



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **IHS Master Patient Index (MPI) and Health Information Exchange (HIE) Administrator Training**

## **Announcement and Agenda**

October 30, 2014

Office of Information Technology (OIT)  
Rockville, Maryland

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## **1.0 General Information**

### **1.1 Purpose of Training**

The purpose of this course is to provide the Area Office and Service Unit/Facility Health Information Exchange (HIE) and Master Patient Index (MPI) Administrators with an overview of the IHS HIE and MPI administration applications, policies, and procedures. We will discuss the IHS HIE and MPI Administrative role, responsibilities, and access requisites; user management; steps that will need to be taken in setting up the Area Administrator and Service Unit/Facilities for HIE and MPI services; how to navigate MPI and HIE Administrator applications; and HIE and MPI policies and agreements.

### **1.2 Prerequisites**

None

### **1.3 Audience**

MPI and HIE Area Office and Service Unit/Facility Administrators. Audience should include HIMs personnel from both Area Office and Service Unit/Facility.

### **1.4 Presenters**

Jan Chase, Michael Fairbanks, James Garcia, and Meghna Patel

## 2.0 Learning Objectives

At the end of this presentation, participants should:

- Understand the MPI and HIE administrator role and responsibilities
- Understand the MPI and HIE pre-requisites
- Understand the process to manage access to IHS MPI and HIE
- Utilize the MPI and HIE administration applications to manage access
- Utilize the HIE and MPI audit functionality to manage system security
- Understand the how to manage patient preferences to eHealth exchange
- Utilize the OIT Help Desk to manage the MPI and HIE applications
- Prepare training for the local service unit administrators and users
- Identify local facility MPI and HIE administrators and users
- Understand the MPI and HIE policies

## 3.0 Detailed Agenda

### 3.1 October 30, 2014 12:00 noon to 2:30 PM Eastern Time (11am CT, 10am MT, 9am PT)

<b>Topic-</b>
<b>Policies and Agreements---Administrator</b> <ul style="list-style-type: none"><li>• MPI</li><li>• HIE</li></ul>
<b>MPI</b> <ul style="list-style-type: none"><li>• MPI Overview</li><li>• MPI Roles and Responsibilities</li><li>• Access Pre-Requisites<ul style="list-style-type: none"><li>– Administrators</li><li>– Users</li></ul></li><li>• MPI Administrator Training<ul style="list-style-type: none"><li>– Access Manager, Administrator Portal<ul style="list-style-type: none"><li>• Manage Administrator and User Access</li><li>• Define Role</li><li>• Audits</li></ul></li></ul></li></ul>
<b>HIE</b> <ul style="list-style-type: none"><li>• HIE and eHealth Exchange Overview</li><li>• HIE Roles and Responsibilities</li><li>• Access Pre-requisites<ul style="list-style-type: none"><li>– Administrators</li><li>– Users</li></ul></li><li>• HIE Administrator Training<ul style="list-style-type: none"><li>– Manage Administrator and User Access</li><li>– Audits</li><li>– Manage Patient Preference for eHealth Exchange<ul style="list-style-type: none"><li>• Process and workflow</li><li>• Consumer Preferences Portal</li></ul></li></ul></li></ul>
<b>Support</b> <ul style="list-style-type: none"><li>• OIT Help Desk Ticket</li></ul>

<b>Topic-</b>
<b>Area Administrator and Service Unit/Facility Action Item List Post Training:</b> <ul style="list-style-type: none"><li>• Walk-through deployment workflow</li><li>• Complete HIE and MPI Area Data call</li><li>• Work with Area Admins<ul style="list-style-type: none"><li>– Establish Local Team<ul style="list-style-type: none"><li>• MPI and HIE Service Unit/Facility Administrator (SU/FA)</li><li>• Identify Service Unit/Facility CAC</li><li>• Identify local MPI and HIE Users</li><li>• MPI and HIE Administrators</li><li>• MPI View Only Users</li><li>• MPI Users</li><li>• HIE DocViewer Users</li><li>• HIE Consumer Preferences Users</li></ul></li></ul></li><li>• Train SU/FAs and local users</li><li>• Get ready for MPI and HIE onboarding</li><li>• Reminder<ul style="list-style-type: none"><li>– MPI and HIE User Training---- November 4, 2014</li><li>– MPI and HIE Install and Configuration Training--- November 6, 2014</li></ul></li></ul>