



**Department
of Health**

**Meaningful Use Registration for
Public Health (MURPH) System**

Meaningful Use Registration for Public Health

User Guide for Eligible Professionals

Version 3.1, January 2017

If you have questions about the registration process, contact the Meaningful Use Public Health Objective Support Team at MUPublicHealthHELP@health.ny.gov or 1-877-646-5410 Option 3.

Glossary of Terms and Acronyms

Term/Acronym	Description
APM	Alternative Payment Model
CMS	Centers for Medicare and Medicaid Services
EH	Eligible Hospital
EHR	Electronic Health Record
EP	Eligible Professional
HCS	Health Commerce System
MIPS	Merit-based Incentive Payment System
MURPH	Meaningful Use Registration for Public Health System
NPI	National Provider Identifier
NPPES	National Plan and Provider Enumeration System
NYC DOHMH	New York City Department of Health and Mental Hygiene
NYSDOH	New York State Department of Health
QPP	Quality Payment Program

Table of Contents

1. INTRODUCTION AND BACKGROUND.....	1
2. BEFORE YOU BEGIN	1
3. MURPH APPLICATION TIPS.....	1
4. INFORMATION YOU WILL NEED	2
4.1 General Registration Information.....	2
4.2 Unique Eligible Professional Information	3
5. ACCESSING THE REGISTRATION APPLICATION.....	3
6. NAVIGATION.....	4
7. MURPH HOME.....	5
7.1 Features.....	5
7.2 Registration Directions	5
8. ELIGIBLE PROFESSIONAL (EP) HOME.....	5
8.1 Features.....	5
8.2 Registration Directions	6
9. PRACTICE/ ORGANIZATION NAME & NPI.....	6
9.1 Features.....	6
9.2 Registration Directions	6
10. REGISTRATION CONTACT	7
10.1 Features.....	7
10.2 Registration Directions	7
11. ALTERNATE CONTACT.....	8
11.1 Features.....	8
11.2 Registration Directions	8
12. LOCATIONS	10
12.1 Features.....	10
12.2 Registration Directions	10
13. ADD ELIGIBLE PROFESSIONAL(S)	13
13.1 Features.....	13
13.2 Adding an Eligible Professional	13
14. ELIGIBLE PROFESSIONAL DETAILS.....	14
14.1 Features.....	14
14.2 Registration Directions	14
15. CONFIRMATION OF SUBMISSION.....	17
16. EDIT & DELETE ELIGIBLE PROFESSIONAL.....	18
16.1 Features.....	18
16.2 Edit Eligible Professional.....	18

16.3	Delete Eligible Professional	19
16.3.1	Delete Single Eligible Professional	19
16.3.2	Delete All Eligible Professionals.....	19
17.	EXISTING REGISTRATIONS	20
17.1	Features.....	20
17.2	Registration Directions	21
18.	BROWSER & SYSTEM REQUIREMENTS	22
19.	ADDITIONAL QUESTIONS.....	23

Table of Figures

Figure 1. Accessing the Application.....	4
Figure 2. MURPH Home	5
Figure 3. EP Home	6
Figure 4. Practice/Organization Name & NPI.....	7
Figure 5. Registration Contact.....	8
Figure 6. Alternate Contact	9
Figure 7. Locations – Practice Jurisdiction.....	10
Figure 8. Locations – NPI and Name	11
Figure 9. Locations – Address.....	11
Figure 10. Locations – CIR Facility Code.....	11
Figure 11. Locations – Certified EHR Technology	12
Figure 12. Save Location.....	12
Figure 13. Locations – Add Another Practice Location	13
Figure 14. EP List Unpopulated.....	14
Figure 15. EP Details – General Information	15
Figure 16. EP Details – Locations.....	15
Figure 17. EP Details – PH Reporting Measures	16
Figure 18. EP Details – Save EP	16
Figure 19. EP List.....	17
Figure 20. Submission Confirmation.....	18
Figure 21. Update EP	18
Figure 22. Discard Changes Confirmation	19
Figure 23. Delete EP Confirmation	19
Figure 24. Delete All EPs Confirmation	20
Figure 25. Practice Registrations – Actions.....	21
Figure 26. Actions - View	21
Figure 27. Actions - Edit.....	21

1. INTRODUCTION AND BACKGROUND

The purpose of the Meaningful Use Registration for Public Health (MURPH) System is to allow Eligible Hospitals (EHs) and Eligible Professionals (EPs) to declare their intent to submit data to the New York State Department of Health (NYSDOH) and the New York City Department of Health and Mental Hygiene (NYC DOHMH) in support of the Meaningful Use Public Health Reporting Objective.

Eligible Providers intending to meet any of the Public Health Reporting Measures must register using this system. Registration must be completed before or within 60 days of the start of an Eligible Provider's EHR reporting period.

Detailed information about each of the Meaningful Use Public Health Reporting Measures is available on the [Meaningful Use Public Health Reporting Website](#).

NOTE: Multiple locations can be added to one registration. However, if a practice has locations both inside and outside the five boroughs of NYC, then separate registrations must be submitted. See [Section 12](#) or call our Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3 for additional guidance.

2. BEFORE YOU BEGIN

In order to use the application, you will need a Health Commerce System (HCS) account. If you do not have an account, apply by following the directions located in the [Paperless HCS User Account](#).

If you need assistance with an existing account, please contact the Commerce Accounts Management Unit (CAMU) Help Desk at 1-866-529-1890 or hinhpn@health.state.ny.us.

3. MURPH APPLICATION TIPS

For the best results using the Meaningful Use Registration for Public Health (MURPH) System, please be sure to follow these tips:

- If your organization needs to register intent for 250 or more EPs, please call the Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3 prior to submitting a registration.
- Complete a single registration for your organization and add all locations and EPs registering intent to submit data.
- Only add locations to the Locations page where at least one EP practices. Including a location without associating an EP to that location will prevent the registration from being submitted.

