

Renal Healthcare Association  
Health Information Exchange

Facility Registration and  
Management  
User's Guide

Version 1.3

MANAGED BY



Document History

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## 1 Overview

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Welcome to the Renal Healthcare Association (formerly National Renal Administrator's Association) Health Information Exchange (HIE) Facility Registration and Management User's Guide. The facility registration and management application is sponsored by the Renal Healthcare HIE to streamline an organization's ability to perform these activities for their contracted facilities submitting EQRS quality data reports through the Renal Healthcare HIE.

### 1.1 Purpose

The purpose of this document is to:

- Provide an overview of the facility registration and management process.
- Identify information organizations will need to assemble prior to beginning the facility registration process.
- Provide tips and suggestions for using the facility registration application.

### 1.2 Intended audience

This document is intended for:

- Individuals at organizations contracted with the Renal Healthcare HIE responsible for registering and managing information for their facilities submitting EQRS quality data reports to CMS through the Renal Healthcare HIE.
- Contracted facility business contacts that are responsible for maintaining and reporting facility information to the contracted organization.

## 2 Getting Started with Renal Healthcare HIE Facility Registration

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Following successful execution of your organization's contract with the Renal Healthcare HIE, you may begin the facility registration process. The facility registration process provides important information to the Renal Healthcare HIE and Centers for Medicare and Medicaid Services (CMS) about facilities that will be submitting EQRS data quality reports. The information collected during the registration process (and from updates made thereafter) is used for the following:

- Renal Healthcare HIE

- Provides the Renal Healthcare HIE with business and technical contact information for each facility.
  - Identifies the electronic health record vendor for the facility with whom the Renal Healthcare HIE technical team will coordinate for EQRS data submission processes.
  - Gives permission for the Renal Healthcare HIE to route the data the facility submits through the Renal Healthcare HIE to the CMS EQRS repository.
  - Provides specific facility identifiers that the Renal Healthcare HIE is required to report to the EQRS repository so the facility can be identified and associated with data submissions.
- CMS/EQRS
    - Provides a record of submission authorization permissions collected by the Renal Healthcare HIE from each facility to route EQRS data quality reports on their behalf.
    - Uses EQRS facility identifiers collected and reported by the Renal Healthcare HIE to validate facilities submitting data to the EQRS repository through the Renal Healthcare HIE.

**Tip:** Facility registration and management is a very important process and critical to an organization's ability to successfully submit EQRS quality data reports. An organization (or each facility) may want to consider assigning this responsibility to an individual or individuals to ensure this information is kept current with the Renal Healthcare HIE.

## 2.1 Preparing for registration

Before proceeding with the facility registration, you'll want to gather and organize information about *the facilities you plan to register for EQRS data submission via the Renal Healthcare HIE* to make the registration process more efficient. Listed below is the information (by section as presented in the online registration form) you'll be asked to provide for *each* facility you register.

### 2.1.1 Facility information

- Facility submission of EQRS data quality reports – indicate whether your facility will be submitting data from:
  - An electronic health record system located at the facility – *Facility system*
  - A centralized electronic health record system supporting data submission for all facilities at the organization level – *Corporate system*
  - A vendor hosting the facility electronic health record system – *Vendor-hosted system*
- Facility legal name
- Facility DBA name (if applicable)
- Facility NPI number

- Electronic health record vendor used by the facility – this is a drop-down list that contains vendors certified to submit EQRS data via the Renal Healthcare HIE. If you use a vendor that is not currently certified with the Renal Healthcare HIE please add them in the “other” option. If your vendor is not currently certified, the Renal Healthcare Association staff will work with the vendor to verify if they are interested in becoming certified to submit EQRS data with the Renal Healthcare HIE.
- Organization facility code (if your organization assigns codes to facilities) – this is a unique identifier that may be assigned to a facility by the organization.
- Facility address, city, state, zip code
- Is mailing address the same as the facility physical address? Be prepared to provide the mailing address for the facility if different than the physical address.
- Facility fax number
- Facility business contact person name, work phone, email
- Facility technical contact person name, work phone, email

### 2.1.2 Permissions

- The Renal Healthcare HIE must obtain authorization from the submitting facility to route EQRS quality data reports to CMS.

