

Renal Healthcare
Health Information Exchange

Contracting
User's Guide

Version 1.06

MANAGED BY



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1 Overview

Welcome to the Renal Healthcare (formerly National Renal Administrator's Association) Health Information Exchange (HIE) Contracting User's Guide. The contracting process is sponsored by the Renal Healthcare Association to streamline an organization's ability to submit information and execute the contract to submit EQRS quality data reports through the Renal Healthcare HIE.

1.1 Purpose

The purpose of this document is to:

- Outline recommended activities for contracting preparation.
- Identify information applicants will need to assemble prior to beginning the contracting process.
- Provide tips and techniques for using the online contracting application.

1.2 Intended audience

This document is intended for:

- Individuals at renal dialysis facilities with contracting authority and who will be the signatory for the online contracting process.
- Business or designated contacts at renal dialysis facilities that will be the primary contact for follow-up information from the Renal Healthcare Association for contracting questions.

2 Getting Started with the Renal Healthcare HIE Contracting

The contracting application is designed to facilitate efficient and timely contracting for participation in the Renal Healthcare HIE. The steps outlined below will help organizations prepare for and learn what to expect while performing this process.

2.1 Review the Renal Healthcare HIE contract documents

Before proceeding with the contracting process, go to the Renal Healthcare Contracting website at <https://renalhealthcare.onehealthport.com/contracting> and:

- Download the contract documents.

- Circulate the contract documents for review and approval with the appropriate individuals in your organization (including business, finance and legal entities).
- Identify any questions or special considerations you would like considered by the Renal Healthcare Association.
- Send your questions and requests for contract consideration **before you begin the process** to:

Renal Healthcare Association
19 Mantua Road
Mount Royal, NJ 08061
Phone: (215) 320-4655
Fax: (215) 564-2175
E-mail: hie@renalhealthcare.org

2.2 Assemble contracting information

During the contracting process you will be required to provide the information listed below. To efficiently proceed through the process assemble the following information before you start:

- Contracting organization name
- Renal Healthcare Association membership status - *You will be asked to indicate if you are a Renal Healthcare Association member.*
- Organization size - *The number you will provide here is the average number of end stage renal disease (ESRD) patients your organization provides dialysis treatment to, per month, across all the facilities you will list as covered by the contract.*
- Contracting organization address, city, state and zip code.
- Organization DBA name (if applicable).
- Designated business contact information.

2.3 Contracting authority and designation of business contact

The Renal Healthcare HIE contracting process **must be performed** by an individual at the organization who has contracting authority. The contracting process uses the login account established **by the individual providing the information** as the electronic signature for the contract execution.

During the contracting process, the contracting authority has the option to delegate receipt of future communications regarding the Renal Healthcare HIE contract to a designated business contact in the organization. Please have the following information available if you plan to designate a business contact:

- Name
- Address
- Business phone number
- Business email address

2.4 Contract execution preference

When you reach the end of the contracting process you will have two options for contract execution:

- **Electronic execution** – When selected, this option applies your electronic signature (as authorized by your username and password) along with a date and time stamp and submits the contract to the Renal Healthcare Association for review and approval.
- **Electronic execution and execution of paper copy of contract with “wet signature”** – When selected, this option applies your electronic signature as described in the first option and submits the contract to the Renal Healthcare Association for review and approval. However, this option also provides you with the opportunity to print out a paper copy for a “wet” signature.
 - **Note:** If you choose to execute the contract by also obtaining “wet” signatures you will need to print out two copies, sign them both, and send to the Renal Healthcare Association for signature.
 - **Please send paper copies of the contract to:**

Renal Healthcare Association
19 Mantua Road
Mount Royal, NJ 08061
Phone: (215) 320-4655
Fax: (215) 564-2175
E-mail: hie@renalhealthcare.org

3 Contracting with the Renal Healthcare HIE

To get started with the Renal Healthcare HIE contracting process click on Contract at the bottom of the webpage under Step 3. The link is noted here for reference <https://apps.onehealthport.com/NRAAHIE/>.

Step 3

Reference the user's guide to learn how to execute the online contacting process.

