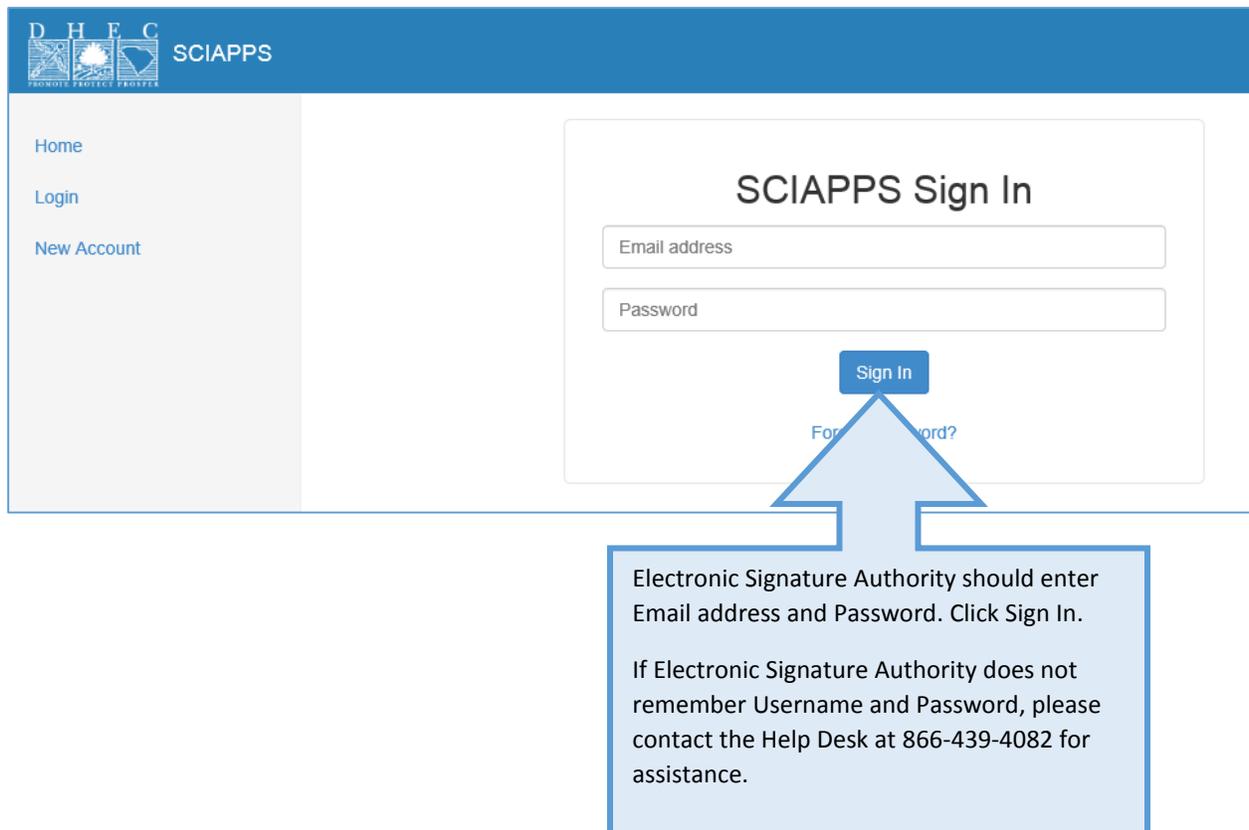


The purpose of the Quick Reference Guide for HL7 Data Exchange On-Boarding is to provide the Senior Prescribing Authority and Legal Signature Authority (if needed) with step-by-step instructions on the on-boarding process. If questions or concerns should arise during the on-boarding process, contact the help desk at 866-439-4082.

The electronic signature authority must have a SCIAPPS account to proceed. If the senior prescribing authority does not have a SCIAPPS account, please select and print the Quick Reference Guide for Establishing a New Account on the SCIAPPS home page (<https://www.scdhec.gov/apps/health/sciapps>) and follow the step-by-step instructions to establish a new account.

