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Health Commerce System, Newborn Screening Application, & Secure File Transfer Training Slides

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Health Commerce System (HCS)

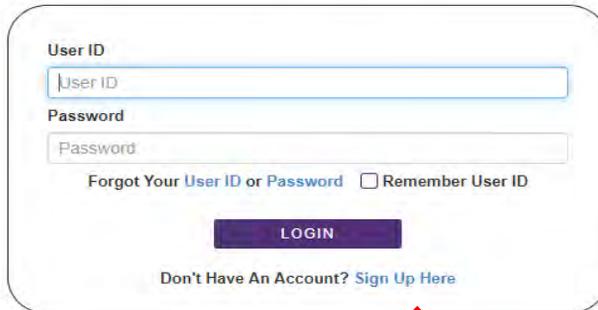


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HCS – User Steps

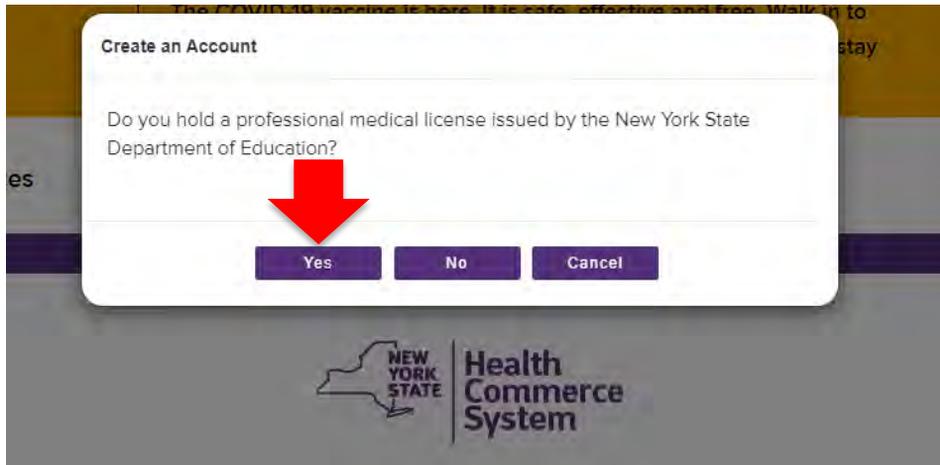
- Register for an HCS account:
 - Open your browser of choice and type in <https://commerce.health.state.ny.us/>

A screenshot of the login page for the Health Commerce System. The page is enclosed in a rounded rectangular border. At the top left, it says "User ID" above a text input field containing "User ID". Below that, it says "Password" above a text input field containing "Password". Underneath the password field, there is a link "Forgot Your User ID or Password" followed by a checkbox and the text "Remember User ID". A dark purple button with the word "LOGIN" in white capital letters is centered below the form. At the bottom of the form, it says "Don't Have An Account? Sign Up Here" with "Sign Up Here" in blue text. A red arrow points upwards from the bottom center of the page towards the "Sign Up Here" link.

Once you have reached the HCS homepage, click [sign up here](#)

HCS – User Steps

- If you do hold a professional medical license (RN, MD, etc.) choose **Yes**, and continue through slides 6-8
 - If you do **NOT** hold a medical professional license, go to slide: 10



The screenshot shows a white dialog box titled "Create an Account" overlaid on a blurred background. The dialog box contains the question: "Do you hold a professional medical license issued by the New York State Department of Education?". Below the question are three buttons: "Yes", "No", and "Cancel". A large red arrow points directly to the "Yes" button. At the bottom of the dialog box, there is a logo for the "NEW YORK STATE Health Commerce System".

HCS - Medical professionals

If you hold a professional medical license issued by the NYSED, click **Yes**

June 8, 2021 12:16 am

The COVID-19 vaccine is here. It's safe.

Create an Account

Do you hold a professional medical license issued by the New York State Department of Education?

Yes **No** **Cancel**

PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)

Click **Apply** for an HCS Medical Professions account

WELCOME TO NYS DEPARTMENT OF HEALTH

Health Commerce System

Apply for an HCS Medical Professions account

To apply for a Health Commerce System (HCS) account for prescribing and non-prescribing medical professionals.

[Quick Reference Guide](#)

If you are a prescriber, **registration of your medical practice is required** in order for you to establish HCS accounts for employees who will access the Prescription Monitoring Program (PMP) as your designee. Be sure to follow these steps to obtain an account, register your practice and set up users as designees:

1. You must apply for an HCS Medical Professions account - [Paperless HCS Medical Professions Account Quick Reference Guide](#)
2. You must Register your Medical Practice - [Paperless HCS Medical Practice Account Quick Reference Guide](#)
3. Your staff must Register for an HCS user account at <https://apps.health.ny.gov/pub/userstop.html>

Register to become a ServNY volunteer in the NYS Volunteer Program

To become a ServNY volunteer, login as a volunteer, register as a volunteer, or find out more information about becoming a medical professional volunteer.



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HCS - Medical professionals

NYS DEPARTMENT OF HEALTH'S HEALTH COMMERCE SYSTEM (HCS) ACCOUNT REQUEST FORM FOR MEDICAL PROFESSIONALS



NYS Department of Health's Health Commerce System (HCS) Enrollment Form for Medical Professionals

Do you have a NYS Driver License or NYS Non-Driver Photo ID?

- [I have a NYS driver's license or Non-driver Photo ID](#)

[Quick Reference Guide](#)

You can get your NYS DOH HCS account today using this process. It does require that your name match exactly with the [NYS Education Department's \(SED\) Office of the Professions](#) database. If it does not match, you can:

1. Verify the spelling of your name with SED. Click here to search the [Office of the Professions](#) database.
2. Click the "I do not have a NYS driver's license" link, even if you have a NYS driver license, to complete a paper form for an HCS account.

- [I do not have a NYS driver's license or Non-driver Photo ID](#)

[Quick Reference Guide](#)

This process involves completing a paper form to obtain an HCS account and can take up to seven business days to obtain an HCS account.

Do you have a NYS Driver License or NYS Non-driver Photo ID?

Click on the link that corresponds with your answer



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HCS - Medical professionals

Home > SED Information > DMV Information > Contact Information >

Choose Password

Medical Profession Information

To find your SED license information, please enter your name exactly as it appears in the [NYSED Office of the Professions License Database](#) and click Next.

