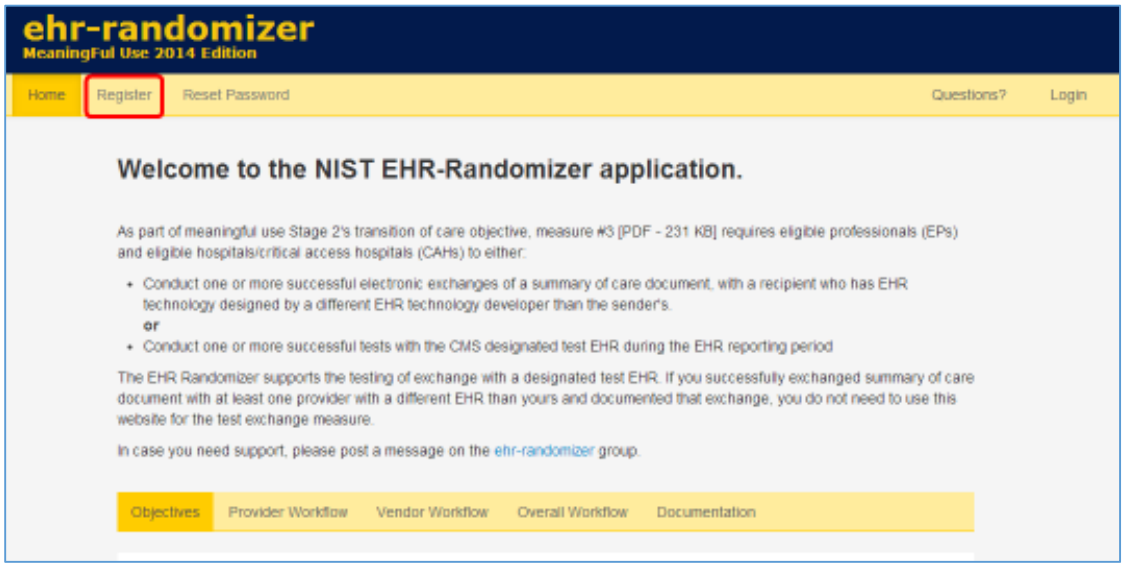
STI Computer Services, Inc. 2700 Van Buren Ave, Eagleville PA 19408 800-487-9135 Fax:610-650-9272

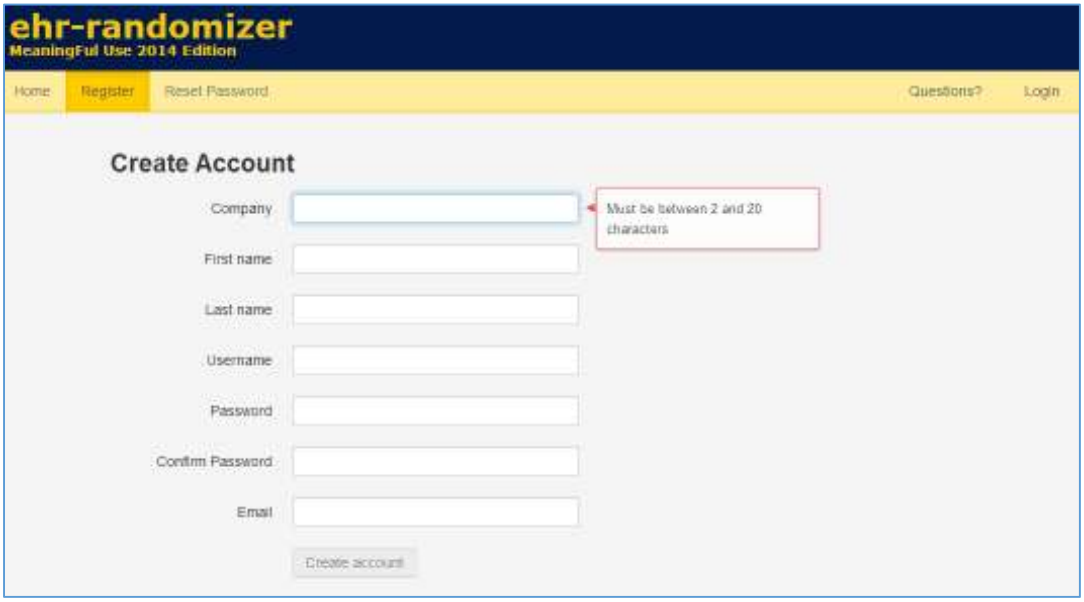
EHR Randomizer
(To fulfill part C of Core #15: Transition of Care Summary)

