Health eNet Registration Checklist

Health eNet Community Health Record is a secure, online resource where you can access your patient's clinical information from multiple health care systems, all from one login.

Before you begin the online registration process, please use this checklist to make sure you have all necessary documents/ information to accurately complete the entire registration for your practice.

1. **Practice information:**
   a. Name of Legal Entity
   b. Department Name- If you are a member of a larger organization include your department name
      i.e. Legal Entity- The Queens Health System   Department- Queens ICU
   c. Organizational National Provider Identifier (NPI)
   d. Street and Mailing Address
   e. Phone, Fax, Email
   f. Electronic Health Record Vendor, Practice Management Vendor
   g. Person with Signatory Capacity – i.e. person who can sign contracts
   h. Affiliated Hospitals

2. **Person(s) serving as Health eNet Point(s) of Contact and their mailing address, email, and phone numbers**
   a. Single Point of Contact – *one person will fulfill all of the following roles for the applicant.*
   b. Primary Point of Contact – the main liaison to the Hawai'i Health Information Exchange
   c. Site Administrator – person responsible for administering the Health eNet Community Health Record
   d. Incident Response Point of Contact – Must be available at all times to address system breaches and other audit findings
   e. Privacy Officer
   f. Security Officer

3. **Provider information for each provider in the practice.**
   a. Credentials (MD, DO, OD, PA, NP, APRN, CNM, PharmD, PsyD, DDS, DMD, DPM, DC, etc.)
   b. Medical license number
   c. Date of Birth
   d. NPI number
   e. Specialty
   f. Phone Number, Email, Direct Address (secure data exchange between providers utilizing Direct Protocol, an example of a direct address is johnsmith@direct.medicity.net)

4. **Staff requiring access to Health eNet**
   a. Staff Name
   b. Job Title
   c. Date of Birth

5. **Practice's legal signatory must login and complete the Participation Agreement.**

Log in to the following URL to register: **https://healthenet-register.hawaiihie.org/**

Please allow 5-7 business days for the Hawai'i Health Information Exchange to process your registration form.

A Step-By-Step Guide to Registration is available at https://www.hawaiihie.org/Providers /

If you have any questions about the Health eNet registration process, please call 808-441-1411 or email info@hawaiihie.org.