

### Important Content Update Message

We are currently updating the OP Help Center content for OP 20. We appreciate your patience as we continue to make these updates. To locate the version of your software, navigate to: **Help tab > About**

# CHADIS Setup

Last Modified on 11/11/2020 2:16 pm EST

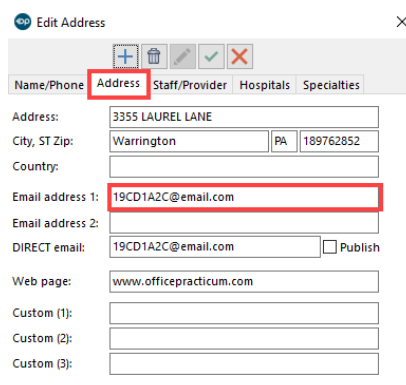
Version 14.19

## Address Book

CHADIS uses the email address in your Address Book to identify you as an ordering Provider or staff member.

Make sure each Provider and staff member is set up as a contact in the Address Book and that each contact uses the email on file with CHADIS. To do so:

1. From the **Clinical or Practice Management tab**, select **Address Book**.
2. Search for the Provider's name and select it.
3. Click the **Edit Record** button to edit the entry.
4. Click the **Address** tab. Make sure the email address displayed in the **Email Address 1** field matches the email address on file with CHADIS.



Edit Address

Name/Phone Address Staff/Provider Hospitals Specialties

Address: 3355 LAUREL LANE

City, ST Zip: Warrington PA 189762852

Country:

Email address 1: 19CD1A2C@email.com

Email address 2:

DIRECT email: 19CD1A2C@email.com  Publish

Web page: www.officepracticum.com

Custom (1):

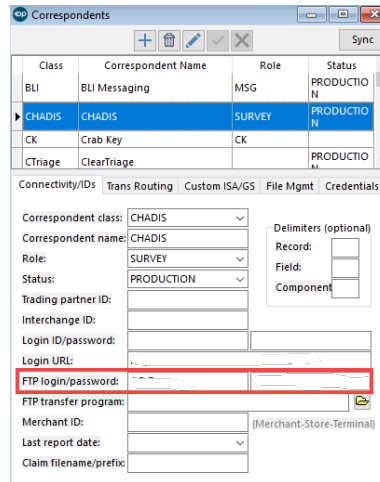
Custom (2):

Custom (3):

**Note:** A parent/patient respondent *cannot* also be a Provider or staff member. Any attempt to duplicate email address or to use a non-professional email address will result in an error, because CHADIS uses an end user's email address to identify each end user. Therefore, it is important that any OP Patient Portal accounts (including test accounts) be registered with a personal email address and that the email used in the Address Book be a professional email address.

CHADIS provides Office Practicum with a unique User Name and Password for your Practice. Those credentials are stored in the **Correspondents table**. This is part of our setup process and should already be stored. To check these credentials:

1. Follow the path: **Admin > Connection** to displays the **Correspondents** window.
2. In the **Correspondent** table (in the upper datagrid), select **CHADIS**.
3. On the **Connectivity/IDs** tab, review the information displayed in the **FTP Login/Password** fields.



Class	Correspondent Name	Role	Status
BLI	BLI Messaging	MSG	PRODUCTION
CHADIS	CHADIS	SURVEY	PRODUCTION
CK	Crab Key	CK	
CTriage	ClearTriage		PRODUCTION

Connectivity/IDs | Trans Routing | Custom ISA/GS | File Mgmt | Credentials

Correspondent class: CHADIS  
 Correspondent name: CHADIS  
 Role: SURVEY  
 Status: PRODUCTION

Trading partner ID:  
 Interchange ID:  
 Login ID/password:  
 Login URL:  
**FTP login/password:**  
 FTP transfer program:  
 Merchant ID: (Merchant-Store-Terminal)  
 Last report date:  
 Claim filename/prefix:

## Reference

[Click here](#) to access the CHADIS web site.