Logging into SCIAPPS

To begin the on-boarding enrollment process for HL7 with an existing SCI PAS account, Senior Prescribing Authority should go to: <https://www.scdhec.gov/apps/health/sciapps>

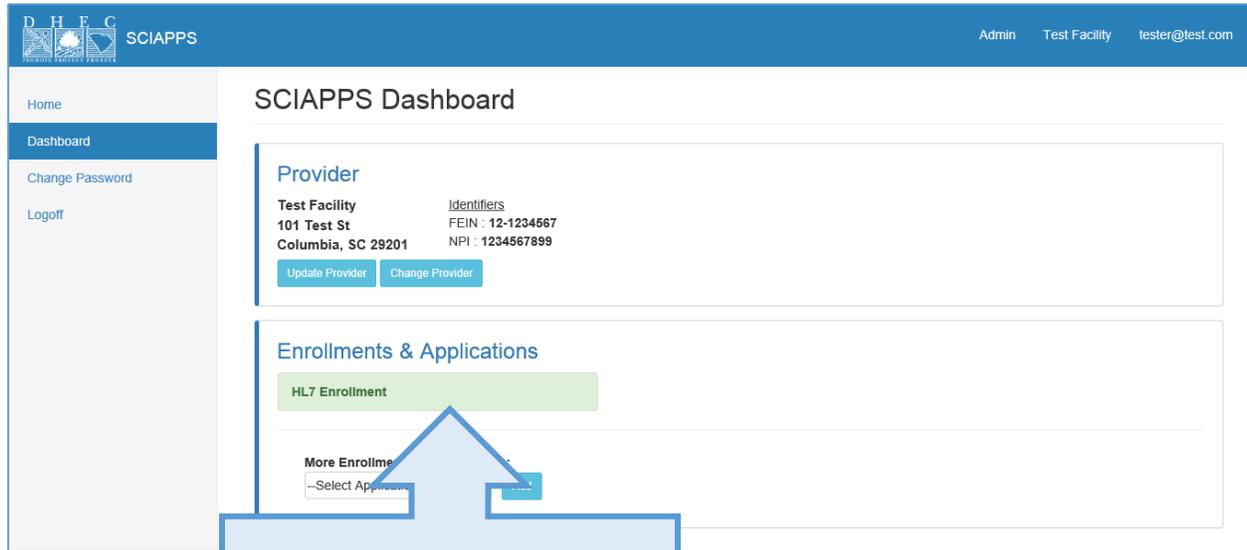


The screenshot shows the SCIAPPS Sign In page. The header includes the DHEC logo and the text 'SCIAPPS'. A left sidebar contains links for 'Home', 'Login', and 'New Account'. The main content area is titled 'SCIAPPS Sign In' and contains two input fields: 'Email address' and 'Password'. Below these fields is a blue 'Sign In' button. A light blue callout box with a blue border and a blue arrow pointing to the 'Sign In' button contains the following text:

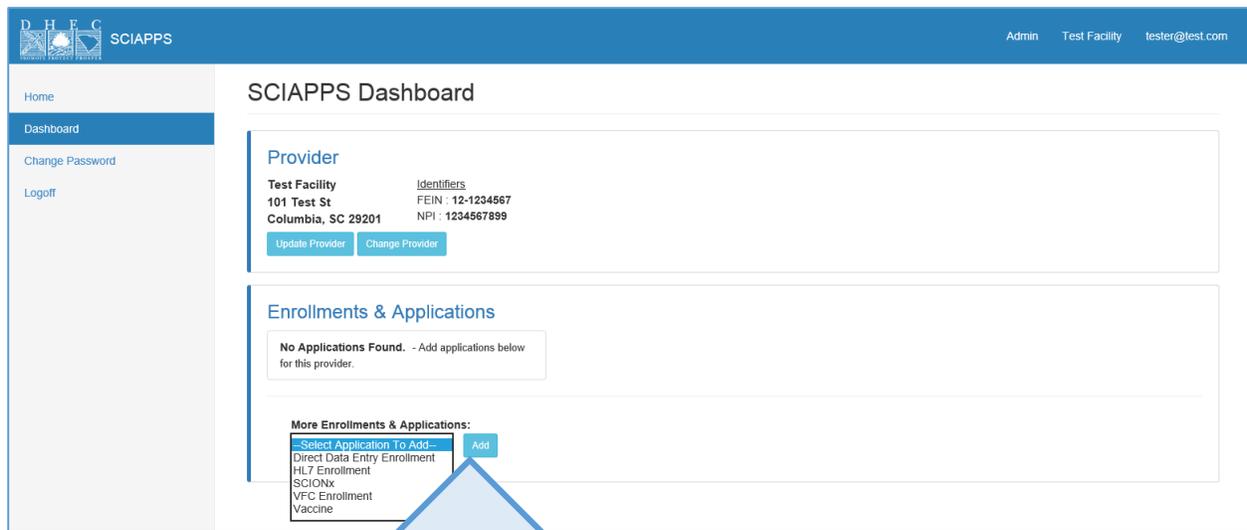
Electronic Signature Authority should enter Email address and Password. Click Sign In.