First Name *

Middle Name

Last Name *

License Type *

License Number (6-digit number) *

Social Security Number (last 4-digits) *

DEA Number

Next Clear

* Required Field

Fill out the SED license, DMV (if applicable), and contact information

Then choose a password

Go to slide **14** for the remaining steps for HCS account registration



HCS – User Steps

- If you do not have a professional license, click on **Register for an account (for nonmedical professionals)**

WELCOME TO NYS DEPARTMENT OF HEALTH



Register for an account (for non medical professionals)

To register for an account. This is a two step process:

1. Register for an account. (Step A in the quick reference guide)
2. Enroll your account on the HCS. This step must be done with your HCS Coordinator. (Step B in the quick reference guide)

[Quick Reference Guide](#)

HCS – User Steps

- Complete the **required fields** on page 1
 - Name
 - Address
 - Email
 - Privacy statementand then click **Continue**

*please note: your name in HCS must match what is on your photo ID

HCS Password Management System

Register for an Account

Page 1 of 4 - User and Account Use Information

Account Use Details

Account Type: **HCS**

Name

First Name: * First Name must match your Photo ID

Middle Name:

Last Name: * Last Name must match your Photo ID

Address

Address Line 1:

Address Line 2:

* Country: ▼

* City:

* State: ▼

* Postal Code:

Email:

Privacy Statement

Privacy Statement: The New York State Department of Health is strongly committed to protecting personal information collected through this website against unauthorized access, use or disclosure. Consequently the New York State Department of Health limits employee access to personal information collected through this website to only those employees who need access to the information in the performance of their official duties. Employees who have access to this

I have read and understand the terms of the privacy policy.

* indicates a required field



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HCS – User Steps

- Request a user ID and create a password, then click **continue**

*We suggest making the user ID one that you currently use for your computer login at your organization, so it is easy to remember!

HCS Password Management System

Register for an Account

Page 2 of 4 - Account Setup

Requested User ID

* Requested User ID:

Password

* Password:

* Confirm Password:

* indicates a required field



HCS– User Steps

HCS Password Management System

Register for an Account

Page 3 of 4 - Secret Question Information

Secret Questions

 * Please answer at least 6 of the 27 provided questions.

Question	Answer
What is the name of your first pet?	<input type="text"/>
What is the name of your first school?	<input type="text"/>
What is the last name of your all-time favorite teacher?	<input type="text"/>
What is the last name of your first school principal?	<input type="text"/>
What is the last name of your favorite author when you were in school?	<input type="text"/>
What is the first name of your childhood best friend?	<input type="text"/>
What is the model of your first car?	<input type="text"/>
What is the color of your first car?	<input type="text"/>
What is the last name of your childhood pediatrician?	<input type="text"/>
What is the first name of your mother's father?	<input type="text"/>
What is the first name of your mother's mother?	<input type="text"/>
What is your father's middle name?	<input type="text"/>
What is the street that you lived on as a child?	<input type="text"/>
What is the city where your grandparents live or lived?	<input type="text"/>
What is your favorite restaurant?	<input type="text"/>
What is your favorite vacation place?	<input type="text"/>
What is your favorite band?	<input type="text"/>
What is your favorite movie?	<input type="text"/>
What is your favorite TV show?	<input type="text"/>
What is your favorite drink?	<input type="text"/>
What is your favorite food?	<input type="text"/>
What is your favorite place?	<input type="text"/>
What is your favorite pastime or hobby?	<input type="text"/>
What is the title of your favorite book?	<input type="text"/>
What is the last name of your favorite actor?	<input type="text"/>
What is the last name of your favorite athlete?	<input type="text"/>
What is your favorite song?	<input type="text"/>

* Indicates a required field

Answer at least
6 of the 27 secret
questions, and
then click **register**



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HCS – User Steps

Verify that the information you input is correct. Enter the security check response and click confirm

Register for an Account

Page 4 of 4 - Account Confirmation

To edit your information, please click on "Make Changes". If all information is correct, please complete the Security Check Section and click Confirm

Verify Information

UserID: [REDACTED]
First Name: [REDACTED]
Middle Name: [REDACTED]
Last Name: [REDACTED]
Address Line 1: 120 New Scotland Ave
Address Line 2:
City: Albany
State: NY
Postal Code: 12208
Country: UNITED STATES
E-mail address: [REDACTED]
Account Type: HCS

Security Check

Visually Impaired?:



* Security Check Response:

* indicates a required field



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HCS – User Steps

HCS Password Management System

NYSDOH Account Registration Complete



Your New York State Department of Health (NYSDOH) account registration has been received with the following information:

UserID: [REDACTED]
First Name: [REDACTED]
Middle Name:
Last Name: [REDACTED]
Address Line 1: **120 New Scotland Ave**
Address Line 2:
City: **Albany**
State: **NY**
Postal Code: **12208**
Country: **UNITED STATES**
E-mail address: [REDACTED]
Account Type: **HCS**

Print this page, have your Photo ID available, and visit your HCS Coordinator so they can enroll you on the HCS.

If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1 (M-F 8am-4:45pm).

Ok



You should be brought to a screen like this, with the message “NYSDOH Account Registration Complete”

Click **Ok**



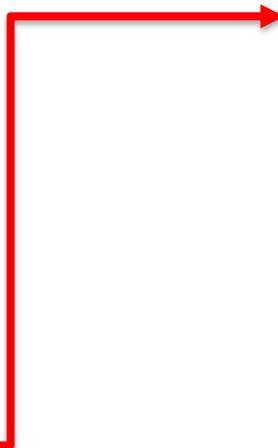
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HCS – User Steps

A confirmation email should be sent to the email account you plan to use for HCS.

The **email** will look like this



HCS – User Steps

(HCS) REGISTRATION NEXT STEPS...



Next Steps...

Thank you for registering for an account!

Next... You must see your HCS Coordinator to be enrolled on the HCS.

If you do not know who your HCS Coordinator is, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890 option 1.

Once you have reached this page, **contact your HCS Coordinator to finish your enrollment.**

If you do not know your HCS Coordinator, please call the Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1.

HCS: Newborn Screening Application



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HCS: Newborn Screening Application

To access the Newborn screening application:

- Email your HCS account user ID and institutional affiliation to nbsinfo@health.ny.gov
- If you do not have an HCS account, please see slides 3-16

Specific questions about HCS account management, including password resets, should be directed to the HCS Helpdesk at 1-866-529-1890 or camu@its.ny.gov.

Questions about the Newborn Screening application should be directed to the NBSP at 518-473-7552 or nbsinfo@health.ny.gov.



