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

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.
ON-BOARDING STEP 1:

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

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 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.

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.

The Electronic Signature Authority must enter the contact person’s information. This person will serve as your facility’s primary contact for DHEC.

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.

Click on HL7 Enrollment Setup

All required fields must be completed.

Click Save once all fields have been completed.
Submit HL7 Enrollment Application

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).

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

Enter the Legal Signature Authority’s information.
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.

After a provider is added to the user it will appear in the grid.
Select the Legal Signature Authority from the drop down and then hit the Assign Selected Profile button to add the profile to the user.

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

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.

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.