1. Open a web browser and go to **ehr-randomizer.nist.gov**

2. Click "Register"

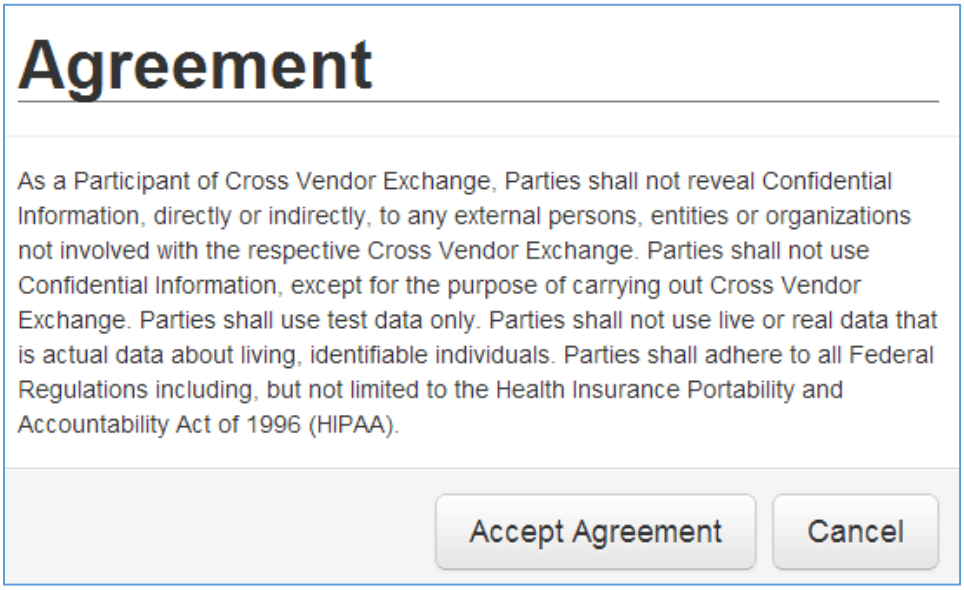


3. Fill in the appropriate information

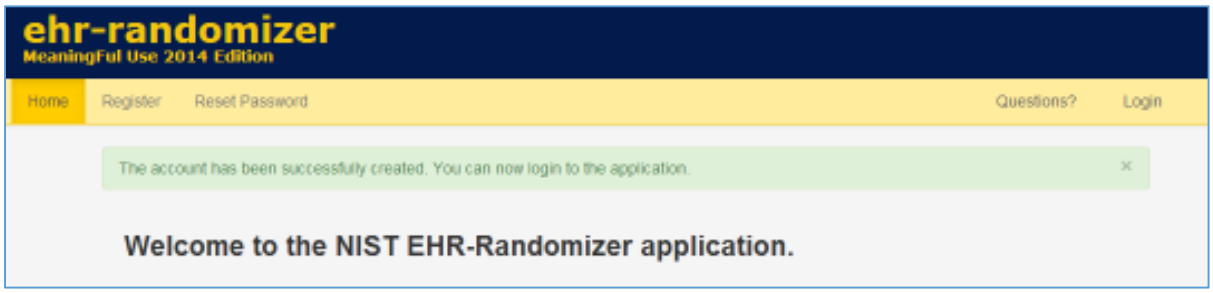


