



**Department
of Health**

MURPH Onboarding Application

Audit Report Card User Guide

December 28th, 2018

Version 1.0

New York Medicaid

EHR Incentive Program

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1. Background

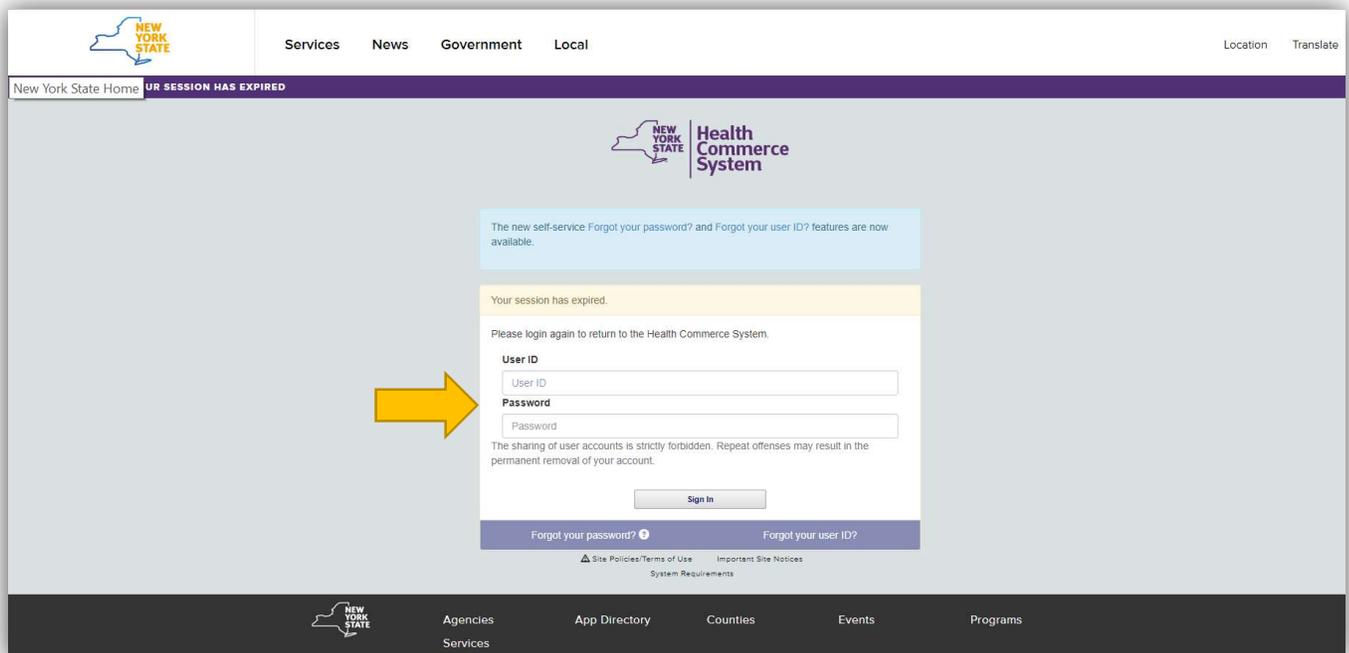
The Meaningful Use Registration for Public Health (MURPH) Audit Report Card is an additional application module that provides new functionality to users of the MURPH system. The Audit Report Card is a self-service utility that provides Health Commerce System (HCS) users associated with a registration direct access to Meaningful Use (MU) Public Health Objective Onboarding Statuses for Eligible Professionals (EPs) and Eligible Hospitals (EHs).

2. Purpose

The purpose of this reference guide is to instruct users on how to navigate, access and generate a MURPH Audit Report Card for a specific provider.

3. Log In to Health Commerce System

Go to the Health Commerce System at https://commerce.health.state.ny.us/public/hcs_login.html, enter your HCS User ID and Password, and click the **Sign In** button.



The screenshot displays the Health Commerce System login page. At the top, there is a navigation bar with 'Services', 'News', 'Government', and 'Local' links. A purple banner indicates 'UR SESSION HAS EXPIRED'. The main content area features the 'Health Commerce System' logo and a message: 'The new self-service Forgot your password? and Forgot your user ID? features are now available.' Below this, a yellow box states 'Your session has expired. Please login again to return to the Health Commerce System.' The login form includes fields for 'User ID' and 'Password', a 'Sign In' button, and links for 'Forgot your password?' and 'Forgot your user ID?'. A yellow arrow points to the 'Sign In' button. The footer contains links for 'Agencies', 'App Directory', 'Counties', 'Events', and 'Programs'.

