



Service. Technology. Innovation.

PASIIS Enrollment Instructions

Offices will need to be granted Credentials before they can submit immunization data to the Pennsylvania State Registry via our Bi-Directional interface. To enroll and begin the testing process, follow the below steps.

STI Contact:

Taneisha L. George, RHIA | Registry Specialist, Immunization Registry
Department of Health | Bureau of Health Statistics and Research
555 Walnut Street, 6th Floor | Harrisburg, PA 17101
Phone: 717.547.3667 | Fax: 717.772.3258
www.health.state.pa.us

STEP 1: Complete Provider Interest Form

If the office is looking to attest for Meaningful Use, they should complete the Provider Interest Form, located at the following URL, and submit it to the PA-SIIS per the form instructions. This will constitute as the site's official registration of intent. The form should be submitted within the quarter of attestation, within 60 days prior to the end of the quarter.

<https://www.health.pa.gov/topics/Documents/Programs/Immunizations/PA%20SIIS%20Provider%20Interest%20Form.pdf>

STEP 2: Complete the Following 4 Documents:

- Final Confidentiality Policy 041404
- Final Facility Agreement - HL7 – 042209
- PA-SIIS Implementation Form - HL7
- Revised EMR-HL7 Profile Form

Submit these forms per the form's instructions.

STEP 3: Facility Matrix Spreadsheet:

If an office has more than one location, this spreadsheet needs to be completed. If an office only has one location, this form is NOT needed.

STEP 4: TEST Credentials Issued:

It could take between 2 days to 2 weeks for office to be contacted with Credentials. It depends on how busy the Registry is. The person notified will be the Technical contact listed on the bottom of the **Revised EMR-HL7 Profile Form**. I have been telling clients to put my name on the form (Louise).

*****NOTE*****

2 emails will be sent. The First email will contain the **Clinic Name, Clinic ID** and **Username**. The second email will contain the **password**.

STEP 5: Testing:

When an office is issued their Test Credentials and is ready to submit data, notify Taneisha when the records are sent. They only need 1-2 messages. She will validate the data and will let the office know if they are approved for Production. This process will take a few days.

STEP 6: Production:

New Credentials are issued when an office is ready to go live (Production). PA will review the first couple incoming messages to make sure all is ok, switching from Test. The office is then approved for ongoing submission.

Registry Configuration Screen:

Enter Facility ID (Site ID), Bi-Directional Credentials (User ID / Password) and select which Registry Environment you are sending to: Test or Production

The screenshot shows the 'Registry Configuration' window. At the top, the 'Registry Format' is set to 'PA-SIIS v 2.5.1'. Below this is the 'Office Location and Site ID' section, which includes a table with columns for 'Office Location', 'Site ID', and 'Default'. Below the table are input fields for 'Office Location' and 'Site ID', with a red box and arrow pointing to them. The 'Bi-directional Credentials' section has a table with columns for 'Practice', 'User ID', and 'Password'. Below the table are input fields for 'Practice', 'User ID', and 'Password', with a red box and arrow pointing to them. The 'Instructions for Sending Immunizations' section has radio buttons for 'Send to registry environment', 'Production', and 'Test', with a red box and arrow pointing to the 'Test' option. There is also a checkbox for 'Do not send immunizations with a service date prior to:' followed by a date field set to '9/11/2014'. At the bottom are 'Save' and 'Cancel' buttons.

Patient Consent:

The Registry would like all data sent to them. If the patient decides they do not want to share their information, it is suggested the office should obtain desires in writing.