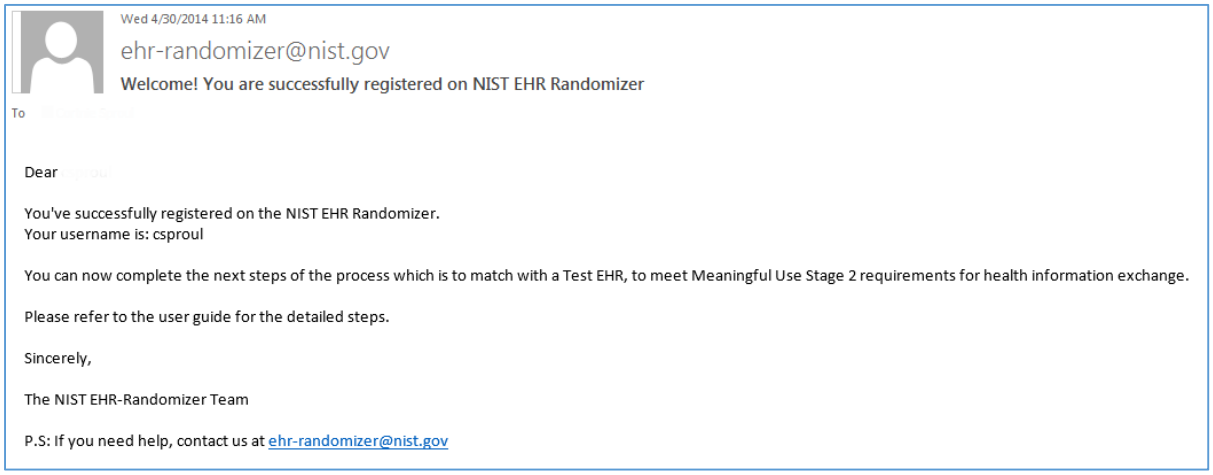
4. Click “Create account”

5. Click “Accept Agreement”

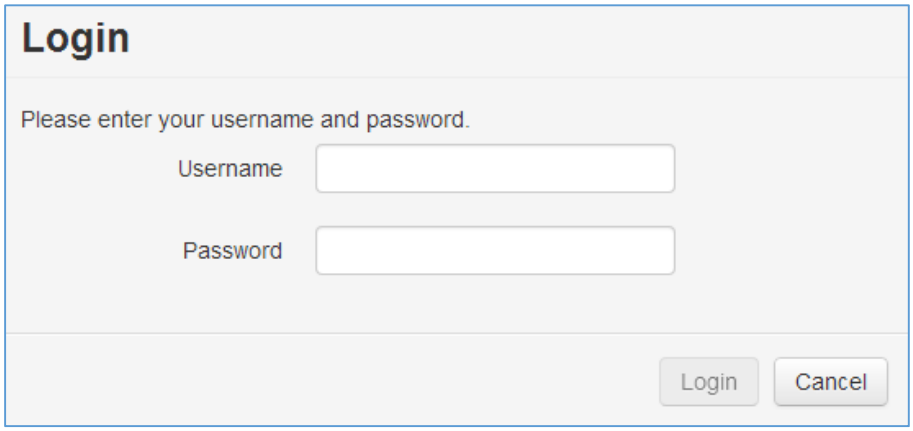


You will then receive a confirmation screen and an email similar to this:

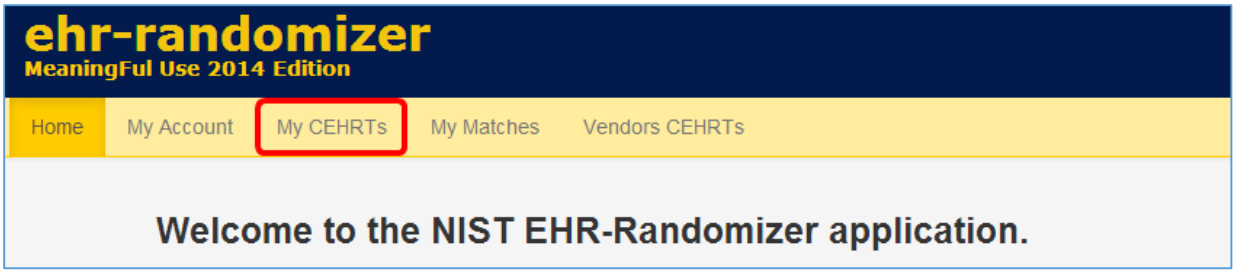




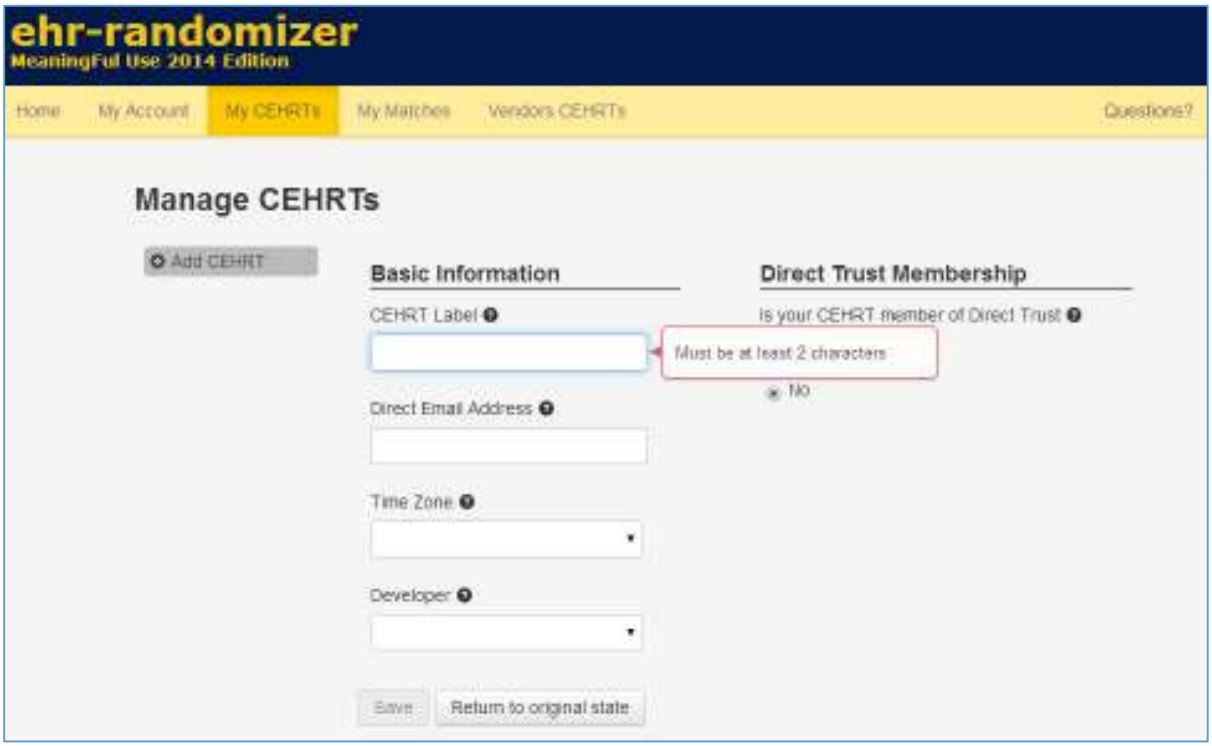
6. Click “Login” and use the credentials you just created



