



Meaningful Use Registration System User Guide

Eligible Professionals

This document includes a user guide and checklist to assist eligible professionals (EP) in registering with the Florida Cancer Data System (FCDS) for Meaningful Use (MU) public health objective, cancer reporting. **FCDS strongly recommends reviewing this entire document prior to starting the registration process.**

The **user guide** includes step-by-step directions to navigate you through the process of creating a user account and registering EPs in the FCDS Physician Registration System.

The **checklist** outlines information needed by EPs to successfully complete a registration form in the FCDS Physician Registration System.

You can find additional resources regarding the onboarding process, transport options, contact information and message specifications on the FCDS MU2 website:

<http://fcds.med.miami.edu/inc/MU2FLCancerReporting.shtml>

For questions or comments please contact the FCDS Meaningful Use Team at MU2FLCancerReporting@med.miami.edu.

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Physician MU2 Cancer Reporting Registration Checklist

The check list below outlines the information needed by Eligible Professionals to complete a registration form through the Florida Cancer Data System Meaningful Use Registration System. Physician information will be captured during the initial registration for physician reporting.

MU2 Physician Reporter (*denotes required information)		
Practice Information		Complete <input checked="" type="checkbox"/>
Practice Name*	Enter the full business name of the practice. Do not use abbreviations.	<input type="checkbox"/>
Group NPI*	10-digit National Provider Identifier issued by Centers for Medicare and Medicaid Services (CMS). Required for group practices. If single physician only, enter physician NPI.	<input type="checkbox"/>
Reporting Quarter*	Select which quarter period you plan to begin reporting? (Jan/April/July/October).	<input type="checkbox"/>
Street	Street address where the practice is physically located.	<input type="checkbox"/>
Zip code	Zip code in which the practice is physically located.	<input type="checkbox"/>
City	City in which practice is physically located. Field will be populated based on Zip Code entered.	<input type="checkbox"/>
County	County in which the practice is physically located. Field will be populated based on zip Code entered.	<input type="checkbox"/>
Electronic Health Record (EHR) Vendor		
EHR Vendor Name*	Indicate the EHR vendor used to meet Meaningful Use.	<input type="checkbox"/>
EHR Vendor Product*	Enter the EHR vendor product used to meet Meaningful Use.	<input type="checkbox"/>
Primary Organization Meaningful Use Contact		
Contact First and Last Name*	Primary organization contact is required and will be the individual who receives all official communication from the FCDS.	<input type="checkbox"/>
Contact Email*		<input type="checkbox"/>
Contact Phone*		<input type="checkbox"/>
Technical Contact (Optional)		
Contact First and Last Name		<input type="checkbox"/>
Contact Email		<input type="checkbox"/>
Contact Phone		<input type="checkbox"/>
Alternate Contact (Optional)		
Contact First and Last Name	Additional individuals who will receive copies of official communication information from FCDS.	<input type="checkbox"/>
Contact Email		<input type="checkbox"/>
Contact Phone		<input type="checkbox"/>

Access to FCDS MU2 Webpage and IDEA Registration System

From the FCDS main web page: <http://www.fcds.med.miami.edu/> click the button 'Stage 2 Meaningful Use'. Or you can enter <http://fcds.med.miami.edu/inc/MU2FLCancerReporting.shtm> to go directly to the MU2 webpage. To go directly to the IDEA system, click the icon on the right with the heading 'FCDS IDEA'.



The screenshot shows the Florida Cancer Data System (FCDS) website. The header includes the FCDS logo and the text 'Florida Statewide Cancer Registry' and 'Florida Cancer Data System'. The navigation menu contains links for Home, Education and Training, Statistics, Laws and Rules, and Staff Contacts. The main content area features a banner with hands holding puzzle pieces and the text 'Welcome to the Florida Cancer Data System (FCDS) website!'. Below this, there is a paragraph of text about the registry's history and a sidebar with links for Home, Publications, Path Labs, Radiation Therapy, Links, Data Requests, F.A.Q, Awards, Technical Resources, and IDEA Requirements. On the right side, there are icons for 'FCDS IDEA' and 'Physicians', and a 'Stage 2 Meaningful Use' button. A red arrow points from the 'Physicians' icon towards the 'Stage 2 Meaningful Use' button.

