Tuberculosis and Refugee Health Services Branch

Texas Public Health Information Network (TXPHIN) User Guide

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Requesting Access to TXPHIN

1. Send an email to PhinAccess@DSHS.state.tx.us and specify the following:
   - Your name, title, and local health department/health service region
   - Whether or not you have completed security training within 1 calendar year
   - Your contact information

An example of what your email should look like is below:

To: **PhinAccess@DSHS.state.tx.us**

I am requesting access to PHIN for [full name], [title] from [local health department/health service region].

I [have/have not/am not sure if I have] completed security training.

Your Name
Your Contact Information

2. You will receive an email response including a **TXPHIN Access Request form** which you will need to complete. This form will ask for contact and jurisdictional information including the name of your Local Responsible Party (LRP).

   - **If you are not aware of your designated LRP, contact the privacy officer, TB manager or communicable disease (CD) manager in your program.**

3. Send the completed TXPHIN form to PhinAccess@dshs.state.tx.us

   - **Be sure all parts of the form are completed which includes your LRP's signature and authorization**

4. Your request will be verified with your LRP and if approved, you will receive an email confirmation.

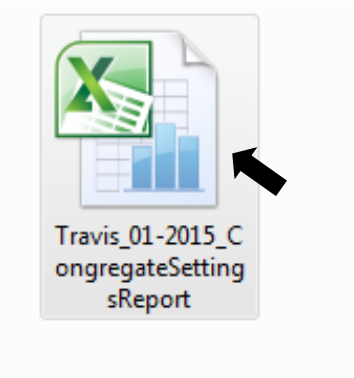
5. Once access is granted you may create your PHIN account using the following steps:
   - Go to https://www.txphin.org
   - Under the login box, click on *"Sign Up"* underneath the email and password section
   - Fill out all required fields to create your PHIN account

6. You will now be able to log into your account:
   - Go to https://www.txphin.org
   - Enter the email and password you used when you created your PHIN account
   - Click "Log In"

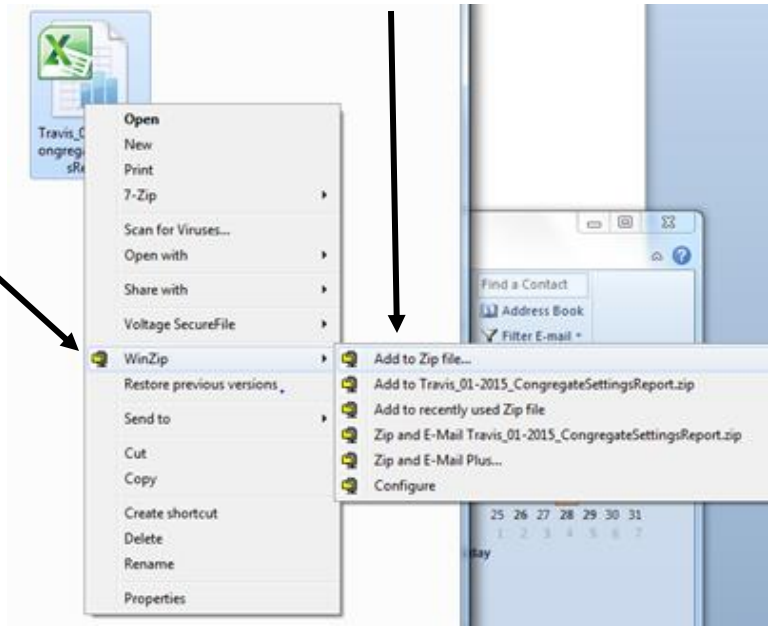
Part I: Preparing Documents to Upload in TXPHIN

How do I WinZip and encrypt my file before I upload to TXPHIN?

1. Right mouse click on the file you wish to prepare for submission.



2. Select “WinZip”.

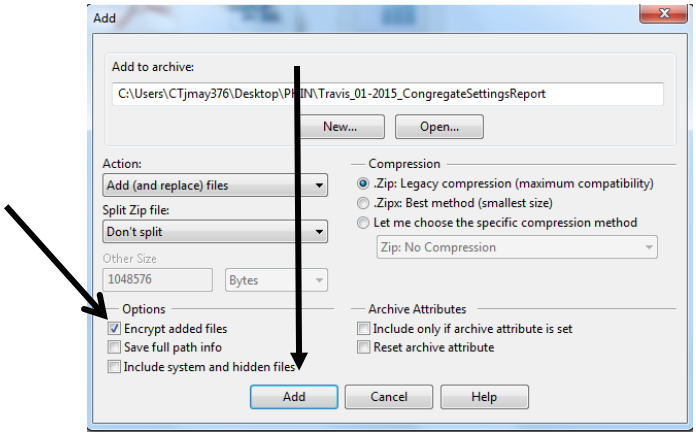


3. Select “Add to Zip file…”

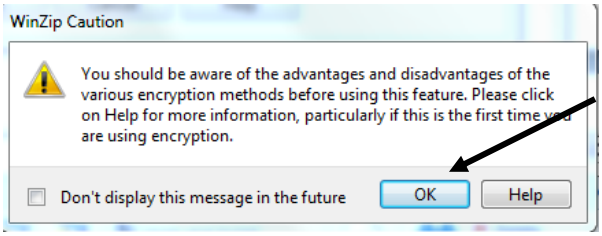
WinZip Files and encrypt before uploading to TXPHIN to protect health information

Preparing Documents to Upload in TXPHIN (Continued)

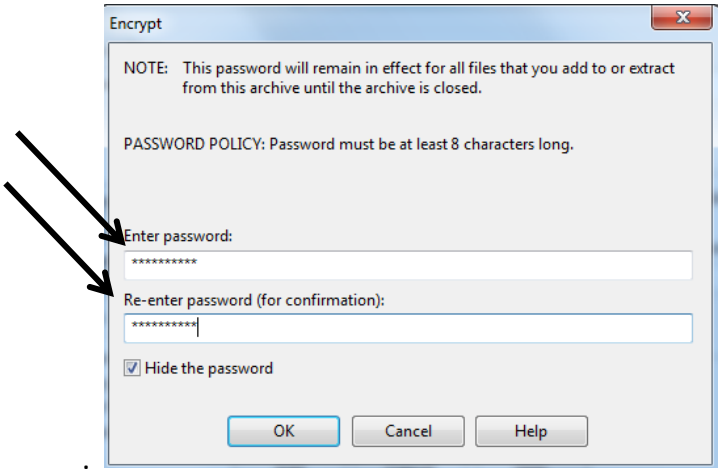
4. Click on the box under options to encrypt added files.
5. Select “Add”.



6. A popup box will appear that shows “WinZip Caution”.
7. Select “OK”.



8. Enter your password twice to encrypt the file.
9. Select “OK”.



Zip file and encrypt with password HERE before uploading to TXPHIN

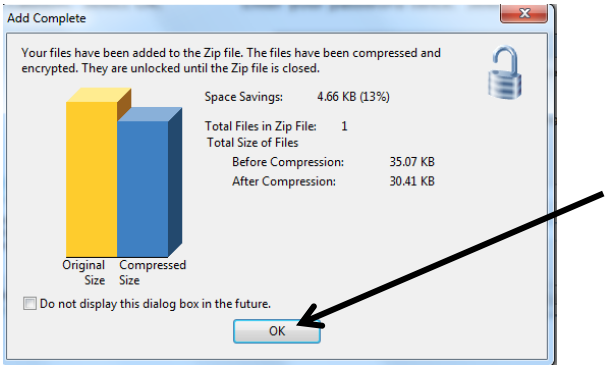
Password Tip:

Use a different password every time you Zip a file to TXPHIN.

