# Commonwealth of Massachusetts

**Executive Office of Health and Human Services** 



# Guide to Using Mass Hlway Webmail

April 21, 2016



# Introductions



# **Today's Speaker**



Murali Athuluri

Mass Hlway Account Management Team

Massachusetts eHealth Collaborative



### **Presentation Goals**



## **Todays presentation goals are:**

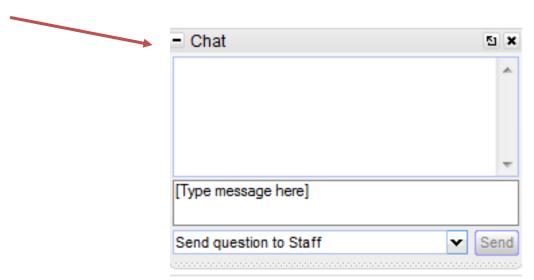
- What is the Mass HIway?
- When is webmail right for you?
- What is the purpose of webmail?
- How do we use webmail?
- How do we access provider DIRECT addresses?
- How do we search for a webmail address?
- Review frequently asked questions (FAQs)
- Q&A



#### Interactive Session



Please use the webinar's chat function to submit a question or comment to discuss during the presentation



Or feel free to contact us directly after the presentation, we will provide complete contact information on the final slide and distribute this presentation via e-mail



# What is the Mass HIway?



The Mass HIway is the statewide Health Information Exchange (HIE) providing secure, electronic transport of health-related information between health care organizations and providers regardless of affiliation or technology.

#### The Mass HIway offers two services:

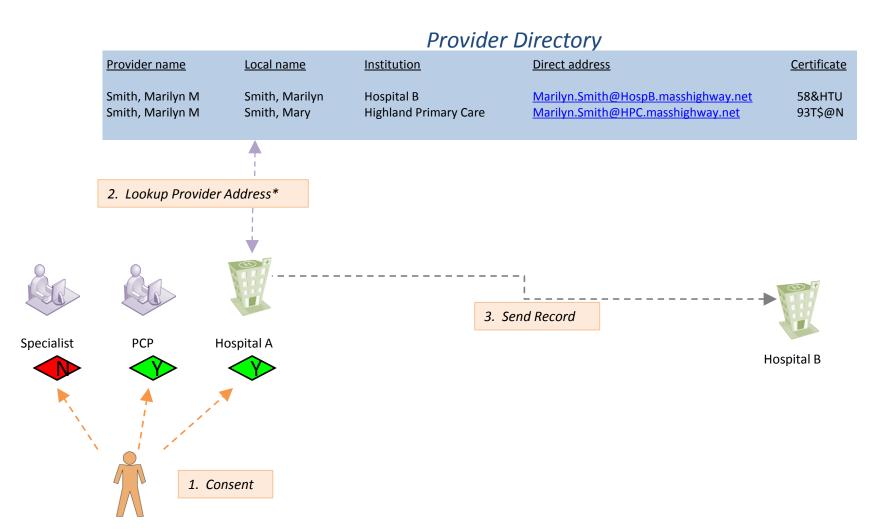
- **1. Direct Messaging** Secure point-to-point transport of electronic patient health information among healthcare organizations and authorized government agencies for purposes of patient treatment, payment, or operations.
- Query and Retrieve Relationship Listing Service (RLS) for locating healthcare organizations that hold records for a particular patient. Medical Record Request (MRR) service for initiating a query for a patient's records. → early adopter phase

The Mass HIway is <u>not</u> a clinical data repository HIE and holds no clinical information. The Mass HIway is also <u>not</u> the state health insurance exchange known as the Health Connector.



# Direct Secure Messaging – User to User Push





<sup>\*</sup> Optional and may vary from EHR vendor to vendor



### What can you send?



#### The HIway is 'content agnostic,' and does not restrict message types

#### **Patient clinical information:**

- Summary of Care / Transition of Care Record (TOC)
- Request for Patient Care Summaries
- Discharge Summaries
- Referral Summary Information
- Specialist Consult Notes
- Progress Notes

#### **Patient clinical alerts:**

- Emergency Department Notification
- Mortality Notification
- Transfer Notification
- Disposition Notification (admit/discharge)

#### **Quality reporting:**

 Information for calculation and reporting of clinical quality measures

#### **Public Health Reporting:**

- Securely comply with reporting regulations for the Mass.
   Department of Public Health
- Massachusetts Immunization Information System (MIIS)
- Electronic Lab Reporting (ELR)
- Syndromic Surveillance (SS)
- Massachusetts Cancer Registry (MCR)
- Opioid Treatment Program (OTP)
- Childhood Lead Poisoning Prevention Program (CLPPP)
- Occupational Lead Poisoning Registry (Adult Lead)
- E-Referral



