Trading Partner Registration System (TPR)

User's Guide | https://apps.tn.gov/tpr

Tennessee Department of Health| Public Health Informatics | MAY 2024

TN Department of Health

Department of Health Authorization No. 355828.
This Electronic publication was promulgated at zero cost.
May 2024

Contents

Date	Version	Description
02/02/2015	1.0	Initial version – published 02/02/2015
08/07/2015	2.0	Add Syndromic Surveillance Messaging as an interface selection, update TDH web links, and add Frequently Asked Questions (FAQ)s
11/20/2015	3.0	The ability to copy demographic information, interface information and Promoting Interoperability information from a parent entity to a sibling or child
05/09/2016	3.1	Update Immunization Registry Fact Sheet
07/01/2022	4.0	Added new screenshots, additional points of contact, and updated table of contents.
05/2024	4.1	Added new enhancements: Import Entities Tool, Generate Status Letters, Added TQL Interface
09/2024	4.2	Added Save & Return function for the Entity Information Page

Trading Partner Registration System Overview

The Tennessee Department of Health's (TDH) Trading Partner Registration (TPR) System should be used by potential trading partners to register their intent to exchange data electronically with TDH, including any potential trading partners participating in Promoting Interoperability (PI).

The TPR system was initially designed to include three specific interfaces, with the flexibility to add additional interfaces as necessary. The initial interfaces include Immunization Registry Messaging, Electronic Laboratory Reporting (ELR), and Cancer Case Reporting. Over time, Syndromic Surveillance Messaging (SSM), Drug Overdose Reporting (DOR), and Tobacco Quitline (TQL) interfaces have been added to the system allowing hospital trading partners to register for these additional interfaces. To help clarify the hierarchy of affiliated Organizations, Facilities, and Professionals, this User Guide and the application use the terms 'Parent' and 'Children.' For example, a health system may be deemed the 'Parent' organization, registering its affiliated hospitals as 'Children.' For additional information, see *Viewing Hierarchy of Entities*.

While registering, potential Trading partner entities can maintain the relationships between multiple entity levels within their organization. For example, a health system can register itself, its affiliated hospitals, and any providers who work at affiliated hospitals. Multiple TPR System users can have access to one or all entities registered. Associated registration and on-boarding documentation will be generated based on how the user is registered.

Once registration has been submitted, the TDH programs responsible for onboarding each interface will review submitted registration and determine the status of each. Registrations may be approved or denied for each TDH interface that the potential trading partner has registered for. Once approved, trading partners can use the TPR System to monitor their entity's progress through on-boarding processes for each interface.
Email notifications will be sent from the TPR System to users with access to each entity. These emails, along with the completed milestones for each interface, can be utilized by the entity to document progress and engagement for each applicable interface. More information about user access and email notifications can be found in *Managing Users*.

This guide is designed to aid you in the process of registering as a trading partner with TDH. Included in this document are definitions for terms and acronyms used (see Appendix 1, pg. 39), a decision flow chart (see Appendix 2, pg. 41), and contact information (see Appendix 3, pg. 42) to assist you. The Tennessee Department of Health (TDH) welcomes comments on this user guide. Please send all feedback to MU.Health@tn.gov.

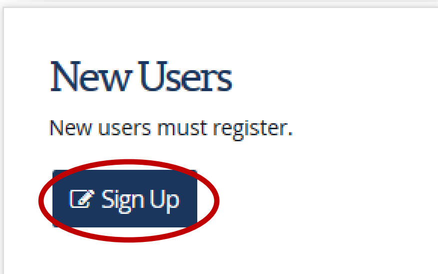
The TPR User Guide represents our best efforts to reflect our developing registration system with the ever-evolving understanding of how Promoting Interoperability regulations will affect public health. Please be mindful that this document may be modified in the future. See Upcoming Features (page 49) for more information.

Creating a New Account

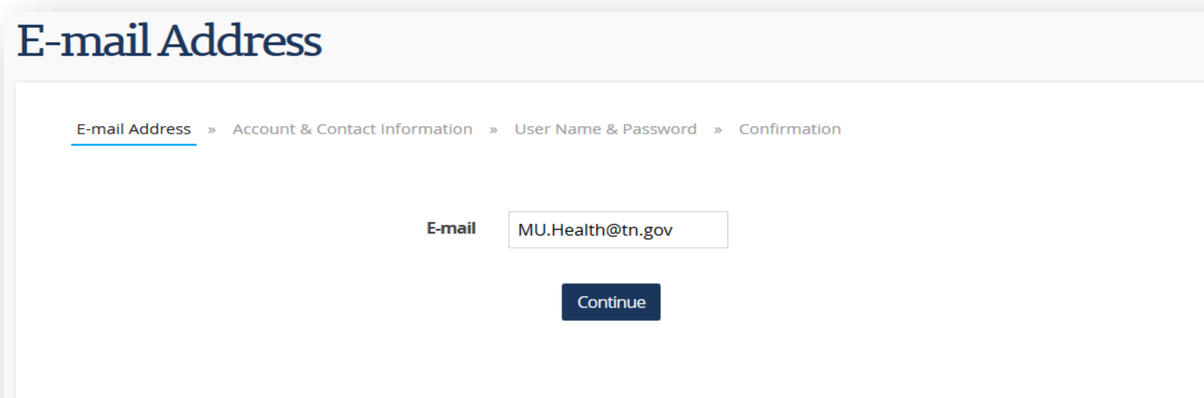
To register as a Trading Partner with the Tennessee Department of Health (TDH), potential trading partners must first have a Portal Admin Account Managements System (PAAMS) account. If you do not already have an account, you will need to create one - please see the instructions below for how to create a PAAMS account. *If you already have a PAAMS account, please click Existing Users.*

To begin creating a PAAMS account, please go to https://apps.tn.gov/tpr and proceed with the following steps:

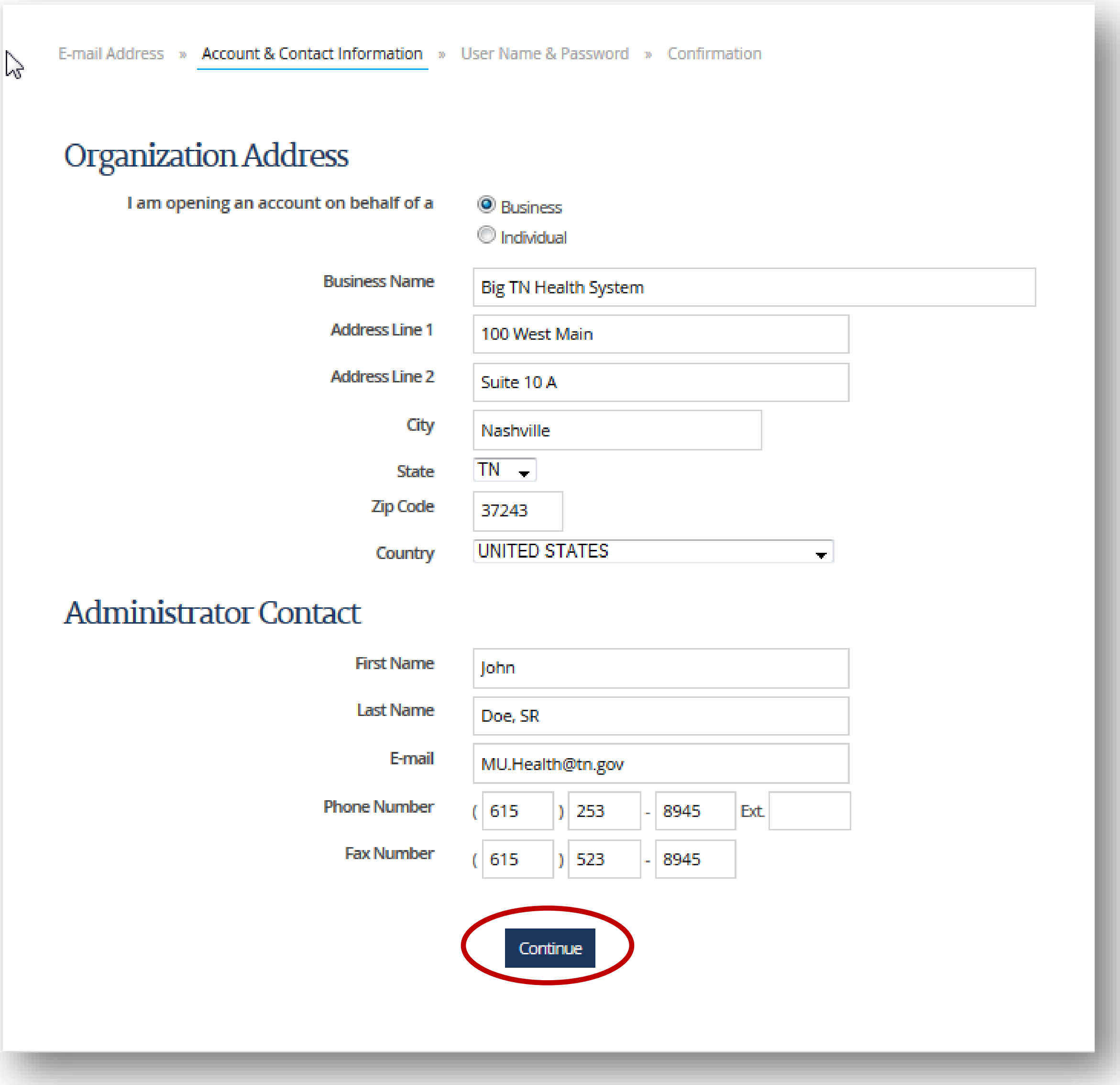
1. In the **'New Users'** section, select **'Sign Up.'**



2. Enter your e-mail address and click **'Continue.'**



3. You will be asked to enter your account and contact information. Please be sure to identify who you will be opening the account on behalf of, either a **'business' or 'individual.'** Once you have completed the form, click **'Continue.'**



E-mail Address » Account & Contact Information » User Name & Password » Confirmation

Organization Address

I am opening an account on behalf of a
- Business
- Individual

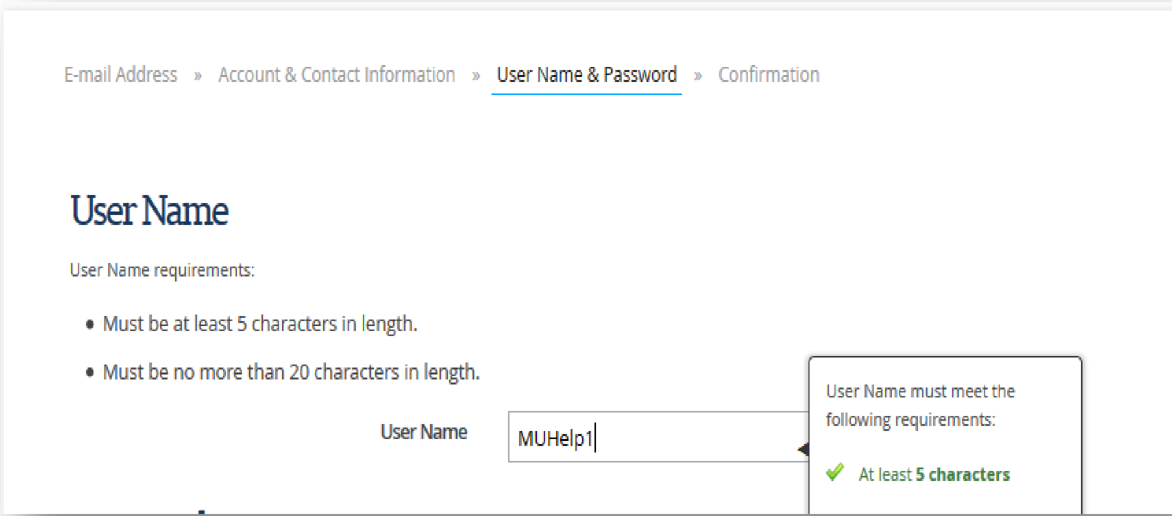
Business Name	Big TN Health System
Address Line 1	100 West Main
Address Line 2	Suite 10 A
City	Nashville
State	TN
Zip Code	37243
Country	UNITED STATES

Administrator Contact

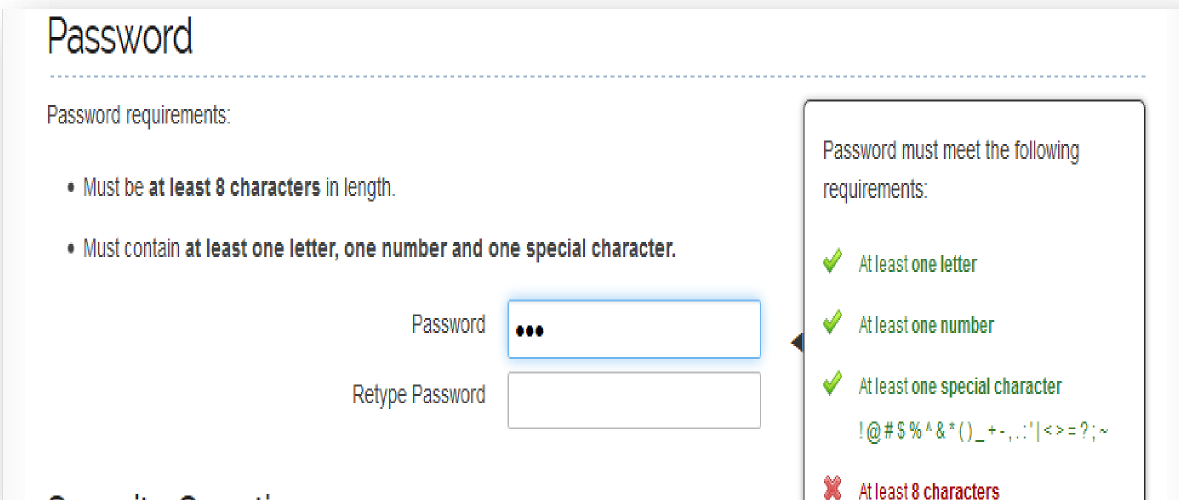
First Name	John
Last Name	Doe, SR
E-mail	MU.Health@tn.gov
Phone Number	(615) 253 - 8945 Ext.
Fax Number	(615) 523 - 8945

Continue

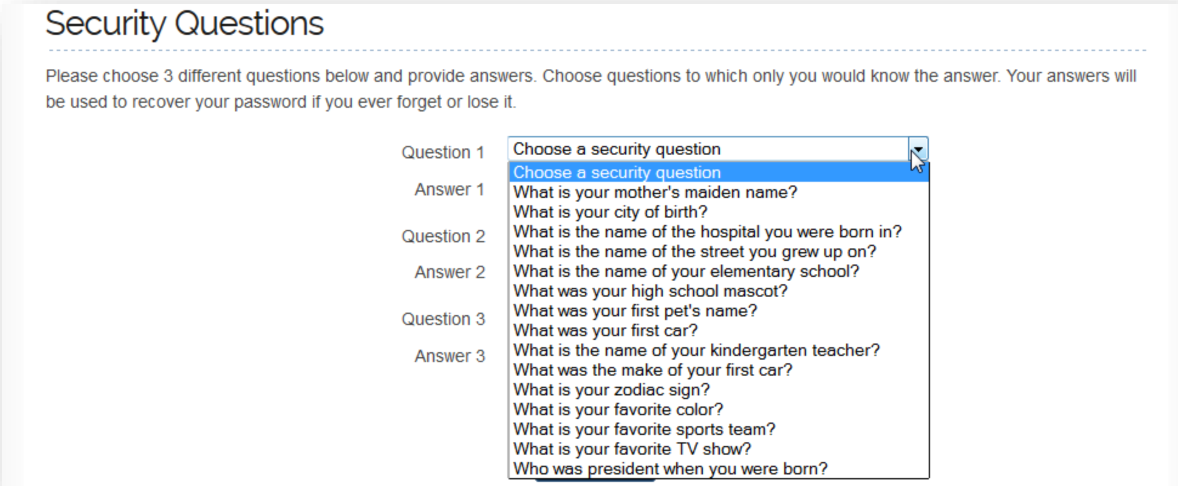
4. You will then be directed to the **'Username and Password'** page. this section, you will need to create your username. Your username must be between 5 and 20 characters long.



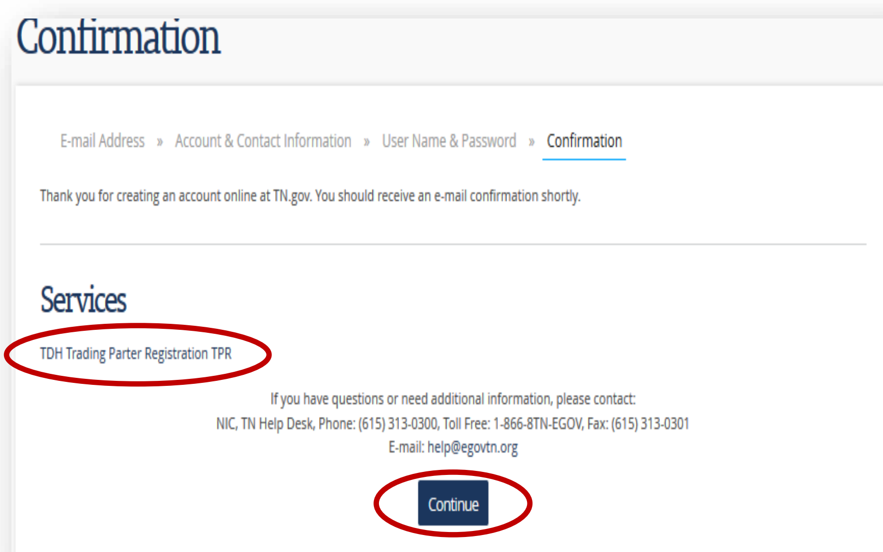
5. Enter your password in the **'Password'** section. Be sure to follow the requirements depicted in the screen shot below.



6. You will be required to choose three different security questions with answers. Please see [Forgot Password or Username](#) in this user guide to see what to do in the event you forget your username and/or password.



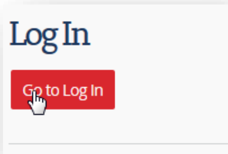
7. Once you have selected your security questions, click **'Continue.'** You will then be directed to the **'Confirmation Page.'** You should also receive an e-mail confirmation shortly. You will then have two options to a) register your organization OR b) to register other users in your organization.
   a. *To begin registering your organization*, click **'TDH Trading Partner Registration TPR,'** shown in blue and then click [here](#) for next steps
   b. *To begin registering other users in your organization*, click **'Continue,'** and follow the directions to create other PAAMS/TN.gov account users, as described below.



