

Texas Public Health
Information Network
(TxPHIN)
User Guide

Tuberculosis and Hansen's Disease Branch



TEXAS
Health and Human
Services

Texas Department of State
Health Services

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Pub. #: 12-14820
Revised 5/10/2017

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TxPHIN Requirements

1. Computer
2. Internet Access
3. WinZip file compression and encryption software

Requesting Access to TxPHIN

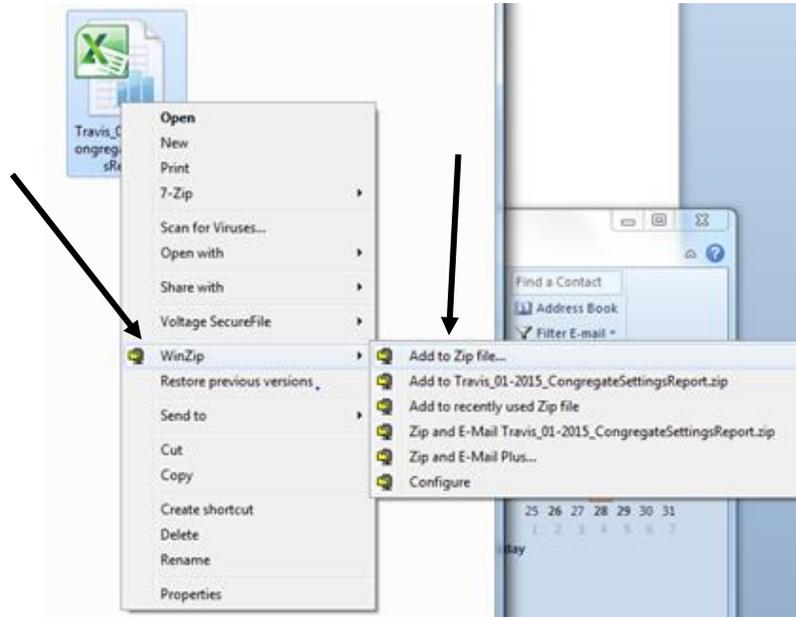
1. Download and complete PHIN access request form from www.texastb.org or request from PHINAccess@dshs.state.tx.us.
 - **Be sure all parts of the form are completed, including your Local Responsible Party (LRP) signature and authorization.**
 - **If you do not know your designated LRP, contact the privacy officer, TB manager or communicable disease (CD) manager in your program.**
2. Complete the TB/HIV/STD Data Security and Confidentiality Training and sign the TB/HIV/STD Confidentiality Agreement if you have not done it within the past 12 months.
 - **IMPORTANT: Please return completed agreement to security officer, Stanley See (Stanley.see@dshs.state.tx.us) and copy PHINAccess@dshs.state.tx.us.**
3. 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
4. Your request will be verified and, if approved, you will receive an email confirmation.
5. You will now be able to log into your account and see the access you requested:
 - Go to <https://www.txphin.org>
 - Enter the email and password you used when you created your PHIN account
 - Click “Log In”

Preparing Documents for Upload

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

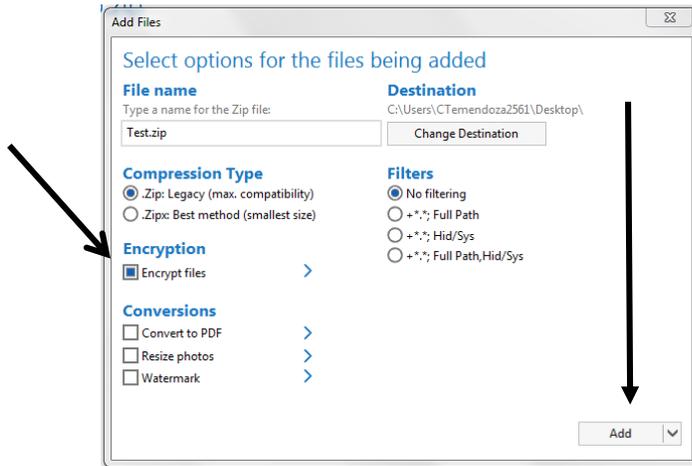
2. Select “WinZip”.

