

Thank you for joining the QHN Hot Topics session

How Tos: Presented by: Sherri Corey, QHN Senior Clinical Advisor

- How to Submit a Request for a QHN New User
- How to Reset Your Password
- How to Set up Your Security Questions
- What to do if you forget your password?

June 20, 2018

Presentation will begin shortly.

Please place your phone and computer microphone on mute during the presentation – thank you!

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How to Submit a Request for a QHN New User

Go to the QHN website, qualityhealth network.org.

the Forms

QHN New

will open.

User.



Complete the required information. **This request should be submitted by the Designated Organizational Contact only.** (*Note: email address must be an active and monitored account as their New User form will be directed to this email address*). Click Submit.

nproving care through shared technology	
iest QHN New User	
: a New QHN User account on-line. Organizational Contacts may now submit a request for	NEW QHN USER REQUEST
oser account by simply completing this off-the form.	Access to the QHN system must be requested by the "Designated Organizational Contact" for the organization. If you do not know who the Authorized Contact is at your organization, please feel free to contact QHN's Customer Support at:970-248-0033.
Customer Support Request	There is one required form for each New QHN User. The QHN User Application will be sent to the Designated Organizational Contact a
Current Newsletter	the New User. The form is sent via email utilizing the electronic signature service DocuSign. View Request a New QHN User Tip Sheet.
Event Calendar	New User first/last name and professional suffix*
Contact Us	New User email address*
	Your first/last name*
	Your email address*
	Your practice, facility or organization*
	Clinic or department where the new user will be working. (If the user works in multiple locations, the physical address or name of location where the user will be working)*
\subset	Submit

Once the form is submitted, the **Designated Organizational Contact** making the request will receive a reply email noting the request has been sent with a "case" number used for tracking purposes.



Email to the Designated Organizational Contact

After the case number email is sent, the Designated Organizational Contact will receive this instructional email, explaining the DocuSign Process.

Subject: IMPORTANT – QHN User Application Good morning (afternoon) <name>,

QHN has received your request for us to establish a new User for your practice/organization/facility. Access to QHN's system necessitates the completion of the **QHN User Application** form, which requires information and a signature from both the organization requesting the Users access AND the new User.

The **QHN User Application** will be sent to you via DocuSign, once you have completed and signed the form it will automatically be forwarded to the new User. Please be sure you have provided us with a working and monitored email for the new User you are requesting access for. If this new User will need QHN to route Results (providers only), please note this in the "Other" field on the form.

Once the User has completed and signed their section of the form, it automatically returns to QHN and sends you and the User a signed copy (PDF) via email, which you may file electronically or print.

In an effort to better serve our customers, QHN uses the DocuSign electronic signature process. This allows our customers to sign forms electronically by simply following the DocuSign instructions and for QHN to expedite your request for the new Users system access.

Please feel free to contact me personally at: cmorris@qualityhealthnetwork.org or call the QHN Customer Support Desk at: 970-248-0033 if you have any questions or concerns.

We look forward to providing your new User with QHN services.

Thank you,

Sam or Cheryl

Email to the New User

The New User will also receive an instructional email explaining the DocuSign Process.

Subject: IMPORTANT – QHN User Application Good morning (afternoon) <name>, QHN has received a request for you to access QHN's electronic health information exchange (HIE). Access to QHN's HIE requires the completion of the **QHN User Application**. In an effort to better serve our customers, QHN uses the DocuSign electronic signature process. This allows you to sign forms electronically by simply following the DocuSign instructions and for QHN to expedite your request for system access.

You will soon be receiving the **QHN User Application** via DocuSign. Once the form is signed it automatically returns to QHN and sends you a signed copy (PDF) via email, which you may file electronically or print.

Please feel free to contact me personally at: cmorris@qualityhealthnetwork.org or call the QHN Customer Support Desk at: 970-248-0033 if you have any questions or concerns.

We look forward to providing you with QHN services.

Thank you,

Sam or Cheryl

Meanwhile, the QHN User Application is emailed directly to the Designated Organizational Contact utilizing DocuSign.

Click REVIEW DOCUMENT.



On the next screen, click CONTINUE. (The form will be grayed out until you click CONTINUE.

Please Review & Act on These Documents



I am sending you this request for your electronic signature, please review and electronically sign by following the link below



Please NOTE: Those receiving DocuSign forms are sent intermittent reminder emails. DocuSign forms expire in 30 days. The Designated Organizational Contact will complete the fields on the QHN New User Application. Note that if you are a provider, we will need your NPI and license number. Also be sure to: 1. Select Level of Access 2. Electronically sign review

3. Click FINISH.

The Application is then sent to the New User.

