

Munson Medical Center
Exchange Clinical Information Objective
General Instructions

It is Munson Medical Center's interpretation that to complete Core Measure – Performing at least one test of certified EHR technology's capacity to electronically exchange key clinical information, the following criteria must be met:

- 1) Your practice must generate a CCD or CCR record from your certified EHR
- 2) Your practice must transmit the CCD or CCR via an electronic transport standard (e.g., SMTP, FTP, REST, SOAP, etc.) to another care provider.
- 3) Munson Medical Center, as the care provider receiving the data must:
 - a. operate an independent certified EHR technology
 - b. be a separate legal entity (neither entity is owned or controlled by the other)

Munson Medical Center is willing to receive test data to allow you to test your practice's EHR technology's capacity to electronically exchange key clinical information. Because certain of these requirements are unable to be independently verified by Munson Medical Center, Munson Medical Center is assuming that your practice has read those regulations and is conforming with them.

Munson Medical Center can accept the CCD/CCR format in one of two ways; secure email (SMTP protocol) or file transfer (using FTP protocol). Secure email must be encrypted. If your email system is unable to send encrypted email, you can use Munson Medical Centers Secure Email system. The instructions below describe each process. Upon Munson Medical Center's receipt of that test, a letter will be sent to the practice providing information required by this Core Measure, including confirmation that the test occurred.

If you have any questions or concerns, or plan to initiate a test, please call Randi Terry at 231-935-5199 to kick off the process.

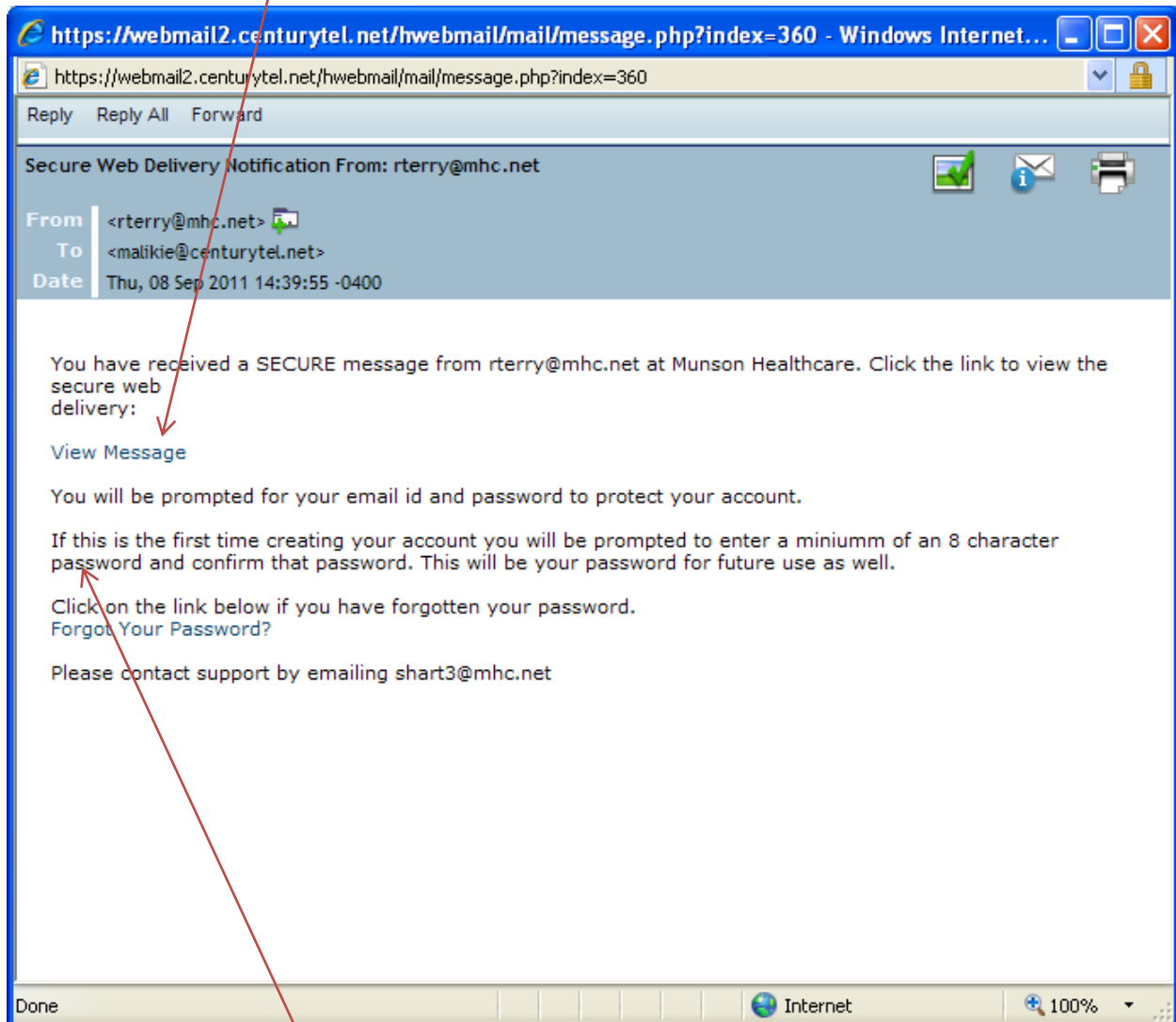
Munson Medical Center
Exchange Clinical Information Objective
Practice Secure Email Instructions

1. The CCD or CCR must be generated from your Meaningful Use Certified package. We must have the vendor name, package name and version number.
2. We must have a contact name (preferable the office manager) along with a phone number and email address.
3. Your email system must be secure and has the ability to send encrypted emails. If you do not have the capability to send encrypted emails, you need to follow the Munson Secure Email Instructions.
4. The email must come from your practice (you may not use a personal email account).
5. The CCD/CCR must be sent to data-exchange@mhc.net.
6. A confirmation email will be sent from Munson Medical Center indicating they received the file.
7. After we are able to look at the CCD/CCR, we will send a letter indicating that we are a partner in your test (sample enclosed).
8. For privacy reasons, we ask that you do not send actual patient data (a test patient is preferred). To secure an accurate test, we recommend that you utilize the test patient data. Attached is the data listing possible test patient data content (starting on page 11).