 [Renal Healthcare HIE Contracting User Guide](#)

[Contract](#)

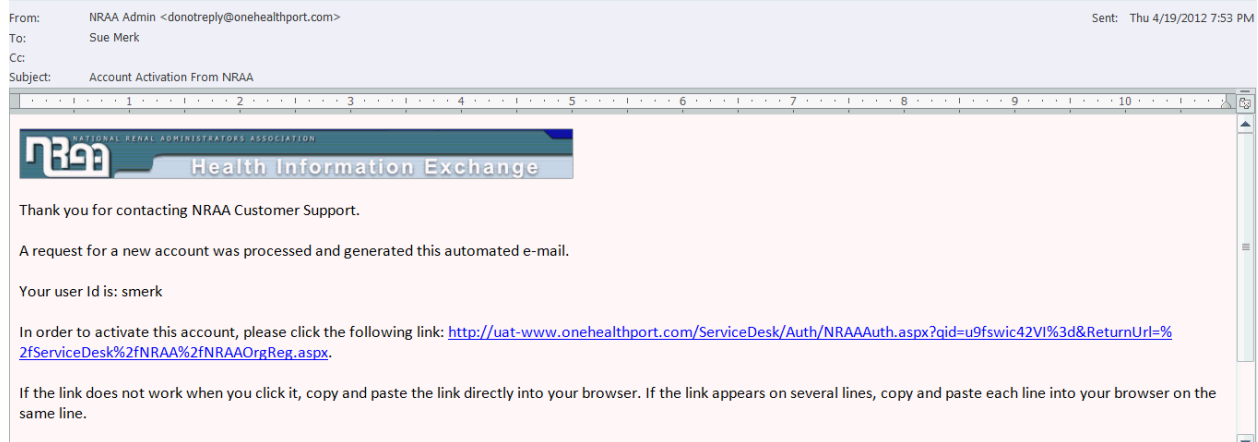
3.1 Create your online account

To create your account click on **Log In** then select **Create/Update Account**.

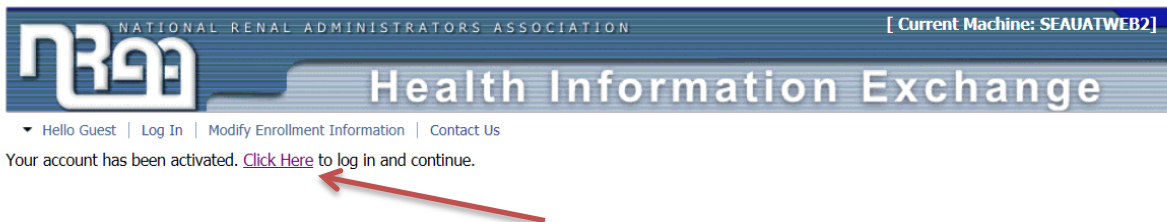


- The user name must be at least 3 alphanumeric characters but less than 26 characters.
- The password must be between 6 and 15 characters and contain numbers and letters, but no special characters.

Once you have successfully created your account you'll receive the following email with a link to activate your account.

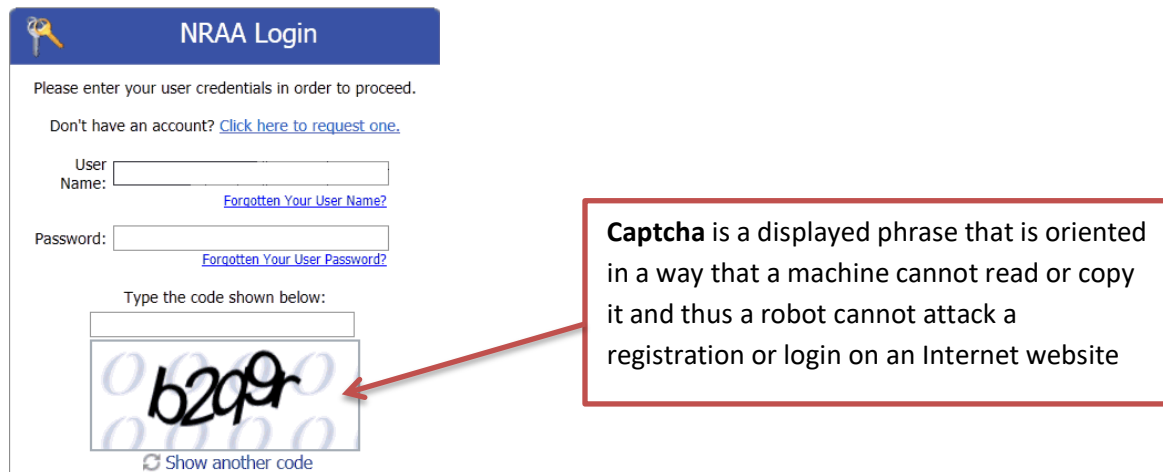


When you've activated your account you'll see the following screen. Click on **Click Here** to begin the application process and begin entering your organization information.