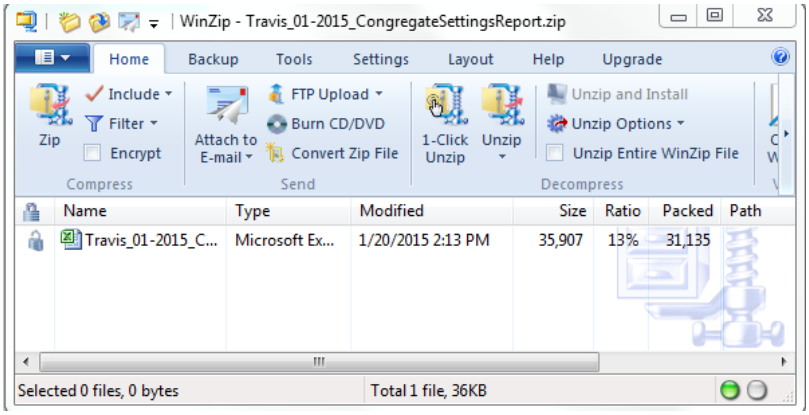
Preparing Documents to Upload in TX PHIN (Continued)

10. A pop up screen will show “Add Complete”

11. Select “OK”.

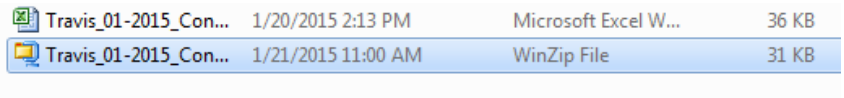


12. Your file will be saved as a separate WinZip File. See below.



How Will I Know My File Is Zipped and Encrypted?

13. The zipped file encryption process is complete once you see the WinZip File extension.



**** Now you are ready to upload files to TXPHIN ****

Part II: Uploading Documents to TXPHIN

LOGIN

Once training has been completed and login information has been received, you may access the TX PHIN. Go to: https://www.txphin.org.

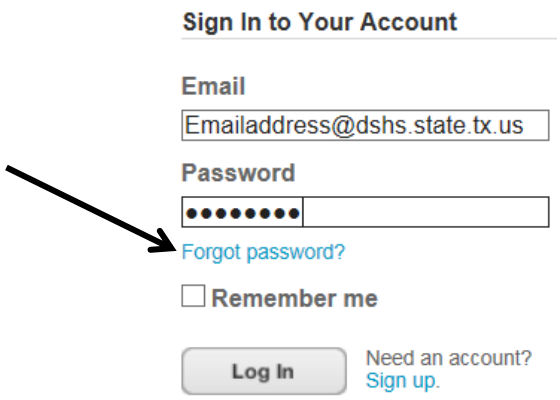
Sign in to your account with your username and password.

Username: Enter your email address

Password: Enter your password

Forgot Password / Change Password

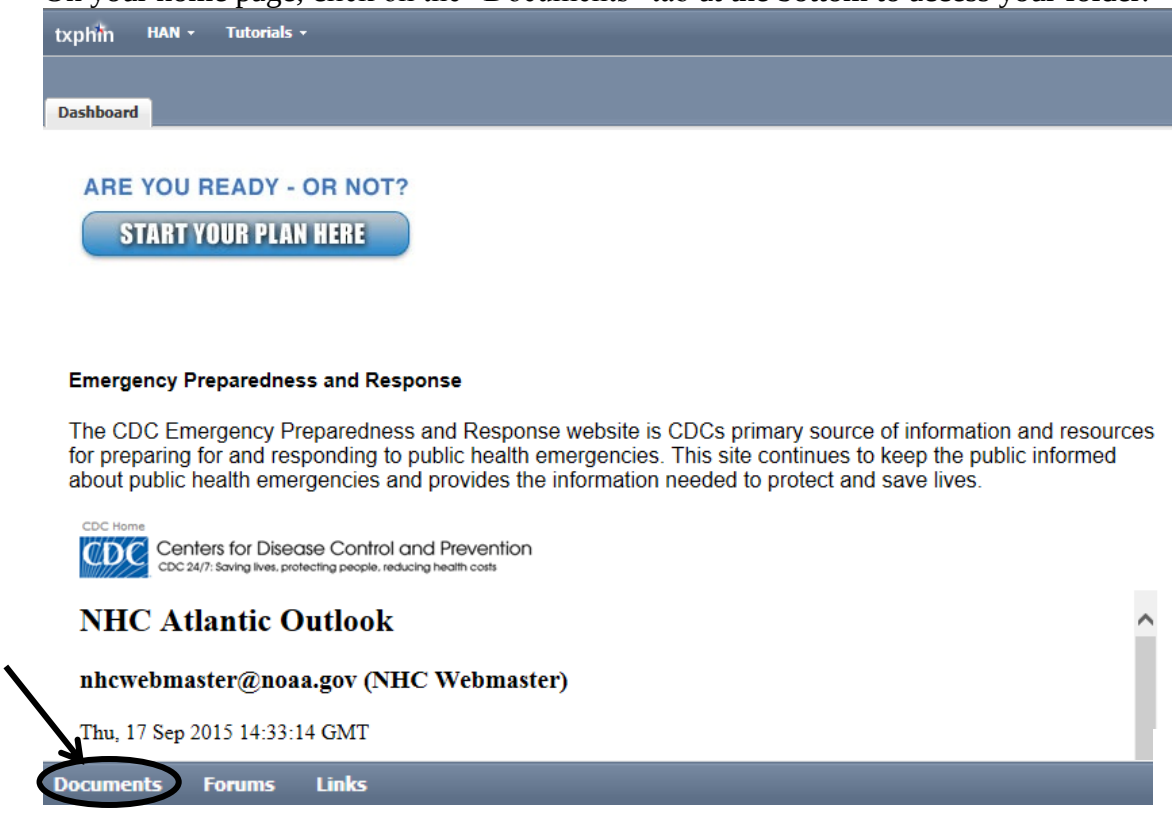
If you forgot your password: Select "Forgot password?"



