Trading Partner Registration System (TPR)


Tennessee Department of Health | Public Health Informatics | May 2016
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<td>02/02/2015</td>
<td>1.0</td>
<td>Initial version – published 02/02/2015</td>
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<tr>
<td>08/07/2015</td>
<td>2.0</td>
<td>Add Syndromic Surveillance Messaging as an interface selection, update TDH web links, and add Frequently Asked Questions (FAQ)s</td>
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<tr>
<td>11/20/2015</td>
<td>3.0</td>
<td>The ability to copy demographic information, interface information and Meaningful Use information from a parent entity to a sibling or child</td>
</tr>
<tr>
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</tr>
</tbody>
</table>
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 Meaningful Use (MU).

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, additional interfaces will be added to the system as TDH develops them for trading partner use.

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 on-boarding 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. 37), a decision flow chart (see Appendix 2, pg. 39), and contact information (see Appendix 3, pg. 40) 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 Meaningful Use regulations will affect public health. Please be mindful that this document may be modified in the future. See Upcoming Features (page 43) 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 HERE.*

To begin creating a PAAMS account, please go to [https://apps.tn.gov/tpr](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.'

You will then be directed to the 'User Name and Password' page.
4. In this section, you will need to create your user name. Your user name 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 User Name in this user guide to see what to do in the event you forget your user name 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.
   a. To begin registering your organization, click ‘TDH Trading Partner Registration TPR,’ shown in blue.
   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.’

   ![Log In](image)

   2. Enter your user name and password and click ‘Log In’ to continue.
3. Select ‘Add Users’ to begin entering new users.

![Add Users screen](image)

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

![Add User screen](image)

5. Select ‘TDH Trading Partner Registration’ as the desired service.
6. Enter a User Name and Password as directed (see examples below).

![User Name and Password Input Screen]

7. After entering the required information, click ‘Save’ to add the new user.

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

![Active Users Screen]
**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).*

Go to [https://apps.tn.gov/paams/](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.

![Log In](#)

Select the ‘Current Services’ tab and then click ‘Add another service.’

![Services for Big TN Health System (BIGT003)](#)

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.
Enter your email address and click ‘Continue,’ to proceed to the ‘Account and Contact Information’ page.

Follow instructions to enter your information and click ‘Continue’ to complete the process.

You will then be directed to the confirmation page, and will receive an email confirmation shortly.
Logging In to TPR

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.’

Enter the User Name and Password for your PAAMS account and click ‘Log In.’

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. We recommend searching for your 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.

To search for your organization, click ‘Add New Entity.’

Locate the ‘Search for your Records’ section and select ‘Search for your Records.’

1. Search by any of the following identifiers 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, NPI, CLIA, Provider License#, or other previously established ID,
   d. Identifier – e.g., 1119950000, VUMC, MD0055.
2. 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 available, select ‘Back to Available Entities’ and click ‘Add New Entity.’

Locate the ‘New Registration’ section and select ‘New Registration.’

**Trading Partner 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 onboarding 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.

![Entity Information Form](image)

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

2. Choose an Identifier Type or multiple Identifier Types (see Appendix 1, pg. 37).

![Identifier Type](image)

*Note: When selecting an identifier for Syndromic, Cancer and 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

3. After you’ve entered the Identifier Type, select ‘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, or Cancer Case Reporting.** You may select multiple interfaces and register as a trading partner for each.

![Interface Selection](image)

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,' and the 'Vendor Point of Contact' 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.

**Application Information**
Enter information about the application or system being used to connect to the selected interface(s).
Vendor Point of Contact

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

Click ‘Continue’ to move on to the ‘Meaningful Use’ section.

Meaningful Use Participation

Meaningful Use is a federal initiative for eligible professionals and eligible hospitals using certified electronic health record (EHR) technology. One of the goals of Meaningful Use is to use certified EHR technology to improve population and public health. To demonstrate Meaningful Use, 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 ‘Meaningful Use’ section as directed. For more information about Meaningful Use in TN, visit http://tn.gov/health/topic/meaningful-use-summary.

Select ‘Yes’ if you wish to register your intent to meet Meaningful Use public health objectives. If you are not participating in Meaningful Use, select ‘No.’

