



## **CONNECTICUT MEANINGFUL USE STATE TESTING (MUST)**

### **Stage 1 EP and EH Registration**

**Release 1.0**

May 28, 2014



## Prerequisites prior to self-Registration Process

### Eligible Professionals and Eligible Hospitals

Information entered into MUST is for test data only but important who is performing the test. Users will be assigned their own username and password and will have an e-mail verification of the e-mail account entered. This will be part of the registration process. Each username is connected to one role and may or may not belong to a group practice. The critical unique identifier is the NPI (National Provider Identifier) used at registration time. DSS will be able to use either group NPI or the individual NPI. DPH cannot change the designation of a NPI from either group NPI or individual NPI. This decision is user's discretions. Once the NPI and e-mail accounts are created, DPH can address any issues with these fields. E-mail accounts and NPI numbers can only be used once and must be unique. Users are able to change their own passwords and resend a password if they forget their password.

The group practice concept allows the portal to collect practice's NPI whether it is individual practice, group practice with many providers or a hospital and associate multiple professionals to the Stage 1 Meaningful Use test. The "Add User to Group" concept allows associating multiple providers under the NPI for this organization. This construct will work for hospitals as well as practices.

Each additional professional is added to group NPI by the group administrator. The group administrator only needs to add the name, password and e-mail address for each professional to the group for this to work. Adding users to a group generates e-mail verification to the new e-mail address. The test perform by the group will be used to generate additional Stage 1 certificates with each professional's name. This user will be required to log in and go to Validation tab, find the test with the certificate associated with it and open it and go to Action tab to e-mail it to their e-mail account.

Roles and permissions work together to provide the functionality for the MUST portal.

Question for EPs and EHs:

Determine how to register into MUST portal

Register NPI as

Individual Eligible Professional (EP)?

Group Practice?

Eligible Hospital (EH)?

Eligible Professionals (EPs) associated to Group Practice?

Are you looking for Stage 1 Medicaid attestation with CT DSS?

Are you looking for Stage 1 Medicare attestation with CMS?

Questions to ask your EHR Vendor or third party integrator to generate HL7 test message from your EHR system?

Talk with your EHR vendor on how to “copy and paste” test message into MUST  
 Talk with your EHR vendor on how to “generate a file” with test message that can be uploaded into MUST portal

<b>Questions to Answer for EP or EH Registration:</b>		
<b>Fields in Registration Process:</b>	<b>Value</b>	<b>Selection Choices</b>
<b>NPI to use to Register NPI</b>		
<b>Public Health Measure</b>		Immunizations
<b>NPI Group Password</b>		
<b>Administrator E-mail</b>		
<b>Administrator Password</b>		
<b>First Name</b>		
<b>Last Name</b>		
<b>Organization Name</b>		
<b>Address</b>		
<b>City</b>		
<b>State</b>		
<b>Zip</b>		
<b>Facility Type</b>		select from EP, Group Practice, EH, CAH
<b>Phone Number</b>		
<b>Attesting to MU Stage 1?</b>		select Yes or No
<b>Enrolled with CT DSS MAPIR?</b>		select Yes or No
<b>ONC Certified EHR #</b>		
<b>Who is your vendor of EHR Product?</b>		
<b>Name of EHR Product</b>		
<b>EHR Product Version</b>		

<b>Add User to NPI Process:</b>	<b>Value</b>
<b>NPI to use to Register NPI</b>	
<b>NPI Group Password</b>	
<b>User E-mail</b>	
<b>User Password</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Phone Number</b>	

## REGISTRATION

### Roles and Permissions:

Information entered into MUST is only for testing data, however is important to know who is performing the test. In order to identify the person who is utilizing this portal, usernames and passwords will be provided to allow access to the web application. Each username is connected to one role and may or may not belong to a group. Three different roles exist: Register NPI, User to NPI, and Register Vendor.

“Register NPI” is a group concept allows the portal to collect NPI (National Provider Identifier), whether it is an individual practice, a group practice, or a hospital.

“User to NPI” allows associating multiple providers under the NPI for this organization. The users can be added to a NPI group where the test for the NPI group will cover all of the EP/EH users associated to the group.



