

**APPRISS**<sup>®</sup>  
HEALTH

ERvive Patient Data Integration  
Admin Support Manual

November 2020

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# 1 ERvive General Overview

Organizations, Emergency Medical Services, Law Enforcement, Practitioners, and State Administrators need the ability to submit non-dispensation patient-centric events for consolidation to the patient's group for ultimate consumption on Appriss Health reports and dashboards. ERvive is designed to meet this need. Within ERvive, licensees (often States with specified data set) are configured to support their organization's and users in the organization, upload files of patient records. ERvive additionally provides users of a Naloxone Administration data set the ability to manually create and manage Naloxone Administration events.

**Note:** *To have ERvive enabled, a state or organization must coordinate with Appriss to define and map the integration for the patient data set.*

ERvive is integrated with NarxCare reports in state PMPs (AWARxE) and integrated Gateway reports where it is enabled, so clinicians can see the record of the non-dispensation event on the Patient's NarxCare Report.

ERvive is accessible through the site's URL: <https://ervive.com/#/>

**Note:** *For complete instructions on using AWARxE, including how to log in to the system and create a NarxCare Report, please refer to the AWARxE User Support Manual.*

## 2 User Accounts and Roles

New users have the option to self-register for an ERvive account, or they can be created by an Admin. Roles within the application determine the permissions users assigned to the role will have. Roles include:

Role Name	Description
Basic User	Approved users of the app responsible for the manual entry of patient events.
Contributor	Approved individuals who are responsible for manual entry and file uploads of patient events.
Organization Admin	Approved organizational administrators who are responsible for managing/approving contributor and basic user accounts and all patient events for their organization(s)
Licensee Admin	Approved administrators who are responsible for managing/approving all organizations, users, and patient events for their licensee.

**Note:** When creating an account for yourself or as an admin for someone else, you should use the person's work email address, not a personal email address.

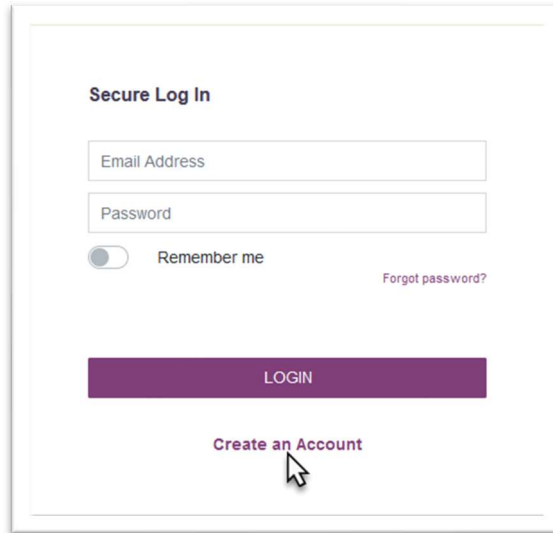
Data permissions are hierarchical based on role assignment.

Role Name	Data Permission
Basic User	Only have access to their own data.
Contributor	Only have access to their own data.
Organization Admin	Only have access to their own data and the Users associated to their Organization.
Licensee Admin	Have access to all data for their instance including all related Organizations and associated users.