3. Select “Add to Zip file...”

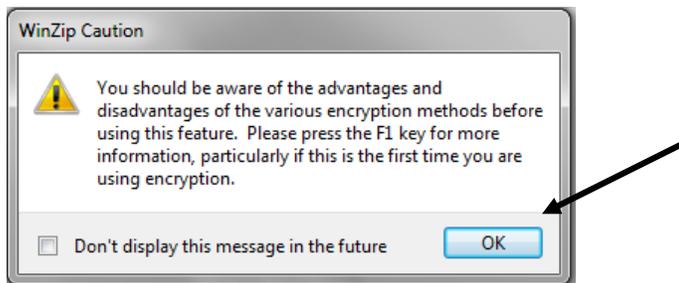


Zip files and encrypt before uploading to TxPHIN to protect health information

4. Check the option to encrypt added files.
5. Select “Add”.



6. A “WinZip Caution” dialog box may appear.
7. Select “OK”.



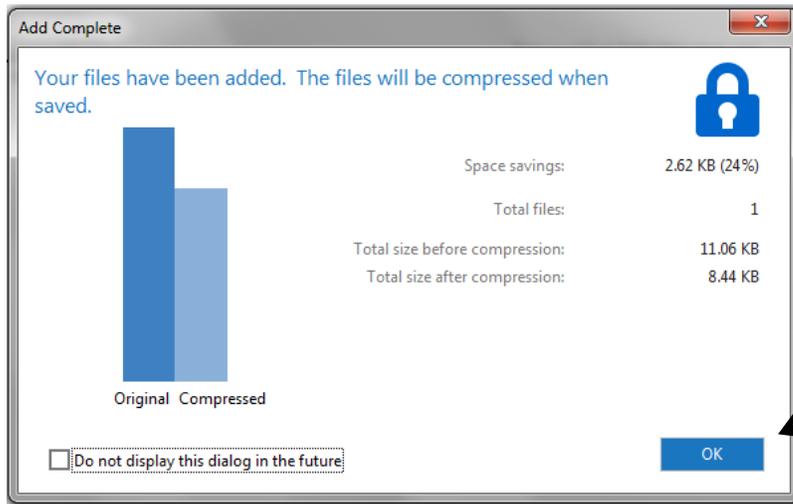
8. Enter your password twice in the “Encrypt” dialog box. Strong passwords contain letters, numbers and symbols.
9. Select “OK”.



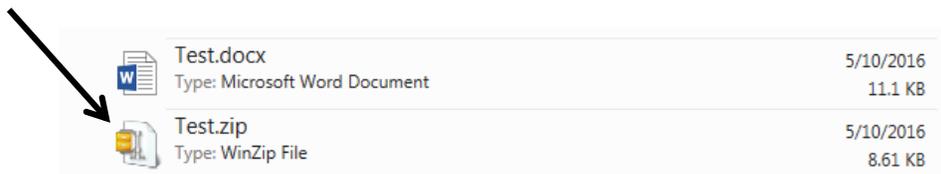
Zip file and encrypt with password here BEFORE uploading to TxPHIN

Password Tip:
Use a different password every time you zip and encrypt a file.

10. An “Add Complete” dialog box may appear.
11. Select “OK”.



12. The encryption process is complete once you see the WinZip file extension.



Uploading Documents

Login

Once training has been completed and access approved, you may access the TxPHIN.

Go to: www.txphin.org.



Sign in to your account with your username and password. (If you have forgotten your password, select “Forgot password?” to reset.)

Sign In to Your Account

Email

Password

[Forgot password?](#)

Remember me

[Need an account? Sign up.](#)

Uploading

1. On the home page, click the “Documents” tab at the bottom to access your folder.

txp.hin HAN Tutorials

Dashboard

ARE YOU READY - OR NOT?
START YOUR PLAN HERE

Emergency Preparedness and Response

The CDC Emergency Preparedness and Response website is CDC's primary source of information and resources for preparing for and responding to public health emergencies. This site continues to keep the public informed about public health emergencies and provides the information needed to protect and save lives.

CDC Home
Centers for Disease Control and Prevention
CDC 24/7: Saving lives, protecting people, reducing health costs