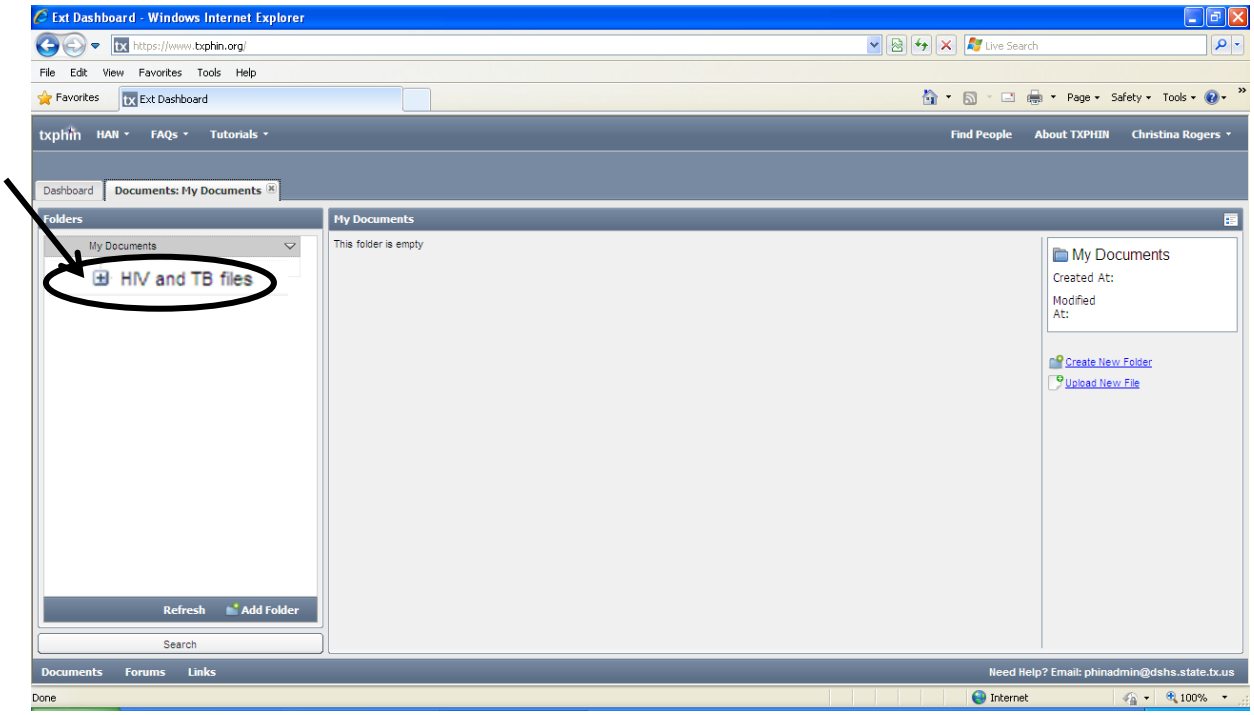
Homepage View:

Uploading Documents to TXPHIN (continued)

On your home page, click on the "Documents" tab at the bottom to access your folder.

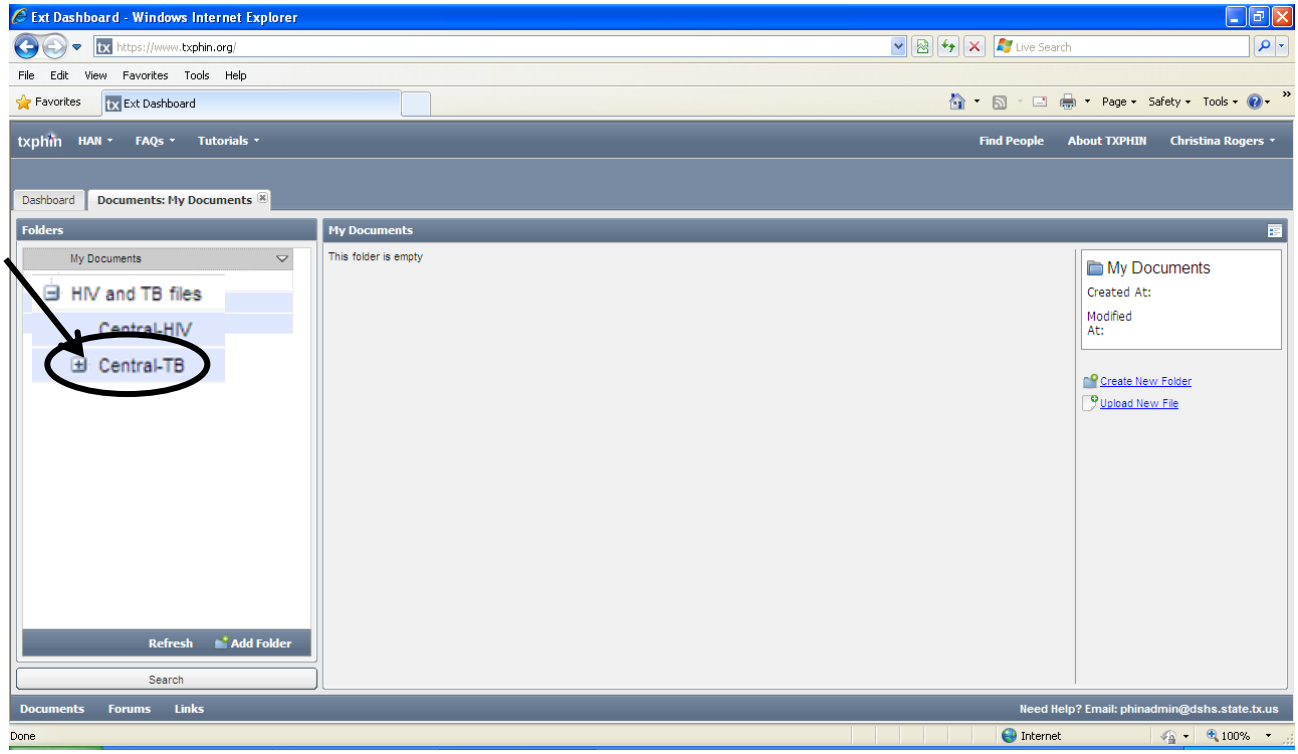


Click on the "+" sign next to "HIV and TB files" to expand the list of available folders.

