

KENTUCKY DIRECT EMAIL CATALOG USER GUIDE

The Kentucky Direct Email Catalog provides users across the Commonwealth with an inventory of Direct secure messaging email addresses. This user guide systematically explains how to register/add individual Direct addresses, upload multiple addresses, update/modify addresses, and search, filter, and export Direct email addresses from the Catalog.

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Before using this guide, please log into your KOG account. If you have access to the KHIE Direct Provider Application, the following should appear under “Your Applications.” If not, please stop and go to *Creating a Kentucky Online Gateway Account*, to gain access to this application (see figure 1).

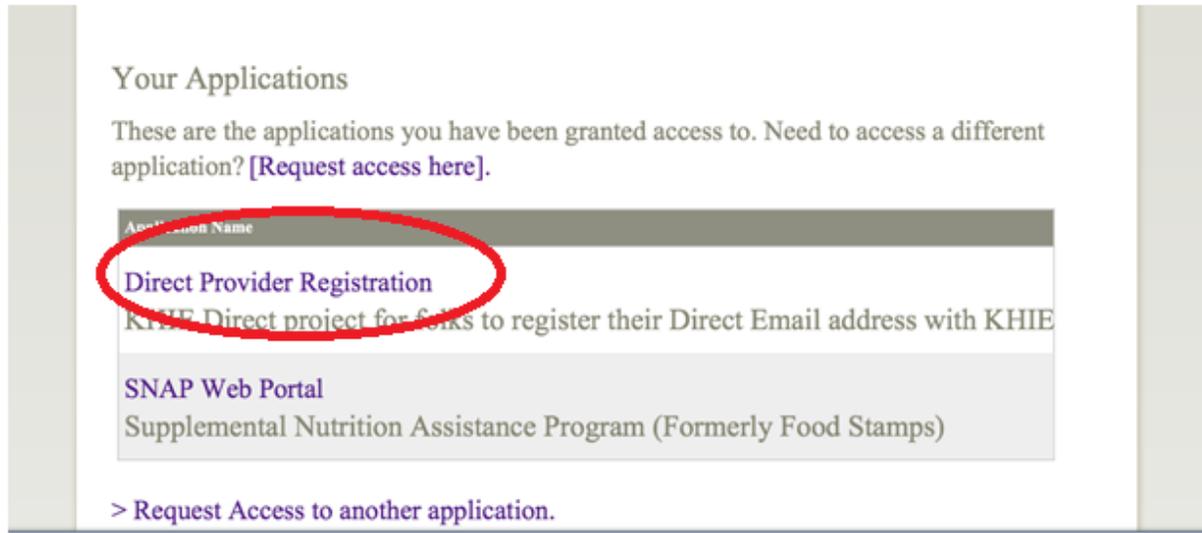


Figure 1: Your Applications

SECTION 1: Add Individual Direct Email Addresses to the Catalog

Complete all the required fields (*) on the “Direct Provider Registration” page (see figure 2), check the *Terms and Conditions* box, and select “Save Provider” to successfully save the Direct email address and register the provider in the Catalog. If you are registering an organization/business/hospital-level Direct address, please input the word “None” for the Provider First and Last Name fields. If a title is not applicable, please input the word “None.” To clear the form without saving the information or to add a new provider, use the “Add New Provider” button.

Direct Provider Registration

*Provider First Name: *Provider Last Name: Provider NPI:

* Direct Email Address: * Title: * Phone Number:

Credentials: * Specialty: * Organization Type:

Select One Select One Select One

* Organization Name: Organization NPI:

* Street Address: * City:

* County: * State: * Zip Code:

Select One KY

* I hereby attest that the information entered to register provider is truthful and correct. I agree to the terms and conditions.

Save Provider Add New Provider

Use this button to clear the form without saving the information

Figure 2: Direct Provider Registration page

If you click the “Add New Provider” button, a dialog box will appear that asks if you want to clear the existing data and add a new provider (see figure 3).

Message from webpage

Are you sure you want to clear the existing data and add a new provider

OK Cancel

Figure 3: Add New Provider dialog box

Section 2: Upload Multiple Direct Email Addresses into the Catalog

To upload multiple Direct email addresses into the Catalog, send an email containing the [Bulk Upload Request](#) Excel spreadsheet to John Jaeger, John.Jaeger@ky.gov with the subject line, "Update to KY Direct Email Catalog." The Excel spreadsheet must contain the following columns and is required to complete the bulk upload (see figures 4).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
FIRST_NAME	LAST_NAME	PROVIDER_NPI	EMAIL	TITLE	PHONE_NO	CREDENTIAL_TYPE	SPECIALTY	ORGANIZATION_TYPE	ORGANIZATION_NAME	ORGANIZATION_NPI	STREET1	CITY	COUNTY	STATE	ZIP

Figure 4: Multiple addresses template

Please note that the subject line is mandatory and will not be processed otherwise. You will receive an email confirmation when the upload is complete.

Section 3: Update/Modify Direct Email Addresses in the Catalog

You are responsible for ensuring the accuracy of the addresses you add to the Catalog. To update or modify any addresses within the Catalog, you must complete the same steps discussed in Section 2. You must send an email with the attached Excel spreadsheet, aforementioned template and mandatory subject line to John Jaeger for any updates or modifications to the Catalog. Updated or modified Direct addresses and information will be added to the website and displayed within the search results.

Section 4: Search, Filter, and Export Direct Email Addresses from the Catalog

Please click <https://prdweb.chfs.ky.gov/directprovidersearch/ProviderSearch.aspx> to be redirected to the “Direct Provider Search” page (see figure 5). To search for a provider you MUST be registered with the Kentucky Direct Email Catalog (please refer to Section 1 if you are not a registered user). To begin your search, enter your Direct email address at the top of the search page. A search can be performed on multiple fields listed on the page. Direct email addresses that match your search criteria will be displayed on the screen and sorted by last name.

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Direct Provider Search

*** Enter your direct email address:**

Direct email address is required to perform the search. Search can be performed on one field or multiple fields. Search results are sorted by last name of the provider. Search results can be filtered by last name using alphabetical filter

First Name: Last Name:

Specialty: City: County:

Organization Name: Organization Type:

Figure 5: Direct Provider Search page

Use the “Clear Search” button to perform a new search. To save the results of your search to an Excel file, click the “Export Result” button(see figure 6).

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Direct Provider Search

* Enter your direct email address:
john.doe@sampleclinic.com

Direct email address is required to perform the search. Search can be performed on one field or multiple fields. Search results are sorted by last name of the provider. Search results can be filtered by last name using alphabetical filter

First Name: [] Last Name: []
Specialty: [Select One] City: [] County: [Select One]
Organization Name: [Sample Clinic] Organization Type: [Select One]

Search Provider Clear Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

MD **John Doe**, General Surgery
Sample Clinic
Lexington, KY, 12345
555-555-5555
john.doe@sampleclinic.com

Export Result

Figure 6: Returned Search page

For any other questions, please email Brandi Genoe, Brandi.Genoe@ky.gov .