

ONBOARDING CHECKLIST

Contract with the OneHealthPort HIE

Review Implementation Guide and Prepare Transaction

Connect to the OneHealthPort HIE

Test the Transaction

Go Live! With Information Exchange

For additional information about the OneHealthPort HIE please go to <http://www.onehealthport.com/hie>

Onboarding with the OneHealthPort HIE

Welcome to the OneHealthPort HIE, your pathway to electronic information exchange. To get started using the HIE follow these steps:

Step 1 – Contract with the OneHealthPort HIE

- Review the OneHealthPort HIE Participation Agreement and follow the steps for electronically contracting with the OneHealthPort HIE. To get started, go to http://www.onehealthport.com/HIE_Contracting
- Participation in the OneHealthPort HIE is an annual subscription based on your organization's annual net patient service revenue. There are no additional transaction fees.

Step 2 – Review the Implementation Guide

- Implementation Guides describe the electronic message exchange processing flow and provide all the technical specifications for transactions supported by the OneHealthPort HIE.
- Information about the various transactions and implementation guides to share with your electronic health record vendor and your information technology support team can be found at http://www.onehealthport.com/Connectivity_trading.

Step 3 – Determine Connectivity to the HIE

- The OneHealthPort HIE supports AS2 connectivity using one of two options:
 - A commercial AS2 software gateway application called an Activator that is installed in your technical environment.
 - Natively connecting to the HIE using technical tools managed by your organization that support the AS2 protocol.
- The OneHealthPort HIE Connectivity Implementation Guide can be located at http://www.onehealthport.com/sites/default/files/hie/OHP_HIE_Connectivity_Implementation_Guide_Final_March_2015.pdf. Once contracted with the HIE, OneHealthPort will arrange a connectivity technical consultation.

Step 4 – Test the Transaction

- The OneHealthPort HIE offers a secure, HIPAA compliant test environment for transaction testing. When ready, use this environment to test transactions with trading partners before moving to production.

Step 5 – Go Live! Exchange Transactions via the OneHealthPort HIE

- Following successful testing, the OneHealthPort HIE will then coordinate with you and trading partner to move your transaction to Production.

Questions? – Contact the OneHealthPort HIE at HIE@OneHealthPort.com