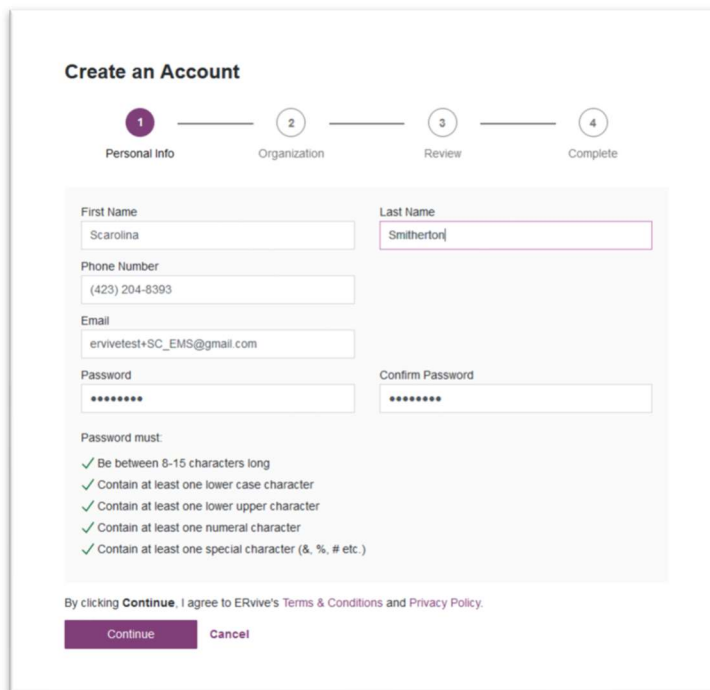
## 2.1 Registration

### 2.1.1 Create an Account

1. From the ERvive Web App login page, click on the 'Create an Account' link in the Secure Log In box.



2. Enter the user's First Name, Last name, Phone Number, Email, and create a Password.



3. Click 'Continue'.

4. Select the State your Organization is located in, data type, and enter and Find your Organization by Name.

**Create an Account**

1 Personal Info — 2 Organization — 3 Review — 4 Complete

What state is your organization located in?  
IA (Iowa) | v

What data type are you submitting?  
Naloxone Administration | v

Organization  
test | Find

We found the following organizations that match your search criteria. Please make a selection or create a new organization.

Dr. Test's Org - Test 123, Test, Iowa 37064

Role  
Select... | v

+ Add New Organization

Continue Back Cancel

5. Select your Role for your selected Organization

**Create an Account**

1 Personal Info — 2 Organization — 3 Review — 4 Complete

What state is your organization located in?  
IA (Iowa) | v

What data type are you submitting?  
Naloxone Administration | v

Organization  
test | Find

We found the following organizations that match your search criteria. Please make a selection or create a new organization.

Dr. Test's Org - Test 123, Test, Iowa 37064

Role  
Contributor | v

+ Add New Organization

Continue Back Cancel

- 6. Click 'Continue'
- 7. Review the details of your Account and 'Submit' the form

**Create an Account**

1 Personal Info — 2 Organization — 3 Review — 4 Complete

**PERSONAL INFO** [Edit](#)

First Name: Scarolina  
Last Name: Smitherton  
Phone: (423) 204-8393  
Email: ervivetest+SC\_EMS@gmail.com  
Password: \*\*\*\*\*

**ORGANIZATION INFO** [Edit](#)

Role: Contributor  
State: Iowa  
Name: Dr. Test's Org  
Address: Test 123 Test, IA 37064  
Phone: (615) 457-9808  
Email: test@test.com

[Submit](#) [Back](#) [Cancel](#)

- 8. Review the Complete page which confirms the Account Submission

**Create an Account**

1 Personal Info — 2 Organization — 3 Review — 4 Complete

**Submitted Successfully**

Status: Pending Approval

Thank you for creating your account.

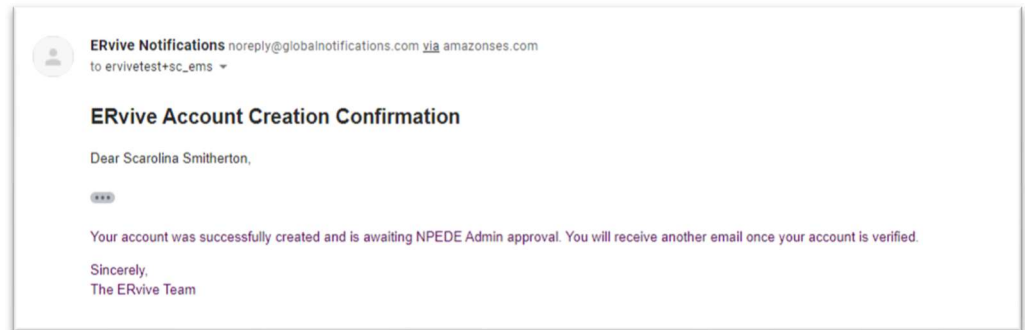
Your account still needs to be approved by an admin before you can access the application.  
You will receive an email once your account has been approved.

