Global Submitter Setup Guide
1.15.2021

This document provides specific instructions for setting up Global Submitter in IWeb and creating the associated import profiles in PHC Hub.

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Purpose of Global Submitter

- Global Submitter enables Health Information Exchange (HIE) systems, ImmsLink and other like systems to submit HL7 messages on behalf of multiple Organization (IRMS)s using the same username and password.

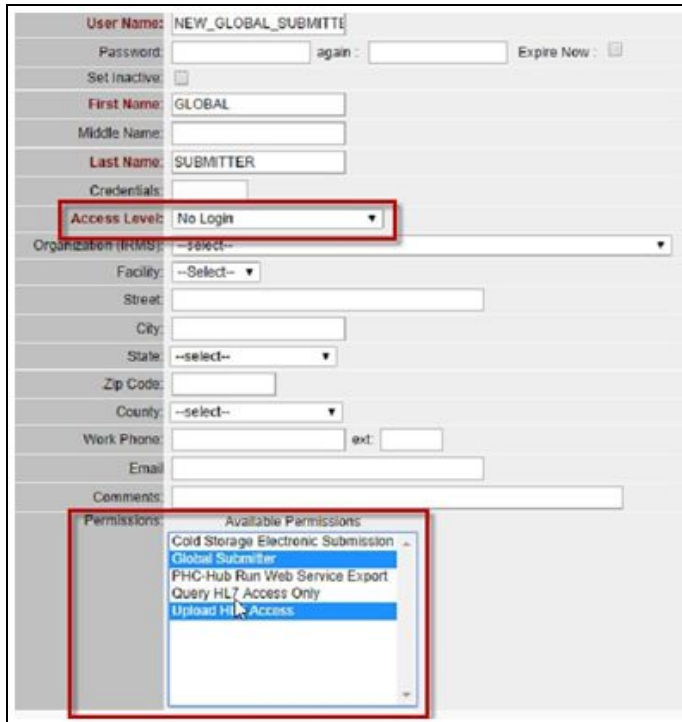# How Does Global Submitter Work?

- Once an HL7 message is imported, PHC Hub verifies the account has Global Submitter permission and reads the ID in MSH-22 and if empty, it will read the ID in MSH-4.

- PHC Hub searches for an Organization (IRMS) in IWeb where there is the Global Submitter name and the ID from MSH matches the Namespace or NPI Number field.

- If a match is found, PHC Hub takes that Organization (IRMS) ID and uses it to pick an Import Profile.

- If a match is not found, PHC Hub rejects that message.

- One Global Submitter username submits dozens of messages that end up processed by different import profiles under different providers. The messages don't show up in PHC Hub listed together, except when you use message search by Global Submitter username.

Global Submitter Setup

IWeb – Create Global Submitter

1. Login to IWeb as a user with administrative access
2. Click on the Administration menu
3. Click on User Management -> Search/ Add User
4. Click Search
5. Click Add
6. Fill in Username - globalsubmitter
7. Fill in a Password and Password verification
8. Fill in First Name – Global
9. Fill in Last Name – Submitter
10. Select "No Login" from Access Level drop down

11. Multi-select "Global Submitter" and "Upload HL7 Access" from the permissions box.
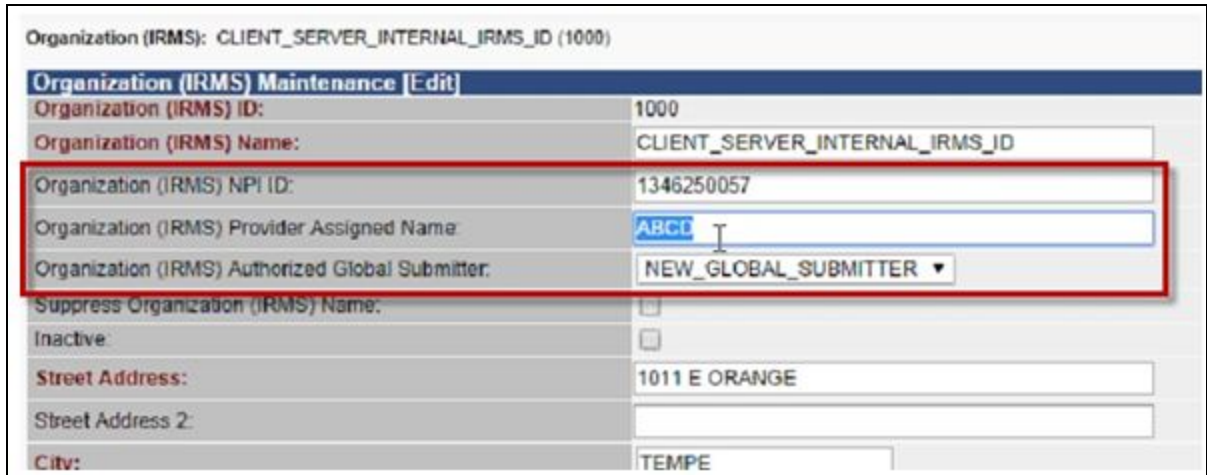
12. Click Save

