



DataMotion Direct Healthcare Provider Directory User Guide

April 21, 2015
Part # 050033-01

Copyright © 2015, DataMotion, Inc. (“DataMotion”). ALL RIGHTS RESERVED.

Your right to print, copy, reproduce, publish or distribute this document or parts of this document is limited by copyright law.

DataMotion® is a registered trademark of DataMotion, Inc. All other brand and product names are trademarks or registered trademarks of their respective companies.

The information contained in this document is subject to change without notice. THIS DOCUMENT IS PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND. IN NO EVENT SHALL DATAMOTION BE LIABLE FOR INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND ARISING FROM ANY ERROR IN THIS DOCUMENT, INCLUDING WITHOUT LIMITATION ANY LOSS OR INTERRUPTION OF BUSINESS, PROFITS, USE, OR DATA.

DataMotion Direct Healthcare Provider Directory v1

Publication Date: April 21, 2015

Printed in the United States of America.

DataMotion, Inc. Confidential and Proprietary Information.

Published By:

DataMotion, Inc.
200 Park Ave., Suite 302
Florham Park, NJ 07932
USA

1 800-672-7233 or +1 973-455-1245

<http://www.datamotion.com/>

TABLE OF CONTENTS

INTRODUCTION.....	4
ACCESS THE HEALTHCARE PROVIDER DIRECTORY	5
Log into your Account	5
Open the Address Book	6
Open the HPD	6
FIND PROVIDERS IN THE HEALTHCARE PROVIDER DIRECTORY.....	7
Search the HPD.....	7
View Additional Provider Details	8
USE HEALTHCARE PROVIDER DIRECTORY ADDRESSES	10
Add HPD Addresses to Your Address Book	10
Add Addresses to a Message.....	11

Introduction

The DataMotion Direct Healthcare Provider Directory (HPD) is a standard feature available for healthcare professionals who use DataMotion Direct. You can access the DataMotion Direct HPD on the DataMotion Direct web portal (<https://ssl.dmhisp.com>) after logging in with your account credentials. To log in, you will need your DataMotion Direct messaging address and password. (If you have not yet created a password for your account, you will create one when you log in for the first time.)

The DataMotion Direct HPD is an **Address Book** feature and is accessed from the Address Book.

The HPD allows you to look up providers' contact information, which can be especially useful when you don't know a provider's Direct address or exact name. You can then add any providers to your address book, but you must click the **Save** button if you wish to save them in your address book.. You can also add them to the To, Cc, and Bcc recipient lists when composing a message in the Compose message window.

Access the Healthcare Provider Directory

You can open the DataMotion Direct HPD from the **Address Book** on the DataMotion Direct web portal. The **Address Book** is available on:

- The **Compose** message screen.
- The **Member Center**.

Use the following steps to open the DataMotion Direct Address book and HPD on the web portal.

LOG INTO YOUR ACCOUNT

1. Use your web browser to go to the DataMotion Direct secure messaging web portal at the URL your organization provided or at: <https://ssl.dmhispc.com/>.



Secure Member Login

Please enter your UserID or Direct Messaging Address and Password.