# Mass HIway Community



C	C 1!
Care	Continuum
	Continuani

650+ Participants

Hospitals/Health Systems	Ambulatory	Long-Term & Post-Acute		
~58 organizations	>450 organizations/providers	~90 organizations		
Majority of MA hospitals	Primary care providers and	Range of services and		
ranging from large health	specialists across a broad	organization types		
systems and medical	range of medical services	including but not limited to:		
centers to single-site		Area Agency on Aging		
community hospitals	Health centers and clinics	(AAA) Aging Service Access		
	providing medical, emotional,	Point (ASAP), Skilled		
	behavioral, and additional	Nursing Facilities (SNF),		
	social services	nursing homes, Inpatient		
		Rehabilitation Facilities		
	Urgent care and minute	(IRF), home health,		
	clinics	palliative care, and hospice		

Note: 10+ additional orgs include Labs, Payers, Imaging Centers, and Quality Reporting service



# Mass HIway Community



#### There are currently 650+ participant organizations signed up for the HIway.

The full participant list is available at <a href="http://masshiway.net/HPP/Resources/ParticipantList/index.htm">http://masshiway.net/HPP/Resources/ParticipantList/index.htm</a>

# The Provider Directory contains over 7,000 addresses (department and individual level addresses included)

The latest Provider Directory extracts are available at the Mass HIway website <a href="http://masshiway.net/HPP/Services/ProviderDirectory/index.htm">http://masshiway.net/HPP/Services/ProviderDirectory/index.htm</a>. You will need to sign up to receive monthly notifications of PD extract updates

Your account manager will assist you in operationalizing the Provider Directory, identifying who of your trading partners are in the Mass HIway Community today and how to engage additional trading partners to exchange on the HIway

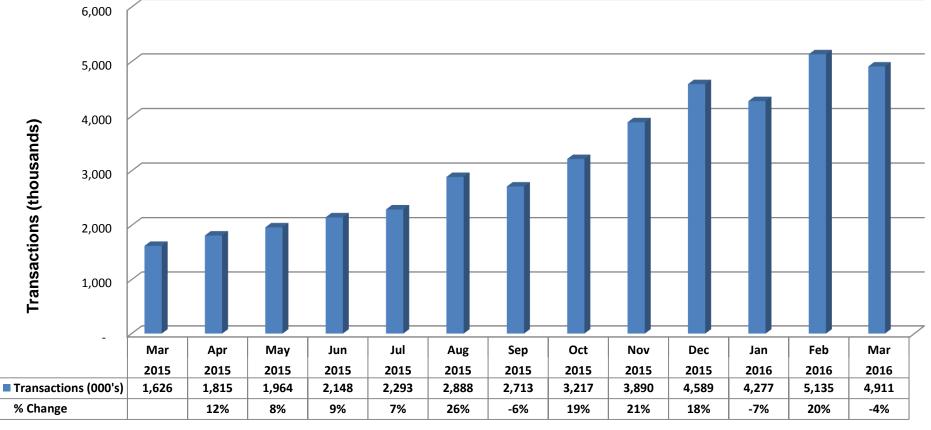


# **HIway Transaction Activity**



#### 13 Month HIway Transaction Activity

**4,910,774** Transactions\* exchanged in March (2/21 to 3/20/2016\*\*) **50,159,860** Total Transactions\* exchanged inception to date



<sup>\*</sup> Note: Includes all transactions over Mass HIway, both production and test

<sup>\*\*</sup> Note: Reporting cycle is through the 20<sup>th</sup> of each month.

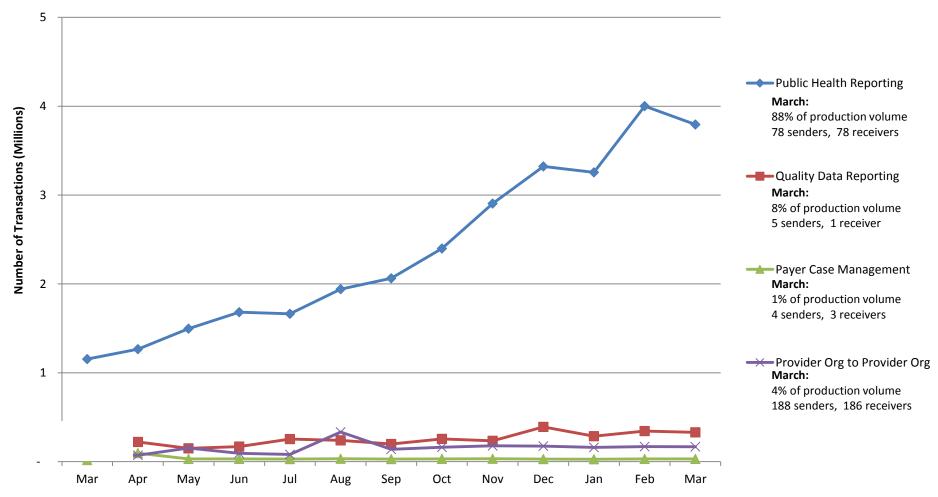


# HIway Transaction Analysis



#### 13 Month HIway Production Transaction Trends by Use Case Type

**88%** of HIway activity in March\* was for production transactions



<sup>\*</sup> Note: Reporting cycle is through the 20<sup>th</sup> of each month.



