

P2P Open Network Workflow

This document explains the steps a provider should follow to use the P2P open network to send referrals to a physicians or facilities that are using a different EMR

Contacting a potential facility

A Physician Champion is the best person to contact (preferably by phone) the physicians and facilities they commonly refer their patients to

The conversation should focus on the benefits of exchanging healthcare information electronically.

It is important to explain that Peer to Peer P2P Open is a secure way of communicating that is allowed under HIPAA and the Security Rule. The physician Champion is ideally suited to ask the physician or facility director if he /she would be interesting in accepting electronic communication between the physician Champion's office. If the answer is yes, the physician Champion needs to request an e-mail address that can be used for the P2P open invitation and for future e-mail notifications.

The physician Champion must explain the importance of setting up preferences so that when an electronic referral is generated that an e-mail notification is sent to the agreed-upon e-mail

I strongly encouraged the physician Champion to send a copy of the directions on how to set up e-mail notification preferences to the physician or facility director either by email, fax, or regular mail

Once the physician or facility director has agreed to accept electronic referrals, the Physician Champion will need to send a P2P open invitation from within the EMR ToC tool

Creating an invitation to a Physician

Go to the M jelly bean and select Add P2P providers

Send out the P2P open invitation to another physician by using the email invitation functionality. Enter the physician's first name in the first name field and the last name in the last name field. The physician first and last name must match exactly the spelling of the name in the physician table within the EMR or you could have problems linking the physician when you create an electronic referral/transition of care record later on. Enter the physician's preferred email address

Creating an invitation to a Facility

Send out the P2P open invitation to a facility by using the email invitation functionality. In the first name field put the town the facility is located and in the last name field put the name of the facility

Once the invitation is accepted then you can create a referral but first someone must link the facility to the provider table entry for the facility. If you do not link the facility to the provider table entry the address will not show up on the printed referral that you hand out to your patients

When searching for the facility to create a referral you can either search by the town or the name of the facility in the P2P provider listing

How to access the P to P status delivery screen after you have sent a message

Go to the P2P electronic tasking queue

Select Add P2P providers

Click Delivery Status

This should bring you to the delivery status screen and you will be able to see if the P2P was delivered successfully

A check next to the delivery status means the delivery was successful