

Provider Directory User's Guide

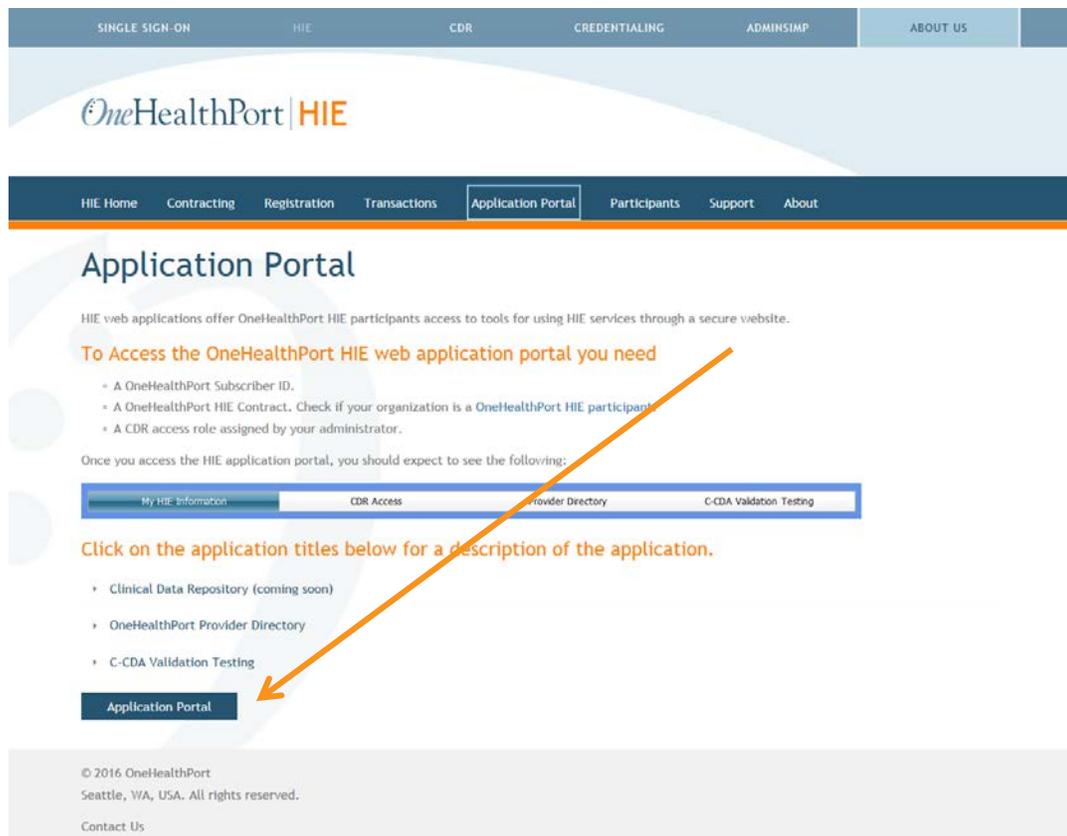
Welcome to the OneHealthPort Provider Directory. This user's guide shows you how to:

- Log into the Provider Directory
- Look up providers (practitioners)
- Update organization (entity) information
- Add a new provider (practitioner)
- Review data

Part 1 - Login to the Provider Directory

Your organization must have a contract with the OneHealthPort Health Information Exchange (HIE) to use the Provider Directory. For information about contracting with the OneHealthPort HIE go to OneHealthPort HIE Contracting at <http://www.onehealthport.com/hie/contracting>

The OneHealthPort Provider Directory is accessed by logging into the HIE application portal. Click on the Application Portal button to go to the login page.



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Access to the OneHealthPort Provider Directory is through the use of a OneHealthPort Single Sign-On (SSO) Subscriber ID and password.

Subscriber ID:

Password:

Login

This login page requires that you have registered as a OneHealthPort Subscriber.