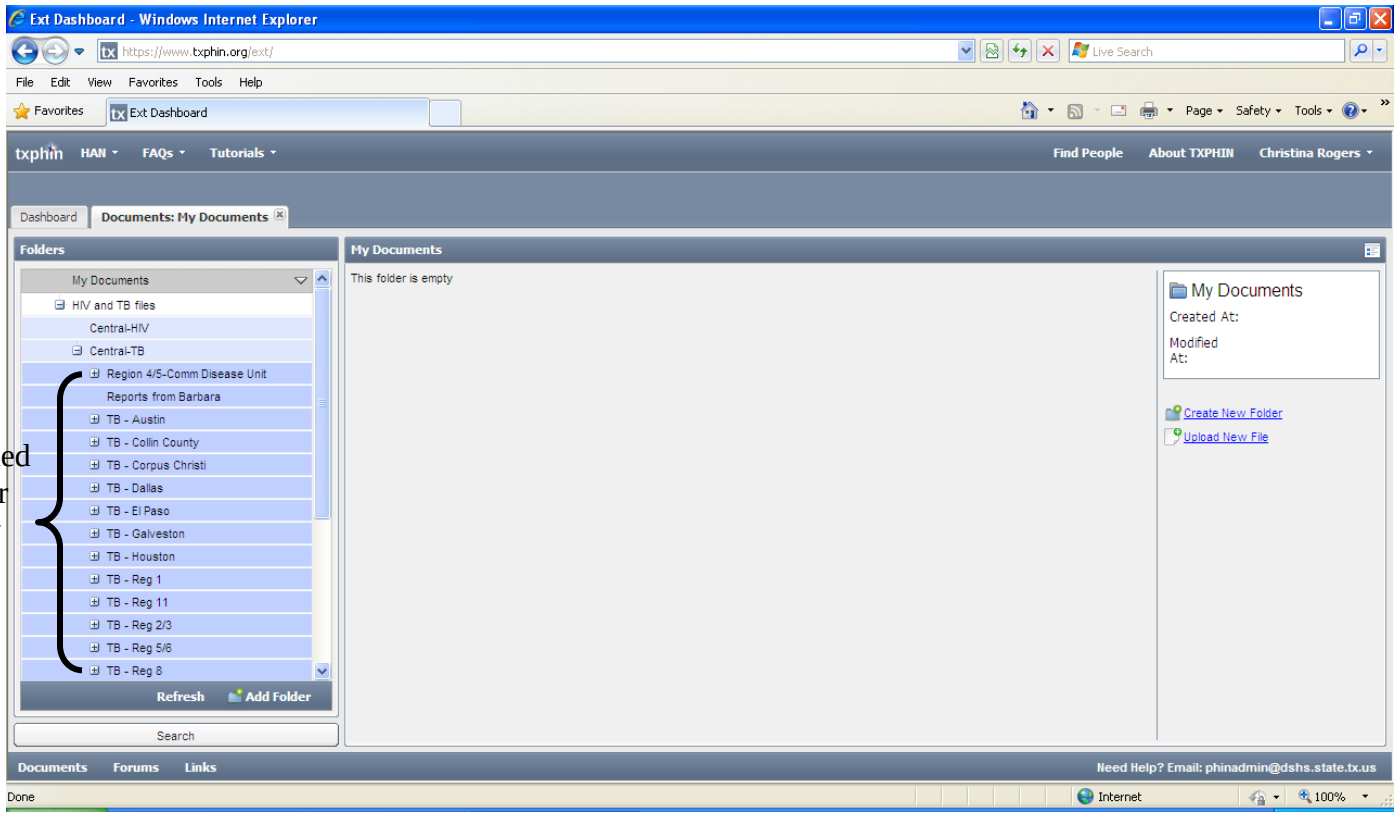


Uploading Documents to TXPHIN (continued)

Click on the "+" sign next to "Central TB" to expand the list of available TB Registry folders.



Expanded Folder View



Note: Never post any document to TB Net's stand-alone or Registry sub-folders. Those folders are exclusively for communication between TB Net and the Registries.

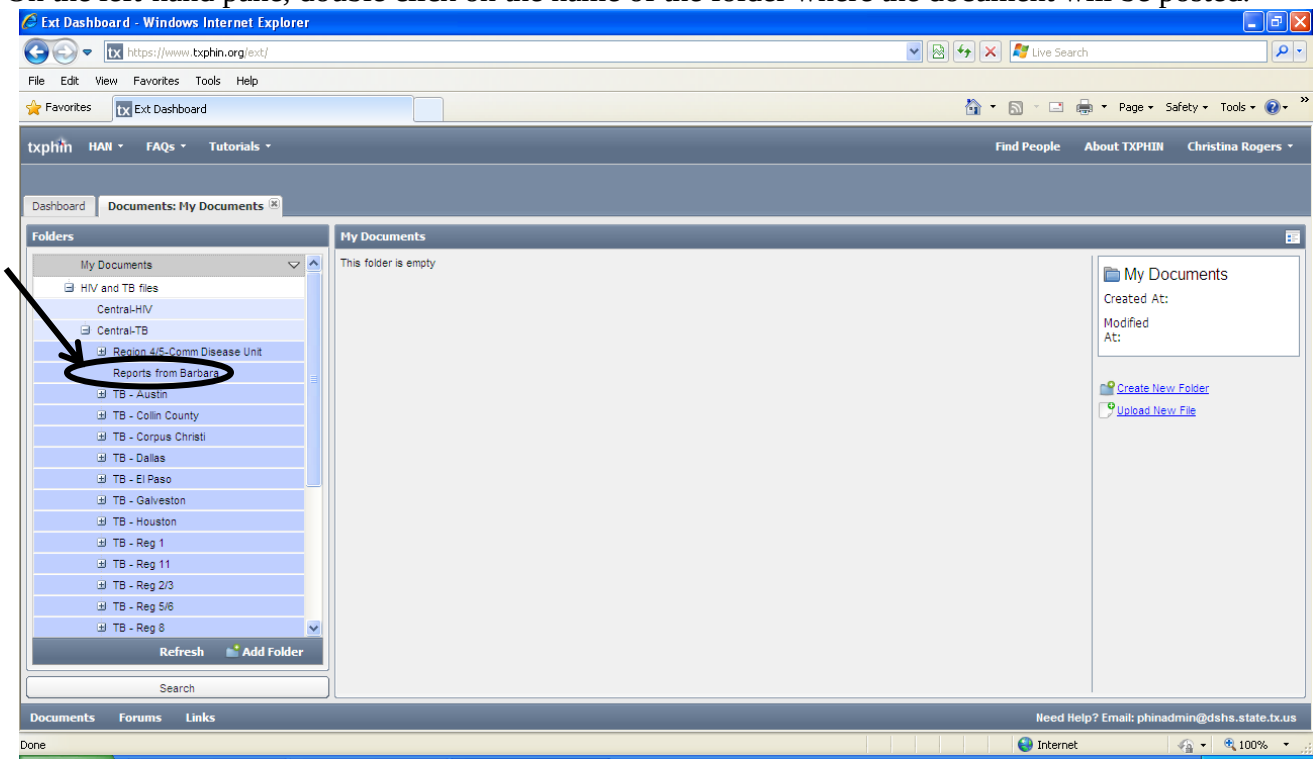
Uploading Documents to TXPHIN (continued)

Once the list is expanded on the left-hand pane, locate the folder you wish to submit the Zip file.

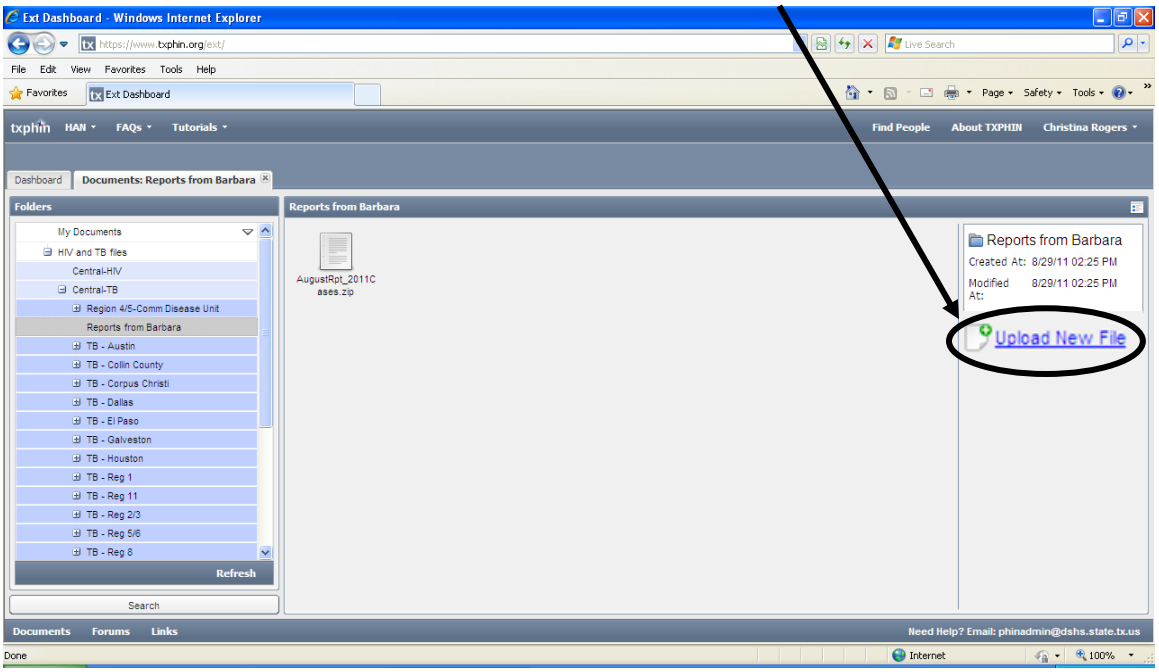
Please use the following exercise to assist in securely uploading documents to the TXPHIN.