Both the New User and the Designated Organizational Contact(s) are sent a copy via email.

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ocuments below. FIN	IISH
DocuSign Envelope ID: 111CABDF-BBBE-4174-B09A-69C4F0DD6E38	
	_
A QHN User Application Form must be completed for each User. User will receive their secured access information by phone. Completed form may be emailed to: Support@qualityhealthnetwork.org or faxed to QHN at: 970.248.0043.	·
To be Completed by Authorized Organizational Contact	
Practice Organization Facility Information	
Practice Organization Facility Name: Quality Health Network Department:	
Full Name: Charity Meinhart Specialty:	
First Last M.I.	
Preferred email contact address: cmeinhart@qualityhealthnetwork.org Professional Suffix / Title: select Select from dropdown menu, if applicable	t ~
NPI #: License #:	
If using QHN Single Sign On please note their user name (for your EHR system) below: Training by QHN representative is requested (fee may apply).	
User Access Requested (at least one option must be selected)	We cannot
Demographics Only: This User will not access clinical information, Patient Demographics view only.	process
Organization Results: User will access results/demographics associated with your practice patients only.	request
Full QHN System Access: User will access all patient results/demographics from all QHN sources. One- time fee may apply (\$50). I understand fee will be applied to our organization's monthly invoice.	access delineated.
QHN Direct: User needs Direct Email account (Tip Sheet on <u>Designating Direct Delegates</u>).	
Other: Organizational Contact Signature	
By signing below, I certify that User has completed the required HIPAA and Confidentiality training and all information of the complete section of the	
with the Electronic Commerce Agreement between our organization, to the Qhri system(s) shall be in compliance with the Electronic Commerce Agreement between our organization and QHN, applicable law, QHN's Governing Policie	es
me and/or my organization that could include loss of use of the QHN System, notice to licensing authorities, and/or civ	/il
view of the individual noted above by view of the individual noted above by viewing and verifying two legal forms of identification.	
Note: QHN's DocuSign emails are stam	iped
with the QHN logo and sent by the	
Customer Support team: Chervl Morris	or
	01

After you click FINISH, you will see a "Log in to DocuSign" pop-up. Click "NO THANKS."



Then you will see the "You're done!" screen.

After all recipients finish signing, you will receive an email with a link to the document.



We use cookies to personalize content and ads, to provide social media features and to analyze our traffic. We also share information about your use of our site with our social media, advertising and analytics partners. Click "Cookie Settings" to update your personal COOKIE SETTING Next, the New User will receive this email. Click REVIEW DOCUMENT.

If there are problems with how this message is displayed, click here to view it in a web browser. Sent: Wed 9/13/2017 2:28 PM To: Becky Jessen ing care through shared technology Cheryl Morris sent you a document to review and sign. **REVIEW DOCUMENT Cheryl Morris** cmorris@gualityhealthnetwork.org I am sending you this request for your electronic signature, please review and electronically sign by following the link below. Powered by Docu Sign

Documents for your DocuSign Signature DocuSign System <dse_na2@docusign.net> On the next screen, the New User will click CONTINUE. (The form will be grayed out until you click CONTINUE.