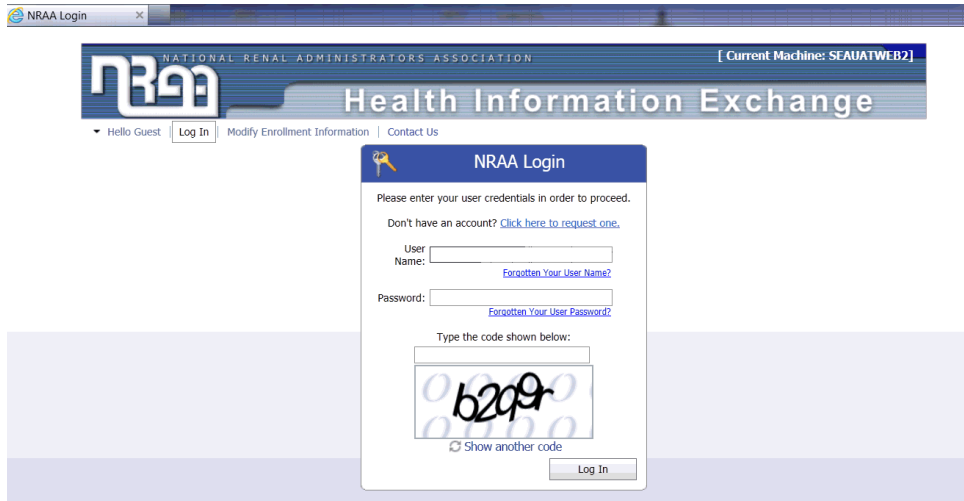
3.2 Why do I have to create an account and use the captcha when I log in?

The contracting and registration applications contain sensitive information. Because they are offered on the open Internet, the extra security is to prevent attacks on the applications from robots or hackers.



3.3 Log in and submit the contracting information

To begin the contracting process log in with your username and password.



Begin entering the organization information gathered prior to beginning the contracting process. When finished click on **Submit Form**.


NATIONAL RENAL ADMINISTRATORS ASSOCIATION
[Current Machine: SEAUTWEB2]

Health Information Exchange

Contracting for NRAA HIE

Welcome to the NRAA Health Information Exchange contracting process. In order to participate in the NRAA HIE and send your CROWNWeb data to CMS in files, you must first review and accept the contract before registering specific facilities to use the service.

To review the process and documents visit <http://www.onehealthport.com/nraa/start.php>

Who should complete this form: - This is a legal contract executed online by a person authorized to execute contracts for the organization.

A separate Facility Registration process will collect the information needed to enroll specific facilities for CROWNWeb submission and setup accounts with the NRAA HIE.

Required fields are marked with an asterisk *

Organization information

In this section the application collects the information about your organization that will establish the pricing section of your contract.

Contracting organization name *
Enterprise Dialysis

Is your organization an NRAA member? *
 Yes No

Organization size *
Average number of ESRD patients per month across all facilities to be covered by the contract. This will be used to calculate contract subscription fees and audited and adjusted annually.
 500

Contracting Organization Address Line 1 *
2003 Western Ave

Contracting Organization Address Line 2
Suite 202

Contracting Organization City *
Oklahoma City

Contracting Organization State *
Oklahoma

Contracting Organization Zip Code *
12345

Does this organization have a DBA name? *
 Yes No

Name of person executing this electronic contract *
 Sam

Role or Title of person executing the contract *
CEO and President

Is there a different business contact for notices about this service? *
 Yes No

Business Contact Name *
 Sally

Address Line 1 *
2003 Western Ave

Address Line 2
Suite 100

City *
Oklahoma City

State *
Oklahoma

Zip/Postal Code *
12345

Business Contact Person Phone Number *
(312) 123-4567

Contract Email Delivery *
smerk@onehealthport.com

Contract Execution Preference *
 I agree to execute the contract electronically.
 I agree to execute the contract electronically and request a "wet" signature.

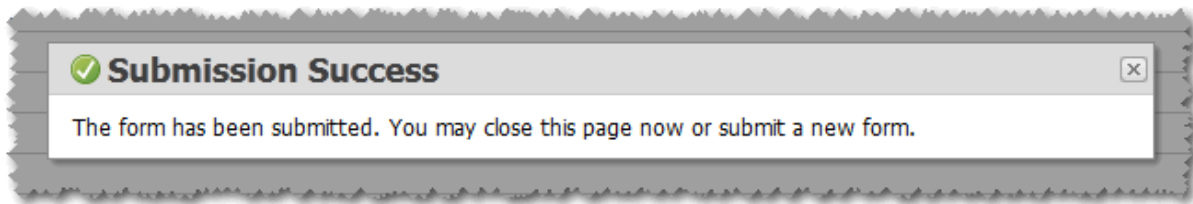
Request For Contract Discussion
Please type any special contract requests or comments.

