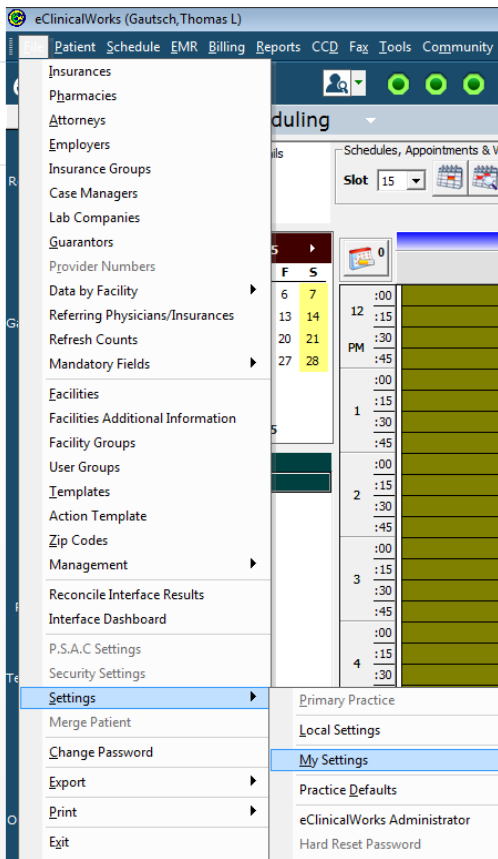


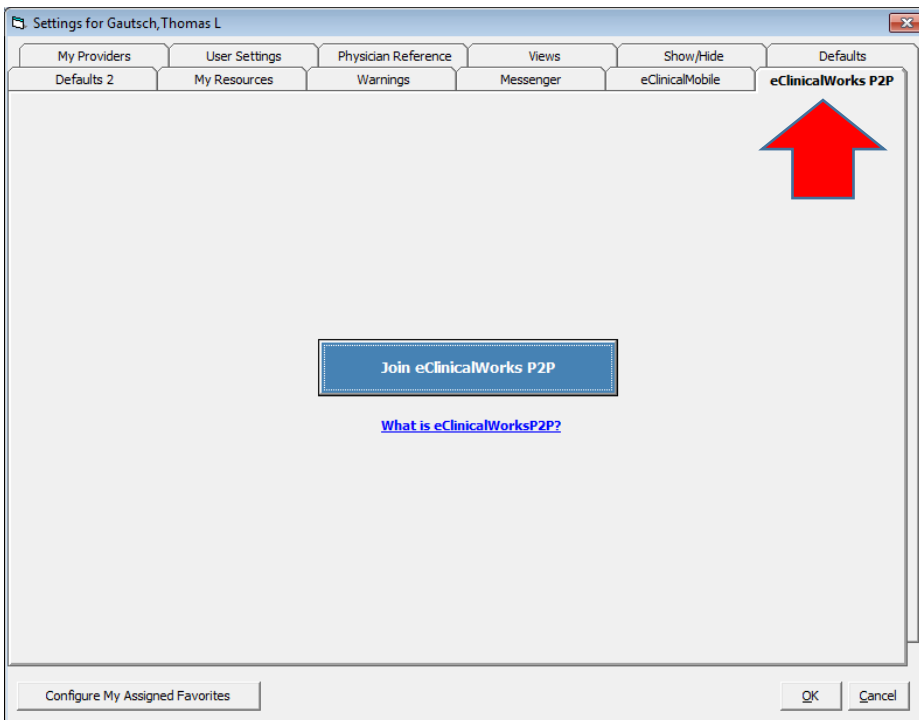
eClinicalWorks Training – Enabling P2P and Recommended Settings

Enabling the Provider:

To enable a provider for P2P, from the provider's login, go to File>>Settings>>My Settings.



Double click on the eClinicalWorks P2P tab.



Click the “Join eClinicalWorks P2P” button and enter the provider’s email to initiate the request. If the user receives a message stating “invalid email”, try another email that the provider uses or contact our eClinicalWorks Training & Support team to update this information.

Edit Profile:

Verify all of the provider’s profile information is accurate and complete.