NHC Atlantic Outlook

nhcwebmaster@noaa.gov (NHC Webmaster)
Thu, 17 Sep 2015 14:33:14 GMT

Documents Forums Links

2. Click the “+” sign next to “HIV and TB files” to expand the list of available folders.

Dashboard Documents: My Documents

My Documents

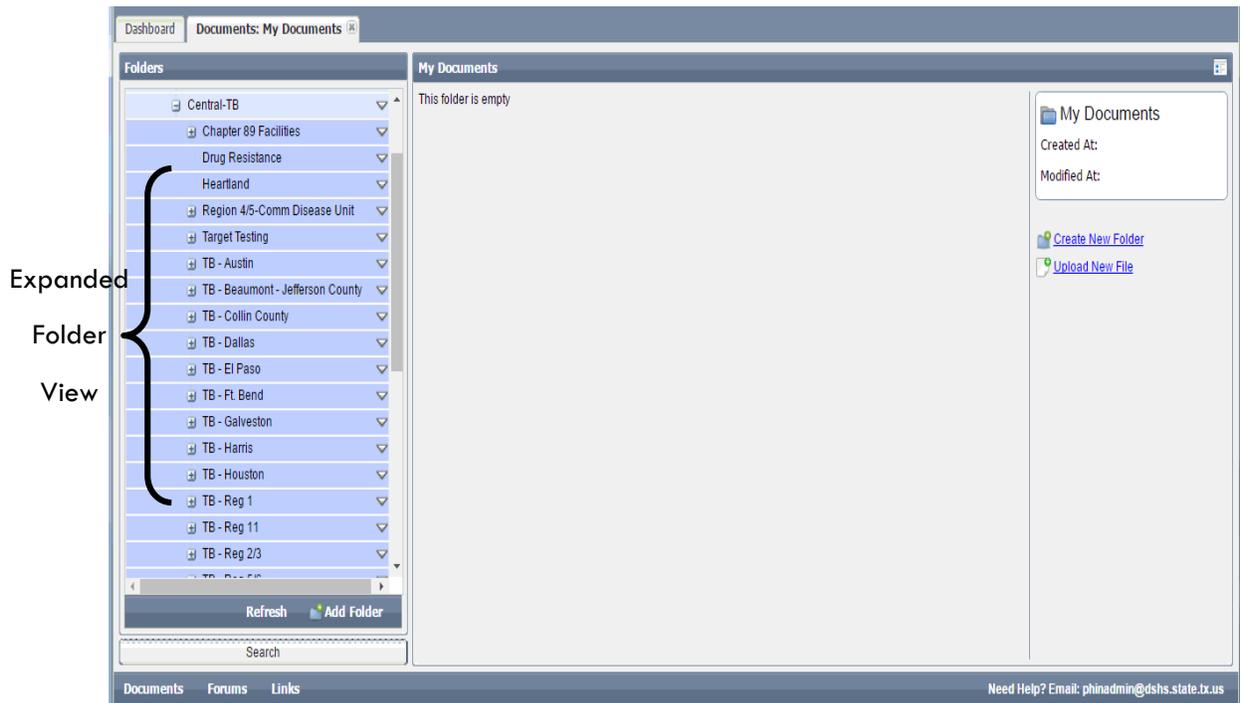
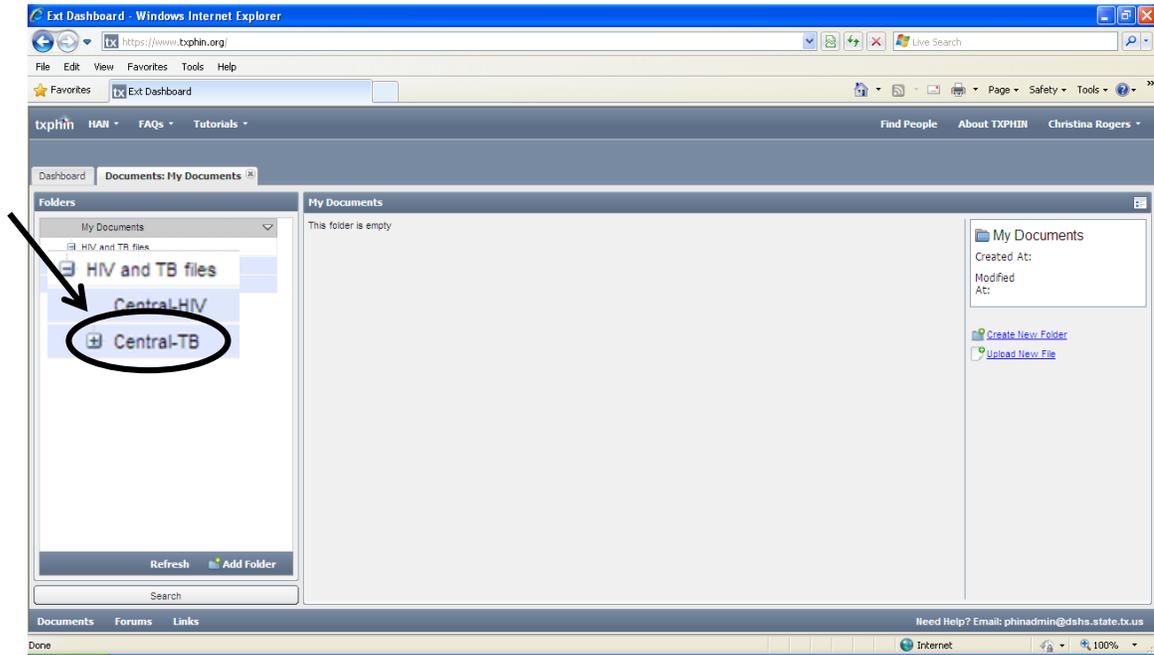
This folder is empty

Refresh Add Folder

Search

Documents Forums Links

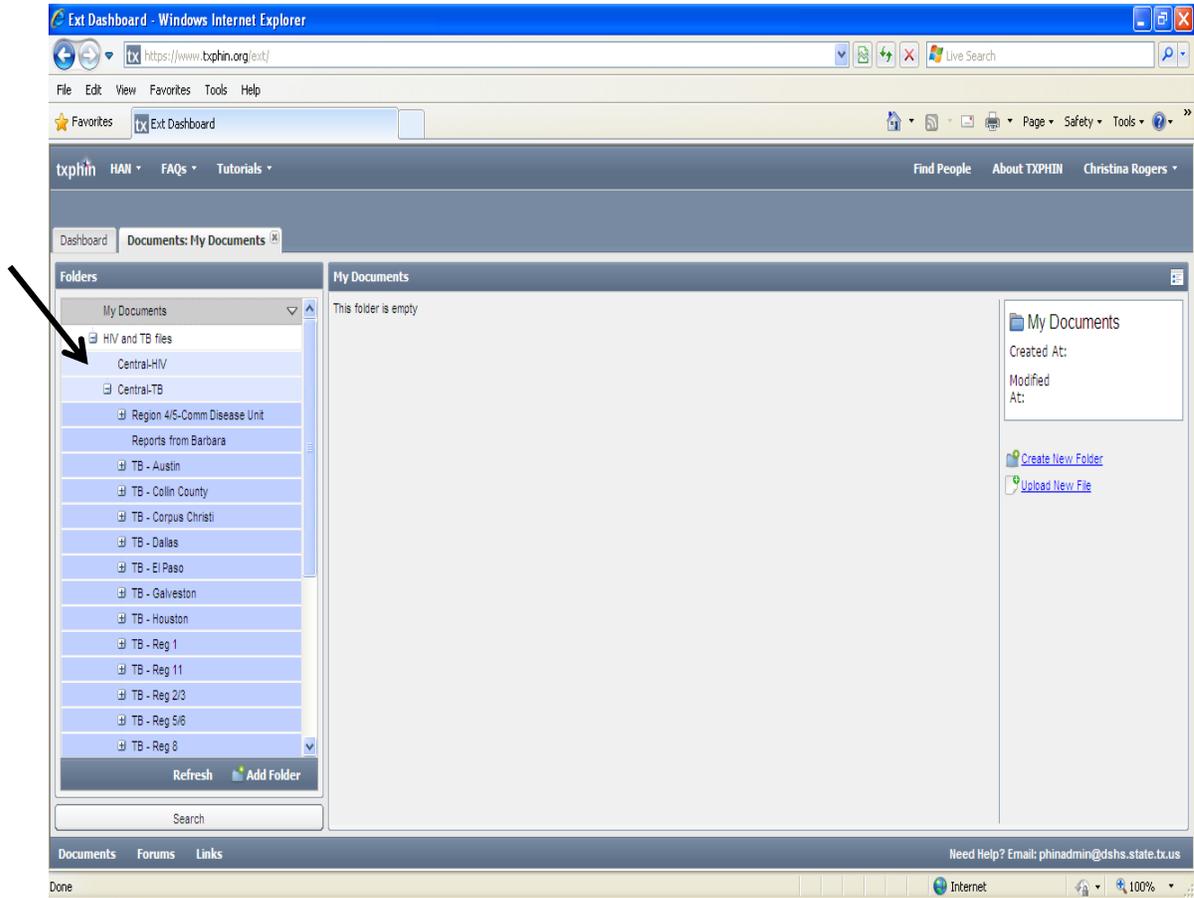
3. Click the “+” sign next to “Central TB” to expand the list of available TB folders. Your list may look different depending on your level of access.