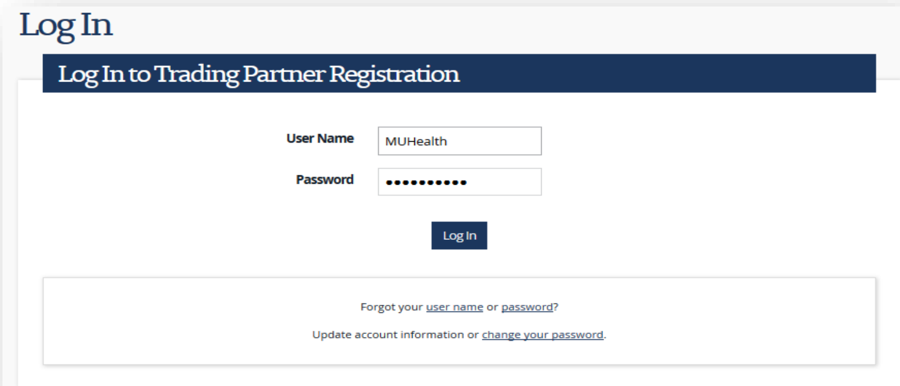
Creating Other PAAMS/TN.gov Account Users

The first user of an organization has the option to create other user accounts. As the administrator of your organization's PAAMS account, you will have the ability to create and manage other user accounts.

1. After clicking **'Continue'** in the step above, select **'Go to Log In.'**

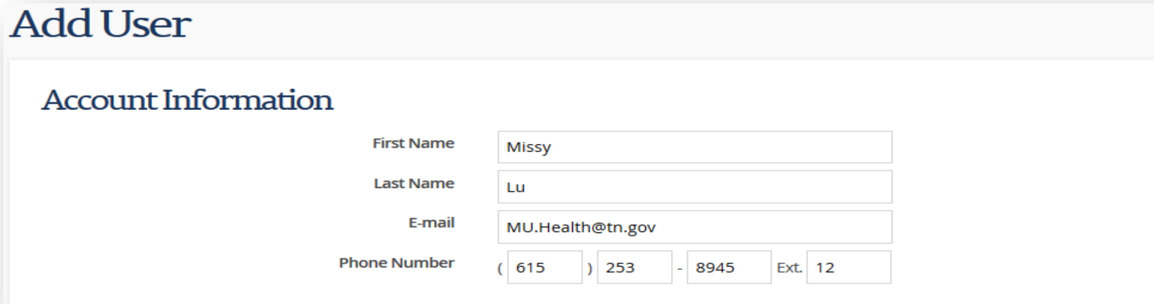


2. Enter your username and password and click **'Log In'** to continue

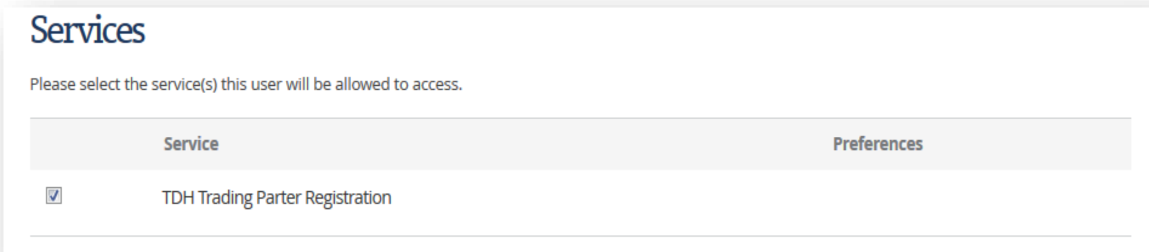


3. Select **'Add Users'** to begin entering new users.

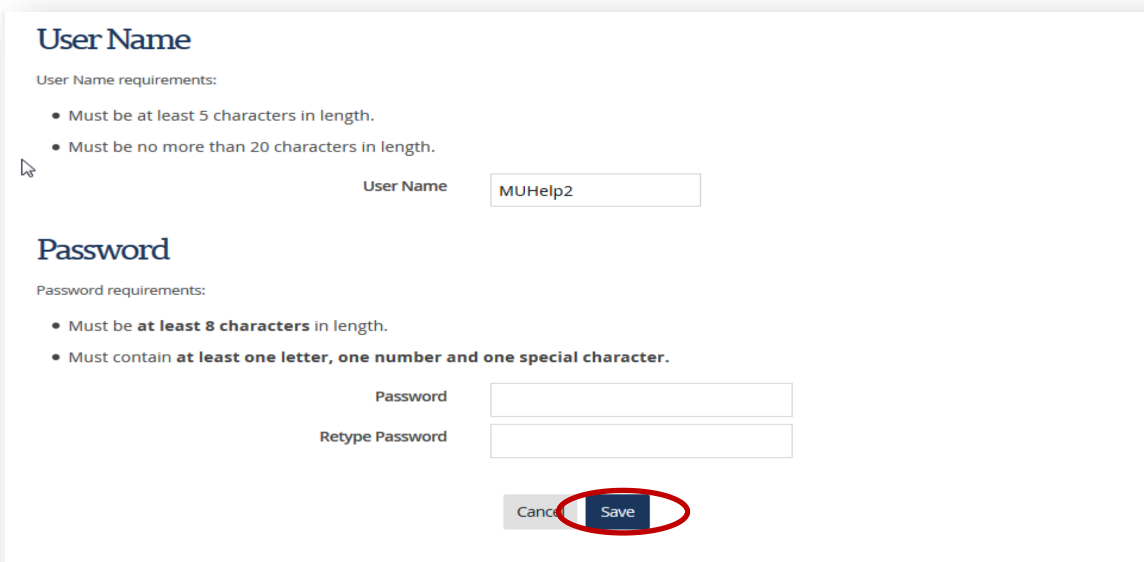
4. Enter the first and last name, email address, and phone number of the new user.



5. Select **'TDH Trading Partner Registration'** as the desired service.



6. Enter a Username and Password as directed (see examples below). After entering the required information, click **'Save'** to add the new user.

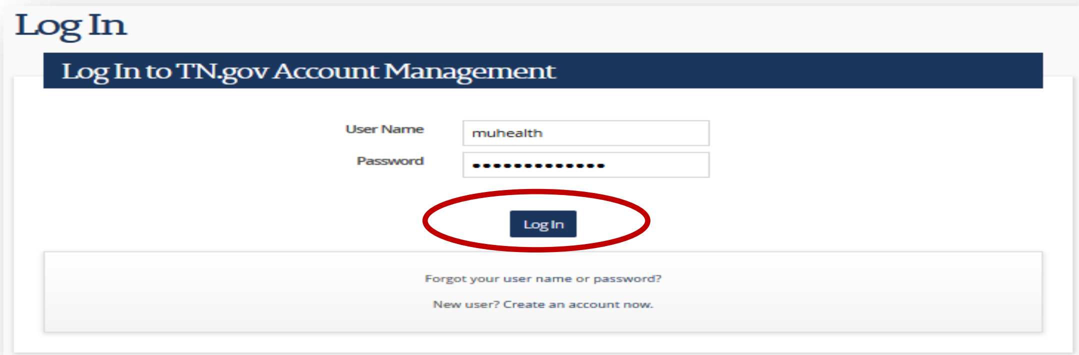


7. Repeat this process if you wish to add more users. New active users for your organization will receive an email providing their username and information on selecting security questions.

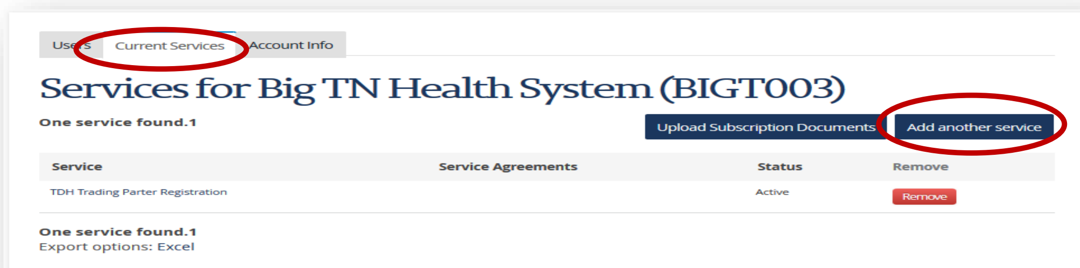
Existing TN.gov or PAAMS Account Users

If you are already using TN.gov services, you already have a TN.gov/PAAMS account. If you're not sure whether or not you have a TN.gov/PAAMS account, consult the *Forgot Password or User Name* section of this guide. Existing TN.gov/PAAMS users will need to add **'TDH Trading Partner Registration'** to current services *(Note: this step is not necessary if you just created a new TPR account as directed in the previous pages)*.

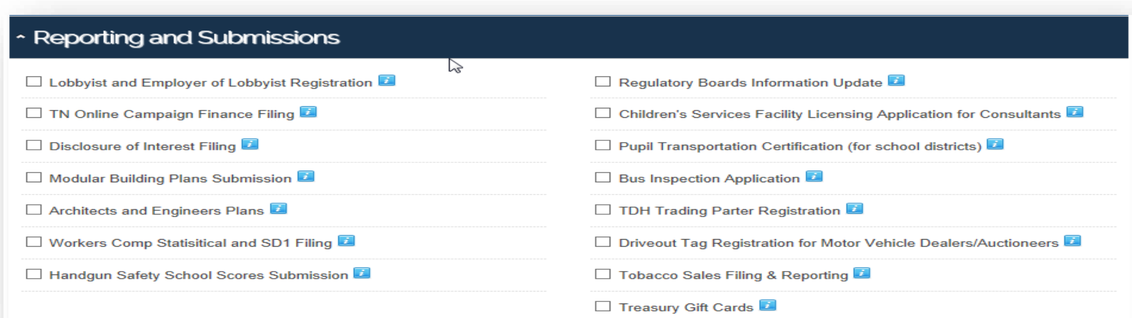
1. Go to https://apps.tn.gov/paams/ and click **'Go to Log In.'** You will then be directed to the TN.gov Account Management login page. On this screen, enter your user and password.



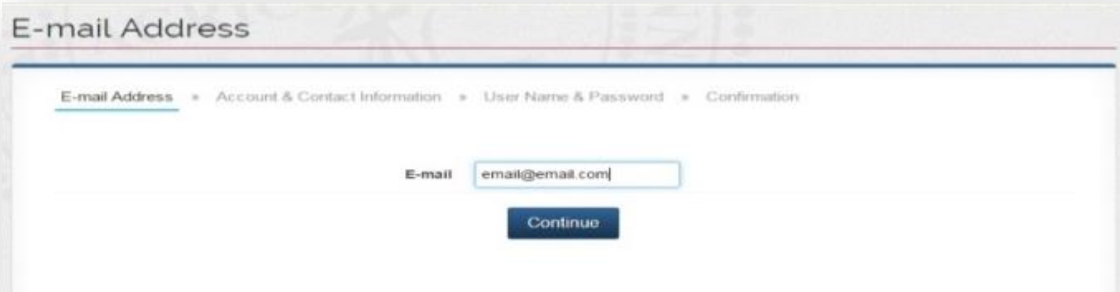
2. Select the **'Current Services'** tab and then click **'Add another service.'**



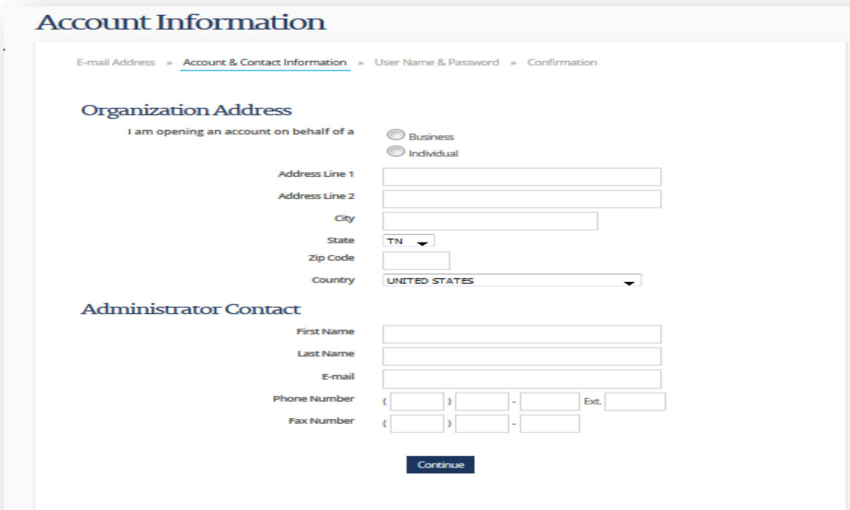
3. You will proceed to the **'Add Service'** page. Navigate to the '**Reporting and Submissions**' section and select **'TDH Trading Partner Registration'** from the list. Click **'Continue'** to proceed.



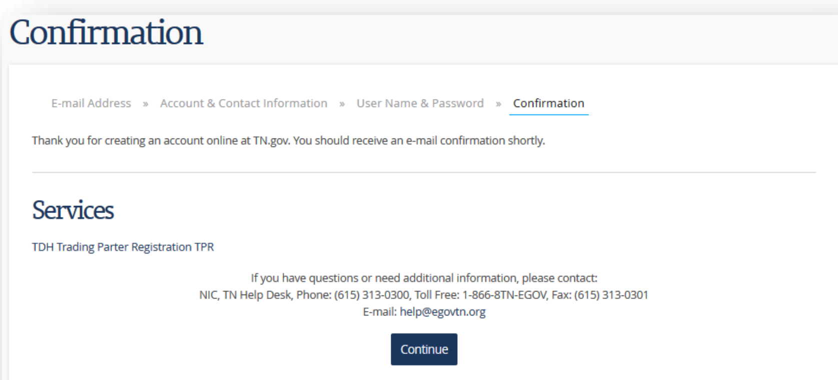
4. Enter your email address and click **'Continue,'** to proceed to the **'Account and Contact Information'** page.



5. Follow instructions to enter your information and click **'Continue'** to complete the process.

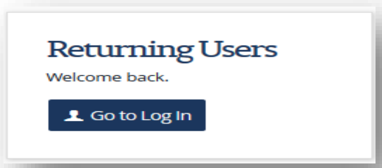


6. You will then be directed to the confirmation page and will receive an email confirmation shortly.

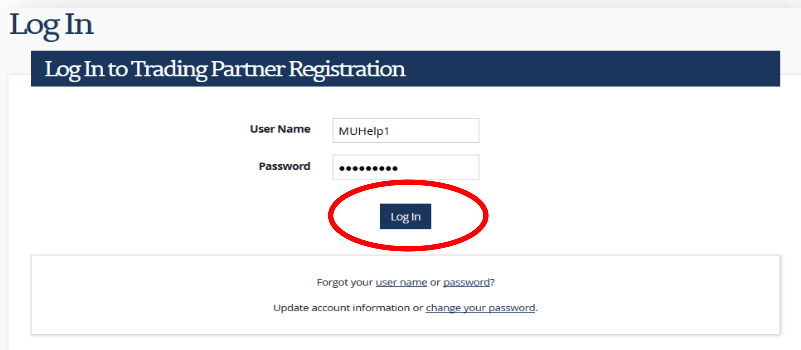


Logging In to TPR

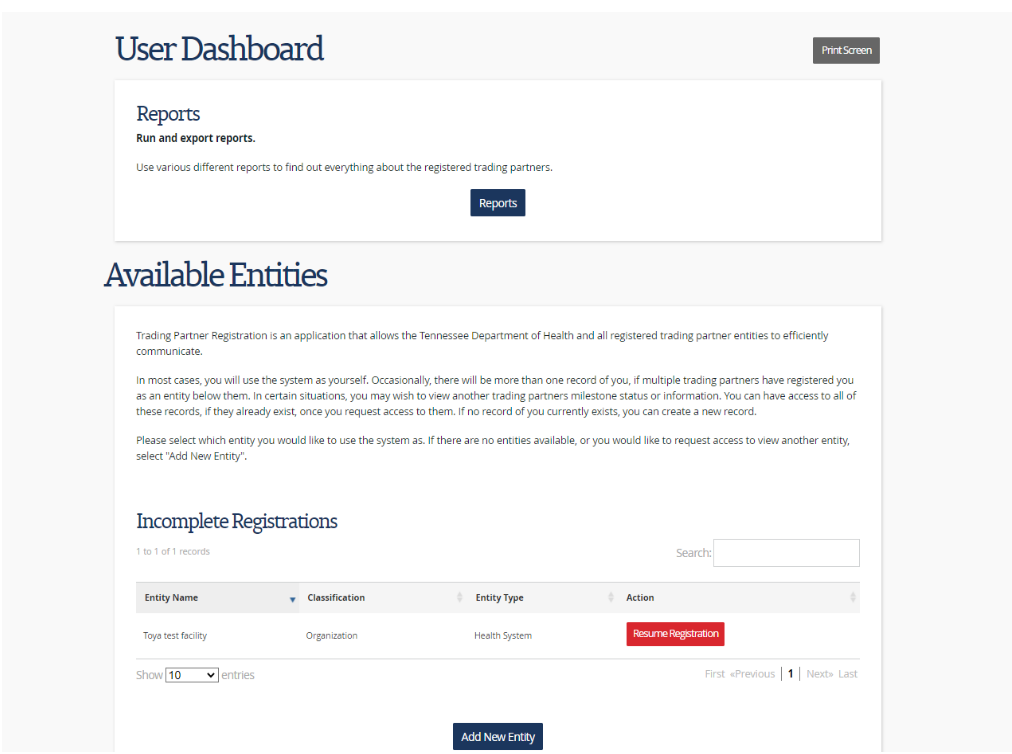
1. Once you have created your new TN.gov account, you will need to login to the TPR system. In the **'Returning Users'** section, select **'Go to Log In.'**



2. Enter the Username and Password for your PAAMS account and click **'Log In.'**



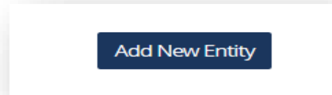
3. Upon login, you will be directed to the **'Available Entities'** screen.



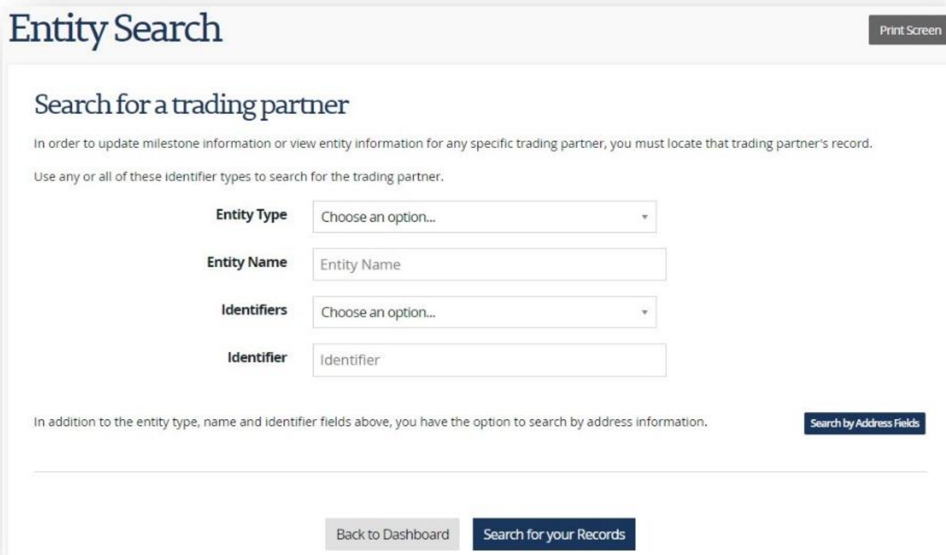
Searching for an Entity

In certain situations, your organization may already be registered in the system. Users are required to search for entity records before starting a new registration; ***otherwise, you might create duplicate registrations***. If your organization is already registered in the system, you will be able to request access to that registered account.