**Note:** Clicking “yes” in this section of the registration provides that authorization. Clicking “no” will stop the registration process until permission for data submission is granted by the facility.

### 2.1.3 EQRS identifiers

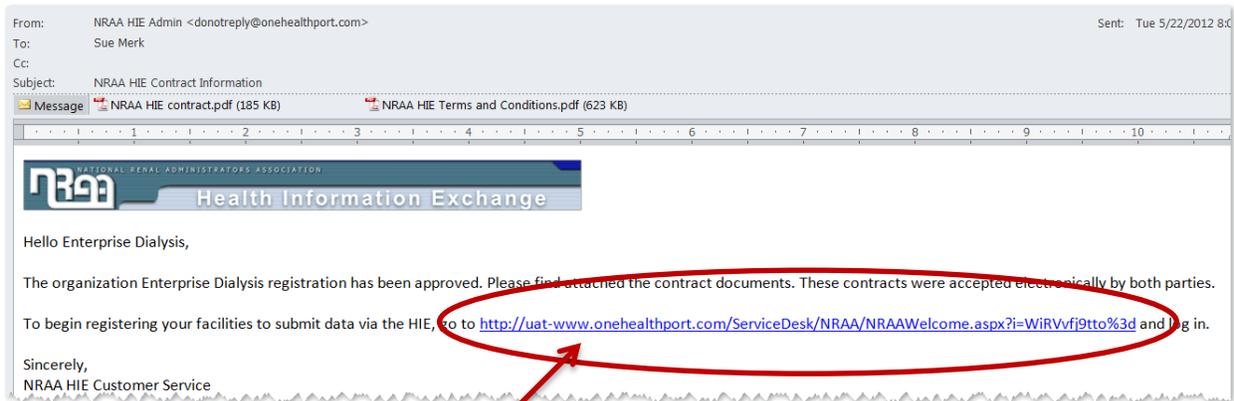
**Tip:** The following identifiers must be reported by the Renal Healthcare HIE for each facility submitting EQRS quality data reports. If you do not have this information for your facilities you will need to set up an account with QualityNet to obtain them. To learn more and sign up for a QualityNet account, please submit a support request to [cmsqualitysupport@servicenowservices.com](mailto:cmsqualitysupport@servicenowservices.com).

- EQRS Facility ID – this is a unique identifier assigned to each renal dialysis facility registered with EQRS
- CMS Certification Number (CCN) – this is the facility’s 6-digit Medicare Provider Number
- EQRS Facility Name – this is the name stored in the EQRS system and it must match the facility’s legal name
- EQRS Network Number – this is the renal dialysis network number assigned to the facility.