Munson Medical Center
Exchange Clinical Information Objective
Munson Medical Center Secure Email Instructions

1. The CCD or CCR must be generated from your Meaningful Use Certified package. We must have the vendor name, package name and version number.
2. We must have a contact name (preferable the office manager) along with a phone number and email address.
3. Your email system must be secure and has the ability to send encrypted emails. If you do not have the capability to send encrypted emails, you need to follow the Munson Secure Email Instructions.
4. The email must come from your practice (you may not use a personal email account).
5. After we are able to look at the CCD/CCR, we will send a letter indicating that we are a partner in your test (sample enclosed).
6. For privacy reasons, we ask that you do not send actual patient data (a test patient is preferred). To secure an accurate test, we recommend that you utilize the test patient data. Attached is the data listing possible test patient data content (starting on page 11).
7. You will need to send an email to data-exchange@mhc.net requesting to utilize the secure email portion of Munson's email system.

8. You will receive an email from data-exchange@mhc.net similar to the window below. Click on View Message




9. You will be prompted to enter in an ID and password. If this is the first time, follow the instructions above.

Secure WebMail Login - Windows Internet Explorer provided by Munson Healthcare

https://securemail1.mhc.net/swm/login.do?method=checkMail&id=12f11d446a1072ea0fc85fe8850e8cc3

File Edit View Favorites Tools Help

Secure WebMail Login



McAfee | McAfee Secure Web Mail

Please login to access Secure Web Mail.

User Name:

Password:

Disclaimer

Done Trusted sites 100%

The image shows a screenshot of a web browser window displaying the McAfee Secure Web Mail login page. The browser's address bar shows the URL: https://securemail1.mhc.net/swm/login.do?method=checkMail&id=12f11d446a1072ea0fc85fe8850e8cc3. The page features the McAfee logo and the text 'McAfee Secure Web Mail'. Below this, there is a header image showing people working at computers. The main content area contains a login form with the prompt 'Please login to access Secure Web Mail.' The form includes a 'User Name' field with the value 'malikie@centurytel.net', a 'Password' field, and 'Submit' and 'Reset' buttons. A 'Disclaimer' link is located at the bottom left of the form. The browser's status bar at the bottom indicates 'Done', 'Trusted sites', and '100%' zoom level. A red arrow points from the top of the page down to the 'User Name' field.

10. The email will be listed similar to the email below. Highlight this email and click on reply.

McAfee Secure Web Mail - Windows Internet Explorer provided by Munson Healthcare

https://securemail1.mhc.net/swm/swmDispatcher.do?method=view&id=12f11d446a1072ea0fc85fe8850...

File Edit View Favorites Tools Help

McAfee Secure Web Mail

Logout Help

Inbox

Refresh Compose Reply Forward Delete Print Preview

	From	Subject	Date	Size
<input checked="" type="checkbox"/>	rterry@mhc.net	[secure] email to test secure email	Thu, 08 Sep 2011 14:39:35	3.313 KB

Page 1 of 1 | Show 25 Emails per Page | Displaying results 1 - 1 of 1

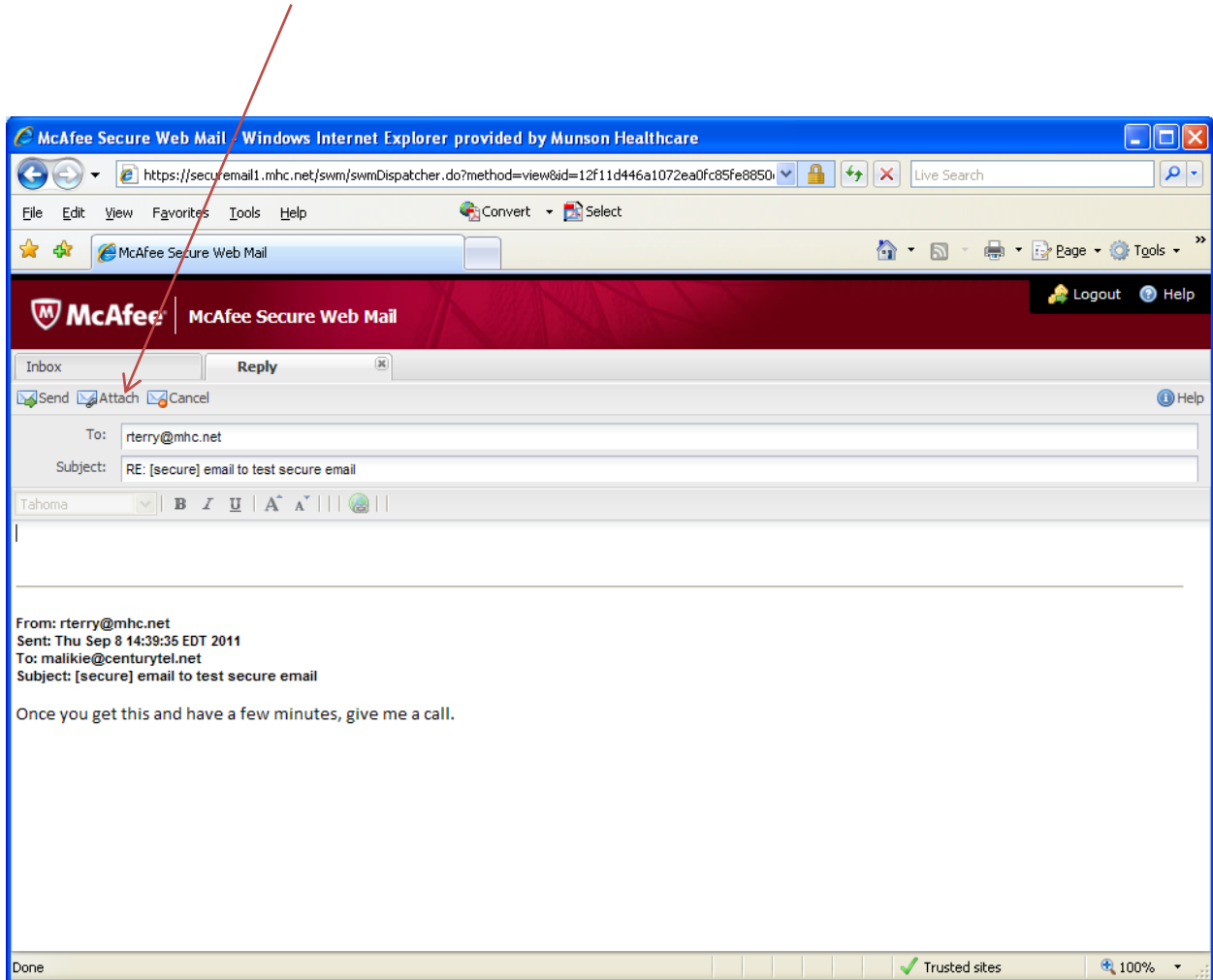
[secure] email to test secure email Show Header Help