Figure 1. Login Page

To find the MURPH application, click **My Content** from the top menu to open a dropdown menu, and select **All Applications**.

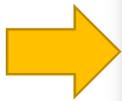
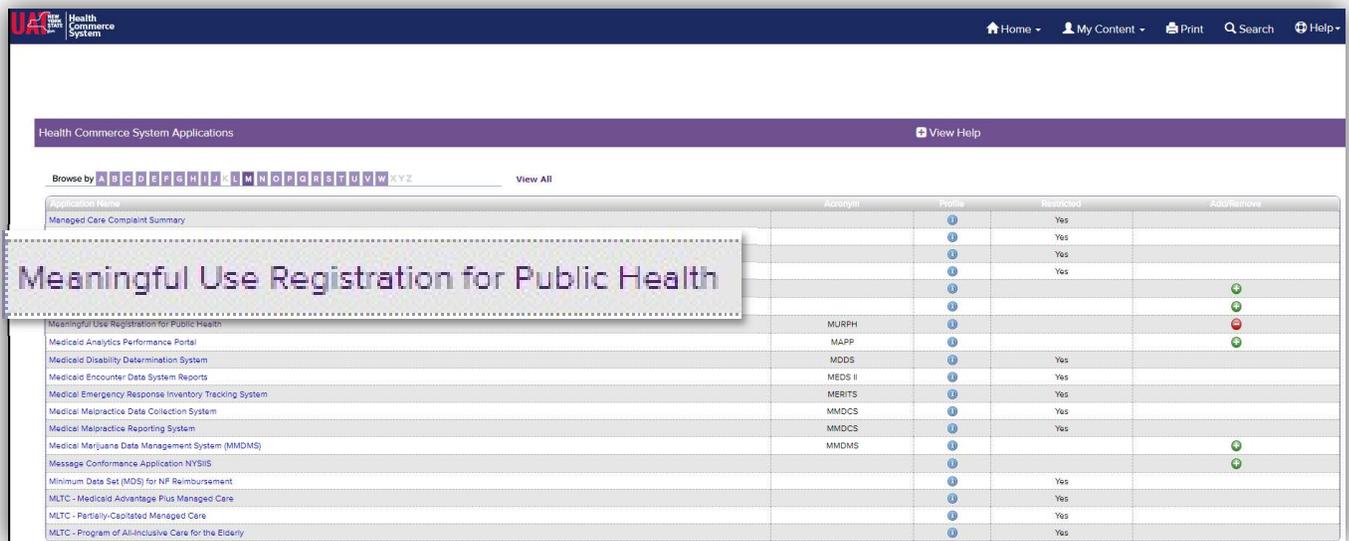



The screenshot shows the HCS Home Page with a navigation bar at the top containing 'Home', 'My Content', 'Print', 'Search', and 'Help'. The main content area includes a 'Welcome Daniel Vansyke' message, a search bar, and a 'My Applications' sidebar. The central dashboard features several sections: 'Important Health Events' with a warning that the Dashboard Items Service is unavailable; 'Important Health Notifications' with a table of notifications; 'Newsroom Highlights...'; 'New Items' with a list of recent updates; 'Newsletters' with a list of recent newsletters; 'Events/Calendar' with a list of upcoming events; and 'Press Releases' with a list of recent press releases. The footer indicates 'The Health Commerce System version 4.2'.

Figure 2. HCS Home Page

Next, on the **Browse by** line select the letter **M**.

Find the **Meaningful Use Registration for Public Health** row and click the green plus sign in the far-right column. This will add the application to your HCS Homepage, so you will not have to search All Applications to find it in the future. Once the button turns to a red minus sign, you can click the **Meaningful Use Registration for Public Health** link to enter the application.

The screenshot shows the 'Health Commerce System Applications' page. At the top, there is a 'Browse by' filter with letters A through Z, and 'View All' is selected. Below the filter is a table of applications. A dashed box highlights the row for 'Meaningful Use Registration for Public Health', and a yellow arrow points to the green plus sign in the 'Add/Remove' column for this row. The table has columns for 'Application Name', 'Acronym', 'Profile', 'Restricted', and 'Add/Remove'.