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Newborn Screening Application

After emailing your HCS account user ID to nbsinfo@health.ny.gov, login to HCS at <https://commerce.health.state.ny.us/>

PLEASE LOGIN TO BEGIN USING THE HEALTH COMMERCE SYSTEM (HCS)



User ID

Password

[Forgot Your User ID or Password](#) Remember User ID

LOGIN

[Don't Have An Account? Sign Up Here](#)

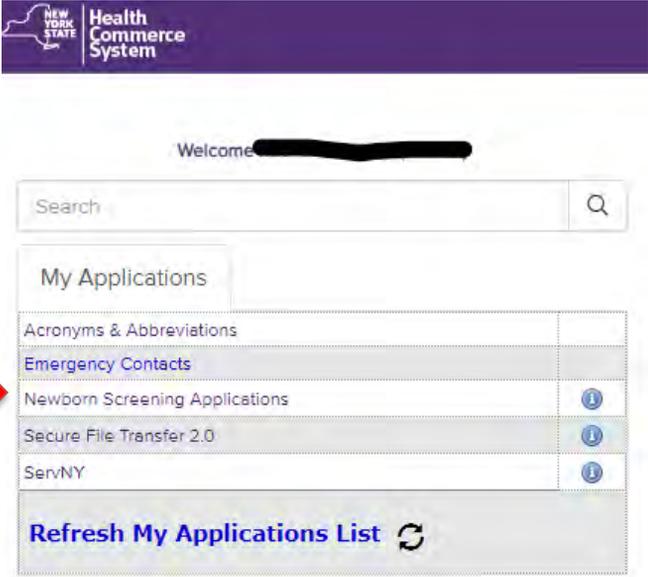


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Newborn Screening Application

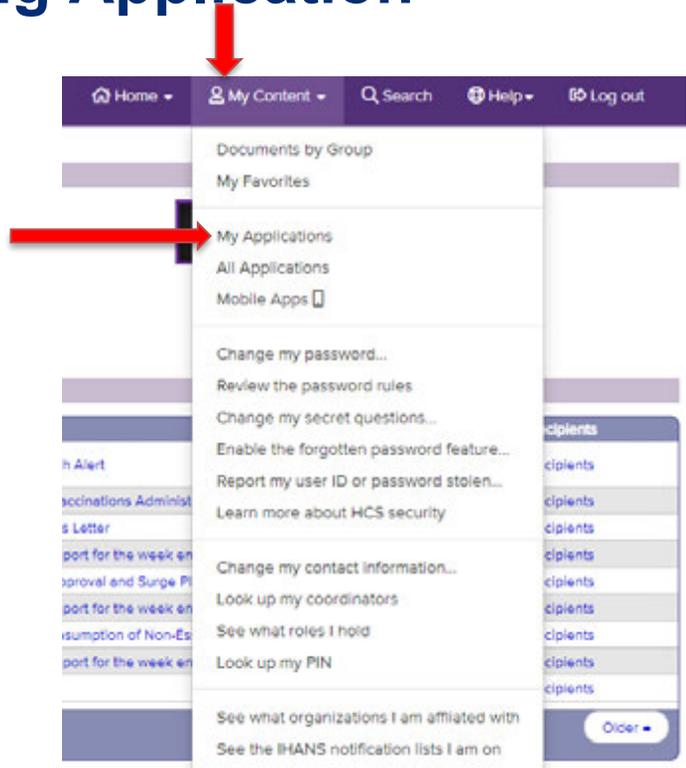
- On the left of the home screen, you will see a My Applications menu.
- Click the [Newborn Screening Applications](#) link.
- The blue [i](#) icon will bring you to information about the application.



The screenshot shows the top navigation bar of the Health Commerce System with the New York State logo and the text "Health Commerce System". Below the navigation bar, there is a "Welcome" message followed by a redacted name. A search bar is located below the welcome message. The "My Applications" menu is expanded, showing a list of application categories: "Acronyms & Abbreviations", "Emergency Contacts", "Newborn Screening Applications", "Secure File Transfer 2.0", and "ServNY". A red arrow points to the "Newborn Screening Applications" link. At the bottom of the menu, there is a "Refresh My Applications List" button with a circular arrow icon.

Newborn Screening Application

Another way to access applications is under **My Content** then to **My Applications**, which brings you to the same menu (seen on the previous slide) on the left of the screen.



Newborn Screening Application

The Newborn Screening Application homepage will look like this.

You will be mainly using Secure Remote Viewer (SRV) and Case demographics (iCMS)

Welcome [redacted] - NYSDOH Wadsworth

Home Contact Us

Newborn Screening Program
Wadsworth Center
New York State Department of Health
120 New Scotland Ave
Albany, NY 12208
Phone: (518) 473-7552 * FAX: (518) 474-0405
Web: NYSDOH.HCS E-mail: nbsinfo@health.ny.gov

Secure Remote Viewer

User Administration

HL7 Demographics Entry Search

Facility Reports

Admin Reports

Referral Landing Grid

Case Demographics

Laboratory Announcements

To View Newborn Screening Results, select Secure Remote Viewer (icon on your left)

Specimens older than 2011 are not available from the Secure Remote Viewer

The Secure Remote Viewer is compatible only with Internet Explorer 8+ or Firefox

****POSTED 03/03/2021****

Attention Newborn Screening Specimen Submitters!

The P.O. Box addresses at the David Axelrod Institute and Empire State Plaza have been discontinued. Mail is being forwarded here or returned to sender, subjecting specimens to unnecessary delays. **Please send all specimens for Newborn Screening Program, 120 New Scotland Avenue, Albany, NY 12208.** This address is also on the Newborn Screening Collection Forms (DOH 1514).

Thank you for your attention to this matter.

****POSTED 01/23/2020****

At times, there will be announcements from the NBS program on the right-hand side of the page. Please make sure to look at these to ensure your organization is following the most up to date NYS policies and procedures.



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Newborn Screening Application: Secure Remote Viewer (SRV)



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Secure Remote Viewer (SRV)

Use SRV to...

- Find, view, and print newborn screening results (negative or positive) for any newborn screened in New York after 2011.
- Search to see that a specimen has arrived at the NBS lab and is in the process of being tested.

Click on the [Secure Remote Viewer](#) to begin the search for NBS results



Secure Remote Viewer



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Searching SRV

Two ways to search for a baby:

1. Enter **ONLY** lab ID # or Medical record # for a baby born at your facility
2. Enter the mother's last name, baby's date of birth, and birth hospital for a baby born at another facility

Welcome ██████████ - NYSDOH Wadsworth

Home SRV Search Contact Us Demographic Search Case Search

Secure Remote Viewer - Patient Search

Patient Born at Your Facility --> Enter Any One of the below fields

Patient Born at Another Facility --> Enter Lab ID OR Medical Record Number OR (Mother Last Name AND Infant Birthdate AND Birth Hospital)

Lab ID #	<input type="text"/>
Birth Hospital	<input type="text"/>
Date of Birth	<input type="text"/>
Infant's Last Name	<input type="text"/>
Mother's Last Name	<input type="text"/>
Mom's First Name	<input type="text"/>
Medical Record #	<input type="text"/>
Date Reported	<input type="text"/>