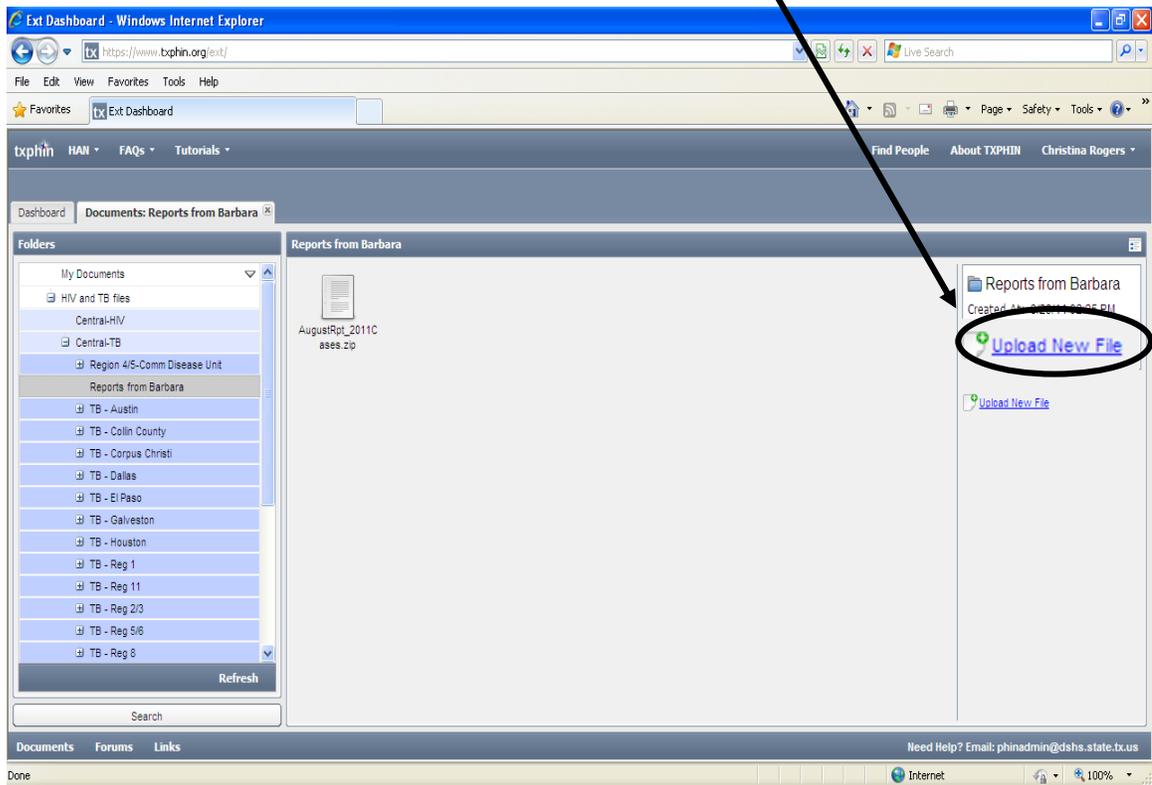
Note: Never post any document to TB Net’s stand-alone or Registry sub-folders. Those folders are exclusively for communication between TB Net and the Registries.