NOTE: Documents should be uploaded to your jurisdiction's folder (For example "TB-Collin County")

On the left-hand pane, double click on the name of the folder where the document will be posted.

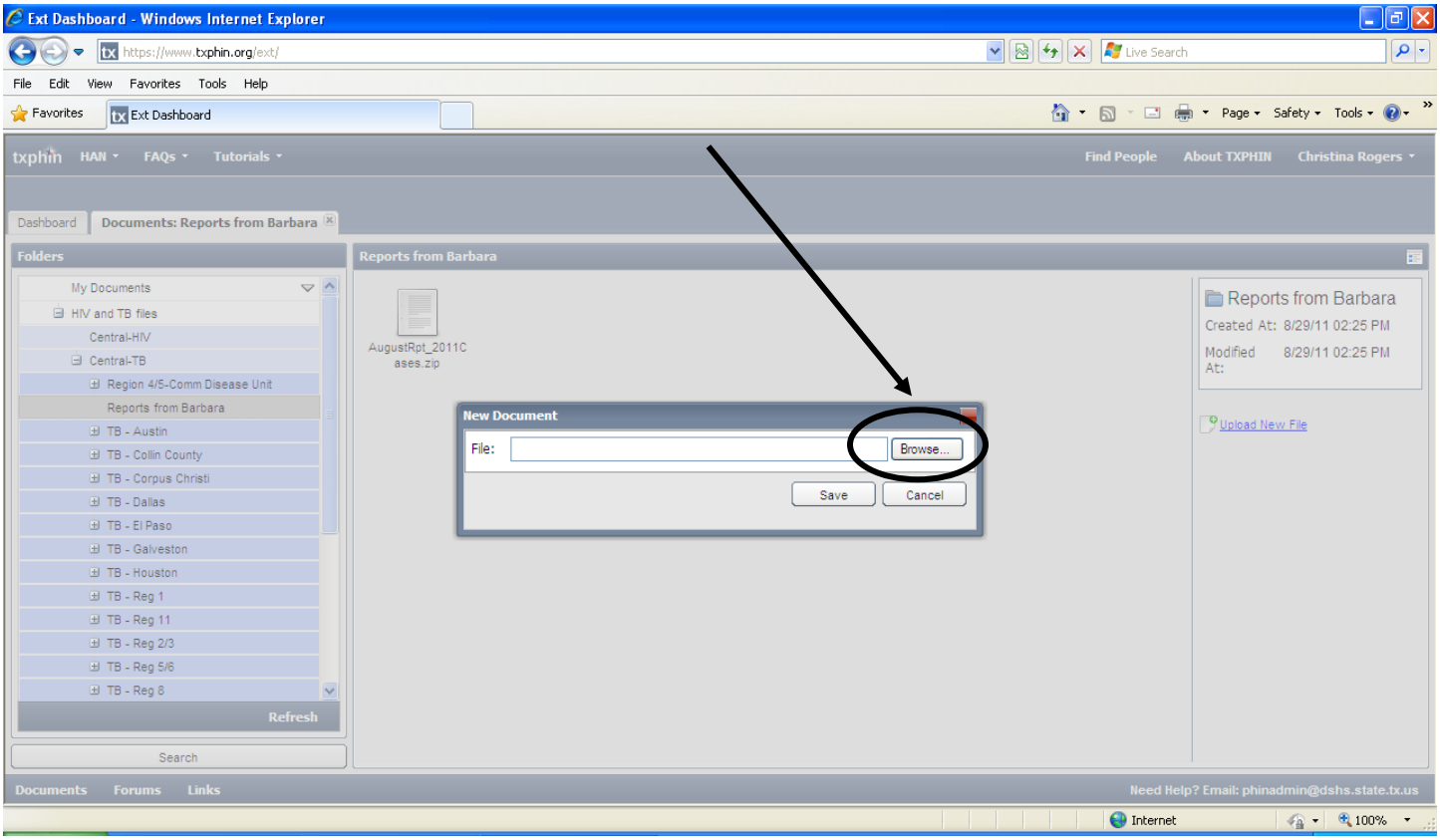


Next, click on the link "Upload New File" (on the right).

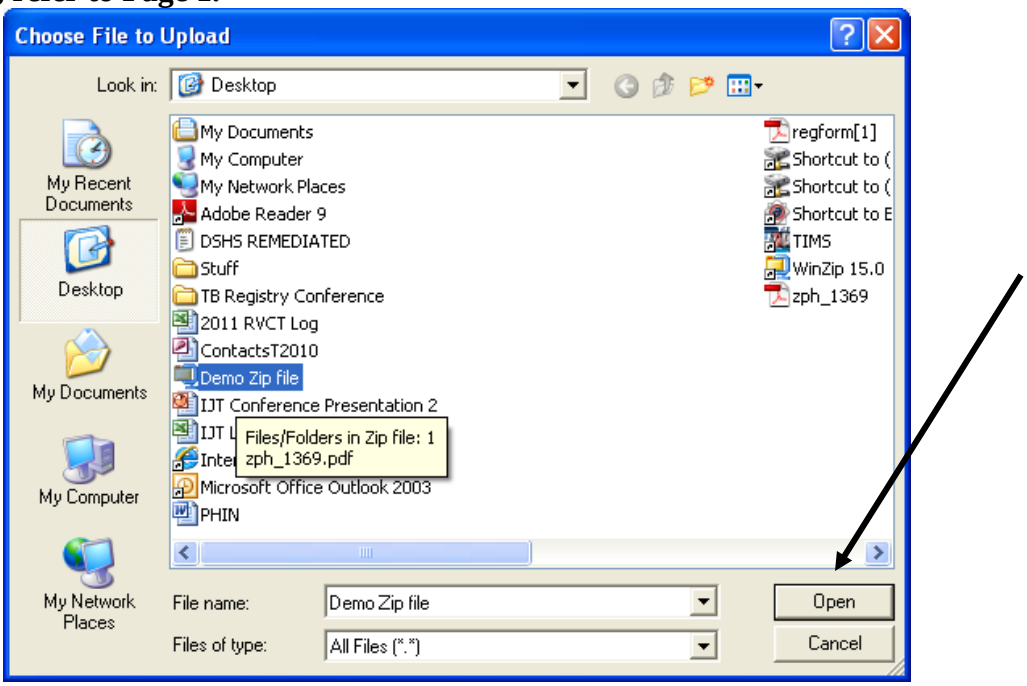


Uploading Documents to TXPHIN (continued)