rterry@mhc.net
Date: Thu Sep 8 14:39:35 EDT 2011
To: malikie@centurytel.net

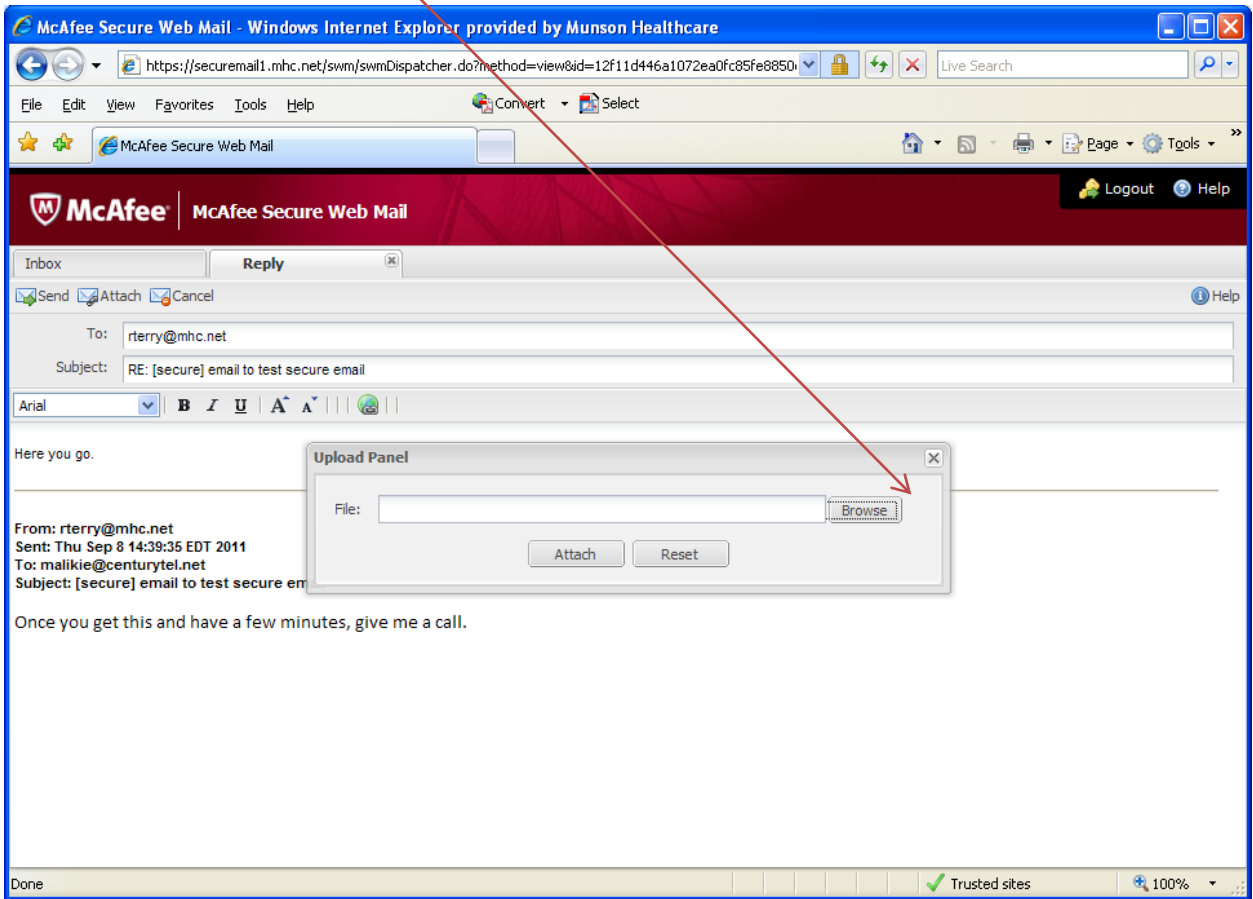
Once you get this and have a few minutes, give me a call.

Trusted sites 100%

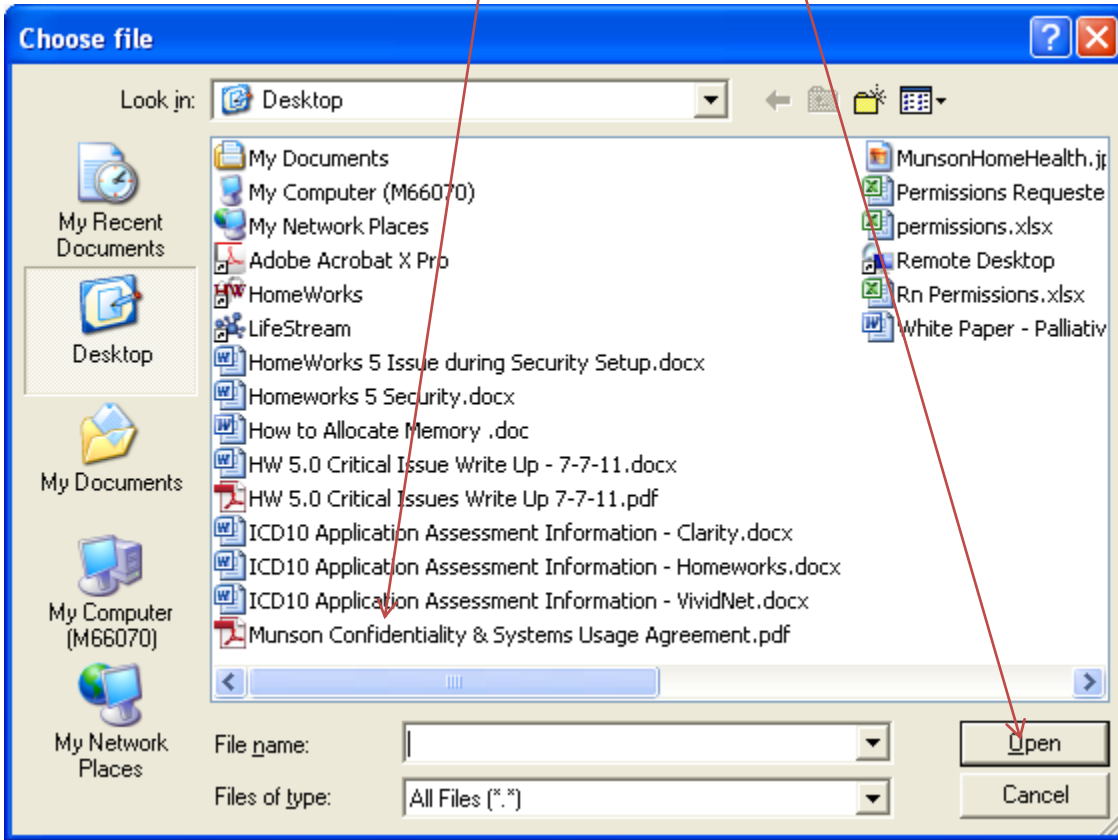
11. At this point, you will need to attach your CCD/CCR file to this email. In order to do this, you need to press attach.



