The purpose of the Quick Reference Guide for Direct Data Entry On-Boarding is to provide the Senior Prescribing Authority and Legal Signature Authority (if needed) with step-by-step instructions on the on-boarding process. If questions or concerns should arise during the on-boarding process, contact the help desk at 866-439-4082.

The electronic signature authority must have a SCIAPPS account to proceed. If the senior prescribing authority does not have a SCIAPPS account, please select and print the Quick Reference Guide for Creating a New Account on the SCIAPPS home page (https://www.scdhec.gov/apps/health/sciapps) and follow the step-by-step instructions to establish a new account.

Logging into SCIAPPS

To begin the on-boarding enrollment process for Direct Data Entry with an existing SCI PAS account, Senior Prescribing Authority should go to: https://www.scdhec.gov/apps/health/sciapps
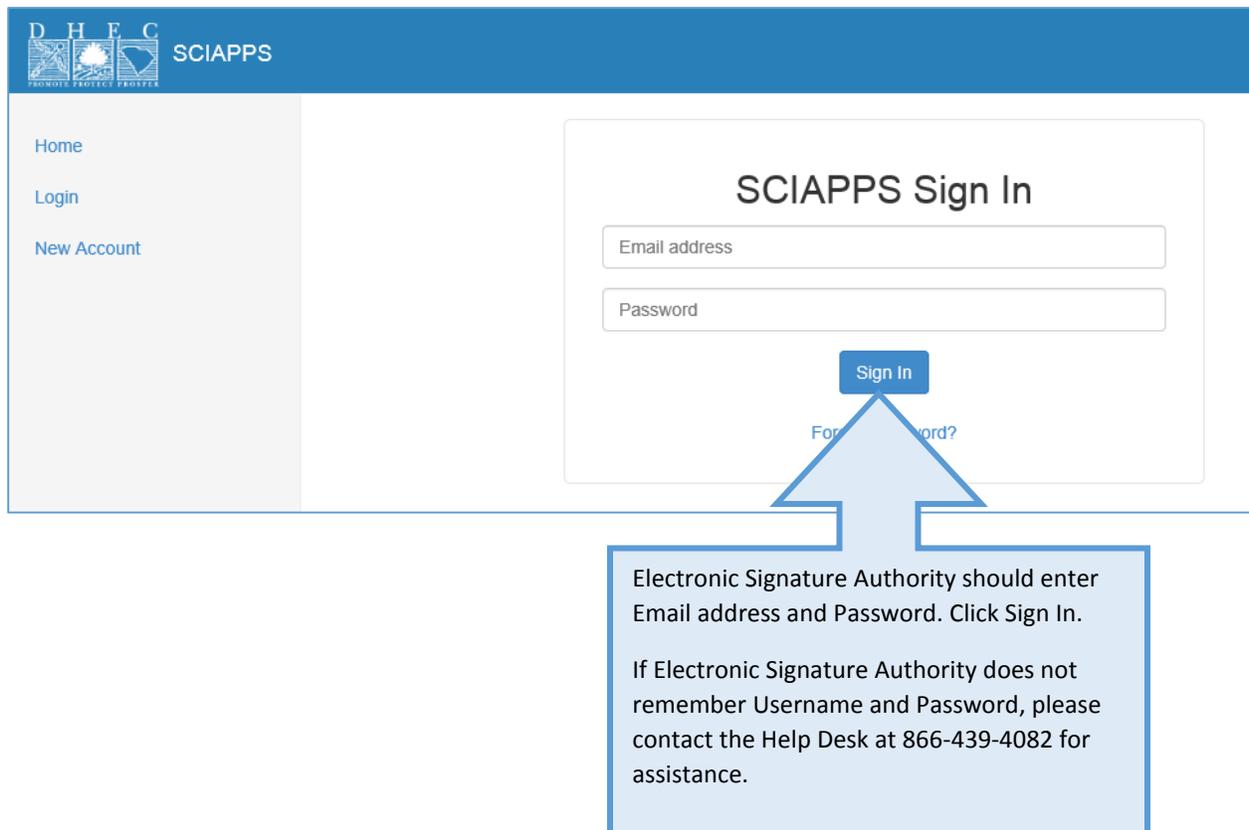
Electronic Signature Authority should enter Email address and Password. Click Sign In.

If Electronic Signature Authority does not remember Username and Password, please contact the Help Desk at 866-439-4082 for assistance.

