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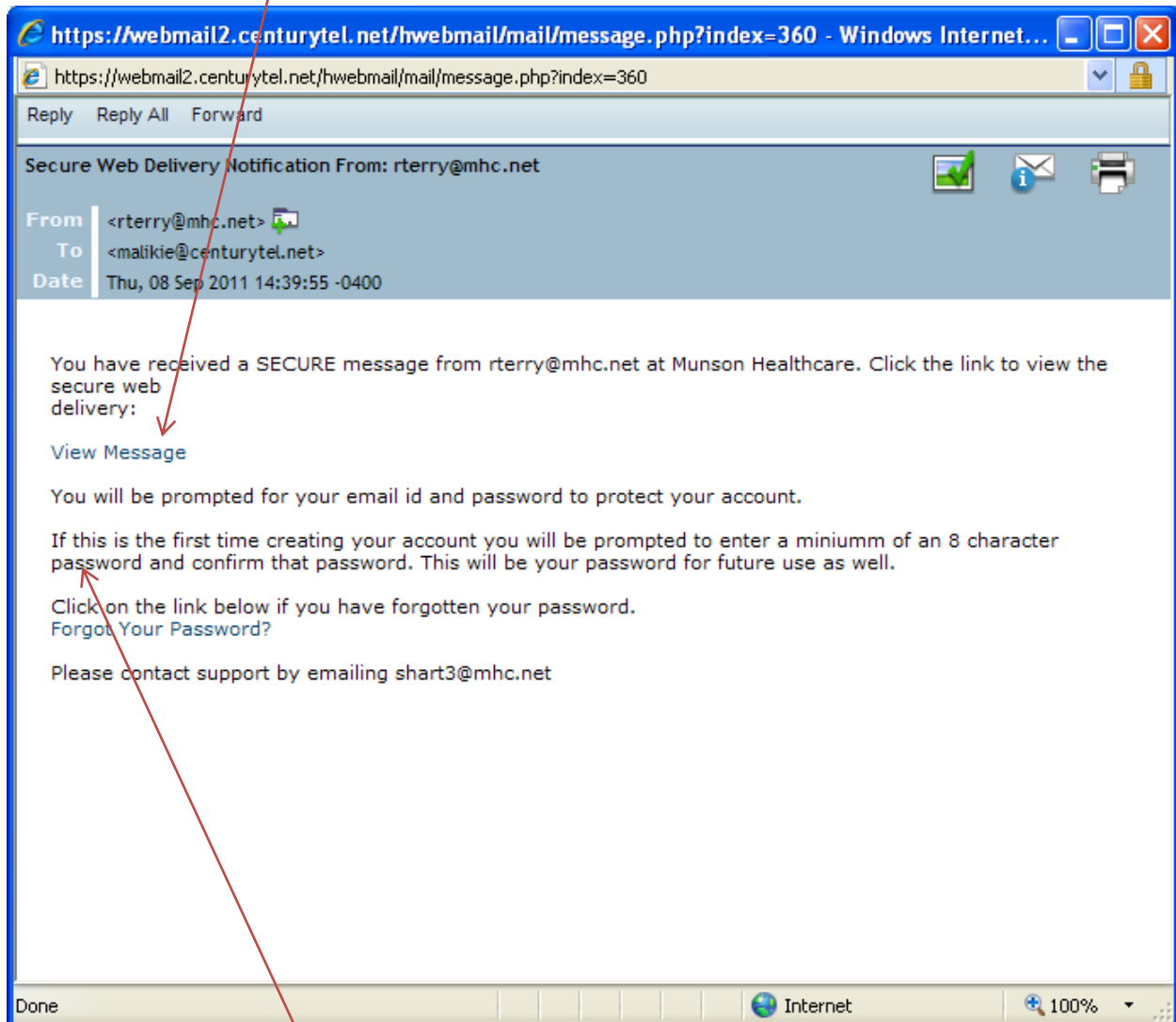
9. You will be prompted to enter in an ID and password. If this is the first time, follow the instructions above.

McAfee® | **McAfee Secure Web Mail**

Please login to access Secure Web Mail.

User Name: malikie@centurytel.net

Password:

Submit   Reset

Disclaimer

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

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.