UserID or Direct Messaging Address: user@direct.datamotion.com x

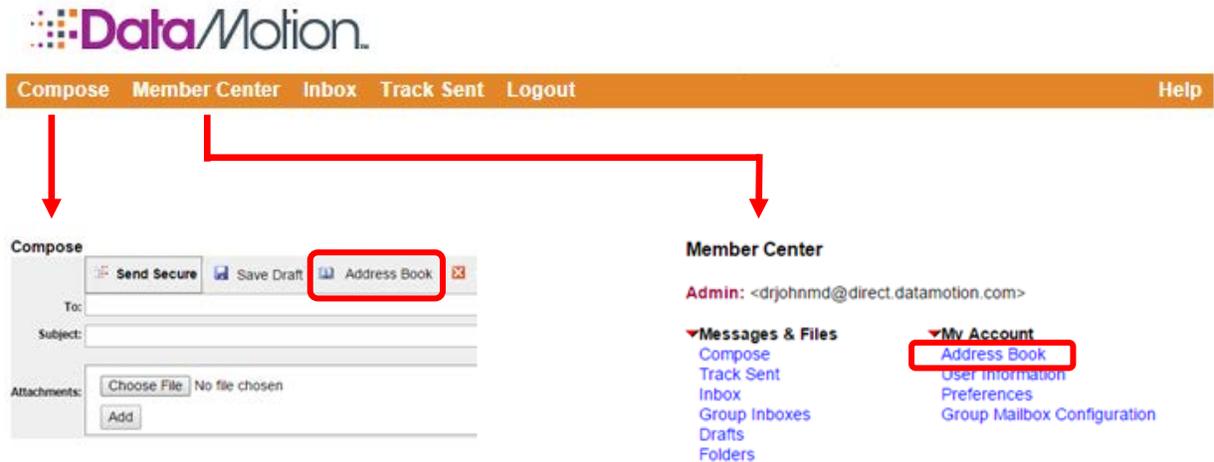
Password: Enter

2. Log into your account by typing your DataMotion Direct messaging address and your password and clicking **Enter**.

NOTE: If you have not yet created a password for your account, you will create one when you log in for the first time. If you have forgotten your password, you can reset it by clicking the link on the screen. (You must have access to the email account associated with your Direct messaging account, which will receive a notification message containing instructions to reset your password.)

OPEN THE ADDRESS BOOK

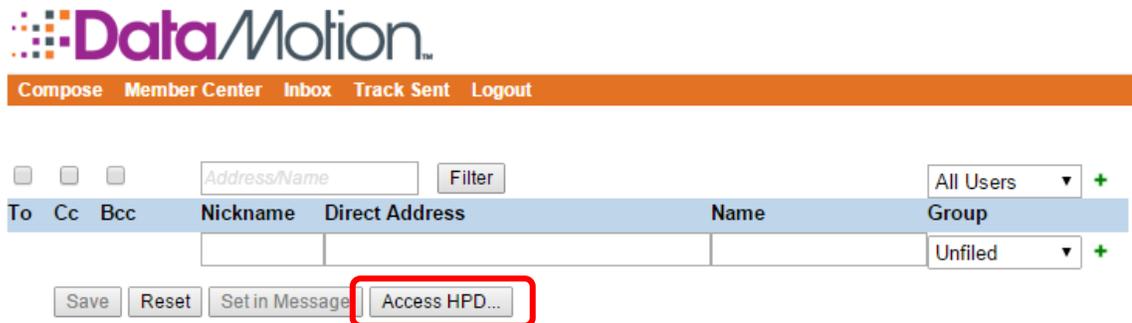
1. After you log in, use the menu bar at the top of the web page to go to either the Compose screen or the Member Center.



2. Once on either screen, click the **Address Book** link to open the address book. This displays the Address Book.

OPEN THE HPD

1. From the DataMotion Direct Address Book, click the **Access HPD...** button at the bottom to open the HPD.



2. This displays the HPD Search Window. The HPD allows you to look up providers' contact information, which can be especially useful when you don't know a provider's Direct address or exact name.

To search the HPD, see [Find Providers in the Healthcare Provider Directory](#) on page 7.

Find Providers in the Healthcare Provider Directory

SEARCH THE HPD

Enter your desired search filter criteria and click the **Search** button.

✕
Health Provider Directory Search

▼ Search Filters

Provider

First <input style="width: 90%;" type="text"/>	Last <input style="width: 90%;" type="text"/>
NPI <input style="width: 90%;" type="text"/>	Role <input style="width: 90%;" type="text"/>
Specialty <input style="width: 90%;" type="text"/>	

Organization

Name <input style="width: 90%;" type="text"/>	Street <input style="width: 90%;" type="text"/>
City <input style="width: 90%;" type="text"/>	State <input style="width: 90%;" type="text"/>
Zip <input style="width: 90%;" type="text"/>	Phone <input style="width: 90%;" type="text"/>
Fax <input style="width: 90%;" type="text"/>	NPI <input style="width: 90%;" type="text"/>
Specialty <input style="width: 90%;" type="text"/>	

▶ Search Results

Search
Add to Address Book
Add to To
Add to Cc
Add to Bcc

You can search the provider or organization information, including the Name, NPI, Specialty, Location, Phone, and Fax. When you type into the Specialty field, it will display a list of specialties matching the text you enter and you can select from it, so you don't have to type the full name of the specialty.