[I'm not a OneHealthPort Subscriber but would like information on subscribing](#)
[Forgot My Password](#)
[Forgot My Subscriber ID](#)

After logging in you will reach the My Health Information Exchange Account home page where the HIE applications are listed on the tool bar. To access the OneHealthPort Provider Directory, click on Provider Directory on the tool bar.

My Health Information Exchange Account
Summary of HIE Information for Your Organizations

OneHealthPort Log Out

My HIE Information CDR Access Provider Directory C-CDA Validation Testing

HIE Member Affiliations

User Name:

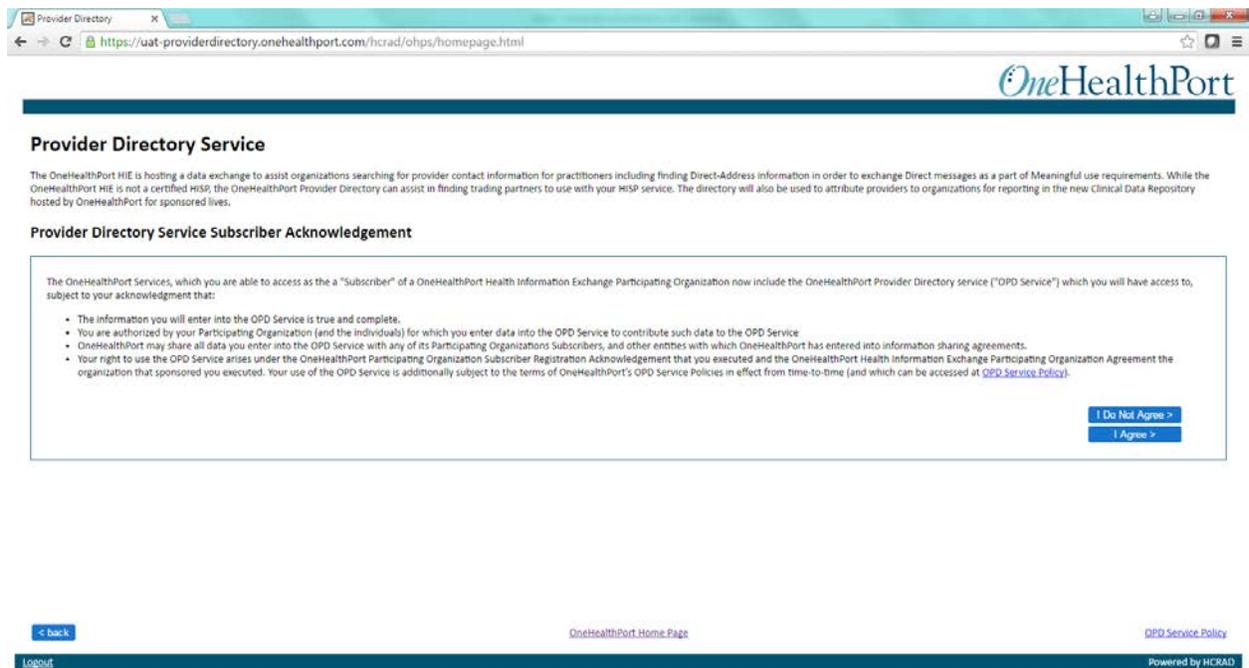
User ID:

CDR Access Role:

When logging into the Provider Directory the first time, you will see a screen display with information about the OneHealthPort Provider Directory that will prompt you to agree (or not agree) to the Subscriber Acknowledgement outlining user responsibilities within the OneHealthPort Provider Directory.

OneHealthPort | HIE

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After logging in and agreeing to the user responsibilities, the screen will display:

1. The organization(s) with which you are affiliated in the OneHealthPort SSO Service and that have OneHealthPort HIE participation agreements in place. For users with more than one organization affiliation, a "more organizations" link will also appear. Click on the more organizations link to view all the organizations with which you are affiliated.

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Provider Directory Service

Welcome!

