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 MU 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 MU 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.

MU Physician Reporter (*denotes required information)		
Practice Information		Complete ☒
Practice Name*	Enter the full business name of the practice. Do not use abbreviations.	☐
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.	☐
Reporting Quarter*	Select which quarter period you plan to begin reporting? (Jan/April/July/October).	☐
Street	Street address where the practice is physically located.	☐
Zip code	Zip code in which the practice is physically located.	☐
City	City in which practice is physically located. Field will be populated based on Zip Code entered.	☐
County	County in which the practice is physically located. Field will be populated based on zip Code entered.	☐
Electronic Health Record (EHR) Vendor		
EHR Vendor Name*	Indicate the EHR vendor used to meet Meaningful Use.	☐
EHR Vendor Product*	Enter the EHR vendor product used to meet Meaningful Use.	☐
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.	☐
Contact Email*		☐
Contact Phone*		☐
Technical Contact (Optional)		
Contact First and Last Name		☐
Contact Email		☐
Contact Phone		☐
Alternate Contact (Optional)		
Contact First and Last Name	Additional individuals who will receive copies of official communication information from FCDS.	☐
Contact Email		☐
Contact Phone		☐

Access to FCDS MU Webpage and IDEA Registration System

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

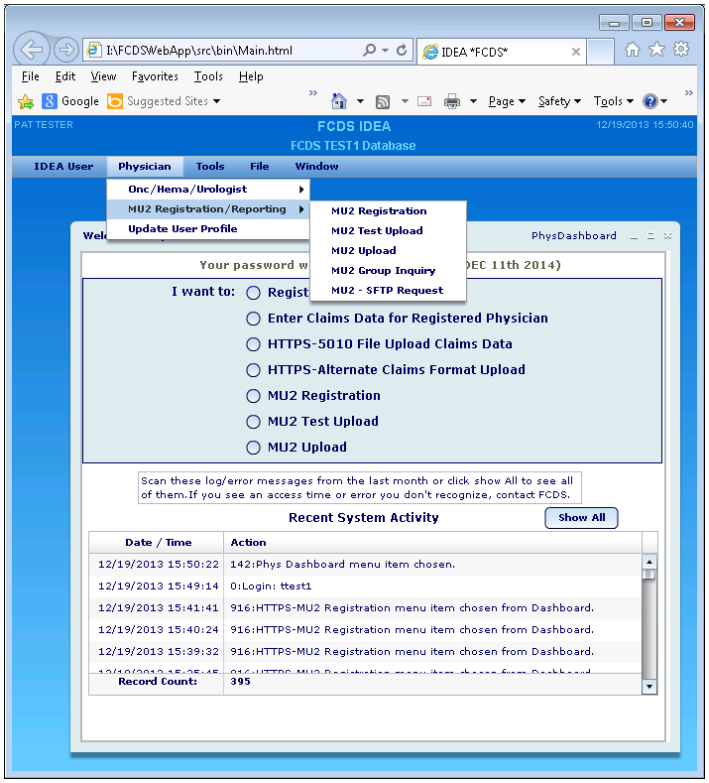
User Enrollment and Registration with FCDS IDEA System

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 MU 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 MU, 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. If you select yes, you will be directed to the MU Registration Module.