1. To search for your organization, click **'Add New Entity.'**



2. Locate the **'Search for your Records'** section and select **'Search for your Records.'**



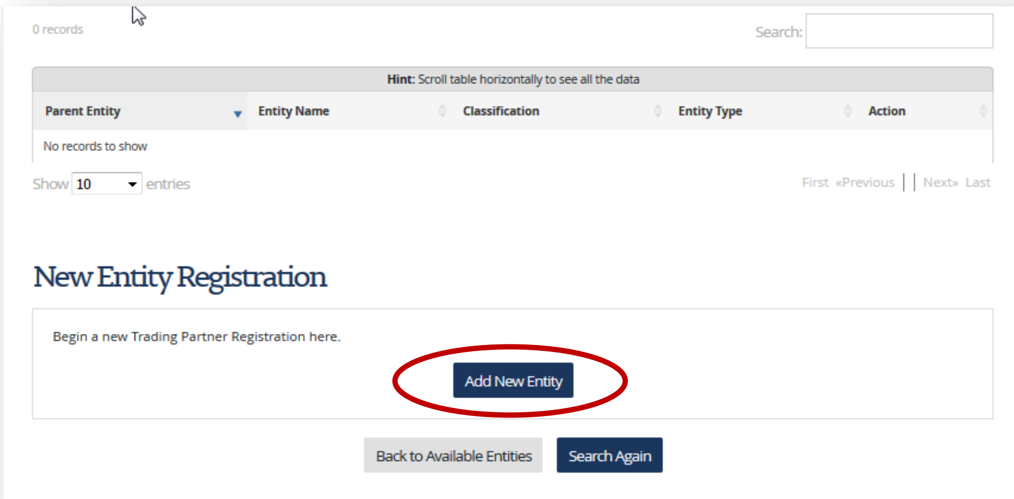
3. Search using any one of the following options below to locate your record(s):
   a. **Entity Type** – e.g., health system, hospital, practice, pharmacy, etc.,
   b. **Entity Name** – complete or partial entity name,
   c. **Identifiers Type** – e.g., ISO, Provider/Group NPI, CLIA, Provider License#, Local, or other previously established ID,
   d. **Identifier** – e.g., 1119950000, VUMC, MD0055.
   e. **Address - Street, City, State**

4. Enter your search criteria information and click **'Search for your Records.'**

   If TPR locates a matching entity based on your search criteria, you will need to request access to that entity's records (see *Searching for an Existing Registration*). The user who registered the entity will need to approve or deny your request for access. If there are no matching entities found you will need to create a new registration for your organization.

Adding a New Entity

To utilize the trading partner registration system, your entity must be registered. If you complete your records search and no matching entities are found, click the **'Add New Entity'** button.

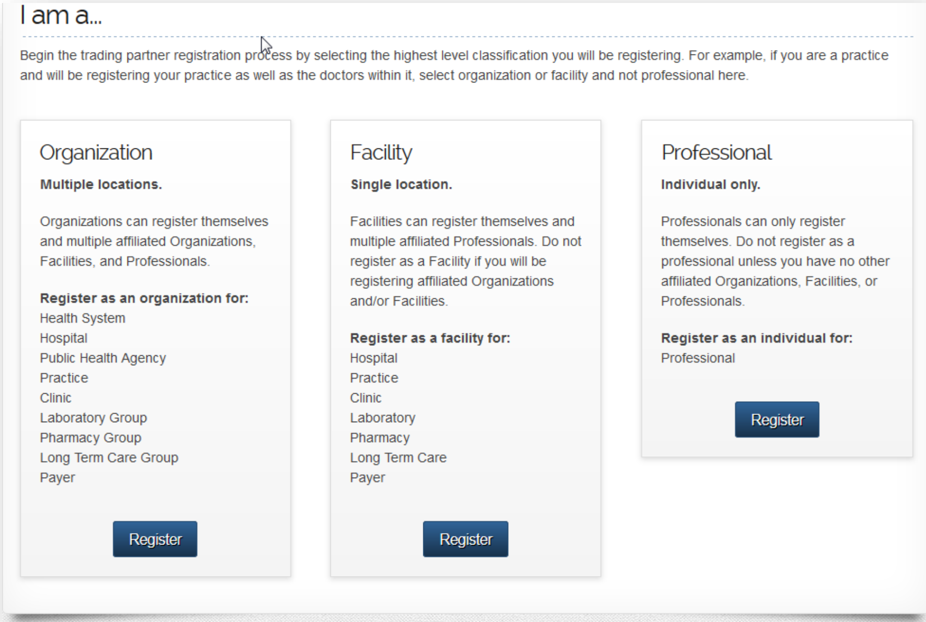


Entity Classifications

For the purpose of registration, trading partners are grouped into classifications. After selecting **'New Registration,'** begin the trading partner registration process by choosing the highest level of classification for your registration. There are three trading partner classifications:

1. **Organization:** This classification applies to trading partners with multiple locations. If registering as an organization, the user can also register multiple affiliated organizations, facilities, and/or professionals related to the organization.
2. **Facility:** This classification applies to trading partners with a single location. If registering as a facility, the user can also register multiple affiliated professionals related to the organization, but no other facilities or organizations can be registered under a facility.
3. **Professional:** This classification applies to trading partners registering as an individual, and the trading partner should be a person. If registering as a professional, the user will only be able to register that professional. No affiliated organizations, facilities, or other professionals can be registered under a professional.

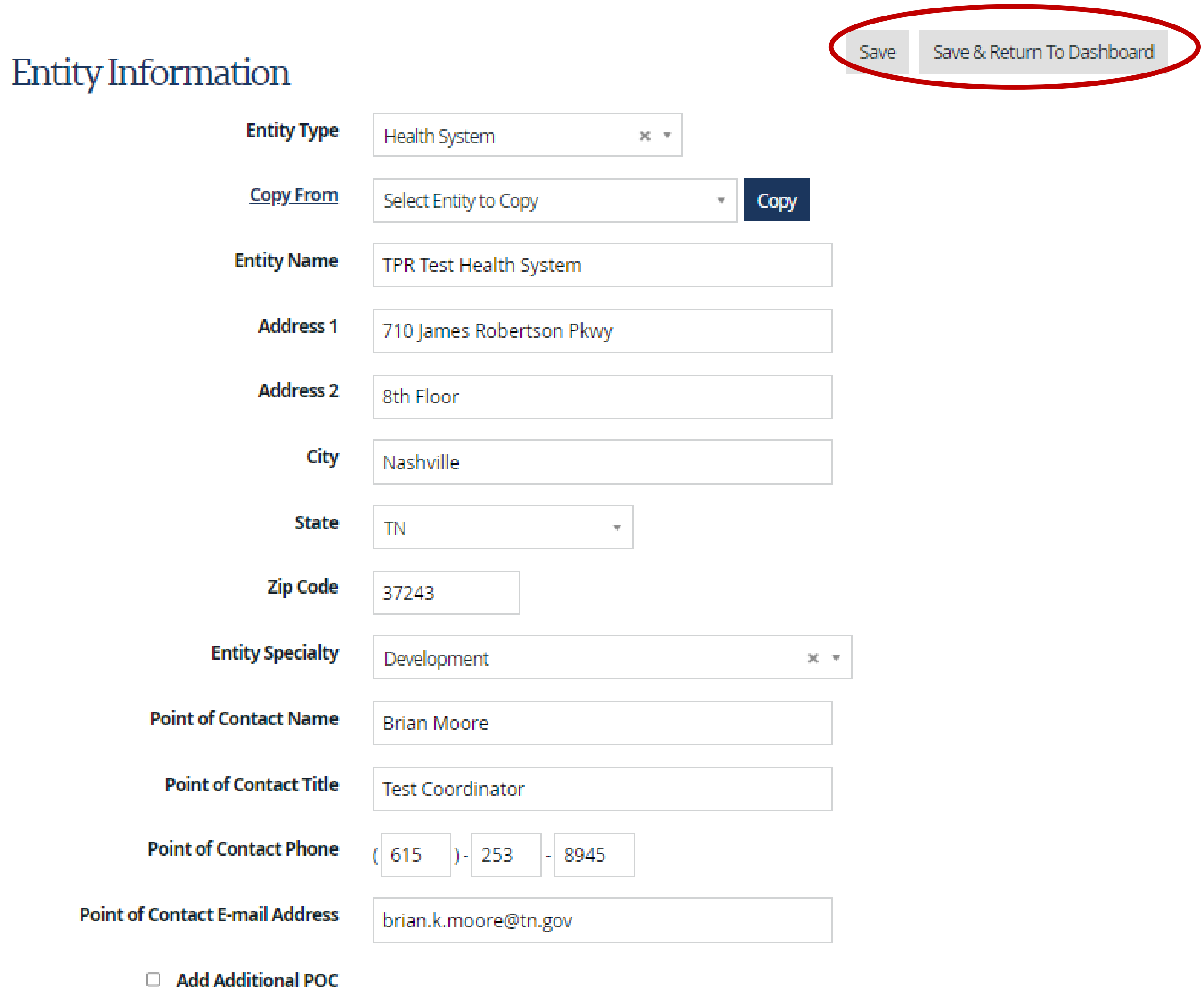
If your entity does not easily fit within one of these three classifications, register as an organization. As the highest-level classification, this will allow you to easily register other affiliated organizations, facilities, or professionals at a later time, if necessary. Associated registration and on-boarding documentation will be generated based on how you register. Please review the classification details below and the **'Trading Partner Registration Worksheet'** for more information.



Note: *If you wish to register your practice as well as the doctors within it, select organization or facility, rather than professional. If you are registering a large organization such as a Health System, retail pharmacy chain, Laboratory Group, etc. register as an organization.*

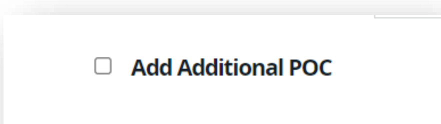
Entity Information

1. Enter the required Entity Information on the **'Organizational Information'** page, as depicted below.



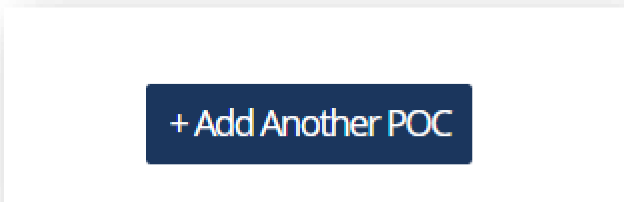
***Note:** Users may select **'Save'** or **'Save & Return to Dashboard'** to save data. All required data on a screen must be entered before the data can be saved.*

2. It is recommended that you add at least one additional point of contact. To add an additional point of contact, place a check in the box next to **'Add Additional POC'** (located under the Entity Information tab and Interface details tab).

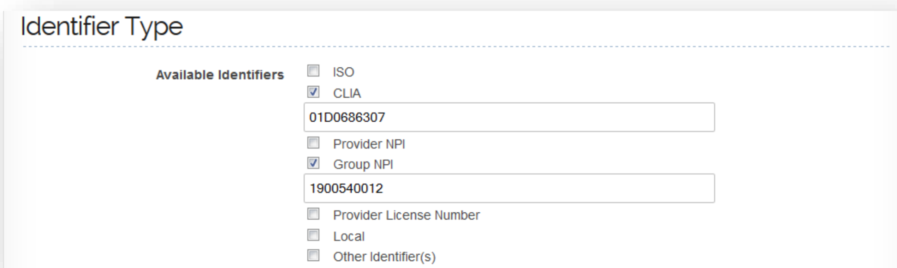


3. It will then populate the Additional Point of Contacts fields as shown below in which you will need to fill out.

4. To add other additional point of contacts, you can click on the **+Add Another POC** button and the same field shown in the step above will populate. Enter the **'Identifier'** Information then click **continue**.



5. Choose an Identifier Type or multiple Identifier Types (see Appendix 1).



Note: *When selecting an identifier for Syndromic, Cancer, eCR, DOR, Immunization interfaces, an NPI is required. To register for the Electronic Lab Reporting interface, users must enter a CLIA as the identifier.*

a. **ISO** – International Organization for Standardization
b. **CLIA** – Clinical Laboratory Improvement Amendments
c. **Provider NPI** – National Provider Identifier for an individual medical professional
d. **Group NPI** – National Provider Identifier for an organization
e. **Provider License Number** – Medical review board certified license numbers of Medical Doctors, Advance Practice Nurses, Physician Assistants, and Pharmacists
f. **Local Identifiers** – Approved identifiers used to exchange data with the Tennessee Department of Health
g. **Other Identifiers** – Any other identifier used for this entity not listed above

6. After you've entered the Identifier Type, click **'Continue.'**

Interface Selection

On the **'Interface Selection'** page, select the interface(s) you wish to send data to: **Syndromic Surveillance Messaging, Immunization Registry Messaging**, **Electronic Lab Reporting, Electronic Case Reporting, Drug Overdose Reporting, Tennessee Tobacco Quitline,** or **Cancer Case Reporting**. You may select multiple interfaces and register as a trading partner for each.

Save | Save & Exit

Interface Selection

Select an interface that you will be registering as a trading partner under. You may select multiple interfaces and be a trading partner for each.

☐ **Immunization Registry Reporting**
In Tennessee, the Immunization Information System (IIS) is a statewide registry managed by TDH to be a single source of immunization records for all Tennessee residents. The IIS gives authorized immunizing providers the ability to electronically record, change, and access comprehensive immunization information on any patients in the system. The IIS accepts immunizations administered in any clinical setting by any immunization provider to recipients of all ages using interoperability standards.

☑ **Drug Overdose Reporting**
In 2016, the Tennessee Assembly passed Public Chapter NO. 959 an Act to amend Tennessee Code Annotated, Title 53; Title 63 and Title 68, this law authorized the Commissioner of Health to obtain records maintained by any facility licensed under this title, to facilitate investigations and inquiries concerning opioid drug abuse, opioid drug overdoses, and opioid overdose deaths.
Note: The Tennessee Department of Health has not declared readiness to accept Drug Overdose Reporting data as a part of a specialized or public health registry, using Certified Electronic Health Record Technology (CEHRT) in standard format, as required by the Centers for Medicare & Medicaid (CMS) Meaningful Use EHR Incentive Program.

☐ **Syndromic Surveillance Messaging**
The Tennessee Communicable and Environmental Disease Services and Emergency Preparedness (CEDEP) Division within the Tennessee Department of Health (TDH) has programmatic oversight of Syndromic Surveillance activities across the state. Currently, all 13 Tennessee Public Health regions receive data from select emergency departments and perform Syndromic Surveillance activities. Syndromic Surveillance messaging provides an electronically automated secure and standardized mechanism for communicating Syndromic Surveillance data from **eligible hospitals' (EH) emergency departments** to TDH to support Syndromic Surveillance. Syndromic Surveillance is defined as public health surveillance emphasizing the use of timely pre-diagnostic data and statistical tools to detect and characterize unusual activity for further public health investigation.

☐ **Electronic Lab Reporting**
In Tennessee, ELR is the electronic submission of laboratory results thought to be indicative of a reportable condition, disease, or event, as described by the TDH in Tennessee Code Annotated 68 Rule 1200-14-01-.02, using interoperability standards. The potential benefits of ELR include the automation and standardization of the laboratory reporting process, timelier laboratory reporting, and ultimately improved validity and reliability of information for better case detection, surveillance, and disease investigation activities.

☐ **Tennessee Tobacco Quitline**
Physicians and other healthcare professionals across the state can refer patients to the Tennessee Tobacco QuitLine electronically using Electronic Health Record (EHR) technology to help their patients through our smoking cessation program and services. The QuitLine will attempt to contact referred patients for enrollment in QuitLine services. Using electronic health records (EHR) software electronic referrals (eReferral) are now possible with the potential to reduce provider burden. EHR technology and associated standards allow providers and QuitLine to interface electronically. Standard code sets include ICD10CM, SNOMED CT, RxNorm, and LOINC codes. Using standard code sets required for Certified EHR Technology (CEHRT) enables the exchange of discrete data among different health IT systems. Healthcare systems have implemented eReferral to meet broader performance objectives such as the EHR Incentive Program, Joint Commission, or Physician Quality Reporting System (PQRS) measures. Some healthcare systems have also noted improved inpatient satisfaction ratings and reduced readmission rates after implementing eReferral with state QuitLines.

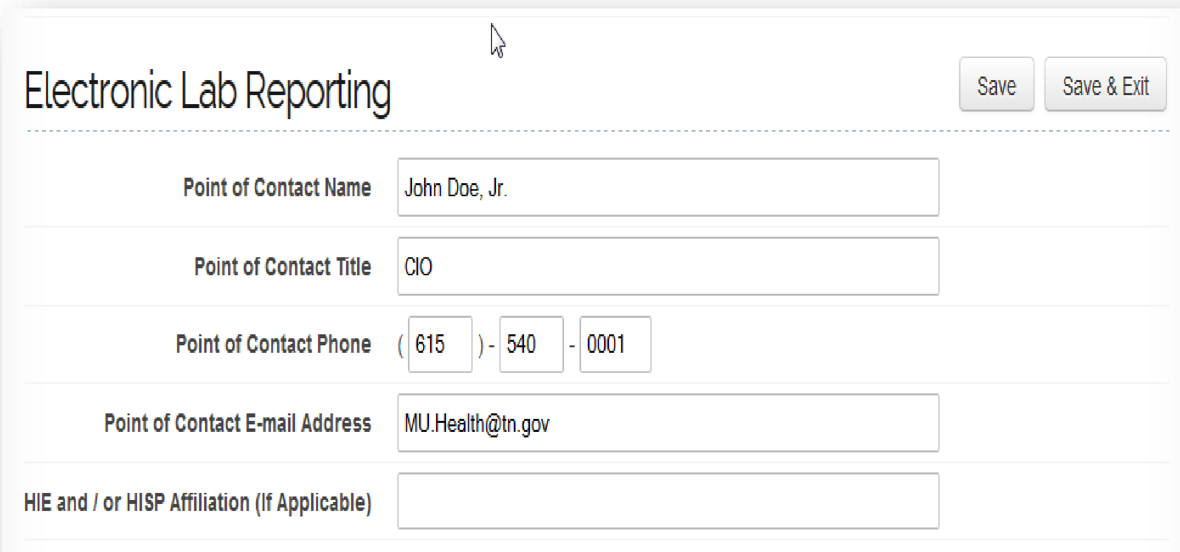
☐ **Cancer Case Reporting**

In 1983, the Tennessee General Assembly passed Tennessee Code Annotated 68-1-1001, which requires **all health care practitioners and facilities that diagnose and/or treat cancer** patients to report cancer case information to the Tennessee Department of Health. The use of 2015 Certified Electronic Health Record Technology (CEHRT) can enable cancer care providers to automate the identification of reportable cancer cases and cancer registry reporting. Effective January 1, 2018, the Tennessee Cancer Registry will accept only new registrations from eligible clinicians (i.e., MD or DO), who directly diagnose and/or treat 25 or more cancer cases in a calendar year, for electronic data submissions with the following physician specialties: dermatology, urology, gastroenterology, hematology, medical oncology, radiation oncology, surgical oncology, or gynecologic oncology.