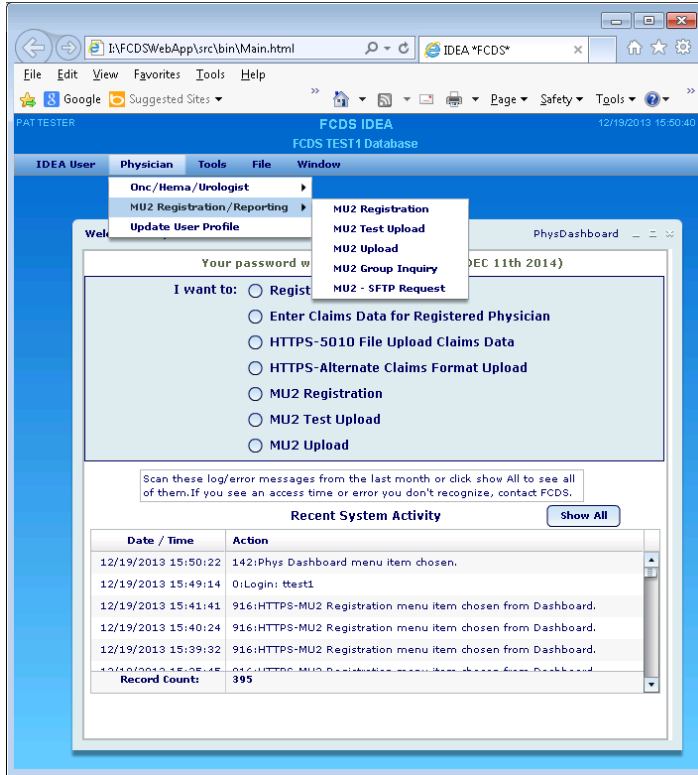
User Enrollment and Registration with FCDS IDEA System

If you are a new user of the IDEA system you will need to create a user account and register your physicians for 'physician reporting' to the FCDS. All physicians must first be registered with FCDS before they can register for the MU2 incentive program. For instructions on how to create a user account and to register physicians please refer to appendix D in the Florida Physicians' Cancer Reporting Manual 2013. This process will force you to select a reporting option by either single entry of claims data, vendor upload of claims. Until the time you are in production for MU2, all physicians who see patients in a private practice must report their cancer cases to FCDS via our existing options. <http://fcds.med.miami.edu/downloads/Physician/The%20Completed%20PhysicianManual%202013.pdf>.

At the end of the physician registration process you will be asked if you want to register for Meaningful Use Stage 2. If you select yes, you will be directed to the MU2 Registration Module.

User Login

Once you have logged in to your IDEA account, and once all your physicians have been registered for FCDS physician reporting, you can then register your physicians for the MU2 Cancer Reporting option. Upon login, you will see three new MU2 selections in the dialogue box. These options are also accessible under 'Physician / MU2 Registration/Reporting' in the menu bar.



MU2 Cancer Reporting Registration

This is the main screen for MU2 Cancer Registration. All information will be entered on this screen.

http://192.168.144.243/scripts/fcdswebapp/production/Main.html - Windows Internet Explorer
 PAT TESTER
 FCDS IDEA
 FCDS TEST1 Database
 12/19/2013 15:12:05

IDEA User Physician Tools File Window

MU2 Registration MU2RegistrationTab

Practice Information

Primary Practice Group Information

Primary Group NPI: * 1538208749 Address: 123 MAIN STREET
 Practice Name: * DOCTORS GROUP PRACTICE Zip: 33016
 Reporting Year: * 2014 City: MIAMI
 Reporting Quarter: * January April July October State: FL-Florida

Electronic Health Record (EHR) Vendor

EHR Vendor Name: * VENDOR NAME EHR Vendor Product: * VENDOR PRODUCT

Primary Organization Meaningful Use Contact

First Name: * PAT
 Last Name: * TESTER
 Recieve All Emails
 Email: * claims3@compuace.com
 Phone: * (305)623-0360 Ext:

Technical Contact

First Name:
 Last Name:
 Recieve All Emails
 Email:
 Phone: Ext:

Alternative Contact


First Name:
 Last Name:
 Recieve All Emails
 Email:
 Phone: Ext:

Physician Information

Register Review

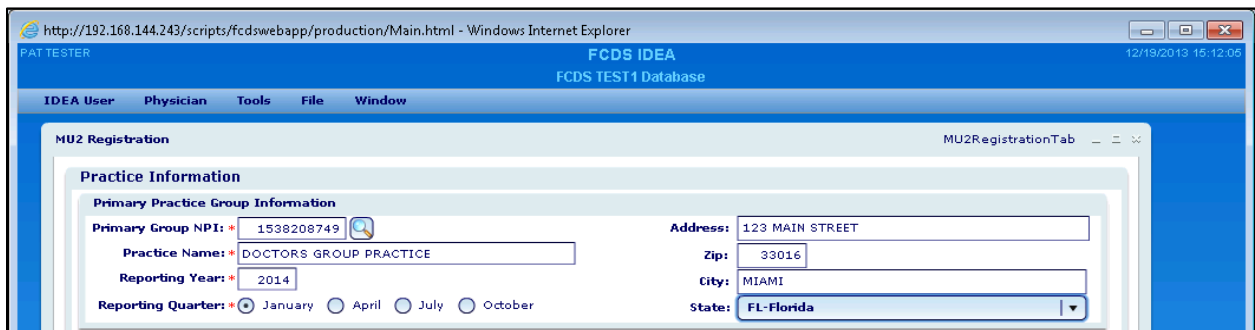
Select All De-Select All Select physicians for MU2 registration