Navigating To Direct Data Entry Enrollment
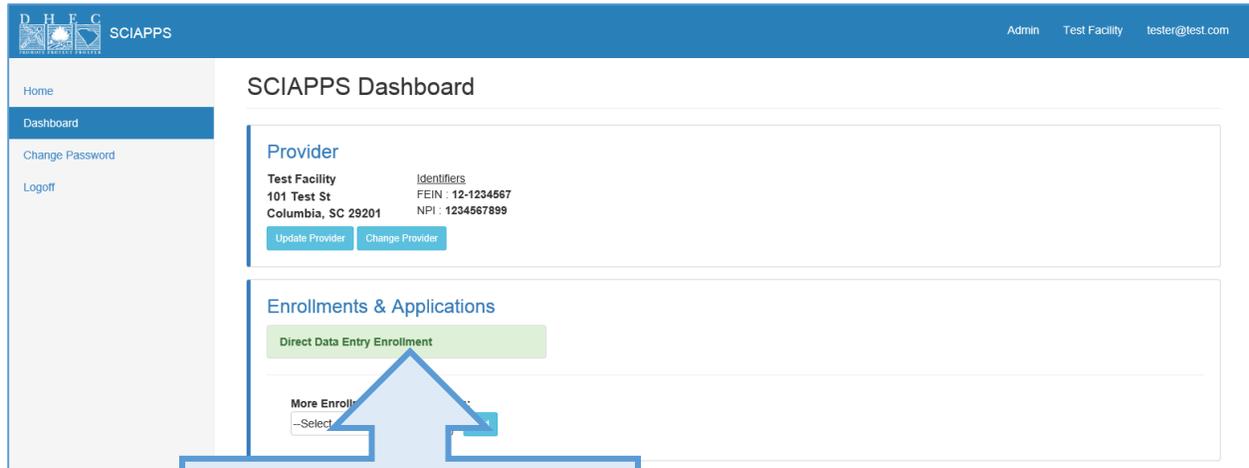
Click on the Direct Data Entry Enrollment entry in the Enrollments & Applications section of the SCIAPPS Dashboard.

Direct Data Entry Enrollment Overview Page

The overview page shows many different aspects of the enrollment:

- Overall enrollment application status
- Overview of the enrollment items
- Status of each enrollment item
- Notes from the Immunization Division about the enrollment application
- Ability to submit the application with additional notes to the DHEC staff after the Registry Terms of Use (DHEC 0867) has been completed
- Ability to launch the registry after the Terms of Use (DHEC 0867) has been approved and User Agreement (DHEC 0869) has been completed

SC Immunization Registry Terms of Use, Form DHEC 0867

ON-BOARDING STEP 1:

Direct Data Entry Enrollment

Current Status: You cannot submit this application until all forms are completed.

Your enrollment application is displayed below. Click each form to complete the enrollment item.

Enrollment Items

Form	Status	Completed
1) Registry Terms Of Use (DHEC 0867)	This form has not yet been completed.	Not Completed
2) S... Direct Data Entry Enrollment Application		Not Submitted
...t (DHEC 0869)	The Terms Of Use(DHEC 0867) must be completed and approved before the User Agreement(DHEC 0869) is available.	Not Completed

Click on Registry Terms of Use (DHEC 0867) to complete the South Carolina Immunization Registry Terms of Use. This is a legal document. The Electronic Signature Authority must complete the form.

South Carolina Immunization Registry Terms of Use

These Terms of Use govern access by Provider (Facility or Individual Provider Name) identified below to the web accessible South Carolina Immunization Registry (Registry) developed and maintained by the South Carolina Department of Health and Environmental Control (DHEC) as authorized by S. C. Code Section 44-29-40.

I. PURPOSE AND OBJECTIVES

The Registry is a statewide, confidential, computerized database of immunization information that consolidates patient immunization data, allowing for a complete immunization history, reducing over- and under-immunization, providing patient reminders of immunizations due and overdue, and producing school and day care certificates of immunization. Registry data may also be used to estimate population immunization coverage levels.

Registry immunization records available to authorized users depend on user submission of records. Based on these records, the Registry uses the routine immunization schedule to forecast the patient's immunization nee... The immunization provider must be knowledgeable of the schedule of recommended immunizations and use sound judgment for each vaccine recipient, taking into consideration the various vacci... s, indications, contraindications and precautions, and the Registry's forecasted immunization needs for a patient, in order to make a final judgment about the immunizations that should be... e patient.

II. CO... OF INFORMATION

The Electronic Signature Authority must read the South Carolina Immunization Registry Terms of Use.

The Senior Prescribing Authority must complete all required elements of the Terms of Use.