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 Trading Partner 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 Meaningful Use information that may differ from other ‘Parent’ or ‘Children’ affiliates.

1. Choose either Organization, Facility or Professional.
1. Click ‘Add this Child.’
2. Under ‘Parent.’ select the parent under which the child will be registered.

3. 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.

4. Choose an Identifier Type. Multiple Identifier Types may be selected.
5. Enter your identifier and click ‘Continue.’

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

6. 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.*

![Interface Selection Page]

Enter the required ‘File Information.’ This information will help the Interface Administrator determine what types of data, vocabulary, and transport method(s) your system is capable of sending to the selected interface.

*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]

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*Updated 05/09/2016*
1. Enter Application Information.

2. Enter Vendor Point of Contact information and click 'Continue.'

3. Indicate if you are participating in Meaningful Use by selecting ‘Yes’ or ‘No.’

Note: Users may use the copy feature to copy Meaningful Use information from the parent entity to its child; however, if the parent entity did not select ‘Yes’ to the Meaningful Use question, the copy function will not be available.
4. Review the entered information and, if the data is correct, click ‘Continue’ to move on to the next screen.

5. 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’

6. To complete the registration, select ‘Complete Registration.’

7. If there are no more entities to register, click ‘Finalize Registration.’
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 on the ‘Available Entities’ screen following login. Separate requests must be made for each entity you wish to access, even for entities in the same hierarchy.

1. Click ‘Search for your Records.’
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 then select ‘Continue’ at the bottom of each page until reaching ‘Complete Registration.’

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.
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:
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.

## Managing Users

### 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’ to process 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**

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

**Forgot User Name or Password**

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

To recover your User Name, on the home page click ‘Go to Log In,’ and locate the ‘Forgot your user name or password?’ link.

Click on user name (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 user name 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.

To reset your password by answering your security questions:
1. Enter your User Name 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.

To reset your password by email:
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 ‘Save Password and Security Answers’ at the bottom of the screen when your changes have been completed.
# Appendix 1 – Glossary of Definitions and Acronyms