Hickman Chiropractic and Wellness Clinic (051ats00) [more organizations](#)



Please make a selection from the options below and click proceed. You may return to this screen from any other screen to make another selection.

- Look up the NPI and other information for entities, sub-parts and practitioners [Look Up](#)
- Update Entity Information [Update Entity](#)
- Add a new practitioner [New Practitioner](#)
- Review or print data stored for your organization [Review Data](#)

The Data You Will Need

The following lists outline the data you will need:

Entity Information	Individual Practitioner Information
Name	First Name
Tax ID Number(s)	Middle Initial
NPI#	Last Name
Taxonomy	Suffix
Address	Titles
Phone Number(s)	Gender
Direct Address	Birth Year
	Unique Practitioner NPI#
	State License#
	Specialty (Taxonomy)
	Direct Address
	Credentials
	Address (Primary Location)
	Phone Number(s)

[< back](#)

[OneHealthPort Home Page](#)

[Logout](#)

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Provider Directory Service

Welcome!

Hickman Chiropractic and Wellness Clinic (051ats00) [more organizations](#)

Please make a selection from the options below and click proceed. You may return to this screen from any other screen to make and

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- Puget Sound Family Physicians (1xboiq00)
- Yelm Family Medicine (66ws2w00)
- OneHealthPort (7uyeso00)
- Quincy Valley Medical Center (m9hkhq00)
- Richland Family Chiropractic (walswe00)
- Group Health Cooperative (wcap2r00)
- Walla Walla General Hospital (wklmve00)
- Tumwater Family Practice Clinic (yjimy600)
- Sound Family Medicine (zys6xt00)

The Data You Will Need

The following lists outline the data you will need:

Entity Information	Individual Practitioner Information
Name	First Name
Tax ID Number(s)	Middle Initial
NP#	Last Name
Taxonomy	Suffix
Address	Titles
Phone Number(s)	Gender
Direct Address	Birth Year
	Unique Practitioner NP#
	State License#
	Specialty (Taxonomy)
	Direct Address
	Credentials
	Address (Primary Location)
	Phone Number(s)

Organizations with which you are affiliated in the OneHealthPort SSO

- The Provider Directory offers several service options for users to choose from and also provides information about what information you'll need in order to update entity information or add a practitioner.

Provider Directory Service

Welcome!

Hickman Chiropractic and Wellness Clinic (051ats00) [more organizations](#)

Please make a selection from the options below and click proceed. You may return to this screen from any other screen to make another selection.

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Service Options



The Data You Will Need

The following lists outline the data you will need:

Entity Information	Individual Practitioner Information
Name	First Name
Tax ID Number(s)	Middle Initial
NP#	Last Name
Taxonomy	Suffix
Address	Title
Phone Number(s)	Gender
Direct Address	Birth Year
	Unique Practitioner NP#
	State License#
	Specialty (Taxonomy)
	Direct Address
	Credentials
	Address (Primary Location)
	Phone Number(s)

Data



[< back](#)

[One HealthPort Home Page](#)

Logout

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Part 2 - Use the Provider Directory Service Options