The submitted information will be validated and you will receive one of two messages.

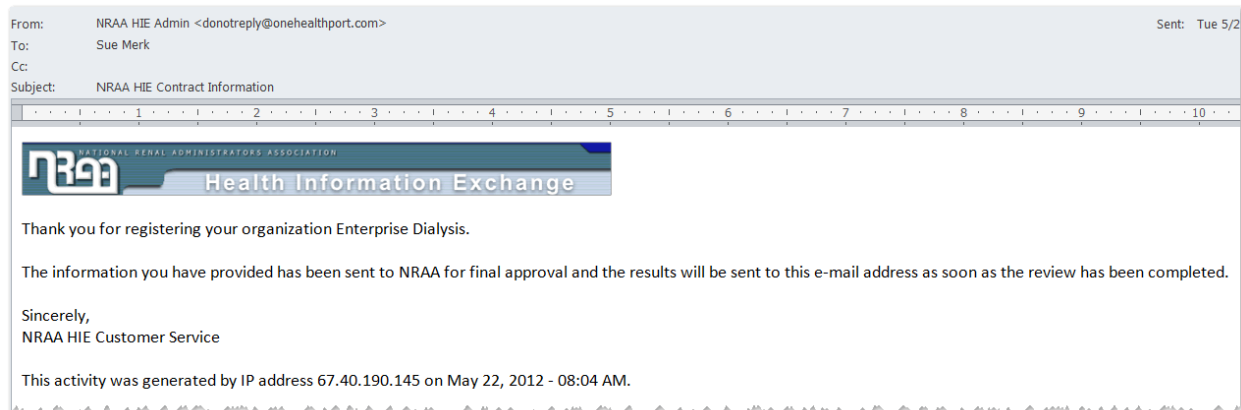
Errors:



No errors:



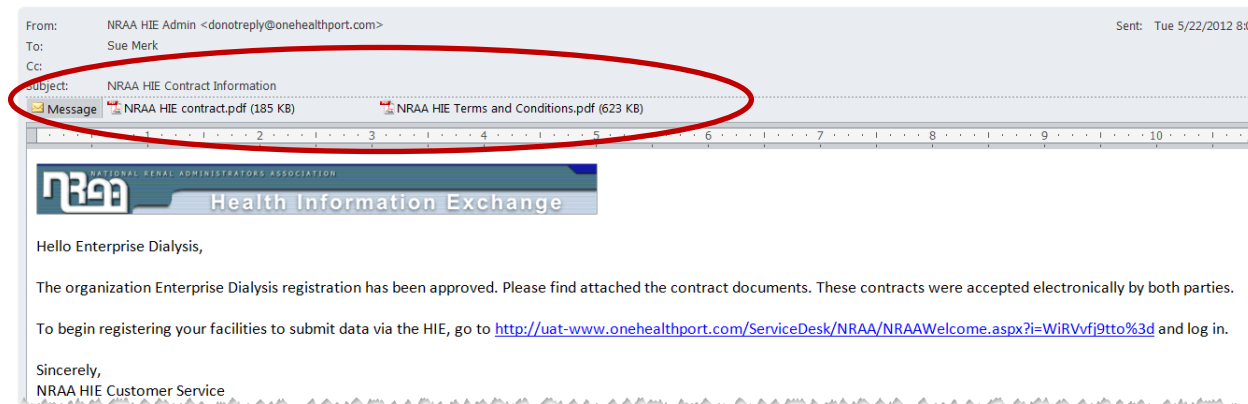
Upon successful submission of the contracting information to the Renal Healthcare Association the individual designated to receive information for the contracting process will receive the following email message.