4. Locate the folder where you wish to submit the zipped file and double-click the name of the folder.

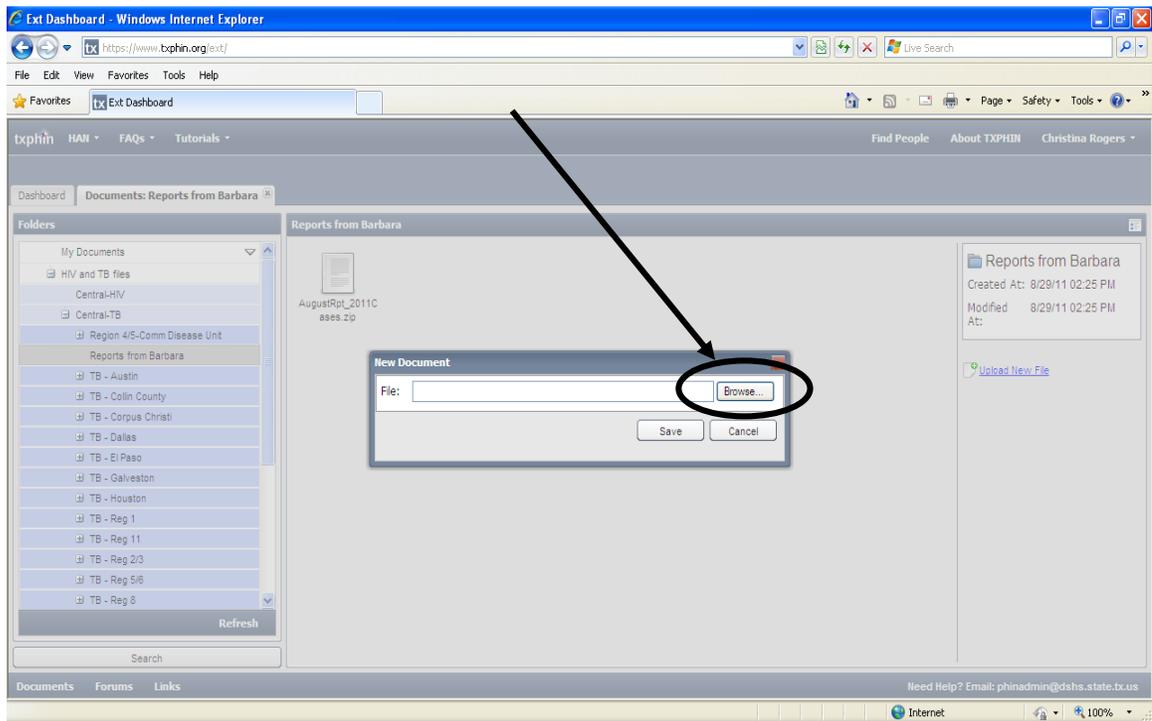
- **NOTE: Documents should be uploaded to your jurisdiction folder. Refer to ‘Customer Support’ section at the end of this document for reporting questions.**



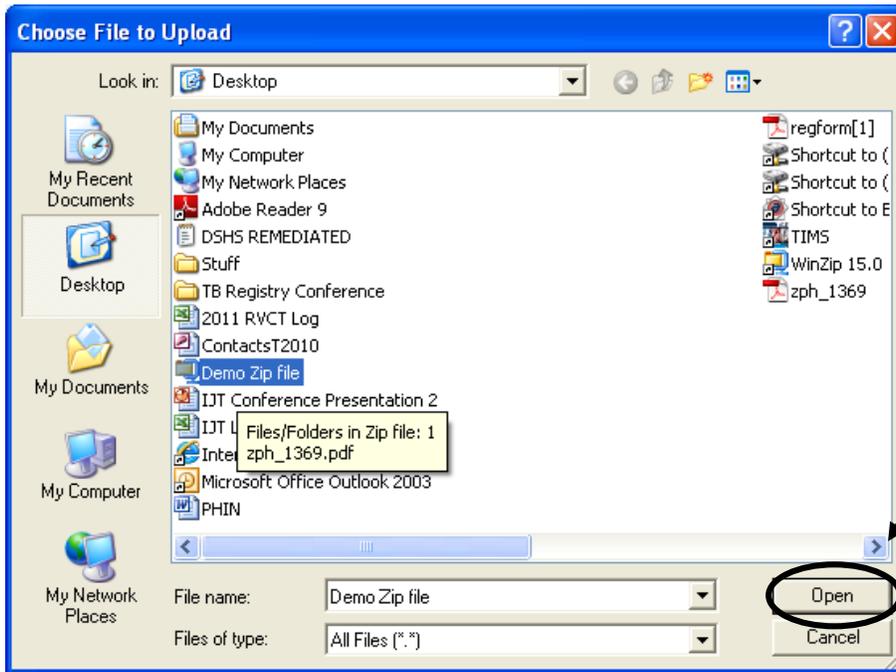
5. Click “Upload New File” on the right-hand pane.



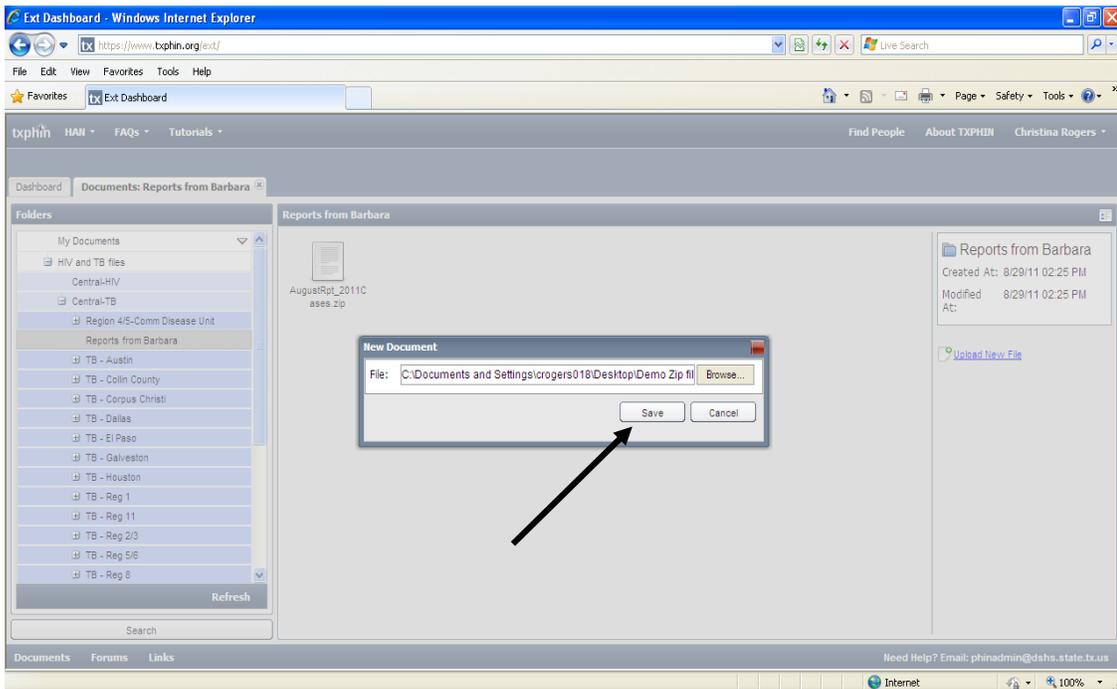
6. Input the path of the file you wish to upload by clicking “Browse”, selecting the file you want to upload, and then clicking “Open”.