If Electronic Signature Authority does not remember Username and Password, please contact the Help Desk at 866-439-4082 for assistance.

Navigating To HL7 Enrollment



Click on the HL7 Enrollment entry in the Enrollments & Applications section of the SCIAPPS Dashboard.



If the enrollment application is not listed, it can be added through the dropdown.

HL7 Enrollment Overview Page

The overview page shows many different aspects of the enrollment:

- Overall enrollment application status
- Overview of the enrollment items
- Status of each enrollment item
- Notes from the Immunization Division about the enrollment application
- Ability to submit the application with additional notes to the DHEC staff after the enrollment forms have been completed
- Ability to view any HTTPS/SFTP communication accounts linked to the provider.

The screenshot shows the HL7 Enrollment Overview Page. The top navigation bar includes the DHEC logo, 'HL7 Enrollment', and user options: 'Enroll', 'Admin', 'Test Facility', and 'tester@test.com'. The left sidebar contains 'SCIAPPS Dashboard', 'Logoff', 'HL7 Enrollment', 'Review & Submit', '1) Registry Terms Of Use (DHEC 0867)', '2) HL7 Enrollment Setup', 'HTTPS/SFTP Accounts', and 'Communication Accounts'. The main content area features a 'HL7 Enrollment' section with a red status message: 'Current Status: You cannot submit this application until all forms are completed.' Below this is a message: 'Your enrollment application is displayed below. Click each form to complete the enrollment item.' The 'Enrollment Items' table is as follows:

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has not yet been completed.	Not Completed
2) HL7 Enrollment Setup	This form has not yet been completed.	Not Completed
3) Submit HL7 Enrollment Application		Not Submitted

At the bottom, there is a 'Submit HL7 Enrollment Application' section with a 'Submit' button.

SC Immunization Registry Terms of Use, Form DHEC 0867

ON-BOARDING STEP 1:

The screenshot shows the 'HL7 Enrollment' dashboard. A table lists enrollment forms with columns for 'Form', 'Status', and 'Completed'. The first row is '1) Registry Terms Of Use (DHEC 0867)' with a status of 'This form has not yet been completed.' and 'Not Completed'. A callout box with an arrow pointing to this row contains the following text:

Click on Registry Terms of Use (DHEC 0867) to complete the South Carolina Immunization Registry Terms of Use. This is a legal document. The Electronic Signature Authority must complete the form.

The screenshot shows the 'South Carolina Immunization Registry Terms of Use' document. A callout box with an arrow pointing to the 'I. PURPOSE AND OBJECTIVES' section contains the following text:

The Electronic Signature Authority must read the South Carolina Immunization Registry Terms of Use.
The Electronic Signature Authority must complete all required elements of the Terms of Use.

III. PROVIDER RESPONSIBILITIES

Provider agrees to:

Agree A. Provide and maintain appropriate internet service and computer systems required for Registry access.

Agree B. Ensure that the Provider and Provider's employees and agents with access to the Registry receive training provided by DHEC on proper use of the Registry before gaining access to the Registry, and as required by DHEC for continued access.

C. Execute the DHEC User Confidentiality Agreement and ensure that all employees and agents of the Provider who will have Registry access sign the User Confidentiality Agreement before receiving access to the Registry. A copy of each authorized user's signed User Confidentiality Agreement must be provided to the DHEC Immunization Division before receiving initial access to the Registry.