- Only add EPs who intend to submit data to at least one New York State Department of Health or New York City Department of Health and Mental Hygiene registry.
- Click “Save and Continue”, “Save and Close”, or “Submit” prior to exiting the MURPH System to prevent the loss of data.
- If you are unable to advance, move between pages, or submit your registration, ensure all the required fields have been completed. If you are still unable to continue, please contact the Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3.

4. INFORMATION YOU WILL NEED

You will need the following information on-hand to complete your registration:

4.1 General Registration Information

The following general registration information will be required during the registration process:

- Registration Contact¹ - see [Section 10](#) for additional information about each data element.
 - HCS User ID
 - First and Last Name
 - Job Title (optional)
 - Telephone Number
 - Phone Extension (optional)
 - Email Address
- Alternate Registration Contact² - see [Section 11](#) for additional information about each data element.
 - HCS User ID
 - First and Last Name
 - Job Title (optional)
 - Telephone Number
 - Phone Extension (optional)
 - Email Address

¹ The Registration Contact will be able to complete, view, and modify registrations.

² The Alternate Registration Contact will be able to complete, view, and modify registrations in absence of the primary registration contact. You are required to add at least one alternate contact but may add as many as three.

- General Practice Information - see [Section 9](#) and [Section 12](#) for additional information about each data element.
 - Practice/Organization NPI
 - Practice/Organization Name
 - Location NPI (optional)
 - Location Name (optional)
 - Location Address
 - Name of EHR Vendor and Product, and Version
 - CMS EHR Certification ID (optional)

4.2 Unique Eligible Professional Information

You must provide the following information for **each** Eligible Professional you are registering. See [Section 14](#) for additional information.

- Eligible Professional NPI
- Eligible Professional First and Last Name
- Eligible Professional's Email Address
- Eligible Professional's HCS User ID (optional)
- CMS Registration ID (optional)
- The program in which the EP is participating
- Type of Eligible Professional and Primary Field of Medicine
- Physician License Number (optional)
- Public Health Reporting Measures for which the EP is registering. Available measures include:
 - Immunization Registry Reporting
 - Syndromic Surveillance Reporting
 - Cancer Case Reporting
 - Electronic Case Reporting (NYC-based EPs Only)
 - Population Health Reporting (NYC-based EPs Only)

5. ACCESSING THE REGISTRATION APPLICATION

1. Navigate to the [Health Commerce System Homepage](#)

2. Enter your User ID and Password for the Health Commerce System
3. Click on the “My Content” tab in the top right navigation bar
4. Click on “All Applications” and then the letter “M”
5. Click on “Meaningful Use Registration for Public Health”

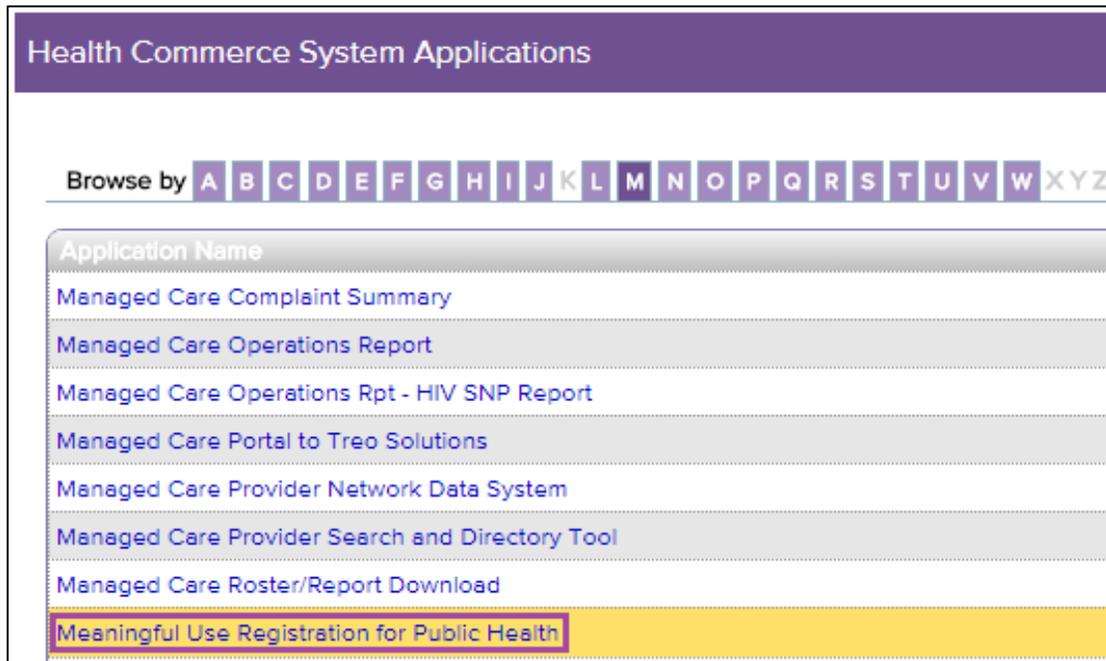


Figure 1. Accessing the Application

6. NAVIGATION

Navigation throughout the MURPH System is completed with the following buttons, which are located at the bottom of each page.

- **Save and Continue >>** Save information and continue with the registration
- **Save and Close** Save information and close the registration
- **Discard Changes** Discard changes made since the last save and close the registration
- **<< Back** Return to the prior page and do NOT save information on the current page

NOTE: Please save all information on the current page before navigating to a prior page.

- **Continue >>** Continue from the Locations page to the EP List page
- **Close** Close the registration from the Locations or EP List page

NOTE: The information is saved when “Save Location” or “Save EP” buttons are clicked

- **Delete Registration** Delete the entire practice registration from the MURPH System

NOTE: The “Delete Registration” button will remove all information for the practice registration. Information cannot be retrieved in this case. In order to delete a practice registration, all EPs must first be deleted from the registration. See [Section 16.3](#) for assistance with deleting an EP.