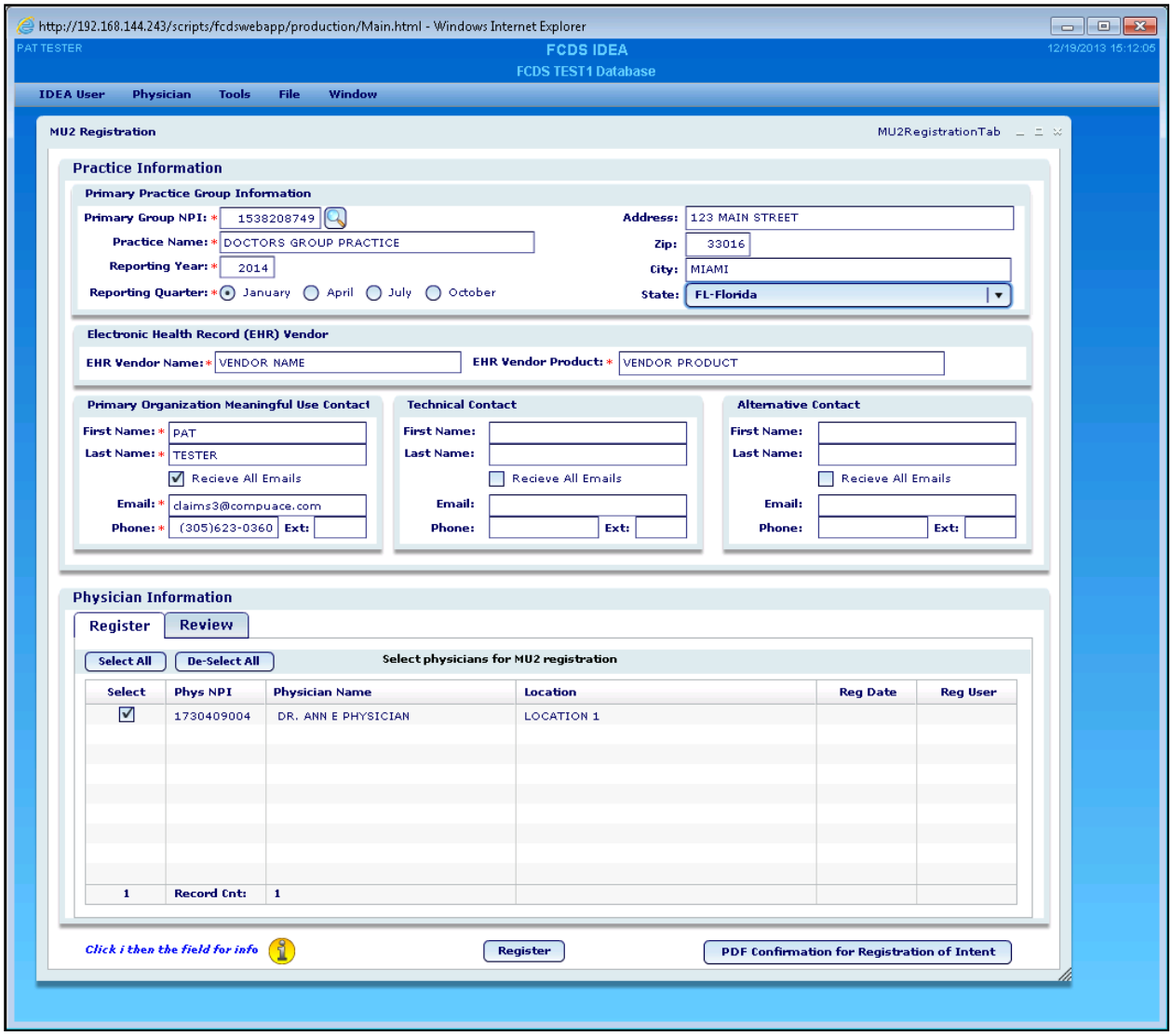
User Login

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 MU Cancer Reporting option. Upon login, you will see three new MU selections in the dialogue box. These options are also accessible under 'Physician / MU Registration/Reporting' in the menu bar.



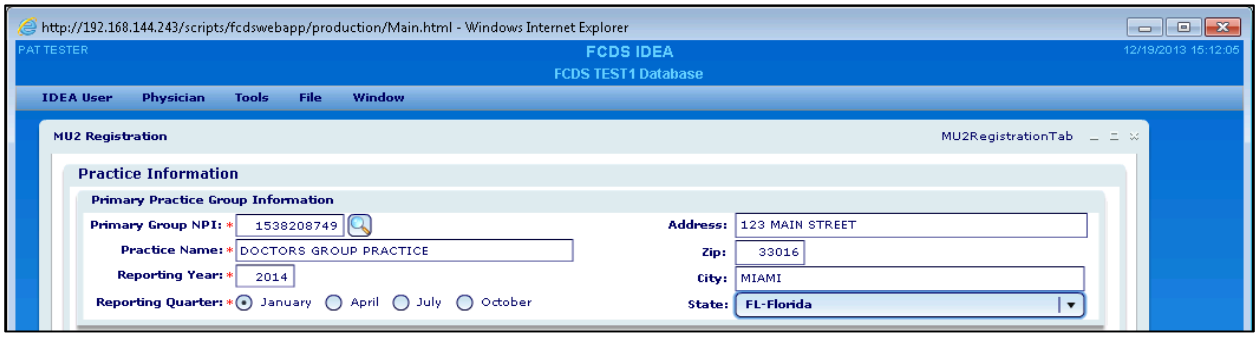
MU Cancer Reporting Registration

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



Practice Information

The MU 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.

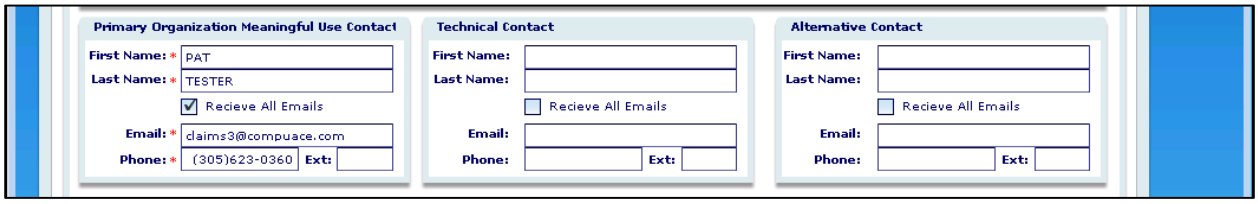


Electronic Health Record (EHR) System

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 MU cancer reporting.

