



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

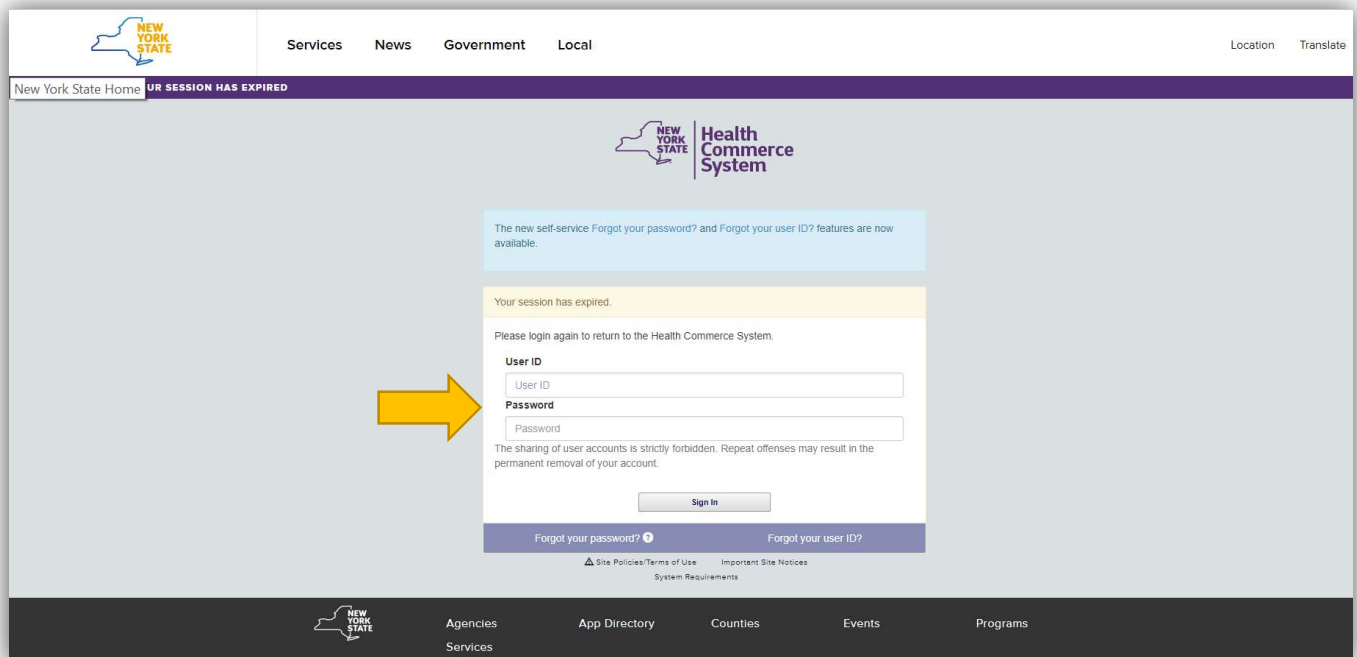
The Meaningful Use Registration for Public Health (MURPH) Audit Report Card is an additional application module that provides new functionality to users of the MURPH system. The Audit Report Card is a self-service utility that provides Health Commerce System (HCS) users associated with a registration 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 interface. At the top, there is a navigation bar with links for Services, News, Government, and Local. Below this, a purple banner indicates 'Your session has expired'. The main content area features a login form with the following elements:

- A blue notification box stating: 'The new self-service Forgot your password? and Forgot your user ID? features are now available.'
- A yellow box with the message: 'Your session has expired. Please login again to return to the Health Commerce System.'
- Input fields for 'User ID' and 'Password'.
- A 'Sign In' button.
- Links for 'Forgot your password?' and 'Forgot your user ID?'.
- Footer links for 'Site Policies/Terms of Use', 'Important Site Notices', and 'System Requirements'.

A large yellow arrow points to the 'Sign In' button.

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**.



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.



Health Commerce System Applications					View Help
Browse by A B C D E F G H I J K L M N O P Q R S T U V W X Y Z View All					
Application Name	Acronym	Profile	Restricted	Add/Remove	
Managed Care Complaint Summary		1	Yes		
		1	Yes		
		1	Yes		
		1	Yes		
		1			
		1			
		1			
Meaningful Use Registration for Public Health	MURPH	1			
Medicaid Analytics Performance Portal	MAPP	1			
Medicaid Disability Determination System	MDDS	1	Yes		
Medicaid Encounter Data System Reports	MEDS II	1	Yes		
Medical Emergency Response Inventory Tracking System	MERITS	1	Yes		
Medical Malpractice Data Collection System	MMDCS	1	Yes		
Medical Malpractice Reporting System	MMDCS	1	Yes		
Medical Marijuana Data Management System (MMDMS)	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.