7. Click “My CEHRTS”

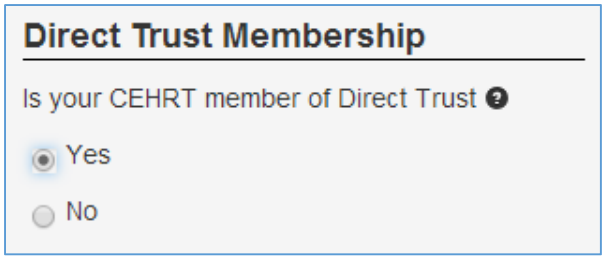


8. Fill in the applicable fields



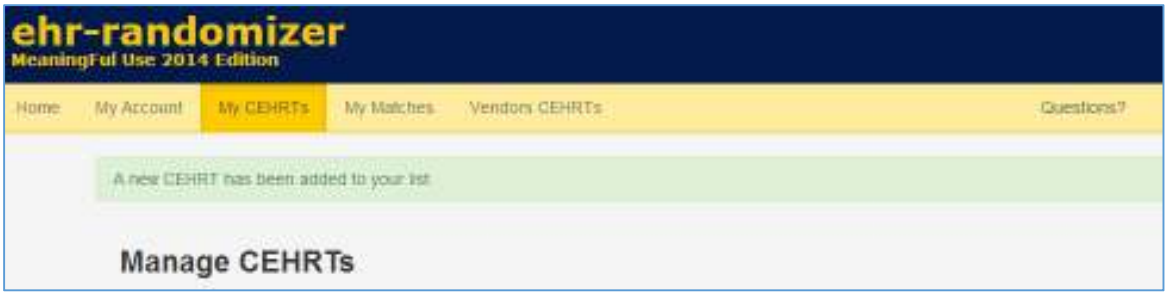
NOTE: **CEHRT Label** is intended to be the name of the EHR (i.e. ChartMaker Medical Suite). Your **Direct Email Address** can be provided to you by Clinical Support. **Developer** is “STI Computer Services, Inc.”.

9. Select “Yes” for “Is your CEHRT member of Direct Trust?”

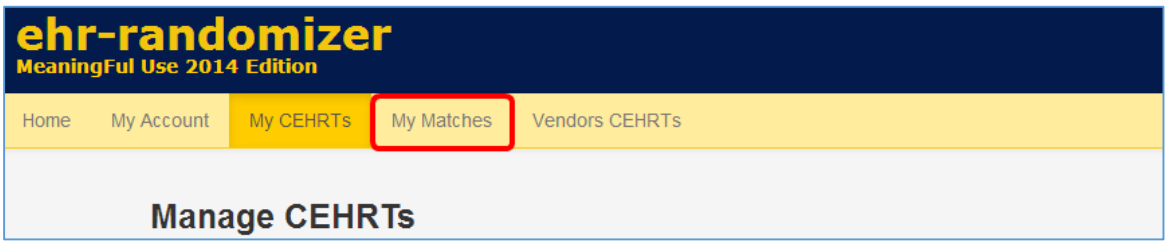


10. Click “Save”

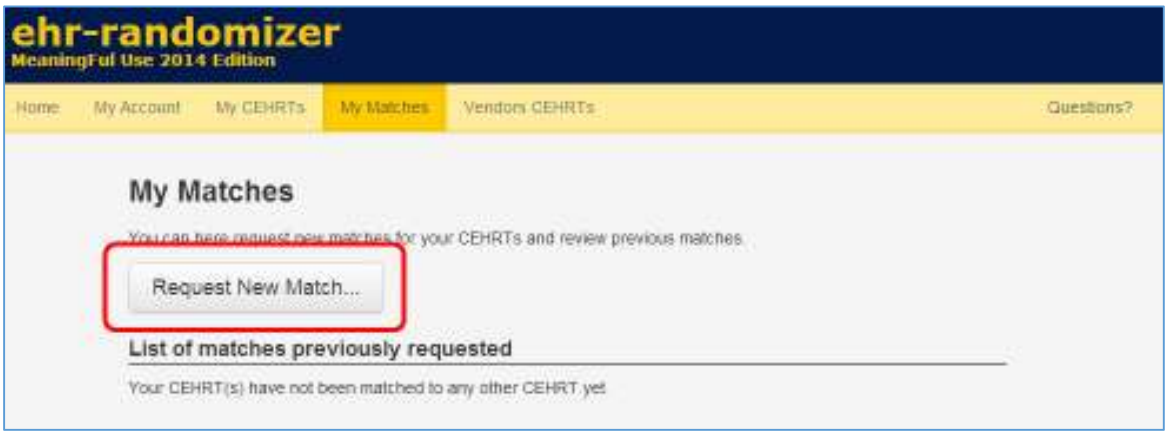
You will receive a confirmation message:



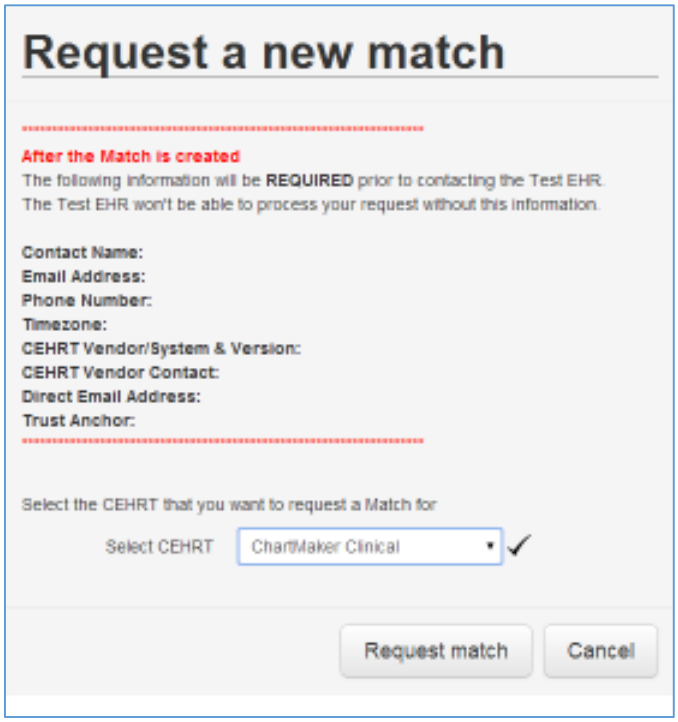
11. Click “My Matches”



12. Click “Request New Match…”



13. Select your CEHRT from the dropdown and click “Request match”



You will receive a list of matches on the My Matches page similar to this:

And an email confirmation similar to this:

Wed 4/30/2014 12:50 PM

ehr-randomizer@nist.gov

NIST EHR Randomizer Match Created Notification

To

A CEHRT Match request has been processed.

The Provider CEHRT system: ChartMaker Clinical has been matched with the Authorized Vendor CEHRT system: McKesson Paragon with McKesson Quality eMeasures 12 &2.0.

********** PROVIDERS **********
The following information is REQUIRED prior to contacting the Test EHR.
The Test EHR won't be able to process your request without this information.
Note that the system tried to pre-populate some of the fields based on the information previously entered.

REQUIRED
Contact Name:
Email Address:
Phone Number:
Timezone: America/New_York
CEHRT Vendor/System & Version: STI Computer Services, Inc.
CEHRT Vendor Contact:
Direct Email Address:
Trust Anchor:
##################

****

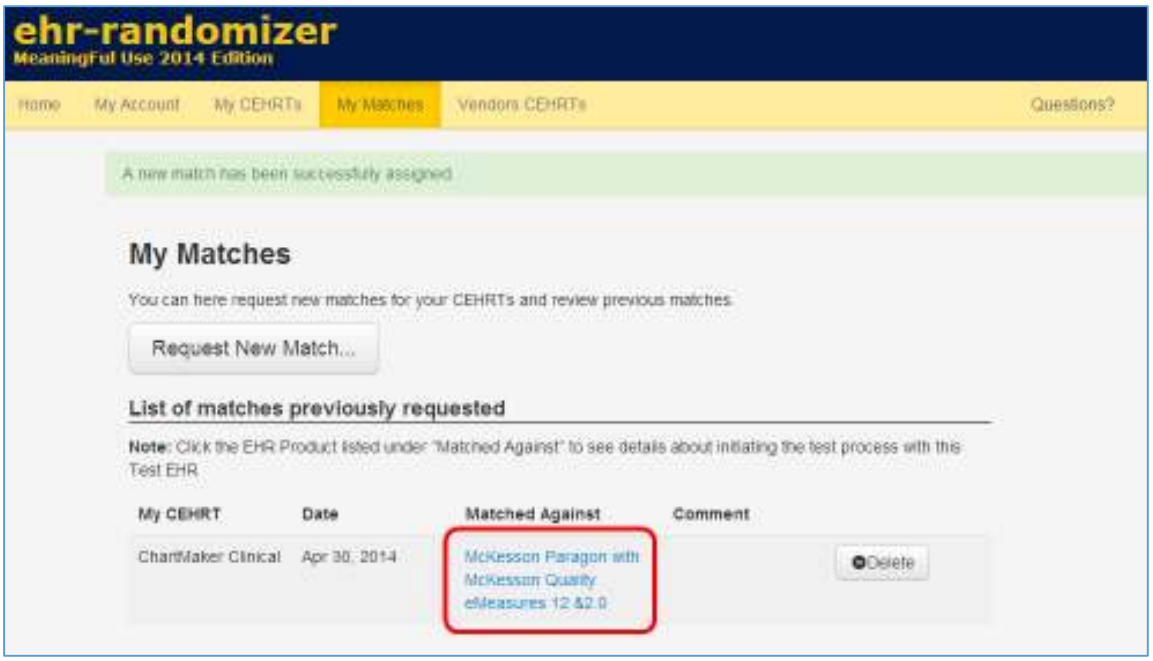
You can retrieve the Match and relevant documents by signing in the NIST EHR Randomizer and go to 'My Matches'.
Please refer to the user guide for the detailed steps.