**Note:** EQRS Network Number assignments are based on the facility’s geographical location. Numbers range from 1-18.

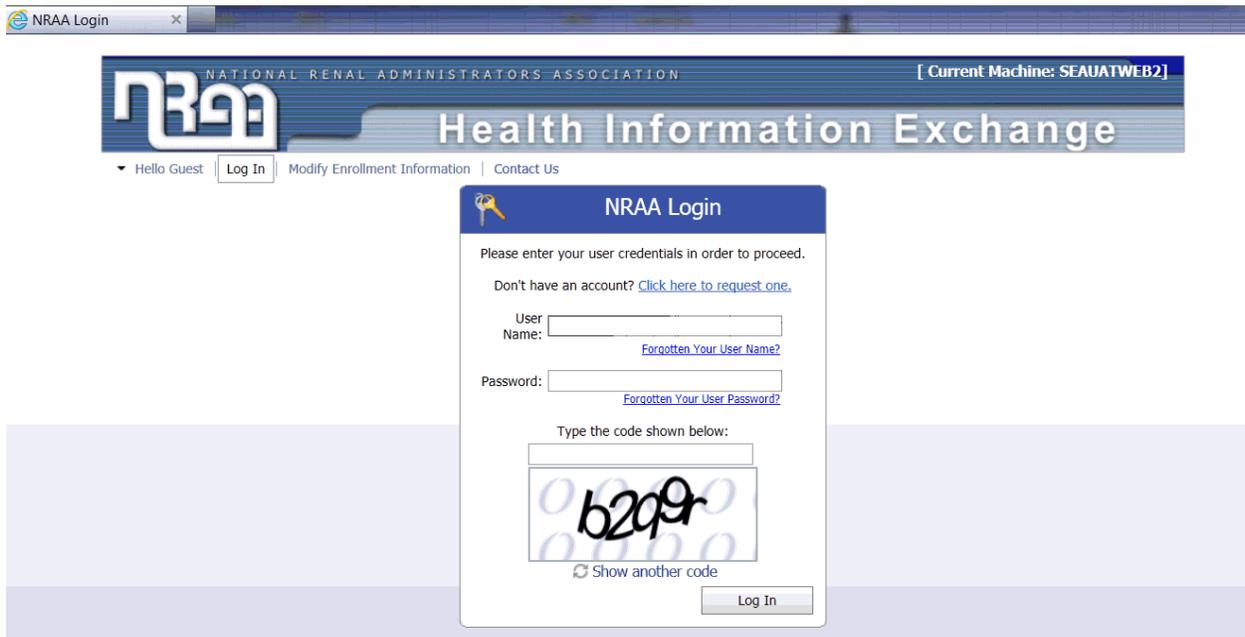
## 2.2 Registering facilities

When an organization successfully completes the contracting process they will receive an email confirmation that includes a link to review and accept the final contract terms. Once the contract is accepted the organization will receive a final approval email that contains a link to begin registering their facilities.



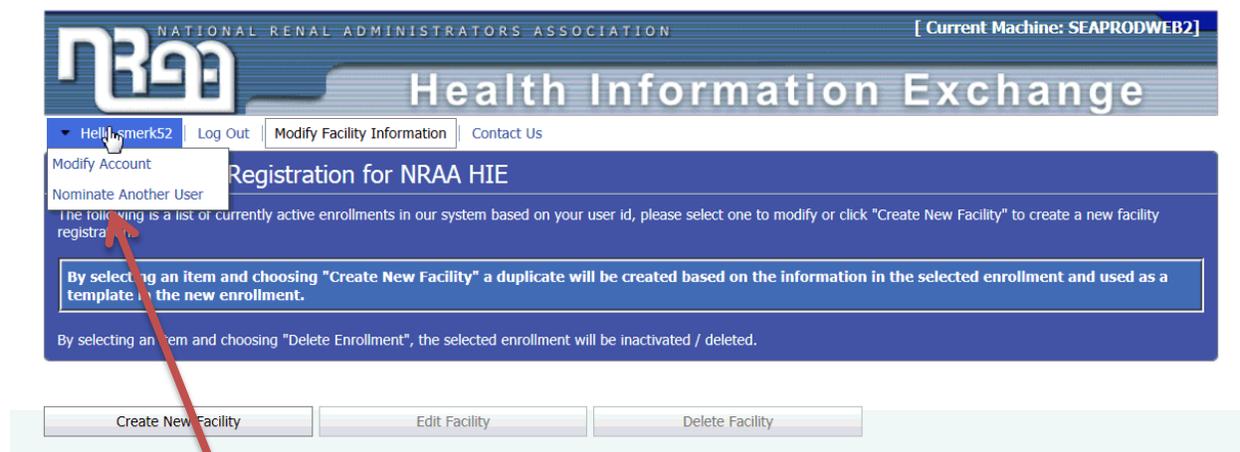
Click on the link to login and access the facility registration and management application.

Login to begin registering facilities with the Renal Healthcare HIE.



## 2.3 Designate an individual to register and manage facility information

The home screen of the facility registration and management application provides two options to register facility data. Before starting this process you may want to designate another individual to also have access to the registration and management application to perform these functions for the organization.



