Manage Providers

Current Provider List Add Provider Upload Provider List Cancel

Remove	Edit	#	Last Name	First Name	MI	Title	Specialty	License No	Medicaid No	NPI No	EIN
[no providers have been added for this location]											

3. Complete all required fields and click *Continue*.

NOTE: Please provide one or both of the following: Medicaid or the prescribing provider's National Provider Identification (NPI).



4. To enter multiple new providers at once instead of one-by-one, click on *Upload Provider List*.

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Colorado Public Health Reporting (CoPHR)

Main Immunization Reporting Cancer Reporting Meaningful Use

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CIIS Resource Center

Manage Users Training Resources Data Exchange Meaningful Use CIIS Help Desk Test.Lady

Facility Information NewTest DBA: Site 1234 Ave, Denver, CO 80123 BACA Phone: (777) 777 7777 Facility Type: Allergy and Asthma Facility NPI:	Electronic Health Record Information Advanced Medical Software Systems LLC EHR Product: MedScribe EHR Version: 1 CEHRT#:	My Profile Test Lady Phone: (777) 777 7777 Email: TYL@test.com
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Manage Providers

Current Provider List

Add Provider Upload Provider List Cancel

Remove	Edit	#	Last Name	First Name	MI	Title	Specialty	License No	Medicaid No	NPI No	EIN
	Edit	1	Provider	New		MD	Family Planning			1750669727	

5. You can download the provided template, then follow the listed instructions for uploading the list.
6. Once the new providers have been added (either one-by-one or via upload), they will display under the Current Provider List. From here, providers can be removed or edited.

Manage Providers

Current Provider List

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Remove	Edit	#	Last Name	First Name	MI	Title	Specialty	License No	Medicaid No	NPI No	EIN
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Data Exchange Widget

Instructions for using the Data Exchange widget can be found in a separate document by clicking on the appropriate HL7 Test Tool link under Guidance Documents on the right tab. You can access the Data Exchange profile and testing tool by clicking on Data Exchange in the blue header, or on the widget's icon.

The screenshot displays the Colorado Department of Public Health and Environment's Colorado Public Health Reporting (CoPHR) website. The top navigation bar includes links for Main, Immunization Reporting, Syndromic Surveillance Reporting, Electronic Lab Reporting, and Meaningful Use. The CIIS Resource Center is highlighted in the blue header, with sub-links for Manage Users, Training Resources, Data Exchange, Meaningful Use, and CIIS Help Desk. A user profile for 'Test Person' is visible in the top right corner.

The main content area is divided into several sections:

- Facility Information:** Test Clinic, DBA: 12345 Road, Denver, CO 80222, DENVER, Phone: (000) 000 0000 Extn. 0, Facility Type: Hospital, Facility NPI: [blank].
- Electronic Health Record Information:** EHR Product: [blank], EHR Version: CEHRT#, [blank].
- My Profile:** Test Person, Phone: (000) 000 0000 Extn. 0, Email: TP2@test.com.

The **Get Started . . .** section contains a grid of links for various tasks:

- Usage Agreements:** Complete & Submit required forms, Submit New Clinic (LOA), CIIS Administrator Form.
- Help Desk:** Submit a Support Ticket, View Ticket Status, Request CIIS User Account.
- Training Resources:** View Training Calendar.
- Users & Contacts:** Add contacts and users that will need to have access to this site and the IIS, Primary Immunization Contact, Technical Contact for Data Exchange, 1 - Users Added, Add/Edit Immunization Providers.
- Data Exchange:** Create the Data Exchange Profile for this clinic and begin HL7 Message Validation, Profile is not Complete, Pre-Testing (HL7 MSG Validation), Pre-Production Testing, View Interface Project, Ongoing Submissions.
- Meaningful Use Immunization Reporting:** Register your Intent to submit ongoing submissions for MU, Download MU Report Card.

The right-hand sidebar contains additional resources:

- About CIIS:** Imm General Information - Internal, Additional CIIS Information, CIIS Staff Information, www.coloradohis.com.
- Resource Materials:** Guidance Documents (HL7 Test Tool - Individual Site, HL7 Test Tool - Groups, HL7 Test Tool - EHR Vendor, Create Support Ticket), Administrator Forms (CIIS Administrator Change Form), CIIS Policies (Confidentiality & Opt Out Policy), CIIS Notification Materials (CIIS Notification Poster, CIIS FAQ - English, CIIS FAQ - Spanish, CIIS FAQ - Arabic, CIIS FAQ - Vietnamese).
- CIIS Forms:** Opt-Out Forms (CIIS Opt-Out Form - English, CIIS Opt-Out Form - Spanish, CIIS Opt-Out Form - Arabic, CIIS Opt-Out Form - Vietnamese), Rescind Opt-Out Form (CIIS Rescind Opt-Out Form - English).