When you enter text in the filter fields, only those HPD entries containing matching text will be displayed in the results. However, the text matching is case-insensitive and does not need to be a complete or an exact match; that is, you can enter a part of a name or number and the HPD entries **containing** the filter text you enter will be returned as a match. For example, if you enter “stein” in the Last Name filter field, the results will include Goldstein, Stein, Steinfelder, etc.

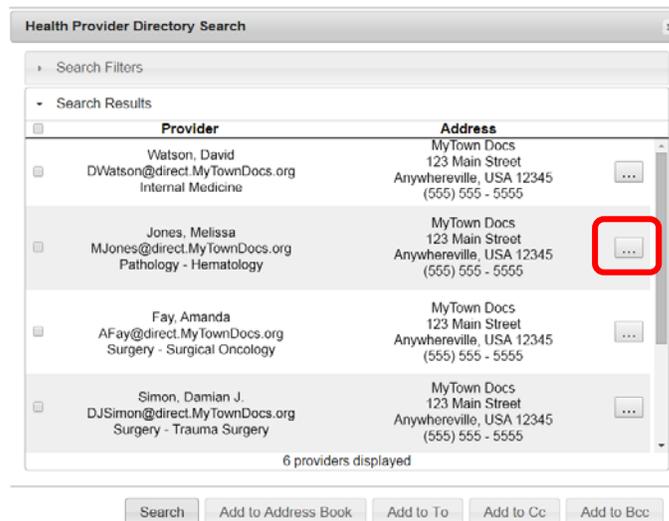
Note that the completeness of the search results depends on how the providers have identified themselves and the information they have supplied for the HPD as well as whether the information was obtained from the providers’ NPI data. For example, not all providers identify a specialty. Some Otolaryngologists may identify their specialty, but others may not. In these cases, it can be helpful to search for the specialty within the Organization Name itself; that is, you can enter “oto” in the Organization Name field to match organizations containing “oto” in their name (e.g., “Associated Otolaryngologists” or “Otolaryngology of Knowes County”).

When you click the **Search** button, it displays the results in the Search Results section of the HPD Search window.

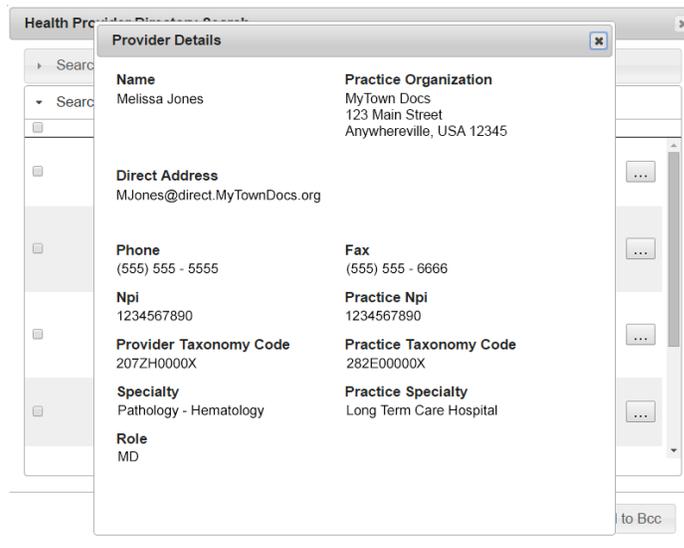
You can refine your search criteria and click the Search button again to improve your results. To switch between the Search Results and the Search Filters sections, click the Search Filters bar at the top of the search window. To switch back to the results, click the Search Results bar at the bottom of the search window.

VIEW ADDITIONAL PROVIDER DETAILS

1. To view provider details from within the Search Results view, select the more details button (...) on the right of the provider listing.



This displays a Provider Details window with additional details about the provider, including NPIs, Specialties, Fax, and Role, if available.



NOTE: Specialties are either pulled from the provider's NPI (NUCC Provider Taxonomy Code), or entered free-form upon registration with DataMotion. Free-form specialties will not have a corresponding Taxonomy Code.