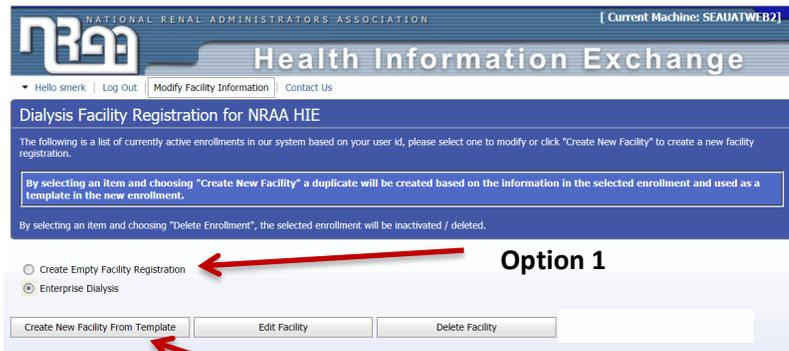
Use the drop-down menu under the “Hello User” tab on the toolbar and select the “Nominate Another User” to designate another individual to manage facilities for your organization.

## 2.4 Register or manage facilities

There are two methods to register a facility.

**Option 1: Create Empty Facility Registration** – This option provides a blank form to start entering facility data.

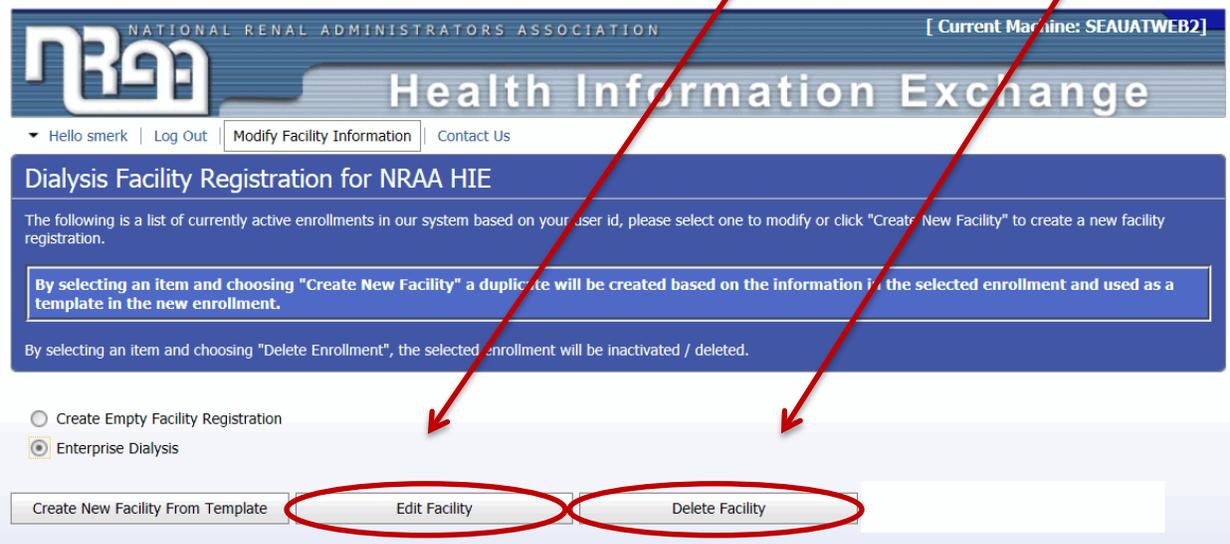
**Option 2: Create a New Facility from a Template** – This option works well if you’ve already entered one facility and much of the information entered in the fields for the first facility is common for your other facilities. It creates a new template by copying in much of the organization data from the initial facility to minimize data entry for next facility you are registering.



**Option 2** – This option is available when one facility has already been entered such as the example facility shown in the example called *Enterprise Dialysis*.

## 2.5 Registration form

The screen shot on page 9 is the registration form in the Renal Healthcare HIE Registration and Management application. The information you'll need to provide when registering facilities is described in section 2.1 of this document. This form is used to initially register facilities. However, it is also used to manage and update facility information. To edit or delete a facility click on the radio button in front of the facility you want to perform the function for then click on **Edit Facility** to update information or **Delete Facility**.





▼ Hello kelly3 | Log Out | **Modify Facility Information** | Support Form

Server: APPSUATWEB1

### Dialysis Facility Registration for NRAA HIE

Welcome NRAA dialysis facilities. This form is used to collect the registration information to setup your NRAA HIE account and setup your Activator for connectivity. This will also provide needed information for EQRS and CMS. If you are missing any of the required identifiers, please cancel your registration and return when you have all the information necessary to complete the required fields.