# **Connectivity Options**



# **User types Connectivity options EHR** connects directly Physician practice EHR connects through Hospital **LAND Appliance** Long-term care Other providers webmail Public health Health plans **Vendor HISP**

#### **HIE Services**





# **Connectivity Options**



#### Mass HIway provides the following connection options

**DIRECT** connection can interface directly with the Participant's EHR or SMTP message sending service. DIRECT uses XDR and/or SMTP/SMIME and is the most robust connection option allowing for seamless integration into a Participant's system with proper configuration

**LAND** is a network based hardware appliance that is physically installed in the Participant's infrastructure to seamlessly exchange transactions over the HIway with multiple integration options and the ability to submit transactions to public health reporting registries such as MIIS

**Webmail** provides for communication on the Mass HIway through a web browser, such as Internet Explorer or Firefox. Users log into a website to receive and send messages manually. The user interface looks very much like modern online mail sites (e.g. Outlook email) and has many of the same capabilities such as user alerts. Attachment files can also be sent through webmail and the communications are secure

**Vendor HISP** – Mass HIway as HISP also allows its Participants to connect using a vendor Health Information Service Provider (HISP). Mass HIway will review its HISP agreement with the vendor, perform necessary testing and enable the connectivity for secure transaction exchange with the respective HISP providers



# HISP to HISP Connectivity



#### **21 HISPs Connected to Mass Hiway**

- 1. Allscripts (MedAllies HISP)
- 2. Aprima
- 3. Athenahealth
- 4. CareAccord
- 5. CareConnect (NetSmart HISP)
- 6. Cerner
- 7. DataMotion
- 8. eClinicalWorks
- 9. eLINC
- 10. EMR Direct
- 11. Inpriva

- 12. MaxMD
- 13. McKesson (RelayHealth)
- 14. Medicity
- 15. MyHealthProvider (Mercy Hospital)
- 16. NextGen Share
- 17. NHHIO
- 18. SES
- 19. Surescripts
- 20. UpDox
- 21. Wellport (Lumira HISP)

#### **4 HISPs In Process of Connecting to Mass HIway**

				HIway Prod	
HISP Vendor	Kickoff	Onboarding	Testing	Readiness	Live/Target Date
ASP.md					2016-May
eClinicalWorks Plus					2016-Jun
Care 360					2016-Jun
IICA-Direct					Initiated

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## Webmail



Webmail is a browser based secure email service for exchanging administrative and clinical transactions among various Participants of Mass HIway

#### Why Webmail?

- No EHR
- Replace email, faxes
- Quick solution for DPH submissions such as CLPPP, Cancer Registry etc.

#### **Pros**

- Functions resemble common modern Internet web browser based email applications (e.g. Outlook)
- Easy to install, no dependency on EHR vendors

#### Cons

Webmail is "stand alone" and not integrated with EHR

Participants who would like to send or receive clinical and patient information such as Transition of Care securely on an as needed basis and who do not have EHRs or whose EHR is not ready for a DIRECT or LAND connection



# Webmail - Login



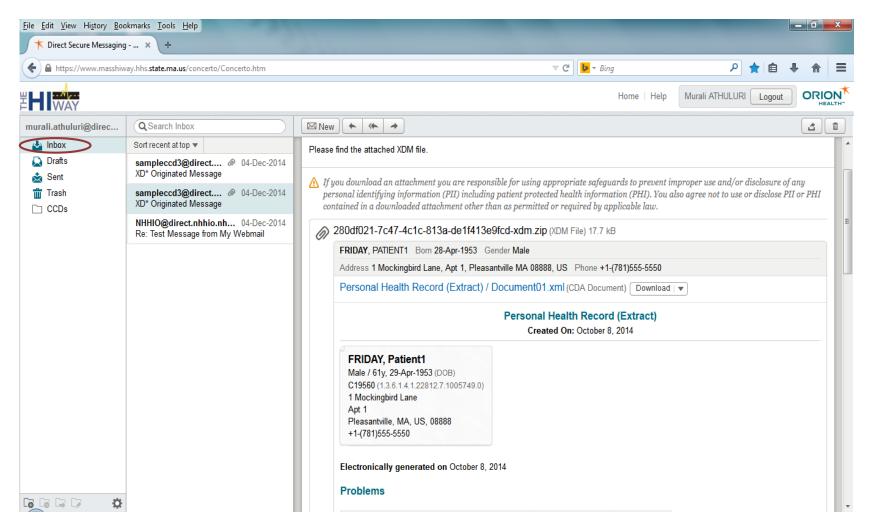
URL: <a href="https://www.masshiway.hhs.state.ma.us/concerto/Login.htm">https://www.masshiway.hhs.state.ma.us/concerto/Login.htm</a>