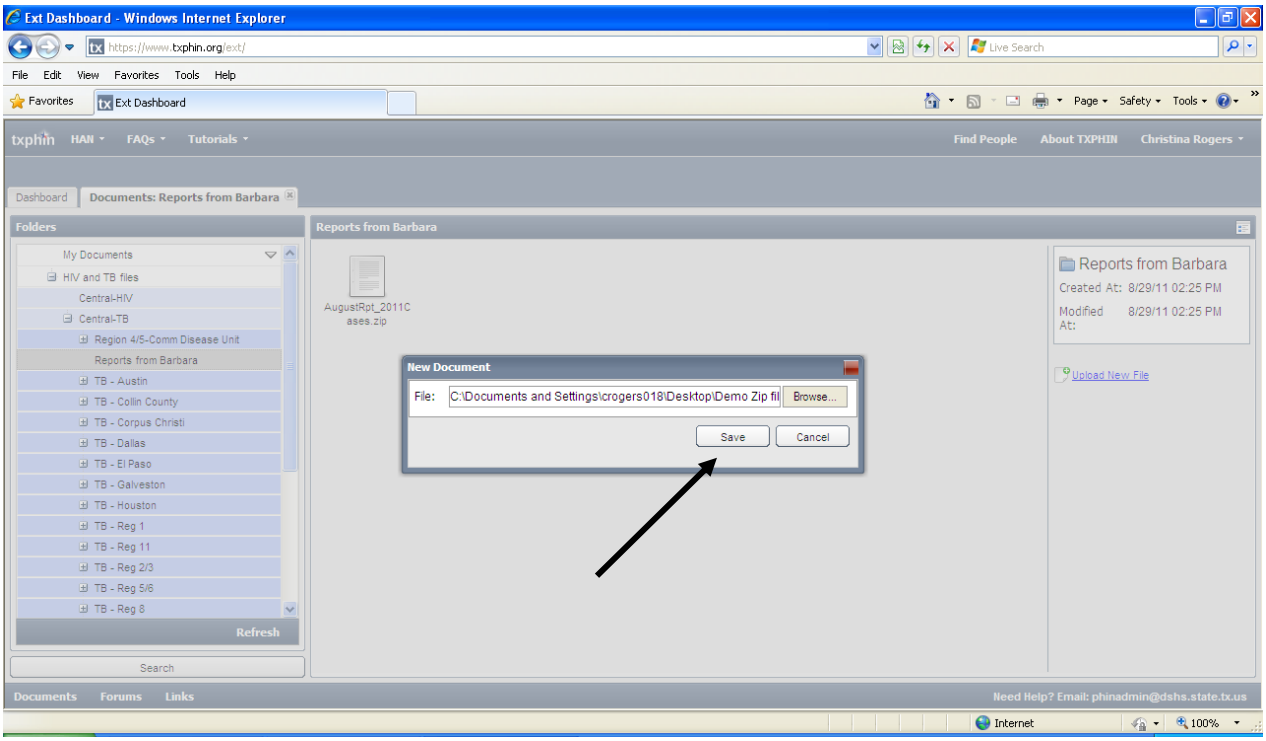
Input the path of the file you wish to upload. You can do this by clicking "Browse" and selecting the file you want to upload, then clicking on "Open".



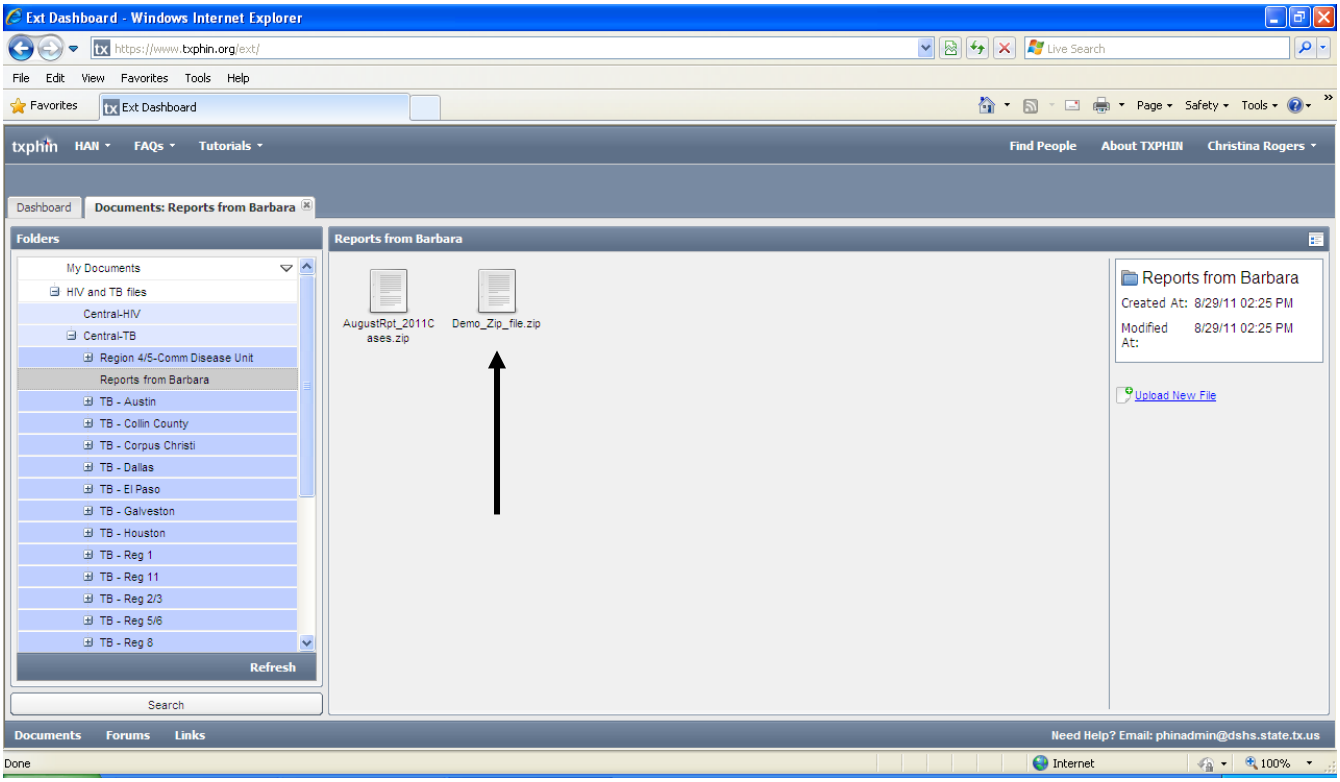
***Your file must be encrypted as a WinZip file prior to uploading. If you have not yet zipped and encrypted your file, refer to Page 1.**



The file path now appears in the “New Document” pop-up.



Click on “Save” to upload.



Your posted file now appears in the folder.

Part III: Emailing a Report Notification:

Once you have encrypted your file and posted it on the TXPHIN, email the intended recipient of your uploaded document to:

1. Alert them that you have posted your encrypted document to the TXPHIN
2. Provide the folder and file name where the document is posted
3. Provide the encryption password to open file

Note: Only communicate the above information with the person intended to receive the report. If you do not know who should receive your email, contact your region or DSHS central office.

The template below is an example of what an email report notification looks like:

To: **ReportsEmailExample@dshs.state.tx.us**

A report for [January 2015] has been uploaded the [2015 Cases] folder within the [TB-Dallas] folder.
File Name: Name of Document or Report
Password:_ _ _ _ _ _ _ _

