



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **RPMS Direct Messaging Area Administrator**

## Announcement and Agenda

September 8, 2015

Office of Information Technology  
Division of Information Technology

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## 1.0 General Information

### 1.1 Purpose of Training

This course provides an overview of the RPMS Direct hMail (Administrative) and Webmail applications to RPMS Direct Messaging Area Administrators. We will discuss:

- The Area Administrator's roles and responsibilities.
- Preparing sites for RPMS Direct Messaging.
- Administrative functions within the hMail applications.
- General RPMS Direct Webmail functionality.

### 1.2 Prerequisites

None

### 1.3 Presenters – IHS Office of Information Technology

- Duane Rozsnyai
- Meghna Modi
- Michael Fairbanks

## 2.0 Learning Objectives

At the end of this presentation, participants should:

- Understand Area Administrator roles and responsibilities.
- Understand the steps in preparing sites for RPMS Direct Messaging.
- Be able to use the RPMS Direct hMail application.
- Be able to use the RPMS Direct Webmail application.
- Understand RPMS Direct and PHR policies.

## 3.0 Detailed Agenda

**September 8, 2015**

(Eastern: 2:00 PM to 4:00 PM; Central: 1:00 PM to 3:00 PM;  
Mountain: 12:00 noon to 2:00 PM; Pacific: 11:00 AM to 1:00 PM)

Start	Topic
2:00 PM (Eastern)	<p><b>RPMS Direct – Area Administrator:</b></p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities:               <ul style="list-style-type: none"> <li>– Area Administrator.</li> <li>– Service Unit/Facility Administrator (SU/FA).</li> <li>– Message Agent.</li> <li>– Facility Address Designee.</li> <li>– User.</li> </ul> </li> <li>• Site Preparation:               <ul style="list-style-type: none"> <li>– Readiness Assessment Form.</li> <li>– HCO Creation.</li> <li>– CSR Requests.</li> <li>– Certificate Order.</li> <li>– Registration.</li> </ul> </li> <li>• RPMS Direct hMail Application:               <ul style="list-style-type: none"> <li>– Setting up Domain.</li> <li>– Setting up SU/FA.</li> <li>– Other User Management Functions.</li> </ul> </li> <li>• RPMS EHR:               <ul style="list-style-type: none"> <li>– Message Agent and Facility address configuration.</li> <li>– Message Agent assignment to patient or patient group.</li> </ul> </li> <li>• RPMS Direct Webmail Overview:               <ul style="list-style-type: none"> <li>– Send/Receive Messages.</li> <li>– Handling Messages.</li> <li>– Other Webmail Functions.</li> </ul> </li> <li>• Direct Usage (Health Information Only).</li> </ul> <p><b>Policy:</b></p> <ul style="list-style-type: none"> <li>• RPMS Direct Policies</li> <li>• PHR Policies.</li> </ul>
4:00 PM (Eastern)	<b>Adjourn</b>

## Acronym List

<b>Acronym</b>	<b>Meaning</b>
IHS	Indian Health Service
PHR	Personal Health Record
RPMS	Resource and Patient Management System
SU/FA	Service Unit/Facility