### Webmail - Inbox

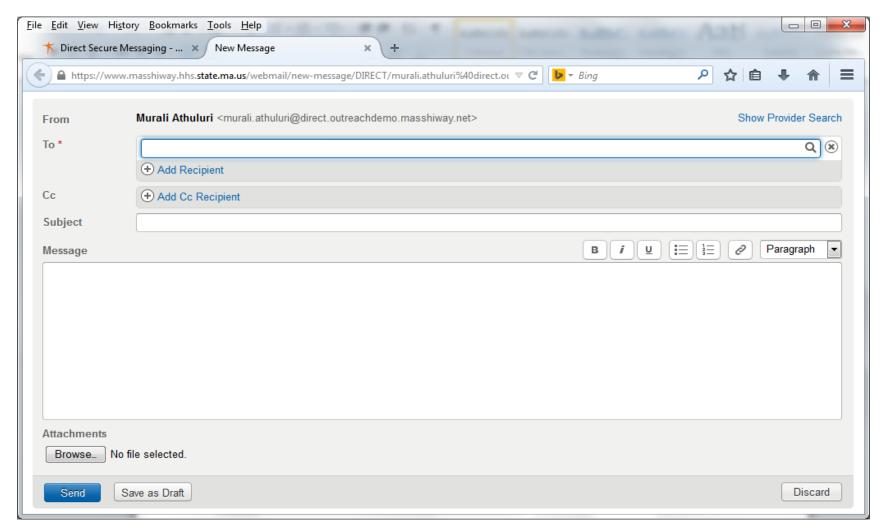






# Compose New Direct Message





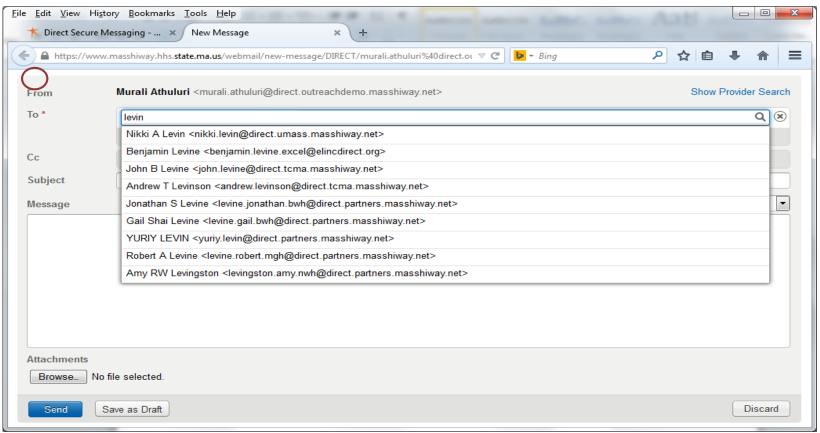


# Viewing Provider DIRECT address



#### Accessing the Provider Directory: Webmail Auto-complete Look Up

Start typing in the "To" field. List of the top ten matches are displayed.