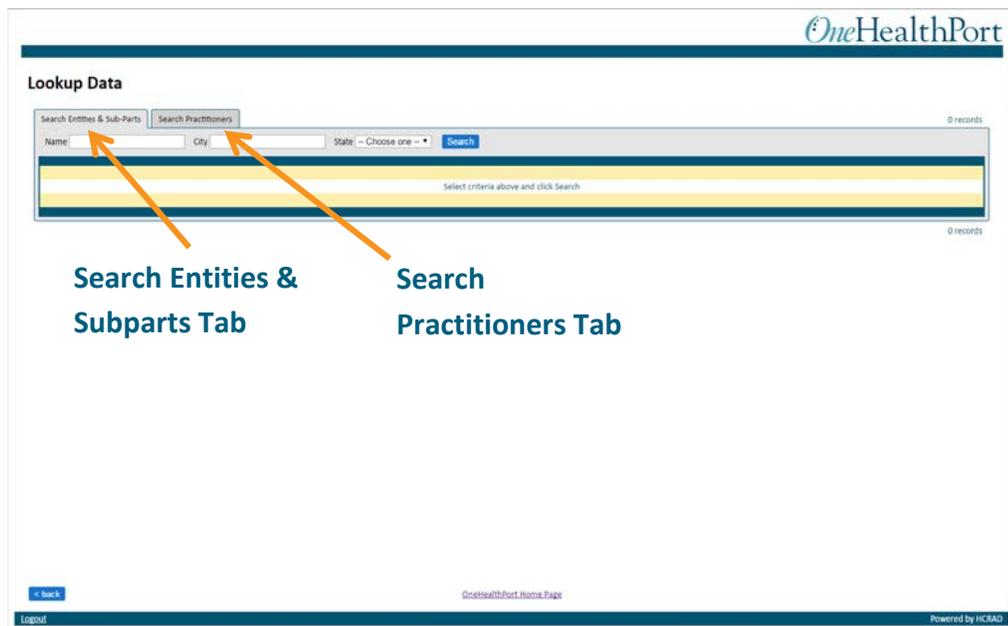
Look-Up

Look-up information on entities, subparts and/or practitioners:

Step 1: Click on Look Up button

Screen will display

1. Search Entities (organizations) & Subparts (facilities) Tab (default)
2. Search Practitioners Tab



**Search Entities &
Subparts Tab**

**Search
Practitioners Tab**

Options available for Search Entities & Subparts:

1. Search for everything in the directory – click on Search button. Screen display will include all records in the provider directory and display a record count.
2. Search by Name – Full or partial name search capable, not case sensitive. Enter name or partial name in the name box, click on search button. Screen display will include all records matching the search criteria and display a record count.
3. Search by City – Full or partial name search capable, not case sensitive. Enter city or partial city name in the City box, click on search button. Screen display will include all records matching the search criteria and display a record count
4. Search by State – Select state from drop down list, click on search button. Screen display will include all records matching the search criteria and display a record count
5. Searches can be narrowed by including criteria in some or all search boxes prior to clicking on the Search button.

Options available for Search Practitioners:

1. Search for everything in the directory – click on Search button. Screen display will include all records in the provider directory and display a record count.
2. Search by First Name – Full or partial name search capable, not case sensitive. Enter name or partial name in the name box, click on search button. Screen

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display will include all records matching the search criteria and display a record count.

3. Search by Last Name – Full or partial name search capable, not case sensitive. Enter name or partial name in the name box, click on search button. Screen display will include all records matching the search criteria and display a record count.
4. Search by Title – Select title from drop down list, click on search button. Screen display will include all records matching the search criteria and display a record count
5. Searches can be narrowed by including criteria in some or all search boxes prior to clicking on the Search button.

Use the [<back](#) button at the bottom of the page to return to the main Provider Directory Service page.

Use the link in the middle of the bottom of the page to return to the OneHealthPort home page.

Update

Update Entity Information:

Click on the Update Entity button

Screen will display a pop-up box for you to select the organization with which you are affiliated and for which you are updating a record.

Step 1: Select the organization affiliation for which you want to update a record.

- A data entry screen will display where entity information can be added or updated. (**NOTE:** New organizations cannot be added with this function. The organization must already be registered in the OneHealthPort SSO system and have a OneHealthPort HIE Participation Agreement to be updated in the Provider Directory.)

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- Required fields are shown with an asterisk (*) in the description of the data field.

