MURCS MANUAL

Functionality of the Meaningful Use Registration and Communication System at the Arkansas Department of Health

USERS EDITION

2013

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REGISTERING A NEW USER

1. Go to Meaningful Use homepage.

https://adhmurcs.arkansas.gov/MeaningfulUse/RegistrationContent/ShowRegistrationContentHome.aspx

2. Click the "**Click Here to Register**" button.

Those interested in pursuing the Public Health Meaningful Use objectives can proceed to the Meaningful Use Registration and Communications System (MURCS).

Click Here to Register

The Privacy Rule permits covered entities to disclose PHI, without authorization, to public health authorities or other entities who are legally authorized to receive such reports for the purpose of preventing or controlling disease, injury, or disability.

3. To register as a **new** user, choose on the "**Sign Up**" button.

To register with the Arkansas Department of Health, please click on the appropriate link above **– Eligible Professionals or Eligible Hospitals.**

Once you click on "Save" on the enrollment form, you will be directed back to the update page in the registration system. You will receive a confirmation email with instructions on how to proceed to the next step of the on-boarding process.

Not Registered?
Sign Up

Already Registered?
Sign In

4. Fill in the "**Register as a New User**" fields with your appropriate information.


Register as a New User

What is Your Name?	John Doe
What is the Name of Your Organization?	ABC Facility
What is Your E-Mail Address?	ABC@gmail.com
Verify Your E-Mail Address	ABC@gmail.com
Select a Username	ABCingyou
Select a Password	••••••••
Verify Password	••••••••

SAVE   CANCEL

*Click on "SAVE" button to register and proceed to the **Sign In** screen or "**CANCEL**." button to return to the previous screen.*****

SIGNING INTO MURCS

1. At the MU homepage, click on the **"Sign In"** button

Not Registered?   Already Registered?

Sign Up   Sign In
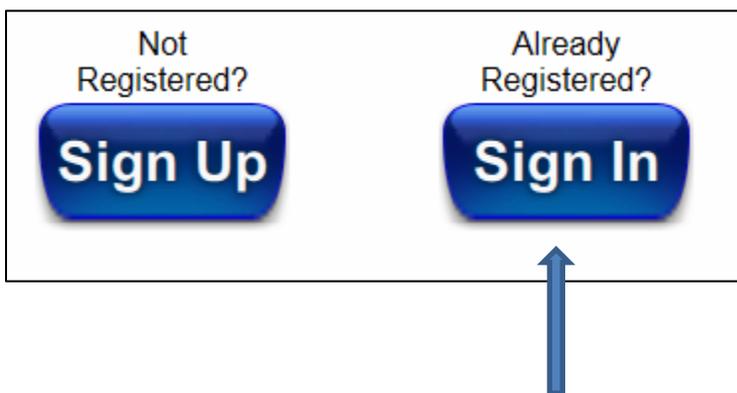
2. At the **Sign In** screen, enter your "**User Name**" and "**Password**".

*Click on the "**OK**" button to proceed or "**CANCEL**" button to return to the previous screen.*

REGISTERING AN ELIGIBLE PROFESSIONAL OR HOSPITAL

1. Download and print the "**Provider Tip Sheet**". This will inform you of the information necessary to register an **eligible provider** or **eligible hospital**.

2. To register an **Eligible Professional** or **Eligible Hospital**, place the cursor on the "**Eligible Professionals**" or "**Eligible Hospitals**" tab.