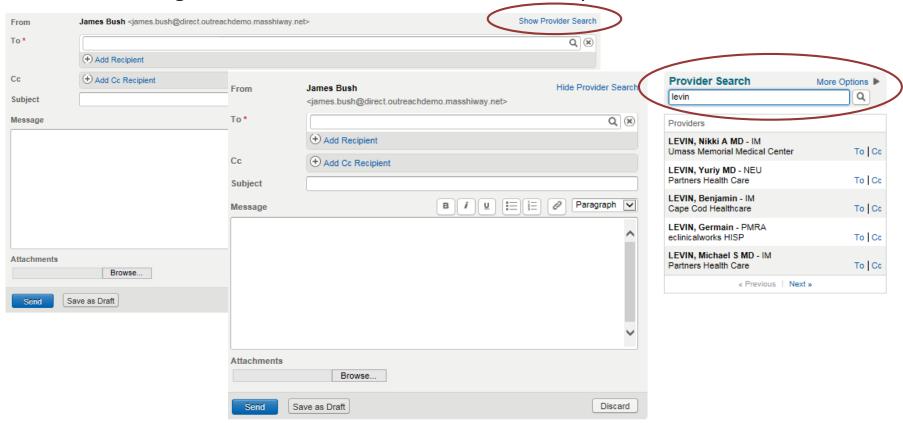


# Searching for Provider DIRECT address



#### **Accessing the Provider Directory: Webmail Advanced Search**

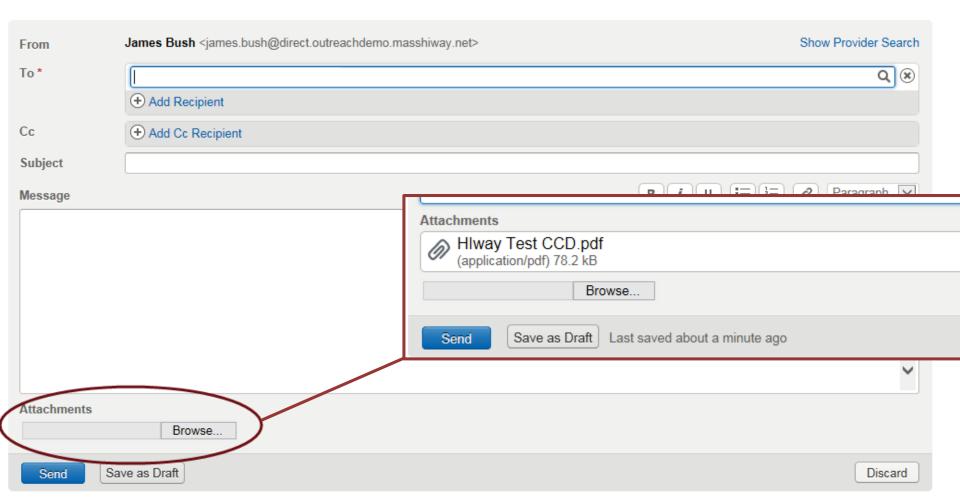
Accessed through Webmail interface and allows search by first/last name, etc.





# Webmail – Adding Attachments







# Webmail – Clinical Exchange Example





Sender's Webmail Address

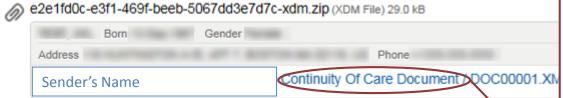
to james.bush@direct.outreachdemo.masshiway.net

Mark as Unread 17-Apr-2015 09:09

Please find the attached file from

Sender's Webmail Address

↑ If you download an attachment you are responsible for using appropriate safeguards to prevent improper use and/or disclosure of any personal identifying information (PII) including patient protected health information (PHI). You also agree not to use or disclose PII or PHI contained in a downloaded attachment other than as permitted or required by applicable law.



#### **Continuity of Care Document:**

**Patient Name** 

**Transitioning Provider/Contact** 

**Procedures** 

**Encounter Diagnosis** 

**Immunizations** 

Labs

Vitals

**Smoking Status** 

**Functional Status/ADLs** 

**Demographics** 

**Care Plan** 

**Care Team** 

**Discharge Instructions** 

**Problem List** 

**Medication List** 

**Allergies** 



# Webmail – Utilizing Attachments



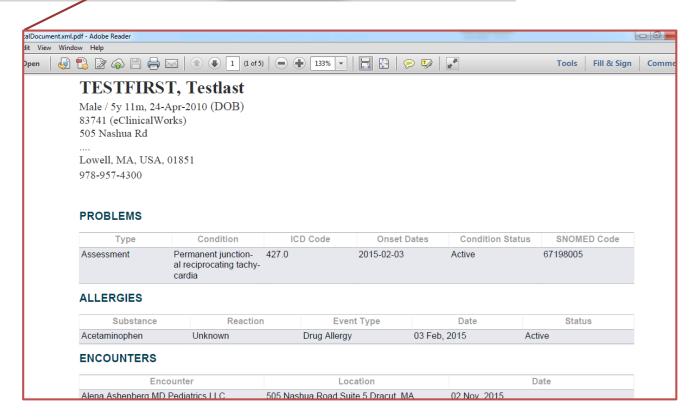
If you download an attachment you are responsible for using appropriate safeguards to prevent improper use and/or disclosure of any personal identifying information (PII) including patient protected health information (PHI). You also agree not to use or disclose PII or PHI contained in a downloaded attachment other than as permitted or required by applicable law.

