



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).

Co	Colorado Department of Public Health and Environment Colorado Public Health Reporting (CoPHR)								
Main	Register With CoPHR	Immunization	Syndromic Survelliance	Cancer	Electronic Lab	Specialized Registry	Meaningful Use	Schools	Child Care & Head Start
W	Welcome to CoPHR! Returning Users								
Co int	Colorado Public Heath Reporting portal (CoPHR) allows Colorado's health care community to register intent for Meaningful Use for the following public health programs: Password:						Jsername:		
Cancer Registry Reporting for Eligible Providers. Electronic Lab Reporting for Eligible Hospitals and Critical Access Hospitals. Immunization Reporting for Eligible Providers, Eligible Hospitals and Critical Access Hospitals. Syndromic Surveillance Reporting for Eligible Hospitals and Critical Access Hospitals located in Adams, Arapahoe, Boulder, Denver, Douglas, and Jefferson counties.									

1. Select Medical group via the tabs (on the left) and then the specific radio button (on the right). Click *Continue*.

CoPHR Enrollment

Please select the appropriate enrollment option below.

Health Care Provider	Who should enroll using this option? A Central Office manages multiple locations where health care providers
Medical Group	practice.
Public Health Clinic	Medical Group
Pharmacy	Continue
🞓 Education and Child Care	
EHR Vendor	
3rd Party Delivery Networks (IDNS)	
	Cancel



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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.

CoPHR Registration	
A READ before continuing.	
You have selected to register as a Medical Group.	
Read below to make sure this is your best option.	
By Colorado Pubilic Health Reporting standards, a Medical Group is a group of facilities, not a group of physic is managed by a single corporate entity. A Medical Group IS NOT more than 1 health care provider who pract	clans. A Medical Group has more than 1 facility located in multiple locations and tices in a single location.
Which example best fits your situation?	
Central office manages multiple locations, where health care providers practice.	One Location with one or more practitioner.
YES! This is a MEDICAL GROUP	NOT A MEDICAL GROUP
If your group looks like the one above, click below to register your Medical Group with CoPHR.	If your group looks like this one? Then click below to register your Health Care Facility with CoPHR.
Register as a Medical Group	Register as a Health Care Facility

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





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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 access this service for future use.	for this service. Please retain this information to				
Email Address*	Re-Enter Email*				
Please create a password to access this site in the future. Your passw number and 1 special character (for example #\$%!@&).	ord MUST be 8 characters in length, include at least 1 letter, 1 $% \left(1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,1,$				
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?					

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*.

Cancel

Continue

4.

Register >>

Step 3: Select Your Medical or Physician Group

Back

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. \bigcirc 1st Allergy, Asthma and Pediatrics Too
- 2. O Academy Park Pediatrics

5.





7. 🔘	Zmily	Health	Group	
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258.	۲	ls	NOT	in	the	list	above.
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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 × 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*				
Contact First Name	Contact Last Name	Contact Ph	Contact Phone+			
Group	Test Site		999	999	9999	×
Contact Email*	Employee Type*					
GT@test.com	¥					
Person is Contact for the fol	owing:					
CIIS (Immunizations)	CCCR (Cancer) 🔲 Syndro	omic Surveillance 🔲 El	ectronic 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