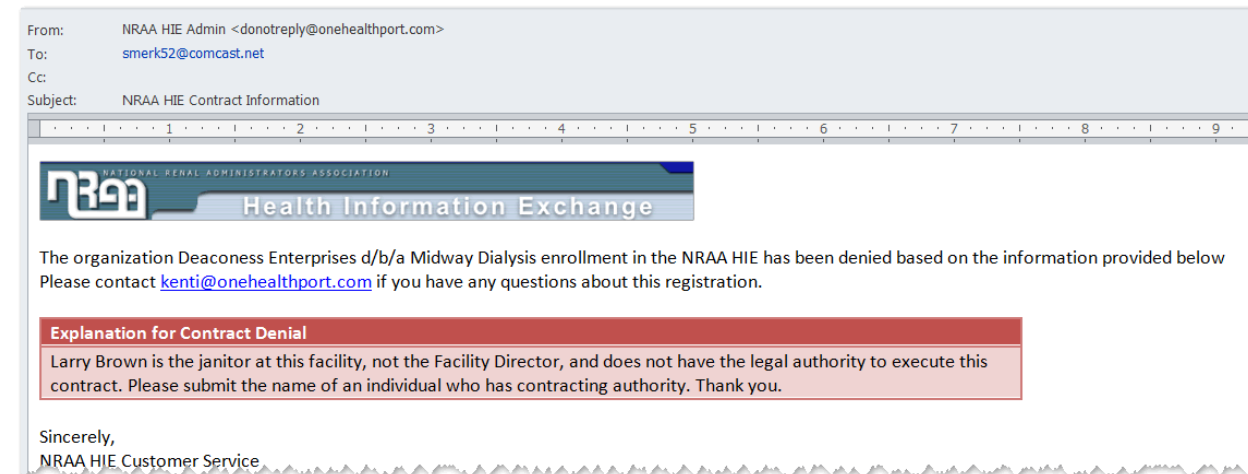
3.4 Contract approval process

The Renal Healthcare Association team will review and validate submitted contracting information. If valid and approved, an approval email will be sent to the organization contact with a copy of the electronically executed **Renal Healthcare HIE Contract** and the **Renal Healthcare HIE Terms and Conditions** document attached.

Note: If a “wet signature” paper copy was requested by the organization this will be mailed to the organization by the Renal Healthcare Association after the organization mails two signed copies to the Renal Healthcare Association to execute and return.

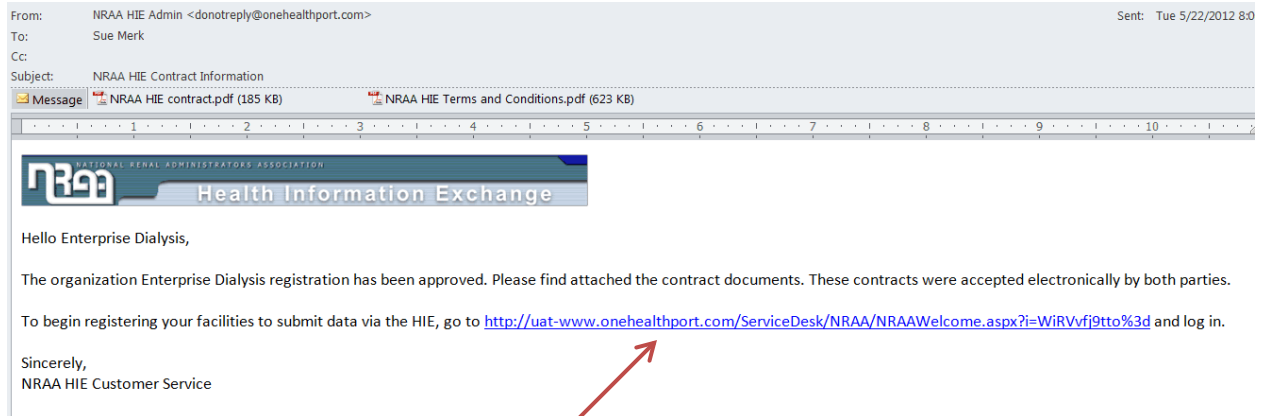


If the contracting information is not valid, or the Renal Healthcare Association denies requests for special contracting considerations, terms or conditions a denial email will be sent.