D. The Registry will not be printed from the Registry in strict confidentiality as a patient medical record as protected by state and federal law.

E. The Registry will not be accessed or disclosed by any of Provider's employees or agents unless required for patient care or as otherwise required by law.

F. The Registry will not be used for any other purpose(s) other than those listed in the list of authorized user(s) utilized for Registry access.

G. Immediately notify DHEC's Immunization Division upon learning of any actions of an employee or agent that may constitute breach of these Terms of Use.

The Electronic Signature Authority must indicate agreement with Provider Responsibilities and Certification and Acceptance by checking each "Agree" box.

Senior Prescribing Authority

(MD, DO, APRN, PA, PharmD or RPh)

Senior Prescribing Authority - Enter your email address as your electronic signature:

Name of Senior Prescribing Authority:

Title of Senior Prescribing Authority: --Select An Option--

South Carolina License Number:

Can the Senior Prescribing Authority named above legally bind Provider (Facility Name) identified above? Yes No

The Senior Prescribing Authority must electronically sign the South Carolina Immunization Registry Terms of Use by entering his/her email address. The Senior Prescribing Authority will also enter name, title and professional license number issued by appropriate board.

The screenshot shows the 'HL7 Enrollment' form in the SCIAPPS Dashboard. The form includes sections for 'Legal Signature Authority' and 'Contact Person'. Callout boxes provide instructions on when to use each section based on whether the Electronic Signature Authority can legally bind the provider.

Callout Box 1 (Left): The Electronic Signature Authority must enter the contact person's information. This person will serve as your facility's primary contact for DHEC.

Callout Box 2 (Top Right): The Electronic Signature Authority must indicate if he/she can legally bind provider. If the Electronic Signature Authority CAN legally bind provider, indicate YES and continue completing the form. If the answer is YES, the Legal Signature Authority section does not display.

Callout Box 3 (Middle Right): If the Electronic Signature Authority CANNOT legally bind provider, indicate NO. The Legal Signature Authority section displays but fields are locked for Legal Signature Authority. Senior Prescribing Authority must complete the remainder of the form. Later, the Senior Prescribing Authority will create an account for the Legal Signature Authority.

Callout Box 4 (Bottom): If the Electronic Signature Authority **CAN** legally bind the provider, the Electronic Signature Authority may submit the form, if entirely completed. If the Electronic Signature Authority **CANNOT** legally bind the provider, the Electronic Signature Authority may not submit the form. All information is saved. The form will be submitted by the Legal Signature Authority. See pages 9-14.

HL7 Enrollment Document

ON-BOARDING STEP 2:

HL7 Enrollment document includes technical elements related to data transfers, please contact your EHR vendor for this information. Please consult the HL7 Process Overview for details.

The screenshot shows the 'HL7 Enrollment' dashboard. The left sidebar contains navigation links: 'SCIAPPS Dashboard', 'Logoff', 'HL7 Enrollment', 'Review & Submit', '1) Registry Terms Of Use (DHEC 0867)', '2) HL7 Enrollment Setup', 'HTTPS/SFTP Accounts', and 'Communication Accounts'. The main content area displays the 'Enrollment Items' table:

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has been completed.	11/15/2015 3:14:23 PM - testerisa@test.com
2) HL7 Enrollment Setup	This form has not yet been completed.	Not Completed
3) Submit Enrollment Application		Not Submitted

A callout box with a blue border and white background points to the '2) HL7 Enrollment Setup' row, containing the text: 'Click on HL7 Enrollment Setup'.

The screenshot shows the 'HL7 Enrollment Setup' form. The left sidebar is the same as in the previous screenshot, with '2) HL7 Enrollment Setup' selected. The main content area contains several sections:

- Transmission Details:** A section for entering IP addresses, with a note: 'Enter All of your IP Addresses below that will be communicating with DHEC through either SFTP or HTTPS.' It includes input fields for 'IP Address or Start Range' and 'End Range' with a '+' button.
- Provider Details:** Includes radio buttons for 'Public' and 'Private', and input fields for 'Name of Organization', 'Contact Name', 'Contact Email', 'Telephone', and 'Organization NPI'.
- EHR Details:** Includes input fields for 'EHR Vendor Name' and 'EHR Software Name'.
- Technical IT Contact:** Includes input fields for 'Technical IT Contact Name', 'Technical IT Contact Telephone', and 'Technical IT Contact Email'.