 TESTFIRST, Testlast Born 24-Apr-2010 Gender Male

 Address 505 Nashua Rd, ...., Lowell MA 01851, USA

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 Download as PDF

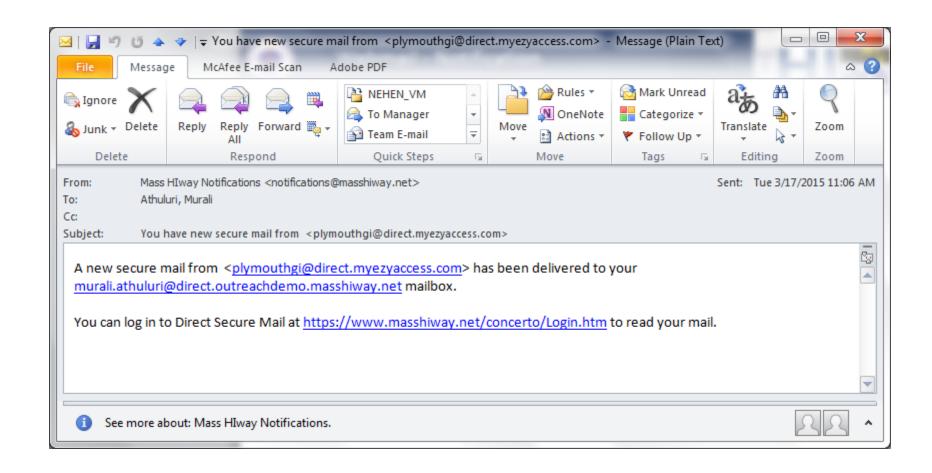
 View printable version





# Webmail – Notification of Message

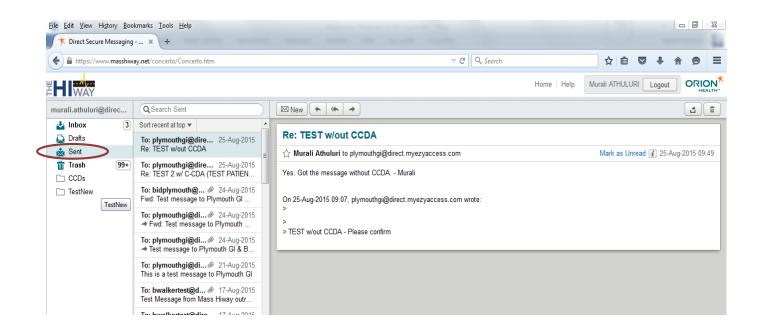






# View Sent Messages



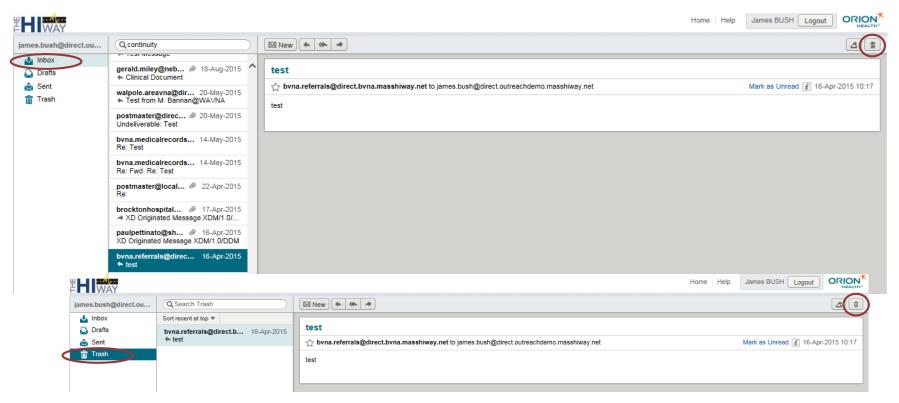




# Delete Messages



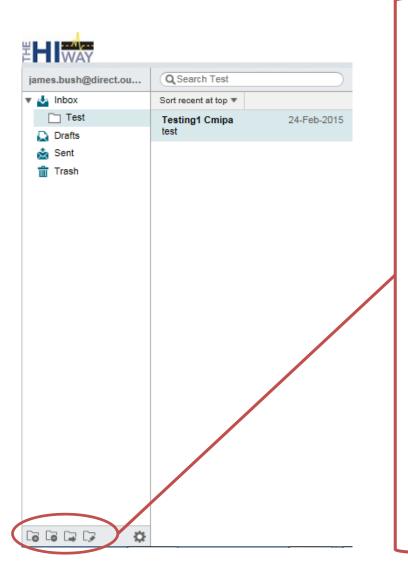
- 1. Select the message from the inbox to view the message
- 2. Click the 'recycle bin' icon on the top right hand corner to move the message to Trash folder
- 3. Enter the trash folder, select the message, click the 'recycle bin' a second time