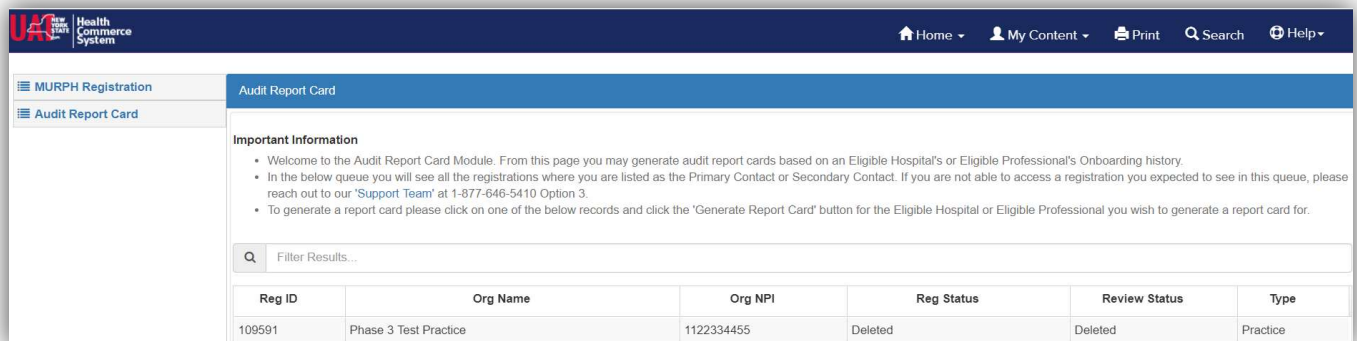


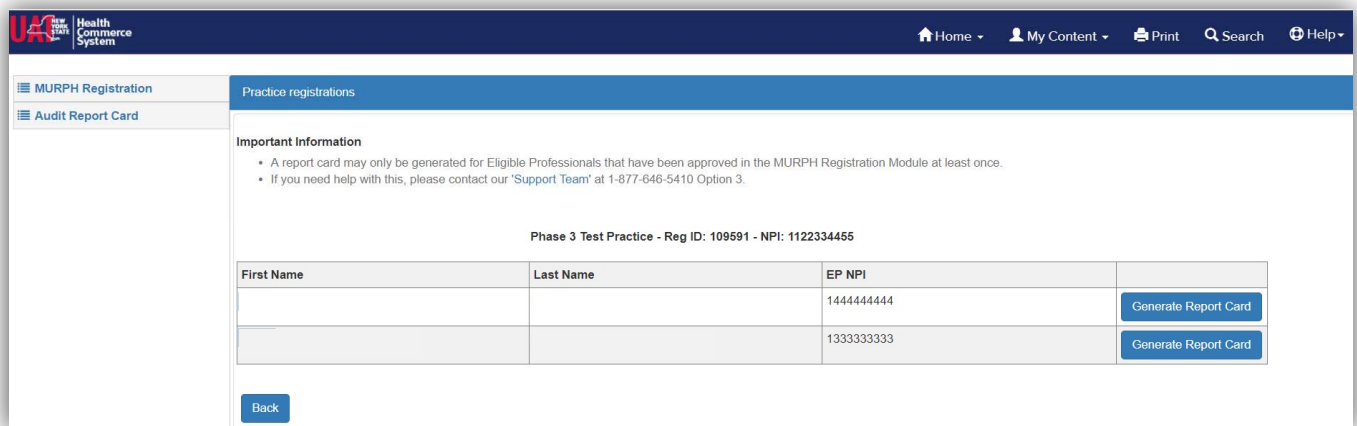
Figure 5. Example Registration Search Queue

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.



Practice registrations

Important Information

- A report card may only be generated for Eligible Professionals that have been approved in the MURPH Registration Module at least once.
- If you need help with this, please contact our 'Support Team' at 1-877-646-5410 Option 3.