<table>
<thead>
<tr>
<th>Acronym or Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse Events</td>
<td>A reported adverse reaction or a negative physical condition that has occurred and is reported shortly after one or more immunizations have been received.</td>
</tr>
<tr>
<td>Application Information</td>
<td>Information describing the name of, type, version, certification year and ONC ID of the sending application.</td>
</tr>
<tr>
<td>Classification</td>
<td>A term used by the TPR system to help put trading partners into categories, which assists in maintaining relationships between multiple associated trading partners.</td>
</tr>
<tr>
<td>CLIA</td>
<td>Clinical Laboratory Improvement Amendments.</td>
</tr>
<tr>
<td>CPT</td>
<td>Current Procedural Terminology (CPT) codes are developed and maintained by the American Medical Association and are intended to support billing for services.</td>
</tr>
<tr>
<td>CVX</td>
<td>A numeric string that identifies the type of vaccine product used or the vaccine administered.</td>
</tr>
<tr>
<td>DIRECT Messages</td>
<td>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.</td>
</tr>
<tr>
<td>ELR</td>
<td>Electronic Laboratory Result Reporting.</td>
</tr>
<tr>
<td>EHR</td>
<td>Electronic Health Record system.</td>
</tr>
<tr>
<td>Entity</td>
<td>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.</td>
</tr>
<tr>
<td>File Information</td>
<td>Information describing the file structure, version, vocabulary and transport capabilities for an interface.</td>
</tr>
<tr>
<td>HIE</td>
<td>Health Information Exchange.</td>
</tr>
<tr>
<td>HISP</td>
<td>Health Information Service Provider.</td>
</tr>
<tr>
<td>HL7</td>
<td>Health Level Seven International (HL7).</td>
</tr>
<tr>
<td>HL7 Vocabulary</td>
<td>Values from the HL7 data definition tables published in the HL7 Standards.</td>
</tr>
<tr>
<td>ICD-10</td>
<td>International Classification of Disease, tenth revision.</td>
</tr>
<tr>
<td>ICD-9</td>
<td>International Classification of Disease, ninth revision.</td>
</tr>
<tr>
<td>Identifier</td>
<td>A unique value used to name or identify an entity.</td>
</tr>
<tr>
<td>Identifier Type</td>
<td>The type of identifier that is being used to name or identify an entity.</td>
</tr>
<tr>
<td>Interface</td>
<td>An electronic data interchange system, such as ELR, Immunization Registry, or Cancer Case Reporting.</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organization for Standardization.</td>
</tr>
<tr>
<td>LIMS</td>
<td>Laboratory Information Management System.</td>
</tr>
<tr>
<td>Acronym or Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>LIS</td>
<td>Laboratory Information System.</td>
</tr>
<tr>
<td>Local Identifier</td>
<td>Approved identifiers used to exchange data with the Tennessee Department of Health.</td>
</tr>
<tr>
<td>LOINC</td>
<td>Logical Observation Identifiers Names and Codes.</td>
</tr>
<tr>
<td>Meaningful Use</td>
<td>Meaningful Use is a federal initiative for eligible professionals and eligible hospitals using certified EHR technology. One of the goals of Meaningful Use is using certified EHR technology to ultimately improve population and public health.</td>
</tr>
<tr>
<td>NAACCR</td>
<td>North American Association of Central Cancer Registries.</td>
</tr>
<tr>
<td>NPI</td>
<td>National Provider Identifier (10-digit number).</td>
</tr>
<tr>
<td>NPI - Group</td>
<td>National Provider Identifier for covered health care organizations.</td>
</tr>
<tr>
<td>NPI - Provider</td>
<td>National Provider Identifier for covered health care providers.</td>
</tr>
<tr>
<td>ONC</td>
<td>Office of the National Coordinator for Health Information Technology (ONC).</td>
</tr>
<tr>
<td>ONC Certification ID</td>
<td>The ONC Certification Identification or Number is a number generated by the Certified Health IT Product List (CHPL) used for reporting to CMS for Meaningful Use attestation. It represents a product or combination of products in the Certified Health IT Product List.</td>
</tr>
<tr>
<td>ONC Certification Year</td>
<td>ONC Electronic Health Record Certification Edition.</td>
</tr>
<tr>
<td>Other Identifier</td>
<td>Any other identifier type not currently listed in the TPR System that the potential trading partner would like to submit to the Tennessee Department of Health.</td>
</tr>
<tr>
<td>PAAMS</td>
<td>Portal Admin Account Managements System.</td>
</tr>
<tr>
<td>PHIN MS</td>
<td>Public Health Information Network Messaging System.</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact.</td>
</tr>
<tr>
<td>Professional</td>
<td>An individual Medical Doctor, Doctor of Osteopathic medicine, Advance Practice Nurse, Physician Assistant, or Pharmacist.</td>
</tr>
<tr>
<td>Provider License Number</td>
<td>Medical license number.</td>
</tr>
<tr>
<td>SFTP</td>
<td>Secure File Transfer Protocol.</td>
</tr>
<tr>
<td>SNOMED</td>
<td>Systematized Nomenclature of Medicine.</td>
</tr>
<tr>
<td>SOAP/Web Services</td>
<td>Simple Object Access Protocol using a Web Services Definition Language (WSDL) to exchange data and communicate between systems.</td>
</tr>
<tr>
<td>Specialty</td>
<td>An area of practice in which the individual, facility, or organization specializes.</td>
</tr>
<tr>
<td>Trading Partner</td>
<td>An approved organization exchanging data with the Tennessee Department of Health.</td>
</tr>
<tr>
<td>UCUM</td>
<td>Unified Code for Units of Measure</td>
</tr>
<tr>
<td>Vendor Point of Contact</td>
<td>Information detailing the vendor name and critical contact information to be used during testing and for future corresponded from Interface Admins.</td>
</tr>
</tbody>
</table>
Appendix 2 – Registration Flow Chart

1. User wants to enter TPR System for the first time
   - Does user have an existing PAAMS account?
     - NO: Create PAAMS account
     - YES: Use PAAMS login credentials to log into TPR System

2. Select “Add New Entity” button at bottom of page

3. Select “Search for your Records” button

4. Search for entity using either entity name or unique identifier

5. Entity found?
   - NO: Go back to available entities to start new registration
   - YES: Request access to entity based on your function

6. Are there more entities you need access to?
   - NO: Wait for approval by the Administrator for that entity
   - YES: Go back to available entities to start new registration