[Return to Home Page](#)

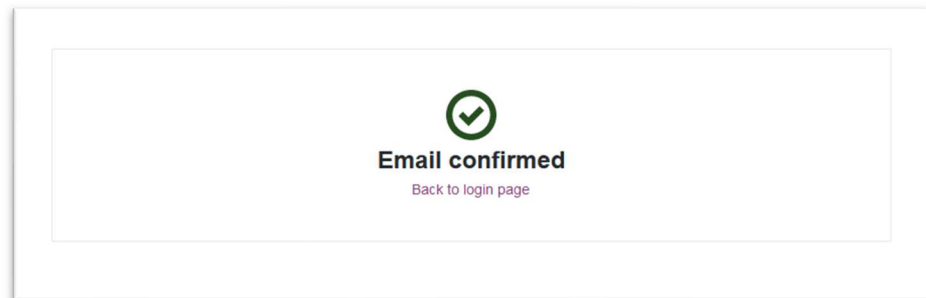


## 2.1.2 Confirm Your Account

1. Check the email account used for registration to confirm receipt of the “**ERvive Account Creation Confirmation**” email



2. Once an Admin reviews and approves your account, you will receive an “**ERvive email confirmation**” email from ERvive Notifications to the email address of your account. Your account is Pending at this time. To activate your account and confirm your email address, click the link in the email. You will be navigated to the URL and presented an “Email confirmed” page.



## 2.2 Admin Created User Account

An Admin can create an account for a user through the ERvive web application. Users created by an Admin must create their password to begin accessing the application.

### 2.2.1 Create Your Password

1. Access your email associated with your ERvive account registration.
2. You will have received a “Set Password” email from ERvive Notifications. Click the link in the email to be navigated to the Create Password page.
3. Enter in a password and re-enter your password and click **Submit**.

## 3 Data Submission

You can create new patient incident records in ERvive by uploading a file of data to be validated and stored for integration with consolidated patient records.

Each Licensee (state with data set) has a defined file structure, columns, and validations. To successfully upload, you must have an active Licensee and Organization to submit the records to in the defined format for the Licensee.

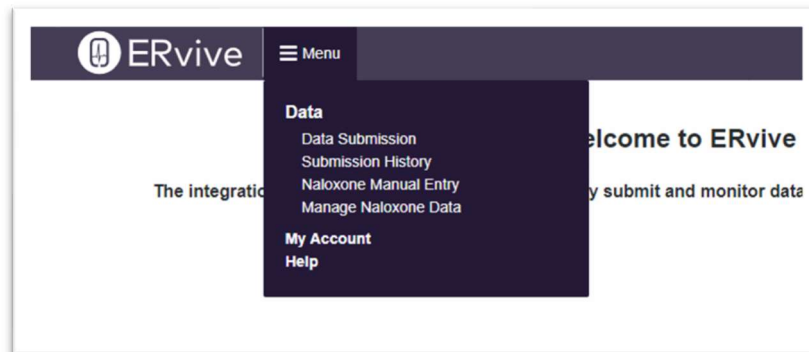
**Note:** The database stores times in the Western-most time zone for the affected state.

### 3.1 File Upload

When patient records requiring consolidation to Appriss Health are maintained in another application or process, you can upload a file of multiple patient records for your organization through the **File Upload** feature.