Select	Phys NPI	Physician Name	Location	Reg Date	Reg User
<input checked="" type="checkbox"/>	1730409004	DR. ANN E PHYSICIAN	LOCATION 1		
1	Record Cnt:	1			

Click i then the field for info  Register PDF Confirmation for Registration of Intent

Practice Information

The MU2 cancer reporting registration screen first captures practice-level information, including the primary group NPI number for the private physician practice. The system will then allow the user to select all 'FCDS registered' physicians under the user account to associate with the practice NPI. This will enable the submission of one test CDA transmission for all associated physicians in the account. If the user account is for a single physician only, then you may enter the physician NPI in place of the group NPI. The practice information fields will be automatically populated after entering the NPI number. These fields are populated using the existing information under that NPI account from Centers for Medicare and Medicaid Services. You may overwrite the pre-populated information with more accurate information if necessary.



The screenshot shows a web browser window titled "FCDS IDEA" with the URL "http://192.168.144.243/scripts/fcdswebapp/production/Main.html". The browser shows a menu bar with "IDEA User", "Physician", "Tools", "File", and "Window". The main content area is titled "MU2 Registration" and contains a "Practice Information" section. This section is divided into "Primary Practice Group Information" and "Address" fields. The "Primary Practice Group Information" fields include: "Primary Group NPI:" with the value "1538208749", "Practice Name:" with the value "DOCTORS GROUP PRACTICE", "Reporting Year:" with the value "2014", and "Reporting Quarter:" with radio buttons for "January" (selected), "April", "July", and "October". The "Address" fields include: "Address:" with the value "123 MAIN STREET", "Zip:" with the value "33016", "City:" with the value "MIAMI", and "State:" with a dropdown menu showing "FL-Florida".

Electronic Health Record (EHR) System

In this section you will be asked to enter the name of the EHR vendor as well as the name of the certified EHR product for MU2 cancer reporting.



The screenshot shows a form titled "Electronic Health Record (EHR) Vendor". It contains two input fields: "EHR Vendor Name:" with the placeholder text "VENDOR NAME" and "EHR Vendor Product:" with the placeholder text "VENDOR PRODUCT".

Contact Information: Primary, Technical, and Alternate

The contact information for the 'Primary Organization Meaningful Use Contact' is pre-populated with the User Account information. This information is modifiable to represent the specific contact for all MU2 cancer reporting activities. The Technical Contact box can be used to indicate the contact for technical issues that may arise during the transmission and/or validation processes. The Alternate contact is an optional field but allows the user to identify an additional contact for MU2 communications. Fields with a red asterisk indicates a required field. The Technical and Alternative Contacts are not required fields; however, if a character is entered in the name fields, all subsequent fields in the section will require information. Check/uncheck the 'Receive All Emails' box if the contacts are to receive copies of any confirmation emails for documentation purposes.

Primary Organization Meaningful Use Contact	Technical Contact	Alternative Contact
First Name: * PAT Last Name: * TESTER <input checked="" type="checkbox"/> Receive All Emails Email: * claims3@compuace.com Phone: * (305)623-0360 Ext:	First Name: Last Name: <input type="checkbox"/> Receive All Emails Email: Phone: Ext:	First Name: Last Name: <input type="checkbox"/> Receive All Emails Email: Phone: Ext:

Physician Information


Under the Physician Information window there are two tabs. The first tab, 'Register' lists all currently FCDS registered physicians for that user account and for which you may elect to then register for MU2 cancer reporting. It is recommended that all physicians for a single practice be consolidated under a single user account so that all confirmation emails and test transmissions will apply to the associated physicians. However, it is up to each practice as to how to organize and manage their physicians for MU2. Once all the physicians who will participate in MU2 cancer reporting are selected, click on the 'Register' button. A prompt will appear to verify that you intend to register these physicians for MU2 cancer reporting. Click yes.