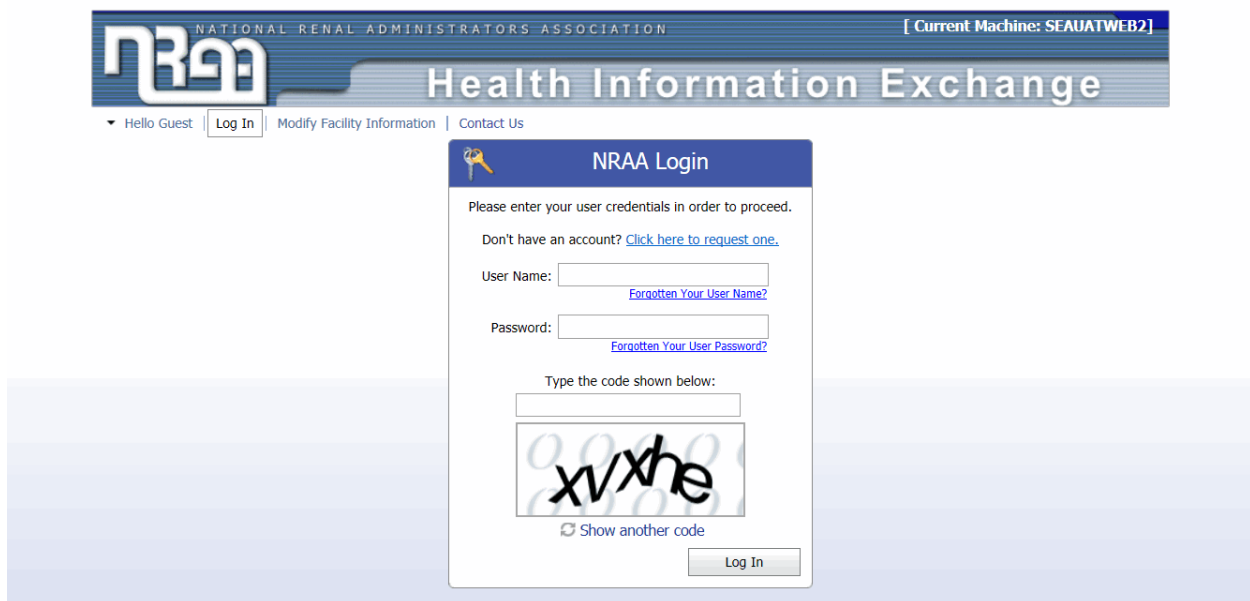


3.4.1 Review and accept the contract

When the contracting terms are reviewed and approved by the Renal Healthcare Association, an email is sent to the individual (or designated individual) with a link to the Login screen for access to review and accept the contract.



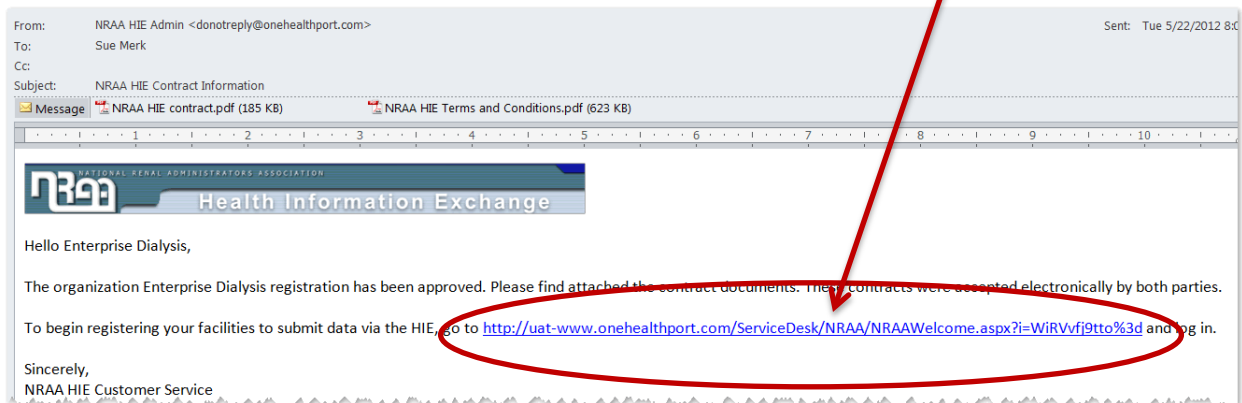
Link directing the individual (or designated individual) responsible for contracting to the Login screen shown below.



Once logged in, the final contract with the accepted terms is presented for final review and approval. To proceed to the registration process click on the *I Have Viewed and Accepted the Contract* located at the bottom of the screen.

3.5 Next steps for participation in the Renal Healthcare HIE

Congratulations on the completion of the Renal Healthcare HIE contracting process! Review and acceptance of your contract clears the way for you to begin registering your facilities. You can click on the link provided in the contract approval email **and begin registering your facilities**.



Tip: Before registering, you may want to review the Renal Healthcare HIE Facility Registration and Management User's Guide located on the Renal Healthcare HIE Facility Registration website at <https://renalhealthcare.onehealthport.com/facility-registration> to learn about the registration process as well as suggestions for how to prepare and organize information for the facility registration online form.