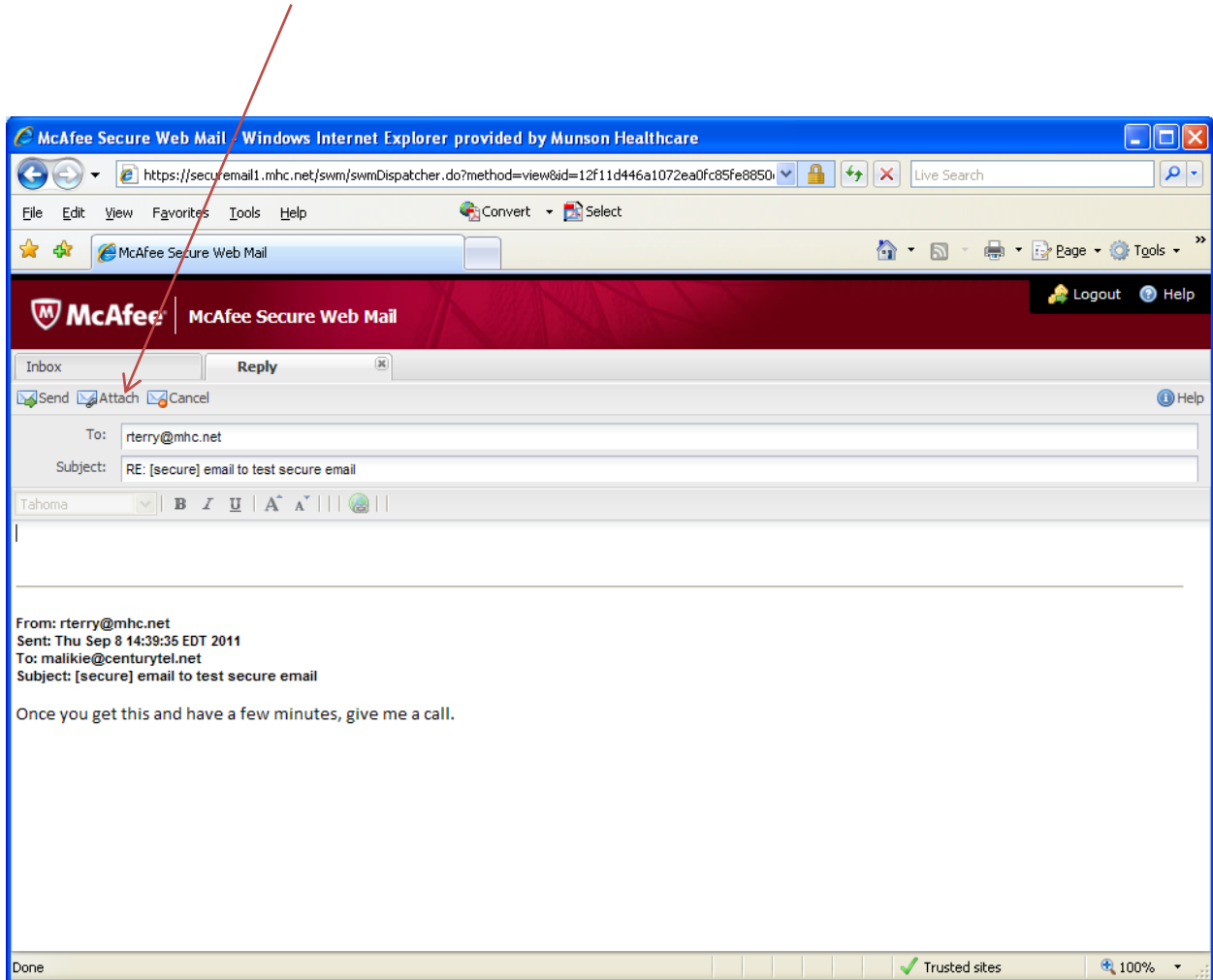
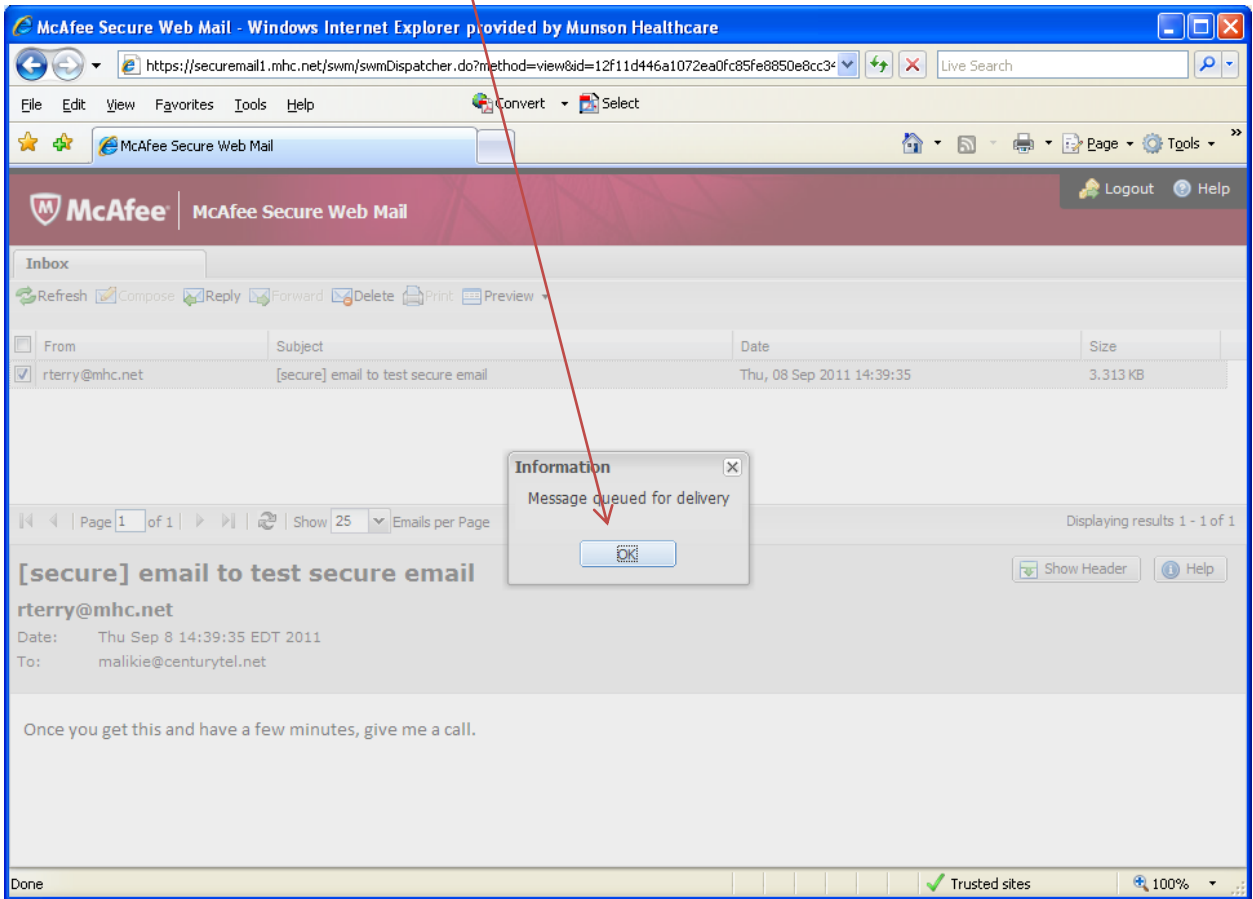12. You will be prompted to enter the location of your file. If you know the location, enter it then or press the browse button:
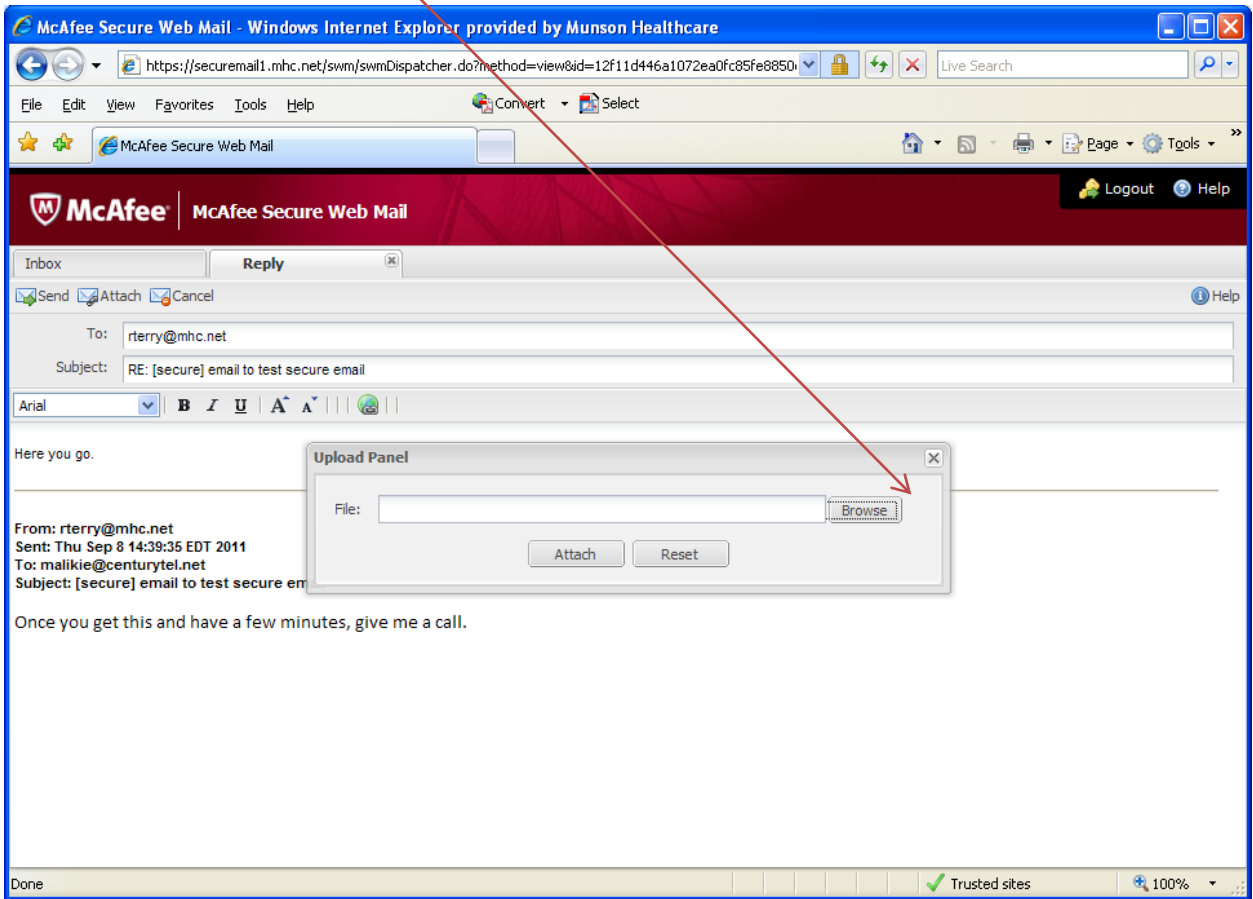
13. Select the appropriate location and file (CCD/CCR) and press open
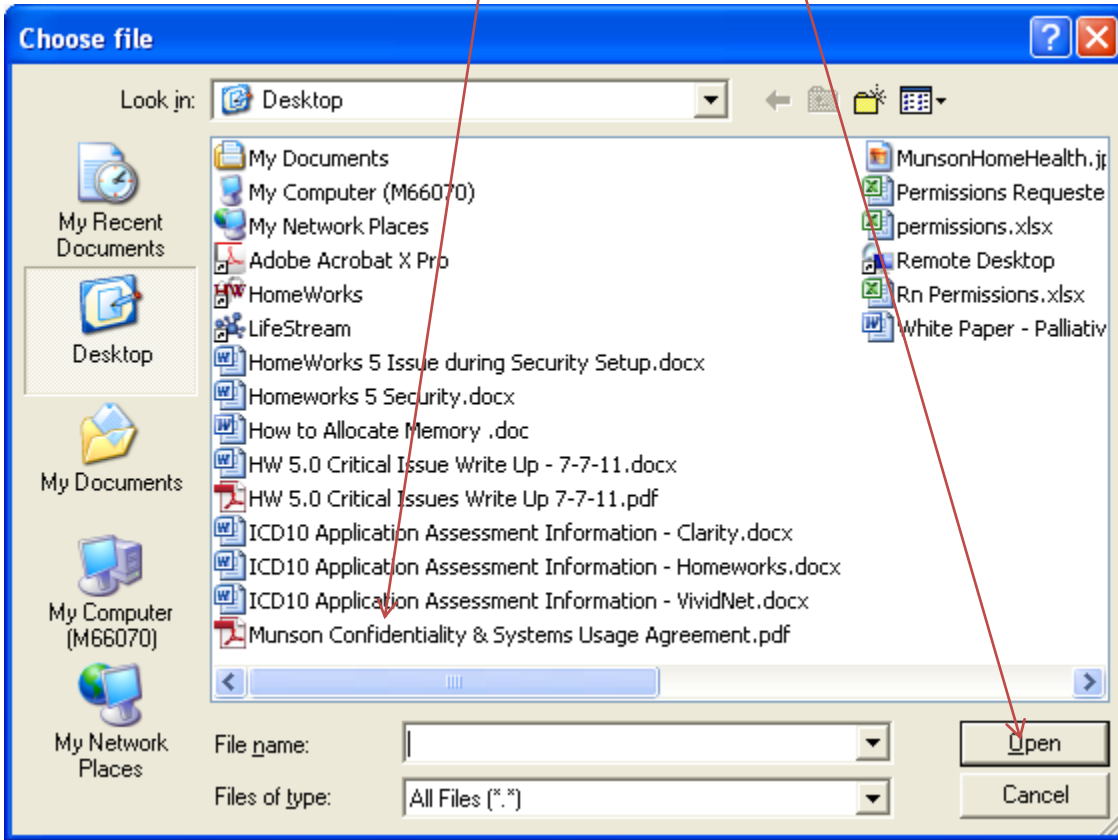
14. You will then be prompted to press the attach bottom