The Electronic Signature Authority must indicate agreement with Provider Responsibilities and Certification and Acceptance by checking each "Agree" box.

The Electronic Signature Authority must electronically sign the South Carolina Immunization Registry Terms of Use by entering his/her email address. The Senior Prescribing Authority will also enter name, title and professional license number issued by appropriate board.

Direct Data Entry Enrollment

SCIAPPS Dashboard

Logoff

Direct Data Entry Enrollment

Review & Submit

1) Registry Terms Of Use (DHEC 0867)

Name of Senior Prescribing Authority: russtester walker

Title of Senior Prescribing Authority: --Select An Option--

South Carolina License Number:

Can the Senior Prescribing Authority named above
legally bind Provider (Facility Name) identified above? ○ Yes ● No

Legal Signature Authority

Instructions: Since the Senior Prescribing Authority cannot legally bind this form, a Legal Signature Authority must sign. If an LSA user through the provider maintenance wizard in the admin section.

(IN ADDITION TO SENIOR PRESCRIBING AUTHORITY, IF NECESSARY)

Legal Signature Authority - Enter your email address as
your electronic signature:

Name of Legal Signature Authority:

Title of Senior Prescribing Authority: --Select An Option--

Contact Person

Name: Test Contact

Email: test@teststtt.com

Telephone: (803)555-5555

Fax: (803)555-5555

If a group, etc.: Employer ID#:

If an enrolled VFC Provider: PIN

Complete all *Required fields to act... applicable, a Legal Signature Authority is needed to complete the Legal Signature Authority

DHEC 0867

The Electronic Signature Authority must indicate if he/she can legally bind provider.

If the Electronic Signature Authority CAN legally bind provider, indicate YES and continue completing the form. If the answer is YES, the Legal Signature Authority section does not display.

If the Electronic Signature Authority CANNOT legally bind provider, indicate NO. The Legal Signature Authority section displays but fields are locked for Legal Signature Authority. Senior Prescribing Authority must complete the remainder of the form. Later, the Electronic Signature Authority will create an account for the Legal Signature Authority.

The Electronic Signature Authority must enter the contact person's information. This person will serve as your facility's primary contact for DHEC.

If the Electronic Signature Authority **CAN** legally bind the provider, the Electronic Signature Authority may submit the form, if entirely completed.

If the Electronic Signature Authority **CANNOT** legally bind the provider, the Electronic Signature Authority may not submit the form. All information is saved. The form will be submitted by the Legal Signature Authority. See pages 8-14.

Submit Direct Data Entry Enrollment Application

Once the Registry Terms Of Use is completed by the Electronic Signature Authority (or Legal Signature Authority, if needed), the Direct Data Entry Enrollment application can be submitted by the Electronic Signature Authority by clicking the Submit button on the Review & Submit page. Optionally, the Electronic Signature Authority can also enter additional notes to the DHEC staff to read when reviewing the application.

Once the Terms of Use (DHEC 0867) has been submitted, DHEC will review/approve your enrollment. The Electronic Signature Authority will receive an email in 2-3 days with instructions for the next step.

Direct Data Entry On-Boarding is complete if the Senior Prescribing Authority CAN legally bind provider.

If Senior Prescribing Authority CANNOT legally bind provider, refer to Creating Legal Signature Authority Account section below.

Creating Legal Signature Authority Account
ON-BOARDING STEP 2 (IF NEEDED):

In the SCIAPPS Dashboard the ESA will have an Admin link, click this link to go to the administration page.