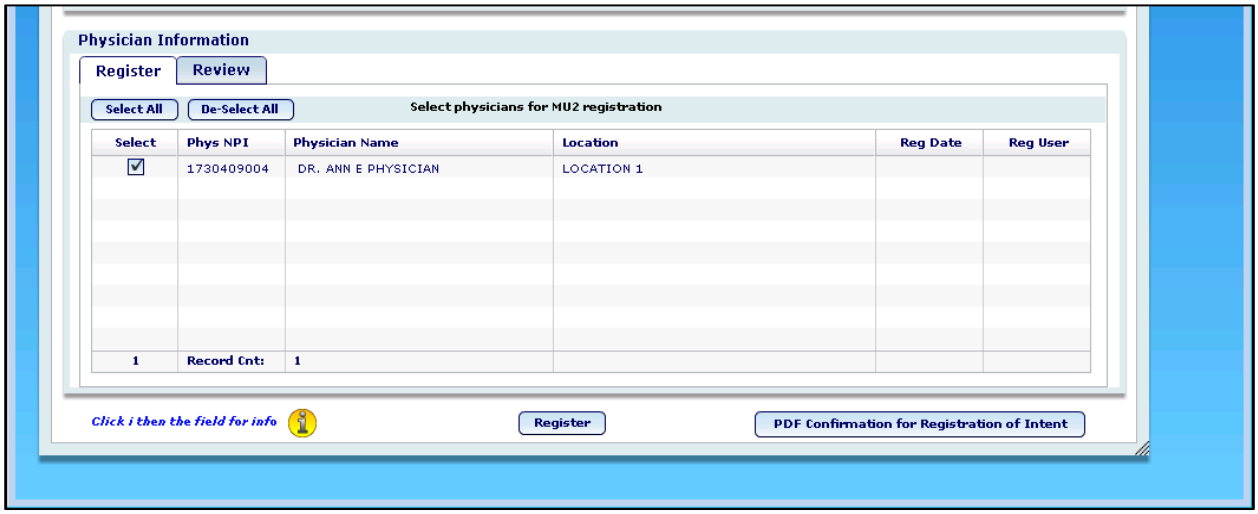
Contact Information: Primary, Technical, and Alternate

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 MU 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 MU 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.



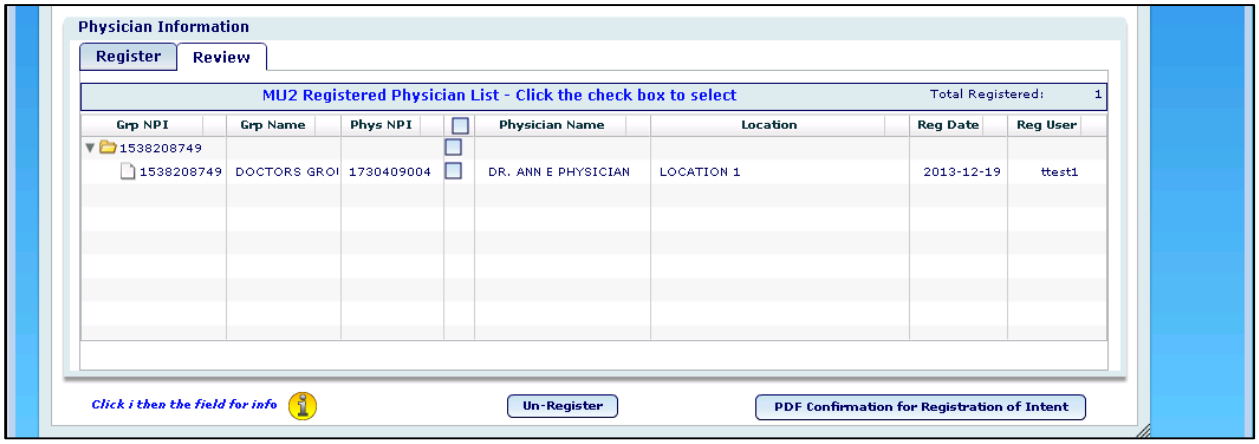
Physician Information

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 MU 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 MU. Once all the physicians who will participate in MU cancer reporting are selected, click on the 'Register' button. A prompt will appear to verify that you intend to register these physicians for MU cancer reporting. Click yes.



Registration Review and Confirmation Documentation

Under the 'Review' tab, a list of all MU 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 MU registration. You will also have the option to email the PDF as an attachment to any contact for whom you indicated should receive all MU email communications.



MU Tracking System and Status Updates

The FCDS is working to implement an MU Cancer Reporting Tracking System, which will provide you with the status of the MU 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 Method

Once the FCDS has invited registered MU 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.

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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