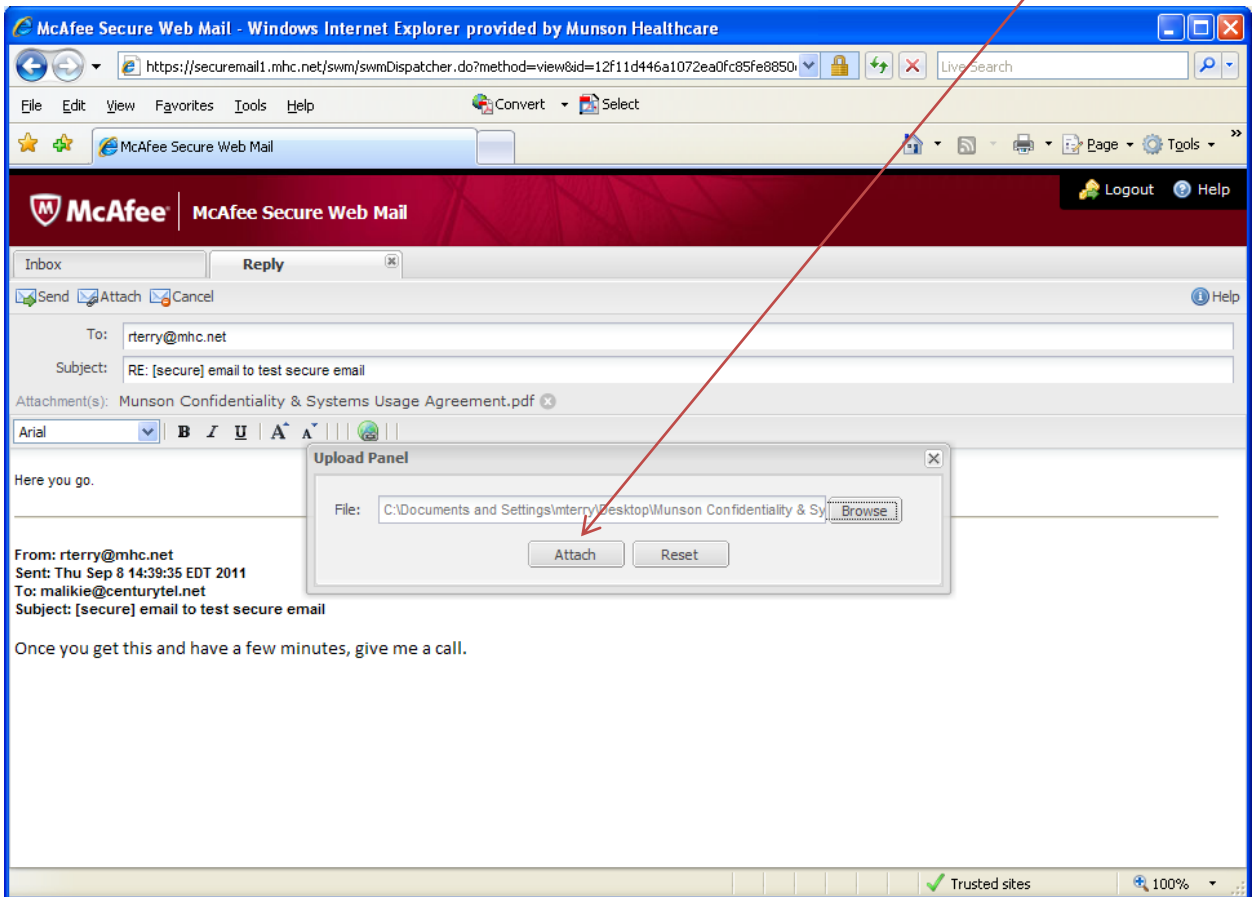
12. You will be prompted to enter the location of your file. If you know the location, enter it then or press the browse button:



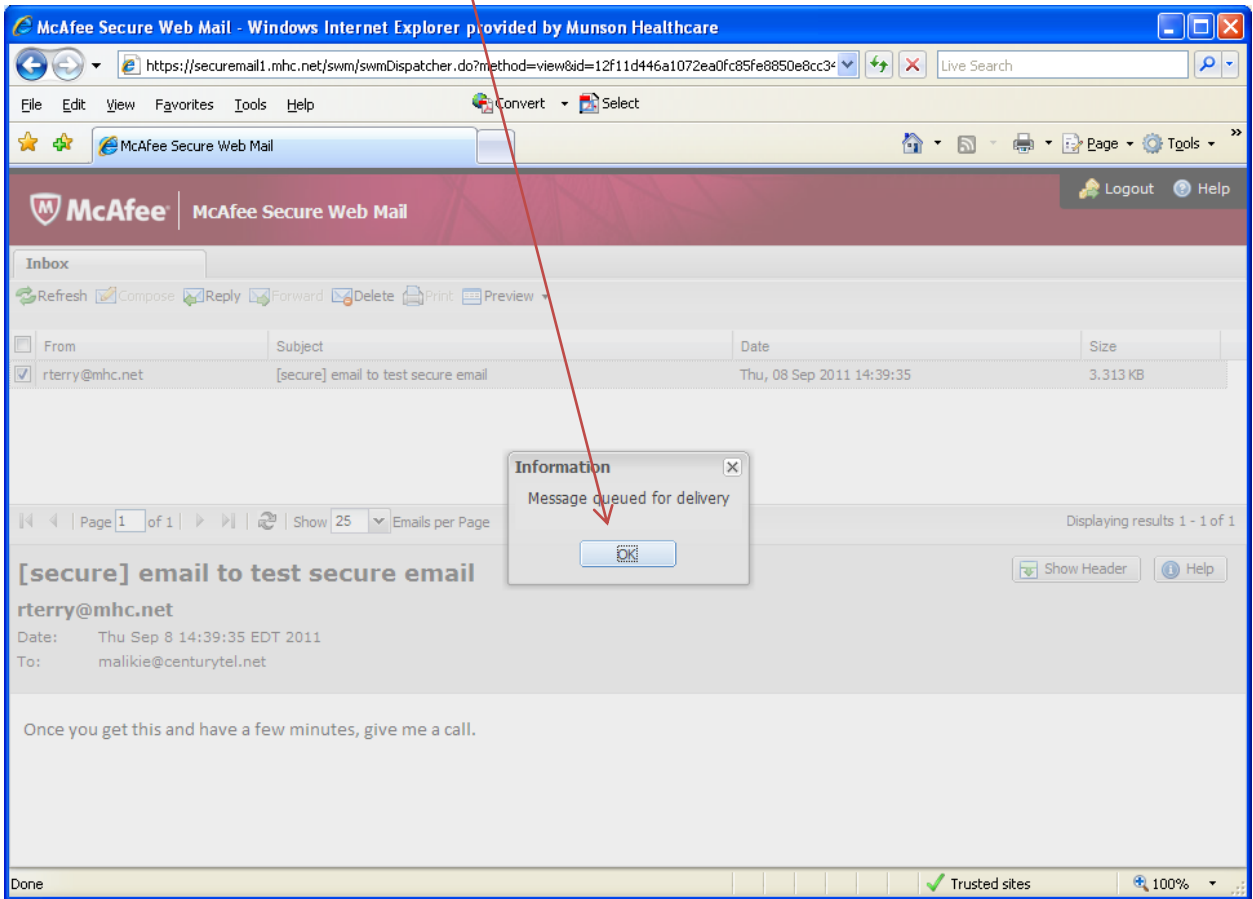
13. Select the appropriate location and file (CCD/CCR) and press open



14. You will then be prompted to press the attach bottom to attach the file to the email



15. Your email will be queued and you need to click on the OK button. Your email will be sent back to Munson in a secure, encrypted format.



16. You need to logout of the application.

The screenshot shows the McAfee Secure Web Mail interface within a Windows Internet Explorer browser window. The browser title is "McAfee Secure Web Mail - Windows Internet Explorer provided by Munson Healthcare". The address bar shows the URL: <https://securemail1.mhc.net/swm/swmDispatcher.do?method=view&id=12f11d446a1072ea0fc85fe8850e8cc34b5ff>. The page header includes the McAfee logo and the text "McAfee Secure Web Mail". In the top right corner, there are "Logout" and "Help" buttons. A red arrow points from the instruction above to the "Logout" button.

The main content area displays an "Inbox" with a table of email entries:

From	Subject	Date	Size
rterry@mhc.net	[secure] email to test secure email	Thu, 08 Sep 2011 14:39:35	3.313 KB

Below the table, there are navigation controls: "Page 1 of 1", "Show 25 Emails per Page", and "Displaying results 1 - 1 of 1".

The selected email is titled "[secure] email to test secure email" and is from "rterry@mhc.net". The email content is:

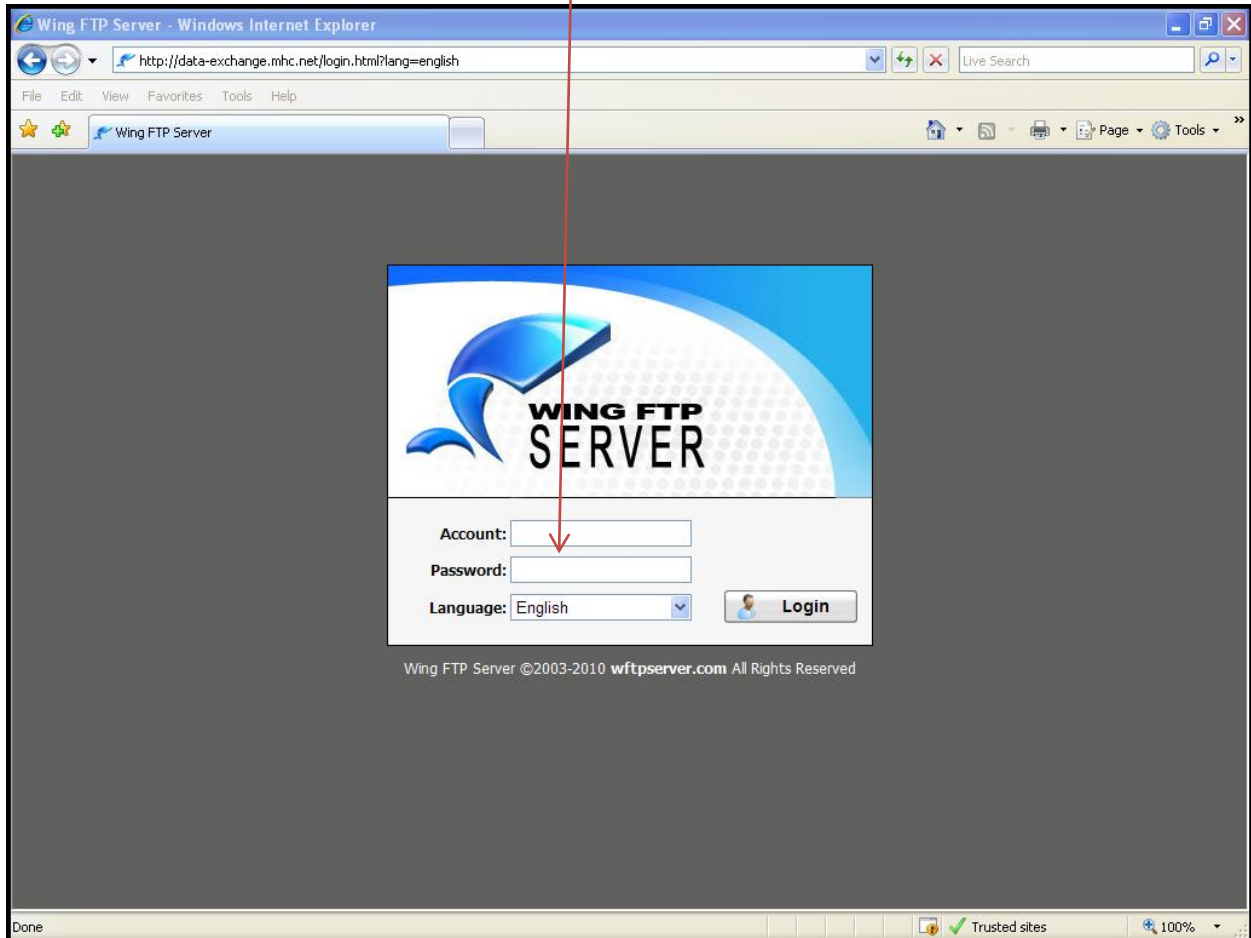
Once you get this and have a few minutes, give me a call.