Step 2: Updating Information

- Click on the appropriate tab for the address information you are updating and enter the required address data
- Updating Phone number(s), Taxonomy and NPI information
 - To add or update, click on the Add button.
 - For phone number, enter phone number including area code and any text identifying the type of phone number (e.g. office, billing, fax, etc.) and click the add button
 - For taxonomy code, click on the down arrow for a list of accepted taxonomy codes. Choose the appropriate code, enter, and click the add button. If Taxonomy code is unknown, enter descriptive information in the Profession field and click the add button.
 - For NPI #, if known, click the Add button. Enter the NPI # for the entity and click the add button.
 - To remove existing information, highlight the information you want to remove in the relevant box, and click the remove button.
- If direct address information is not present, add direct email address if known
- Update record status by clicking on the drop down arrow and choosing the correct status.
- If record is becoming inactive, enter inactive date by clicking on the calendar icon and choosing the correct inactive date. (Note, if an inactive date has been entered, and the status is changed to active, the inactive date will be removed from the record when it is saved.)
- When updates are complete, click the save button at the bottom-right side of the screen.
- An organization saved box will pop up. Click OK

Use the [<back](#) button at the bottom of the page to return to the main Provider Directory Service page.

Edit Organization for OneHealthPort (7uycso00)

HIE OID* 1.2.3.4.5.6.7.8.9
Organization Name* OneHealthPort
Organization Type* Entity

Mailing | Billing | Practice
Address Line 1* 2003 Western Avenue
Address Line 2 Suite 600
City* Seattle
State* WA
Zip Code* 98121

Phone Number(s)* 206-624-3128
Remove Add
Specialty (Taxonomy)* 261Q00000X Ambulatory Health Care Facilities - C
Remove Add
NPI#
Remove Add

Tax ID Number(s)* 112267890
112345678
270208005

Address
Active Status* Active
Effective Date

Organization saved
OK

[< back](#)

[OneHealthPort Home Page](#)

[save](#)

[Logout](#)

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Add

Add Practitioner:

Click the New Practitioner Button

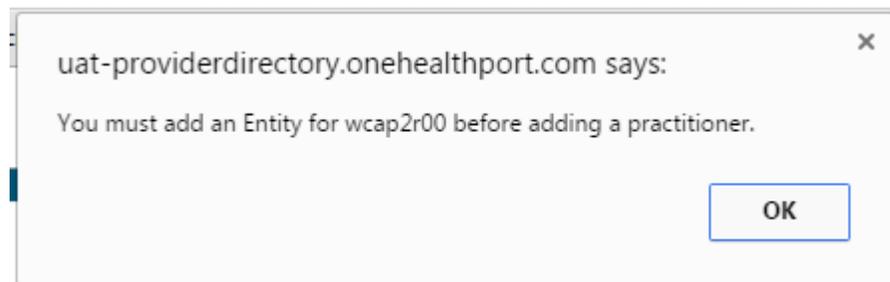
Screen will display a pop-up box for you to select the organization with which you are affiliated and for which you are adding a record.

Step 1: Select the organization affiliation for which you want to add a record.

- An entity record for the organization with which you are affiliated must be established in the provider directory before a practitioner record can be added. If you are attempting to add practitioner records and the entity record for the organization with which you are affiliated is not

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present, a pop-up message will display indicating you must add an entity record before adding a practitioner



- A data entry screen will display where practitioner information can be added.
- Required fields are shown with an asterisk (*) in the description of the data field.

Step 2: Adding Information

- Click on the appropriate tab for the name information you are adding and enter the required data. More than one name can be added for a single practitioner. Choices for type of name include
 - Legal
 - Display
 - Complete
 - Other
- Adding Titles
 - To add click on the Add button.
 - Click on the down arrow for a list of accepted titles. Choose the appropriate title, and click the add button.
 - To remove existing information, highlight the information you want to remove in the relevant box, and click the remove button.
- Select the correct gender code from the selection shown after clicking on the down arrow
- Enter birth year if known
- Enter physical delivery office name if known
- Click on the appropriate tab for the address information you are adding and enter the required address data. Choices are:
 - Mailing
 - Billing