to attach the file to the email
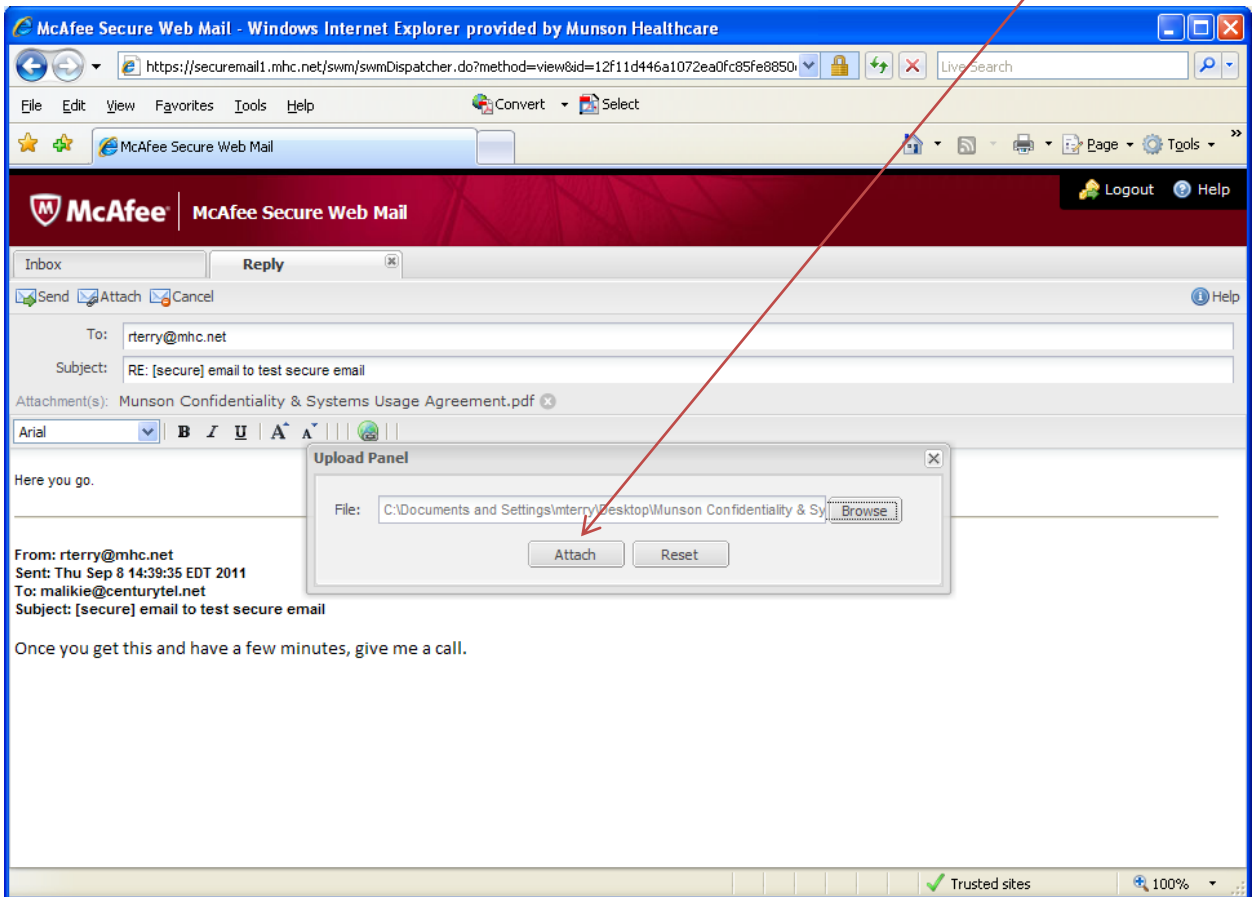
15. Your email will be queued and you need to click on the OK button. Your email will be sent back to Munson in a secure, encrypted format.