IWeb – Create Organization (IRMS)

1. Click on Organization (IRMS) -> Search/Add

2. Click on Search

3. Click on Add

4. Fill in Organization (IRMS) Name Field

5. Fill in Organization (IRMS) NPI ID Field {The unique 10 digit national identification number in MSH-4.2}

   NOTE: The NPI can only be defined at the Organization (IRMS) level.

6. Fill in Organization (IRMS) Provider Assigned Name Field {The unique namespace assigned to this provider/trading partner in MSH-4.1, equivalent of Namespace}.

7. Select the Global Submitter username from the Organization (IRMS) Authorized Global Submitter drop down.

8. Fill in the Street Address, City, State, Zip, County fields.

9. Note the Organization (IRMS) ID for creating a profile in PHC-HUB.

10. Click Save.

IWeb – Update an Existing Organization (IRMS)

1. Click on Organization (IRMS) -> Search/Add

2. Click on Search

3. Search for the existing Organization (IRMS)

4. Fill in Organization (IRMS) NPI ID Field {The unique 10 digit national identification number in MSH-4.2}

   NOTE: The NPI can only be defined at the Organization (IRMS) level.

5. Fill in Organization (IRMS) Provider Assigned Name Field {The unique namespace assigned to this provider/trading partner in MSH-4.1, equivalent of Namespace}.

6. Select the correct Global Submitter username from the Organization (IRMS) Authorized Global Submitter drop down.

7. Note the Organization (IRMS) ID for creating a profile in PHC-HUB.

8. Click Save.

Import Profile Setup

PHC Hub – Create Import Profile

1. Select the Organization (IRMS) ID from the drop down and log in as a user with administrative access.

2. Click Import Profiles -> Create New Profile

3. Complete the following information as appropriate:

    a. Enter Profile Name

    b. Select template from the dropdown

4. Click Create

5. Check the Enabled Check Box in the Edit Import Profile Box

6. Check the Patient and Vaccine Checkboxes under Import Data in the Update Settings box

7. Click Save

Sample Messages

Successful HL7 message using NPI ID in MSH22.1

MSH|^~\&|ATHENANET|TEST ORGANIZATION|SIIS|TDH^2.16.840.1.113883.3.773^ISO|202009232158||VXU^V04^VXU_V04|631255M11141|P|2.5.1|||NE|AL|||||Z22^CDCPHINVS|10025698|
PID|1||3000^^^1154654440^MR||KING^ANNDREONA^^^^^L||20080209|F||2054-5^Black or African American^HL70005|4447 ANDREW JACKSON PKY^^HERMITAGE^TN^37076^USA^M||^PRN^PH^^^615^5004685|||||||||2135-2^Hispanic or Latino^CDCREC|
PD1|||||||||||01^No reminder/recall^HL70215|||||A|20200923|20200923
NK1|1|KING^KRISTAL^^^^^L|OTH^GRD^HL70063|4447 ANDREW JACKSON PKY^^HERMITAGE^TN^37076^USA^P|^PRN^PH^^^615^5004685|||||||||19701216||||||||||||||||||||||
ORC|RE|191997H11141^athenanet|191997H11141^athenanet|||||||^Davidson^Beverly^^^^^^^L||1144473547^DAVIDSON^BEVERLY^^^^^^^L^^^NPI|||||10025698^TEST ORGANIZATION^NPI|||||||
RXA|0|1|20200923|20200923|114^meningococcal MCV4P^CVX|.5|mL^mL^UCUM||00^NEW IMMUNIZATION RECORD^NIP001|1144473547^DAVIDSON^BEVERLY^^^^^^^L^^^NPI|^^^3||||U6565AA|20210328|PMC^Sanofi Pasteur^MVX|||CP|A|
RXR|C28161^Intramuscular^NCIT|RD^Right Deltoid^HL70163|||
OBX|1|CE|64994-7^Vaccine funding program eligibility category^LN|1|V02^VFC eligible - Medicaid/Medicaid Managed Care^HL70064||||||F|||20200923|||VXC40^Eligibility captured at the immunization level^CDCPHINVS||||||||
OBX|2|ST|30963-3^Vaccine purchased with^LN|1|VXC50^Public VFC^HL70064||||||F|||20200923|||||||||||
OBX|3|TS|29769-7^DATE VACCINE INFORMATION STATEMENT PRESENTED^LN|2|20200923||||||F|||20200923|||||||||||
OBX|4|TS|29768-9^DATE VACCINE INFORMATION STATEMENT PUBLISHED^LN|2|20190815||||||F|||20200923|||||||||||
OBX|5|CE|30956-7^SINGLE VACCINE TYPE^LN|2|114^meningococcal MCV4P^CVX||||||F|||20200923|||||||||||

