NORTH Dakota | Health Information Network
Be Legendary.™ INFORMATION TECHNOLOGY

NDHIN Clinical Portal Basics

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NDHIN Access and Set up

- NDHIN can be accessed
  - Web-based using web address
  - Single Sign On
  - An Authorized User Agreement (AUA) is required for all users
- NDHIN settings
  - Home page
  - Navigational tools
  - Work Lists
  - Notifications
  - Messaging

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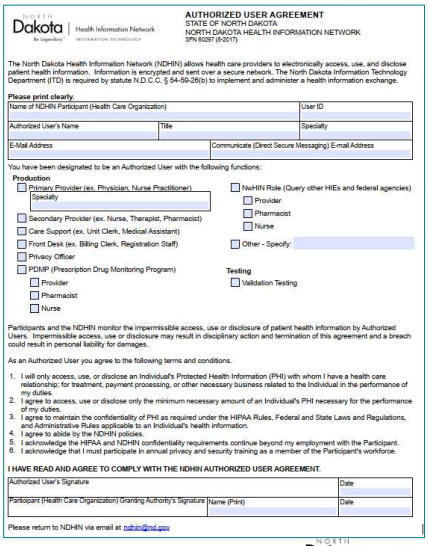
Authorized User Agreement

Can be obtained as follows:

- Contact the NDHIN Outreach Team
- Email to ndhin@nd.gov
- Call (855) 761-0534
- https://www.ndhin.nd.gov/services/clinical-portal/clinical-portal-sign

Agreements must be signed by user and the participant's 'principal contact'

Per NDHIN Policy - Participants shall notify NDHIN within twenty-four hours, of termination of an Authorized User's employment or affiliation with the Participant



AUTHORIZED USER AGREEMENT
STATE OF NORTH DAKOTA
NORTH DAKOTA HEALTH INFORMATION NETWORK
SFN 60287 (6-2017)

The North Dakota Health Information Network (NDHIN) allows health care providers to electronically access, use, and disclose patient health information. Information is encrypted and sent over a secure network. The North Dakota Information Technology Department (ITD) is required by statute N.D.C.C. § 54-59-26(b) to implement and administer a health information exchange.

Please print clearly.

Name of NDHIN Participant (Health Care Organization)		User ID
Authorized User's Name	Title	Specialty
E-Mail Address	Communicate (Direct Secure Messaging) E-mail Address	

You have been designated to be an Authorized User with the following functions:

Production
- Primary Provider (ex. Physician, Nurse Practitioner) — Specialty
- Secondary Provider (ex. Nurse, Therapist, Pharmacist)
- Care Support (ex. Unit Clerk, Medical Assistant)
- Front Desk (ex. Billing Clerk, Registration Staff)
- Privacy Officer
- PDMP (Prescription Drug Monitoring Program)
  - Provider
  - Pharmacist
  - Nurse
- NwHIN Role (Query other HIEs and federal agencies)
  - Provider
  - Pharmacist
  - Nurse
- Other - Specify:

Testing
- Validation Testing

Participants and the NDHIN monitor the impermissible access, use or disclosure of patient health information by Authorized Users. Impermissible access, use or disclosure may result in disciplinary action and termination of this agreement and a breach could result in personal liability for damages.

As an Authorized User you agree to the following terms and conditions.

1. I will only access, use, or disclose an Individual's Protected Health Information (PHI) with whom I have a health care relationship; for treatment, payment processing, or other necessary business related to the Individual in the performance of my duties.
2. I agree to access, use or disclose only the minimum necessary amount of an Individual's PHI necessary for the performance of my duties.
3. I agree to maintain the confidentiality of PHI as required under the HIPAA Rules, Federal and State Laws and Regulations, and Administrative Rules applicable to an Individual's health information.
4. I agree to abide by the NDHIN policies.
5. I acknowledge the HIPAA and NDHIN confidentiality requirements continue beyond my employment with the Participant.
6. I acknowledge that I must participate in annual privacy and security training as a member of the Participant's workforce.

I HAVE READ AND AGREE TO COMPLY WITH THE NDHIN AUTHORIZED USER AGREEMENT.