Application Name	Acronym	Profile	Restricted	Add/Remove
Managed Care Complaint Summary		1	Yes	
		1	Yes	
		1	Yes	
		1	Yes	
Meaningful Use Registration for Public Health		1		+
		1		-
		1		+
MURPH		1		
MAPP		1		
MDDS		1	Yes	
MEDS II		1	Yes	
MERITS		1	Yes	
MMDCS		1	Yes	
MMDCS		1	Yes	
MMDMS		1		+
MMDMS		1		+
Message Conformance Application NYSIS		1		
Minimum Data Set (MDS) for NF Reimbursement		1	Yes	
MLTC - Medicaid Advantage Plus Managed Care		1	Yes	
MLTC - Partially-Capitated Managed Care		1	Yes	
MLTC - Program of All-Inclusive Care for the Elderly		1	Yes	

Figure 3. HCS Applications



Figure 4. Audit Report Card

3.1 MURPH Audit Report Card

Users accessing Audit Report Card will be limited to viewing registrations/providers where they are listed as the primary or alternate contact.

To perform a search, click in the Search bar next to the magnifying glass icon on the top of the table. Partial searches of any column can be entered to find the correct registration records.

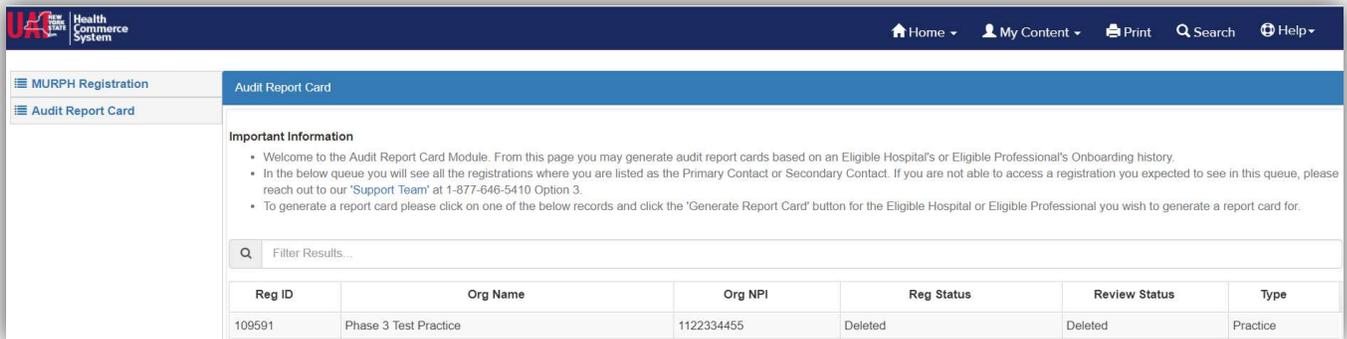


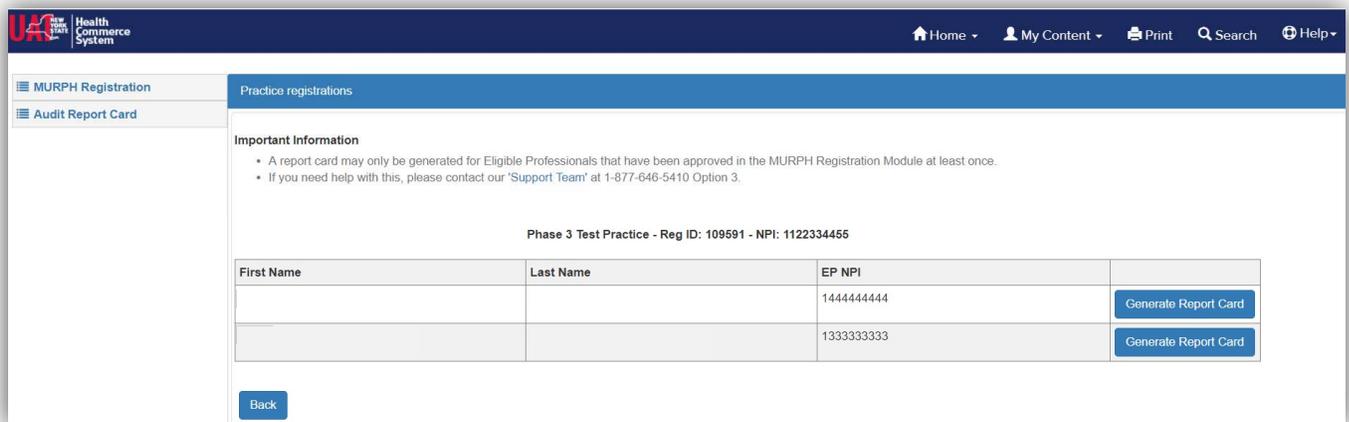
Figure 5. Example Registration Search Queue

Column Definitions

- **Reg ID** – This column contains the ID number assigned to the registration in MURPH when it was first submitted. This is one of the main identifiers used when searching for a registration record.
- **Org Name** – Short for Organization Name that was given for the registration in MURPH.
- **Org NPI** – Short for Organization National Provider Identification number, provided during registration in MURPH.
- **Reg Status** – The registration status of the record. Registration Statuses are: In Progress, Submitted, and Deleted.
- **Review Status** - The review status of the record. Review Statuses are: Approved, Needs Review, Needs Action, Not Submitted, and Deleted.
- **Type** – The type of registration is either Practice or Hospital and are connected to either an Eligible Professional or Eligible Hospital registration respectively.