| HOME | ELIGIBLE PROFESSIONALS | ELIGIBLE HOSPITALS |

Register an Eligible Hospital (EH) for Public Health Objectives
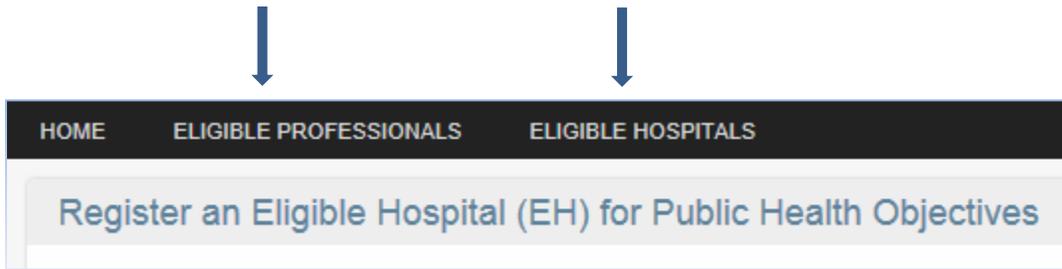
3. In the dropdown box, click on the **"Register an Eligible Progression (EP)"** or **"Register an Eligible Hospital"** heading.

| HOME | ELIGIBLE PROFESSIONALS | ELIGIBLE HOSPITALS |

Register an Eligible Professional (EP)

Update Eligible Professional Records

Show Additional Eligible Professional Records

Regis... for Public Health Objectives

National
Provider
Identifier ** Please Select **
?
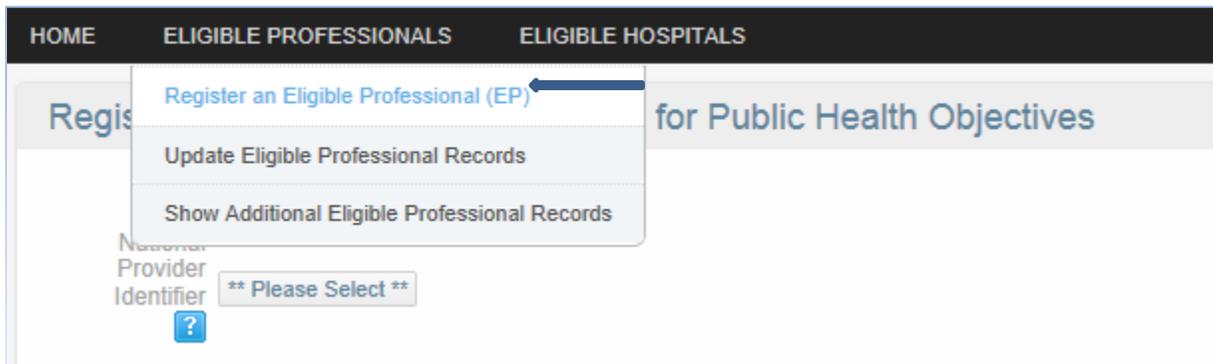
4. Choose professional or facility to be registered from the "**National Provider Identifier**" dropdown field.

National
Provider
Identifier ** Please Select **
?

*The "**Search for**" box can be referenced using the professional/facility's name or NPI.*
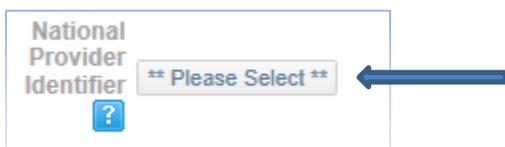

Search for...

:MOIX, BRIDGET ANN - NPI 1659523892
AARON, DEON LAMAW - NPI 1437234630
AARON, PHILIP WAYNE - NPI 1245421502
ABANATHY, KIMBERLY - NPI 1144346974
ABATE, MATTHEW RAYMOND - NPI 1376801548
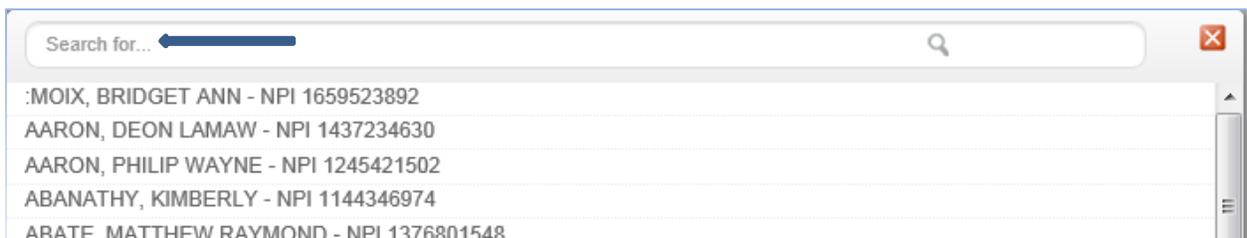
5. Fill in the "**Provider Name and Address**" fields with the appropriate provider/facility information.

