

# Data Exchange Check List

Please utilize this list to help guide you in our data exchange process.



- 1. Register on <https://www.nmhit.org/>
- 2. Run a practice HL7 2.5.1 message on NMHIT.org. (Please remember to sign into your account. This allows the history of the message to be recorded and saved; and it also allows us to view the message).
- 3. The NMSIIS Data Exchange Coordinator will provide you with the following required documentation:
  - a. NMSIIS User Agreement
  - b. NMSIIS Organization Agreement
  - c. Provider EHR information sheet

**Note:** If your organization has more than one location, you will need to fill out both agreements for each location participating in data exchange.
- 4. NMSIIS Program Staff will process all required documentation. Once completed, all parties involved will receive interface access, Org ID and Pin Code via email.
- 5. NMSIIS DX Coordinator will provide your EHR IT leads with a copy of the Transmission and Specification guide required to start the testing phase.
- 6. Your EHR will “map” the required access into their interface and submit a message to our User Acceptance Testing (UAT) site.
- 7. The “testing phase” will occur until all requirements have been met.
- 8. Once any identified errors have been corrected, your interface connection will move from the “Test” environment into our Production Site.

**Note:** The time spent in Testing phase is dependent upon the amount of time it takes to trouble shoot and resolve issues. It is up to your EHR to properly code and map segments.
- 9. Move to Production. Congratulations! This means that your location is successfully sending live data to our NMSIIS application production site. All parties involved will be notified via email.
- 10. Ongoing monitoring of your location will occur. Should any messages be rejected, your team will be notified and the NMSIIS Data Exchange Coordinator will work to provide technical assistance to your EHR until the issue is resolved.

**Note:** Some EHR’s have the ability track rejections as well and can notify you of these rejections. Please ask your provider if this option is available to you.
- 11. Manual data entry staff will no longer be allowed to add administered shots in NMSIIS will no longer be allowed. All information will come to us via your EHR, therefore; the need for manual data entry is no longer required.

- a. The required fields for data are:
  - i. First and Last Name of Client
  - ii. Date of Birth
  - iii. Administered and historical vaccination information

**REMINDER:** *Please remember to email your NMSIIS data exchange point of contact for any questions or concerns ([Elizabeth.Cisneros@state.nm.us](mailto:Elizabeth.Cisneros@state.nm.us)).*

**REMEMBER:** *If you experience any issues or concerns with a record not being visible in NMSIIS, **DO NOT** delete the record in your EHR. If the record is deleted, the NMSIIS team will not be able to identify where the interface issue is occurring. Please contact your vendor and NMSIIS immediately and provide us with an example of the issue, so it can be investigated.*