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A GHN User Application Form must be complete phone. Completed form may be emailed to: Su To be Completed Practice Organization Facility Name: Quality full Name: Charity	ed for each User. User will re sport@qualityhealthnetwork. by Authorized Organiza ganization Facility Inf y Health Network	ceive their secured access info org or faxed to QHN at: 970.2 attional Contact formation	ermation by 48.0043.	
To be Completed Practice Or Practice Organization Facility Name: Quality	by Authorized Organiza ganization Facility Inf y Health Network	ational Contact formation		
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referred email contact address: cmeinhar	t@qualityhealthnetwork.org	Professional Suffix / Tit Select from dropdown menu, if applic	tle: MD	
iPi #:	Licens	e #:		
If using QHN Single Sign On please note their user	name (for your EHR system) bei	ow: Training by QHN represent requested (fee may apply) Yes: No:	tative is	
User Access Request	ed (at least one option	must be selected)		
 Demographics Only: This User will not a 	iccess clinical information, Pa	tient Demographics view only		
 Organization Results: User will access res 	ults/demographics associated	with your practice patients only	h.	
Full QHN System Access: User will acces	s all patient results/demograp	phics from all QHN sources.	x	
One- time fee may apply (\$50). Lunderstand	the will be applied to our organ	institution's monthly involce.	~	
Other	count (ity sneet on teengrate	ing unerr besegires).		
Other:				
y signing below, I certify that User has complete contained herein is accurate. I affirm that all acc with the Electronic Commerce Agreement betw ind that any inappropriate use or access to the we and/or my organization that could include lo or criminal penalties. <u>New CHW's Governing Po</u> <i>insurance and verifying two legal forms of identific</i> Saw, Uklybers	ted the required HIPAA and C ress, by my organization, to the een our organization and QH QHM system may result in the so of use of the QHM System, <u>licities</u> . Thave certified the ide cation. San Childress	continentiality training and all the QHN system(s) shall be in o N, applicable law, QHN's Gove e imposition of sanctions by Q , notice to licensing authoritie noticy of the individual noted a schildressilaus lituted	Internation ompliance rining Policies HN, against s, and/or civil bove by	
Designated Organization Contact Signature (requi	red) Printed Name	Email address	Date	
Security Information (Use	d to verify your identify for	Password changes, etc.)		
ast 4 Digits of Your Social Security Num	nber:			
Nonth and Day of Birth: Mon	th: Day:			
User Ack	nowledgement and Sig	nature		
It is your responsibility, as a QHN User, to ensu acknowledges that you understand and agree to with anyone or ask another user for their passw 3) Upon accessing the QHN System accept the a	ire your password is kept con to be bound by the following rord. 2) To not login anyone el idditional policies and condition	fidential. Your signature below statements: 1) To not share yo ise to the QHN System using yo ons noted on the login screen.	v sur password sur password.	
I understand that any inappropriate access to the supervisors and/or my organization that could i and/or civil or criminal penalties.	e QHN System may result in the nclude loss of use of the QHN	e imposition of sanctions again: 4 System, notice to licensing a	t me, my uthorities,	
+	Charity Neinh Brinted Name	art 6/19/	2018	
User Signature (required)	P THINKS HAITE		Date	
User Signature (required) 744 Horizon Court, Suite 210 Grand Crepright 0 2917, OHN, Inc. All	Junction, CO 81506 • Phone: 97 rights reserved. Intellectual Property	70-248-0033 • Fax: 970-248-0043 of GHV - Revised 12 11 17	Date	

THER ACTIO

The Application will open and the New User will fill out the last 4 of their social, as well as their birthdate.

- Demographics Only. This oser will not access clinicar mormation, Fatient Demographics New Only.
- Organization Results: User will access results/demographics associated with your practice patients only.
- Full QHN System Access: User will access all patient results/demographics from all QHN sources. One- time fee may apply (\$50). I understand fee will be applied to our organization's monthly invoice.
- QHN Direct: User needs Direct Email account (Tip Sheet on <u>Designating Direct Delegates</u>).
- Other:

Organizational Contact Signature

By signing below, I certify that User has completed the required HIPAA and Confidentiality training and all information contained herein is accurate. I affirm that all access, by my organization, to the QHN system(s) shall be in compliance with the Electronic Commerce Agreement between our organization and QHN, applicable law, QHN's Governing Policies and that any inappropriate use or access to the QHN system may result in the imposition of sanctions by QHN, against me and/or my organization that could include loss of use of the QHN System, notice to licensing authorities, and/or civil or criminal penalties. <u>View QHN's Governing Policies</u>. I have certified the identity of the individual noted above by viewing and verifying two legal forms of identification.



743844874785465	Sam Childress	schildress@qualityho	earby about work.
Designated Organization Contact Signature (require	d) Printed Name	Email address	Date
To b	e Completed by User		
Security Information (User	to verify your identify for Pa	ssword changes, etc.)	
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User Ackno	wledgement and Signat	ure	
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I understand that any inappropriate access to the C supervisors and/or my organization that could inc and/or civil or criminal penalties.	QHN System may result in the im clude loss of use of the QHN Sy	position of sanctions agai stem, notice to licensing	nst me, my authorities,
User Signature (required)	Charity Meinhart Printed Name	6/19	9/2018 Date
User Signature (required) 744 Horizon Court, Suite 210 Grand Ju Copyright © 2017, QHN, Inc. All rig	Charity Meinhart Printed Name nction, CO 81506 • Phone: 970-2 hts reserved. Intellectual Property of C	6/19 18-0033 • Fax: 970-248-004 HN – Revised 12 11 17	9/2018 Date 13
User Signature (required) 744 Horizon Court, Suite 210 Grand Ju Copyright © 2017, QHN, Inc. All rig	Charity Meinhart Printed Name nction, CO 81506 • Phone: 970-2 hts reserved. Intellectual Property of C	6/19 48-0033 • Fax: 970-248-004 HN – Revised 12 11 17	9/2018 Date 13

Then the New User will click the Sign button and click FINISH.