Sincerely,

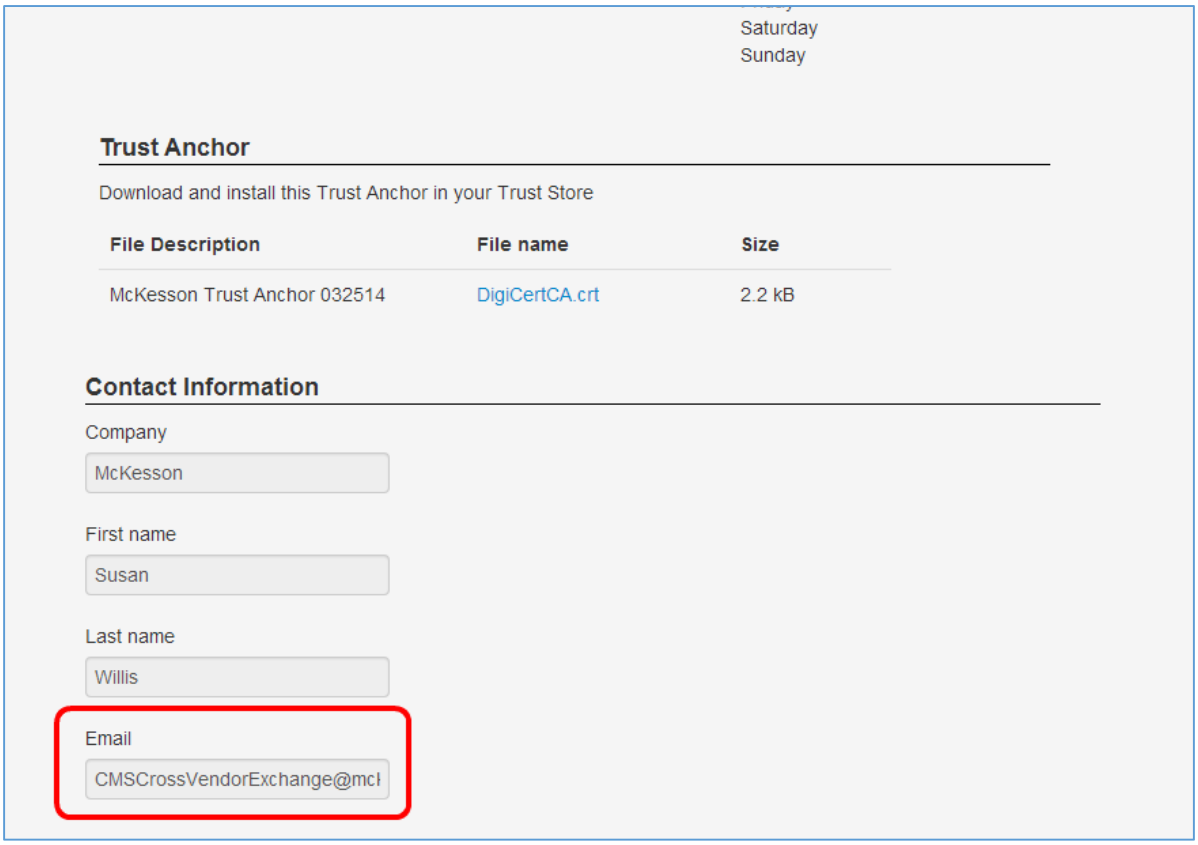
The NIST EHR-Randomizer Team

P.S: If you need help, contact us at ehr-randomizer@nist.gov

14. Click on the blue text of the EHR Vendor noted in the Matched Against column



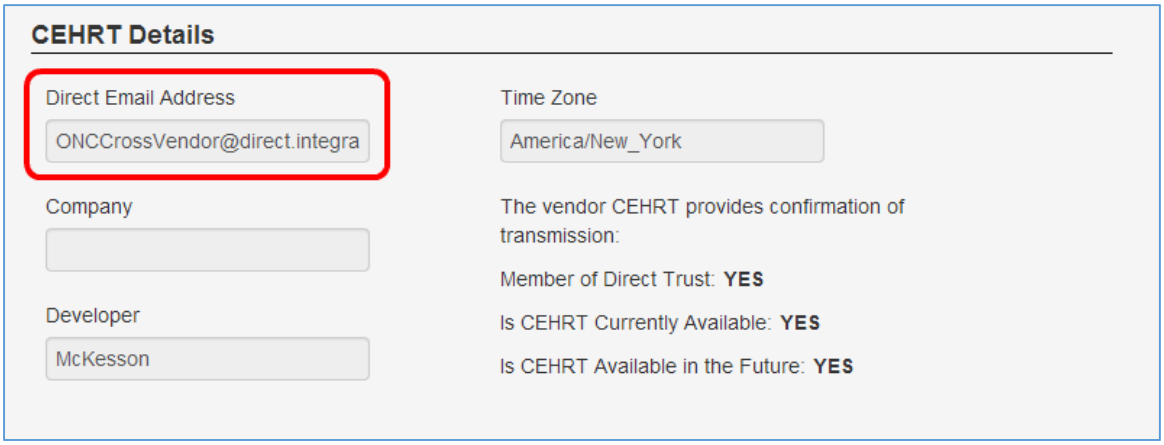
15. Scroll down and copy the “Email” in the Contact Information section



TIP: This can be done by placing your cursor over the field and right-clicking. Then select “Select all”. Then right-click again and select “Copy”.

16. Draft an email to the test EHR (using the email address from Step 16) requesting to schedule the test. Include the following information:
    - Proposed reporting period for 2014
    - Contact name
    - Email address
    - Phone number
    - Location
    - Vendor information: System & Version (it must be 2014 certified)
    - Vendor contact (depends on response to troubleshooting question above)
    - Direct Address

17. Once the test is scheduled, create a CCDA with data from a test patient and send it to the Direct Address of the test EHR (this is listed in the upper left hand corner of the Randomizer "CEHRT Details" page). **NOTE: Do not use real patient information.**
    a) In Clinical, go to To-Do > Direct Messaging > Send New Message…
    b) Copy the Direct Email Address from the "My Matches" page on the EHR Randomizer website and paste it into the "To…" field
    c) Enter a "Subject"
    d) (Optional) Click "Patient…" to select the patient this message is in reference to
    NOTE: If you are within a patient's chart, the patient will already be associated with this message.
    e) Enter a "Message"
    f) Click "Generate and Attach CDA"
    g) (Optional) Search for and select the applicable patient
    NOTE: If you are within a patient's chart, the patient will already be associated with this message.
    h) Select the applicable Provider from the "Provider" dropdown
    i) Click "Save"
    j) (Optional) Select information and/or click "OK" if prompted with the "Patient Information Document Exclusions" dialog
    k) Browse and find a location to save the document. Click "Save"
    l) Click "OK" on the export confirmation dialog
    m) Click "Send"



NOTE: You will be sending the .xml file that was generated when you produced the Transition of Care Summary. You should receive an email confirmation after sending the test

18. Keep any email confirmation(s) you receive from the test EHR as proof of completing this task.