16. You need to logout of the application.

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

1. The CCD or CCR must be generated from you 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 browers (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.
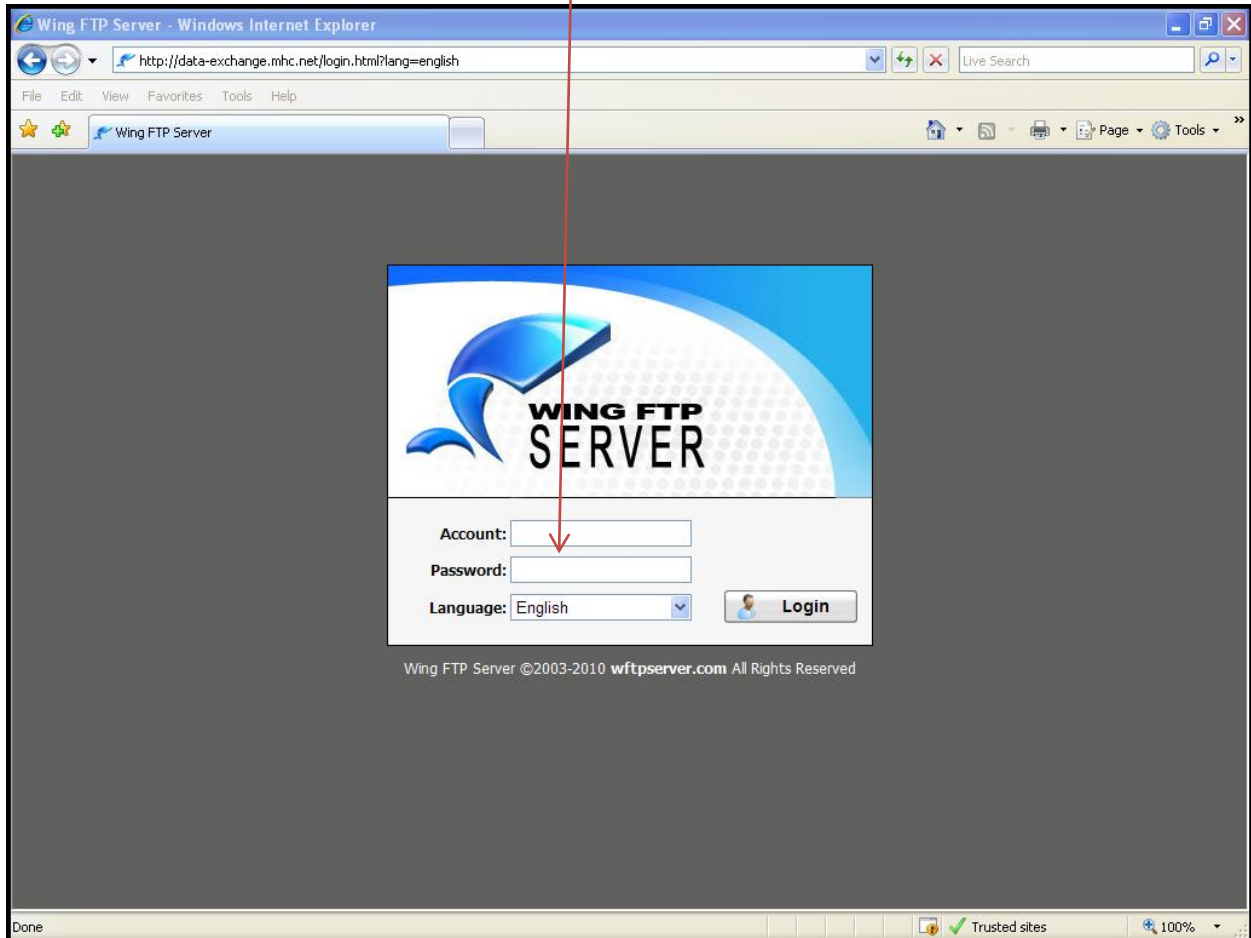
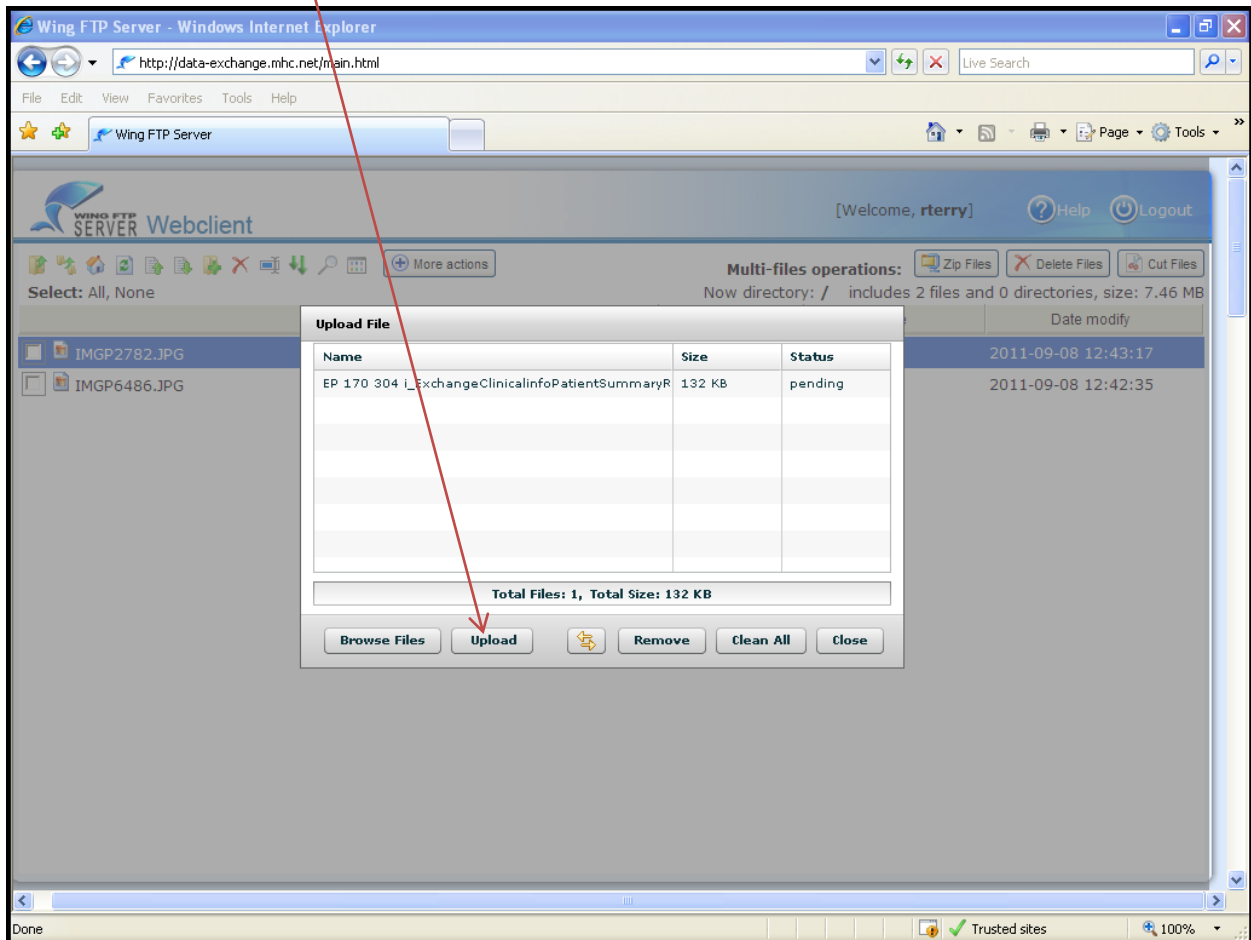12. Select the 5th icon (upload file) to the right