*After choosing from the "**Please Select County**" dropdown field, the **City** and **Zip Code** fields are automatically populated with appropriate selections to choose from.*

6. Fill the **"Provider Contact Information"** & **"Technical Contact Information"** text fields with the appropriate information.

*The T**echnical Contact** will be the person whom the ADH will be working with during the testing and validation process. Often times it is the Provider's EHR vendor.*

7. Choose the appropriate selections from the **"Provider Type", "Incentive Program", "EHR Vendor"** and **"EHR Product"** dropdown fields.

* If your vendor/product is not shown, use the text fields to list your certified vendor/product.*

8. If the registrant is a participating **SHARE** member, click the **"Please Select"** button and choose the appropriate personnel or facility listing from the dropdown field.

SHARE
Arkansas   ** Please Select **
Affiliation

Search for...   🔍   ❌

Abbott, Dana (Highlands Oncology Group (Main - N. Hills) - Fayetteville)
Abbott, Virginia (Lee County Cooperative Clinic, Inc. - Marianna)
Abdin, Jamal (ABDIN, JAMAL Z MD (WA Family Clinic - Farmington) - FARMINGTON)
Adams, Cassandra (Life Strategies of Arkansas, LLC - Main Office - West Memphis)
Adams, Christina (Cardiology Associates of Northeast Arkansas - Jonesboro)
Adams, Ellen (OZARK GUIDANCE CENTER INC - SPRINGDALE)
Adams, Freda (Corning Area Healthcare Inc. dba Family Medical Center - Corning)
Adams, Jeanne (North Arkansas Regional Medical Center - Harrison)
Adams, Mary (OZARK GUIDANCE CENTER INC - SPRINGDALE)
Adams, Misty (T.W. Wagner, Inc. - Manila)
Adams, Nancy (Paragould Pediatrics, PLLC - Paragould)
Adams, Susan (UAMS Medical Center - Little Rock)
Adams, Teresa (WA REGIONAL FAMILY CLINIC C - EUREKA SPRINGS)
Adamson, Vickie (Corning Area Healthcare Inc. dba Pocahontas Family Medical Center - Pocahontas)
Aday, Jeri (OZARK GUIDANCE CENTER INC - SPRINGDALE)
Adcox, Sarena (Wood-Lawn Nursing Home - Batesville)
Adebogun, Oladele (Southwest AR Counseling - Texarkana)

CLEAR   ⏮ ◁ [1] of **49** Page(s) ▷ ⏭   **2408** Total Records   **50** Per Page

9. Review the **"Business Associate Agreement"** and the **"Data Usage Agreements"** documents by clicking the links to each.

I Have Read
and Agree
to the ☐   [Type Your Name As You Would Sign It]   If Required,
Business   Attach the Signed   [   ] Browse...
Associate   Business Associate
Agreement   Agreement here

I Have Read
and Accept
the Electronic ☐ [Type Your Name As You Would Sign It]   If Required,
Lab Reporting   Attach the Signed
Data Usage   Electronic Lab   [   ] Browse...
Agreement   Reporting Data
                                                          Usage
                                                          Agreement here

I Have Read
and Accept
the Syndromic ☐ [Type Your Name As You Would Sign It]   If Required,
Surveillance   Attach the Signed
Data Usage   Syndromic   [   ] Browse...
Agreement   Surveillance
                                                          Data Usage
                                                          Agreement here

*Type your name as you would sign it and click the ☐ box to the left of your name to sign the **Business Associate Agreement"** and **"Data Usage Agreements".***

Register for Public Health Objectives

1. To add your **Public Health Objectives** to your **Meaningful Use Record**, choose the **"Public Health Objectives"** tab and click the **"Add"** button.

2. Select the specific **Public Health Objectives** you want to include in your Meaningful Use Record from the **"Program"** dropdown field.