☐ **Electronic Case Reporting**

Electronic Case Reporting (eCR) is the automated generation and transmission of case reports from an electronic health record (EHR) to the public health agency's disease surveillance system for review and action. eCR will allow **eligible clinicians**,**eligible hospitals** and **critical access hospitals** the opportunity to report suspected cases to TDH for further investigation, eliminating manually reporting on paper. eCR will capture critical clinical and demographic patient data from **2015 Certified Electronic Health Record Technology (CEHRT)** not otherwise included in laboratory reports. Utilizing eCR will reduce the burdensome paper-based and labor-intensive administrative process reporters face in reporting and responding to public health's requests for additional information. TDH requires the use of APHL AIMS and the Reportable Condition Knowledge Management System (RCKMS) to ensure appropriate reporting.

7. After selecting the desired interface(s), interface option(s) will appear below '**Interface Selection.'** Enter the required information for each interface selected.



Be sure to complete the '**File Information**,' '**Application Information**,' '**Vendor Point of Contact**' and **'Additional Point of Contacts'** sections. Examples and brief descriptions of each section are depicted below.

File Information

Enter information that best describes the file structure/version of messages or data being submitted and the transport capabilities of the system submitting data.

File Information

File Structure Capability

- ☐ HL7 V2.3.1 Message
- ☐ HL7 V2.5.1 Message
- ☐ HL7 V2.7.1 Message
- ☐ HL7 V2 Other Message
- ☐ HL7 V3
- ☐ Other
- ☐ HL7 FHIR Document

Vocabulary Capability

- ☐ LOINC
- ☐ SNOMED
- ☐ UCUM
- ☐ ICD9
- ☐ ICD10
- ☐ CPT
- ☐ CVX
- ☐ Adverse Events
- ☐ HL7 Vocabulary
- ☐ NAACCR Version X
- ☐ COVID-Only
- ☐ eCR Only-COVID Only
- ☐ eCR Only-COVID and RCTC (Reportable Condition Trigger Codes)
- ☐ eCR Only-All RCTC (Reportable Condition Trigger Codes)
- ☐ Other

File Transport Capability

- ☐ SFTP
- ☐ DIRECT
- ☐ SOAP/Web Services
- ☐ PHIN MS
- ☐ AIMS
- ☐ Other

Intended Mode Select an Intended Mode

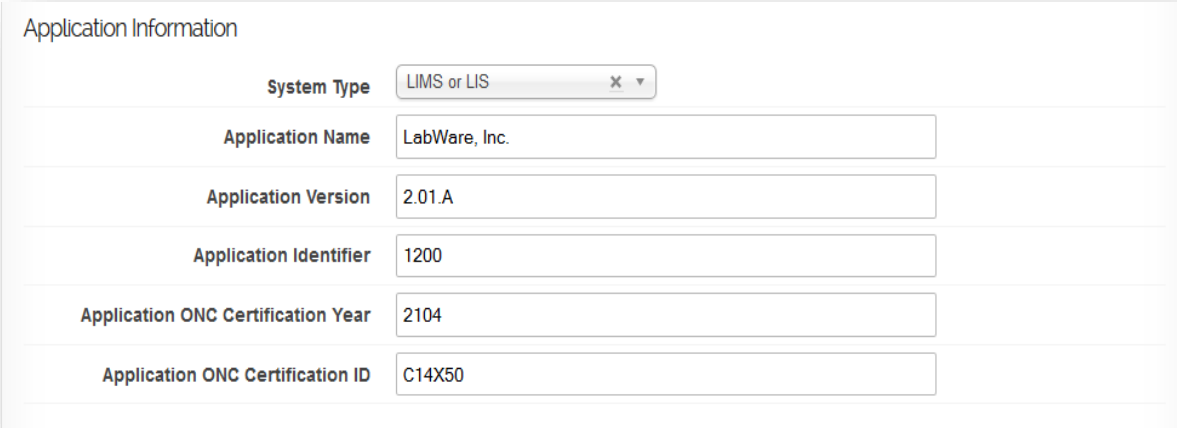
Bidirectional Select Bidirectional

Current Submission Method

Enter the number of estimated events recorded in the previous year for this interface

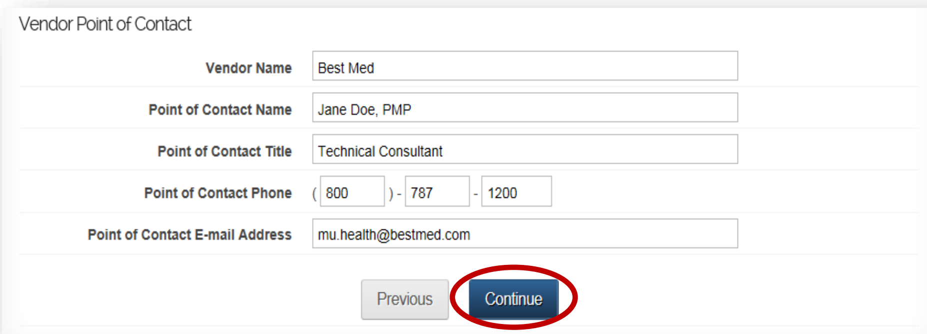
Application Information

Enter information about the application or system being used to connect to the selected interface(s).

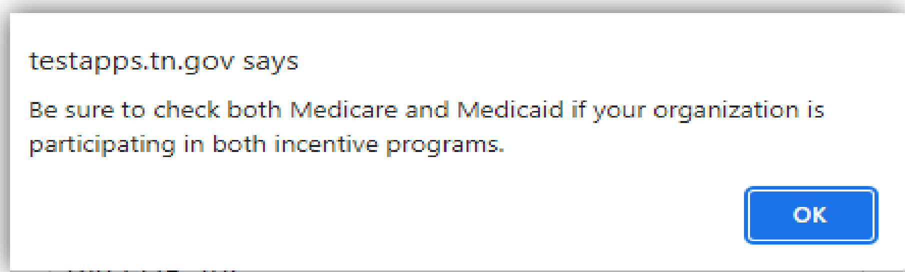


Vendor Point of Contact

1. Enter the appropriate application vendor or third-party vendor contacts information for the testing that will be conducted during the on-boarding period.



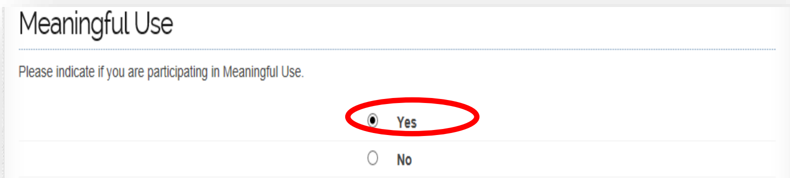
2. Click **'Continue'** to move on to the **'Incentive Program Participation'** section.
   Note: *You must click **'OK'** continue (see screenshot below).*



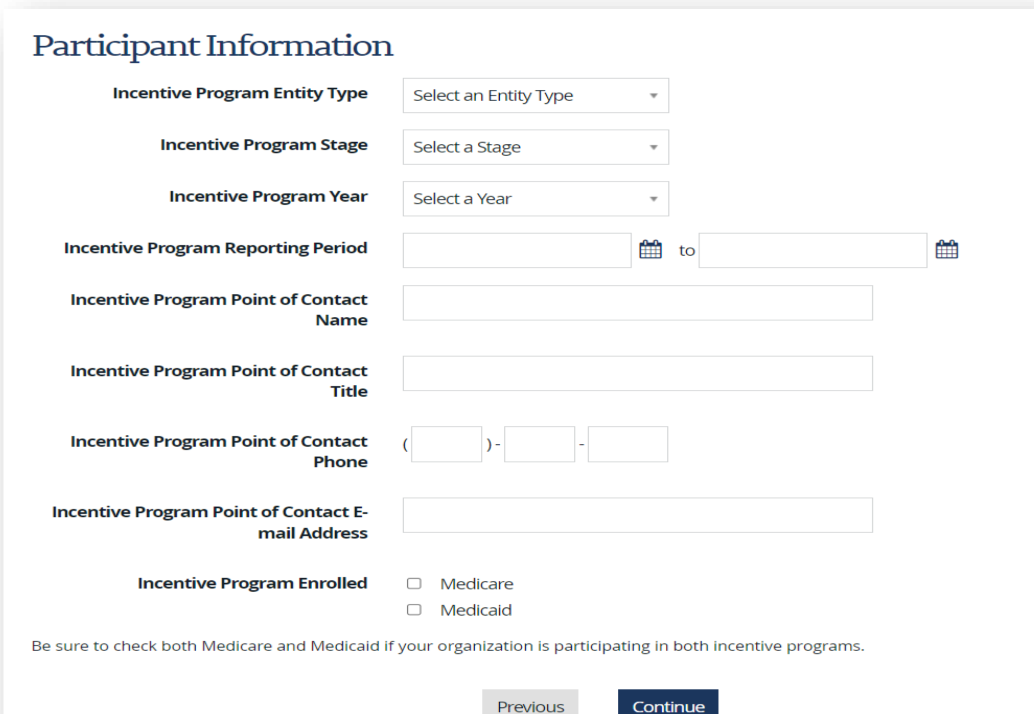
Incentive Program Participation

Promoting Interoperability is a federal initiative for eligible professionals and eligible hospitals using certified electronic health record (EHR) technology. One of the goals of Promoting Interoperability is to use certified EHR technology to improve population and public health. To demonstrate Promoting Interoperability, eligible professionals and eligible hospitals must meet certain Public Health measures. To register intent for one or more of these Public Health measures, please complete the 'Promoting Interoperability' section as directed. For more information about Promoting Interoperability in TN, visit http://tn.gov/health/topic/meaningful-use-summary.

1. Select **'Yes'** if you wish to register your intent to meet Promoting Interoperability public health objectives. If you are not participating in Promoting Interoperability, select **'No.'**



2. Enter the required **'Participant Information'** and click **'Continue'** to move on to the next screen.

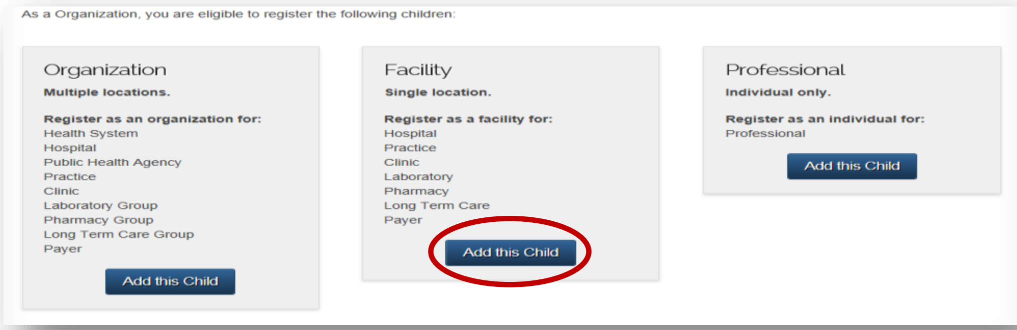


Keep in mind that associated registration and on-boarding documentation will be generated based on how you register. Trading partner classifications can be found in the **Entity Classification** section.

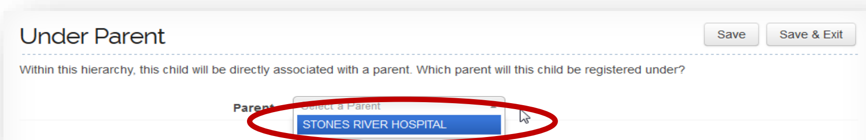
Adding a Child Entity

To help clarify the hierarchy of affiliated Organizations, Facilities, and Professionals, this application uses the terms **'Parent'** and **'Child.'** To document an affiliation, add a **'Child.'** For example, a Health System Organization can be a **'Parent'** and register multiple Hospitals as affiliated **'Children.'** This hierarchical relationship will be maintained in the Trading Partner Registration System, but each entity has its own Demographic, Interface, and Promoting Interoperability information that may differ from other **'Parent'** or **'Children'** affiliates.

1. Choose either Organization, Facility, or Professional.

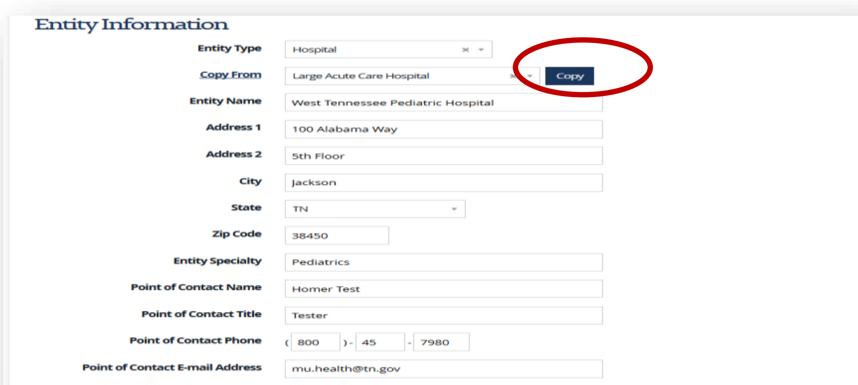


2. Click **'Add this Child.'**
3. Under **'Parent'** select the parent under which the child will be registered.

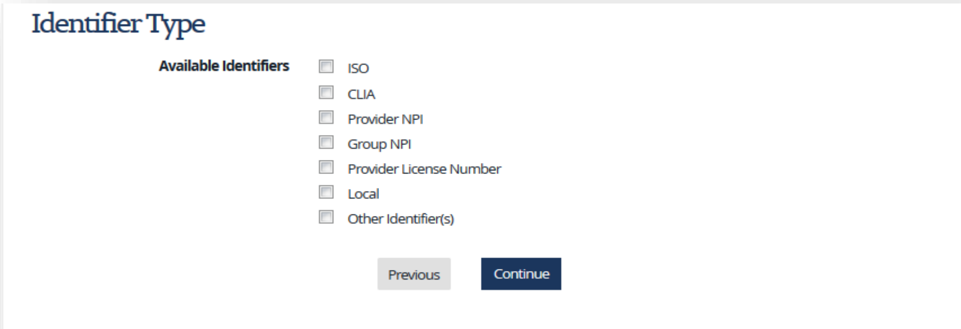


4. Enter the required Entity Information.

Note: *Users may use the copy feature to copy demographic information from the parent entity to its child; however, users must enter the new* ***'Entity Name'*** *to proceed.*



5. Choose an **Identifier Type**. Multiple Identifier Types may be selected.

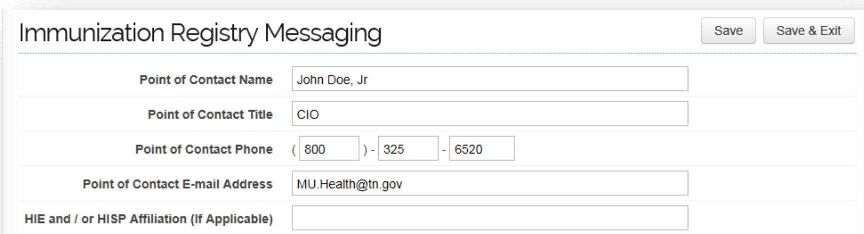


6. Enter your identifier and click **'Continue.'**

***Note: When registering for the ELR interface, enter a CLIA as the identifier. All other interfaces require an NPI.* See [Appendix 1] for a definition of acronyms.**

7. On the **'Interface Selection'** page select the desired interface(s) you will be sending data to.

Note: *Once the Interface or Interfaces have been selected, interface option(s) will appear under the* ***'Interface Selection'*** *section.*



8. Enter the required **'File Information.'** This information will help the Interface Administrator determine what types of data, vocabulary, and transport method(s) your system can send to the selected interface(s).

Note: *Users may use the copy feature to copy file information from parent entity to its child; however, if the parent entity has not registered for the desired interface, the copy function will not be available.*

File Information

File Structure Capability

- [ ] HL7 V2.3.1 Message
- [x] HL7 V2.5.1 Message
- [ ] HL7 V2.7.1 Message
- [ ] HL7 V2 Other Message
- [ ] HL7 V3
- [ ] Other
- [ ] HL7 FHIR Document

Vocabulary Capability

- [x] LOINC
- [ ] SNOMED
- [ ] UCUM
- [ ] ICD9
- [ ] ICD10
- [ ] CPT
- [ ] CVX
- [ ] Adverse Events
- [ ] HL7 Vocabulary
- [ ] NAACCR Version X
- [ ] COVID-Only
- [ ] eCR Only-COVID Only
- [ ] eCR Only-COVID and RCTC (Reportable Condition Trigger Codes)
- [ ] eCR Only-All RCTC (Reportable Condition Trigger Codes)
- [ ] Other

File Transport Capability

- [ ] SFTP
- [x] DIRECT
- [ ] SOAP/Web Services
- [ ] PHIN MS
- [ ] AIMS
- [ ] Other

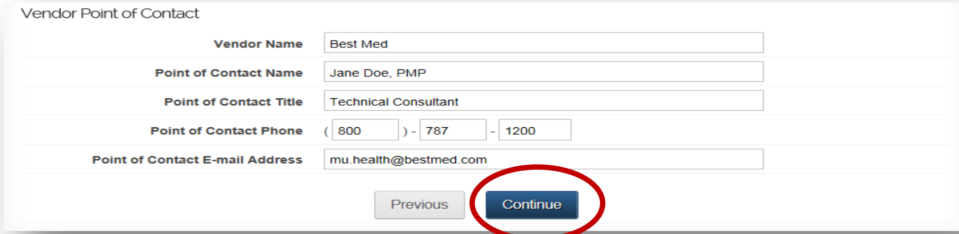
Intended Mode	Real Time
Bidirectional	Yes
Current Submission Method	
Enter the number of estimated events recorded in the previous year for this interface	

9. Enter **Application Information**.

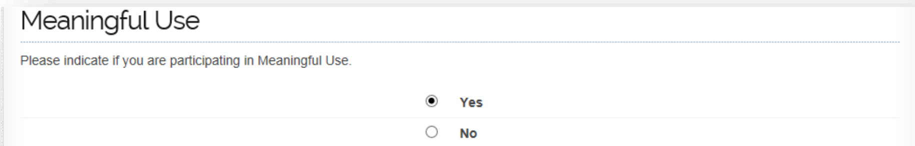
Application Information

System Type	EHR
Application Name	BestMed
Application Version	12
Application Identifier	2305.4
Application ONC Certification Year	2014
Application ONC Certification ID	

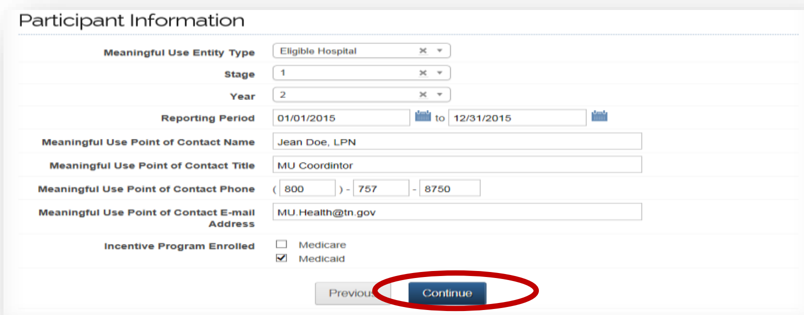
10. Enter **Vendor Point of Contact information** and click **'Continue.'**



11. Indicate if you are participating in Promoting Interoperability by selecting **'Yes'** or **'No.'**

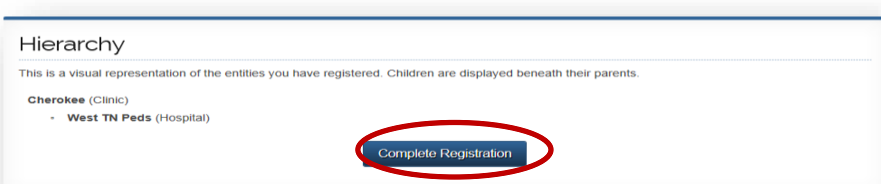


Note: *Users may use the copy feature to copy Promoting Interoperability information from the parent entity to its child; however, if the parent entity did not select **'Yes'** to the Promoting Interoperability question, the copy function will not be available.*

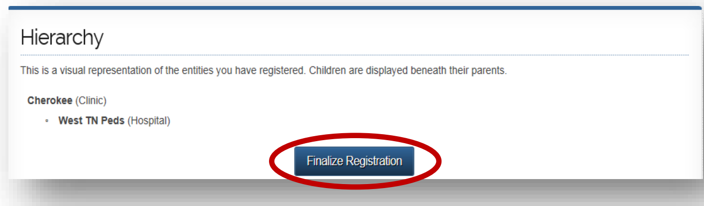


12. Review the entered information and, if the data is correct, click **'Continue'** to move on to the next screen.

13. Review the listing of your registered entities and be sure that all entities you wish to register are included. To add additional entities, click **'Add an Entity.'** Review the steps to add a child entity in '*Add a Child Entity*.'