Successful HL7 message using NPI ID in MSH4.1

MSH|^~\&|ATHENANET|10025698|SIIS|TDH^2.16.840.1.113883.3.773^ISO|202009232158||VXU^V04^VXU_V04|631255M11141|P|2.5.1|||NE|AL|||||Z22^CDCPHINVS|
PID|1||3000^^^1154654440^MR||KING^ANNDREONA^^^^^L||20080209|F||2054-5^Black or African American^HL70005|4447 ANDREW JACKSON PKY^^HERMITAGE^TN^37076^USA^M||^PRN^PH^^^615^5004685|||||||||2135-2^Hispanic or Latino^CDCREC|
PD1|||||||||||01^No reminder/recall^HL70215|||||A|20200923|20200923
NK1|1|KING^KRISTAL^^^^^L|OTH^GRD^HL70063|4447 ANDREW JACKSON PKY^^HERMITAGE^TN^37076^USA^P|^PRN^PH^^^615^5004685|||||||||19701216||||||||||||||||||||||
ORC|RE|191997H11141^athenanet|191997H11141^athenanet|||||||^Davidson^Beverly^^^^^^^L||1144473547^DAVIDSON^BEVERLY^^^^^^^L^^^NPI|||||10025698^TEST ORGANIZATION^NPI|||||||
RXA|0|1|20200923|20200923|114^meningococcal MCV4P^CVX|.5|mL^mL^UCUM||00^NEW IMMUNIZATION RECORD^NIP001|1144473547^DAVIDSON^BEVERLY^^^^^^^L^^^NPI|^^^3||||U6565AA|20210328|PMC^Sanofi Pasteur^MVX|||CP|A|
RXR|C28161^Intramuscular^NCIT|RD^Right Deltoid^HL70163|||
OBX|1|CE|64994-7^Vaccine funding program eligibility category^LN|1|V02^VFC eligible - Medicaid/Medicaid Managed Care^HL70064||||||F|||20200923|||VXC40^Eligibility captured at the immunization level^CDCPHINVS||||||||
OBX|2|ST|30963-3^Vaccine purchased with^LN|1|VXC50^Public VFC^HL70064||||||F|||20200923|||||||||||
OBX|3|TS|29769-7^DATE VACCINE INFORMATION STATEMENT PRESENTED^LN|2|20200923||||||F|||20200923|||||||||||
OBX|4|TS|29768-9^DATE VACCINE INFORMATION STATEMENT PUBLISHED^LN|2|20190815||||||F|||20200923|||||||||||
OBX|5|CE|30956-7^SINGLE VACCINE TYPE^LN|2|114^meningococcal MCV4P^CVX||||||F|||20200923|||||||||||

ACK for a rejected HL7 message where the Global Submitter is not authorized to submit

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MSH|^~\&|SIIS^^|TDH^^|RHAPSODY^^|MDM^^|20140929172113||^|9981600513.100000129|P|2.5.1|
MSA|AR|Q1749507284T18981311|Unable to import: user not allowed to submit data on behalf of 1510|||207^^HL70357|
  ERR|||203|E||
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