Search Clear

Then click **Search**

If you cannot find the record by these 2 search methods, call the NBS program at 518-473-7552



Searching SRV

Hospital staff who only have a single hospital affiliation can pull up all the records from their hospital by selecting their hospital from the **Birth Hospital** drop down menu and entering the date reported

Welcome ██████████ - NYSDOH Wadsworth

[Home](#) [SRV Search](#) [Contact Us](#) [Demographic Search](#) [Case Search](#)

Secure Remote Viewer - Patient Search

Patient Born at Your Facility --> Enter Any One of the below fields

Patient Born at Another Facility --> Enter Lab ID OR Medical Record Number OR (Mother Last Name AND Infant Birthdate AND Birth Hospital)

Lab ID #	<input type="text"/>
Birth Hospital	<input type="text"/>
Date of Birth	<input type="text"/>
Infant's Last Name	<input type="text"/>
Mother's Last Name	<input type="text"/>
Mom's First Name	<input type="text"/>
Medical Record #	<input type="text"/>
Date Reported	<input type="text"/>

*If you do not see any specimens that meet the search criteria, this means the results have not been released, or there are no specimens for your hospital for that day



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Searching SRV

If there is a specimen meeting the search criteria you will see the following pertinent demographic information about the baby:

- lab ID number *aka* form #
- baby name
- birth date
- mother's name
- hospital of birth *aka* submitter
- date collected
- lab number *aka* accession number

[Home](#) [SRV Search](#) [Contact Us](#) [Demographic Search](#) [Case Search](#)

Form #	Baby Name	Birth Date	Mother Name	Submitter	Date Collected	Lab No.	Link	Results Ready
987654321	Baby Doe	06/11/2021	WOMAN, WONDER		06/12/2021	20211641001	20211641001	No

[View Mailer](#) [Back to Search](#)



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Searching SRV

To view the NBS results:

- Check the box next to the patient you would like to view
- Click [View Mailer](#)
- A PDF will open with the patient's NBS results

The final column of this screen says, 'Results Ready', yes means *all* the testing is completed for the specimen, and no means the specimen is still being tested at the Wadsworth Center lab.

Home SRV Search Contact Us Demographic Search Case Search

Form #	Baby Name	Birth Date	Mother Name	Submitter	Date Collected	Lab No.	Link	Results Ready
987654321	Baby Doe	06/11/2021	WOMAN, WONDER		06/12/2021	20211641001	20211641001	No

[View Mailer](#) [Back to Search](#)



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Troubleshooting the SRV

- If you encounter an error message that says “Enter Custom Message for SRV Here” please either call the NBSP at 518-473-7552 or email nbsinfo@health.ny.gov to notify us.
 - This error message is usually an indicator that our IT group needs to reboot the software that runs the SRV- this is an easy fix, but we may not know it needs to be done unless you tell us.

Please contact us using the above information if you have any other questions.



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Newborn Screening Application: iCMS or Case Demographics



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iCMS or Case Demographics

Use iCMS (Case Demographics) to...

- View most aspects of a baby's newborn screen case exactly as NBS staff see it
- Enter important case information and updates directly into the case without having to mail, fax or call our program



Case Demographics

Please note: iCMS only contains records for babies requiring follow-up, which is a baby needing repeat specimen or that has an abnormal result, and therefore it does not contain records for any babies with screen negative results.



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Searching in iCMS

On the Newborn Screen Application homepage, click [Case Demographics](#)

Two ways to search a baby:

1. Enter ONLY lab ID # or Medical record #
2. Enter the mother's last name, child's date of birth, and birth hospital (from the drop-down menu)

Then click [Search](#)

When the record comes up on the bottom, chose the blue [Select](#) link on the left.



Lab ID #

Birth Hospital

Date of Birth

Infant's Last Name

Mother's Last Name

Mom's First Name

Medical Record #



[Export to Excel](#)

Drag a column header here to group by that column

Select	Accession #	Infant Name	Medical Record #	Sex	Twin	Birth Date	Mother Last	Mother First	Patient #
Select	20211641001	Baby Doe	123456789	Female	Single	6/11/2021	WOMAN	WONDER	20211641001



Using iCMS: Case Home Screen

- Once you chose **Select** you will see Case Demographics for the baby.
- The top section includes the baby's information
- At the bottom, you will see the baby's mother's information, including address and phone number

The screenshot displays the iCMS Case Home Screen for a case titled "Infant: Baby Doe". The interface is organized into several sections:

- Case Demographics:** Located at the top, it includes fields for "DOB: 06/11/2021", "Case Status: Open", "Lab ID: 987654321", "Mother: WONDER WOMAN", "Sex: Female", "Phone: 5188675309", "Case #: 20211641001", "Birth Order: Single", "NBS ID: 987654321", and "Birth Weight: 3000".
- Infant's Information:** This section contains detailed data for the infant, including:
 - Name: Baby Doe
 - Birth Date / Time: 06/11/2021 / :0001
 - Date Collected: 06/12/2021
 - Age at Collection: More than 24 hrs. of age
 - Specimen Type: Initial
 - Birth Weight: 2000
 - Sex: Female
 - Birth Order: Single
 - Race: White (selected), Black, Hispanic, Asian, Other, Native American
 - Med Rec Number: 123456789
 - Transfused: No
 - Transfuse Date: / /
 - Gestation Age: 400
 - AKA: (empty)
 - NICU: No
 - TPN: No
 - TPN Date: / /
 - Hospital P/I: 007777
 - HIV status: HIV A, HIV B, HIV C, HIV D, HIV E, HIV F, HIV G (all unselected)
- Mother's Information:** This section provides details about the mother:
 - Name: WOMAN
 - Age: (empty)
 - Mailing Address: 1 AMAZON WAY
 - City: THEMYSOCRA
 - State: NY
 - Zip Code: 12345
 - County: SCHEMECTADY
 - Phone: (518)867-5309



Using iCMS: Case Home Screen

Home	Case Search	Demographic Search	SRV Search	RDE Tutorial	Screen 1 of 1 < P
Case Information	Infant: Baby Doe	DOB: 06/11/2021	Case Status: Open	Lab ID: 987654321	Cancel
Case Demographics	Mother: WONDER WOMAN	Sex: Female	Phone:	Birth Weight: 3000	Retry
Notebook	Case #: 20211641001	Birth Order: Single	NBS ID: 987654321	PCP: Tribeca Pediatrics	
Case Disposition	Case Demographics				
Provider	Infant's Information				
Image Capture					

- The blue box at the top contains basic information about the baby, including mother's name, date of birth, birth order, sex, lab ID and accession number, and the PCP provided on the specimen collection card.
- This section also provides the case status - open or closed. If the case status is listed as closed it is likely we do not require any additional casework, but please review the notebooks and most recent NBS result to be sure.
- **Cancel or Retry** on the upper right of the screen closes out the case and returns you to the search screen.