14. To complete the registration, select **'Complete Registration.'** If there are no more entities to register, click **'Finalize Registration.'**



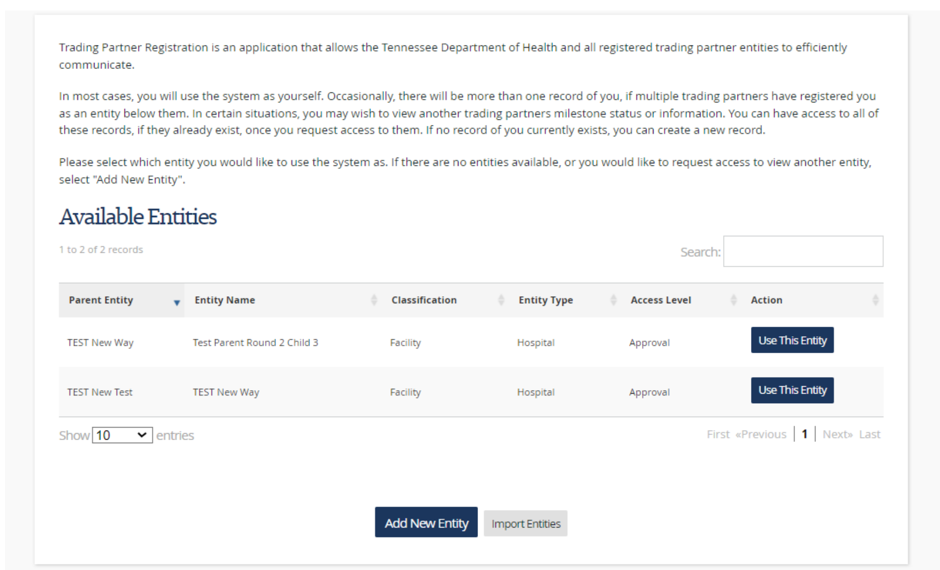
Import Entities Tool Instructions

The Import Entities tool allows TPR Approval users to register new entities using an excel or .csv file, inputting multiple fields of information TPR.
NOTE: In order to use the Import Entities Tool, you must have an existing parent entity in TPR. This is NOT for importing *"new"* entities, but for adding a *"child"* entity to an *"existing"* parent.

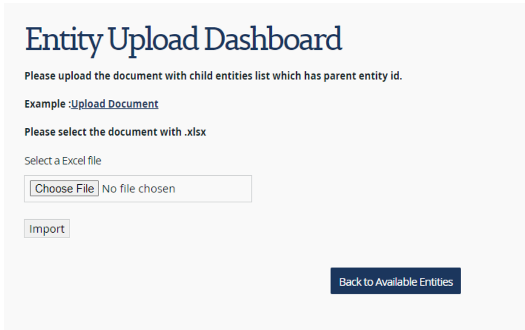
Also, the first field in the spreadsheet is an example to follow. Replace the first line with the information you wish to import.

Importing File

1. Scroll to the bottom of the User Dashboard click on the **Import Entities** button.



2. You'll be taken to the **Entity Upload Dashboard** as shown below.



3. Click on the **Upload Document link** to download the example excel spreadsheet for you to input the fields below.

NOTE: The fields below in the Import Tool Input Table depicts each column that needs to be addressed for successful import into TPR.

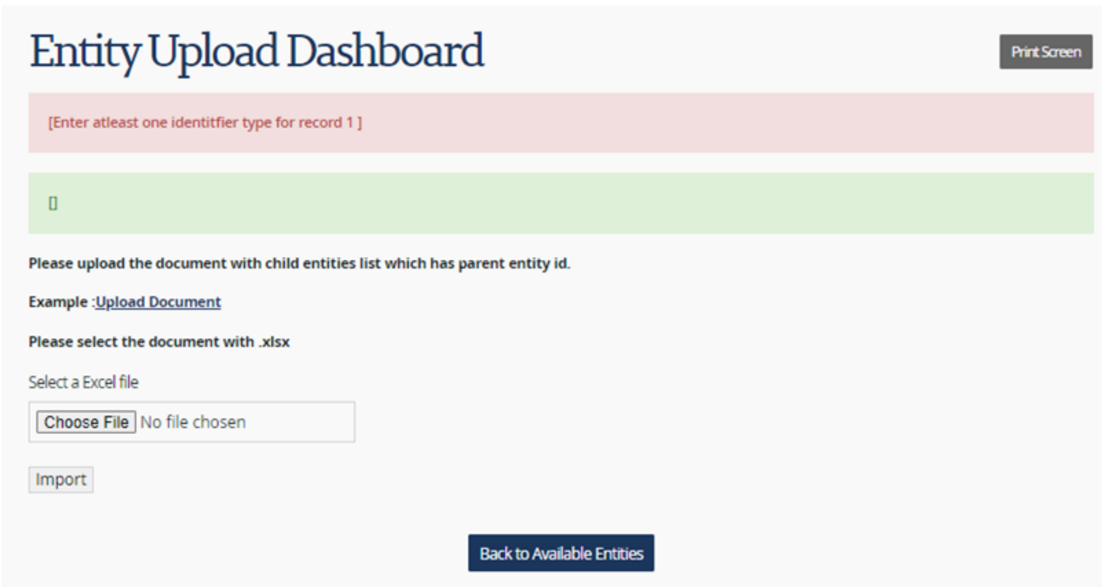
Entity Upload Document Table

Parent Entity ID	You can obtain this number by going to the parent entity. In the URL you will use the numbers at the end of the URL to place in this field
Entity Name	Name of the Entity you wish to import
Entity Classification	Choices are: Hospital, Practice, Clinic, Laboratory, Pharmacy, Long-Term Care Facility, Payer, Other
Address 1	
Address 2	
City	
State	
Zip Code	
Entity Specialty	There is a tab located at the bottom of the spreadsheet named **Entity Specialty** that will provide the list of entities that can be listed on the spreadsheet.
Point of Contact Name	
Point of Contact Title	
Point of Contact Phone	
Point of Contact E-mail Address	
*ISO Identifier Type	
*CLIA Identifier Type	
*Provider NPI Identifier Type	
*Group NPI Identifier Type	
*Provider License Number Identifier Type	
*Local Identifier Type	
*Other Identifier Type	
*Other Identifier Value	
Interfaces need to be imported	DOR, SSM, IMM, eCR, ELR, TQL, CCR

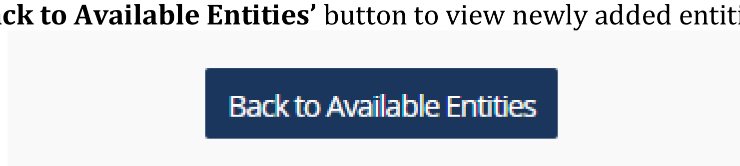
*An asterisk indicates that at least **'one'** of these fields for the identifier type must be completed.

4. Once completed save the spreadsheet and click the **Choose File** button to select the file to import. **The following extensions .xlsx and .csv are the only acceptable file extensions that can be imported into TPR.*

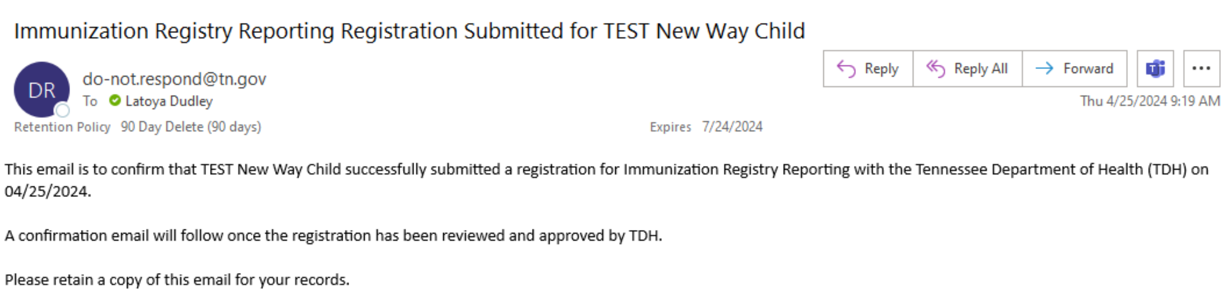
5. Once the file has been selected click the Import button to import the file. If successful, the import will create registration for the child entity and interface selections. An unsuccessful file import will display errors (as shown below). If there are any errors that cannot be easily resolved, please contact mu.health@tn.gov to inform us of the error message so that we may assist you. If you can fix the error, please do so and re-import the file.



6. Click the **'Back to Available Entities'** button to view newly added entities.



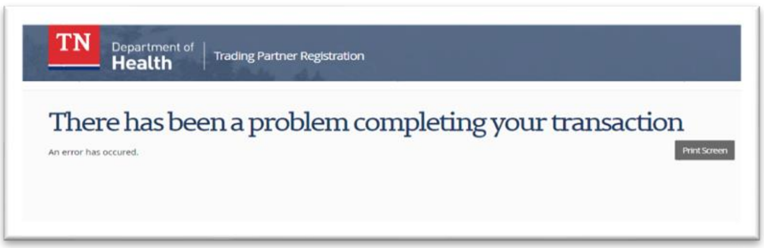
7. A confirmation email will then be generated for your records and for the appropriate interface(s) admins.



File Validation
There are 16 columns in the import file. The TYPE, PARENT_ENTITY_ID, and NAME columns should be used to ensure that the right entity interface details will be updated.

[See Appendix 4 for Validation Rules Chart]

Error Messages
If the file uploaded contains an error TPR will display the error message on the screen, see Figure 6.
You can try to correct the error using a fix as seen in the Fix Column in Figure 7.
An error can occur if rows containing the same entity ID and Interface is uploaded or if the columns are not in the right order.



Error Message Resolution

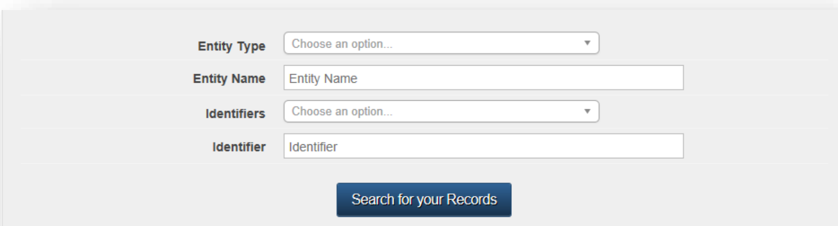
Error	Fix
[Entity id should be numeric record 1 , Interface information are empty/not approved - For entity Id* 0*DOR]	Enter a numeric Entity ID for the entity in the ID column.
[Interface information are empty/not approved - For entity Id* 137555*DOR]	Not an approved entity. The entity registration must be approved before the import will update the Interface Details.
[Import Failed – File Layout Incorrect]	This usually occurs when the abbreviation is more than 3 letters. Enter the correct abbreviation.
[Interface Abbreviation is empty - For entity Id* 3709, Import Failed – File Layout Incorrect]	Enter the Interface abbreviation and upload file again.
[Name and Active Directory ID- For entity Id*3709*DOR]	Enter the Active Directory username and name of the user and upload the file again.
[DIRECT ADDRESS E-mail- For entity Id*3709*DOR]	Enter a correctly formatted Direct address, for example John.Doe@direct.tn.gov.
[WSDL URL: http://www.webservicex.com/globalweather.asmx?wsdl- For entity Id*3709*DOR]	An acceptable URL should be included
[PHIN MS Options- For entity Id*3709*DOR]	AIMS HUB or CDC HUB must be included in the TRANSPORT_DETAILS column.
[TPA should be Date - For entity Id* 3709*DOR]	The TPA column is a date.
[Interface Status is empty - For entity Id* 3709*DOR, Import Failed – File Layout Incorrect]	The status is missing. Status must match one of the eight acceptable

Error	Fix
	statues.
[Status is not matching - For entity Id* 3948*eCR, Interface Status is empty - For entity Id* 3948*eCR, Import Failed – File Layout Incorrect]	Status does not match one of the existing statues in TPR. Change status to acceptable statues or request TPR Admin to add a new status.

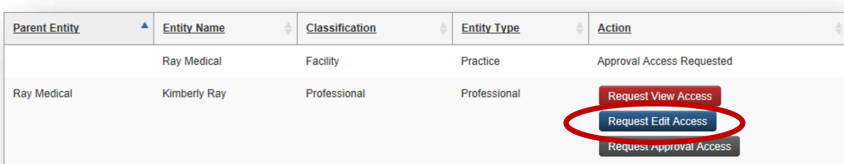
Searching for an Existing Registration

In certain situations, someone other than you may have already registered your organization. If your organization has already been registered in the system and you need access, you must request access to the registered entity. When approved, records will be available to you in the 'Available Entities' section of the user dashboard at login. Separate requests must be made for each entity you wish to access, even for entities in the same hierarchy.

1. Click the **'Add New Entity'** button.
2. Search using any of the identifiers below and click **'Search for your Records.'**



3. Locate the desired Entity Results.



Requesting Access to an Existing Registration

4. Select the desired level of access:
   a. **View Access** – At this level, you can view milestones and entity information.
   b. **Edit Access** – At this level, you can view milestones and edit entity information.
   c. **Approval Access** – At this level, you can view milestones, edit entity information, and approve user requests to the entity record.

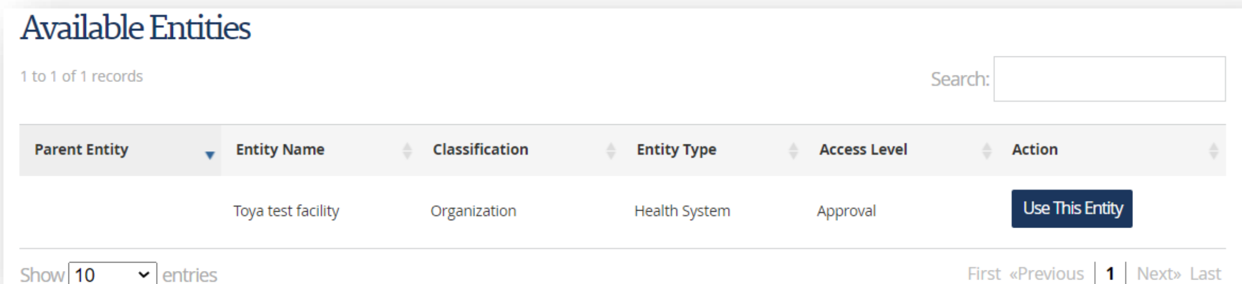
Any user with ***'Approval Access'*** has the option to either approve or deny requests for access. These individuals receive an email notification to approve/deny incoming requests. You will receive an email

notification when your request has been approved or denied. If denied, you can request access at a different level, if necessary, by following the same steps outlined above.
Multiple users can have access to the same entity at the same access level, including **'Approval Access.'**

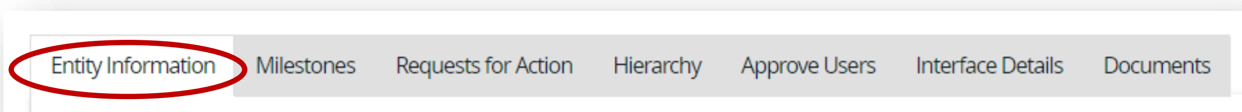
Viewing an Existing Registration

Once a user has access to at least one entity in the system (whether via a new registration submission or new access approval granted for an existing entity), that entity's information can be viewed at any point.

1. After logging into the TPR System, select **'Use This Entity'** next to the name of the entity to be reviewed.



2. Select the **'Entity Information'** tab at the top of the page. From here, a user can review all previously submitted information for that entity.



If any information included for the entity needs to be edited, see *Editing an Existing Registration*.

Viewing Milestones

Milestones, for each interface an entity is registered and approved for, can be viewed at any time by all users with access to that entity. If the registration for an interface has been submitted but not yet approved by TDH, users will not be able to see any milestones for the entity.

When a user is viewing the previously submitted registration information (see *Viewing an Existing Registration* section for instructions), 'Milestones' appear in the first tab.

This tab includes all completed and yet to be completed milestones for each interface the entity is registered and approved for, and milestones are grouped by interface. The milestones can be sorted by any of the columns. For example, if you would like to see all completed milestones in chronological order, you can sort by clicking on **'Completed Date.'** Each milestone that has been completed by the entity should have a completion date listed.

The milestones listed can vary for each interface. All TDH programs do not follow the same on-boarding process. Similarly, all trading partners for a specific interface might not follow the same on-boarding process. Because of this, you might see **'NA'** marked for certain milestones. This denotes that TDH has marked the milestone as not applicable for that specific entity.

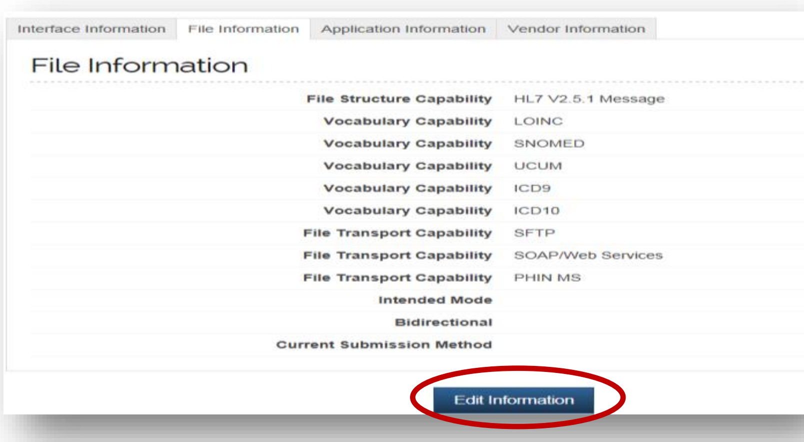
Each entity can have its own milestones, even if it is a parent to or child of another entity. Users with access to multiple entities should review the milestones for each entity individually. If a user prefers to have TDH document milestones at a **'Parent'** level, and not with each individual **'Child,'** that must be discussed and approved by TDH for each registered interface.