	Other:	Organization	al Contact Signat	170	
By s con with and me or c view	igning below, I certify that Use ained herein is accurate. I affi the Electronic Commerce Agr that any inappropriate use or and/or my organization that co riminal penalties. <u>View QHN's</u> <u>sing and</u> verifying two legal for	er has completed the rm that all access, by reement between ou access to the QHN sy ould include loss of u <u>Governing Policies</u> . rms of identification.	required HIPAA and Co rmy organization, to the r organization and QHN ystem may result in the se of the QHN System, r I have certified the iden	ndidentiality training and a e QHN system(s) shall be in , applicable law, QHN's Go imposition of sanctions by notice to licensing authorit tity of the individual noted	Il information compliance verning Policies QHN, against es, and/or civil above by
Sa	m Childress		Sam Childress	schildress@qualitvM	a Bulana work ora
Des	gnated Organization Contact Si	ignature (required)	Printed Name	Email address	Date
		To be Co	ompleted by User		
	Security Infor	mation (Used to v	erify your identify for F	assword changes, etc.)	
Las	t 4 Digits of Your Social S	ecurity Number:			
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NO	ith and Day of Birth:	Month:	Day:		
lt i acl wi 3)	s your responsibility, as a QHN mowledges that you understan th anyone or ask another user f Upon accessing the QHN Syster	I User, to ensure you nd and agree to be b for their password. 2) m accept the addition	r password is kept confi ound by the following s To not login anyone else al policies and conditior	dential. Your signature bel tatements: 1) To not share e to the QHN System using is noted on the login screer	ow your password your password.
l u suj an	iderstand that any inappropriat pervisors and/or my organization d/or civil or criminal penalties.	te access to the QHN on that could include	System may result in the loss of use of the QHN :	imposition of sanctions agai System, notice to licensing	nst me, my authorities,
Us	er Signature (required)	ign	Charity Meinha Printed Name	rt 6/1	9/2018 Date
	744 Horizon Court, Se	uite 210 Grand Junction 17. OHI: Inc. All rights re-	n, CO 81506 • Phone: 970 served. Intellectual Property of	-248-0033 • Fax: 970-248-00 f QHN – Revised 12 11 17	13
	Copyright e 20				

Then the New User will see the "You're Done Signing" popup. Click CONTINUE.

One- time fe			×	
QHN Direct Other:	A copy of this document will be by all signers. You can also dow	sent to your email address when nload or print using the icons at	n completed pove.	
By signing below, I contained herein is			l all inform in complia	nation nce
with the Electronic and that any inappi me and/or my orga	CONTINUE		overning y QHN, ag ities, and/	Policies ainst or civil
viewing and verifying	two legal forms of identification.	nave contined the identity of a		Y .
Sam Childress		Sam Childress schi	ldress@qualityH6#419#1200	Bework.org
Designated Organizatio	on Contact Signature (required)	Printed Name E	Email address D	ate
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Last 4 Digits of You	ur Social Security Number:			
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month and Day of t	User Acknowle	dgement and Signature		
It is your responsibili acknowledges that y with anyone or ask an 3) Upon accessing the	ity, as a QHN User, to ensure your ou understand and agree to be bo nother user for their password. 2) e QHN System accept the addition	password is kept confidential. bund by the following statemer To not login anyone else to the al policies and conditions noted	Your signature below hts: 1) To not share your pas QHN System using your pas on the login screen.	sword sword.
l understand that any supervisors and/or m and/or civil or crimin	inappropriate access to the QHN S y organization that could include al penalties.	ystem may result in the impositi loss of use of the QHN System,	on of sanctions against me, a notice to licensing authorit	ny ies,
Hear Signature /reg	Ularity Meinhart	Charity Meinhart Brinted Name	6/19/2018	
744 Hor	izon Court, Suite 210 Grand Junction Copyright © 2017, QHN, Inc. All rights res	, CO 81506 • Phone: 970-248-003 erved. Intellectual Property of QHN – F	3 • Fax: 970-248-0043 Revised 12 11 17	
QHN User App 12 05 17.docx				1 of 1
		FINISH		

The new user will receive an email that says "your document has been completed." You can then view the completed document, if you like.



Cheryl Morris cmorris@qualityhealthnetwork.org

All parties have completed Documents for your DocuSign Signature.

I am sending you this request for your electronic signature, please review and electronically sign by following the link below.