Some of the data collected will be used by the NRAA to set up your contract and determine billing when the service is live (post pilot). These fields are required during this phase to help develop the contracting and billing workflows.

Your EMR vendor has been sent a separate registration process. Your facility and your vendor will have access to test at any time.

The NRAA HIE looks forward to working with you and providing connectivity for your EQRS data reporting.

Required fields are marked with an asterisk \*

### Dialysis Facility Registration for NRAA HIE

#### How will this facility submit data? \*

- From facility systems to HIE
- From Corporate systems to HIE
- From vendor-hosted systems to HIE

#### Facility Legal Name \*

Test Facility LLC

#### DBA Name \*

Does your facility have a different DBA Name?

- No
- Yes

#### Facility NPI Identifier \*

1000000000

#### EHR software vendor used by all managed or controlled facilities for ESRD \*

Select the vendor you will use to submit ESRD data.

Test EMR Certified Vendor

#### Organizational Facility Code

Enter the number assigned for the facility by your organization ...

#### Address Line 1 \*

100 Test Street

#### Address Line 2

Suite, unit, building, floor, etc...

#### City \*

Test

#### State \*

Illinois

#### Zip Code \*

60304

#### Is mailing address the same as Physical Address? \*

- No
- Yes

#### Mailing Address \*

#### Address Line 1 \*

100 Test Rd

#### Address Line 2

Suite, unit, building, floor, etc...

#### City \*

Test

#### State \*

Illinois

#### Zip/Postal Code \*

60304

#### Facility Fax

(200) 999-9999

#### Facility Business Contact Person Name \*

Test Tester

#### Business Contact Person Work Phone \*

(200) 999-9999 Ext. 100\_

#### Business Contact Person Email \*

tester@testdialysis.com

#### Technical Contact Person Name \*

ITTest ITTester

#### Technical Contact Person Work Phone \*

(200) 999-9999 Ext. 200\_

#### Technical Contact Person Email \*

it@testdialysis.com

### Permissions

Authorization for NRAA HIE to route dialysis facility collected data to EQRS.

#### Transmit EQRS data \*

We authorize the NRAA HIE to route EQRS data to CMS.

- Yes
- No

### EQRS Identifiers

This section refers to the numbers assigned to the facility by the QIMS Network during the facility enrollment in the EQRS program. If you do not have these identifiers, check the NRAA HIE website for links to directions for how to apply for your numbers. This is a process separate from NRAA and the HIE.

#### EQRS Facility ID \*

If you do not know your number, submit 999 as a temporary ID. This number must be updated before you can submit data to EQRS.

1000000000

#### EQRS CCN

100000

#### EQRS Facility Name \*

Test Facility LLC

#### EQRS Network Number \*

1

Cancel

Submit Form

### 3 EQRS Facility Information

The registration form collects data (in the EQRS Identifiers section shown below) needed to register each facility with EQRS through the CMS Facility File load process.

EQRS Identifiers	
This section refers to the numbers assigned to the facility by the QIMS Network during the facility enrollment in the EQRS program. If you do not have these identifiers, check the NRAA HIE website for links to directions for how to apply for your numbers. This is a process separate from NRAA and the HIE.	
<b>EQRS Facility ID *</b> <small>If you do not know your number, submit 999 as a temporary ID. This number must be updated before you can submit data to EQRS.</small>	<input type="text" value="1000000000"/>
<b>EQRS CCN</b>	<input type="text" value="100000"/>
<b>EQRS Facility Name *</b>	<input type="text" value="Test Facility LLC"/>
<b>EQRS Network Number *</b>	<input type="text" value="1"/>

**Note:** CMS will only accept data from facilities registered by the Renal Healthcare HIE through this weekly file load process.

**Tip:** Keep your facility information current by updating the registration form in the Renal Healthcare HIE Facility Registration and Management application as soon as any information changes. This includes adding any new facilities, updating information for current facilities and deleting a facility if it is no longer part of your organization.