Physician Information

Register Review

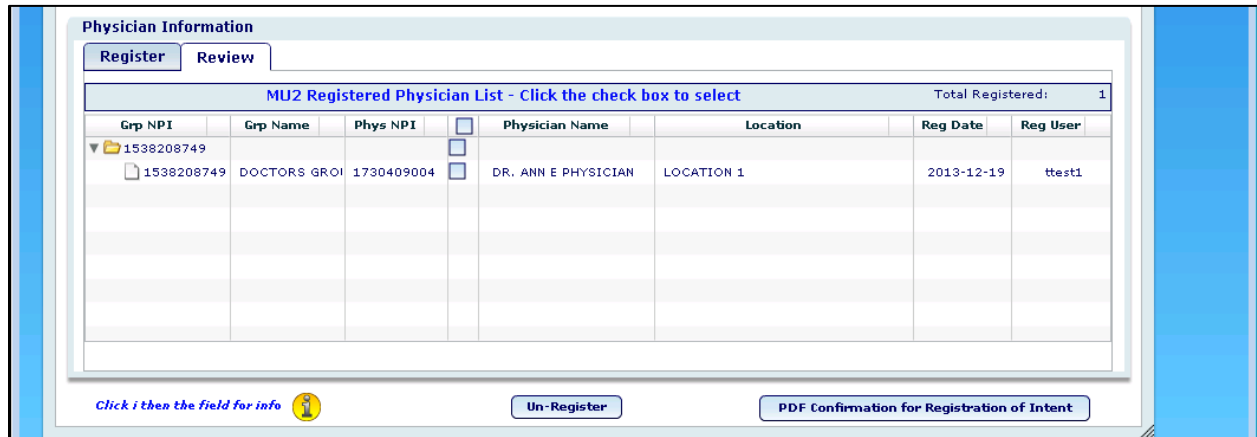
Select All De-Select All **Select physicians for MU2 registration**

Select	Phys NPI	Physician Name	Location	Reg Date	Reg User
<input checked="" type="checkbox"/>	1730409004	DR. ANN E PHYSICIAN	LOCATION 1		
1	Record Cnt:	1			

Click i then the field for info  Register PDF Confirmation for Registration of Intent

Registration Review and Confirmation Documentation

Under the 'Review' tab, a list of all MU2 registered physicians is displayed. You may select to unregister physicians at any time. The button on the bottom right that reads "PDF Confirmation for Registration of Intent" will provide a PDF confirmation of registration which will document each associated physicians, their NPI number, and date of MU2 registration. You will also have the option to email the PDF as an attachment to any contact for whom you indicated should receive all MU2 email communications.



The screenshot shows a web interface titled "Physician Information" with two tabs: "Register" and "Review". The "Review" tab is active. Below the tabs is a header for "MU2 Registered Physician List - Click the check box to select" and a "Total Registered: 1" indicator. A table lists the registered physician information:

Grp NPI	Grp Name	Phys NPI	<input type="checkbox"/>	Physician Name	Location	Reg Date	Reg User
1538208749	DOCTORS GROU	1730409004	<input type="checkbox"/>	DR. ANN E PHYSICIAN	LOCATION 1	2013-12-19	tttest1

At the bottom of the interface, there are two buttons: "Un-Register" and "PDF Confirmation for Registration of Intent". A small icon and text "Click i then the field for info" are also visible.

MU2 Tracking System and Status Updates

The FCDS is working to implement an MU2 Cancer Reporting Tracking System, which will provide you with the status of the MU2 reporting process at various stages, 'Invitation to Onboard', 'Testing and Validation', 'Production', 'Successful Ongoing transmission'. We will alert you as to when these functionalities become activated.

Transmission Options

Once the FCDS has invited registered MU2 cancer reporters to onboard, which involves transmitting test CDA messages, we will work with you to elect one of two electronic transmission options. The following information describes the HTTPS and the SFTP transmission options and procedures.

1. HTTPS Batch Transmission

Instructions for HTTPS: Using your login credentials, log on to the FCDS Physician Office Data Upload web page. Click the tab labeled Upload Data. To locate the file you wish to upload you may type in the name of the file in the window or you may click the browse button to locate the name of the file. Click on the file name. Once the file is selected, click on the submit button and the file will be uploaded to the FCDS. You will receive a confirmation e-mail indicating the status of your file upload (successful or unsuccessful).

2. Secure FTP Batch Transmission

Instructions for SFTP: The FCDS IT division will establish a special SFTP account for you which will allow you to upload your data. Mark Rudolph in the FCDS office will establish the account for you. His contact information is below.

If you do not already have an SFTP program you will need to acquire one. There are several freeware products available on the market. FCDS is not suggesting any particular product. However, by way of example using: <http://www.coreftp.com/download/coreftplite.exe>

Run CoreFTP

Choose the New Site button, and fill in:

Site Name: FCDS FTP

Host / IP: fcds.med.miami.edu

Username: FCDS generated userid

Password: User generated password – (check the "Don't save password" checkbox)

Connection: SSH/SFTP (should default to this)

When you login, you will see the file on the lower right side window. On the lower left window, browse to where you want the file to go. There are little icons above the filelist to browse the directory tree or to switch to a different drive letter. Hold mouse over an icon to see help.

To upload to FCDS, right-click on the file and choose upload. You will see a progress bar in the bottom window.

Please note: this is a send-only, no-directory listing, no-read sftp account. If you immediately Logoff/login again, you won't see the file you just uploaded!

FCDS Technical Contact Information

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