How to send EMR Files to El Paso Health

1. Using Internet browser, go to: https://ws2.elpasohealth.com:9043/QI-Dropoff	
2. Once the page is loaded, you will see the screen on the right.	
3. Enter your email address in the "From" field 4. Select "QI_Medical_Records" from the "To" field 5. Type a meaningful subject such as "HEDIS Medical Records" or "THSteps Medical Records" or "EDV Medical Records"; depending on the submission request	

6. Type a message in the body of the email message. You may tailor this message to whatever you want it to say.	Message These are the medical records request for HEDIS for measures CBP,PPC,WCC,CIS, and IMA ☑ Send message body securely (recipient must follow link to read the message)
7. Type the randomized Captcha code that you see that will appear below the 'Message' section in order to see the following step 8	Captcha
8. Click "Upload" button on the top left.	Drop-ofF Drop Files Off Upload
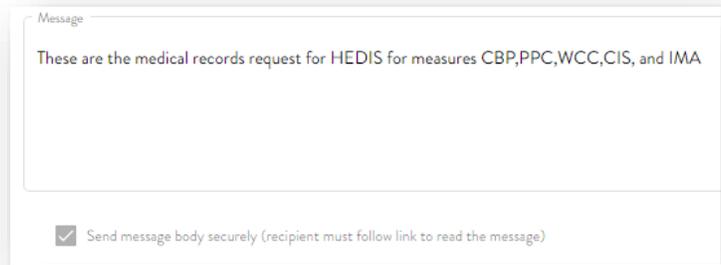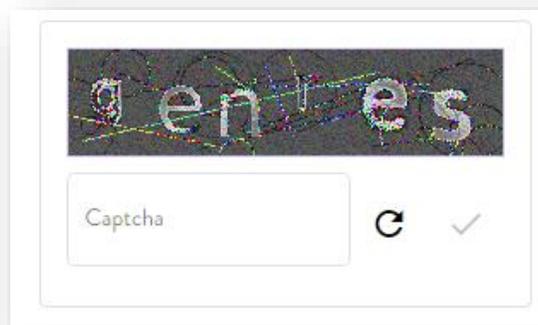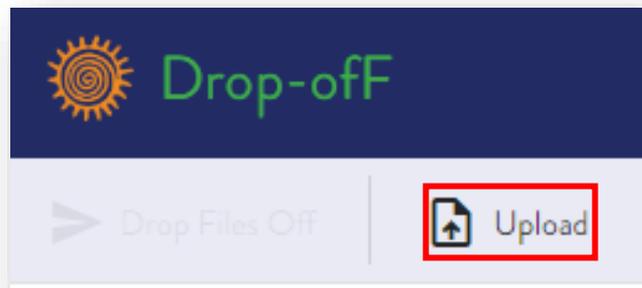
9. Browse your computer to locate the files you want to upload. Select the files (multiple may be selected at once) click "Open"

   **NOTE: you may upload ALL the files requested in ONE email. There is no need to make separate submissions for each measure, member, or packet.
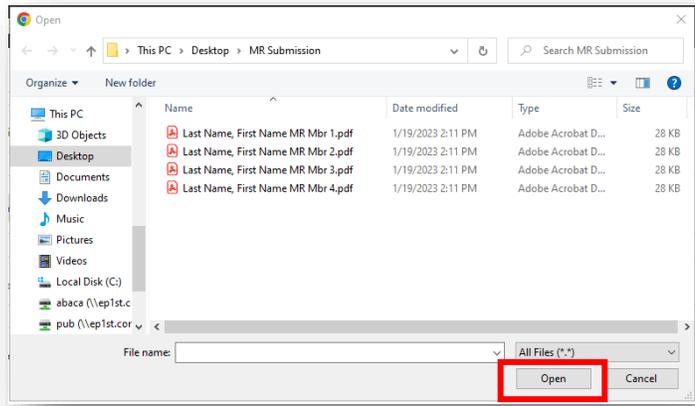
10. The file(s) will be displayed in the bottom pane of the form.

   If you uploaded an incorrect file, you may delete the attachment by clicking the black trash can icon 🗑 on each attachment.
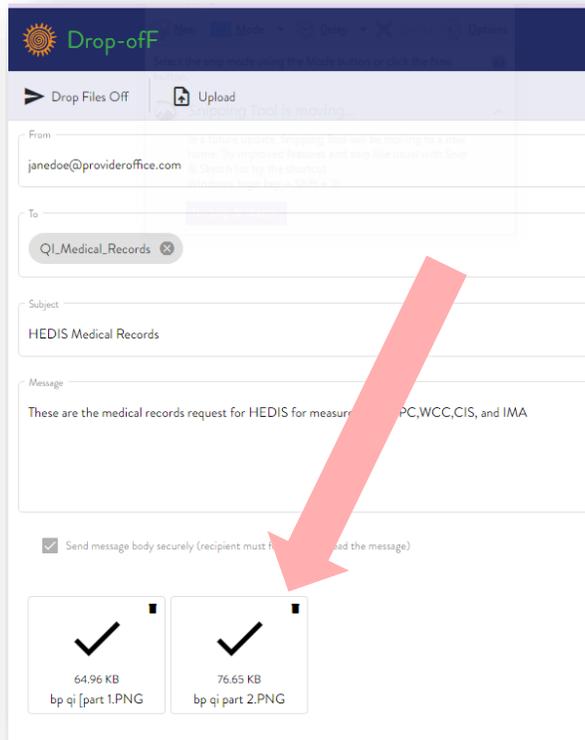
11. Once all the files are listed, click on "Drop Files Off" to send the message with the files.
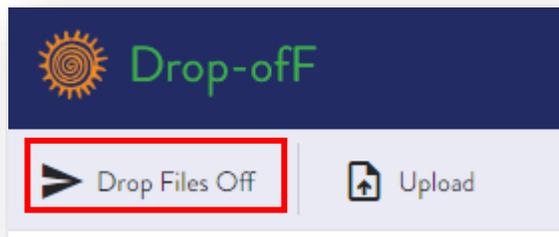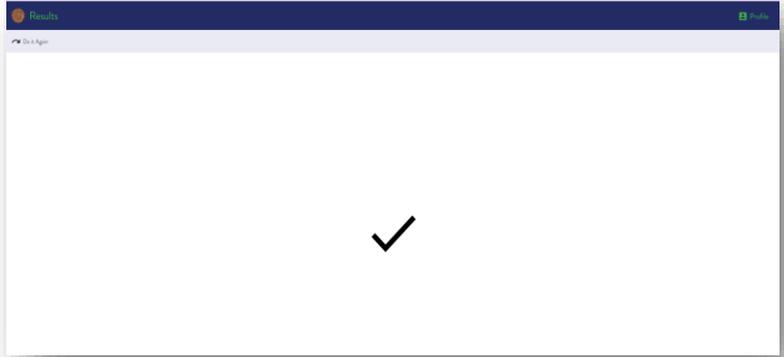
12. Once files have been sent, you will see a black check mark that the submission was completed.	✓
13. Exit out of internet browser.	