7. Correct issues necessary to resubmit (if applicable)

8. Review reason for denial provided by TDH

9. Registration Accepted or Denied?
   - DENIED: Login to system again to view entry information, milestones, etc.
   - ACCEPTED: Complete/Submit registration for review by TDH

10. Begin by registering the highest level entity to be registered

11. Register for all interfaces applicable (use WS to gather information needed)

12. Register each entity selecting the appropriate “parent” entity in the registration

13. Wait for approval by the Administrator for that entity

14. Any “children”/related entities to register?
   - NO: Register each entity selecting the appropriate “parent” entity in the registration
   - YES: Register each entity selecting the appropriate “parent” entity in the registration

15. Request access to entity based on your function

16. Are there more entities you need access to?
   - NO: Wait for approval by the Administrator for that entity
   - YES: Go back to available entities to start new registration
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 - http://tn.gov/health/article/laboratory-reporting
   • Interface Fact Sheet -

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 Fact Sheet -
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

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.tennesseeiis.gov/msiis/

Meaningful Use
For more information on the Public Health MU items, including on-boarding and testing processes, and for more information about Meaningful Use in Tennessee, please go to http://www.tn.gov/health/topic/meaningful-use-summary. If you have questions about the Trading Partner Registration (TPR) system or Public Health-related Meaningful Use, 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 Meaningful Use. 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/](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/tps/](https://apps.tn.gov/tps/). 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/](https://www.tennesseeiis.gov/tnsiis/)
   Cancer Case Reporting: [http://www.tn.gov/health/section/tcr](http://www.tn.gov/health/section/tcr)

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, 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](mailto:MU.Health@tn.gov).

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

   - **View Access:** you are able to view milestones and entity information.
   - **Edit Access:** you are able to view milestones and edit entity information.
   - **Approval Access:** you are able to 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 at a later time, 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 Meaningful Use information, which may differ greatly among related parent/children affiliates.

12. How do I determine my Meaningful Use 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 Meaningful Use participant information.

13. What if I have other questions about Meaningful Use?

For questions about Meaningful Use with regards TDH, visit: http://www.tn.gov/health/topic/meaningful-use-summary. Feel free to contact the TDH Meaningful Use 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 on-boarding. For additional information related to on-boarding for each individual interface, see http://www.tn.gov/health/topic/meaningful-use-summary.

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.
**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 **Meaningful Use** 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 Meaningful Use?**

No – All providers who would like to exchange data with TDH for the interfaces that currently utilize the TPR system (Cancer Case Reporting, Immunization Registry Messaging, Electronic Lab Reporting [ELR], and Syndromic Surveillance Messaging) must now register through the TPR system, regardless of MU participation status.
## Upcoming Features

<table>
<thead>
<tr>
<th>Feature</th>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add a ‘Add Child’ entity button</td>
<td>Add button to allow users to add a child organization using the hierarchy tab.</td>
</tr>
<tr>
<td>Transmittal volume</td>
<td>TPR users can report the number of Cancer Cases treated or diagnosed from previous year.</td>
</tr>
<tr>
<td>Home footer link update</td>
<td>Users will now be redirected to their dashboard when the home footer “Application Home” is clicked.</td>
</tr>
</tbody>
</table>
Trading Partner Registration Worksheet

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

Facility Information

**Entity Information**

- Entity Name*
- 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):
- Provider NPI (National Provider Identifier):
- Group NPI (National Provider Identifier):
- 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, ELR, Cancer Case 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
- Other:

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
- Other:

File Transport Capability (select all that apply):

- SFTP
- DIRECT
- SOAP/Web Services
- PHIN MS
- 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:

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: will not be able to move forward in the system without completing
+Please contact vendor or IT staff for assistance with this section if needed
For additional questions, please contact MU.Health@tn.gov
Meaningful Use

This section is required for Meaningful Use participants.

Meaningful Use Entity Type*: Eligible Hospital
Eligible Professional
Critical Access Hospital

Stage*: 1
2
3

Year*: 1
2
3

Reporting Period*: Start Date – End Date

Meaningful Use Point of Contact Name*:

Meaningful Use Point of Contact Title*:

Meaningful Use Point of Contact Phone*:

Meaningful Use 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.