-  The question mark icon appears in different fields throughout the registration process. Selecting the icon will open an information box with clarification for that particular field.

7. MURPH HOME

7.1 Features

- Important Notices: Includes important registration information, links to user guides, and FAQs
- Key Dates: Provides important dates to indicate when the registration period opens and closes for the payment year
- Announcements: Provides recent announcements, updates, and new information
- Additional Support: Provides contact information for one-on-one guidance, links to user guides, and links to program information

7.2 Registration Directions

To begin a new registration, select “Eligible Professionals”, under “Register”.

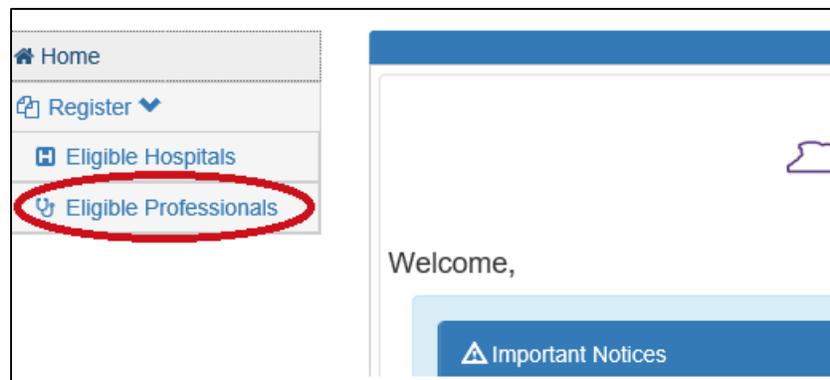


Figure 2. MURPH Home

8. ELIGIBLE PROFESSIONAL (EP) HOME

8.1 Features

- Important EP Registration Information

- Start a New EP Registration
- View Existing Registrations
- Update Existing Registrations
- Download Registration Confirmations

8.2 Registration Directions

To begin a new registration, select “Start New Registration”. For instructions on working with an existing registration, see [Section 17](#).

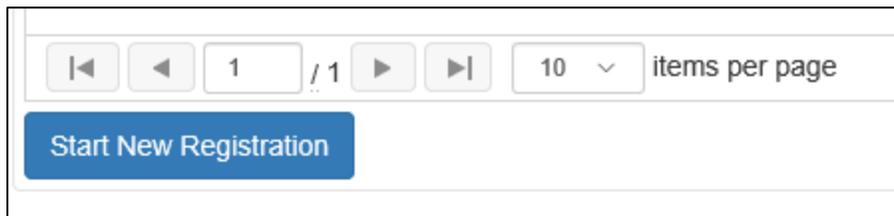


Figure 3. EP Home

9. PRACTICE/ ORGANIZATION NAME & NPI

9.1 Features

- The Practice Name & NPI page is where you indicate the practice or organization that you are registering.

NOTE: The Practice/Organization NPI and Name entered on this page should represent the overall practice/organization. If this practice/organization has multiple locations, those unique locations will be entered later in the registration process with the option to assign a different NPI and/or name to each location.

9.2 Registration Directions

1. Practice/Organization NPI: Enter your ten-digit Practice/Organization NPI.
 - If you are unsure of your Practice/Organization NPI, you can use the [National Plan & Provider Enumeration System \(NPPES\) NPI Registry](#).

NOTE: If your Practice/Organization does not have an NPI, then please enter an individual EP NPI and update the Practice/Organization Name to be the name of the practice/organization.

2. Practice/Organization Name: Will auto-populate, based on the entered NPI, once you click off the Practice/Organization NPI text field. If it does not, enter your Practice/Organization Name.

3. Previous Registration: Select “Yes” or “No” from the drop-down list to indicate whether a registration of intent was submitted on behalf of the practice in a previous year. If unsure, select “No”.

New EP Registration

Practice Name & NPI | Registration Contact | Alt. Contact | Locations | EP List | Review History

Please enter the NPI and name of the practice you are registering. Fields marked with a red asterisk (*) are required.
If you will be including multiple locations under an umbrella organization, enter the NPI and name of the organization.

Practice/Organization NPI*

Practice/Organization Name*

Was a registration of intent submitted on behalf of this Practice in a previous year?

Your registration is not submitted until you click "Submit".

Save and Continue >> | Save and Close | Discard Changes

Figure 4. Practice/Organization Name & NPI

4. To continue with the registration, select the “Save and Continue” button.

10. REGISTRATION CONTACT

10.1 Features

- Enter Registration Contact information. The Registration Contact is the person completing the registration.
- This contact information will be used for future communications regarding Meaningful Use Public Health Reporting.

10.2 Registration Directions

1. The HCS ID, First Name, Last Name, Telephone Number, and Email Address fields will be auto-populated with information associated with your HCS Account.
 - If these fields do not auto-populate, contact the Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3 for additional guidance.
 - If the First or Last Name auto-populated should be changed, please contact the Commerce Accounts Management Unit (CAMU) Help Desk at 866-529-1890.
 - If the Telephone Number or Email Address auto-populated is incorrect, please correct the contact information on the screen.
2. Optionally, complete the Job Title and Telephone Extension fields.

New EP Registration

Practice Name & NPI Registration Contact Alt. Contact Locations EP List

The required fields below have been populated for the person logged into HCS who is completing this registration. This person will be able to edit this registration and will receive communications about this registration.

HCS ID* mxw01

First Name* Manny

Last Name* Woodville

Title MU Public Health Support Team

Phone* 877-646-5410

Ext. 3

Email* MUPublicHealthHELP@health.ny.gov

Your registration is not submitted until you click "Submit".

<< Back Save and Continue >>

Save and Close Discard Changes Delete Registration

Figure 5. Registration Contact

- To continue with the registration, select the “Save and Continue” button.

11. ALTERNATE CONTACT

11.1 Features

- Enter Alternate Contact(s).