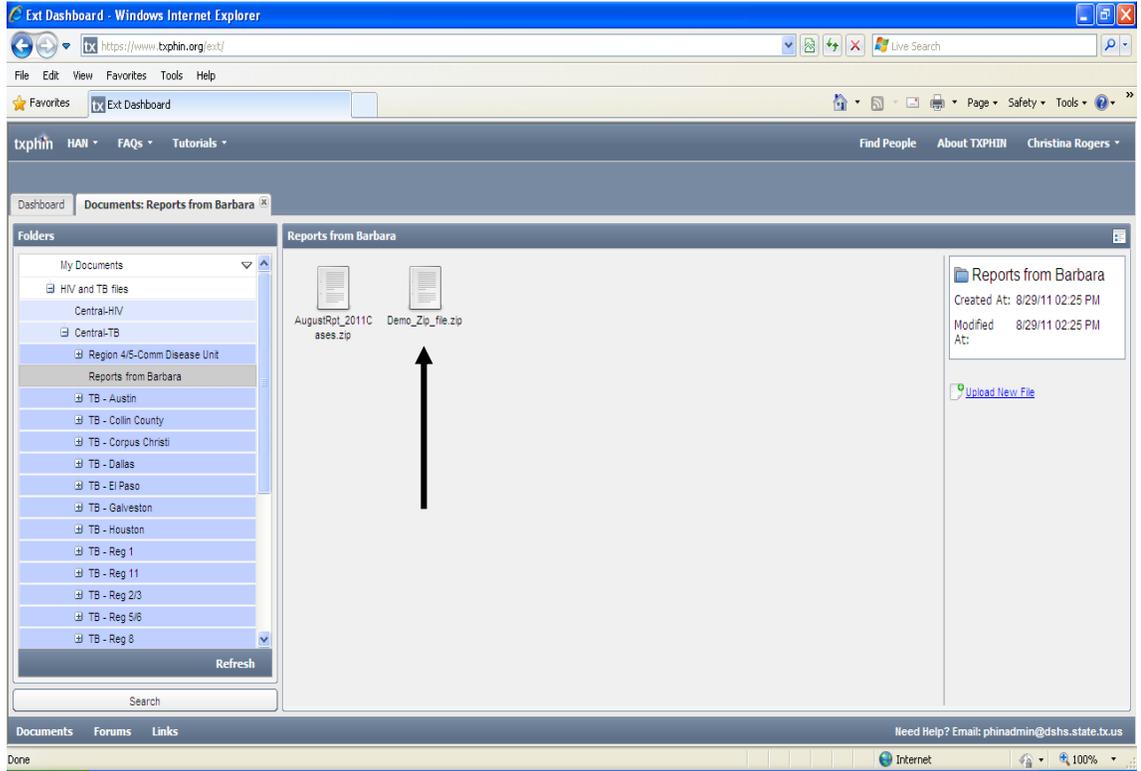
Note: Your file must be encrypted as a WinZip file prior to uploading. If you have not yet zipped and encrypted your file, refer to ‘Preparing Documents for Upload’ on page 2.



7. The file path now appears in the “New Document” pop-up.
8. Click “Save” to upload.



9. Your posted file now appears in the folder.



Emailing a Report Notification

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

1. Alert your contact 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.

Example of an email report notification:

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

A report for [Jan 20XX] has been uploaded to the [20XX Cases] folder within the [TB-Region] folder.

