CURRENT NYCMED USERS:

STEPS TO ACCESS HIV CARE
STATUS REPORTS (CSR) GROUP
Overview of Steps

1. Facility Medical Director
   a) Identify and designate an individual who will be their site's CSR Designee.
   b) If your facility has more than one affiliated site in separate locations, the medical director can choose to have a single CSR Designee for all affiliated sites or designate a specific individual for each site.

2. CSR Designee
   a) Register for HIV Care Status Report via NYCMED
   b) If you have NYCMED account, please follow the instruction as outlined starting with Slide 3.
   c) If you do not have NYCMED account, register at https://a816-healthpsi.nyc.gov/NYCMED/Account/Login and you will have the ability to add on the HIV Care Status Reports application when you register. Once you click on the HIV Care Status Reports link, follow the instructions in starting at Slide 4
Steps to access HIV Care Status Reports Group

Enter your NYCMED User Name and password and click SIGN IN or Create an account.
Steps to access HIV Care Status Reports Group

After login or creating a new account, note that the link to HIV Care Status Report is not immediately accessible. You must first UPDATE YOUR PROFILE.
Steps to access HIV Care Status Reports Group

Under “Profile”, Click “HIV Care Status Reports” and then “Update”.
Steps to access HIV Care Status Reports Group

Once you have updated your profile, Click on “HIV Care Status Report”.

HEALTH ALERT NETWORK

The Health Alert Network (HAN) contains public health information for medical providers, including up-to-date health alert information delivered to your inbox and archived on the web, an online document library on public health topics, and an online community to exchange information and ideas with your colleagues. All medical providers in New York City may access the HAN.

APPLICATIONS

Agency Services
- EVERS – Electronic Vital Events Registration System
- Dog Licensing Application
- DOHMH Site Locator
- DOHMH Site Locator - Animal Services
- DOHMH Site Locator - Child Care Locator
- DOHMH Site Locator - Farmers Market
- DOHMH Site Locator - Hepatitis
- DOHMH Site Locator - NYC Condoms
- DOHMH Site Locator - Ryan White Services
- DOHMH Site Locator - Seasonal Influenza
- Secure File Transfer Service
- Water Tank

Community Services
- Apply for Food Protection Course
- Childcare Connect
- Environmental Data Exchange Network
- Epi Query
- Group Child Care and Summer Camp Orientation
- Health Academy Training Courses
- Health Research Training Program
- Healthy Start Brooklyn
- Local Law 37
- NYC Condom Order Form
- NYC Pesticide Use Reporting System
- WTC Health Registry

Provider Services
- Levels of Service (LOS)
- EVERS Training Application
- City Health Information (CHI) Subscription
- Immunization Facilities Registration
- Disease Reporting Central
- Early Intervention Transportation Provider eBilling
- Electronic System for HIV/AIDS Reporting & Evaluation (eSHARE) Health Information Network
  - HIV Care Status Report
- Medical Necessity Scheduling
- Mental Health Provider Portal
- Mental Health Maven System
- Public Health Emergency Response Network
- Public Health Emergency Response Network Auxiliary Distribution
Steps to access HIV Care Status Reports Group

You will be taken directly to the Home Page. Click on Register.
Steps to access HIV Care Status Reports Group

<table>
<thead>
<tr>
<th>Clinical Site (must be located in NYC)</th>
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<tbody>
<tr>
<td>Name of clinic/site</td>
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<tr>
<td>Type of clinic</td>
</tr>
<tr>
<td>Diagnosing only</td>
</tr>
<tr>
<td>Diagnosing/care provider</td>
</tr>
<tr>
<td>Street Address /Street Name /Suite</td>
</tr>
<tr>
<td>Borough /City /Zip</td>
</tr>
<tr>
<td>Manhattan</td>
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<thead>
<tr>
<th>Medical Director / Program Manager</th>
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<tbody>
<tr>
<td>First/Last name</td>
</tr>
<tr>
<td>Provider type</td>
</tr>
<tr>
<td>Physician</td>
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<tr>
<td>NYS License number</td>
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<tr>
<td>Work Email</td>
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<td>Work Phone</td>
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<table>
<thead>
<tr>
<th>CSR Designee</th>
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<tbody>
<tr>
<td>First/Last name</td>
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<tr>
<td>(Person requesting access)</td>
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<tr>
<td>Work Email</td>
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<td>Work Phone</td>
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<td>Title</td>
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<td>Degree</td>
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- Enter your NYCMED User Name
- Enter all information requested
- Click Submit which will initiate the registration process.
- Await email from csr@health.nyc.gov (next slide)
To CSR Designee,

We have received your request for access to NYCMED HIV Care Status Reports and to become the NYCMED HIV CSR Designee for your facility. In order to complete the processing of your request to access HIV CSR as your site’s CSR Designee, please

Review the CSR Security Use Policy form (attached) - this document describes security terms, conditions and responsibilities to which participating facilities must agree in order to use the HIV CSR system.

Complete and submit the CSR Agreement and Affiliates form (attached) – this is required to complete the CSR registration process.

Upon recipient and review of the CSR Agreement and Affiliates form, a second and final email will be sent that your request for access has been completed.

Sincerely,

HIV Care Status Unit
Bureau of HIV/AIDS Prevention and Control
New York City Department of Health and Mental Hygiene
csr@health.nyc.gov

Once you receive this email, please follow instructions as outlined.