Using iCMS: Case Home Screen

- In the upper right of the window, you will see Screen X of __, [Prev](#) and [Next](#) which indicates how many specimens the baby has had. If there is more than one, the arrows can be used to toggle between the specimens.

Screen 1 of 1 < Prev 1 Next >

Lab ID: 987654321
Birth Weight: 3000
PCP: Tribeca Pediatrics

Cancel
Retry

Two red arrows point upwards from the 'Prev' and 'Next' buttons in the navigation bar to the 'Cancel' and 'Retry' buttons respectively.

There is an edit tool on the bottom of the homepage. Please **do not use** the edit tool. You can add the new information in a notebook or send information via mail, fax, or email.

Mother's Information

* Name: WOMAN, WONDER
Age:
Mailing Address: 1 AMAZON WAY
City: THEMYSIRA
State: NY
Zip Code: 12345
County: SCHENECTADY
Phone:

Edit Save Cancel

A red arrow points upwards from the 'Edit' button to the 'Name' field.



Using iCMS: Notebooks

- The **Notebook field** can be accessed by selecting the link in the Case Information menu on the left of the screen.
- You can read all previous notebooks to see what has already been done on the case, and you can add your own comments by scrolling to the bottom and selecting **Add Note**.
- This will likely be the iCMS feature that you use the most. Please add any notebooks that will assist with case management and follow up.

The screenshot displays the iCMS interface for a patient case. At the top, a navigation bar includes links for Home, Case Search, Demographic Search, SRV Search, and RDE Tutorial. Below this, a header section provides patient details: Infant: Baby Doe, DOB: 06/11/2021, Case Status: Open, Lab ID: 987654321; Mother: WONDER WOMAN, Sex: Female, Phone: [redacted], Birth Weight: 3000; Case #: 20211641001, Birth Order: Single, NBS ID: 987654321, PCP: Tribeca Pediatrics. The main content area is titled 'Patient Notes' and contains a table with columns 'Date Created' and 'Created By'. The table is currently empty, displaying 'No data to display'. At the bottom of the page, there is an 'Add Note' button, which is highlighted with a red arrow. The left sidebar contains a menu with options such as Case Information, Case Demographics, Notebook, Case Disposition, Provider, Image Capture, Physician Main Menu, Cystic Fibrosis, SCID, Unsuitable, Laboratory Information, Laboratory Results, and ITRU Menu. A red arrow also points to the 'Notebook' option in the sidebar.

Using iCMS: Notebooks

Here are some examples of helpful Notebook updates you can make:

- Calls made or letters sent to the family to get a repeat. Explain what happened when you made the call
 - You would write: phone out of order or you left a message, and it was never returned
- Calls or letters to PCP
- Changes in any demographic info
- New PCP name and phone number
- Baby's AKA
- Notice that the baby has expired
- Any other follow up activities done by the PCP or hospital staff

The above notebook entries replace information requested on the “Follow Up Summary Form” we mail to you, so there is no need for you to complete the form and fax it to us.

Please include your name at the end of your notebook entry, as on our end it only appears as ‘Web User,’ and select “save.” Once you’ve completed your note and saved it, it becomes part of that baby’s case. When you enter a notebook, NBSP staff receive an alert. This ensures a review of your notebook will occur by the staff within 24 hours.



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Using iCMS: Provider

Welcome Rachel M Wilson - NYSDOH Wadsworth

The screenshot shows the 'Case Information' page in iCMS. At the top, there are navigation tabs: Home, Case Search, Demographic Search, SRV Search, and RDE Tutorial. The main content area displays patient information: Infant: Baby Doe, DOB: 06/11/2021, Case Status: Open, Mother: WONDER WOMAN, Sex: Female, Phone: [redacted], Case #: 20211641001, Birth Order: Single, and NBS ID: 987654321. Below this is an 'Export to Excel' button and a table of providers. The table has columns for Physician ID, Description, Practice, Sequence, Phone, Fax, Date Added, and Added By. One provider is listed with ID 888888, Description Tribeca Pediatrics, Practice [redacted], Sequence 1, Phone (212)226-7666, Fax (212)202-7988, and Date Added 06/18/2021. A left sidebar contains various menu items like Case Demographics, Notebook, Case Disposition, and Physician Main Menu.

Physician ID	Description	Practice	Sequence	Phone	Fax	Date Added	Added By
888888	Tribeca Pediatrics	[redacted]	1	(212)226-7666	(212)202-7988	06/18/2021	

This screenshot shows the 'Physician Main Menu' form in iCMS. It features the same navigation tabs and patient information as the previous screenshot. The form includes fields for 'Physician' (a dropdown menu), 'Relation' (set to PRIMARY), and 'Practice' (set to PEDIATRICIAN). There is a 'Comment' text area and 'Add' and 'Cancel' buttons at the bottom. The left sidebar is also visible.

The provider tool is **not** the best way to update an infant's primary care provider (PCP). Please add a notebook to update the PCP information. Be sure to include the provider's name, phone, and fax number if you have it.



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Using iCMS: Image Capture

The screenshot shows the iCMS interface. On the left, a sidebar menu has 'Image Capture' highlighted. The main area displays case information for 'Infant: Baby Doe' and a 'Document Capture' window. The 'Document Capture' window contains a table with columns 'View Document', 'Comment', 'Date Saved', and 'Select'. Below the table is an 'Add New Image' button.

- The **Image Capture** field can be accessed by selecting the link in the “Case Information” menu on the left of the screen.
- This feature allows you to view documents that have been uploaded to the case by selecting the little magnifying glass. In addition, you can upload images and files to the case.
- Examples of helpful information that may be uploaded include:
 - Independent lab results to follow-up on a borderline result
 - Letters sent to parents and/or PCPs notifying them a repeat is needed.

The 'Add New Document' form includes a 'Description' field, a 'Select Image File' field with a 'Choose File' button and 'No file chosen' text, and 'Upload', 'Submit', and 'Cancel' buttons.