File Name: Name of Document or Report

Password: _ _ _ _ _

Your name

Title

Phone Number

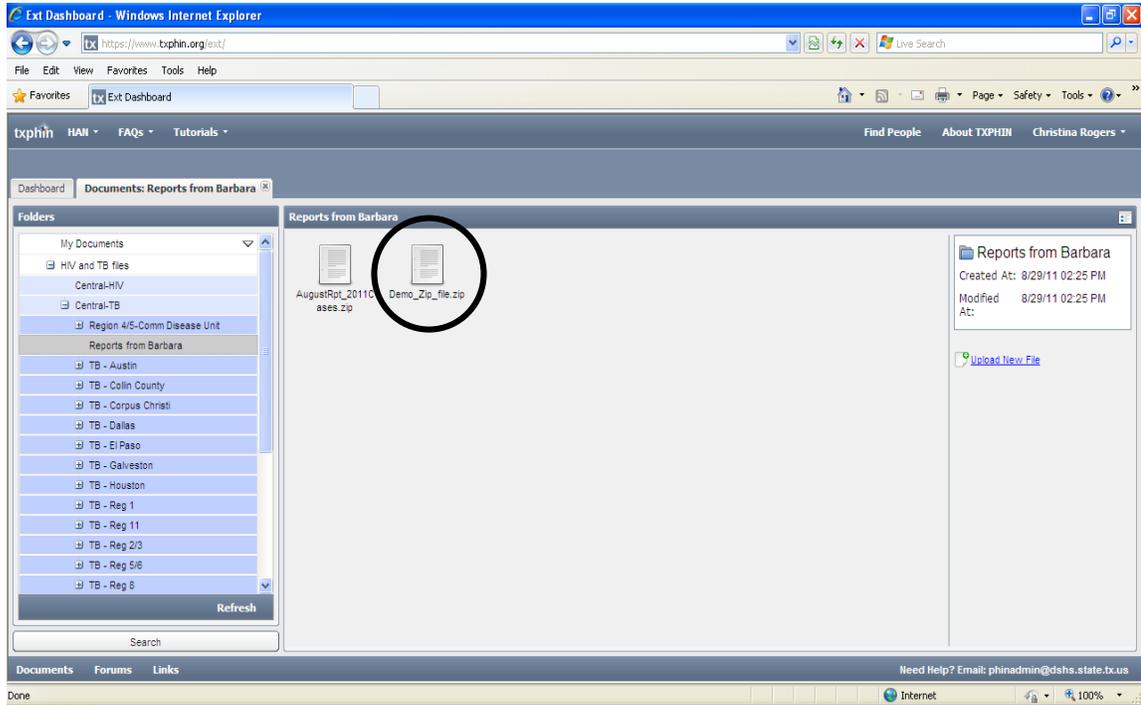
TB Program Information

***Note: Please do not use protected health information (e.g. name and date of birth) to name the file. If applicable, name your encrypted WinZip file in accordance with the naming convention requested by the recipient.**

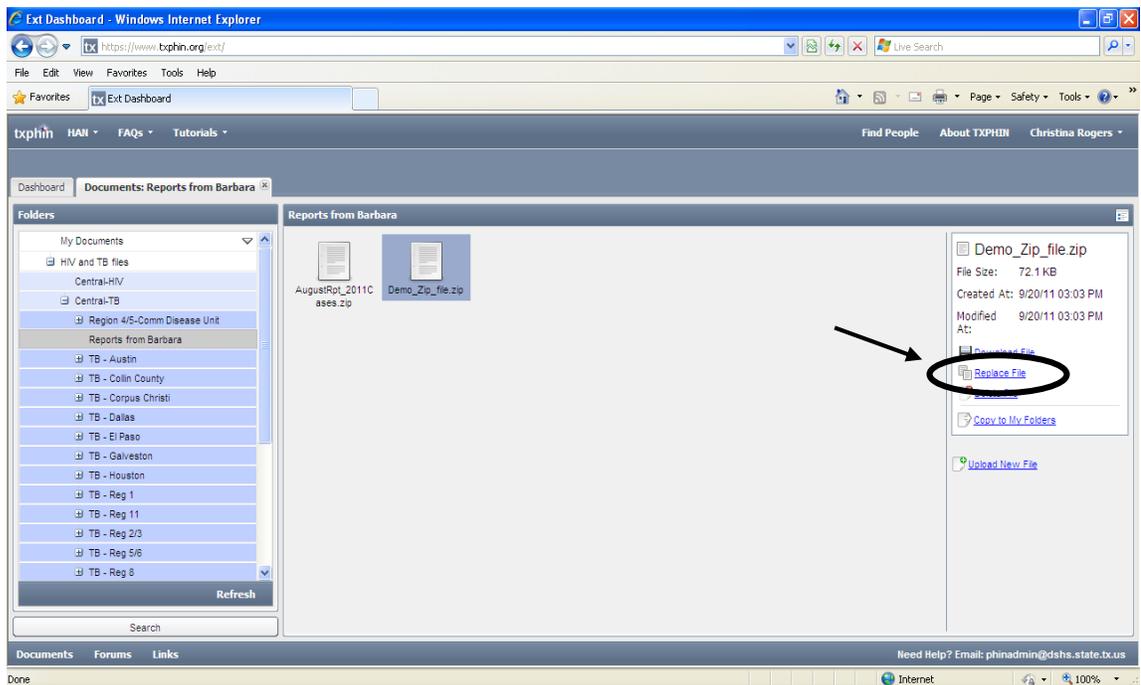
Note: Uploaded files only remain active in TXPHIN for 30 days. Files are automatically purged/deleted after 30 days.