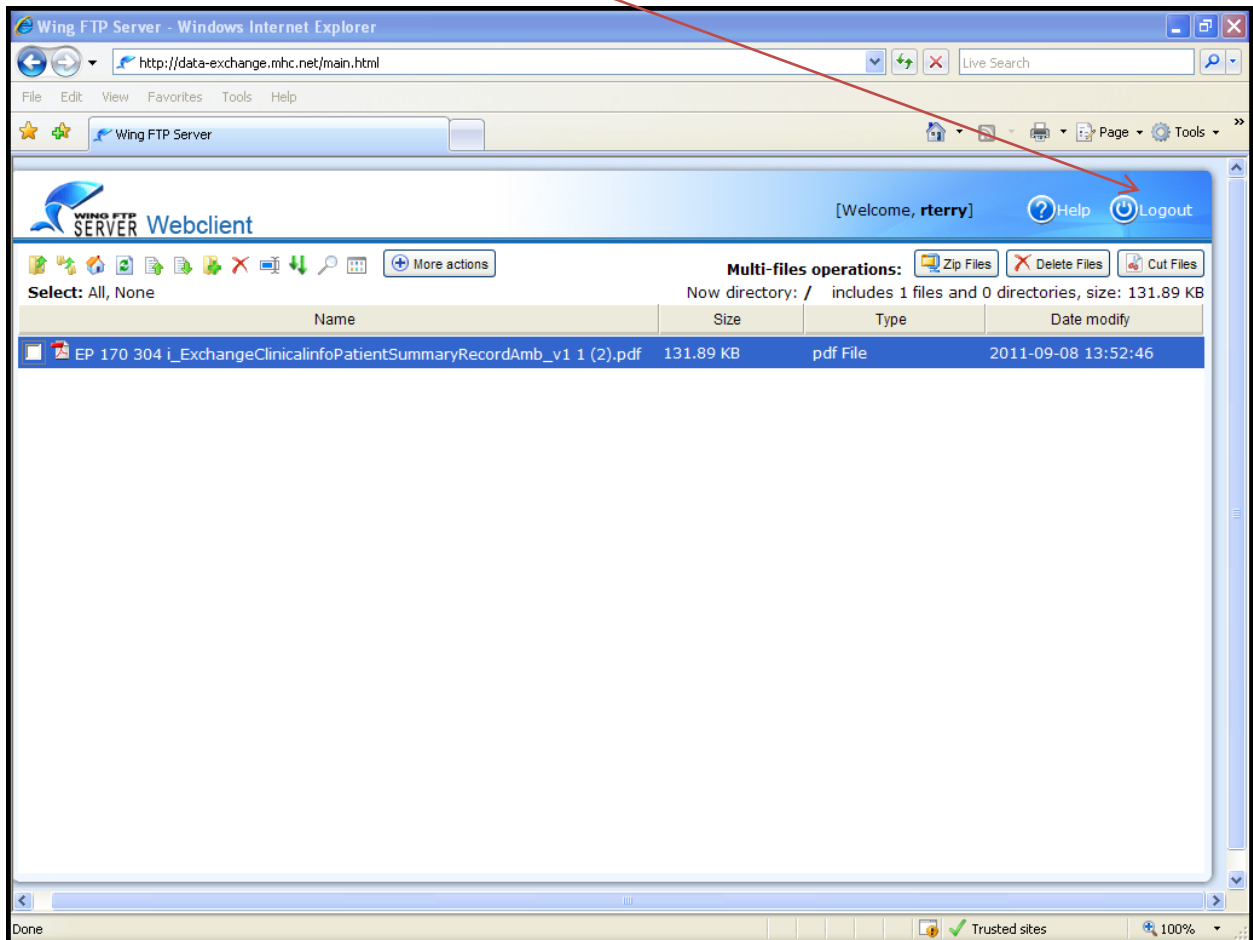13. Select Browse Files from the pop up below.
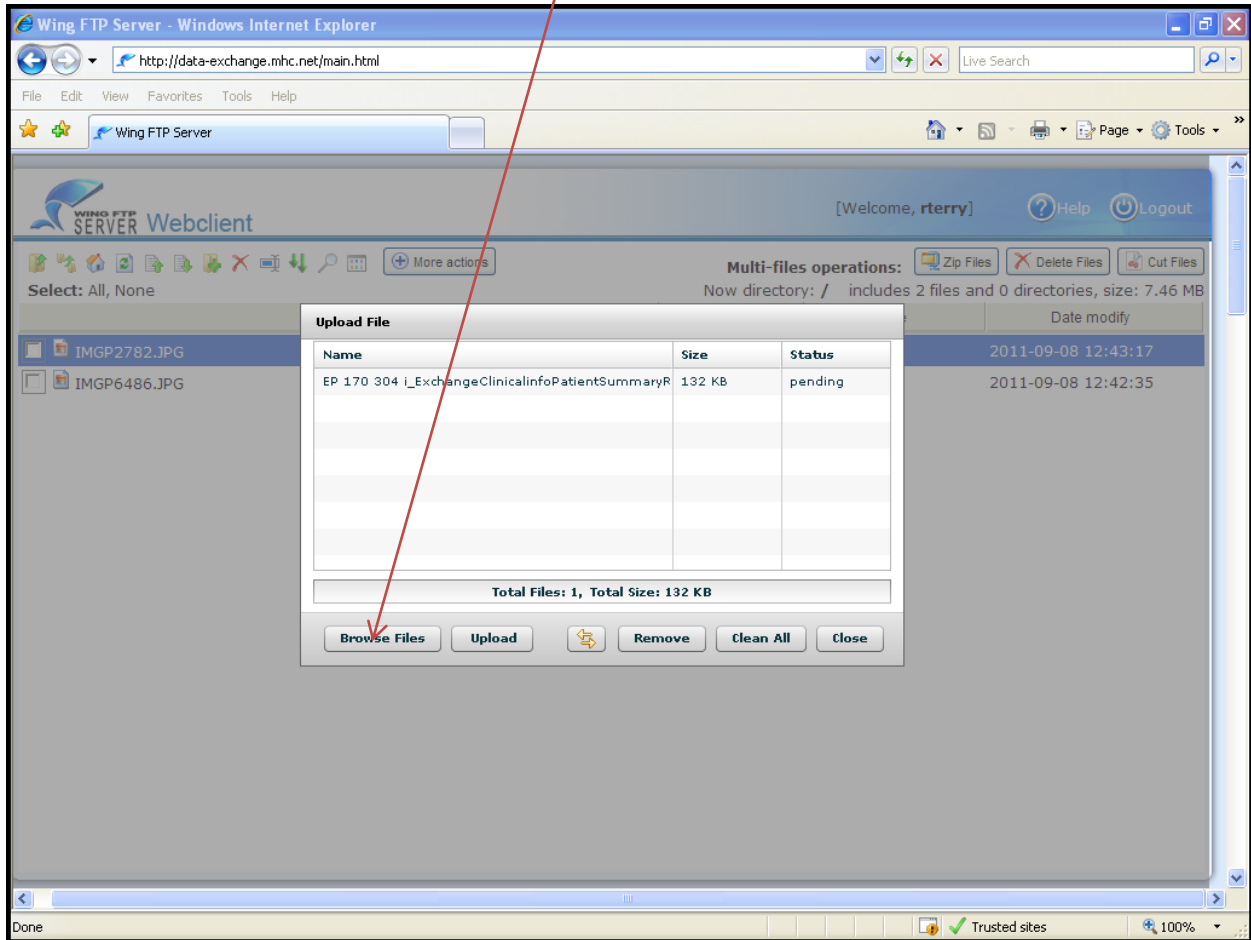
14. You must then upload the CCD/CCR file from your system. You will need to know the location of this