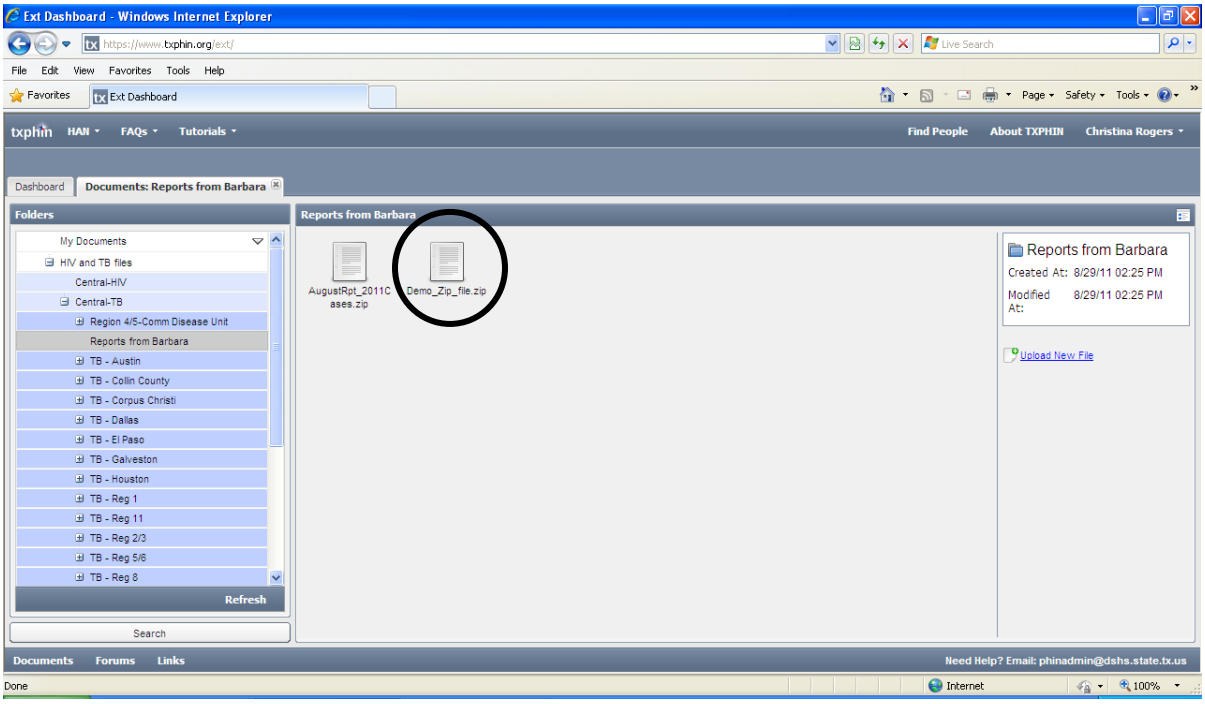
*Note: Be sure to name your encrypted WinZip file in accordance with the naming convention as requested by your receipient

Your name
Your contact information

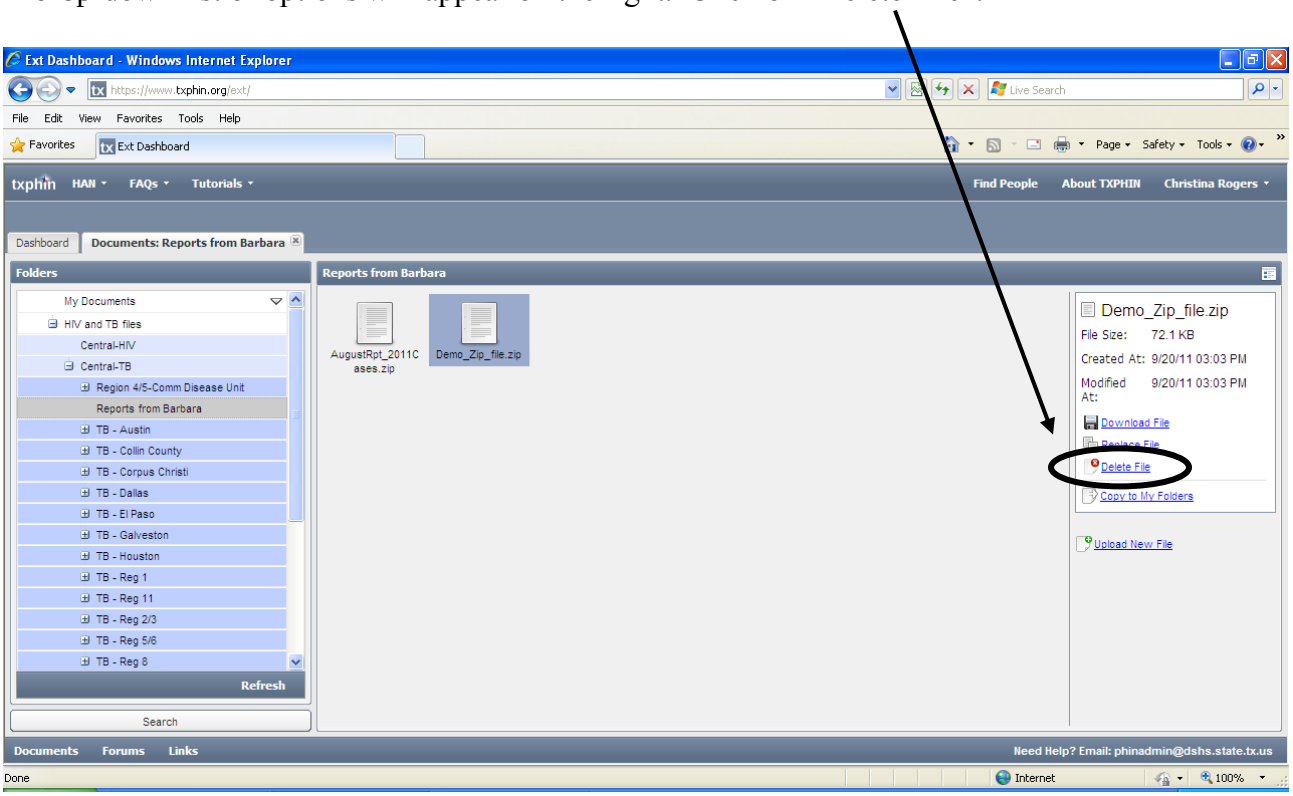
Note: Uploaded files only remain active in TXPHIN for 30 days. Files are automatically purged/deleted after 30 days.

Part IV: Deleting Files from TXPHIN

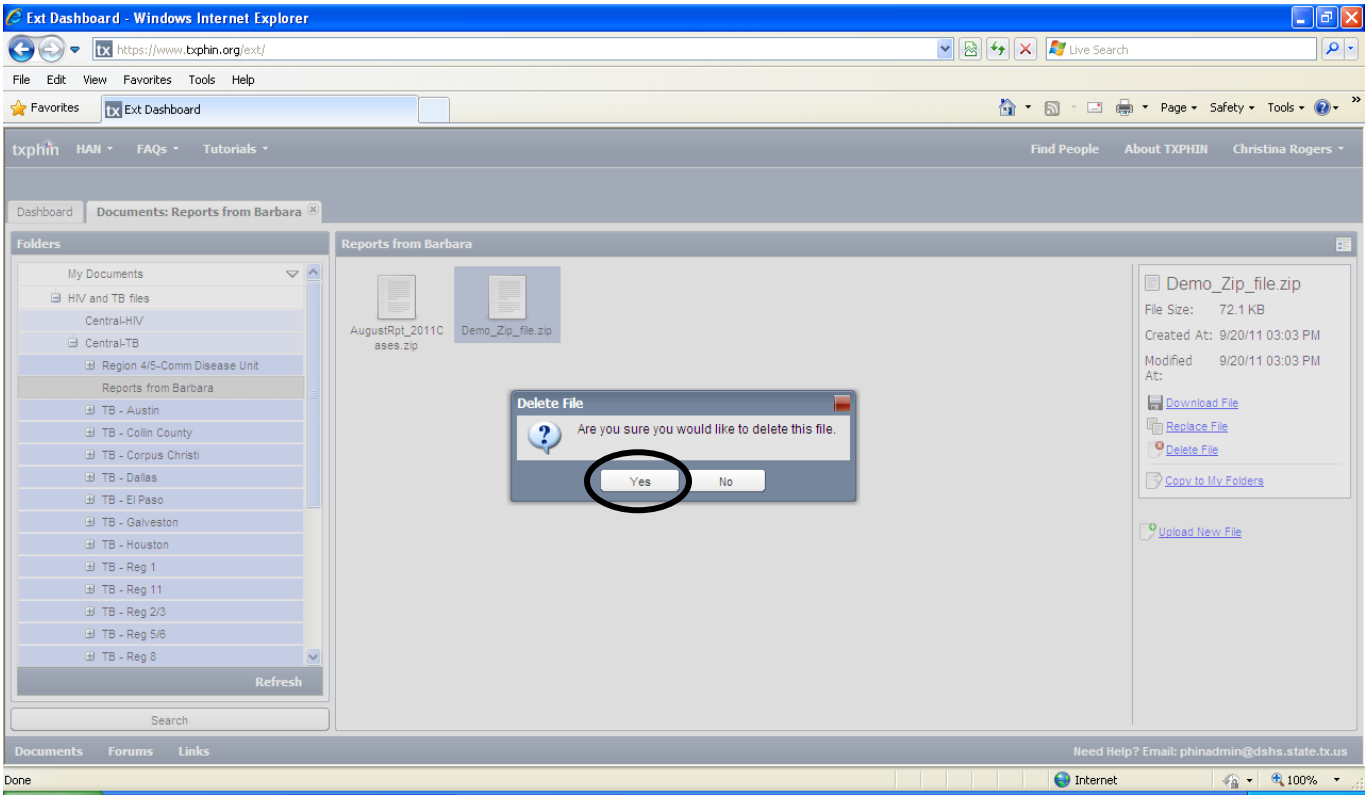
To delete a file from the PHIN, select the file.



