



## SCHIEEx DIRECT

### User Overview

**SCHIEEx DIRECT** is a simple and secure, "point-to-point" clinical messaging service. "Point-to-point" means a message is created and sent by one user directly to another user. Information currently sent by fax and mail or communicated by telephone can be sent via **SCHIEEx DIRECT**.

**SCHIEEx DIRECT** functions like an encrypted "health email". Unlike regular email, needed information, including Protected Health Information, may be securely shared for purposes permitted by law. **SCHIEEx DIRECT** is built using the Office of the National Coordinator (ONC) DIRECT Project reference specifications.

A unique **SCHIEEx DIRECT** address routes the message to the appropriate receiver. The Participant Site Administrator will request **SCHIEEx DIRECT** accounts and associated addresses on behalf of the organization. The Site Administrator will authorize and assign a single person in the organization to be responsible for each SCHIEEx DIRECT account requested. The Site Administrator will provide this person with a SCHIEEx issued user name and password to access the account.

The account may be individual-level (John Smith, MD) or entity-level (Smith Family Practice). The Participant organization uses internal policies and procedures in accordance with applicable state and federal law to designate how **SCHIEx DIRECT** accounts will be used and appropriately monitored, and how access will be controlled and delegated to authorized users if necessary.

Participants select one or more methods to access SCHIEx DIRECT. The SCHIEx DIRECT Web Portal, the Participant's client email system, or an EHR user interface if available. Participants using the SCHIEx DIRECT Portal manage security for messages/attachments that are downloaded or saved on local computers. Participants manage security after the message is delivered when client email or an EHR is utilized for the user interface.

The following pages show how **SCHIEx DIRECT** will look and function.



User Name

Password

**HIEBus™ 2011/2012**

An audit trail of all user activity is maintained for this system as it provides access to protected health information. Authorized access is limited only to those with a need to know for the purposes of patient care, billing, medical records review, or quality assurance.

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In the SCHIEEx DIRECT enrollment process, each organization or practice will designate a Site Administrator. This person manages access to SCHIEEx DIRECT and communicates information regarding User Names, Passwords, and addresses. You will receive information about SCHIEEx and sign a user agreement before your Site Administrator will authorize you to access SCHIEEx DIRECT.

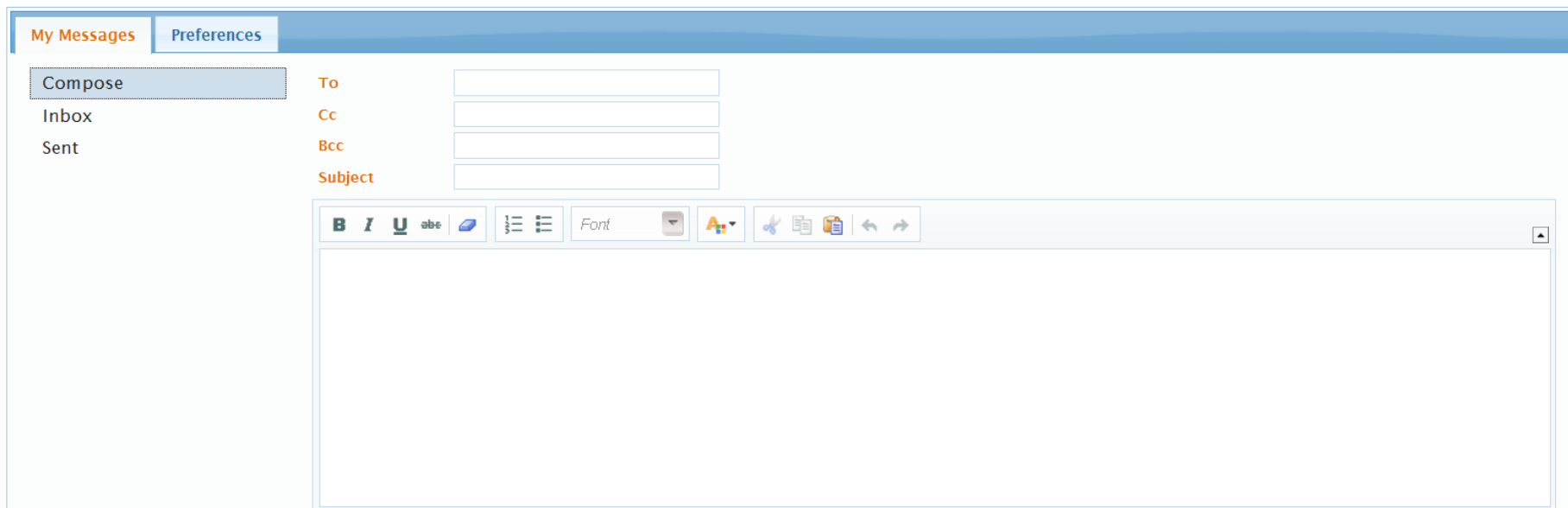
Your Site administrator will provide you with information to access the SCHIEEx Web portal and a User Name and Password. Enter this information in the appropriate fields.