The browser status bar at the bottom shows "Trusted sites" and "100%".

Munson Medical Center
Exchange Clinical Information Objective
FTP (File Transfer Protocol) Process

1. The CCD or CCR must be generated from your Meaningful Use Certified package and we must have the vendor name, package name and version number.
2. We must have a contact name (preferable the office manager) along with a phone number and email address.
3. Your email system must be secure and has the ability to send encrypted emails. If you do not have the capability to send encrypted emails, you need to follow the Munson Secure Email Instructions.
4. The email must come from your practice (you may not use a personal email account).
5. After we are able to look at the CCD/CCR, we will send a letter indicating that we are a partner in your test (sample enclosed).
6. For privacy reasons, we ask that you do not send actual patient data (a test patient is preferred). To secure an accurate test, we recommend that you utilize the test patient data. Attached is the data listing possible test patient data content (starting on page 11).
7. Call Helpdesk at 231-935-6053 and request FTP Data Exchange Account and Password. An Access Request form will need to be filled out to obtain this access (attached).
8. The account and password will be sent to you via the contact information supplied.
9. Once you obtain the appropriate access, follow the instructions below:
10. At any web browsers (ie. Internet Explorer, Firefox, etc), type in the URL Data-exchange.mhc.net and the following screen will be displayed

11. Type in the Account and Password that the IS Helpdesk provided.



12. Select the 5th icon (upload file) to the right

The screenshot shows the Wing FTP Server Webclient interface within a Windows Internet Explorer browser window. The address bar displays the URL <http://data-exchange.mhc.net/main.html>. The page title is "Wing FTP SERVER Webclient". The user is logged in as "rterry" and is welcomed with "[Welcome, rterry]". There are "Help" and "Logout" links in the top right corner.

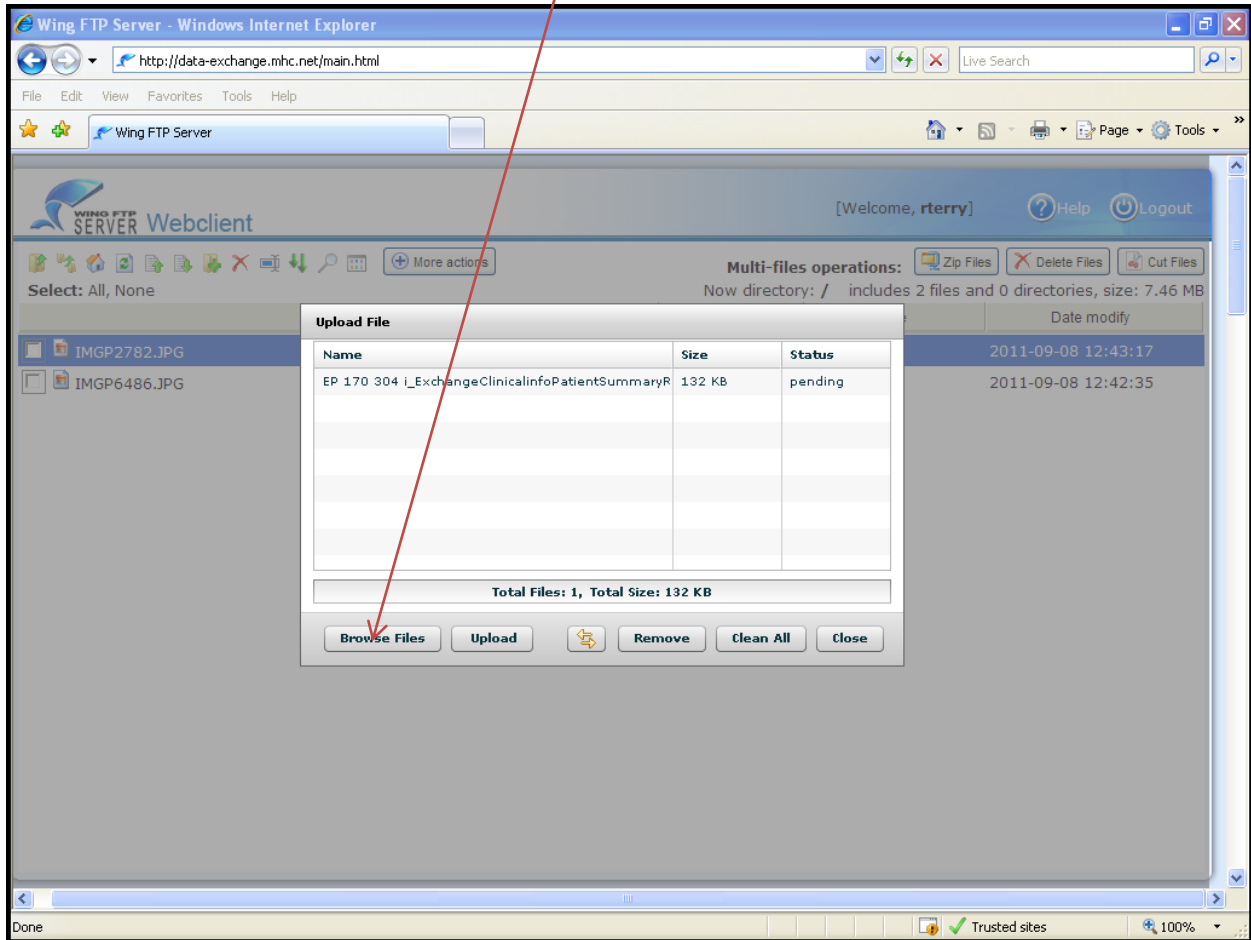
The main toolbar contains several icons for file management. A red arrow points to the 5th icon from the left, which is the "upload file" icon. Other icons include home, refresh, delete, search, and a "More actions" button.