Users can print the milestones page to show documented progress through each interface's on-boarding process. Please allow some time for TDH to update these milestones for each entity once they are completed. If there is a discrepancy seen in the TPR System, please contact the TDH representative you are working with for that interface or MU.Health@tn.gov.

Editing an Existing Registration

An existing registration can be updated at any time by users with Edit or Approval access to that entity.

1. When a user is viewing the previously submitted registration information (see *Viewing an Existing Registration* for instructions), select **'Edit Information'** under the applicable section.



2. Make all necessary edits and if there are no other additional edits to be made you can click either Save or Save & Return to Dashboard. If you need to make additional edits, then click **'Continue'** at the bottom of each page to continue with edits and click the Continue to move to the next page.
3. Select **'Complete Registration,'** unless you need to register new entities (see *Adding a New Entity to an Existing Registration*).

4. Select **'Finalize Registration'** at the bottom of the **'Review Registration'** page in order to alert TDH staff of this updated registration information.

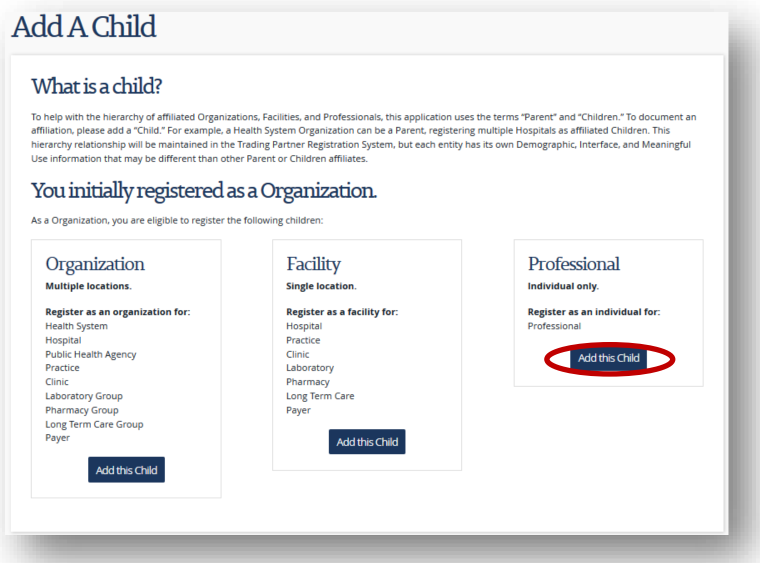
All users with access to that entity will receive an email notification that the entity's registration information has been updated.

Adding a New Entity to an Existing Registration

New entities can be added to an existing registration at any time by users with Edit or Approval access. Keep in mind, new entities can only be added as 'Children' to an existing entity if the 'Parent' entity is an Organization or Facility (see *Add a Child Entity* for more details).

To add a new entity, you must first follow the steps for *Editing an Existing Registration*. The entity that you select for editing should be the new 'Parent' for this **'Child'** entity.

1. Instead of selecting **'Complete Registration'** for the parent entity, click **'Add this Child.'**



2. This will direct you to new entity registration. Register this new entity as a child of the parent entity just as you would during the initial registration process (see *Add Child Entity* for instructions).

3. After adding the new entity, make sure to move through all the pages until reaching the **'Finalize Registration'** button. In order to alert TDH staff of this new registration, you must select 'Finalize Registration' at the bottom of the **'Review Registration'** page.

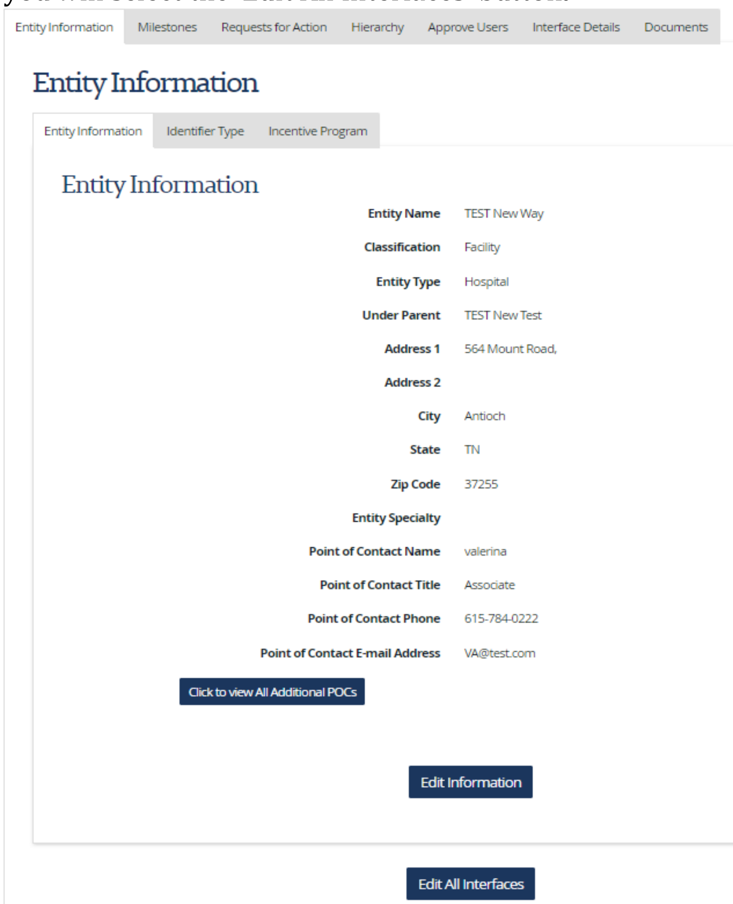
The user who creates an entity's new registration will receive an email confirmation of submission for each interface selected. The user who creates an entity's new registration will, by default, have Approval Access to the entity. In order for others to access the entity's information, please see *Request Access to an Existing Registration* and *Approving or Denying New Entity Users*.

Adding a New Interface to an Existing Registration

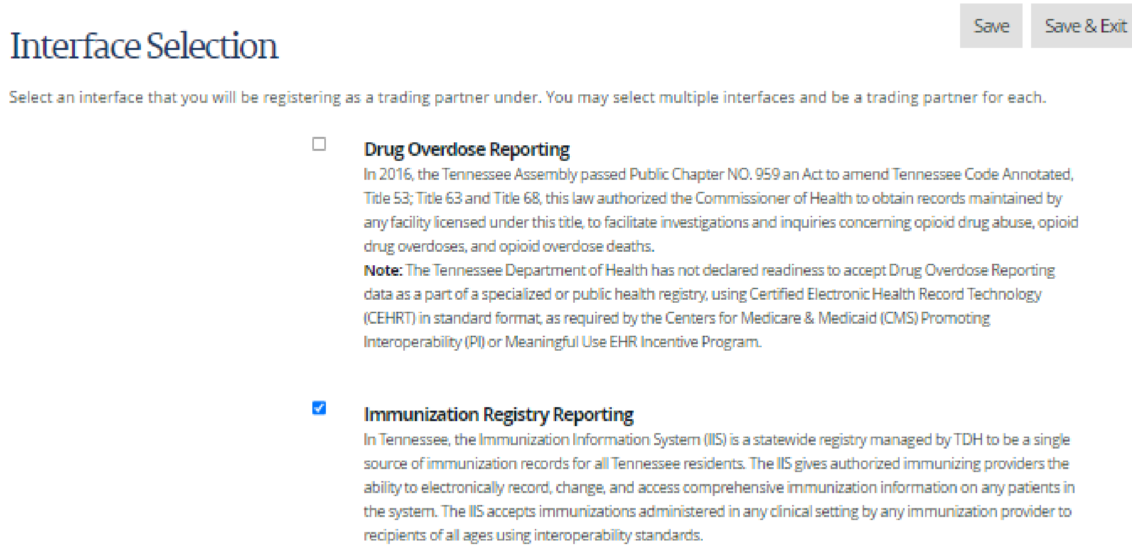
A new interface can be added to an existing registration at any time by users with Edit or Approval access. For example, if your entity's registration is only registered for the Drug Overdose Reporting Interface but you want to also register your entity for the eCR (electronic case reporting) interface you can do so by following the instructions below.

Note: For further guidance on the information needed to complete registration, consult the [Trading Partner Registration Worksheet.](#)

1. Go to the entity that you would like to add the new interface too. On the Entity Information tab you will select the 'Edit All Interfaces' button.



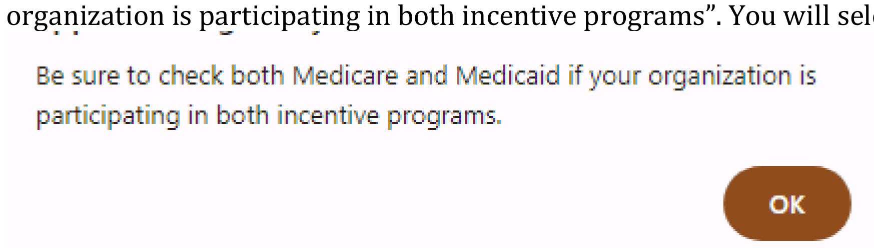
2. You will then be prompted to the Interface Selection page where you will select the Interface you wish to register your entity for. Currently, the options are:
    - Drug Overdose Reporting
    - Immunization Registry Reporting
    - Electronic Lab Reporting
    - Cancer Case Reporting
    - Tennessee Tobacco Quitline
    - Syndromic Surveillance Messaging
    - Electronic Case Reporting



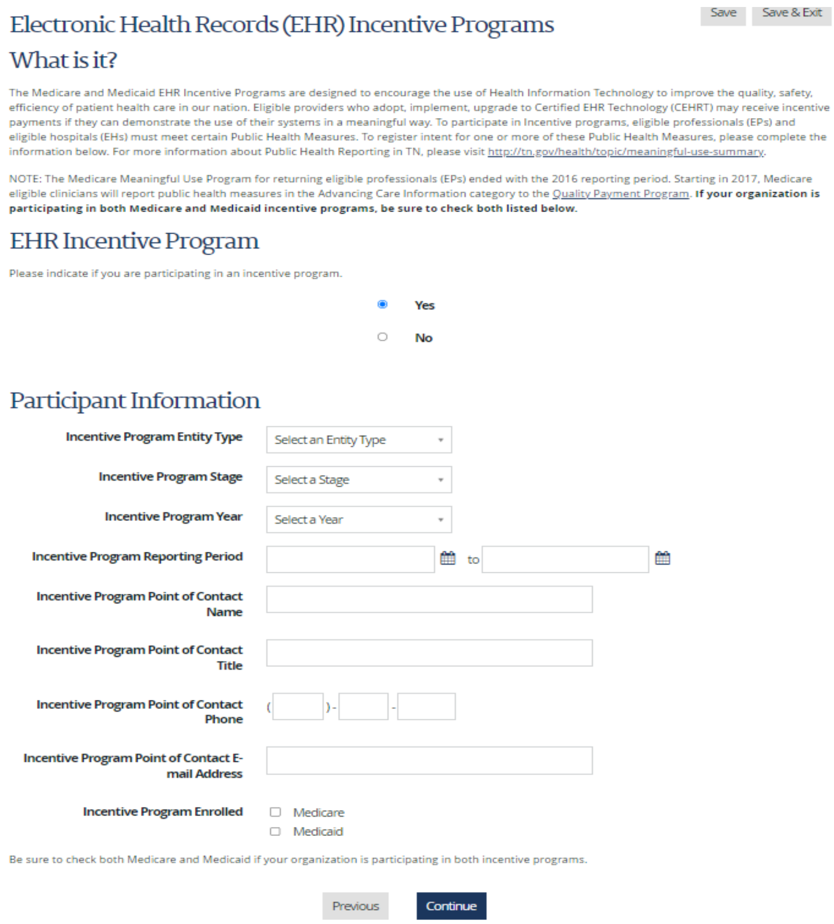
3. Once the interface has been selected, you will scroll down to the interface you selected, and you will fill in all the open fields (Contact Info, File Information, Application Information, and Vendor Point of Contact).

Note: ***When registering for the ELR interface, enter a CLIA as the identifier. When registering for eCR & ELR make sure to complete the 'Enter number of estimated events recorded in the previous year for this interface. All other interfaces require an NPI.*** **See Appendix 1 for a definition of acronyms**.

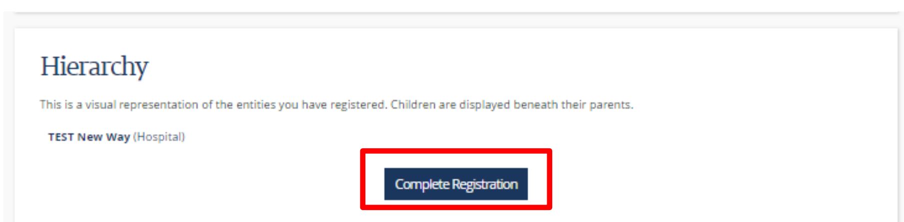
4. A message box will appear and say, "Be sure to check both Medicare and Medicaid if your organization is participating in both incentive programs". You will select 'OK'.

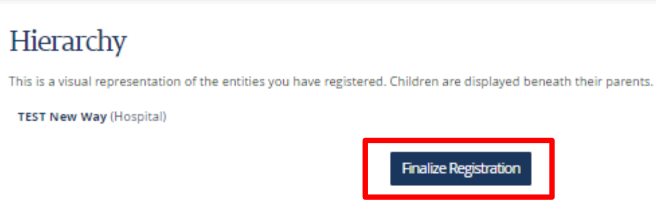


5. When all fields have been populated you will click on Continue and put in your promoting inoperability information shown below.



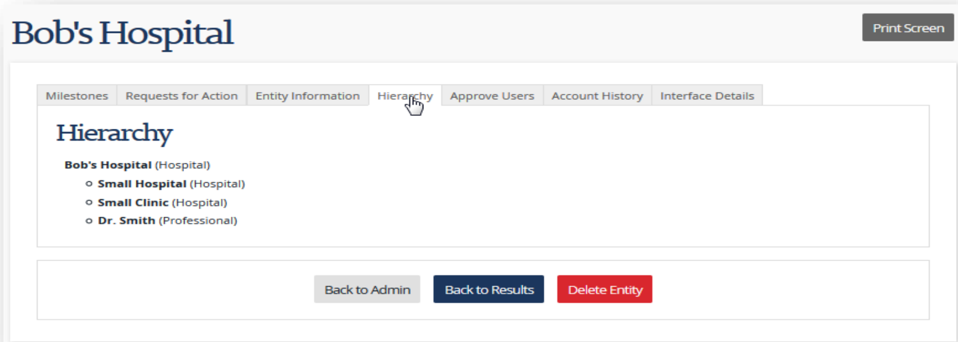
6. You will then click on **'Complete Registration'** at the bottom of your screen and then on the next page you will select **'Finalize Registration'**. In order to alert TDH staff of this new registration, you must select **'Finalize Registration'** at the bottom of the **'Review Registration'** page.





Viewing a Hierarchy of Entities

If applicable, the hierarchy for an entity can be viewed at any time by all users with access to that entity. When viewing the previously submitted registration information (see *Viewing an Existing Registration* for instructions), you will see the 'Hierarchy' tab at the top of the page.

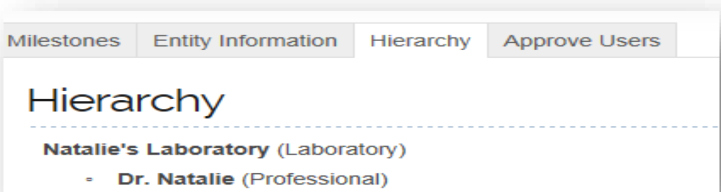


Once selected, this tab displays all **'Child'** entities that have been registered under the entity you are currently viewing.

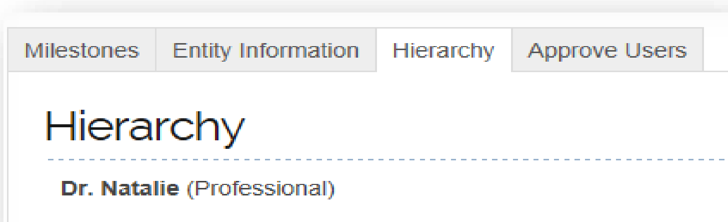
Note: *if the entity currently being viewed is a child of another entity, that relationship will not be displayed on this page.*

If the entity is a child of another entity, you can see that parent's name in the **'Entity Information'** tab, under the variable **'Under Parent.'** For example, Dr. Natalie is registered as a child under Natalie's Laboratory.

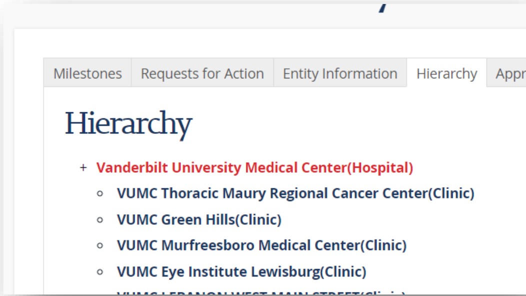
When reviewing the hierarchy while looking at Natalie's Laboratory, this is what is displayed:



When reviewing the hierarchy while looking at Dr. Natalie, this is what is displayed:



In addition, the Parent Entity's Hierarchy is now hyperlinked so when a user clicks on a link in the hierarchy, the child entity will open in a new tab.



If you see any related entities in a hierarchy that you need view, edit, or approve access to, please see *Searching for an Existing Registration* for details on requesting that access. Separate requests must be made for each entity you want access to, even for entities in the same hierarchy.

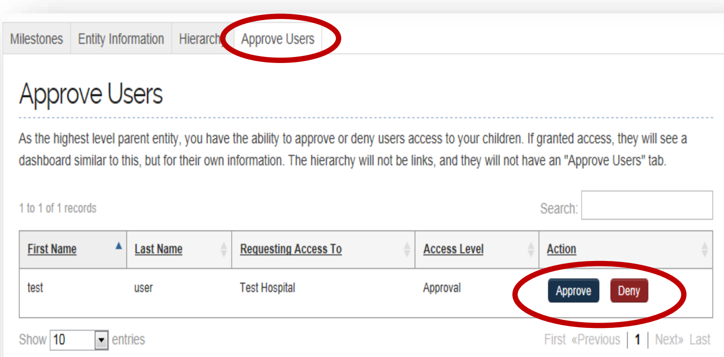
Approving User Access Request

Approving or Denying New Entity Users

More than one TPR System user can have access to any entity. To request access to an existing entity, please see *Search for an Entity*. Once requested, a user with Approval Access must approve or deny each request. The first user to register an entity is automatically given Approval Access, but additional users can request and be granted Approval Access as well.

All users with Approval Access will receive an email notification when another user requests access to the entity.

1. A user with Approval Access must log into the TPR System and open the appropriate entity by selecting **'Use This Entity'** to review this request.
2. Select the tab at the top of the page that reads **'Approve Users.'**



If there are currently any users requesting access for that entity, they will appear in the table, along with the requested access level.

