



RESOURCE AND PATIENT MANAGEMENT SYSTEM

RPMS Direct Messaging Service Unit/Facility Administrator

Announcement and Agenda

September 9, 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 Resource and Patient Management System (RPMS) Direct hMail (Administrative) and Webmail applications to RPMS Direct Messaging Service Unit/Facilities (SU/FA). We will discuss:

- The SU/FA'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 SU/FA Administrator roles and responsibilities.
- Understand the steps in preparing sites for RPMS Direct Messaging.
- Use the RPMS Direct hMail application.
- Use the RPMS Direct Webmail application.
- Understand the RPMS Direct and Personal Health Record (PHR) policies.

3.0 Detailed Agenda

September 9, 2015

(Eastern: 12:00 noon to 2:00 PM; Central: 11:00 AM to 1:00 PM;
Mountain: 10:00 AM to 12:00 noon; Pacific: 9:00 AM to 11:00 AM)

Start	Topic
12:00 Noon (Eastern)	<p>RPMS Direct – SU/FA:</p> <ul style="list-style-type: none"> • Roles and Responsibilities <ul style="list-style-type: none"> – Service Unit/Facility Administrator (SU/FA) – Message Agent – Facility Address Designee – Users • Site Preparation <ul style="list-style-type: none"> – Working with Area Administrators • RPMS Direct hMail Application <ul style="list-style-type: none"> – Registration for Message Agent, Facility Address Designee and Other Healthcare Professionals – Setting up Messaging Agent <ul style="list-style-type: none"> • Electronic Health Record (EHR) Assignment: High-level • EHR Patient Assignment: High-Level – Setting up Facility Address Designee <ul style="list-style-type: none"> • EHR Assignment: High-level – Other User Management Functions • RPMS Direct Webmail Overview <ul style="list-style-type: none"> – Send/Receive Messages – Handling – Routing – Other Webmail Functions • Direct Usage (Health Information Only) <p>Policy – SU/FA:</p> <ul style="list-style-type: none"> • RPMS Direct Policies • PHR Policies.
2:00 PM (Eastern)	Adjourn

Acronym List

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