Return to "Image Capture" Grid

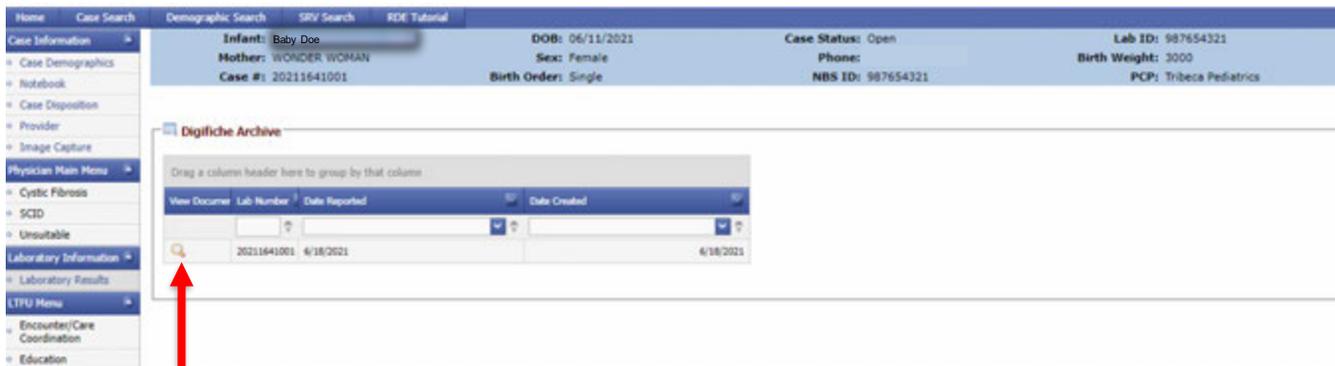


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Using iCMS: Laboratory Results

- The **Laboratory Results** field can be accessed by selecting the link in the **Laboratory Information** box on the left of the screen.
- This can be used to download and/or print a copy of the infant's NBS report.
- To do so, click the **magnifying glass**.



The screenshot displays the iCMS interface. On the left is a navigation menu with categories like Case Information, Physician Main Menu, and Laboratory Information. The Laboratory Information section is expanded, showing a 'Laboratory Results' link. The main content area shows patient information for 'Infant: Baby Doe' and a table of laboratory results. A red arrow points to a magnifying glass icon in the first row of the table.

View Document	Lab Number	Date Reported	Date Created
	20211641001	6/18/2021	6/18/2021



Using iCMS: Laboratory Results



Close This Window To Return

#SEQ# Page 1 of 2 ^

NEW YORK STATE DEPARTMENT OF HEALTH
 Newborn Screening Program - Wadsworth Center - David Axelrod Institute, 120 New Scotland Ave, Albany, NY 12208
 Phone: (518) 473-7552 Fax: (518) 474-0405
 CLIA # 33D2005937

Infant: Baby Doe	Lab ID: 987654321	Submitter Code: 007777
Gender: FEMALE	Accession No: 20211641001	Hospital: Lenox Hill Hospital
Birth Date: 6/11/2021	Prior Accession No:	City:
Mother: WOMAN, WONDER	Specimen Date: 6/12/2021	Med Rec No: 123456789
Address: 1 AMAZON WAY	Date Received: 6/18/2021	Physician: Tribeca Pediatrics,
THEMYSKIRA, NY12345	Initial Date Reported: 6/18/2021	Multiple Birth: Single
Telephone:	Curr Date Reported: 6/18/2021	

PARTIAL PANEL

DISORDER	SCREENING RESULT	EXPECTED RANGE - See Page 2
Hemoglobin	Screen Negative	

Due to specimen quality, this specimen was tested only for the above disorder(s).
 No other tests were done.

Tribeca Pediatrics,
 11 Park Place, Suite 1200
 New York, NY 10007

DO NOT MAIL
 , NY

DISORDER	ANALYTE / PRIMARY MARKER	REFERENCE RANGE	Page 2 of 2
Amino Acid Disorders (by MS/MS*)			
HCY / HcMet	Methionine (Met)	< 83 umols/L	
MSUD	Leucine (Leu)	< 305 umols/L	
PKU / HyperPhe	Phenylalanine (Phe)	< 151 umols/L	
TYR-II, III	Tyrosine (Tyr)	< 414 umols/L	

To print, select the **printer icon** to left of “Close this window to Return” on top. Print out a paper copy to scan into the baby’s chart or print to PDF for an electronic copy.



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HCS: Secure File Transfer 2.0



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Secure File Transfer 2.0 (SFT)

Use SFT to...

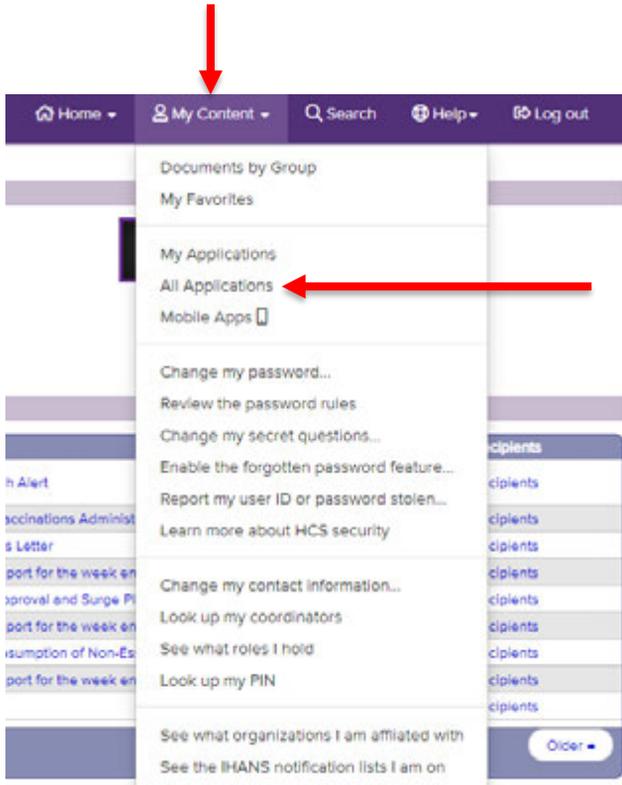
- Send medical records, patient data, and legal documents to other HCS users
- Send and Receive 'packages' about repeat specimen requests, labs results, and patient follow up information to and from the Newborn Screening program staff



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SFT – Access



Add SFT 2.0 to My Applications for quick access

1. Log into the HCS at <https://commerce.health.state.ny.us/>
2. Click on My Content > All Applications



SFT – Access

Add SFT 2.0 to My Applications for quick access

3. Click the letter **S**
4. Look for Secure File Transfer 2.0 and click on the **green plus sign** in the right column to add it to your **My Applications** list on the left side of the HCS home page

Health Commerce System Applications View Help

Browse by **A B C D E F G H I J K L M N O P Q R S T U V W X Y Z** View All

Application Name	System	Priority	Feedback	Actions
Safe Drinking Water Information System	SDWIS	1		+
School Survey (HERDS)	HERDS	1		+
Search for E-mail Address/Phone Number (System Account Information)		1		+
Secure Collaboration		1		+
Secure File Transfer 2.0	SFT 2.0	1		+
ServNY	SERVNY	1	Yes	
SIIMS - Final Actions		1	Yes	
SOFA Train Elder Abuse E-MDT	SOFAEMDT	1		+
SOFA Training Statewide Client Data System		1		+
State Wide Perinatal Data System Core	SPDS	1	Yes	