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- Practice
- Adding Phone number(s), Taxonomy and NPI information
 - To add or update, click on the Add button.
 - For phone number, enter phone number including area code and any text identifying the type of phone number (e.g. office, billing, fax, etc.) and click the add button. Multiple phone numbers can be added.
 - For taxonomy code, click on the down arrow for a list of accepted taxonomy codes. Choose the appropriate code, and enter any additional clarifying text, and click the add button. [Note: To view full line content instead of truncated content, hover over the ellipses, "...", and the full content will appear on-screen. On the Edit Practitioner screen to view full line instead of truncated content, hover over the line in the Specialty (Taxonomy) box and the full content will appear on-screen.]
 - For NPI # enter the correct NPI # for the practitioner and click the add button.
 - For State License number, enter the license number. Click on the down arrow and select the state that issued the license number and click add. To enter multiple state licenses, repeat the process.
(Note: Either the NPI or the State License is required, and both data fields may also be populated)
 - To remove existing information, highlight the information you want to remove in the relevant box, and click the remove button.
 - Enter the internal (system) provider identifier by which the practitioner is known
 - Enter direct email address if known
 - Enter credentials by clicking on the add button entering the relevant credential and clicking the add button. To enter multiple credentials, repeat the process
 - Enter practitioner languages by clicking on the add button, clicking on the down arrow and selecting the relevant language from the list. To enter multiple languages, repeat the process.

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- Enter record status by clicking on the down arrow and selecting the relevant status from the list.
- Enter an inactive date by clicking on the calendar icon and selecting the appropriate date. Inactive dates are required for any status of inactive, retired and deceased
- Click the add button. If any required information is missing the system will highlight the fields missing data and display an error message as shown below. Click the close button. Enter the missing required data.

Add Practitioner for OneHealthPort (7uyco00)

- When all required data elements are entered click the add button. At the Practitioner Saved dialog box, Click OK. (See screen shot below).

Edit Practitioner for OneHealthPort (7uyco00)

Use the <back button at the bottom of the page to return to the main Provider Directory Service Page.

Review

Review or print data for your organization:

Click on the Review Data button

Screen will display a pop-up box for you to select the organization affiliation for which you are looking up information.

Step 1: Select the organization affiliation for which you want to look up information.

Screen will display

1. Entities & Subparts Tab (default)
2. Practitioners Tab
3. Print options

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4. The number of records available
5. A link to the add entity or add practitioner data entry screens will appear depending on which tab you select. Clicking the edit link will direct you to the screen where you can edit an existing organization or add a practitioner.



Review Data for OneHealthPort (7uycso00)

Entities & Sub-Parts		Practitioners					Print	1 - 1	1 record	
Name	NPI#	Tax IDs	Direct Address	Address	Phone#	Specialty (Taxonomy)				
OneHealthPort	--	112267890	--	2003 Western Avenue, Seattle, WA 98121	206-624-3128	Ambulatory Health Care Facilities - Clinic/Center	edit	Print	1 - 1	1 record



Review Data for OneHealthPort (7uycso00)

Entities & Sub-Parts		Practitioners					Print	1 - 6	6 records	add new
Name	NPI#	Title	Direct Address	Address	Phone#	Specialty (Taxonomy)				
May, Rhonda	1790222423	CNA	--	1234 5th, Seattle, WA 98121	123-456-7890	Aid	edit			
May, Rhonda R	--	CNA	--	123 4th, seattle, WA 98121	206-555-5555	BHS Provider - Psychologist - Educational	edit			
May, Rhonda	--	OD	--	2003 Western Ave, Seattle, WA 98121	206-624-3128	Eye and Vision Providers - Optometrist - Vision Therapy	edit			
Merik, Elizabeth Susan	1932176419	RPh	--	2003 Western Ave, Seattle, WA 98121	206-624-3128	Pharmacy Service Providers - Pharmacist	edit			
Rhonda, May	--	EMT	--	123 4th, Seattle, WA 98121	123-456-7890	PA & Advanced Practice Nursing Providers - Nurse Anesthetist, Certified Registered	edit			
Smith, John Phillip	1457346843	MD	JPSmith@direct.ohp.com	2003 Western Ave, Seattle, WA 98121	206-624-3128	Physician - Internal Medicine - Cardiovascular Disease	edit	Print	1 - 6	6 records add new

Step 2: To print the information available in the review data screen click on the print link. A new print window will open. The file can be saved as a PDF document or printed.

