Installation Instructions

- **Important:** If you have a previous version of the Public Health Register Wizard installed on your computer and you did not complete the update for the 2019 version, you must remove that previous version and reinstall the PH wizard application by clicking the link below. We have changed the server that stores the wizard applications and it is necessary to download from the new site. If you updated the PH wizard for the 2019 program year you are all set.

- Link to download the Public Health Wizard application: [https://gateway.main.gov/DHHS/RegisterPracticeWebService/Installers/RegisterPracticeSetup.msi](https://gateway.main.gov/DHHS/RegisterPracticeWebService/Installers/RegisterPracticeSetup.msi)

- If you do not have a previous installation of the Register Practice Wizard installed on your computer, you can download the latest version by clicking the link above.

- Click the link above, then click run when you see the screen below.

- Read each screen to install, click next to proceed.
- We recommend you leave the default settings. This should load the application to your desktop for convenience.

- The program will run through the installation and then ask you to close the installer.
- An icon will be located on your desktop that looks like the image below: a lobster icon!
- Launch the Public Health wizard application by clicking the icon.

- The Public Health wizard is the application that is used to register or update your practice site Public Health registries in Maine.
Wizard Updates

- We do updates to the wizard as needed. If you have reloaded the PH wizard for the 2019 program year, then you are all set to accept any updates the wizard will alert you to. The updates will have the requirements for the current program year. If you did not completely remove a previous Public Health wizard application from your computer for the 2019 program year be sure to do that before you use the install the new link.

If you have any questions, please contact the EHR Helpdesk at EHRHelpDesk.DHHS@maine.gov

Public Health Reporting Objective and Measures for Stage 3

Objective: The EP is in active engagement with a public health agency to submit electronic public health data from certified electronic health record technology (CEHRT) except where prohibited and in accordance with applicable law and practice.

Measures: Providers must attest to at least two measures.

Stage 3 Objective 8 Public Health Reporting Specification Sheet (PDF)
Stage 3 Public Health Reporting Tip Sheet

Registration: Providers only need to register once with a public health agency and can register any time before the meaningful use reporting period begins. Registrations with a public health agency that occurred in previous program years continue to count toward the public health objective regardless of what level of active engagement the registered practice is in.

Please note: The practice site is registered with the public health agency and each provider at the practice site is listed in the practice site registration. The original date of the practice site registration is used as a proxy for all providers at the site. When new providers join a practice, they should be added to the existing practice site public health registration. For purposes of program requirements, the new provider will then use the original date the practice site was registered, as a proxy.

Example: ABC Family Practice registered with the Immunization and Syndromic Surveillance registries on 9/1/2015. Four providers were listed in each registry that applied to the providers scope of practice. When new providers join ABC Family Practice they are added to the practice registration. The new providers will also use the 9/1/2015 date as a proxy because the practice site was registered on that date.

Clarification on Active Engagement

Active engagement may be demonstrated through the following options:

- **Active Engagement Option 1—Complete registration with the public health agency**
  The provider is registered under the practice site registration. The site is awaiting an invitation from the public health agency to begin testing and validation.

- **Active Engagement Option 2—Testing and Validation**: The practice site is in the process of testing and validation of the electronic submission of data with the public health agency.

- **Active Engagement Option 3—Production**: The practice site has completed testing and validation of the electronic submission and is electronically submitting production data to the public health agency.

Once registered, the provider is considered engaged in active engagement option 1. This meets the MU requirements for the public health objective for Stage 3.

To remain engaged the practice must do the following:

- Be ready to participate in the on-boarding process when the public health agency is ready to engage, and
- Respond to any public health agency written requests for actions.

Note: The provider does not meet the measure if there is a failure to respond to two written requests from the public health agency within 30 days on two separate occasions.
### Public Health Registries Available in Maine

<table>
<thead>
<tr>
<th>Registry Name</th>
<th>Applicable for</th>
<th>Hospital objective number</th>
<th>Providers Stage 3</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immunization Registry</td>
<td>Providers and Hospitals</td>
<td>Objective 4, measure 1</td>
<td>Objective 8, measure 1</td>
<td>Does not administer immunizations</td>
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<tr>
<td>Contact: <a href="mailto:MIP-DES.DHHS@maine.gov">MIP-DES.DHHS@maine.gov</a></td>
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<tr>
<td>Syndromic Surveillance</td>
<td>Providers and Hospitals</td>
<td>Objective 4, measure 2</td>
<td>Objective 8, measure 2</td>
<td>Does not collect Syndromic data</td>
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<td>Contact: <a href="mailto:syndromic@maine.gov">syndromic@maine.gov</a></td>
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</tr>
<tr>
<td>Electronic Lab Reporting (ELR)</td>
<td>Hospitals Only</td>
<td>Objective 4, measure 6</td>
<td>NA</td>
<td>NA</td>
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<tr>
<td>Contact: <a href="mailto:nedss@maine.gov">nedss@maine.gov</a></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Electronic Case Reporting</td>
<td>Providers and Hospitals</td>
<td>Objective 4, measure 3</td>
<td>Objective 8, measure 3</td>
<td>Does not diagnose or treat any condition or collect relevant data</td>
</tr>
<tr>
<td>ECR is available for the 2020 program year.</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Contact: <a href="mailto:nedss@maine.gov">nedss@maine.gov</a></td>
<td></td>
<td></td>
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<tr>
<td>Public Health Registry Reporting</td>
<td>Providers and Hospitals</td>
<td>Objective 4, measure 4</td>
<td>Objective 8, measure 4</td>
<td>Does not diagnose or treat any condition or collect relevant data</td>
</tr>
<tr>
<td>(Cancer and Specialty Registries will move here for Stage 3)</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contact: <a href="mailto:Carolyn.Bancroft@Maine.gov">Carolyn.Bancroft@Maine.gov</a></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Data Registry (CDR)</td>
<td>Providers and Hospitals</td>
<td>Objective 4, measure 5</td>
<td>Objective 8, measure 5</td>
<td>Not available in Maine, eligible for the exclusion</td>
</tr>
</tbody>
</table>