**Messages**

[Inbox](#)

You will be directed to the *Application Dashboard* page.  
Select *Inbox*.



You will be directed to *My Messages*. From this page you can *Compose* a message, view an *Inbox* of received messages, and view *Sent* messages.

This is a view of the *Compose* message selection. Options to *Attach* a document to a message and either *Send* or *Discard* the message are located at the bottom. Eventually there will be an address directory but right now you will need to obtain address information directly from organizations you work with (as you would a fax number.) If an organization you frequently share information with is not enrolled, refer them to [www.SCHIEEx.org](http://www.SCHIEEx.org) for information about enrolling. An electronic health record or special equipment is not required.

My Messages

Preferences

Compose

Inbox

Sent



1 - 5 of 5 &lt;&lt; &lt; &gt; &gt;&gt;

<input type="checkbox"/>	Dr. John C. Smith	Results of Blood work		08/16/2012 2:51pm
<input type="checkbox"/>	Betty Smith	New Patient Address		08/13/2012 2:25pm
<input type="checkbox"/>	Smith Clinic	A1C results		08/13/2012 2:19pm
<input type="checkbox"/>	Smith Orthopedics	X-Rays of L Hip		08/10/2012 5:22pm
<input type="checkbox"/>	Fred Smithe	unavailable		08/10/2012 5:04pm

Select *Inbox* to view received messages. It will display message source, subject, date, time, and indicate with a paper clip whether there is an attachment. Symbols above the message list provide options to refresh and delete.

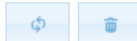
My Messages

Preferences


Compose

Inbox

Sent



1 - 3 of 3 << < > >>

<input type="checkbox"/>	To: Orsdirect Test2	Fw: testing	08/23/2012 9:44am
<input type="checkbox"/>	To: Orsdirect Test2	Re: test	08/13/2012 2:25pm
<input type="checkbox"/>	To: Orsdirect Test2	Re: test	 08/13/2012 2:23pm

The *Sent* messages layout is the same as the *Inbox*.

## Direct Mailbox

Enter your password to make your mailbox Direct enabled.

Password

[Create My Mailbox](#)

Your address is: [orsdirect.test1@direct.schiex.state.sc.us](mailto:orsdirect.test1@direct.schiex.state.sc.us)

You can access your mailbox using a standard email client such as Microsoft Outlook, Outlook Express, or Mozilla Thunderbird. Use this information to configure your client:

**Incoming Mail Server (POP3)**

Server: [direct.schiex.state.sc.us](mailto:direct.schiex.state.sc.us)

The Preferences tab provides information needed if your organization decides to leverage the features and functions of a client email as the User Interface. If a client email is utilized then SCHIEEx DIRECT will look and function similar to your regular email except it will be a separate folder.

Eventually EHR systems may provide a native user interface as part of the application. Your Site Administrator will communicate with you about plans for your organization's user interface.



**Messages**[Inbox](#)

In the upper right corner select *Sign Out* to log out, select *My Profile* to change your password or update your contact information, and select *Provide Feedback* if you would like to send us a question, a suggestion, or a problem that you have encountered. (Please do not include any confidential patient information in your feedback).

Thank you for your participation in SCHIEEx DIRECT!  
**Let's Get Connected!**