Once on the Admin page you will then click on the Users link on the sidebar menu.
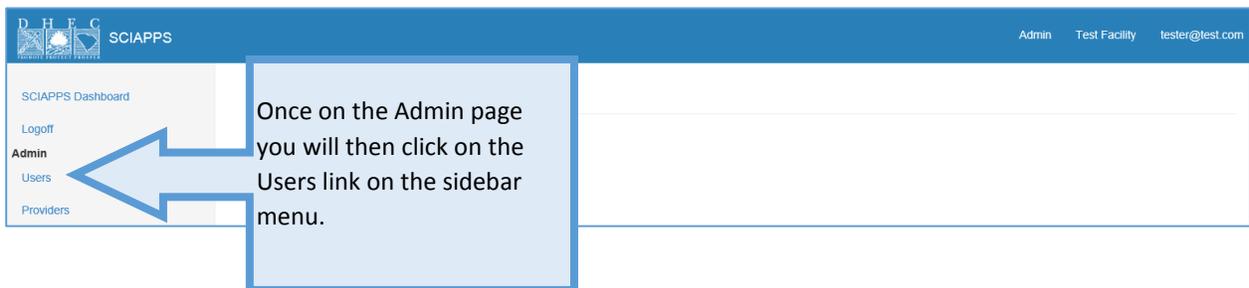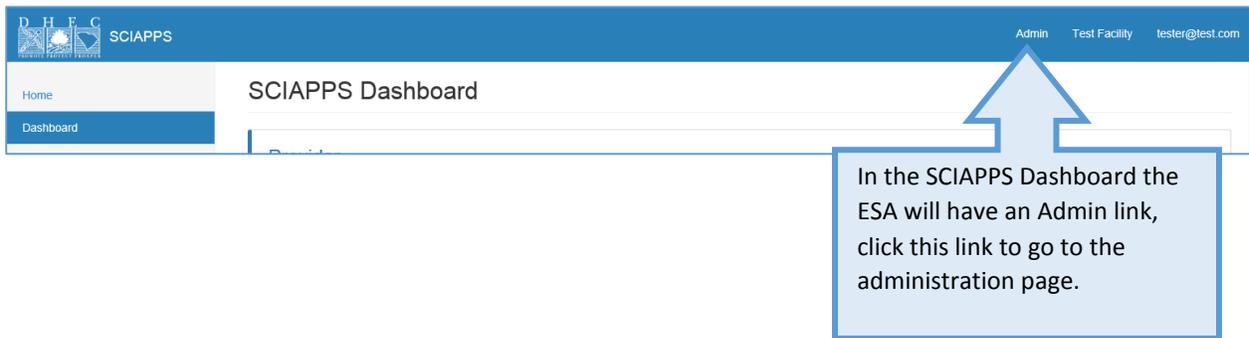
The User Maintenance page is used to search, edit and add a provider's users.

To create the Legal Signature Authority, click on the Add New User button at the bottom of the page.

Enter the Legal Signature Authority's information.

Select the provider to associate with the user from the dropdown. Once selected, click the Add Selected Provider button to add the provider to the grid. Multiple providers can be added, if necessary.

After a provider is added to the user it will appear in the grid.

Select the Legal Signature Authority from the drop down and then click the Assign Selected Profile button to add the profile to the user.

After the security profile is added to the user, it will appear in the grid.

D H E C SCIAPPS   Admin   Test Facility   tester@test.com

SCIAPPS Dashboard

Logoff

Admin

Users

Providers

Test Facility   REMOVE

Providers:

--SELECT PROVIDER--   **Add Selected Provider**

Security

Security Profile	Description
Legal Signature Authority	Access to Terms of use on the Direct Data Entry Enrollment system and HL7 Enrollment system.
Provider Registry Override User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application with override rights.
Provider Registry Read Only User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry appilcation in ReadOnly mode.
Provider Registry Standard User	Access to Direct Data Enrollment system. Access to User Agreement form. Access to SCI Registry application.
SCION User	Access to SCIONx Enrollment System.

Security Profile	Remove
Legal Signature Authority	REMOVE

Security Profiles To Add:

Profiles: --Select Security Profile--   **Assign Selected Profile**

Save User

Once all of the fields have been completed, the user can be saved. Upon saving the new user, an email will be sent to user with a link and instructions about setting password.

Electronic Signature of Legal Signature Authority on South Carolina Immunization Registry Terms of Use, Form DHEC 0867

The Legal Signature of Authority will navigate through SCIAPPS and to the Terms of Use the same as the original user.

The Legal Signature Authority by entering his/her email address agrees with the South Carolina Immunization Registry Terms of Use previously electronically signed by the Electronic Signature Authority. The Legal Signature Authority will also enter name and title.

The Legal Signature Authority will click Save. If Save is inactive, the Electronic Signature Authority will need to review the form for omitted required fields.

Help Desk • 866-439-4082 • sciregistry@dhec.sc.gov

Submit Direct Data Entry Enrollment Application

Once the Registry Terms of Use (DHEC 0867) is completed by the Legal Signature Authority, the Electronic Signature Authority will need to log back into the system to submit the final Direct Data Entry Enrollment application. The Electronic Signature Authority can submit the application by clicking the Submit button on the Review & Submit page. Optionally, the Electronic Signature Authority can also enter additional notes to the DHEC staff to read when reviewing the application.

Once the Terms of Use (DHEC 0867) has been submitted, DHEC will review/approve your enrollment. The Electronic Signature Authority will receive an email in 2-3 days with instructions for the next step.

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