*Maine CDC is accepting registrations for the **Electronic Case Reporting registry**. The Public Health Wizard will have the ECR registry added for program year 2020. Anyone that has registered through Maine CDC will have their information updated in the wizard once the wizard has the ECR added. Contact the ECR registry at: nedss@maine.gov for more information.

*Specialized Registries* – includes the Cancer Registry as well as other National Specialized registries that you may be listed with. A provider may report to more than one specialized registry and may count specialized registry reporting more than once to meet the required number of measures for the public health objective.

**Additional information for the Cancer Registry** - only providers who diagnose and treat cancer and have a CEHRT that is certified for cancer case submission should be registered for the cancer registry.

### Application Use Instructions

To launch the public health wizard application:

- Click the ‘Lobster’ icon on your desktop. If you have previously registered the practice site, enter your account name and password, then click the ‘Login’ button. If you need assistance with your account name and password please contact us.
- If your practice has never been registered click on the ‘Create an Account’ link. If you are unsure if your practice has been registered contact us at: EHRHelpDesk.DHHS@maine.gov to prevent a duplicate registrations and errors.
When the wizard application is launched you land on the Account Information page. This page allows you to change, add, and update contact information and passwords as needed. When the account information is current click the ‘OK’ button to save and continue.

Welcome to the Practice Registration Wizard – This page contains pertinent information regarding the Maine CDC Public Health Registry. Please take a few moments to read through this page.

Click ‘Next’ to continue.

The next screen gives you the option to edit an existing registration or to create an additional or first-time registration. Select the action you need from the drop-down box on the left side of the screen.

You can view each registration by highlighting it then click on ‘View Registration’ at the bottom right.
• A copy of this wizard guide is available in the upper right corner.

Create a New Registration
• To create a new registration, select ‘Begin a new registration’ from the drop down and click ‘Next’.

• Complete the information for the practice site. Continue by clicking ‘Next’ to move through the wizard application. You can go back by clicking the back button at any time throughout the application, however, your information is not saved until you click the ‘Next’ button.
The Next button will be activated when all areas have been completed.

Add Providers to The Registration

- Now that the practice site is registered, the next action is to enter the providers at the practice site.
  - Enter the providers NPI, this should auto populate the provider name, if it does not then fill in the first and last name of the provider and practice site or organization name, then click the Add Provider button.
  - For each provider entered you will click the box to indicate that the provider should be included in that registry.
  - **Example:** Dr. A gives immunization and will report Syndromic data but does not treat cancer patients. You will click the box for Syndromic Registry and Immunization Registry.
  - The selected registries should be within the provider’s scope of practice.
  - **Note:** The Electronic Lab Registry is only available for hospitals.
  - You can add, delete and edit providers on this page.
  - Click Next after all providers have been entered or updated.
The remainder of the registration information will be based on the practice site information.

**Enter EHR Vendor Information for the Practice Site**

- Enter the vendor name, vendor contact information, the EHR product and version.
- Click - Add Product to List Below
- If the information needs to be updated you can remove the software products by selecting “Remove Software Products”, then enter the updated product(s) and add to the list.
- Answer the questions below the Product box. You may need to ask your vendor if you don’t know the answers.

- Next you will enter information regarding the specific registries you selected for the providers but this information will be at the practice level.
- Use the drop downs and answer all the questions to continue. Please read all the instructions on each page. There is a link in the upper right-hand corner of the screen for the Immunization Registry web page at the Maine CDC.
Immunization Registry

Syndromic Surveillance Registry

Cancer Registry – Now included in the Public Health Registry Reporting Registry.

*Please Note: Most providers will not be sending data to the Cancer registry unless they are oncologists that have the software needed to submit Cancer registry data. Please don’t include providers for the Cancer registry if they will not be submitting data.
Electronic Lab Reporting (ELR)
Please note the ELR registry is for hospitals only.

Electronic Case Reporting (ECR)
ECR is available for the 2020 program year. For more information on the ECR contact: nedss@maine.gov

Clinical Data Registry (CDR)
Not available in Maine, all providers are eligible for the exclusion

The next two pages asks for information on two registries that are currently under development. We are gathering data to determine possible interest. These may end up being rolled into one of the Stage 3 registries. We will let you know as new development occurs.

- Healthy Weight Registry
- Chronic Disease Registry

Registration Summary Page
The registration summary page will display the information you have entered. Please review and save a copy. If there is any information that is not correct you can go back and make corrections. Click ‘Next’ to continue.

Completion page
The completion page is where you submit the registration to the State of Maine; you must click the ‘Send’ button to complete the submission.

You will see a pop-up in the middle of this screen letting you know your registration has been submitted successfully and that you will receive a confirmation email. You can elect to exit the Wizard if you are finished or return to the beginning to work on another registration.
If you have any questions, please contact the EHR Helpdesk at EHRHelpDesk.DHHS@maine.gov