file on your network or hard drive. Select the appropriate file and click open.
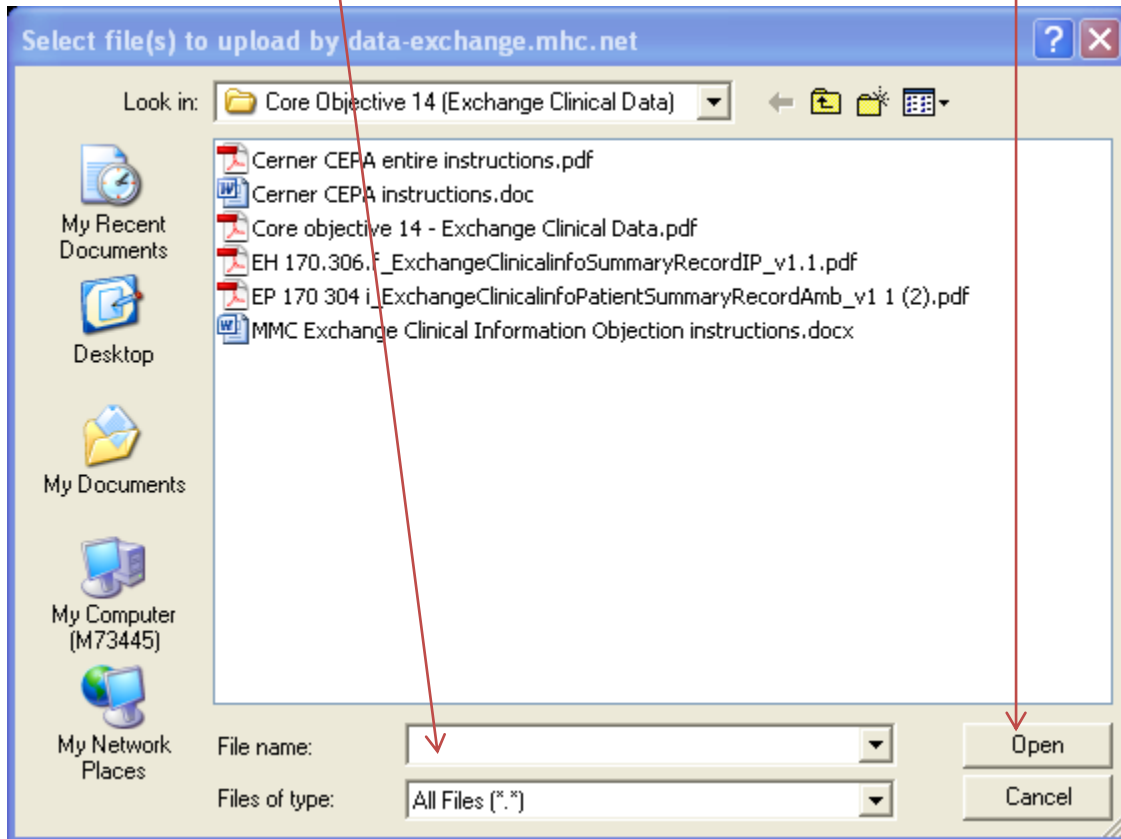
15. Click on the Upload button.

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.