Deleting Files

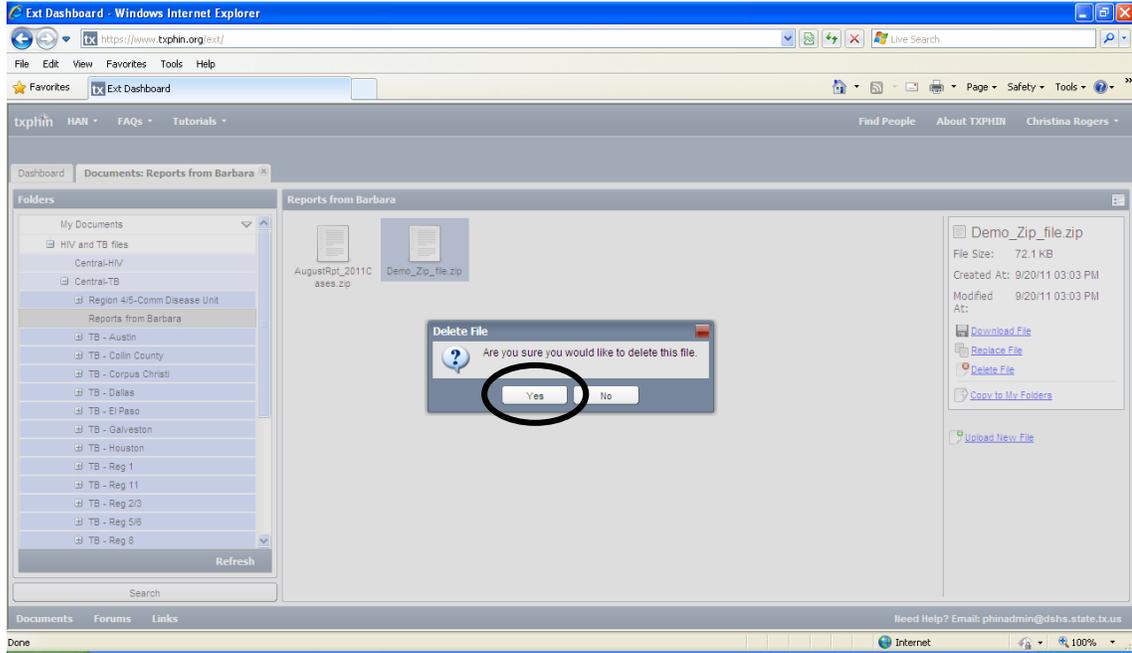
1. Select the file.



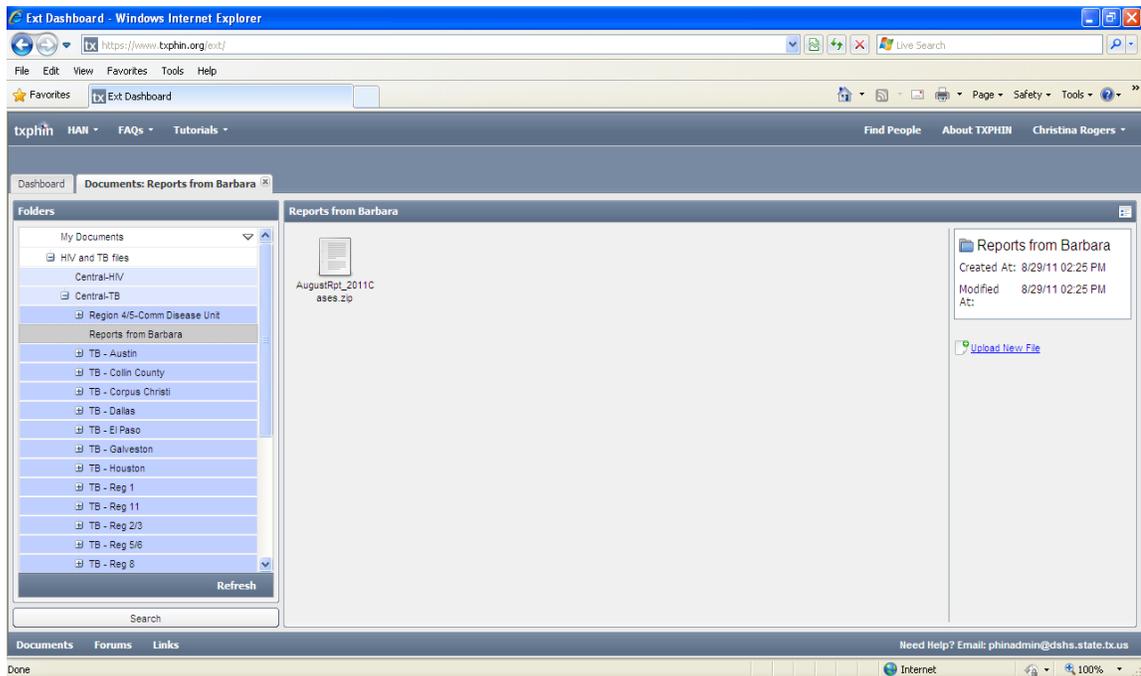
2. A list of options will appear on the right. Click "Delete File".



3. Select “Yes” to delete the selected file.



4. The file will be deleted from the folder and TxPHIN.



NOTE: Files remain active in TXPHIN for 30 days before being automatically purged. For maintenance purposes, please delete your file after you receive email confirmation from the recipient that the file was downloaded.

TxPHIN Quick File Upload Guide

1. Zip your file with encryption and password
 - a. Find and select files on your computer
 - b. Open WinZip by right clicking 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 appropriate 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.
6. Delete file after receiving email confirmation from intended recipient at DSHS.

Customer Support

Tuberculosis Surveillance Report Questions:

Daniel Castillo: TBSurveillance@dshs.state.tx.us (512) 533-3033

Tuberculosis Congregate Settings Report Questions:

CongregateSettings@dshs.state.tx.us

- Target Testing questions
- Chapter 89 and LTBI Monthly Report questions

Hansen's Disease Report Questions:

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

Tuberculosis Incident Report & DGMQ Report Questions:

TBEpiEvaluation@dshs.state.tx.us

Tuberculosis Cohort Review Report Questions:

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

Tuberculosis Annual Report Questions:

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

New TxPHIN User Requests:

PHINAccess@dshs.state.tx.us

- Request or change user access
- Technical assistance and general TxPHIN questions

Security & Training Questions:

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

- Security Training and general security procedures