3.2 MURPH Audit Report Card – Eligible Professional

For Practice records, click any row to select that registration and continue to the Eligible Professional selection screen.



The screenshot shows the 'Practice registrations' section of the MURPH system. It includes a navigation menu on the left with 'MURPH Registration' and 'Audit Report Card'. The main content area displays 'Important Information' and a table of eligible professionals. The table has three columns: 'First Name', 'Last Name', and 'EP NPI'. Two rows are shown, each with a 'Generate Report Card' button. A 'Back' button is located at the bottom left of the table area.

First Name	Last Name	EP NPI	
		1444444444	Generate Report Card
		1333333333	Generate Report Card

Figure 6. EP Selection Audit Report Card

The table contained in Figure 6 reflects rows of eligible professionals (EPs) connected to the previously selected registration.

Column Definitions

- **First Name** – First Name of the EP entered in MURPH Registration.
- **Last Name** – Last Name of the EP entered in MURPH Registration.
- **EP NPI** – National Provider Identification number of the EP.

Generate Report Card – Clicking the blue **Generate Report Card** button in the far-right column will generate the Audit Report Card in a separate window, in PDF format. When clicked, you will first receive a confirmation prompt – click Yes to continue.



Please confirm that you would like to generate an audit report card for the selected registration.

Yes Cancel

Figure 7. EP Audit Report Card Confirmation



ANDREW M. CUOMO
Governor

HOWARD A. ZUCKER, M.D., J.D.
Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

Date Report Card Generated: 12-21-2018

Meaningful Use Registration for Public Health

Audit Report Card

Eligible Professional	
NPI	1444444444
Name	
Provider was deleted from this registration	
Practice Information	
MURPH Registration ID	
Practice Name	Phase 3 Test Practice
Practice NPI	1122334455
Registration Contact	
Registration Contact HCS ID	
Registration Contact Name	
Registration Contact Phone Number	
Registration Contact Extension	
Registration Contact Email	
Alternate Contact - 1	
Alternate Contact HCS ID	
Alternate Contact Name	
Alternate Contact Phone Number	
Alternate Contact Extension	
Alternate Contact Email	



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Please note that this report card provides a full history of Onboarding statuses associated with the practice registration detailed above across all registries.

Location 1 : 333 Main , Albany, NY, 13333

Location Name: Phase 3 Test Practice

Registry: NYC Bureau of Communicable Disease - Syndromic Surveillance	
Measure: Syndromic Surveillance Reporting	
Current Declaration of Intent: Yes	
Declaration of Intent Date: 08-09-2018	
Onboarding Status History	
Status	Date Status Changed
In Queue(AE1)	08-09-2018
Awaiting Invitation to Test (AE1)	11-28-2018
Invited to Test	11-28-2018

Need more information or help? Please feel free to reach out to our support team at:

MU Public Health Reporting Objective Support Team

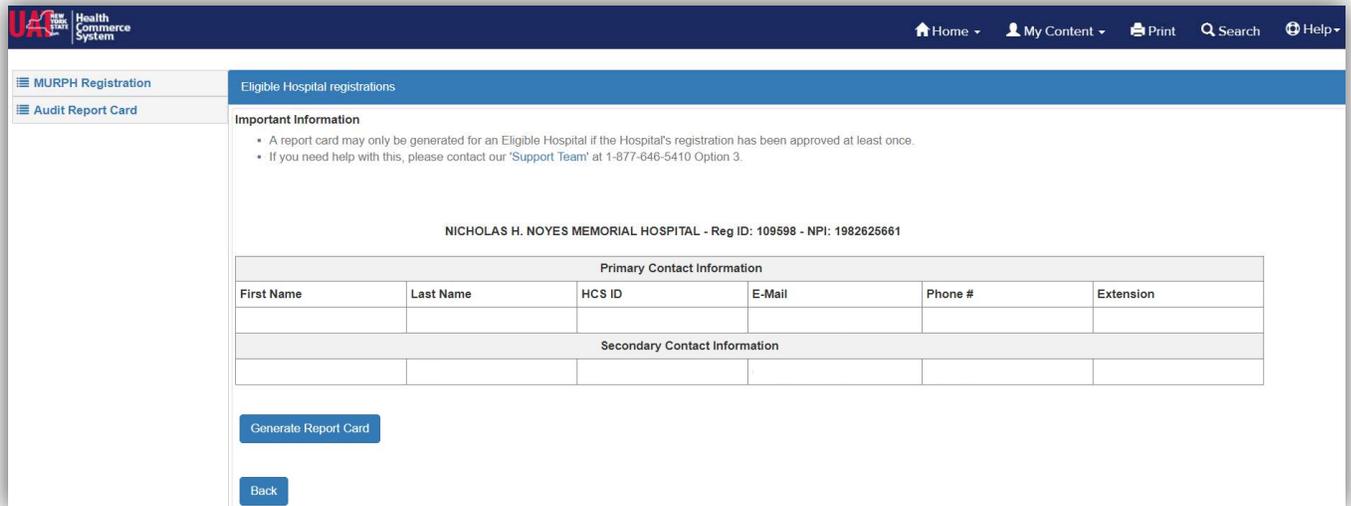
Phone: (877) 6465410, Option 3(Mon-Fri, 8:30 AM 5:00PM)

E-Mail: MUPublicHealthHELP@health.ny.gov

Figure 8. EP Audit Report Card Generated

3.3 MURPH Audit Report Card – Eligible Hospital

For Hospital records, click any row to select that registration and continue to the generate report screen.



Health Commerce System

Home My Content Print Search Help

MURPH Registration

Audit Report Card

Eligible Hospital registrations

Important Information

- A report card may only be generated for an Eligible Hospital if the Hospital's registration has been approved at least once.
- If you need help with this, please contact our 'Support Team' at 1-877-646-5410 Option 3.

NICHOLAS H. NOYES MEMORIAL HOSPITAL - Reg ID: 109598 - NPI: 1982625661

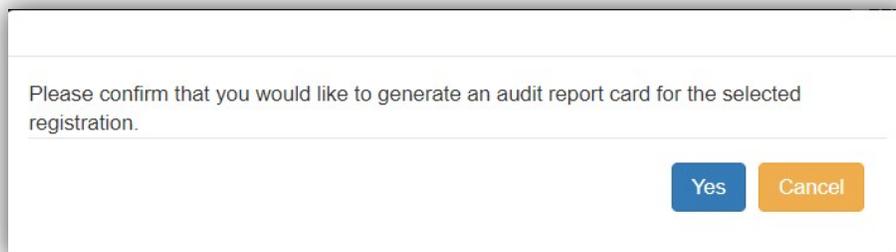
Primary Contact Information					
First Name	Last Name	HCS ID	E-Mail	Phone #	Extension
Secondary Contact Information					

Generate Report Card

Back

Figure 9. EH Generate Audit Report Card

Clicking the blue button **Generate Report Card** button below the contact information displayed in the table in Figure 10 will generate the Audit Report Card in a separate window, in PDF format. When clicked, you will first receive a confirmation prompt – click Yes to continue.



Please confirm that you would like to generate an audit report card for the selected registration.

Yes Cancel

Figure 10. EH Audit Report Card Confirmation



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Commissioner

SALLY DRESLIN, M.S., R.N.
Executive Deputy Commissioner

Date Report Card Generated: 12-21-2018

Meaningful Use Registration for Public Health

Audit Report Card

Hospital Information	
Hospital MURPH Registration ID	
Hospital NPI	
Hospital Name	
Hospital Street Address	1 testing street
Hospital City	testing
Hospital State	NY
Hospital Zip	11111
Registration Contact	
Registration Contact HCS ID	
Registration Contact Name	
Registration Contact Phone Number	
Registration Contact Extension	
Registration Contact Email	
Alternate Contact - 1	
Alternate Contact HCS ID	
Alternate Contact Name	
Alternate Contact Phone Number	
Alternate Contact Extension	

Figure 11. EH Audit Report Card Generated

5. Support

Links to additional support documentation related to the Meaningful Use Program can be found at https://www.health.ny.gov/health_care/medicaid/redesign/ehr/repository/index.htm under the Public Health Reporting section.

For further assistance, the following support contact is available:

Meaningful Use Navigators

Email: MUPUBLICHEALTHHELP@health.ny.gov

Phone: 1-877-646-5410, Option 3