# Manage Folders





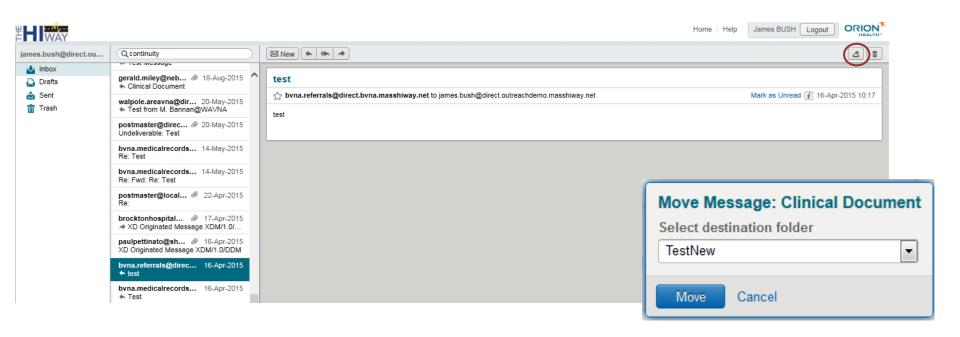
Add Folder Name  Parent Folder					
Inbox/Test					
Add Cancel					
Delete Folder Are you sure you want to delete the folder "TestNew"?					
Delete Cancel					
Move Folder Select the parent folder for "TestNew". Parent Folder murali.athuluri@direct.outreachdemo.masshiway.net  Move Cancel					
Rename Folder					
Name TestNew					
Rename Cancel					



# Moving messages across folders



Click on the 'move' arrow icon and Select the destination folder using the drop down shown below

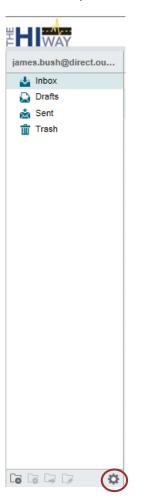


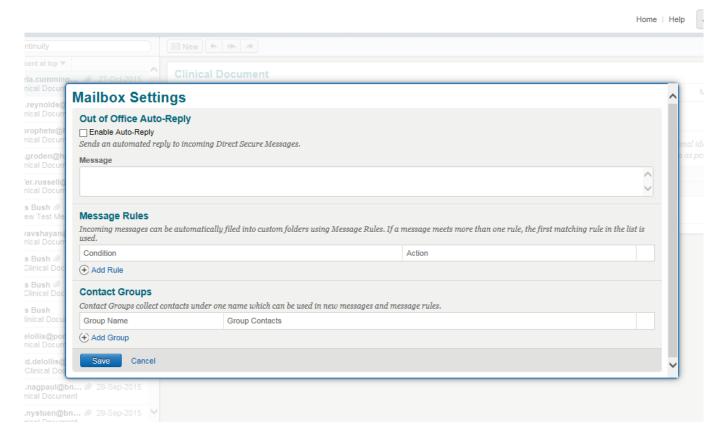


# Organize Messages



- 1. Click on the 'Tools' icon at the bottom left corner of your inbox
- Select the option you would like to perform Out of office, Message Rules or Group







# Key Features of Webmail Summarized



- View Messages and send messages
- Provider Directory Search
- Searching for messages in a folder
- Notifications to corporate email
- Folders and sub-folders
- Rules-based filing of messages into folders
- Auto-response messages (out of office)



# Webmail Accounts should reflect Workflow



Mass HIway provides Domain name e.g.: direct.outreachdemo.masshiway.net How do you want others to see you on the HIway (example/possible address)

Organization: <a href="mailto:orgname@direct.outreachdemo.masshiway.net">orgname@direct.outreachdemo.masshiway.net</a>

Department: <u>deptname@direct.outreachdemo.masshiway.net</u>

Individual: <u>murali.athuluri@direct.outreachdemo.masshiway.net</u> (Webmail

pattern)

#### **Shared versus Single User Webmail**

Webmail "boxes" can have shared access for multiple users or single users

#### **Webmail Access:**

Each authorized user will be issued a user name and password

#### Webmail Notification:

One authorized user can receive Mass HIway Webmail notifications

#### **Start Simple:**

- Minimize Accounts / Mailboxes
- Who handles your emails and faxes today? How do they distribute them?