3. Select **'Approve'** or **'Deny'** processing the pending request(s).

If you deny the user, they may still request access in the future and/or request access at a different level. For example, you can deny a user who requested Approval Access; that user can go back into the system and request Edit Access for the same entity, which you can then approve (or deny) at that level of access.

User Access Levels and Email Notifications

To view records, you must request access to them (see *Viewing an Existing Registration*). There are three different levels of access: **View, Edit** and **Approval**. Users with Approval Access control the records and have the option to either approve or deny requests for access. If an access request is approved, the entity record will appear on the **'Available Entities'** screen immediately following login. Associated registration and on-boarding documentation will be generated based on registration.

Email notifications are primarily sent to users with Edit and Approval access. Users who wish to be notified of registration changes/updates are advised to request Edit Access at a minimum.

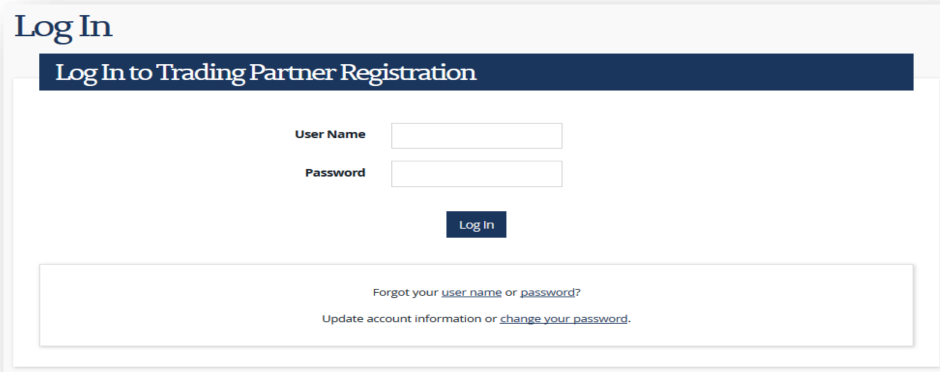
User Level Table

User Type	Authority	Email Notifications
View Access	View registration information and milestones	1. New TN.gov/PAAMS account 2. Password reset request
Edit Access	View and edit registration information, view milestones, view requests for action	1. New TN.gov/PAAMS account 2. Registration submitted 3. Registration approved 4. Registration denied 5. Registration updated 6. Annual update reminder 7. Password reset request
Approval Access	View and edit entity information, view milestones, and approve user level access	1. New TN.gov/PAAMS account 2. Requests for access 3. Registration submitted 4. Registration approved 5. Registration denied 6. Registration updated 7. Annual update reminder 8. Password reset request

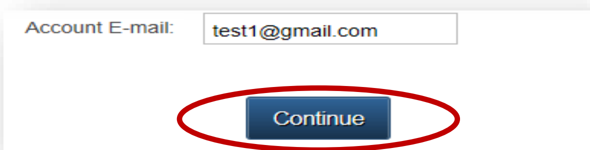
Forgot Username or Password

If you forget your username or password, they are easily recoverable.

To recover your Username, on the home page click **'Go to Log In,'** and locate the **'Forgot your username or password?'** link. Click on username (hyperlinked in blue) and enter the e-mail address associated with the account.



Click **'Continue'** to submit your request. Please wait a few minutes, then check the e-mail account listed as your username recovery e-mail address.



If you forgot your password, click on password (hyperlinked in blue). You have two options: reset your password by email or reset your password by answering your security questions.

<u>To reset your password by answering your security questions:</u>

1. Enter your Username and click **'Continue.'**
2. Answer the security questions associated with your account and click submit. You will be directed to the **'Create New Password'** page.
3. Be mindful of the following rules when creating your new password:
   - Must be at least 8 characters in length
   - Must contain at least one letter, one number and one special character: **@#$%^&()_+-,.:<>+?;~**
   - Cannot reuse any of the last 5 passwords you've set up.
4. Click **'Continue'** when you have entered and confirmed your new password.

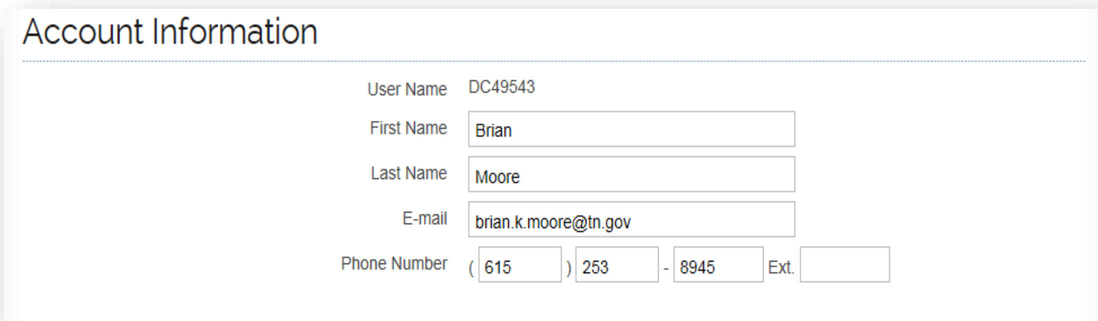
<u>To reset your password by email:</u>

1. Enter your email address and then click **'Continue.'**
2. A message will be sent to the e-mail address listed for your account. Please wait a few minutes, and then check any e-mail addresses you might have listed as your recovery address.
3. Follow the instructions in the email. You will then be able to access your TN.gov account.

Updating Account Information

To update your account information, go to the TPR home page and log in. Click the **'Edit'** button as displayed below.

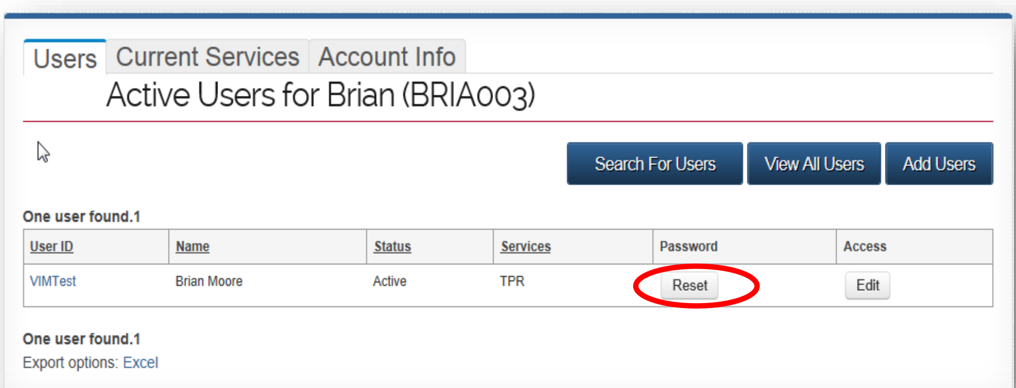
From there, you can edit your Account Information and reset/change your password.



Click **'Save Account Information'** to update.

Changing Passwords

To change the password for your PAAMS/TN.gov account, you must first login. Click **'Reset'** on the business user Dashboard.



Enter a new password and retype it to confirm. You can also review or edit your Security Questions. Click **'Password and Security Answers'** at the bottom of the screen when your changes have been completed.

Generating Status Letters

This new enhancement was incorporated in 2022. As a trading partner user, you are now able to generate status letters from the milestone and request for action tabs in TPR as long as the date of the letter is not greater than 183 days.

1. To generate a letter from the Milestone tab or Requests for Action tab, you will go to the appropriate entity and click on the Milestone tab or Request for Action tab.
2. Once the Milestone tab or Request for Action tab is open you will go to the milestone or Disposition you wish to generate a letter for and click on the "Generate Letter" or "Disp. Generate" button to generate the letter. You can also click on "View Letter" to only view the letter. Once a letter is generated the date will populate under the Letter Generated column.

Cancer Case Reporting

1 to 7 of 7 records

Search:

Milestone	Required	Completed Date	Letters	Letter Generated
CCR - M2-Secure Transport Established		01/09/2024	Generate Letter View Letter	01/31/2024
CCR - M3-Initial Test Document Submitted to TDH				
CCR - M4-Initial Test Document Validated by TDH				
CCR - M5-Initial Production Document Submitted to TDH				
CCR - M6-Initial Production Document Validated by TDH				
CCR - M7-Ongoing Submission Achieved				
Registration Completed		10/11/2018	Generate Letter	

Note: *If the milestone has a Completed Date that is greater than 183 days, then the "Generate Letter" button will be greyed out. Users are not allowed to generate letters that are greater than 183 days. If needed, you can email MU.Health@tn.gov to generate a letter for you.*

Requests for Action

Cancer Case Reporting

1 to 1 of 1 records

Search:

Action	1st Request	2nd Request	Disposition	Disposition Date	Letters
Testing	10/15/2018		Completed	10/15/2018	Disp. Generate

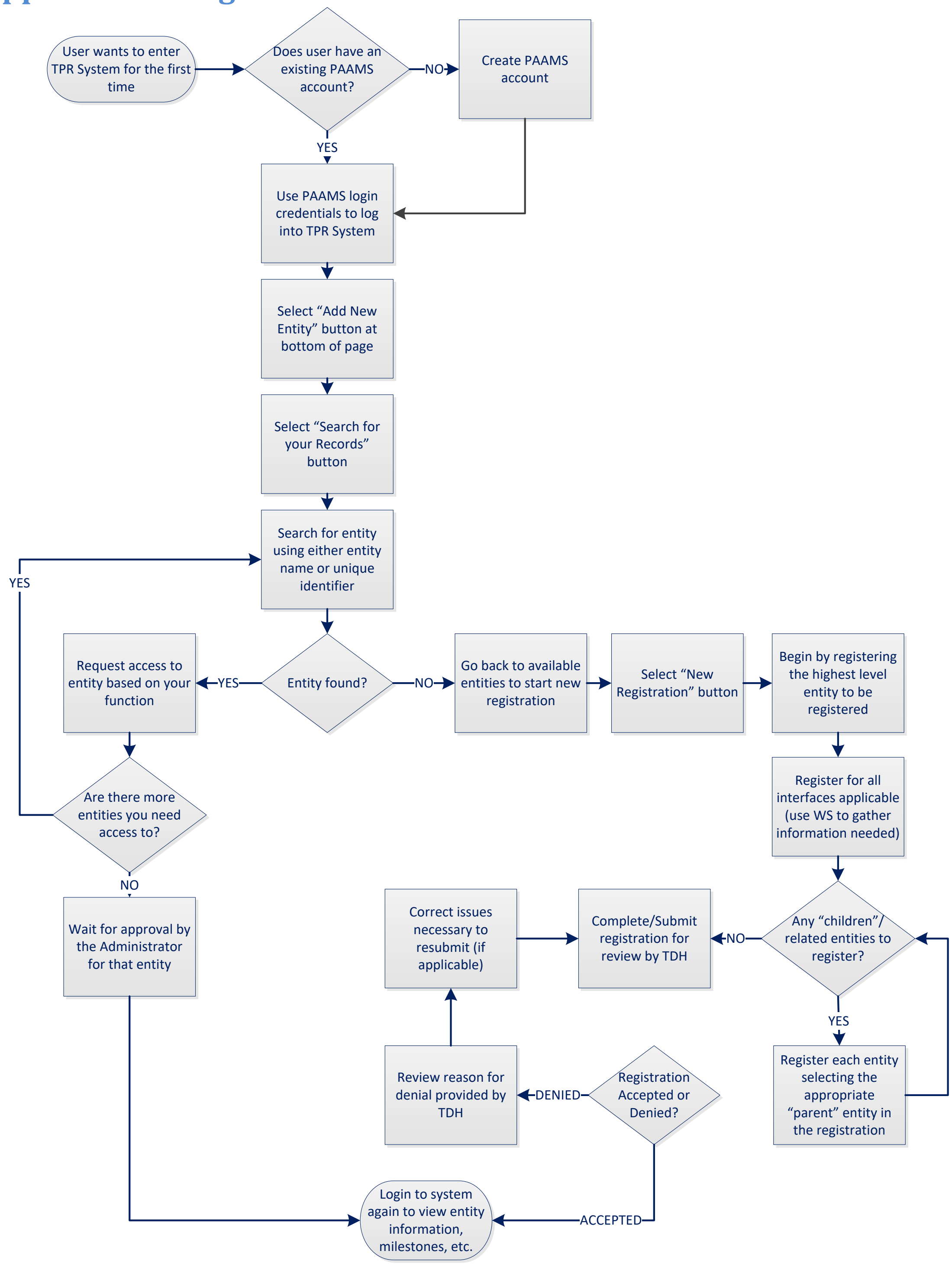
Appendix 1 – Glossary of Definitions and Acronyms

Acronym or Term		Definition
Adverse Events		A reported adverse reaction or a negative physical condition that has occurred and is reported shortly after one or more immunizations have been received.
Application Information		Information describing the name of, type, version, certification year and ONC ID of the sending application.
Application Version		Version of the application being used in TPR
Application Identifier		The identification number that represents the combination of Certified Health Information Technology that is owned and used by providers and hospitals to provide care to their patients.
Classification		A term used by the TPR system to help put trading partners into categories, which assists in maintaining relationships between multiple associated trading partners.
CLIA		Clinical Laboratory Improvement Amendments.
CPT		Current Procedural Terminology (CPT) codes are developed and maintained by the American Medical Association and are intended to support billing for services.
CVX		A numeric string that identifies the type of vaccine product used or the vaccine administered.
DIRECT Messages		Point-to-point secure messaging protocol and transport solution for secure messaging. Direct uses a *HISP* (health information service provider) just as other email services use an ISP (internet service provider) to manage the flow of email transmissions.
DOR		Drug Overdose Reporting
ECR		Electronic Case Reporting
ELR		Electronic Laboratory Result Reporting.
EHR		Electronic Health Record system.
Entity		Each organization, facility, and professional registered in the TPR system is considered to be and will be referenced as an entity by the Tennessee Department of Health.
File Information		Information describing the file structure, version, vocabulary, and transport capabilities for an interface.
HIE		Health Information Exchange.
HISP		Health Information Service Provider.
HL7		Health Level Seven International (HL7).
HL7 Vocabulary		Values from the HL7 data definition tables published in the HL7 Standards.
ICD-10		International Classification of Disease, tenth revision.
ICD-9		International Classification of Disease, ninth revision.
Identifier		A unique value used to name or identify an entity.
Identifier Type		The type of identifier that is being used to name or identify an entity.
Interface		An electronic data interchange system, such as ELR, Immunization Registry, or Cancer Case Reporting.
ISO		International Organization for Standardization.
LIMS		Laboratory Information Management System.
LIS		Laboratory Information System.
Local Identifier		Approved identifiers used to exchange data with the Tennessee Department of Health.
LOINC		Logical Observation Identifiers Names and Codes.

Acronym or Term		Definition
Promoting Interoperability		Promoting Interoperability is a federal initiative for eligible professionals and eligible hospitals using certified EHR technology. One of the goals of Promoting Interoperability is using certified EHR technology to ultimately improve population and public health.
NAACCR		North American Association of Central Cancer Registries.
NPI		National Provider Identifier (10-digit number).
NPI - Group		National Provider Identifier for covered health care organizations.
NPI - Provider		National Provider Identifier for covered health care providers.
ONC		Office of the National Coordinator for Health Information Technology (ONC).
ONC Certification ID		The ONC Certification Identification or Number is a number generated by the Certified Health IT Product List (CHPL) used for reporting to CMS for Promoting Interoperability attestation. It represents a product or combination of products in the Certified Health It Product List.
ONC Certification Year		ONC Electronic Health Record Certification Edition.
Other Identifier		Other Identifier(s) may include local, corporate identifiers, etc. Note: Do not include State, Federal or other tax identifiers.
PAAMS		Portal Admin Account Managements System.
PHIN MS		Public Health Information Network Messaging System.
POC		Point of Contact.
Professional		An individual Medical Doctor, Doctor of Osteopathic medicine, Advance Practice Nurse, Physician Assistant, or Pharmacist.
Provider License Number		Medical license number.
SFTP		Secure File Transfer Protocol.
SNOMED		Systematized Nomenclature of Medicine.
SOAP/Web Services		Simple Object Access Protocol using a Web Services Definition Language (WSDL) to exchange data and communicate between systems.
Specialty		An area of practice in which the individual, facility, or organization specializes.
Trading Partner		An approved organization exchanging data with the Tennessee Department of Health.
UCUM		Unified Code for Units of Measure
Vendor Point of Contact		Information detailing the vendor’s name and critical contact information to be used during testing and for future corresponded from Interface Admins.

TN Department of Health

Appendix 2 – Registration Flow Chart



Appendix 3 – Tennessee Department of Health Contacts

TPR Help Desk

If you are unable to log in and need assistance use-contact information listed below:
NIC, TN - Tennessee.gov Help Desk
(615) 313-0300 or 1-866-8TN-EGOV
E-mail: help@egovtn.org

Electronic Lab Reporting

In Tennessee, ELR is the electronic submission of laboratory results thought to be indicative of a reportable condition, disease, or event, as described by TDH in Tennessee Code Annotated §68 Rule 1200-14-01-.02, using interoperability standards. The potential benefits of ELR include the automation and standardization of the laboratory reporting process, timelier laboratory reporting, and ultimately improved validity and reliability of information for better case detection, surveillance, and disease investigation activities.

- Help Desk Email - CEDS.Informatics@tn.gov
- Interface Web Page - https://www.tn.gov/health/cedep/meaningful-use-summary/laboratory-result-reporting.html
- Interface Fact Sheet - https://www.tn.gov/content/dam/tn/health/documents/ELR_fact_sheet.pdf

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Electronic Case Reporting

Electronic Case Reporting (eCR) is the automated generation and transmission of case reports from an electronic health record (EHR) to the public health agency's disease surveillance system for review and action. eCR will allow eligible hospitals and critical access hospitals the opportunity to report suspected cases to TDH for further investigation using an electronic health record (EHR) system rather than manually reporting on paper and waiting on lab test results to confirm a suspected case. The eCR will capture critical clinical and demographic patient data from 2015 Certified Electronic Health Record Technology (CEHRT) not otherwise included in laboratory reports. Utilizing eCR will reduce the burdensome paper-based and labor-intensive administrative process reporters face in reporting and responding to public health's requests for additional information.

- Help Desk Email - CEDS.Informatics@tn.gov
- Interface Web Page - https://www.tn.gov/health/cedep/meaningful-use-summary.html
- Interface Fact Sheet - https://www.tn.gov/content/dam/tn/health/documents/eCR_Fact_Sheet.pdf

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Syndromic Surveillance Messaging

The Tennessee Communicable and Environmental Disease Services and Emergency Preparedness (CEDEP) Division within the TDH has programmatic oversight of Syndromic Surveillance activities across the state. Currently, all 13 Tennessee Public Health regions receive data from select emergency departments and perform Syndromic Surveillance activities. Syndromic Surveillance messaging provides an electronically automated secure and standardized mechanism for communicating Syndromic Surveillance data from **eligible hospitals' (EH) emergency departments** to TDH to support Syndromic Surveillance. Syndromic Surveillance is defined as public health surveillance emphasizing the use of timely pre-diagnostic data and statistical tools to detect and characterize unusual activity for further public health investigation.