The HL7 Test Tool guidance documents located on the right hand tab of the website under Guidance Documents, describe how provider staff or an EHR vendor can validate HL7 messages for a practice. This tool provides instantaneous, detailed error reporting information that is necessary to correct formatting/content issues without delay.



Immunization Registry Data Submission

Objective

To be in active engagement with a public health agency to submit electronic public health data from CEHRT except where prohibited and in accordance with applicable law and practice.

Measure

To be in active engagement with a public health agency to submit immunization data.

Meaningful Use Report

Colorado Immunization Information System

Report Date: 06/18/2018

Health Care Provider:

Test Clinic

Location:

12345 Road,
Denver CO 80222

Entity Type:

Reporting Period:

Registered Intent Date:

Not Registered



Invitation from PHA Date:

Not Invited



Invitation Response Date:

No Response



Initial Production Submission:

Not Submitting



MU Current Status:

Provider has not registered their intent to initiate ongoing submission.

Print Web Form

Print PDF

My Account Widget

This widget is an additional place to Request a CIIS User Account (see steps in the *Help Desk* section above), as well as a place to edit any information in your account profile (same steps as in *Modifying My Profile* section below).



Modifying My Profile

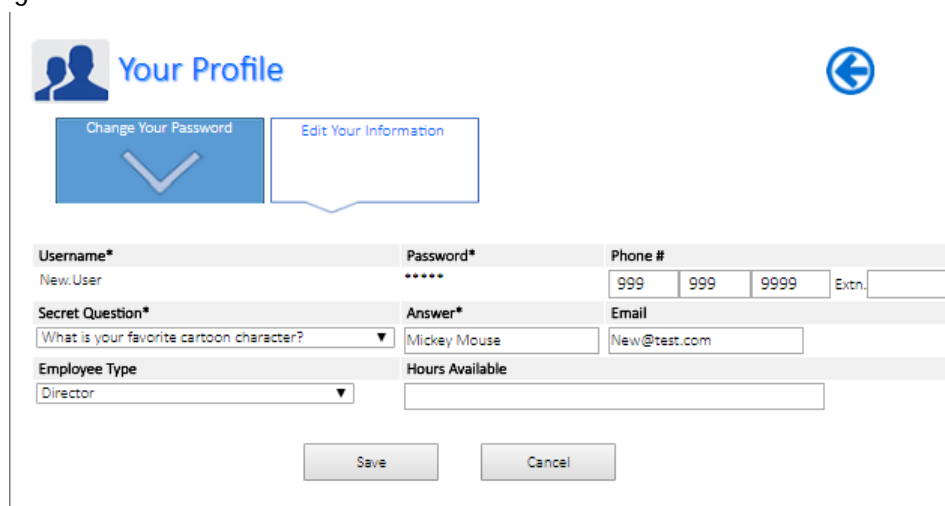
This section describes how to edit your contact information (Phone #, Secret Question/Answer, Email, and Employee Type) and change your password.

Editing Your Information

1. Click on *My Profile* in the upper right corner of the screen.



2. The Edit Your Information sub-tab is automatically selected. Change any of the editable fields that need updating. Click **Save**.



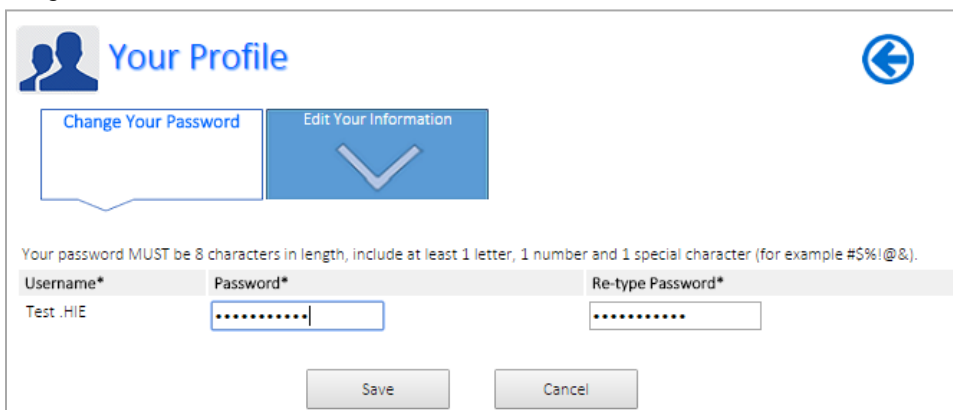
3. Click the *Cancel* button to return to the Main screen.

Changing Your Password


1. Click on My Profile in the upper right corner of the screen.



2. Select the Change Your Password sub-tab.



3. Enter a new password in the Password and Re-type Password fields.



4. Click **Save**.
5. Click the *Cancel* button to return to the Main page screen.



COLORADO
Department of Public
Health & Environment



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