**Table 1.1- 1 Role and Permissions**

Permissions	Role		
	Register NPI	Add User to NPI	Register Vendor
View the documentation	X	X	X
Send a HL7 message	X	X	X
Validation a HL7 message	X	X	X
Delete a validation attempt for your user account	X	X	X
Generate an E-mail certificate	X	X	
Manage profile (change password, modify general information)	X	X	X

## 4.1 Register NPI (National Provider Identifier)

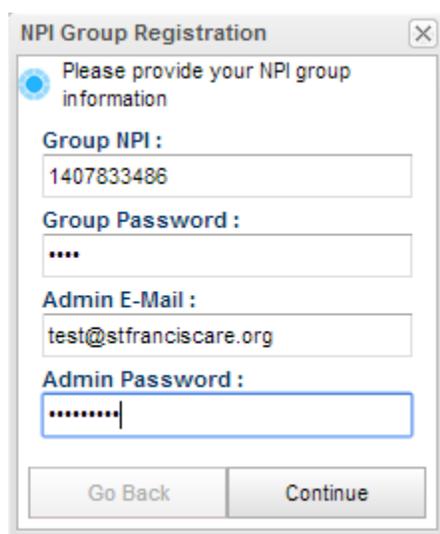
Register as “NPI” (National Provider Identifier) as group practice or individual professional. DSS will accept either from the Stage 1 Attestation certificate or from the MUST Portal. The NPI group can be a single EP, a group practice or hospital organization. The NPI group will be able to associate registered users to the NPI group, by the NPI group administrator. The NPI Group Administrator registers the NPI group is the NPI group and only the NPI Group Administrator can add users to the NPI Group by using “Add User to NPI” with additional information. This enables the testing performed by the administrator to cover all the EP users in a practice. The NPI filters out extraneous information so only the attempts from your NPI are display in the validation tab. The EP user will be e-mailed a “Stage 1 Certificate” with the EP’s name on it and all the testing performed by the person who initiated the test. The EP can submit the Stage 1 certificate as part of application to DSS under his number with the NPI group test.

The Portal will store the NPI and e-mail to be used with the group of users in order to manage its validation process. This NPI number will be printed on the Stage 1 attestation certificate and must be the one used while registering in DSS MAPIR. This initial registration for the group will create an administrative user who is part of the NPI group, as well as the group itself.

When registering as an NPI group representing a single provider practice, you will be asked to provide the NPI and the group password for your group, as well as your own email and new password for the Portal. You will not use the “Add user to NPI” function.

### TO CREATE A NPI GROUP

Click on the “Register NPI” button and provide your NPI group information.



The screenshot shows a dialog box titled "NPI Group Registration" with a close button (X) in the top right corner. The dialog contains the following fields and text:

- A blue circular icon followed by the text: "Please provide your NPI group information"
- A label "Group NPI :" followed by a text input field containing the value "1407833486"
- A label "Group Password :" followed by a password input field containing four asterisks "\*\*\*\*"
- A label "Admin E-Mail :" followed by a text input field containing the value "test@stfranciscare.org"
- A label "Admin Password :" followed by a password input field containing seven asterisks "\*\*\*\*\*"
- At the bottom, there are two buttons: "Go Back" and "Continue".

Click on the general information required).

**NPI Group Registration**

Please provide some information

**First Name :**  
Alejandra

**Last Name :**  
Martinez

**Facility Name :**  
DPH

**Facility Address :**  
410 Capitol Ave

**Facility City :**  
Hartford

**Facility State :**  
CT

**Facility Zip :**  
06134

**Facility Phone :**  
860-509-7676

**Facility Type :**  
Group Practice

**Attesting to MU Stage 1? :**  
Yes

**Enrolled with CT DSS MAPIR? :**  
No

**ONC Certified EHR # :**  
78963

**Who is your vendor of EHR Product? :**  
Consilience

**Name of EHR Product :**  
CIRTS

**EHR Product Version :**  
2.0

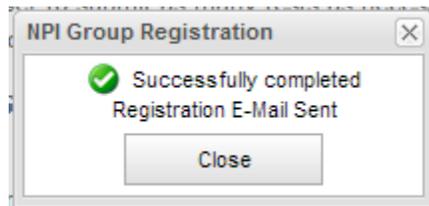
Go Back      Continue

“continue” button and provide about the group (all fields are

Click on the “continue” button. You will see a distorted picture (a “CAPTCHA”) with a few characters that you will need to type in, for security purposes. You can click Refresh to try a different picture.



Click on the “Finish” button and a pop up will notify you and a confirmation email will be sent to the email you provided during registration.



All e-mail addresses are verified at the time of registration. MUST Portal will send out e-mail confirmation from the [mustportal@ct.gov](mailto:mustportal@ct.gov) (example below) with a link in the body. Please confirm by clicking on the link.

**From:** [mustportal@ct.gov](mailto:mustportal@ct.gov)  
**Date:** March 21, 2014 at 12:22:39 PM EDT  
**To:** [dahiana030393@hotmail.com](mailto:dahiana030393@hotmail.com)  
**Subject:** MUST Portal Group Registration

## Meaningful Use State Testing Portal

### Registration

Hello, Alejandra

You have registered successfully with Meaningful Use State Testing Portal. To login, please click [here](#).