Below the toolbar, the "Multi-files operations" section includes buttons for "Zip Files", "Delete Files", and "Cut Files". The current directory is "/", containing 2 files and 0 directories, with a total size of 7.46 MB.

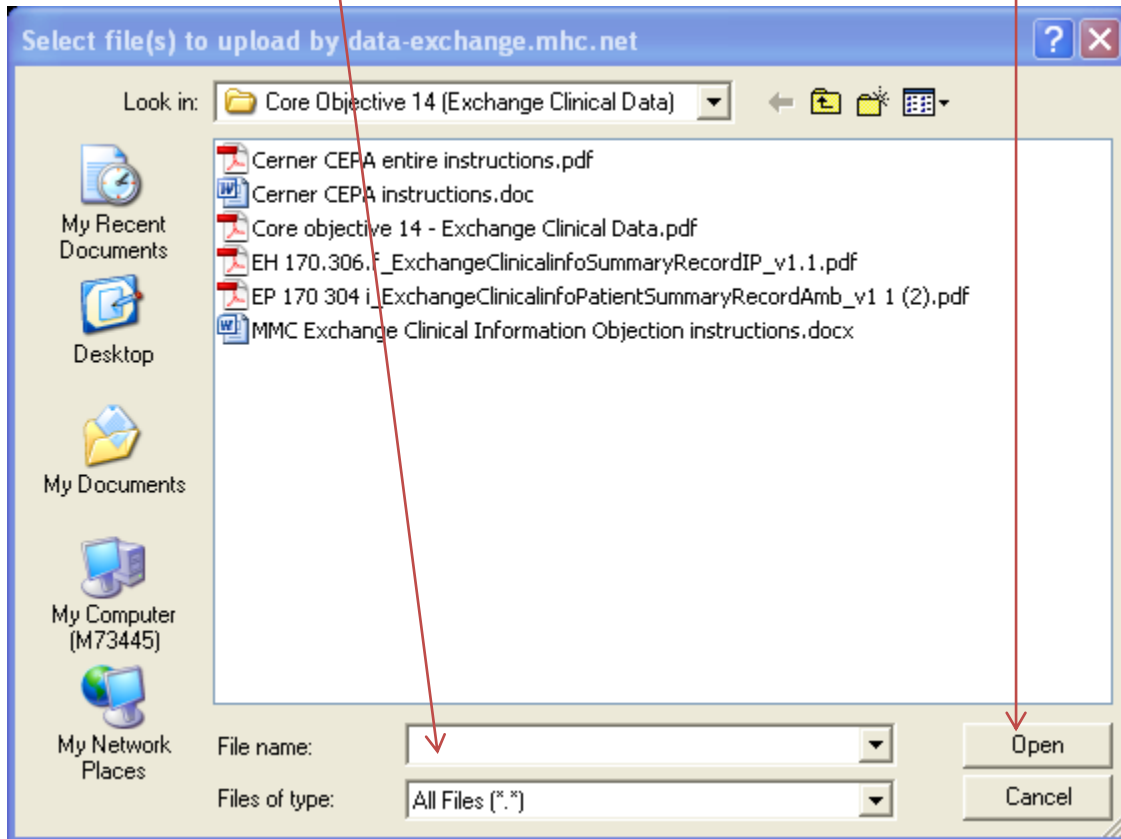
Name	Size	Type	Date modify
IMGP2782.JPG	3.45 MB	jpg File	2011-09-08 12:43:17
IMGP6486.JPG	4.01 MB	jpg File	2011-09-08 12:42:35

The status bar at the bottom shows "Done", "Trusted sites", and a zoom level of 100%.