NOTE: The MURPH System requires that you add at least one Alternate Contact so that if the Registration Contact is unavailable, the Alternate Contact can view and update the registration.

- The Alternate Contact will be able to view and modify registration information and will receive a Confirmation of Registration.
- You may add up to three Alternate Contacts.
- If you do not have an Alternate Contact, please contact the MU Public Health Objective Support Team at 1-877-646-5410 Option 3.

11.2 Registration Directions

- HCS ID: Enter the Alternate Contact’s HCS User ID.

2. First Name, Last Name, Telephone Number, and Email Address will auto-populate with the information associated with the HCS Account, once you click off the HCS ID text field.
 - If these fields do not auto-populate, contact the Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3 for additional guidance.
 - If the First or Last Name auto-populated should be changed, the alternate contact should call the Commerce Accounts Management Unit (CAMU) Help Desk at 866-529-1890.
 - If the Telephone Number or Email Address auto-populated is incorrect, please correct the contact information on the screen.
3. Optionally, enter the Job Title and Telephone Extension.

New EP Registration

Practice Name & NPI Registration Contact **Alt. Contact** Locations EP List

Alternate contacts will be able to edit this registration and will receive communications about this registration. You must enter at least one alternate contact and may enter up to three. Please enter the HCS ID of the alternate contact and the remaining required fields will populate.

Alternate Contact 1

HCS ID* bxl1234
HCS ID lookup was successful. Please verify the information below before proceeding.

First Name* Beth

Last Name* Lightning

Title MU Public Health Support Team

Phone* 877-646-5410

Ext. 3

Email* MUPublicHealthHELP@health.ny.gov

Add Alternate Contact

Your registration is not submitted until you click "Submit".

<< Back Save and Continue >>

Save and Close Discard Changes Delete Registration

Figure 6. Alternate Contact

4. To add an additional Alternate Contact, select “Add Alternate Contact” and repeat steps 1-3, above.

- If you start adding an alternate contact, but would like to stop or remove one, then click the red X in the top right corner of the alternate contact box to delete that entire contact.

NOTE: You cannot delete “Alternate Contact 1”

5. To continue with the registration, select the “Save and Continue” button.

12. LOCATIONS

12.1 Features

- The Locations page allows you to enter all locations associated with your organization where at least one EP is registering intent for a Meaningful Use Public Health Reporting Measure.

12.2 Registration Directions

1. Practice Jurisdiction: Indicate whether the practice is “Inside the 5 boroughs of NYC” or “Outside the 5 boroughs of NYC”.
 - This field selection determines the Meaningful Use Public Health Reporting Measures for which Eligible Professionals may register their intent.

NOTE: If you have locations inside and outside the five boroughs of NYC, then you will need to complete two separate registrations - one registration for the location(s) in the five boroughs of NYC and a second registration for the location(s) outside the five boroughs of NYC.

The screenshot shows the 'New EP Registration' form with the 'Locations' tab selected. The form includes a navigation bar with tabs for 'Practice Name & NPI', 'Registration Contact', 'Alt. Contact', 'Locations', and 'EP List'. Below the navigation bar, there is a section titled 'Practice Jurisdiction' with a dropdown menu. The dropdown menu is open, showing two options: 'Inside the 5 boroughs of NYC' and 'Outside the 5 boroughs of NYC'. A note next to the dropdown states: 'The selection of the five boroughs of NYC determines to which registries the EPs will report data. Please make sure the value for Practice Jurisdiction is correct.' Below the dropdown, there is a message: 'Your registration is not submitted until you click "Submit".' At the bottom of the form, there are four buttons: '<< Back', 'Continue >>', 'Close', and 'Delete Registration'.

Figure 7. Locations – Practice Jurisdiction

2. Once you select the Practice Jurisdiction, the New Location box will appear. Complete the required fields for the location you are adding.

3. Location NPI will auto-populate with the Practice/Organization NPI entered on the Practice Name & NPI page. If there is a unique NPI for the location, then uncheck the box and enter the Location NPI in the field.
4. Location Name will auto-populate with the Practice/Organization Name entered on the Practice Name & NPI page. If there is a unique name for the location, then uncheck the box and enter the Location Name in the field.

The screenshot shows a 'New Location' form with two main sections. The first section is for 'Location NPI' with a text input field containing '1234567890' and a checked checkbox labeled 'Check here if the Location NPI is the same as the Practice/Organization NPI on the Practice Name & NPI page'. The second section is for 'Location Name' with a text input field containing 'Meaningful Use Family P' and a checked checkbox labeled 'Check here if the Location Name is the same as the Practice/Organization Name on the Practice Name & NPI page'. At the bottom, there is a blue note: 'NOTE: You previously selected a Jurisdiction of Inside the 5 boroughs of NYC. All locations added to this registration must be within this jurisdiction.'

Figure 8. Locations – NPI and Name

5. Location Address: Enter the Street Address, City, and Zip Code. The State is pre-populated with NY.

The screenshot shows a 'Location Address' form with four input fields. The first field contains '123 Main Street'. The second field contains 'New York'. The third field contains 'NY'. The fourth field contains '12345'.

Figure 9. Locations – Address

6. If the practice is located inside the five boroughs of NYC, you have the option to enter the CIR Facility Code.
 - The CIR Facility Code is a unique code issued by the NYC DOHMH. If you have any questions regarding your CIR Facility Code, please email MUTracking@health.nyc.gov.
 - For additional information on the CIR Facility Code field, select the  question mark icon

The screenshot shows the 'Location Address' form with a tooltip over the 'CIR Facility Code' field. The tooltip text reads: 'The CIR Facility Code is a unique code issued by the NYC Department of Health and Mental Hygiene. If you have any questions regarding the CIR Facility Code, please e-mail MUTracking@health.nyc.gov.' The 'CIR Facility Code' field contains '1234X56' and has a question mark icon next to it. Other fields in the form include 'Location Address' (123 Main St, New York), 'Certified EHR Technology Vendor', 'Certified EHR Technology Product' (Example: Allscripts Ent), and 'Certified EHR Technology Vendor'.