Powered by Docu Sign



How to Reset Your Password

If you forgot your QHN password you receive an error message:

QUALITY EALTH® N·E·T·W·O·R·K				SS
<u>.</u>	By using the QHN system: I agree: (1) to be bound to an any other agreements (collect and use of the QHN System; and use the QHN System on activities as allowed by HIPA associated with my username If you do not agree to all of the <u>DO NOT</u> use the QHN System terms.	nd comply with all terms of the B stively, "Agreements") under wh (2) to comply with all QHN Pol ly as needed for Treatment, Pa A; and (4) that I am responsible e and password. The above terms, <u>DO NOT</u> estab m. Your use of the QHN Syster	Electronic Commerce Agreement and nich I have been allowed to have acc icies and QHN Standards; (3) to acce yment, and Health Care Operations a for all activity and use of the QHN s lish a QHN username and password m affirms your agreement to the abov	d/or ess ess ystem , and /e
You could	I not be authenticated with t	he credentials you provided.	Please try again. [ACCOUNT=b	jessen].
	Username:	1	Forgot Username?	
	Password:		Forgot Password?	
		Login		20

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Click on Forgot Password.



You could not be authenticated with the credentials you provided. Please try again. [ACCOUNT=bjessen].



Unable to login? Click on Forgot Password, above, to quickly reset your password.

Please enter your Username and Password. Passwords are case sensitive.

If you need help or require a login for this application, please contact the QHN support desk @ 970-248-0033 or support@qualityhealthnetwork.org.

A new screen opens and you are prompted to enter your Username.



After you enter your Username, click Submit.

UNET-W-O-R-K	SSO
<u>.</u>	By using the QHN system: I agree: (1) to be bound to and comply with all terms of the Electronic Commerce Agreement and/or any other agreements (collectively, "Agreements") under which I have been allowed to have access and use of the QHN System; (2) to comply with all QHN Policies and QHN Standards; (3) to access and use the QHN System only as needed for Treatment, Payment, and Health Care Operations activities as allowed by HIPAA; and (4) that I am responsible for all activity and use of the QHN system and password. If you do not agree to all of the above terms, <u>DO NOT</u> establish a QHN username and password, and <u>DO NOT</u> use the QHN System. Your use of the QHN System affirms your agreement to the above terms.
	Please enter your current system username. An email will be sent to you containing a link to reset your password.
	Username: Username: Submit Gancel

A reset email is sent to email address QHN has on file. The reset email contains a link to reset your password.

An account reminder from the support team at Quality Health Network at support@qualityhealthnetwork.org.

support@qualityhealthnetwork.org

Extra line breaks in this message were removed.

Sent: Tue 10/24/2017 3:33 PM

To: Becky Jessen

We apologize for any difficulties you might be having with your account. You or someone on behalf of you requested a password reset. Please open the link <u>https://results.qhnapps.org/MirthSignOn-idp/selfserv?</u> <u>q=pwdReset&val=XPcUFfpzQTdYprLR&continue=https%3A%2F%2Fresults.qhnapps.org%</u> <u>2Fmirthresults%2F</u> and change the password after providing answers to the security questions. Please do not reply to this email.

When you click the link a new screen will open, and you will be prompted to answer your security questions.



Please note that security questions are **CASE SENSITIVE**.



Enter your answers and click VERIFY.



Follow the guidelines, enter a new password, and click CHANGE.



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Notice of a successful password change appears.



You will be redirected back to the login page.



If you are unable to reset your password, there are three ways to contact us:



Phone: 970-248-0033

Hours: M-F, 7:30 am - 5:00 pm After hours messages are returned next business day.



Customer Support Request

Available 24/7 at qualityhealthnetwork.org



Support Email: Support@qualityhealthnetwork.org

Hours: M-F, 7:30 am - 5:00 pm After hours emails are returned next business day.

To complete a Customer Support Request, go to qualityhealthnetwork.com and click on Customer Support Request.



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Fill out the form and click Submit.

Conta	ct Email*
Your P	Practice, Facility or Organization Name*
Conta	ct Phone*
Custor	mer Priority .e Critical High Medium Normal (Mouse over text for details.)
Subjec	t Do Not Include PHI
Descri Result PHI.	ption (Please include as much information as possible including Patient Name, Date, Type o and Organization Generating Result). This field is HIPAA compliant and may includ
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Phone: 970-248-0033 Website: <u>www.QualityHealthNetwork.org</u> Address: 744 Horizon Court, Suite 210 Grand Junction, CO 81506