2. To exit the Provider Details box, click the "X" on the top right corner.

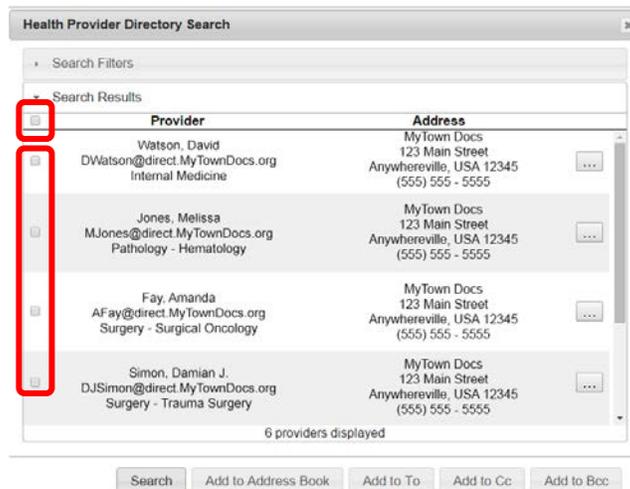
Use Healthcare Provider Directory Addresses

ADD HPD ADDRESSES TO YOUR ADDRESS BOOK

After obtaining HPD search results, you can “import” them into your address book so you can find them easily next time.

To add HPD search results (including provider Direct addresses) to your address book, you will first select the providers in the HPD and add them to your address book, and then you can save them in your address book. You can also add them to the To, Cc, and Bcc recipient lists of a message in the Compose message window.

1. In the HPD search results, select the providers you want to add to your address book by clicking the checkbox on the left of the listings. You may select as many providers as you wish, or to select all search results shown, click the top-most checkbox.



2. After you select the HPD entries, you can add them to your address book using one of the following buttons at the bottom of the search window:
 - » **Add to Address Book:** This adds the selected HPD entries to your address book and returns to the address book.
 - » **Add to To:** This adds the selected HPD entries to your address book and returns to the address book with these new entries selected as message (“To”) recipients.

- » **Add to Cc:** This adds the selected HPD entries to your address book and returns to the address book with these new entries selected as message copy (“Cc”) recipients.
 - » **Add to Bcc:** This adds the selected HPD entries to your address book and returns to the address book with these new entries selected as message blind copy (“Bcc”) recipients.
3. After you have added HPD entries to you address book, you can save them in your address book so you can find them easily next time. To save the addresses to your address book, click the **Save** button. If you do not save the address book, all unsaved changes (shown by green or red dots) will be discarded when you leave the address book. You can also discard the changes by clicking the address book Reset button.

To	Cc	Bcc	Nickname	Direct Address	Name	Group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				All Users +
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Unfiled +
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MJones@direct.MyTownDocs.org	Melissa Jones	Unfiled x
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DJSimon@direct.MyTownDocs.org	Damian Simon	Unfiled x
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFay@direct.MyTownDocs.org	Amanda Fay	Unfiled x

NOTE: For more information about using the Address Book, please see the [DataMotion Direct User Guide](#).

ADD ADDRESSES TO A MESSAGE

1. After you have added users into the address book, you can select them for adding to a recipient list in messages by first clicking the **To**, **Cc**, or **Bcc** checkboxes, and then clicking the **Set in Message** button. This adds them to the respective recipient lists in the message Compose window.

NOTE: Selecting the “Add to To”, “Add to Cc”, or “Add to Bcc” buttons from the HPD Search window will auto-populate these checkboxes in the address book.

2. You can also click the checkboxes above these columns to select all users displayed for adding to the desired recipient lists when you click the Set in Message button.

To	Cc	Bcc	Nickname	Direct Address	Name	Group
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				All Users +
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				Unfiled +
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		MJones@direct.MyTownDocs.org	Melissa Jones	Unfiled x
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		DJSimon@direct.MyTownDocs.org	Damian Simon	Unfiled x
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		AFay@direct.MyTownDocs.org	Amanda Fay	Unfiled x

* * *

This represents the end of the *DataMotion Direct Healthcare Provider Directory*.