Figure 10. Locations – CIR Facility Code

7. Certified EHR Technology Vendor: Select the Name of your Certified EHR Technology Vendor from the drop-down list.
 - If your vendor is not included in the drop-down list, select “Other” and enter the name of your Certified EHR Technology Vendor in the field that appears.
8. Certified EHR Technology Product: Enter your EHR Product Name.
 - If you do not know the name of your Certified EHR Product, check the [Certified Health IT Products List](#).
9. Certified EHR Technology Version: Enter your Certified EHR Technology Product Version
 - Example: 1.2 or Version 1.2
10. CMS EHR Certification ID (Optional): You may choose to fill in the CMS EHR Certification ID, which can be retrieved from your EHR Vendor.
 - Select the  question mark icon to view additional information on the CMS EHR Certification ID field.

Certified EHR Technology Vendor*	Allscripts
Certified EHR Technology Product*	Allscripts Enterprises
Certified EHR Technology Version*	1.2
CMS EHR Certification ID	<input type="text"/> 

The CMS EHR Certification ID identifies the Certified EHR Technology being used to demonstrate Meaningful Use. You can access the Certified Health IT Product List here: <https://chpl.healthit.gov>. If you do not know your CMS EHR Certification ID, please contact your EHR vendor or leave this field blank.

Figure 11. Locations – Certified EHR Technology

11. After entering all of the location information, select the “Save Location” button.

<input type="button" value="Add Another Practice Location"/>	<input type="button" value="Save Location"/>
--	--

Figure 12. Save Location

NOTE: The saved location will be displayed in the table at the bottom of the page.

Practice Jurisdiction

Is this practice located inside or outside of the five boroughs of NYC?

The Practice's location inside or outside the five boroughs of NYC determines to which registries the EPs will report data. Please make sure the value for Practice Jurisdiction is correct before continuing.

Add Another Practice Location
Save Location

Location	Actions	NPI	Name	Address	Vendor	Product	Version	Certification ID
1		1234567890	MU Family Practice	123 Main St New York, NY 12345	Allscripts	Allscripts Enterprises	1.2	

Your registration is not submitted until you click "Submit".

<< Back
Continue >>

Close
Discard Changes
Delete Registration

Figure 13. Locations – Add Another Practice Location

12. If there are multiple locations within your organization where at least one EP is registering intent for a Meaningful Use Public Health Reporting Measure, select “Add Another Practice Location” and then repeat steps 3-11, above.
 - If you start adding another practice location, but would like to stop, then click the white “X” in the top right corner of the new location box.
13. Once all locations have been saved and are displayed in the table, select Continue >> to continue with the registration.

NOTE: Review the table at the bottom of the page to ensure all of the locations you intend to include in the registration are displayed. If a location is not displayed, then you will need to select “Add Another Practice Location”, enter all required information, and select “Save Location”.

13. ADD ELIGIBLE PROFESSIONAL(S)

13.1 Features

- Add Eligible Professionals (EPs) associated with your practice/organization.

NOTE: The EP List will remain unpopulated until you add at least one EP who is associated with your practice/organization.

13.2 Adding an Eligible Professional

Once you are prepared to add an EP to your registration and have collected all the information listed in [Section 4.2](#) of this guide, select “Add EP”.

The screenshot shows the 'New EP Registration' interface. At the top, there are tabs for 'Practice Name & NPI', 'Registration Contact', 'Alt. Contact', 'Locations', and 'EP List'. Below the tabs, a message reads: 'Please add all Eligible Professionals attesting to a Meaningful Use Public Health Reporting Measure.' There are two buttons: 'Add EP' (circled in red) and 'Save EP'. Below this is a table with the following columns: 'Reg. ID', 'Actions', 'First Name', 'Last Name', 'NPI', 'EHR Incentive Program', 'EHR Start Date', 'EHR End Date', 'Participation Year', and 'Status'. The table currently contains the text 'No EPs.' Below the table, a message states: 'Your registration is not submitted until you click "Submit".' At the bottom, there are five buttons: '<< Back', 'Close', 'Discard Changes', 'Submit', 'Delete All EPs', and 'Delete Registration'.

Figure 14. EP List Unpopulated

14. ELIGIBLE PROFESSIONAL DETAILS

14.1 Features

- Add each EP and register their intent to submit data for the Meaningful Use Public Health Reporting Measures.

NOTE: If you do not add any EPs, the registration of intent is not considered complete.

14.2 Registration Directions

1. Eligible Professional NPI: Enter the EP's ten-digit NPI.
 - If an invalid NPI is entered, you will receive a notification advising the NPI is not in the NPPES database and a link to the website to search for the correct NPI. For any questions or concerns, please contact our Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3.
2. Eligible Professional First and Last Name will auto-populate once you click off the Eligible Professional NPI text field.

NOTE: If the name is incorrect, please verify the Eligible Professional NPI was entered correctly. If you still need help, please contact our Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3.

3. Complete the Eligible Professional Email Address field.
4. Complete the Eligible Professional HCS ID field. (Optional)
5. Complete the Eligible Professional CMS Registration ID. (Optional)

- The CMS Registration ID is a unique ten-digit identifier assigned to an EP upon registration with CMS for the EHR Incentive Programs.
 - If the EP's CMS Registration ID is not known, contact the CMS Help Desk at 1-888-734-6433.
6. Program Participation: Select from the following options
 - Medicare EHR Incentive Program
 - Medicaid EHR Incentive Program
 - Quality Payment Program (MIPS/APMs)
 - Medicaid EHR Incentive Program and Quality Payment Program (MIPS/APMs)
 7. Type of Eligible Professional: Make the appropriate selection from the drop-down list.
 8. Primary Field of Medicine: Make the appropriate selection from the drop-down list.
 9. Physician License Number: Enter the Physician License Number, if applicable.