Settings:

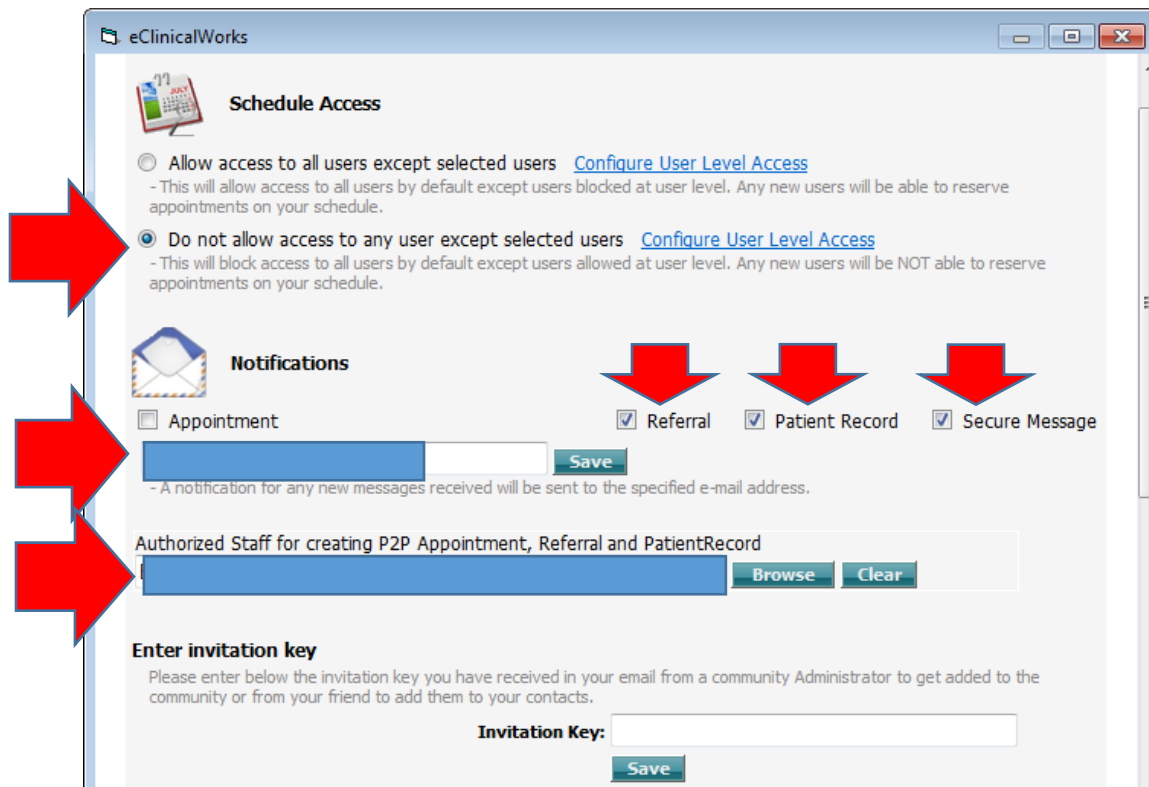
We recommend the following settings:

Schedule Access – Set to “Do not allow access to any user except selected users”

Notifications – Select Referral, Patient Record, and Secure Message (most providers do not allow other practices to schedule visits via P2P, so they leave the “Appointment” option unchecked). Enter the email address of the provider or staff member who should receive email notifications of messages. Most practices set this to the email address of the user who works incoming referrals since these items will appear in this user’s jellybean.

Authorized Staff for Creating P2P Appointment, Referral, and Patient Record – Include the staff member who is set as the default “assign to” for Incoming Referrals as well as the staff member who will receive email notifications and any additional staff who need access to work P2P referrals and incoming records.

Enter Invitation Key – not applicable; leave blank



HISP Direct – HISP Direct will only be needed when/if the provider requests to direct message between our eClinicalWorks database and another EMR vendor (fees apply).

HISP - Direct - CONFIRMED

As an ONC-Certified EMR vendor and HISP, eClinicalWorks provides services required for the exchange of health information as defined by the Direct Project for Meaningful Use Stage 2.

- Provide Direct Addresses
- Publish and find digital certificates
- Facilitate management of trusted exchange relationships
- Secure health information in transit using S/MIME and certificates
- Route and transport Direct Messages using Direct Addresses and SMTP

eClinicalWorks offers two capabilities to send and receive Direct-based messages:

Option 1:

Direct message to providers only within the eClinicalWorks P2P network (no charge)

Option 2:

Direct messages to providers of a third party HISPs (fees apply)

Please review the FAQs to find the best option for your practice:

FAQs:

- Q: Which option should I choose if I am attesting for CMS MU2 Measure 15-3?
A: Choose Option 1 and follow steps mentioned under 15-3 in the Meaningful Use Stage 2 Users Guide found on my.eclinicalworks.com.
- Q: My practice wants to connect to providers within P2P and to a third party HISP.
A: Option 2. Cost applies for this option. Please create a case under my.eclinicalworks.com to initiate this request.
- Q: Can my practice use both options?
A: Unfortunately no; a practice must choose either Option 1 OR Option 2.

Using the naming convention and example below, check the availability of your desired Direct Address:

Convention: <First name>.<Last name>@<Organization Abbreviation>.eclinicaldirect.com

Sample Provider Name: Sam Willis

Sample Organization Name: Westborough Medical Associates

Sample Organization Abbreviation: WMA

Sample Direct Address: sam.willis@wma.eclinicaldirect.com