

Step 1 - Establish Provider Contact

- Invitation to begin process.
 - Email provider required documents that must be completed and returned
 - Verify provider has sent an initial test message on NMHIT
- Provider completes and returns required documentation
 - Ensure all documentation is filled out correctly and completely.
 - Ensure that all parties involved are now copied on all email correspondence
- NMSIIS staff creates access to testing site
 - Ensure that access is created both in test and production
- Access and transmission guide is sent to the Provider and EHR
 - Ensure both the Provider and EHR understand the documents provided to them
 - Establish if a weekly conference call with the Provider and EHR is necessary
 - On-going email communication with all parties involved to ensure everyone is on the same page.

Step 2 - Test and Evaluate

- Test Technical Capability
 - Confirm that a successful interface connection with NMSIIS is present
 - Confirm messages are in the correct HL7 2.5.1 formatting
 - Confirm actual live data is present in NMSIIS's test site
- Test and Evaluate the quality of Data
 - Ensure all required fields are present in the message
 - Evaluate accuracy of all codes
 - Evaluate accuracy of VFC Eligibility

Step 3 - Go live

- Move to production
 - NMSIIS grants the provider and EHR the ability to go live into our Production Site once the testing phase is complete
 - Manual Standard Users are downgraded to "reports only" access to help minimize duplication processes
- Ongoing Responsibilities & Monitoring
 - Providers must contact us if they or staff members notice any inconsistencies
 - Providers must follow the DFI process for inventory to properly deduct
 - NMSIIS staff will notify the EHR of any down time associated with maintenance and support and in turn the EHR will notify all parties involved
 - NMSIIS Staff will notify the EHR of any inconsistencies identified by staff of the location or through periodic spot checks
 - Both NMSIIS and EHR are to notify one another if there is any system upgrades.
 - NMSIIS Data Exchange Coordinator will send out monthly standardized emails to the main administrative individual of the location to ensure communication is still present and to provide the location an opportunity to report back any possible issues.