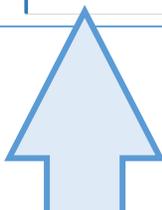
A 'Save' button is located at the bottom left of the form. A callout box with a blue border and white background points to the 'Save' button, containing the text: 'All required fields must be completed. Click Save once all fields have been completed.'

Submit HL7 Enrollment Application

The screenshot shows the 'HL7 Enrollment' application interface. The top navigation bar includes 'Enroll', 'Admin', 'Test Facility', and 'tester@test.com'. The left sidebar contains 'SCIAPPS Dashboard', 'Logoff', 'HL7 Enrollment', 'Review & Submit', '1) Registry Terms Of Use (DHEC 0867)', '2) HL7 Enrollment Setup', 'HTTPS/SFTP Accounts', and 'Communication Accounts'. The main content area is titled 'HL7 Enrollment' and displays the current status: 'Current Status: All forms are completed, application can now be submitted when ready.' Below this, a message states: 'Your enrollment application is displayed below. Click each form to complete the enrollment item.' The 'Enrollment Items' table is as follows:

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has been completed.	11/15/2015 3:14:23 PM - testerisa@test.com
2) HL7 Enrollment Setup	This form has been completed.	11/15/2015 3:27:59 PM - tester@test.com
3) Submit HL7 Enrollment Application		Not Submitted

Below the table, the 'Submit HL7 Enrollment Application' section includes a text input field for 'Additional Notes To DHEC Staff:' and a 'Submit' button.



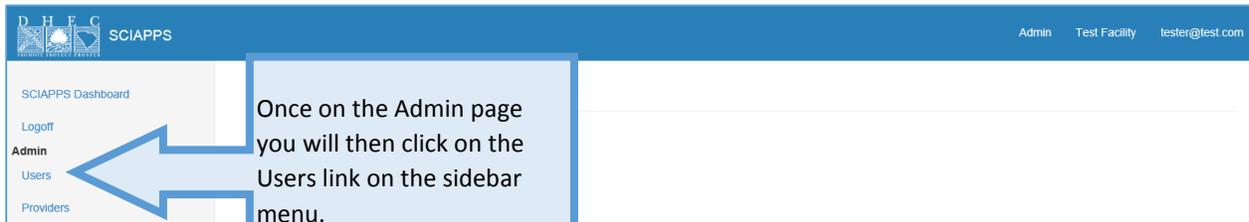
Once the Registry Terms of Use is completed by the Electronic Signature Authority (or Legal Signature Authority, if needed) and the HL7 Enrollment setup is completed by the Electronic Signature Authority, the HL7 Enrollment application can be submitted. The Electronic Signature Authority completes the application by clicking the Submit button on the Review & Submit page. Optionally, the Electronic Signature Authority can also enter additional notes to the DHEC staff to read when reviewing the application.

Creating Legal Signature Authority Account

ON-BOARDING STEP 3 (IF NEEDED):



In the SCIAPPS Dashboard the ESA will have an Admin link, click this link to go to the administration page.



Once on the Admin page you will then click on the Users link on the sidebar menu.

This will bring you to the User Maintenance page which is used to search, edit and add users to your assigned provider(s).

Search Criteria

User Details:
Email, First Name or Last Name Search

OR

Providers:
--SELECT PROVIDER--

Username↑ First Name Last Name Enabled Security Profiles

Enter Search Criteria To Find Users.

Add New User

To create the Legal Signature Authority click on the Add New User button at the bottom of the page.

User Details

Username/Email:

First Name:

Middle Name:

Last Name:

Position:

Phone Number:

Enabled: Yes No

Enter the Legal Signature Authority's information.

The screenshot shows the SCIAPPS dashboard with a sidebar on the left containing 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is titled 'Providers' and contains a table with columns 'Provider Name', 'PIN', and 'Remove'. Below the table, it says 'No Providers Found'. There is a 'Providers:' label above a dropdown menu with the text '--SELECT PROVIDER--' and a blue 'Add Selected Provider' button.