# Webmail – Process/Timeline



- Fill out provider and organizational forms
- Determine desired domain name
- Determine structure of the webmail box (how many separate inboxes and how many users will have log in credentials?)
- Once that information is gathered, participant is on boarded onto the webmail platform
- Service manager will distribute log in credentials for the webmail box
- Service manager will instruct participant to send a loopback test message to ensure proper connectivity to the MA HIway
- After test is complete, participant is live in production on the MA HIway



# Rate Card



#### Massachusetts Health Information Highway (Mass HIway) Rate Card

Effective Date - October 1, 2014

			One-time	Direct Messaging Service			Direct Messaging Service + Query & Retrieve Service	
Tier	Category	Description	set-up fee (per node)	Annual HIE Services Fee (per node)	Annual HIE Services Fee + LAND (per node)	Annual HIE Services Fee Webmail (per mailbox)	Annual HIE Services Fee (per node)	Annual HIE Services Fee + LAND (per node)
Tier 1	1a 1b 1c 1d	Large hospitals/Health Systems Health plans Multi-entity HIE Commercial imaging centers & labs	\$2,500	\$15,000	\$27,500	\$60	\$30,000	\$42,500
Tier 2	2a 2b 2c 2d 2e 2f 2g	Small hospitals  Large ambulatory practices (50+ licensed providers)  Large LTCs (500+ licensed beds)  Ambulatory Surgery Centers  Ambulance and Emergency Response  Business associate affiliates  Local government/Public Health	\$1,000	\$10,000	\$15,000	\$60	\$17,500	\$22,500
Tier 3	3a 3b 3d 3e	Small LTC (< 500 licensed beds) Large behavioral health (10+ licensed providers) Large FQHCs (10+ licensed providers) Medium ambulatory practices (10-49 licensed provider	\$500	\$2,500	\$4,500	\$60	\$4,750	\$6,750
Tier 4	4a 4b (includes former 3c) 4c 4d	Small behavioral health (< 10 licensed providers)  Home health, LTSS  Small FQHCs (< 10 licensed providers)  Small ambulatory practices (3-9)	\$25	\$175	\$250	\$60	\$275	\$350
Tier 5	5a	Very Small ambulatory practices (1-2)	\$25	\$60	\$60	\$60	\$90	\$90





#### Can I access webmail from anywhere?

• Yes. Webmail is accessible using the secured URL as long as there is a internet access.

#### Is there a web browser limitation?

 Webmail is best viewed using Firefox and can be accessed using Internet explorer or Safari. Work is in progress for Chrome browser.

#### How do I set up a shared webmail mailbox when adding users?

• If you are using one mailbox for multiple users, you may specify this in the *Provider Directory Provider Upload File* under "Shared Mailbox Address". This option is only available to webmail providers.

#### Who should I contact for add/update existing users on my shared mailbox?

 Sent email request to <u>MassHlwaySupport@State.MA.US</u> or contact your account manager directly.





#### How do I add/modify webmail notifications

Contact the Mass HIway support mailbox <u>masshiwaysupport@state.ma.us</u>
 Telephone Support: 1.855.MAHIWAY (1.855.624.4929) Option 1

#### What is the capacity of the Mass HIway Webmail?

• Each webmail account is subject to a storage capacity limit of 10MB per message, including attachments, and 1GB for the mailbox itself.

#### Can I use webmail to exchange with providers on other vendor HISPs?

 Yes, webmail users can send & receive with providers on private vendor HISPs such as eClinicalWorks, athenaHealth, Nextgenshare etc. by simply selecting or typing the provider's direct address in the 'To'. Please see the HISP slide for all connected HISPs.



Registry	Status	Connection Types	Message Types
Massachusetts Immunization Information System (MIIS)	Connected	HL7	LAND, Soapwebservices
Electronic Lab Reporting (ELR)	Connected	HL7	LAND
Syndromic Surveillance (SS)	Connected	HL7	SMIME, LAND, XPL
Massachusetts Cancer Registry (MCR)	Connected	CDA HL7 R2	LAND, HISP, Webmail
Opioid Treatment Program (OTP)	Connected	XML (only for A01s), HL7 ADT (A01, A03, A08); QRY_19	Direct XDR, XPL and LAND
Childhood Lead Poisoning Prevention Program (CLPPP)	Connected	.CSV, .TXT (All txt files are fixed length files)	Webmail
E-Referral	Connected	HL7, CCD	LAND, HISP
Adult Lead	Connected	HL7	Webmail
Prescription Monitoring Program (PMP)	Testing	HL7	TBD

<sup>\*</sup>Please note that the above information is current and accurate as of 4/2016. Connection types may change and can always be confirmed by your HIway service manager





If your organization is interested in connecting to the Mass HIway or improving Care Coordination contact the lead for the Mass HIway Account Management Team: Murali Athuluri, <a href="mathuluri@maehc.org">mathuluri@maehc.org</a> 781-296-3857

#### **HIway Account Management Team:**



**Len Levine** 



Jessica Hatch, RN



Kelly Luchini, PMP



Jennifer Monahan

The Mass HIway Account Manager will be your personal liaison to take you through Enrollment, Onboarding, Addressing, Connection steps, and exchanging with your trading partners

The Massachusetts Health Information Highway

1.855.MAHIWAY (1.855.624.4929) Option 1

General Support: <a href="masshiway@state.ma.us">masshiway@state.ma.us</a>

www.masshiway.net