3. Enter the **"Test Period Start"** and **"Test Period End"** dates that coincide with your **EHR Reporting Period**.

4. Enter the Meaningful Use **"Stage"** you are registering for and the **"HL 7 Version"** you will be submitting into the appropriate fields.

Register an Affiliated Provider

1. To add an **Affiliated Provider** to your **Meaningful Use Record**, choose the **"Affiliated Providers"** tab and click the **"Add"** button.

*Click on the **"Individual National Provider Identifier"** button and choose from the dropdown field by clicking on the provider you wish to add.*

Register an Affiliated Facility

1. To add **Affiliated Facilities** to your **Meaningful Use Record**, choose the **"Affiliated Facilities"** tab and click the **"Add"** button.

*Click on the **"Organization National Provider Identifier"** button and choose from the dropdown field by clicking on the organization you wish to add.*

Register additional User Access

1. To add/allow **Additional Users Access** to your account's information, choose the **"Additional User Access"** tab and click the **"Add"** button.

*Click on the **"User"** button and choose from the dropdown field by clicking on the registered user you wish to add. Please note that the user has to be **registered** before they can be added.*

Register CLIA Number

1. If you use **Clinical Laboratory Improvement Amendments (CLIA) Numbers** in your data exchange, add those numbers by selecting the **"CLIA Number"** tab and clicking the **"Add"** button.

*Fill in the **"CLIA Number"** box with your appropriate **Clinical Laboratory Improvement Amendments Numbers**, then proceed to next step.*

Register OID Number

1. If you use **Object Identifier (OID) Repository Numbers** in your data exchange, add those numbers by selecting the **"OID Number"** tab and clicking the **"Add"** button.

*Fill in the **"OID Number"** box with your appropriate **Object Identifier Repository Numbers**, then proceed to the next step.*

2. Click the **"SAVE AND SUBMIT"** button to save the information you have entered or **"CANCEL"** button to return to the previous screen without adding the information.

You will now be on the **Update Eligible Professional or Hospital Meaningful Use Record** screen. This will show the information you just entered in a read only format.

EDITING/UPDATING A RECORD

1. To **Edit** an **Eligible Professional** or **Eligible Hospital** record, place the cursor on the **"Eligible Professionals"** or **"Eligible Hospitals"** tab.
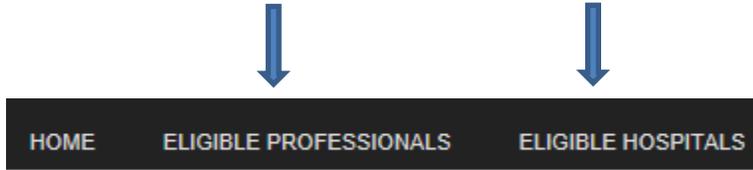
2. Click on the **"Update Eligible Professional/Hospital Records"** choice in the dropdown box.
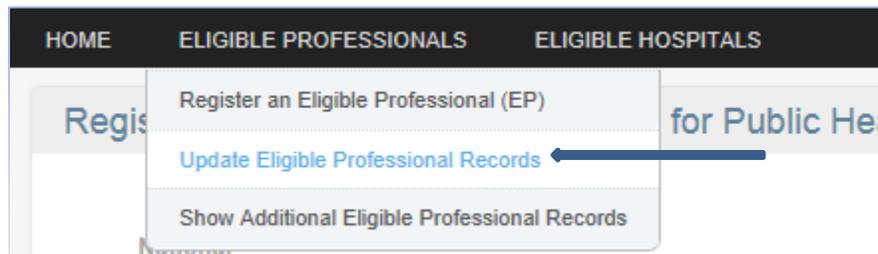
3. You will be directed to a screen where all **Eligible Professionals** or **Eligible Hospitals** within a **User's** record will be listed in a show only format.

4. Clicking the " ➕ " button will show the **"Public Health Objectives", "Affiliated Providers", "Affiliated Facilities", Additional User Access", CLIA Number" and "OID Number"** tabs and information. Clicking the " ➖ " button will hide these fields.