SFT – Access

Once the SFT 2.0 app is added to My Applications

Click on **Secure File Transfer 2.0**



If you do not see it at first, click Refresh My Applications List



My Applications	
Acronyms & Abbreviations	
Emergency Contacts	
Newborn Screening Applications	
Secure File Transfer 2.0	
ServNY	
Refresh My Applications List	

Only once, Register by clicking the yellow **Launch Secure File Transfer 2.0** button

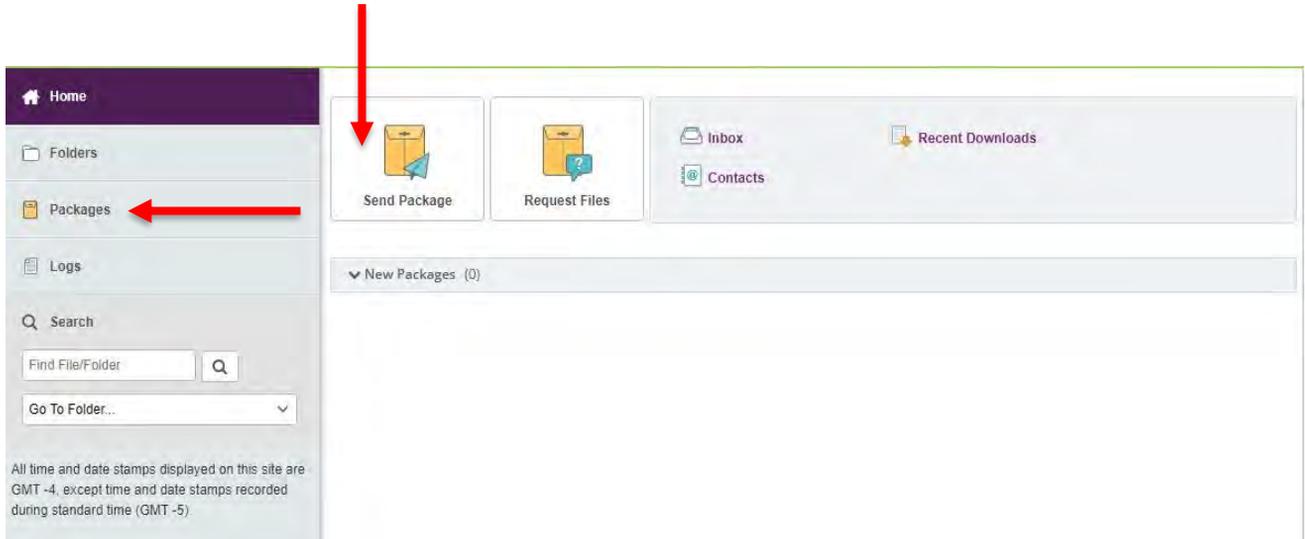
I want to...

Register (only once)

- Click the **Launch the Secure File Transfer 2.0** button. By clicking the button, the utility recognizes you as a user. That is it, you are registered! Now other user's of the SFT can find you in the system and send you a file.



SFT – Send a package



To send a package:

Choose **Send Package**

OR

Click **Packages** on the left-hand side, then click **Send Package**



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SFT –Send a package

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

From: [Redacted] - NYSDOH Wadsworth v

To: [Empty field]

Show Co/Boc Manage Contacts...

Subject: [Empty field]

Note: [Empty text area]

Files: (Optional)

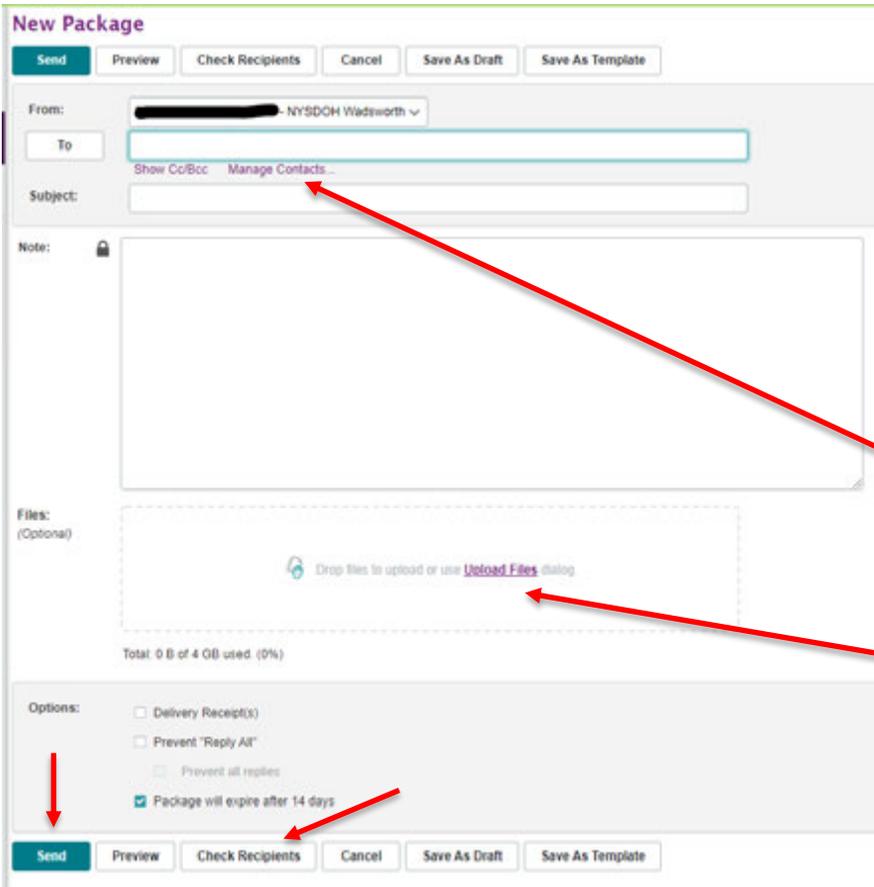
Drop files to upload or use [Upload Files](#) dialog.

Total: 0 B of 4 GB used (0%)

Options:

- Delivery Receipt(s)
- Prevent 'Reply All'
- Prevent all replies
- Package will expire after 14 days

Send Preview Check Recipients Cancel Save As Draft Save As Template



Click in the **To** field and enter the HCS User ID (if multiple recipients use a comma between items)

Do not use the email address in the **To** field, it will fail. Click **Manage Contacts...** to search HCS User IDs. Then **Check the Receipts**.

Type a message or attach a file from your computer or SFT folders.