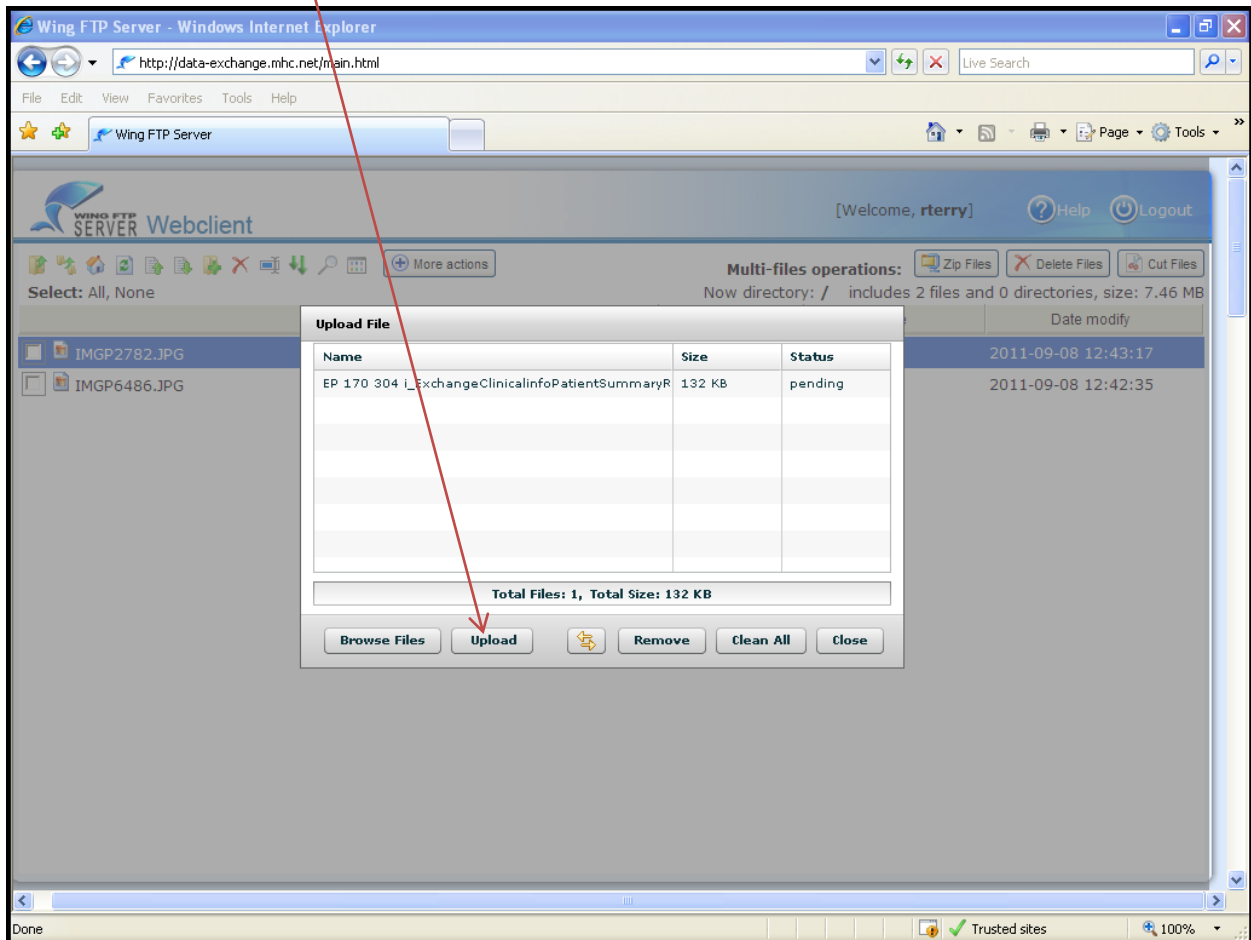
13. Select Browse Files from the pop up below.



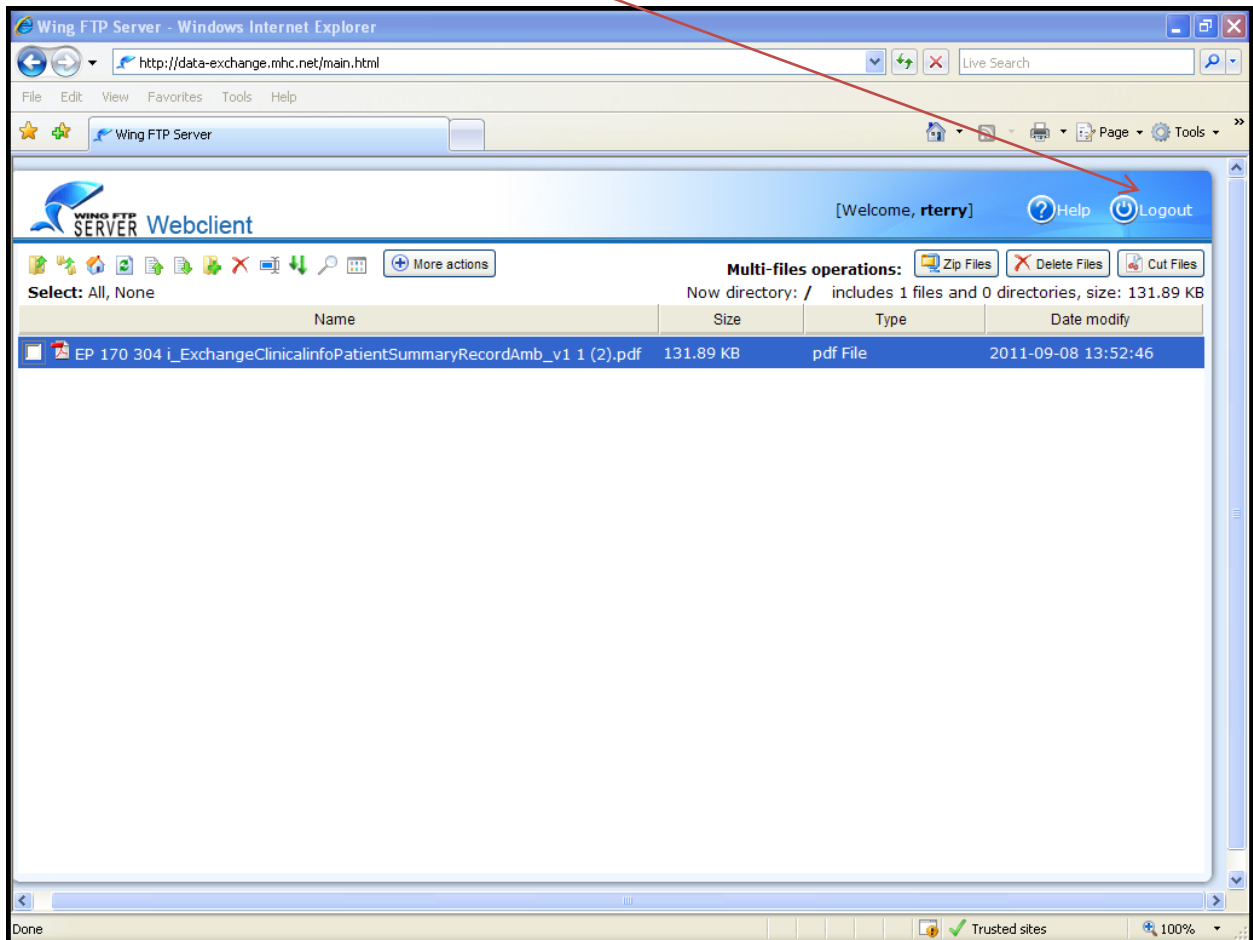
14. You must then upload the CCD/CCR file from your system. You will need to know the location of this file on your network or hard drive. Select the appropriate file and click open.



15. Click on the Upload button.



16. You must logout of this application



17. Munson will confirm the test for Meaningful Use and send you a letter stating that test that you can retain for your record.