You can access each tab's information in a "view only" format by clicking on a particular tab.

5. To make a change to an account's **Registered Professionals** or **Registered Hospitals** information, click on the **"Edit"** button.

6. Changes, except for the **"National Provider Identifier"** field, can now be made to the **User's** information at the top of the page. Click on the **SAVE"** button to retain changes or the **"CANCEL"** button to return to the previous screen without making changes.

Submit a document or a Communicate to a specific program

1. To submit a **Document** or **Communications Log** for an entered **Public Health Objective,** click the **"Edit"** button to the left of a listed **Objective.**

2. You will be directed to the **Add Meaningful Use Log Entry** screen. Type the desired **Log Text** or upload a **Document Image** by clicking the **"Browse"** button.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen. **"SAVE AND NEW"** button will retain the information and add an additional **Log Text** or **Document Image** entry for the **Public Health Objective.**.*

Add additional Public Health Objective

1. To add additional **Public Health Objectives**, select the **"Public Health Objectives"** tab and click the **"Add"** button.

2. You will be directed to the **Add Public Health Objectives** screen. Enter the new **Public Health Objective** by clicking the "**Program**" box and choosing from the dropdown field. Select the appropriate information from the dropdown fields for the **"Stage", "Test Period Start Date", "Test Period End Date"** and "**HL 7 Version**" boxes.

Add additional documents or communicate to program coordinator

1. If you wish to submit a **Document** or **Communications Log,** click the "**Add**" button. The **"Log Date/Time"** field is automatically populated with the current date and time. You can type a message into the **"Log Test"** field and/or upload a **Document** by using the **"Browse"** button.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen. **"SAVE AND NEW"** button will retain the information and add an additional **Public Health Objective.***

Update Affiliated Providers

1. By clicking the **"Affiliated Providers"** tab, you can change any previously listed **Affiliated Providers** by choosing from the **"Individual National Provider Identifier"** dropdown field. To add additional **Affiliated Providers,** select the **"Add"** button and choose from the **"Individual National Provider Identifier"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update Affiliated Facilities

1. By clicking the **"Affiliated Facilities"** tab, you can change any previously listed **Affiliated Facility** by choosing from the **"Organization National Provider Identifier"** dropdown field. To add additional **Affiliated Facilities,** select the **"Add"** button and choose from the **"Organization National Provider Identifier"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update Additional Users

1. By clicking the "**Additional User Access**" tab, you can change any previously listed **Additional User Access** selection by choosing from the **"User"** dropdown field. To add/allow **Additional Users Access** to your account's information, click the **"Add"** button and choose from the **"User"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update CLIA Number

1. By clicking the **"CLIA Number"** tab, you can change any previously listed **CLIA Number** selection by editing the information in the **"CLIA Number"** text field. To add additional **CLIA Numbers,** select the **"Add"** button and fill in the **"CLIA Number"** text field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update OID Number

1. By clicking the **"OID Number"** tab, you can change any previously listed **OID Number** selection by editing the information in the **"OID Number"** text field. To add additional **OID Numbers,** select the **"Add"** button and fill in the **"OID Number"** text field.
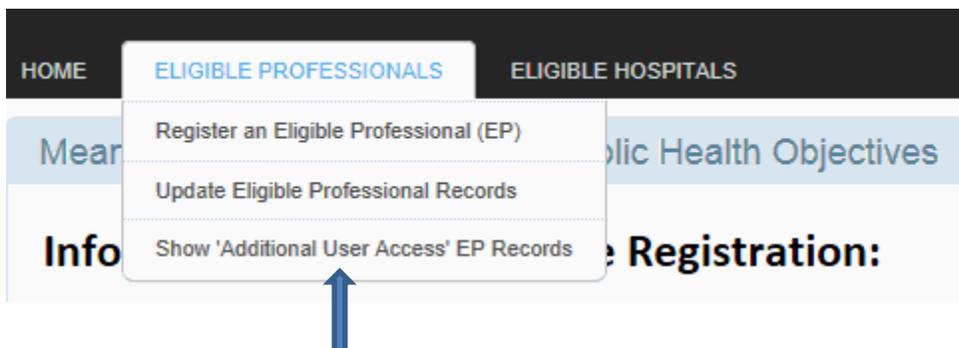