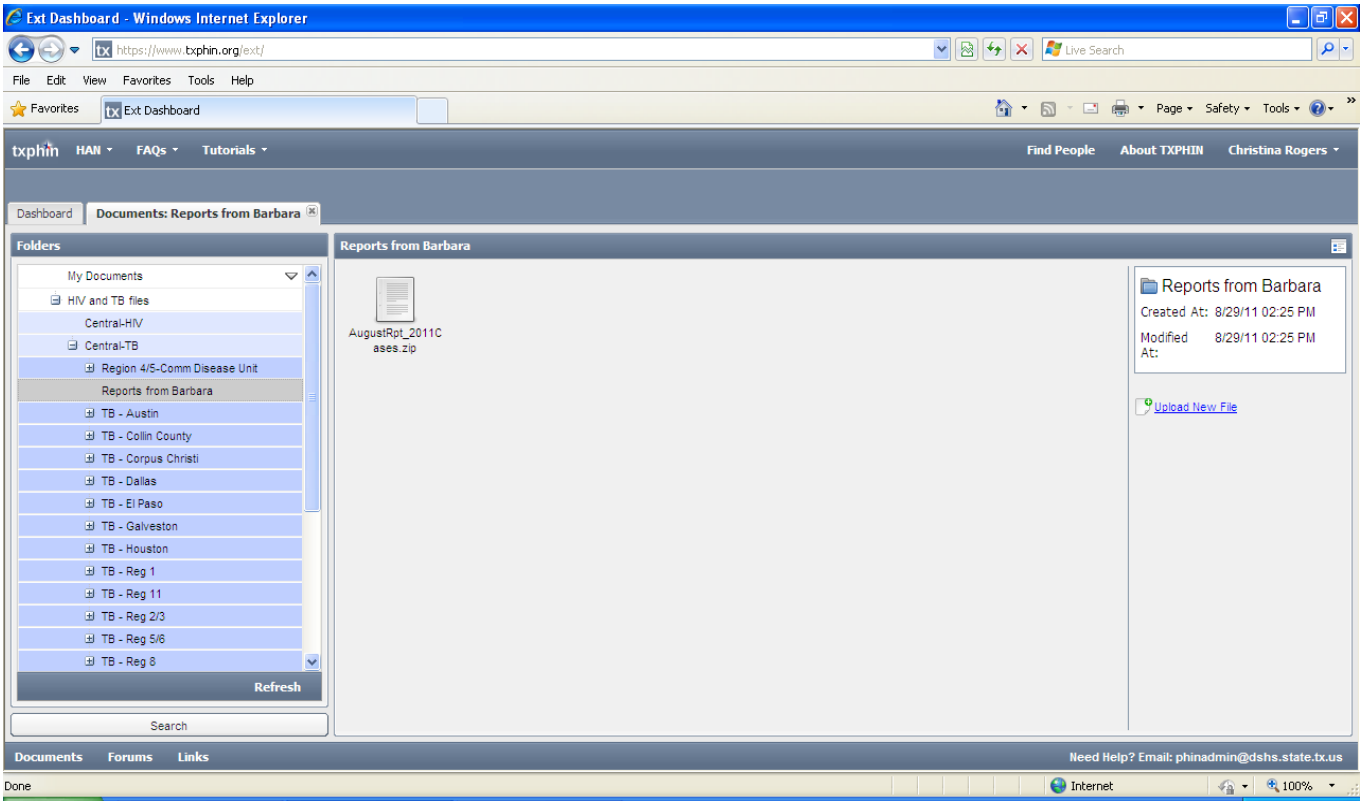
A drop-down list of options will appear on the right. Click on “Delete File”.



Click on “Yes” to indicate your desire to delete the selected file.



TXPHIN will delete the file from the folder.



TX PHIN Quick File Upload Guide

1. WinZip your file with encryption and password

    a. Find and select files on your computer

    b. Open WinZip by right mouse click on the file you would like to zip and encrypt

    c. Click "**Add to Zip file"**

    d. Click "**Encrypt added files"**

    e. Click "**Add and OK"**

    f. Enter **Password twice and click "OK"**

    g. Choose a target location for your file, type a name, and click "**Save"** or the file will show a WinZip file extension with the same naming convention

2. Go to the TXPHIN Website: https://www.txphin.org
   Sign in to your TXPHIN account with your email address and password

3. Locate the folder you wish to submit your document on the TXPHIN

4. Upload zipped and encrypted file to the HSR/LHD folder

5. After upload is complete, send email to the intended recipient including the name of the folder location, file name, and WinZip encryption password.

Customer Support

New TXPHIN User Access Request

PhinAccess@dshs.state.tx.us (512)-533-3134

- Request or change user access

Technical TXPHIN Questions

Erica Mendoza: Erica.Mendoza2@dshs.state.tx.us (512)-533-3134

- Technical assistance and general TXPHIN questions

Tuberculosis Surveillance Report Questions:

Maria Rodriguez: MariaG.Rodriguez1@dshs.state.tx.us (512)-533-3023

- Tuberculosis surveillance report questions

Tuberculosis Congregate Settings Report Questions:

Johna May: Johna.May@dshs.state.tx.us (512)-533-3160

- Target Testing & Annual Jail Screening Plan questions

Daniel Coy: Juan.Coy@dshs.state.tx.us (512)-533-3150

- Chapter 89, and LTBI Monthly Report questions

Hansen's Disease Report Questions:

Kirbi Woods: Kirbi.Woods@dshs.state.tx.us (512)-739-1826

Refugee Health Program Questions:

Amira Suton: Amira.Suton@dshs.state.tx.us (512)-533-3137

Tuberculosis Incident Report & Airline Report Questions:

TBEpiEvaluation@dshs.state.tx.us (512)-533-3159

Tuberculosis Cohort Review & Annual Report Questions:

Robin Beatty: Robin.Beatty@dshs.state.tx.us (512)-533-3148

Security Questions:

Stanley See: Stanley.See@dshs.state.tx.us (512)-533-3038

- Security training and general security procedures