NOTE: The system will only accept the last 6 digits of the Physician License Number. To look up a Physician License Number please go to: <http://www.op.nysed.gov/opsearches.htm>.

New Eligible Professional	
Eligible Professional NPI*	9876543210 
Eligible Professional First Name*	Jane
Eligible Professional Last Name*	Doe
Eligible Professional Email*	MUPublicHealthHELP@health.ny.gov
Eligible Professional HCS ID	
CMS Registration ID	
Program Participation*	Medicaid EHR Incentive Program ▼
Type of Eligible Professional*	Physician ▼
Primary Field of Medicine*	Family Practice ▼
Physician License Number (if applicable)	123456 

Figure 15. EP Details – General Information

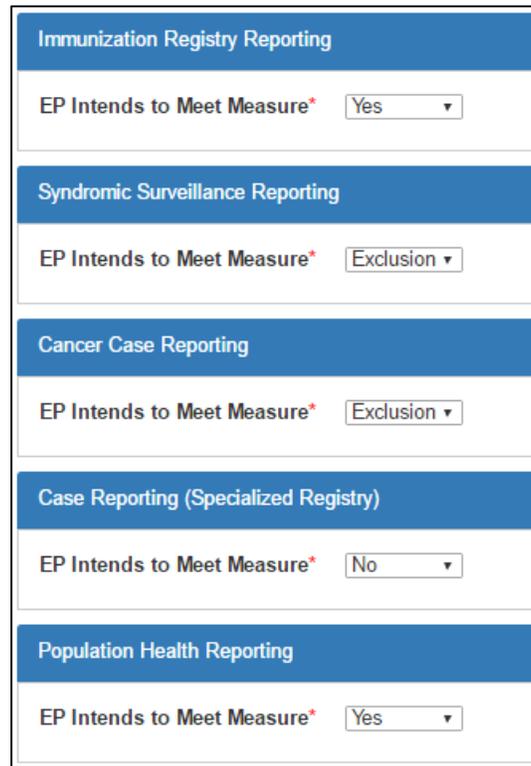
10. Check the box for each location within the organization where the EP practices.

Check all the locations in which this EP practices.*	
<input checked="" type="checkbox"/>	123 Main Street

Figure 16. EP Details – Locations

11. For each Public Health Reporting Measure displayed, use the drop-down list to indicate whether the EP intends to meet the measure (“Yes”), does not intend to meet the measure (“No”), or will claim an exclusion for the measure (“Exclusion”).
 - The Public Health Reporting Measures available reflect whether your practice is located inside or outside the five boroughs of NYC.

NOTE: If you see Public Health Reporting Measures that are not consistent with your location inside or outside of NYC (see [Section 4.2](#)), please verify that the correct value was selected for the “Practice Jurisdiction” field. If you need to return to the Locations page, use the “Back” button to navigate or see [Edit Registration](#) for additional assistance.



Immunization Registry Reporting
EP Intends to Meet Measure* <input type="text" value="Yes"/>
Syndromic Surveillance Reporting
EP Intends to Meet Measure* <input type="text" value="Exclusion"/>
Cancer Case Reporting
EP Intends to Meet Measure* <input type="text" value="Exclusion"/>
Case Reporting (Specialized Registry)
EP Intends to Meet Measure* <input type="text" value="No"/>
Population Health Reporting
EP Intends to Meet Measure* <input type="text" value="Yes"/>

Figure 17. EP Details – PH Reporting Measures

12. Once all the required fields are completed, select “Save EP” to save the EP.



<input type="button" value="Add EP"/>	<input type="button" value="Save EP"/>
---------------------------------------	--

Figure 18. EP Details – Save EP

NOTE: To discard the EP information, select the white “X” in the top right corner of the New Eligible Professional box.

13. Once an EP has been saved, their information will be displayed in the EP List.

- For assistance with editing or deleting an EP, see [Section 16](#).

New EP Registration

Practice Name & NPI Registration Contact Alt. Contact Locations EP List

Please add all Eligible Professionals attesting to a Meaningful Use Public Health Reporting Measure.

Add EP Save EP

Reg. ID	Actions	First Name	Last Name	NPI	Program Participation	Status
5892		Jane	Doe	9876543210	Medicaid EHR Incentive Program	In-Progress

Your registration is not submitted until you click "Submit".

<< Back

Close Discard Changes Submit Delete All EPs Delete Registration

Figure 19. EP List

14. To add another EP, select the “Add EP” button and repeat steps 1-15, above. Once all EPs have been saved and are displayed in the EP List, select one of the following buttons:

- Back: Return to prior page
- Close: Close the registration
- Discard Changes: Discard changes made since the last save and close the registration

NOTE: Before returning to a prior page, make sure to save any open EP by first selecting “Save EP”

- Submit: Save and submit all information entered

NOTE: For information on the Delete All EPs button, see [Section 16.3](#). For information on the Delete Registration button, see [Section 6](#).

15. To finalize and submit the registration, select the “Submit” button.

15. CONFIRMATION OF SUBMISSION

Once you have submitted the registration you will receive a confirmation pop-up and an email will be sent to the Registration Contact and Alternate Contact(s) with the Registration Confirmation.

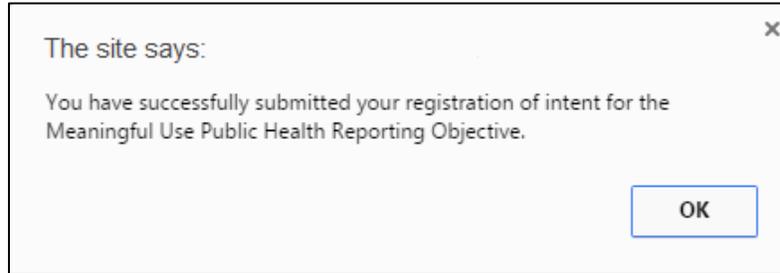


Figure 20. Submission Confirmation

NOTE: Before submitting, please make sure all of the information entered is accurate.