Phase 3 Test Practice - Reg ID: 109591 - NPI: 1122334455

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

[Back](#)

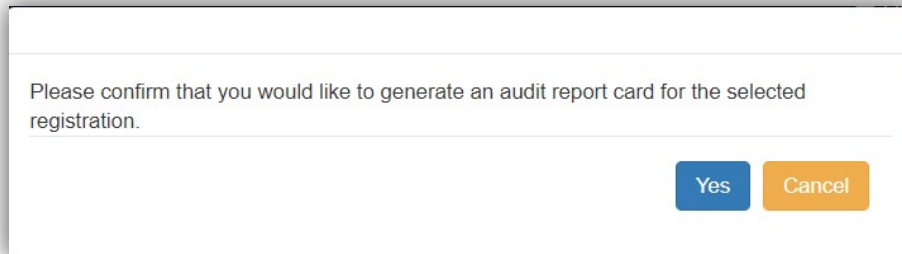
Figure 6. EP Selection Audit Report Card

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.

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	



ANDREW M. CUOMO
Governor

Department
of Health

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

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

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

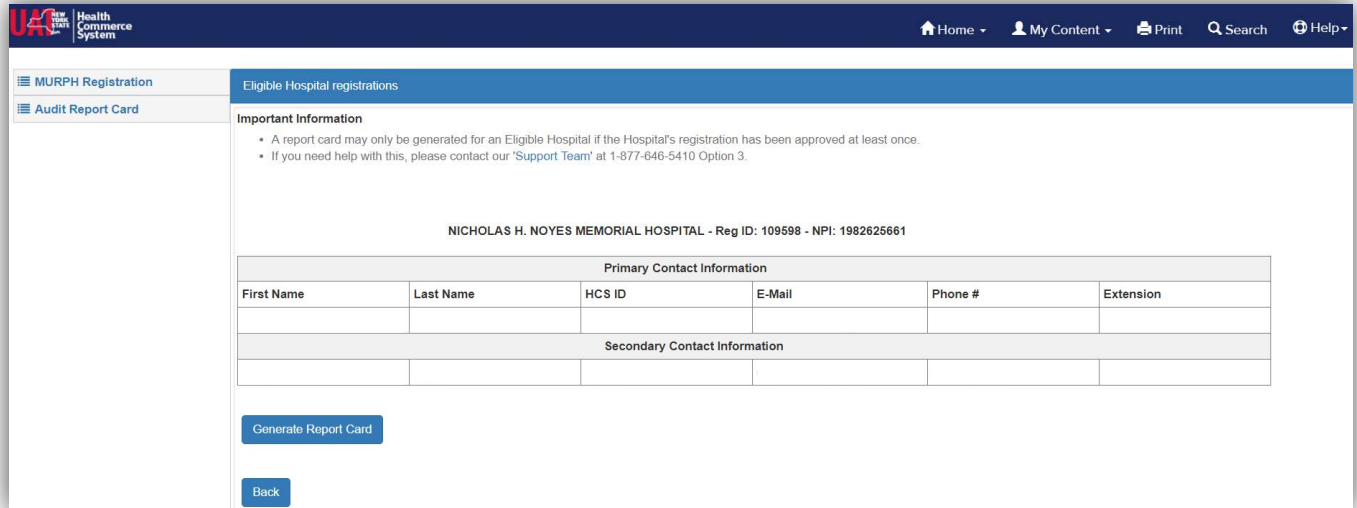
Phone: (877) 6465410, Option 3(Mon-Fri, 8:30 AM 5:00PM)

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.



UAS 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

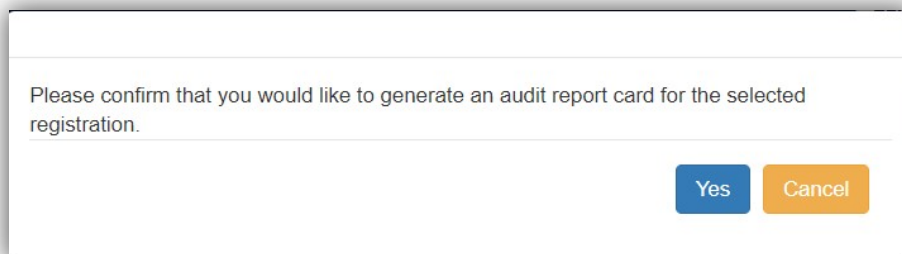
Secondary Contact Information					

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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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