Authorized User's Signature		Date
Participant (Health Care Organization) Granting Authority's Signature	Name (Print)	Date

Please return to NDHIN via email at ndhin@nd.gov

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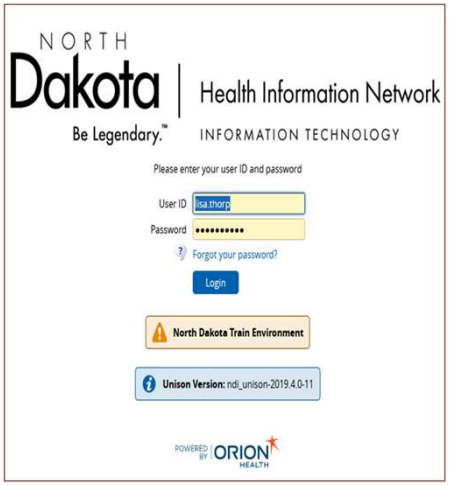
Web-based Access



- Log in at https://hie.ndhin.com/concerto/Login.htm
- Username is firstname.lastname
- Passwords must be 8 characters
  - Mixture of: Upper case, lower case, symbols and numbers
  - Always follow your organizations password policy
  - Can be reset by NDHIN Administrator or NDHIN Helpdesk
  - https://passwordsgenerator.net/ can be used to create a strong password.

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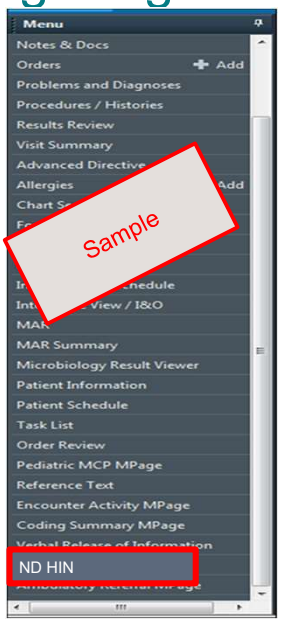
Single Sign On Access



- NDHIN is accessed thru tab, button or toolbar in EHR
- Usernames and passwords synced
- Able to launch NDHIN from within EHR

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NDHIN User Levels

	Sample User Roles	HIE Portal Messaging	Notifications	Patient Search	Patient Demographics	Patient Summary	Clinical Documents	Vital Signs Flow Sheet	NDIIS	PDMP	Medicines Viewer	Timeline	External Record	Images Viewer	Lab Flow Sheet	Patient Opt Out Status -- Global	Patient Opt Out Status -- Participant	User Account Management -- Global	User Account Management -- Participant	Audit Logs -- Global	Audit Logs -- Participant	EMPI
Level 1	Physician, Physician Assist, Nurse Practitioner	■	■	■	■	■	■	■	■		■	■		■	■							
Level 2	Therapist, Social Worker	■	■	■	■	■	■	■	■		■	■		■	■							
Level 2 Pharmacist	Pharmacist	■	■	■	■	■	■	■	■		■	■		■	■							
Level 2 Nurse	Nurse	■	■	■	■	■	■	■	■		■	■		■	■							
Level 3	Unit Clerk, Medical Assistant	■	■	■	■	■	■	■	■		■	■		■	■							
Level 3 Payer	Payer Staff	■	■	■	■	■	■	■	■		■	■		■	■							
Level 4	Billing Clerk, Front Desk Staff, Claims Processor	■		■	■	■	■	■	■		■	■		■	■							
Level 5a	NDHIN Staff	■		■	■	■	■	■	■		■	■		■	■				■			
Level 5b	Participant Staff	■		■	■	■	■	■	■		■	■		■	■				■			
Level 6a	NDHIN Privacy Officer	■		■	■	■	■	■	■		■	■		■	■	■	■		■	■		
Level 6b	Participant Privacy Officer	■		■	■	■	■	■	■		■	■		■	■	■	■		■	■		
Level 7	EMPI Administrator	■		■	■	■	■	■	■		■	■		■	■						■	

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Who You Going to Call?
NDHIN Outreach Coordinators!

Help Desk @ (844)335-6253
email NDHINsupport@koblegroup.com

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HealthTech SOLUTIONS

North Dakota Health Information Network

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