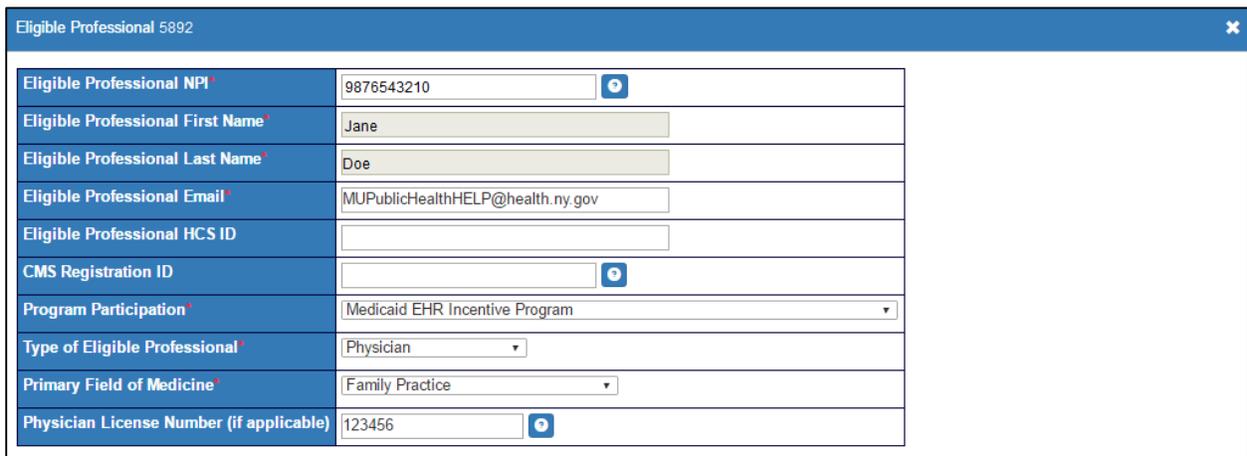
16. EDIT & DELETE ELIGIBLE PROFESSIONAL

16.1 Features

- On the EP List page, you can edit EPs, Delete EPs, and Delete All EPs

16.2 Edit Eligible Professional

- To Edit an EP select the  “Edit” Icon in the Actions column on the EP List, next to the EP you want to edit.
- Make any necessary changes to the EP’s details and select “Save EP”, to save the updated information.



Eligible Professional NPI*	9876543210
Eligible Professional First Name*	Jane
Eligible Professional Last Name*	Doe
Eligible Professional Email*	MUPublicHealthHELP@health.ny.gov
Eligible Professional HCS ID	
CMS Registration ID	
Program Participation*	Medicaid EHR Incentive Program
Type of Eligible Professional*	Physician
Primary Field of Medicine*	Family Practice
Physician License Number (if applicable)	123456

Figure 21. Update EP

- Once all of the necessary changes have been made to the registration, select “Submit” to save and submit the updated registration.

NOTE: If you do not want to update that EP or save changes, then select the white “X” in the top right corner. The system will confirm that you want to discard your changes before closing the

EP's details. Select "OK" to discard changes or "Cancel" to keep the changes and return to the EP's details.

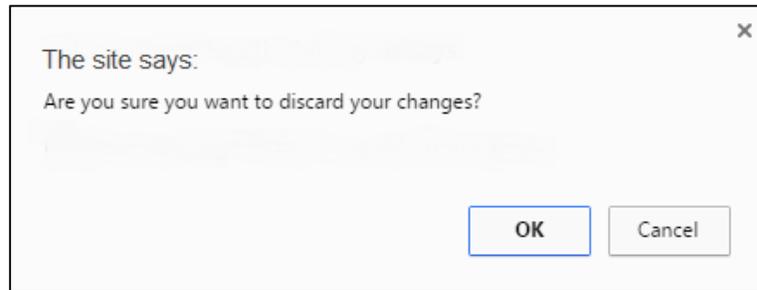


Figure 22. Discard Changes Confirmation

16.3 Delete Eligible Professional

There are two ways to delete an EP: Delete individual EPs or delete all EPs at once.

16.3.1 Delete Single Eligible Professional

1. To delete a single EP, select the  "Delete" icon in the Actions column on the EP List, next to the EP you want to delete.
2. The system will confirm that you want to delete the EP. Select "OK" to delete the EP or "Cancel" to not delete the EP and return to the EP List.

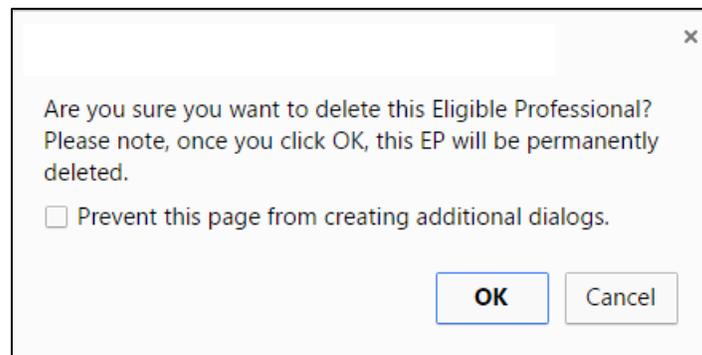


Figure 23. Delete EP Confirmation

3. Once all of the deletions or changes have been made, select "Submit" to save and submit the updated registration.

NOTE: At least one EP must be saved in the EP List in order to submit the registration.

16.3.2 Delete All Eligible Professionals

1. To delete all EPs from a registration, select the  button.
2. The system will confirm that you want to delete all of the EPs. Select "OK" to delete the EPs or "Cancel" to not delete the EPs and return to the EP List.

