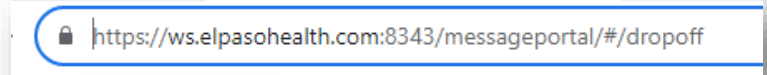


# How to send EMR Files to El Paso Health

1. Using Internet browser, go to:  
<https://ws.elpasohealth.com:8343/QI-Dropoff>



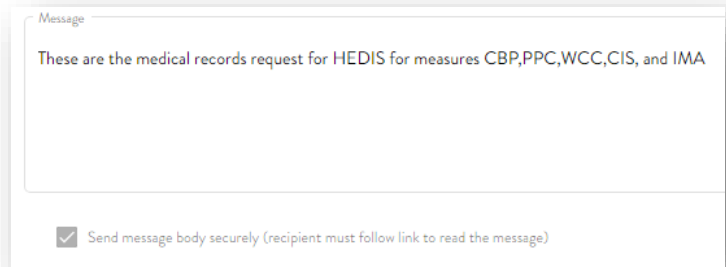
2. Once the page is loaded, you will see the screen on the right.

A screenshot of the "Drop-offF" interface. At the top, there is a dark blue header with a sun icon and the text "Drop-offF". Below the header, there are two buttons: "Drop Files Off" and "Upload". The main form area contains four input fields: "From", "To", "Subject", and "Message". Below the "Message" field, there is a checkbox labeled "Send message body securely (recipient must follow link to read the message)".

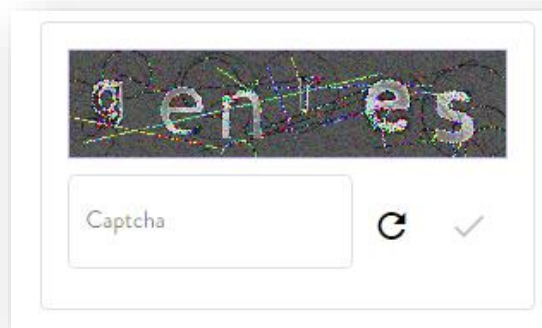
3. Enter your email address in the "From" field
4. Select "QI\_Medical\_Records" from the "To" field
5. Type a meaningful subject such as "HEDIS Medical Records" or "THSteps Medical Records" or "EDV Medical Records"; depending on the submission request

A screenshot of the "Drop-offF" interface showing the form filled out. The "From" field contains the email address "janedoe@provideroffice.com". The "To" field has a dropdown menu open, showing "QI\_Medical\_Records" selected. The "Subject" field contains the text "HEDIS Medical Records".

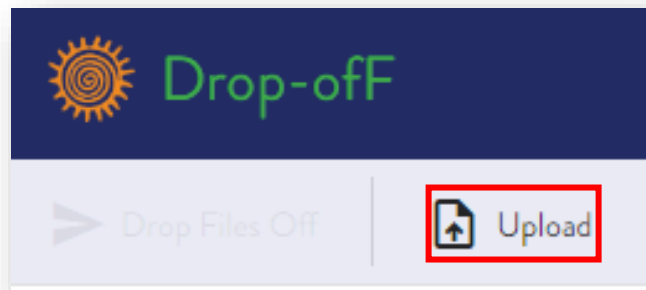
6. Type a message in the body of the email message. You may tailor this message to whatever you want it to say.



7. Type the randomized Captcha code that you see that will appear below the 'Message' section in order to see the following step 8

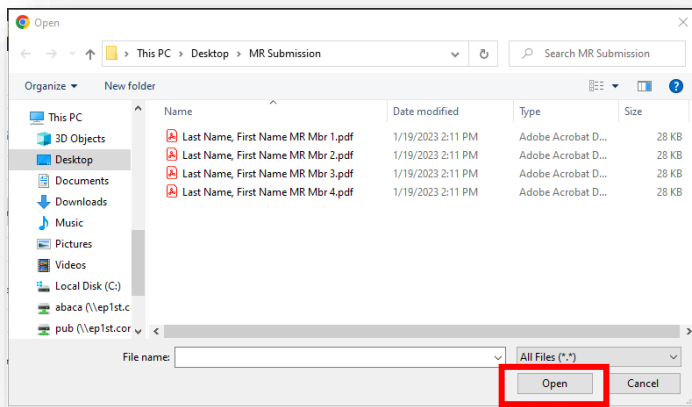


8. Click "Upload" button on the top left.



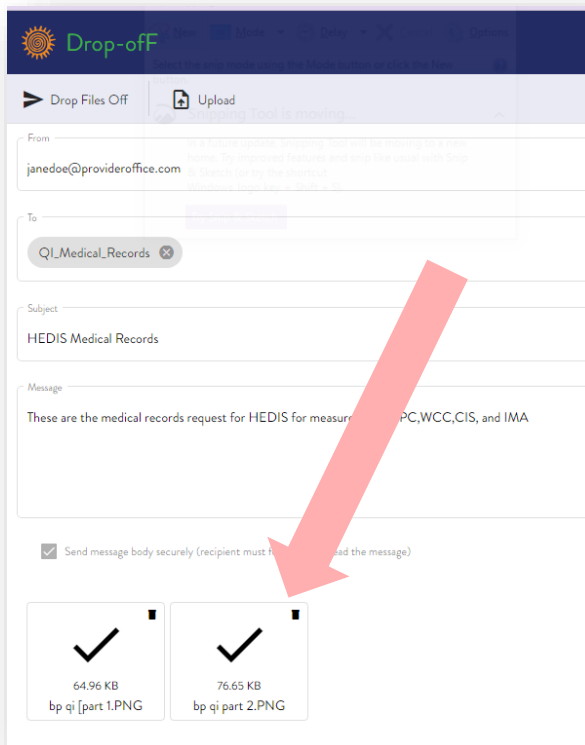
9. Browse your computer to locate the files you want to upload. Select the files (multiple may be selected at once) click "Open"

**\*\*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.

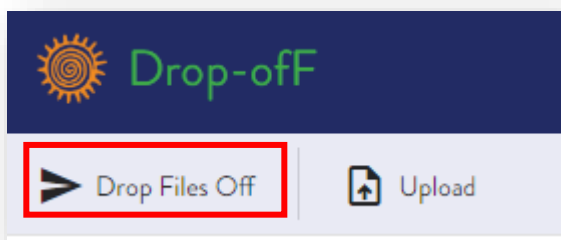


10. The file(s) will be displayed in the bottom pane of the form.

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.