Select the provider to associate with the user from the dropdown. Once selected hit the Add Selected Provider button to add the provider to the grid. Multiple providers can be added if necessary.

The screenshot shows the SCIAPPS dashboard with a sidebar on the left. The main content area has a 'Phone Number:' field and an 'Enabled:' radio button group (Yes/No). Below this is the 'Providers' section with a table containing one entry: 'Test Facility' under 'Provider Name' and 'REMOVE' under 'Remove'. There is also a 'Providers:' label above a dropdown menu with the text '--SELECT PROVIDER--' and a blue 'Add Selected Provider' button.

After a provider is added to the user it will appear in the grid.

The screenshot shows the SCIAPPS Security page. At the top, there is a navigation bar with the SCIAPPS logo and the text 'Admin Test Facility tester@test.com'. On the left, there is a sidebar with links for 'Logoff', 'Admin', 'Users', and 'Providers'. The main content area is titled 'Security' and contains a table of security profiles. Below the table, there is a 'Security Profiles To Add:' section with a dropdown menu and an 'Assign Selected Profile' button. A callout box with a blue border and a blue arrow points to the 'Assign Selected Profile' button.

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with c
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in Re
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Security Profiles To Add:
Profiles: --Select Security Profile-- [v] [Assign Selected Profile]

Select the Legal Signature Authority from the drop down and then hit the Assign Selected Profile button to add the profile to the user.

The screenshot shows the SCIAPPS Security page after the 'Legal Signature Authority' profile has been added to the user. The table now includes the 'Legal Signature Authority' profile. Below the table, there is a 'Security Profiles To Add:' section with a dropdown menu and an 'Assign Selected Profile' button. A callout box with a blue border and a blue arrow points to the 'REMOVE' button next to the 'Legal Signature Authority' profile.

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry
SCION User	Access to SCIONx Enrollment System.

Security Profiles To Add:
Profiles: --Select Security Profile-- [v] [Assign Selected Profile]

After the security profile is added to the user, it will appear in the grid.

test Facility REMOVE

Providers:
--SELECT PROVIDER-- Add Selected Provider

Security

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Security Profile Remove
Legal Signature Authority REMOVE

Security Profiles To Add:
Profiles: --Select Security Profile-- Assign Selected Profile

Save User

Once all of the fields have been completed, the user can be saved. Upon saving the new user, an email will be sent to the user with a link and instructions about setting password.

Electronic Signature of Legal Signature Authority on South Carolina Immunization Registry Terms of Use, Form DHEC 0867

The Legal Signature of Authority will navigate through SCIAPPS and to the Terms of Use the same as the original user.

Legal Signature Authority

Instructions: Since the Senior Prescribing Authority cannot legally bind this form, a Legal Signature Authority must sign. If a profile can be added through the provider maintenance wizard in the admin section.
(IN ADDITION TO SENIOR PRESCRIBING AUTHORITY, IF NECESSARY)

Legal Signature Authority - Enter your email address as your electronic signature:

Name of Legal Signature Authority:

Title of Senior Prescribing Authority: --Select An Option--

The Legal Signature Authority by entering his/her email address agrees with the South Carolina Immunization Registry Terms of Use previously electronically signed by the Electronic Signature Authority. The Legal Signature Authority will also enter name and title.

(IN ADDITION TO SENIOR PRESCRIBING AUTHORITY, IF NECESSARY)

Legal Signature Authority - Enter your email address as your electronic signature: testerlsa@test.com

Name of Legal Signature Authority: tester

Title of Senior Prescribing Authority: Doctor Of Medicine

Contact Person

Name: sadfasddf

Email: asdfaf@test.com

Telephone: (322)432-4343

Fax: (234)234-4323

If a group, etc.: Employer ID#:

If an enrolled VFC Provider: PIN:

Save

DHEC 0867

The Legal Signature Authority will click Save. If Save is inactive, the Electronic Signature Authority will need to review the form for omitted required fields.

Once the Terms of Use (DHEC 0867) has been submitted, DHEC will review/approve your enrollment. The Electronic Signature Authority will receive an email in 2-3 days with instructions for the next step.