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Print
Total: 1 page

Destination

Pages All

Layout

Paper size

Margins

Options Simplify page Headers and footers Background graphics

7/12/2016 Provider Directory

Review practitioner for OneHealthPort(7uyco00)

<p>Legal Name: May, Rhonda Complete Name: May, Rhonda Other Name: May, Rhonda Mailing Address: 1234 5th, Seattle, WA 98121 Practice Address: 123 4th, Seattle, WA 98121 Phone Numbers: 123-456-7890Office Complete Name: May, Rhonda R Legal Name: May, Rhonda R Practice Address: 123 4th, seattle, WA 98121 Phone Numbers: 206-555-5555Practice</p> <p>Legal Name: May, Rhonda Other Name: May, Rhonda Mailing Address: 2003 Western Ave, Suite 600, Seattle WA Phone Numbers: 206-624-3128Office</p> <p>Legal Name: Merk, Elizabeth Susan Mailing Address: 2003 Western Ave, Suite 600, Seattle WA Phone Numbers: 206-624-3128main office</p> <p>Legal Name: Rhonda, May Other Name: Rhonda, May Display Name: May, Rhonda Practice Address: 123 4th, Seattle, WA 98121 Phone Numbers: 123-456-7890Billing</p> <p>Legal Name: Smith, John Phillip Mailing Address: 2003 Western Ave, Suite 600, Seattle WA Practice Address: 1800 Western Ave, Main Floor, Seattle WA Phone Numbers: 206-624-3128Business office 206-624-3168Clinic main number 206-624-3188on-call Doc number</p>	<p>Titles: CNA Specialties (Taxonomy): Aid</p> <p>Titles: CNA Specialties (Taxonomy): 103TE1000X BHS Provider - Psychologist - Educational</p> <p>Titles: OD Gender: Female Languages: German, English, Spanish Specialties (Taxonomy): 152WV0400X Eye and Vision Providers - Optometrist - Vision Therapy</p> <p>Titles: RPh Gender: Female Birth year: 1952-01-01 00:00:00.0 Languages: English, Spanish Specialties (Taxonomy): 183500000X Pharmacy Service Providers - Pharmacist</p> <p>Titles: EMT Specialties (Taxonomy): PA & Advanced Practice Nursing 367500000X Providers - Nurse Anesthetist, Certified Registered</p> <p>Titles: MD Gender: Male Birth year: 1955-01-01 00:00:00.0 Languages: Icelandic, English, Vietnamese Specialties (Taxonomy): 207RC0000X Physician - Internal Medicine - Cardiovascular Disease Internal Medicine</p>	<p>NPI: 1730222423 Internal Provider Id: 1730222423 Record Status: Active</p> <p>State Licenses: 4567WA Internal Provider Id: w46yu8lpho Record Status: Active</p> <p>State Licenses: 45678WA Internal Provider Id: 45678WA Credentials: Test Credential Record Status: Active</p> <p>NPI: 1932176419 State Licenses: PH00010050WA Internal Provider Id: 10001 Credentials: BPharm Record Status: Active</p> <p>State Licenses: 123456789WA Internal Provider Id: 123456789WA Record Status: Active</p> <p>NPI: 1457346843 State Licenses: G41547OCA Internal Provider Id: 111111 Direct Address: JPSmith@direct.ohp.com Credentials: MD Record Status: Active</p>
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<https://ual-provider-directory.onehealthport.com/hcrack/ps/print/reviewData.html?rproviderType=practitioner&orgId=7uyco00&pageStart=0>
1/1