NH Division of Public Health Services
Provider Checklist for Onboarding
with the
New Hampshire State Cancer Registry (NHSCR)

Name of organization/group practice: _____

ELIGIBILITY

☐ Does your practice have a Certified Electronic Health Record (EHR)? For instructions on how to look up the practice's CMS EHR Certification ID, go to this on-line document: https://www.healthit.gov/sites/default/files/policy/chplcmsehrcertidinstructionsv41.pdf.

Note: Your certified EHR must be certified for the two items below (f5 and f6); In the "2014 EDITION EHR CERTIFICATION CRITERIA", select two check boxes:
- § (f)(5) Cancer Case Information
- § (f)(6) Transmission to Cancer Registries

☐ Once your practice has the CMS EHR Certification ID number, please forward the certification information (sample below) via email to: DPHS-MeaningfulUse@dhhs.nh.gov .

Certified Health IT Product List
The Office of the National Coordinator for Health Information Technology

The CMS EHR Certification ID shown corresponds to the collection of products listed below. Submit this ID as part of the attestation process for the CMS EHR Incentive Programs. * Additional certification criteria may need to be added in order to meet submission requirements for Medicaid and Medicare programs.

1314E01RO5REEAL

Certifying Body	Original Practice Type	ONC Certification #	Vendor	Product Name	Product Version #	Product Classification	Certification Edition	Additional Software Required
ICSA Labs	Ambulatory	150088R04	Modernizing Medicine, Inc.	EMA	4.0.0.11	Complete EHR	2014	First Databank, Updox Direct, LDM ConnectSys, Surescripts Rx Routing

NH Division of Public Health Services
Provider Checklist for Onboarding
with the
New Hampshire State Cancer Registry (NHSCR)

APPLY TO TEST WITH THE NH STATE CANCER REGISTRY

☐ Work with the NHSCR to identify a transport method to send your practice's Clinical Document Architecture (CDA) document(s).

Note: For the pilot phase NHSCR resources are very limited and to facilitate meaningful transmission, it is essential that your practice participates in the New Hampshire Health Information Organization (NHHIO) @ http://nhhio.org/ and be able to use the transmission protocol Direct. Other than NHHIO, NHSCR does not have any other automated transmission protocol implemented. For facilities with very small number of annual cases, NHSCR will consider a secure bulk transmission of reports. Alternate transports will need to be determined after the pilot phase has completed.

ONBOARDING TESTING AND VALIDATION

☐ Determine person(s) from your vendor support team or your practice staff who will be responsible for the testing, validation, and ongoing submission of cancer data.

☐ Work with your vendor to ensure that your practice's CDA document(s) uses correct codes and sections as outlined in the implementation guides available at: https://www.hl7.org/implement/standards/product_brief.cfm?product_id=383

☐ Work with your vendor to receive proper training in using the EHR most effectively to ensure that the information required for cancer reporting is captured.

☐ Work with your vendor to make sure your practice's CDA documents are formatted correctly and the required fields are filled in.

☐ When everything is ready for testing, please send an email to Bruce Riddle at NHSCR (bruce.l.riddle@dartmouth.edu) with the following information: full name of practice and vendor, the software you will use, contact information, and best methods for making contact.

☐ A kick-off call will be scheduled by the DPHS MU coordinator to review this checklist. For information please email DPHS-MeaningfulUse@dhhs.nh.gov

☐ During the kick-off call, the transport testing (connecting your practice's EHR to NHSCR) will be discussed.

☐ Work with NHSCR to review your practice's EHR system to ensure that CDA documents will contain valid values.

☐ Receive email with instructions on how to submit your practice's first test CDA document(s).

☐ Your practice or vendor will create a test report to send to NHSCR. NHSCR will put the test report through the CDC's CDA Validation Tool to see if report meets the current standards.

☐ The NHSCR will validate the content and format of the document and will perform a Quality Assurance Review.

☐ If testing and validation was unsuccessful, you will receive feedback on what needs to be corrected.

☐ If testing and validation was successful, then your practice will receive feedback on next steps outlined below.

ONBOARDING TO PRODUCTION

☐   Once the data has been successfully transmitted and meets the specifications for valid format and content, your practice will be placed in an onboarding queue and will be given an approximate wait time. Your practice will receive confirmation from the DPHS Meaningful Use Coordinator stating your practice's onboarding status.

☐   Dependent upon the availability of the NHSCR, the DPHS Meaningful Use Coordinator, and NHHIO, your practice will be invited to onboard to production. Your practice will send several test messages and will receive validation confirmation. NHSCR can send an email confirming the first couple of transmissions.

☐   Once ongoing submission is achieved, the data feed will be moved to the production environment.

NOTE: If ongoing submission does not meet the Cancer Registration validation requirements, your practice will receive a "request for action notice" to resolve issues.

For further information regarding Meaningful Use public health objectives
please visit: http://www.dhhs.nh.gov/dphs/bphsi/meaningful-use.htm