- Help Desk Email - CEDS.Informatics@tn.gov
- Interface Web Page - https://www.tn.gov/health/cedep/meaningful-use-summary.html
- Interface Fact Sheet - http://tn.gov/assets/entities/health/attachments/TDH_SyndromicSurveillance_factsheet.pdf

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Cancer Case Reporting

In 1983, the Tennessee Assembly passed Tennessee Code Annotated 68-1-1001, which required all health care practitioners and **facilities that diagnose and/or treat cancer** patients to report cancer case information to TDH. In May of 2000, the Tennessee Assembly amended the law to bring it into conformity with Public Law 102-515, adopted by the U.S. Congress in 1992, which established the National Program of Cancer Registries housed within the Centers for Disease Control & Prevention, U.S. Department of Health & Human Services.

- Help Desk Email - TNCancer.Registry@tn.gov
- Interface Web Page - https://www.tn.gov/health/health-program-areas/tcr.html
- Interface Fact Sheet - https://www.tn.gov/content/dam/tn/health/documents/physicianreportingstuff/TDH_Cancer_MU_Fact_Sheet.pdf

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Drug Overdose Reporting

In 2016, the Tennessee Assembly passed Public Chapter NO. 959 an Act to amend Tennessee Code Annotated, Title 53; Title 63 and Title 68, this law authorized the Commissioner of Health to obtain records maintained by any facility licensed under this title, to facilitate investigations and inquiries concerning opioid drug abuse, opioid drug overdoses, and opioid overdose deaths.

The Tennessee Department of Health has not declared readiness to accept Drug Overdose Reporting data as a part of a specialized or public health registry, using Certified Electronic Health Record Technology (CEHRT) in standard format, as required by the Centers for Medicare & Medicaid (CMS) Meaningful Use EHR Incentive Program.

- Help Desk Email - TDH.Informatics@tn.gov
- Interface Web Page - https://www.tn.gov/health/health-program-areas/office-of-informatics-and-analytics/advance-analytics/drug-overdose-reporting.html
- Interface Website - https://www.tn.gov/health/health-program-areas/pdo/pdo/drug-overdose-reporting.html

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Immunization Registry Messaging

In Tennessee, the Immunization Registry (IR) is a statewide registry developed by TDH to be a single source of immunization records for all Tennessee residents. The IR gives authorized immunizing providers the ability to electronically record, change, and access comprehensive immunization information on any patient(s) in the system. The IR accepts immunizations administered in **any** clinical setting by **any** immunization provider to recipients of **all ages** using interoperability standards.

- Help Desk Email - TennIIS.MU@tn.gov
- Interface Web Page - https://www.tn.gov/health/health-program-areas/tennessee-tobacco-program/ttp/tobacco.html
- Interface Fact Sheet - https://www.tn.gov/content/dam/tn/health/documents/immunizationrequirements/tenniis/TennIIS_Brochure.pdf

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Tennessee Tobacco Quitline

Physicians and other healthcare professionals across the state can refer patients to the Tennessee Tobacco Quitline electronically using Electronic Health Record (EHR) technology to help their patients through our smoking cessation program and services. The Quitline will attempt to contact referred patients for enrollment in Quitline services. Using electronic health records (EHR) software electronic referrals (eReferral) are now possible with the potential to reduce provider burden. EHR technology and associated standards allow providers and Quitline to interface electronically. Standard code sets include ICD10CM, SNOMED CT, RxNorm, and LOINC codes. Using standard code sets required for Certified EHR Technology (CEHRT) enables the exchange of discrete data among different health IT systems. Healthcare systems have implemented eReferral to meet broader performance objectives such as the EHR Incentive Program, Joint Commission, or Physician Quality Reporting System (PQRS) measures. Some healthcare systems have also noted improved inpatient satisfaction ratings and reduced readmission rates after implementing eReferral with state Quitline's.

- Help Desk Email –Liz.Johnson@tn.gov
- Interface Web Page - https://www.tn.gov/health/health-program-areas/tennessee-tobacco-program/ttp/tobacco.html

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Promoting Interoperability

For more information on the Public Health Promoting Interoperability items, including on-boarding and testing processes, and for more information about Promoting Interoperability in Tennessee, please go to https://www.tn.gov/health/cedep/meaningful-use-summary.html. If you have questions about the Trading Partner Registration (TPR) system or Public Health-related Promoting Interoperability, please contact the Tennessee Department of Health (TDH) at MU.Health@tn.gov.

Frequently Asked Questions

1. What is the Trading Partner Registration (TPR) system?

The TPR system allows potential trading partners to register their intent to electronically exchange data with the Tennessee Department of Health (TDH). It allows eligible professionals and eligible hospitals to formally register their intent with TDH for Promoting Interoperability. It also provides TDH with updated information about each trading partner, a necessity for establishing and maintaining electronic interfaces.

2. How can I access the TDH Trading Partner Registration (TPR) system?

In order to begin the process of registering intent to exchange data with TDH, you must first have a PAAMS/TN.gov account. This account allows you to register for TN.gov services, including TDH Trading Partner Registration. Go to https://apps.tn.gov/paams/ to create your PAAMS/TN.gov account. If you already have a PAAMS/TN.gov account, simply log in and click **'Add another service'** for your existing account. You may then login at https://apps.tn.gov/tpr/. New users may be added to both existing and/or newly created accounts by clicking **'Add Users.'**

3. What is PAAMS?

PAAMS is the Portal Admin Account Management System. This system is used for TN.gov services. Your account will allow you to use the TPR system in addition to many other TN.gov web portal systems. If you have an existing account, there is no need to create a new one to use the TPR system.

4. Where can I learn more about each TPR interface?

Immunization Registry Messaging: https://www.tennesseeiis.gov/tnsiis/
Electronic Laboratory Reporting (ELR): http://www.tn.gov/health/article/laboratory-reporting
Cancer Case Reporting: https://www.tn.gov/content/tn/health/health-program-areas/tcr/physician-reporting-under-meaningful-use.html
Syndromic Surveillance Messaging: https://www.tn.gov/health/cedep/meaningful-use-summary.html
Electronic Case Reporting: https://www.tn.gov/health/cedep/meaningful-use-summary.html
Drug Overdose Reporting: https://www.tn.gov/health/health-program-areas/office-of-informatics-and-analytics/advance-analytics/drug-overdose-reporting.html

5. I don't see the interface I want to register for, what should I do?

The 4 options provided – Syndromic Surveillance Messaging, Immunization Registry Messaging, Electronic Lab Reporting, Electronic Case Reporting, Drug Overdose Reporting, and Cancer Case Reporting – are the only interfaces currently utilizing the TPR system. If you are interested in electronic data exchange for any other reason, contact the TDH program area of interest or MU.Health@tn.gov.

6. What are the different TPR access levels and what does each mean?

- **View** Access: you can view milestones and entity information.
- **Edit** Access: you can view milestones and edit entity information.
- **Approval** Access: you can view milestones, edit entity information, and approve or deny user requests to the entity record.

7. What information do I need to complete the registration process?

The information needed to complete the registration process might come from many different sources within your organization and includes:

- Information about your organization
- Information about your system(s) and associated vendor(s)
- Information about your system's capabilities for the desired interfaces
- Information about the individuals who will be responsible for the testing and validation process, as well as a contact from the organization.
- Information about your transmittal volume

For further guidance on the information needed to complete registration, consult the Trading Partner Registration Worksheet.

8. What is a classification?

Trading partners are grouped into one of three classifications for the registration process. The classifications help organize trading partners into categories, which is beneficial to maintaining relationships between multiple associated trading partners.

9. How do classifications differ from one another?

A trading partner selects one of three classifications for registration: ***Organization***, ***Facility***, or ***Professional***.

- **Organization** classification is used by trading partners with multiple locations, potentially carrying multiple affiliated organizations, facilities, and/or professionals.
- **Facility** classification is used by trading partners that are a single location, potentially carrying affiliated professionals.
- **Professional** classification is used for trading partners registering as an individual, and the trading partner should be a person; if registered as a professional, the user will only be able to register that professional. No affiliated organizations, facilities or other professionals can be registered underneath a professional in the hierarchy.

10. I don't fit into any of those classifications, how should I register?

Trading partners may not clearly fall within one of these classifications. In that case, trading partners are advised to register using the organization classification. As the highest-level classification, an organization can easily register other affiliated organizations, facilities, or professionals later, if necessary.

11. What are 'parent' and 'child' entities?

'**Parent'** and '**child**' are terms the TPR system has adopted to help document various entity affiliations while maintaining hierarchy relationships. To document an affiliation, register your first **('parent')** entity, and then add a **'child.'**

For example, a Health System may be registered as an organization, with multiple Hospitals registered underneath it. In that situation, the Health System is the **'parent,** and the Hospitals are **'children.'** Although this hierarchy is preserved in the system, each entity has its own demographic, interface, and Promoting Interoperability information, which may differ greatly among related parent/children affiliates.

12. How do I determine my Promoting Interoperability Stage/Year for TPR registration?

This is a common question during registration because in many cases, a trading partner anticipates moving from their current Stage/Year to the next in the near future. In that instance, use your upcoming Stage/Year for registration purposes. For example, if you anticipate moving from Stage 1 to Stage 2 of Year 1 soon after registration, enter Stage 2/Year 1 for your *Promoting Interoperability* participant information.

13. What if I have other questions about Promoting Interoperability?

For questions about Promoting Interoperability with regards TDH, visit: https://www.tn.gov/health/cedep/meaningful-use-summary.html. Feel free to contact the TDH Promoting Interoperability Coordinator at MU.Health@tn.gov.

14. What happens after I complete my registration?

All registrations must be approved by appropriate TDH staff. You will receive an automated email notification when your registration is approved or denied. TDH program staff will contact you with more information about testing and onboarding. For additional information related to onboarding for each individual interface, see https://www.tn.gov/health/cedep/meaningful-use-summary.html.

15. Who do I contact for general TPR system help?

If you have questions or need general help using the TPR system, contact TDH program staff at MU.Health@tn.gov.

16. Who do I contact if I cannot login?

For login assistance, contact:
NIC, TN – TN.gov Help Desk
(615) 313-0300 or (866)8TN-EGOV
Email: help@egovtn.org

17. If other people in my organization need access to these registrations, how do I set that up?

Authorized users may obtain access to your registration by logging into the TPR system and clicking '**Add New Entity.**' From there, click '**Search for your Records,**' enter required information, and click '**Search for your Records.**' Locate the appropriate entity and select the access level. An email notification will be sent to the entity's admin user for approval or denial of the request. Denied users can request access to an entity's information again; if initial denial is denied due to requested level of access, simply adjust the requested access level selection and follow the same steps to re-submit.

Note: *Admin users can only approve or deny requests – they cannot change the level of access*.

18. I need to update/change information for my previously submitted registration, how do I do that?

An existing registration can be updated at any time by users with **Edit** or **Approval** access to that entity. When viewing the submitted registration information, select the *File Information* tab, and click '**Edit Information**' for the section you wish to edit. Complete all necessary edits and click '**Continue,**' through to '**Complete Registration**,' then '**Finalize Registration**' to exit **Edit** mode. An email notification will be sent to TDH staff for review.

19. Can an EHR vendor register on behalf of its clients?

Yes – An EHR vendor can register on behalf of their clients; however, EHR vendors must be sure to list point of contact information for their client in the *Entity Information* and *Promoting Interoperability* sections of TPR, rather than listing themselves as the point contact for the entity.

20. Can an organization register for multiple facilities?

Yes – TPR allows users to register multiple organizations.

21. Can other organizations registered in TPR see my organizations registration information?

No – The information your organization provides is visible only to you, TDH administrative users, and others you grant access to.

22. Is TPR only for Promoting Interoperability?

No – All providers who would like to exchange data with TDH for the interfaces that currently utilize the TPR system (Cancer Case Reporting (CCR), Immunization Registry Messaging (IMM), Electronic Lab Reporting (ELR), Electronic Case Reporting (eCR), Drug Overdose Reporting (DOR), Tennessee Tobacco Quitline (TQL), and Syndromic Surveillance Messaging (SSM)) must now register through the TPR system, regardless of Promoting Operability (PI) participation status.

23. How can I provide feedback (questions, comments, suggestions, concerns) regarding TPR?

You can click here for the OIA Feedback Form and select the TPR category to submit your feedback.

Appendix 4 – Import Tool Validation Rules

Field Name	Field Description	Field Attributes	Validation
TYPE	Determines the type or category the entity belongs to.	Not Required	
PARENT_ENTITY_ID	ID of a corporate entity in the organizational hierarchy.	Not Required	
ID	ID assigned at the time of creation.	Required	Numeric value only.
NAME	Entity Name	Not Required	Used for visual verification before importing.
ABBREVIATION	Interface Abbreviation CCR DOR eCR ELR IMM SSM	Required	ABBREVIATION must match one of the six abbreviations in the Field Description column.
FILE_STRUCTURE	File Structure options HL7 2.3.1 Message HL7 2.5.1 Message HL7 2.7.1 Message HL7 2.5.1 Message HL7 V2 Other Message HL7 V3 Message HL7 V3 Document Other	Not Required	FILE_STRUCTURE must match one of the eight File Structure options in the Field Description column. Anything entered in this field that does not match the eight File Structure options will be treated as other and will be added to the TRANSPORT column.
TRANSPORT	Transport method SFTP DIRECT SOAP/Web Services PHIN MS Other	Not Required	TRANSPORT must match one of the five Transport options as seen in the Field Description column. This column will not be updated without the correct/corresponding information in the TRANSPORTOPTION column.
TRANSPORTOPTION	Transport method 1. SFTP 2. DIRECT 3. SOAP/Web Services 4. PHIN MS 5. Other	Not Required	This column will not be updated without the correct information in the TRANSPORT column. 1. Name and Active Directory ID 2. Enter in a valid email format 3. Web Services URL 4. AIMS HUB or CDC HUB 5. for example, REDCap
TRANSPORT_DETAILS	Can be used to document SFTP folder path.	Not Required	Maximum number of characters allowed in field is 300. Example -

Field Name	Field Description	Field Attributes	Validation
			/HEALTH/PCCOMH/SYN/PROD/IN
TPA_VERSION	A program may have different TPA versions for message or file types.	Not Required	Maximum number of characters allowed in field is 100.
TPA	The effective date of the TPA.	Not Required	Acceptable Date formats 12/31/2021 12/31/22 01/31/2022 1/31/22 December 31, 2021 If the field is left empty or if text is entered the date will be enter as the date of update.
NOTES	Notes can be added to the Interface Details	Not Required	Maximum number of characters allowed in field is 600.
NOTES_DATE		Not Required	Date of import will be added.
TRACKING_NUMBER	Tracking numbers maybe include from external sources	Not Required	Maximum number of characters allowed in field is 300.
STATUS	BI-DIRECTIONAL IN_QUEUE NOT_ACTIVE ON_BOARDING OPTED_OUT PRODUCTION TESTING UNIDIRECTIONAL	Required	Status must match one of the eight statues in the Field Description column.
STATUSDATE	The effective date of the status entered for the entity.	Not Required	Must be a valid date If left empty date of import will be added.

Trading Partner Registration (TPR) Worksheet

This worksheet can be used to gather the information you will need in order to complete the TPR registration process. This information may come from several different sources within your organization and EHR vendor.

Facility Information

Entity Information

Entity Name*:

Classification: (i.e. – Organization, Facility, Professional)

Entity Type*:

Street Address*:

City*:

State*:

Zip Code*:

Entity Specialty:

Point of Contact Name*:

Point of Contact Title*:

Point of Contact Phone*:

Point of Contact E-mail Address*:

*Identifier Type (must select at least 1)**

ISO/OID (International Organization for Standardization):

CLIA (Clinical Laboratory Improvement Amendments): ***Required for Electronic Lab Reporting (ELR) interface.***

Provider NPI (National Provider Identifier): ***Required for Cancer Case Reporting (CCR) interface.***

Group NPI (National Provider Identifier): ***Required Immunization Registry Messaging (IMM), Syndromic Surveillance Messaging (SSM), Electronic Case Reporting (eCR) and Drug Overdose Reporting (DOR) interfaces.***

Provider License Number:

Local:

Other Identifier(s):

*Required field: must be completed to move forward in the system.
+Contact vendor or IT staff for assistance with this section if needed.
For additional questions, contact MU.Health@tn.gov.

Interface Selection⁺

Gather information for selected interface(s); if registering for multiple interfaces, gather this information for each interface.

Interface (e.g., Immunization Registry, Electronic Lab Reporting, Cancer Case Reporting, Syndromic Surveillance, Electronic Case Reporting, Tennessee Tobacco Quitline, and Drug Overdose Reporting*:

Point of Contact Name*:

Point of Contact Title*:

Point of Contact Phone*:

Point of Contact E-mail Address*:

HIE and/or HISP Affiliation (if applicable):

File Information⁺

File Structure Capability (select all that apply)*:	HL7 V2.3.1 Message HL7 V2.5.1 Message HL7 V2.7.1 Message HL7 V2 Other Message HL7 V3 ***Required for CCR*** Other: HL7 FHIR Document
HL7 V3 Type (if applicable, select all that apply):	Messages Documents (CDA)
Vocabulary Capability (select all that apply):	LOINC SNOMED UCUM ICD9 ICD10 CPT CVX Adverse Events HL7 Vocabulary NAACCR Version X COVID-Only eCR Only-COVID Only eCR Only-COVID and RCTC (Reportable Condition Trigger Codes) eCR Only-All RCTC (Reportable Condition Trigger Codes) Other:
File Transport Capability (select all that apply):	SFTP DIRECT SOAP/Web Services PHIN MS AIMS Other:

*Required field: must be completed to move forward in the system.
⁺Contact vendor or IT staff for assistance with this section if needed.
For additional questions, contact MU.Health@tn.gov.

Intended Mode: Real Time
Batch

Bidirectional: Yes
No
Maybe/Unsure

Current Submission Method:

Enter the number of estimated events
recorded in the previous year for this interface: _____________ *[example - number of cancer cases treated or diagnosed, number of immunizations given in the previous year]* ***Required for eCR & ELR registrations****

Application Information+

System Type: LIMS or LIS
EHR
Other:

Application Name*:

Application Version:

Application Identifier:

Application ONC Certification Year:

Application ONC Certification ID:

Vendor Point of Contact+

Vendor Name*:
Point of Contact Name*:
Point of Contact Title:
Point of Contact Phone:
Point of Contact Email Address:

*Required field: must be completed to move forward in the system.
+Contact vendor or IT staff for assistance with this section if needed.
For additional questions, contact MU.Health@tn.gov.

Incentive Program Participation

This section is required for Medicaid and Medicare Promoting Interoperability (PI) Programs participants.

Incentive Program Entity Type*: Eligible Clinician
Eligible Professional
Eligible Hospital
Critical Access Hospital

Incentive Program Stage*: 1
2
3

Incentive Program Year*: 1
2
3

Incentive Program Reporting Period*: Start Date – End Date

Incentive Program Point of Contact Name*:

Incentive Program Point of Contact Title*:

Incentive Program Point of Contact Phone*:

Incentive Program Point of Contact Email Address*:

Incentive Program Enrolled (select all that apply): Medicare
Medicaid

*Required field: must be completed to move forward in the system.
+Contact vendor or IT staff for assistance with this section if needed.
For additional questions, contact MU.Health@tn.gov.