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

ADDITIONAL USERS

1. After signing into **MURCS**, place the cursor on either **"ELIGIBLE PROFESSIONALS"** or **"ELIGIBLE HOSPITALS"** and choose the **"Show 'Additional User Access' EP/EH Records".**

2. You will be directed to the **Show Eligible Professional Meaningful Use Records** screen where all registered **Eligible Professionals** or **Eligible Hospitals** that listed your account as an **Additional User** will be shown in a read only format.

3.   To add or make changes to a **Eligible Professionals/Hospitals** information or **Public Health Objectives, Affiliated Providers, Affiliated Facilities, Additional User Access, CLIA Number** or **OID Number** tabs, click on the **"Edit"** button.

4.   You will be directed to the **Edit an Eligible Professional/Hospital Meaningful Use Record** screen where information for the **EP** or **EH** can be edited at the top portion of the screen. Click **"SAVE"** button to retain the changes or **"CANCEL"** button to return to previous screen.

Submit a document or a Communicate to a specific program

1.   To submit a **Document** or **Communications Log** for an entered **Public Health Objective,** click the **"Edit"** button to the left of a listed **Objective.**

2. You will be directed to the **Add Meaningful Use Log Entry** screen. Type the desired **Log Text** or upload a **Document Image** by clicking the **"Browse"** button.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen. **"SAVE AND NEW"** button will retain the information and add an additional **Log Text** or **Document Image** entry for the **Public Health Objective.**.*

Add additional Public Health Objective

1.   To add additional **Public Health Objectives**, select the **"Public Health Objectives"** tab and click the **"Add"** button.

2. You will be directed to the **Add Public Health Objectives** screen. Enter the new **Public Health Objective** by clicking the "**Program**" box and choosing from the dropdown field. Select the appropriate information from the dropdown fields for the **"Stage", "Test Period Start Date", "Test   Period End Date"** and "**HL 7 Version**" boxes.

Add additional documents or communicate to program coordinator

1. If you wish to submit a **Document** or **Communications Log,** click the "**Add**" button.

2. The **"Log Date/Time"** field is automatically populated with the current date and time. You can type a message into the **"Log Test"** field and/or upload a **Document** by using the **"Browse"** button

3. Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen. **"SAVE AND NEW"** button will retain the information and add an additional **Public Health Objective.**

Update Affiliated Providers

1. **By** clicking the **"Affiliated Providers"** tab, you can change any previously listed **Affiliated Providers** by choosing from the **"Individual National Provider Identifier"** dropdown field. To add additional **Affiliated Providers,** select the **"Add"** button and choose from the **"Individual National Provider Identifier"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update Affiliated Facilities

1. By clicking the **"Affiliated Facilities"** tab, you can change any previously listed **Affiliated Facility** by choosing from the **"Organization National Provider Identifier"** dropdown field. To add additional **Affiliated Facilities,** select the **"Add"** button and choose from the **"Organization National Provider Identifier"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update Additional Users

1.　　By clicking the "**Additional User Access**" tab, you can change any previously listed **Additional User Access** selection by choosing from the **"User"** dropdown field. To add/allow **Additional Users Access** to your account's information, click the **"Add"** button and choose from the **"User"** dropdown field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update CLIA Number

1.　　By clicking the **"CLIA Number"** tab, you can change any previously listed **CLIA Number** selection by editing the information in the **"CLIA Number"** text field. To add additional **CLIA Numbers,** select the **"Add"** button and fill in the **"CLIA Number"** text field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*

Update OID Number

1. By clicking the **"OID Number"** tab, you can change any previously listed **OID Number** selection by editing the information in the **"OID Number"** text field. To add additional **OID Numbers,** select the **"Add"** button and fill in the **"OID Number"** text field.

*Click the **"SAVE"** button to retain the information or **"CANCEL"** button to return to previous screen.*