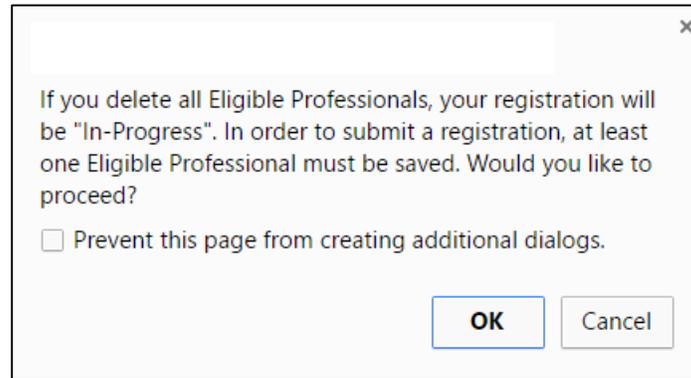


Figure 24. Delete All EPs Confirmation

3. Once All EPs are Deleted the following options are available:
 - Close: Exit the registration
 - Delete Registration: Delete the entire registration from the MURPH System

NOTE: At least one EP must be saved in the EP List in order to submit the registration.

17. EXISTING REGISTRATIONS

17.1 Features

- The Practice Registrations page displays existing registrations associated with your HCS account. In the Actions column, some or all of the following icons will be available:

1.  Edit: Opens the registration for updates to be made
2.  View: Opens the registration to review entered information

NOTE: When viewing a registration, you will need to click along the Tabs at the top to navigate. Please reference [Figure 26. Actions - View](#).

3.  Original Registration Confirmation: Will open a new window or tab with a PDF of the Registration Confirmation that was generated the first time the registration was submitted.

NOTE: If you have not submitted the registration and it is still In-Progress, then this icon will not be available.

4.  Latest Registration Update Confirmation: Will open a new window or tab with a PDF of the Registration Update Confirmation for the most recent update that has been submitted.

NOTE: If you have not submitted an update, then this icon will not be available.

Practice Registrations									
Important information									
<ul style="list-style-type: none"> A practice registration should include every Eligible Professional associated with the practice and planning to attest yes to at least one Meaningful Use Public Health Reporting Measure. A single user with an active HCS account may complete a practice registration on behalf of all affiliated Eligible Professionals. Do NOT complete separate registrations for each Eligible Professional. Multiple locations (with unique NPIs and names) may be added to a single registration. If you are unsure how to register your practice or Eligible Professionals, please contact the Meaningful Use Public Health Objective Support Team at 1-877-646-5410 Option 3 or MPublicHealthHELP@health.ny.gov 									
Filter Results...									
Actions	Reg ID	Name	NPI	Status	Submit Dt	Update Dt	Updated By	Reg Contact Last Name	Alt. Contact Last Name
  	5651	MU PH Family Practice	1234567890	Submitted	08/10/2016	08/10/2016	mxw01	Woodville	Lightning

Figure 25. Practice Registrations – Actions

17.2 Registration Directions

- Practice Registration Status: Each existing registration is assigned a status.
 - Submitted: The registration has been submitted.
 - In-Progress: The registration has been started, but is not yet submitted.
- To view your registration, select  “View” from the Actions column.

NOTE: When viewing a registration, you will need to click along the Tabs at the top to navigate.

EP Registration: 5875

Practice Name & NPI Registration Contact Alt. Contact Locations EP List  Use Tabs to Navigate

Please enter the NPI and name of the practice you are registering. Fields marked with a red asterisk (*) are required.
If you will be including multiple locations under an umbrella organization, enter the NPI and name of the organization.

Practice/Organization NPI*

Practice/Organization Name*

Was a registration of intent submitted on behalf of this Practice in a previous year?*

Your registration is not submitted until you click "Submit".

Figure 26. Actions - View

- To update your registration, select  “Edit” from the Actions column.



Figure 27. Actions - Edit

- Use the “Save and Continue” and “Continue” buttons to navigate to the section you would like to update. For instructions on updating EPs, see [Section 16](#).
- Make any changes necessary throughout the registration.

- c. Select either “Save and Close” to save but not submit the information, or navigate to the final page of the registration and select “Submit” to submit the updated registration.

NOTE: If you do not want to save the changes made, select the “Discard Changes” button and the registration will close and discard any information changed or added since the last save.

4. To view and/or print your Registration Confirmation, select  “Original Registration Confirmation” from the Actions column.
5. To view and/or print a Registration Update Confirmation, select  “Latest Registration Update Confirmation” from the Actions column.

NOTE: If pop-ups are blocked by your internet browser, you will need to accept the pop-up then re-select “Original Registration Confirmation” or “Latest Registration Update Confirmation” in order to access the Registration Confirmation or Registration Update Confirmation.

18. BROWSER & SYSTEM REQUIREMENTS

- Applications on the Health Commerce System (HCS) should be accessed using the newest browser version available and at least Internet Explorer version 10 or higher.
- Browsers must have TLS 1.1 encryption enabled. To ensure that TLS 1.1 is enabled in your browser, follow the instructions below. You may also point your browser to [Qualys SSL Labs](#) to test your browser's compatibility.

Internet Explorer

1. Open Internet Explorer
2. Press Alt T and select "Internet Options"
3. Select the "Advanced" tab
4. Scroll down to the "Security" section
5. Locate and check "Use TLS 1.0, TLS 1.1 and TLS 1.2"
6. Press the "OK" button

Google Chrome

1. Open Google Chrome
2. Press Alt F and select "Settings"
3. Scroll down and select "Show advanced settings..."
4. Scroll down to the Network section and click on "Change proxy settings..."
5. Select the "Advanced" tab

6. Scroll down to the "Security" section
7. Locate and check "Use TLS 1.0, TLS 1.1 and TLS 1.2"
8. Press the "OK" button

Safari

1. If you are using Safari version 7 or greater, TLS 1.0, 1.1, and 1.2 are automatically enabled. There are no options for enabling TLS under iOS.

19. ADDITIONAL QUESTIONS

If you have any questions please contact the Meaningful Use Public Health Objective Support Team at MUPublicHealthHELP@health.ny.gov or 1-877-646-5410 Option 3.