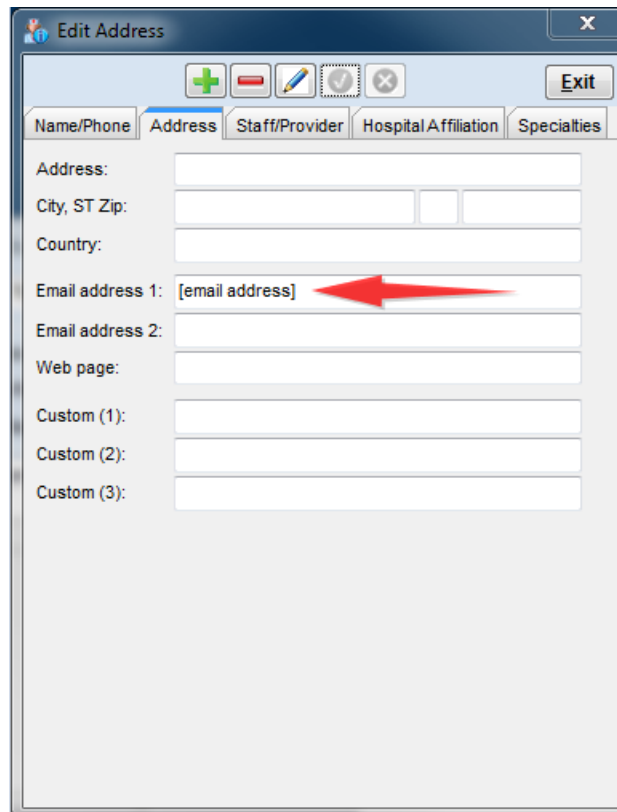
Version 20.3

## Address Book

CHADIS use the email address in your Address Book to identify you as an ordering Provider or staff member.

Make sure each Provider and staff member is set up as a contact in the Address Book and that each contact uses the email on file with CHADIS. To do so:

1. Click **Adr Bk** on the smart toolbar.
2. Search for the Provider's name and select it.
3. Click the **Edit Record** button to edit the entry.
4. Click the **Address** tab. Make sure the email address displayed in the **Email Address 1** field matches the email address on file with CHADIS.



A parent/patient respondent cannot also be a Provider or staff member. Any attempt to duplicate email address or to use a non-professional email address will result in an error, because CHADIS uses an end user's email address to identify each end user. Therefore, it is important that any OP Patient Portal accounts (including test accounts) be registered with a personal email address and that the email used in the Address Book be a professional email address.

CHADIS provides Office Practicum with a unique User Name and Password for your Practice. Those credentials are stored in the eCorrespondents table. This is part of our setup process and should already be stored. To check these credentials:

1. Follow the path: **Utilities / System Admin / e-Correspondents** OP 14 displays the **Correspondents** window.
2. In the **Correspondent** table (in the upper datagrid), select **CHADIS**.
3. On the **Connectivity/IDs** tab, review the information displayed in the **FTP Login/Password** fields.

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Correspondents

+
-
✎
✓
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Sync

Class	Correspondent Name	Role	Status
CHADIS	CHADIS	SURVEY	PRODUCTION
CTriage	ClearTriage		PRODUCTION
DCN	Doylestown Community Network	HIE	PRODUCTION
DrFirst	DrFirst	ESCRIP	PRODUCTION
EMRDIR	EMRDirect Secure Messaging	DIRECT	

Connectivity/IDs
Trans Routing
Custom ISA/GS
File Mgmt
Credentials

Correspondent class:

Correspondent name:

Role:

Status:

Trading partner ID:

Interchange ID:

Login ID/password:

Login URL:

FTP login/password: {username}
{password}

FTP transfer program:

Merchant ID:  (Merchant-Store-Terminal)

Last report date:

Claim filename/prefix:

Delimiters (optional)

Record:

Field:

Component:

## Reference

[Click here](#) to access the CHADIS web site.