E-Mail Address: [dahiana030393@hotmail.com](mailto:dahiana030393@hotmail.com)

API Key: c5955d78-cf11-40da-bec3-c05683b9383c

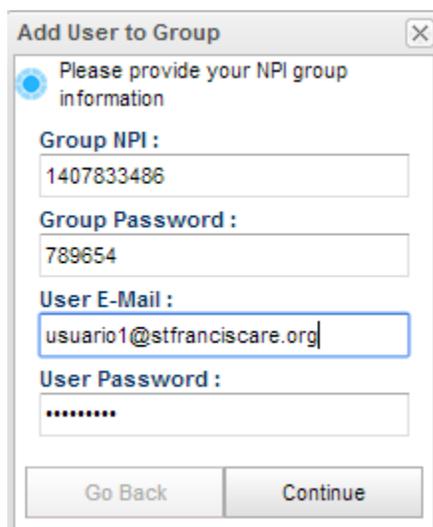
Group Password: 123

## 4.2 Add User to NPI (National Provider Identifier)

To add a new user to a NPI group, you must supply the NPI group number and password supplied in the creation of the group.

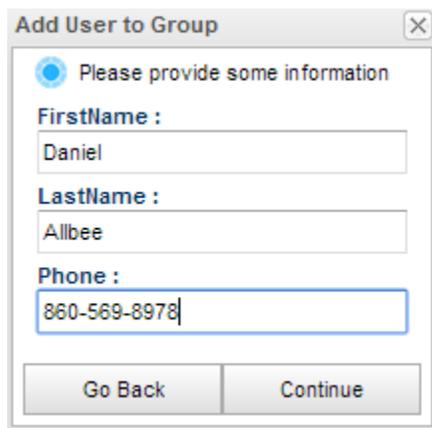
### TO ADD A USER TO NPI GROUP

Click on the “Add User to NPI” button and provide your NPI group information.



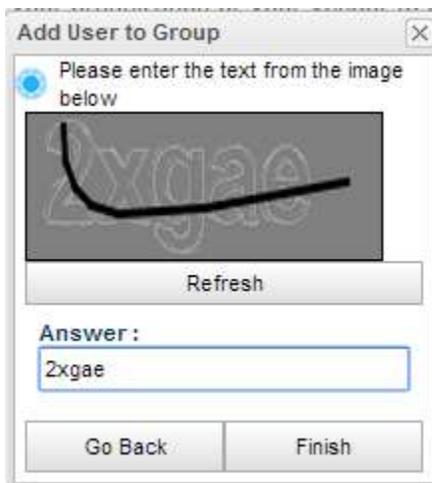
The screenshot shows a dialog box titled "Add User to Group" with a close button (X) in the top right corner. The main instruction is "Please provide your NPI group information". Below this, there are four input fields: "Group NPI:" with the value "1407833486", "Group Password:" with the value "789654", "User E-Mail:" with the value "usuario1@stfranciscare.org", and "User Password:" with a masked password "\*\*\*\*\*". At the bottom, there are two buttons: "Go Back" and "Continue".

Click on the “Continue” button and provide some general information about the new user.

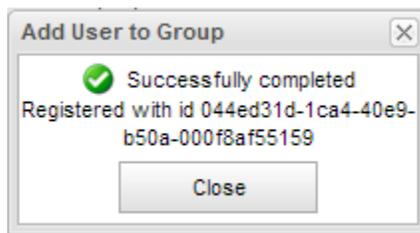


The screenshot shows the same "Add User to Group" dialog box, but now the instruction is "Please provide some information". The input fields are: "FirstName:" with the value "Daniel", "LastName:" with the value "Allbee", and "Phone:" with the value "860-569-8978". The "Go Back" and "Continue" buttons are still present at the bottom.

Click on the “continue” button. You will see a distorted picture (a “CAPTCHA”) with a few characters that you will need to type in, for security purposes. You can click Refresh to try a different picture.



Click on the “Finish” button and a pop up will notify you and a confirmation email will be sent to the email you provided during registration.



All e-mail addresses are verified at the time of registration. The MUST Portal will send out an e-mail confirmation from the [mustportal@ct.gov](mailto:mustportal@ct.gov) (example below) with a link in the body. Please confirm by clicking on the link.

**From:** [mustportal@ct.gov](mailto:mustportal@ct.gov)  
**Date:** March 21, 2014 at 12:22:39 PM EDT  
**To:** [dahiana030393@hotmail.com](mailto:dahiana030393@hotmail.com)  
**Subject:** MUST Portal Group Registration

## Meaningful Use State Testing Portal Registration

Hello, Alejandra

You have registered successfully with Meaningful Use State Testing Portal. To login, please click [here](#).

E-Mail Address: [dahiana030393@hotmail.com](mailto:dahiana030393@hotmail.com)

API Key: c5955d78-cf11-40da-bec3-c05683b9383c

Group Password: 123