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SFT – Open a Package

Go to Packages

Then Inbox

You will see your packages. which you can click on to open or delete

The screenshot displays the SFT interface. On the left sidebar, the 'Packages' menu item is selected. The main content area is titled 'Packages' and 'My Mailboxes'. It features a table with columns for 'Mailbox', 'New Packages', 'All Packages', and 'Actions'. The 'Inbox' mailbox is highlighted, showing 2 packages. Above the table are buttons for 'Send Package', 'Request Files', and 'Add Mail Folder'. A red arrow points from the 'Send Package' button to the 'Inbox' link, and another red arrow points from the 'Inbox' link to the 'Send Package' button.

Mailbox	New Packages	All Packages	Actions
Inbox	-	2	
Drafts	-	-	
Sent	-	1	
Templates	-	-	
Trash	-	-	

SFT – Create an email template

Go to **Send a package** and type your email template and then click **Save As Template**

To access the template, go to **Packages** then **Templates**

New Package

Send Preview Check Recipients Cancel Save As Draft Save As Template

From: [Redacted] - NYSDOH Wadsworth v

To:

Show Cc/Bcc Manage Contacts...

Subject:

Note:

Files: (Optional)

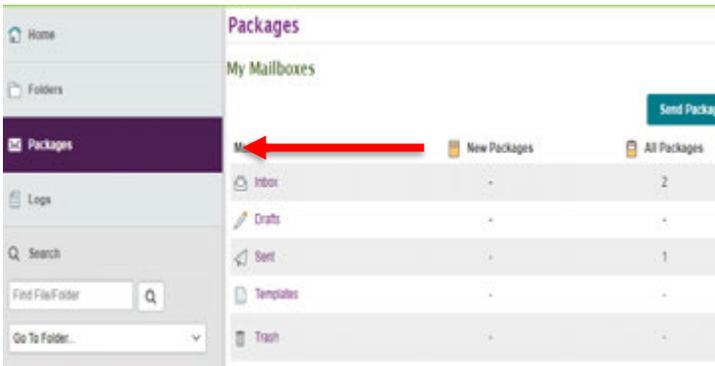
Drop files to upload or use [Upload Files](#) dialog

Total: 0 B of 4 GB used (0%)

Options:

- Delivery Receipt(s)
- Prevent "Reply All"
- Prevent all replies
- Package will expire after 14 days

Send Preview Check Recipients Cancel Save As Draft Save As Template



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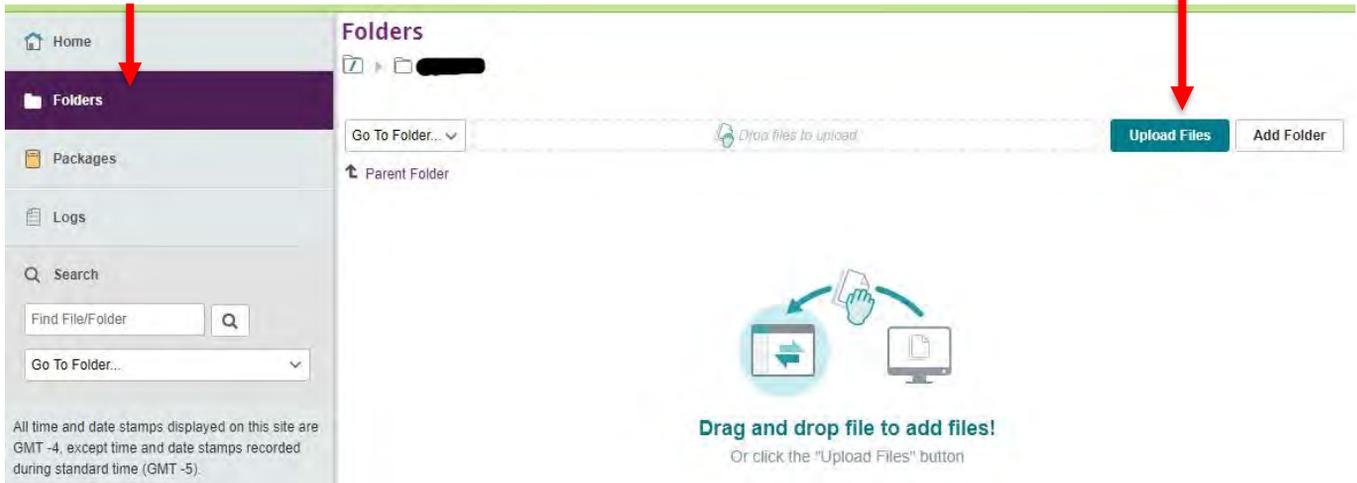
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SFT – Upload a File

Click **Folders**

Click on your **User ID** folder

Then **Upload Files** or drag and drop to add files.



The screenshot displays the SFT interface. On the left is a navigation sidebar with a green header bar. The sidebar contains the following items: Home, Folders (highlighted in purple), Packages, Logs, and Search. The Search section includes a search bar and a 'Go To Folder...' dropdown. The main content area is titled 'Folders' and shows a breadcrumb trail with a redacted user ID. Below the breadcrumb is a 'Go To Folder...' dropdown and a 'Parent Folder' link. A large dashed box contains a 'Drop files to upload' instruction and a teal 'Upload Files' button. A red arrow points to this button. Below the dashed box is an illustration of a hand dragging a file into a folder icon, with the text 'Drag and drop file to add files!' and 'Or click the "Upload Files" button'.

Home

Folders

Packages

Logs

Search

Find File/Folder

Go To Folder...

Folders

Go To Folder... ▾

Drop files to upload

Parent Folder

Upload Files Add Folder

Drag and drop file to add files!

Or click the "Upload Files" button



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SFT – Additional information

Verify your package was opened by recipients:

1. Click **Packages**
2. Click **Sent mailbox**
3. Click the subject link
4. Click **More** next to Read Status, if there are multiple recipients

- Green ball - means the recipient opened the package



- White ball - means the recipient did not open the package



- Green & White – means only some of the recipients opened the package



SFT - Support

HCS and SFT account questions:

- Call Commerce Accounts Management Unit (CAMU) at 1-866-529-1890, option 1
- Send an email to hinweb@health.ny.gov

Once logged into HCS: Click the SFT 2.0 app, and scroll to the bottom of the page to see links to **SFT 2.0 Quick Reference Guide** and **SFT Frequently Asked Questions**

How do I use it:

For information on how to use the utility, please view the [SFT 2.0 Quick Reference Guide](#) and the [SFT Frequently Asked Questions](#).



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NBS Program Contact Information



For any questions about using the Newborn Screening application or program, please call the NBS Program at 518-473-7552 or email us at nbsinfo@health.ny.gov



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