#### 3.1.1 Navigate to File Upload

1. Navigate to **Data > Data Submission** through the **Menu**.



### 3.1.2 Upload New File

1. Select your **Organization** and your **Data Type** in the form

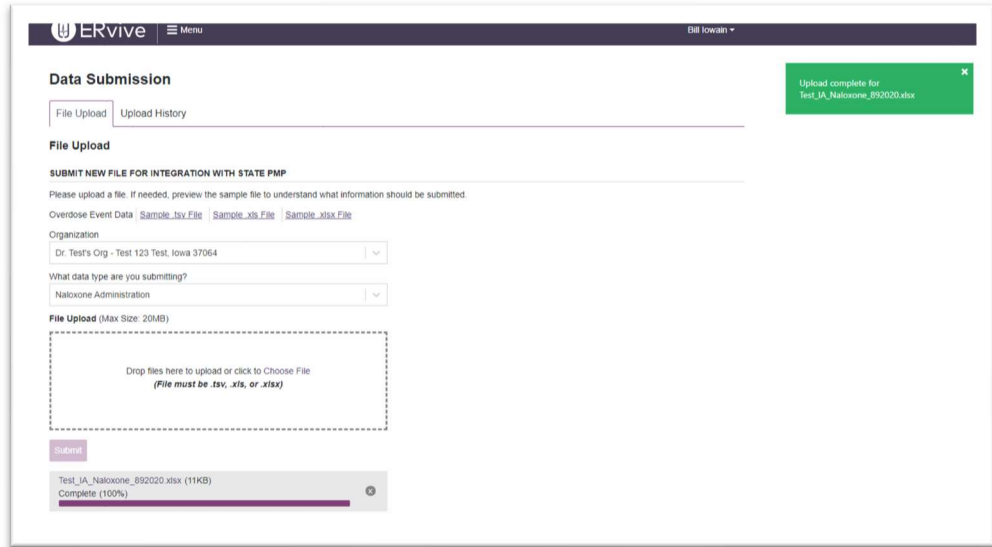
The screenshot shows the ERvive Data Submission interface. At the top, there's a header with the ERvive logo and a menu icon. Below that, the 'Data Submission' title is followed by two tabs: 'File Upload' (active) and 'Upload History'. The main section is titled 'File Upload' and contains a sub-header 'SUBMIT NEW FILE FOR INTEGRATION WITH STATE PMP'. A paragraph of text asks the user to upload a file and provides links for sample files. Two dropdown menus are present: 'Organization' (selected: Dr. Test's Org - Test 123 Test, Iowa 37064) and 'What data type are you submitting?' (selected: Naloxone Administration). A dashed rectangular area is designated for file uploads, with instructions to drop files or click 'Choose File', and a note that files must be .tsv, .xls, or .xlsx. A 'Submit' button is located at the bottom left of the form area.

2. You can drag and drop a local file of patient records, or you can click **Choose File** in the upload **File Upload** screen to open your local file explorer to select a file for upload.

This screenshot shows the same ERvive Data Submission interface as the previous one, but with a file upload in progress. A blue notification box in the top right corner states: 'Your file(s) are queued. Please click Submit to upload.' The file upload area now displays a file named 'Test\_IA\_Naloxone\_892020.xlsx (11KB)' with a small circular icon to its right. The 'Submit' button remains at the bottom left.

**Note:** The file you select must be a type compatible with the data set (i.e. .csv, .tsv, .xls)

3. Click **Submit** to upload the file.
4. Confirm the upload process has completed by viewing the system alert and/or checking the upload complete status bar and percentage.

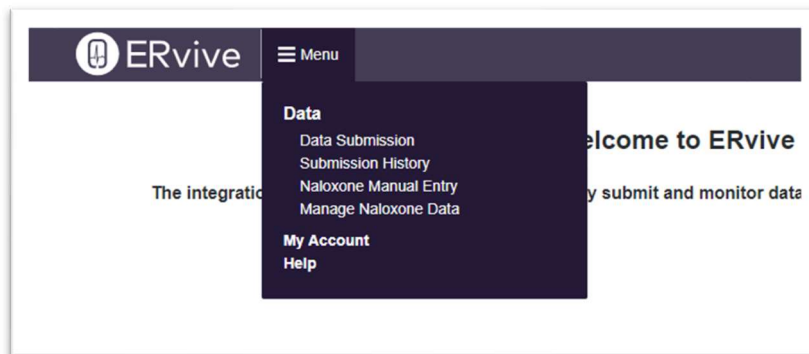


## 3.2 Upload History

You can review previously submitted files through the Upload History tab. Each record will display: File Name, Date Submitted, Submitted By, Status, Organization, and all available Action.

### 3.2.1 Navigate to Upload History

1. Navigate to **Data > Submission History** through the **Menu**.



- Choose your **Organization** in the dropdown.

**Data Submission**

File Upload Upload History

**Upload History**

Review the file status for submitted files. If errors are found, click Fix Errors to fix all errors and resubmit files. To download a copy of the file uploaded, select Download.

Organization: INITIAL\_ORGANIZATION\_SC - 110 Centervie... Search

File	Submitted	Submitted By	Status	Organization	Action
42/sc_example_101.xlsx	11/05/2020 11:22 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_10.xlsx	10/28/2020 03:17 PM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_4.xlsx	10/19/2020 10:40 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_3.xlsx	10/19/2020 10:40 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_2.xlsx	10/19/2020 10:39 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_1.xlsx	10/19/2020 10:38 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/manyRows_1tsv.tsv	10/07/2020 09:27 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors

### 3.2.2 Actions

In the Action column, you have the option to download a copy of the file or manage any record errors.

### 3.2.3 Search Upload History

- Select your **Organization** from the list.
- In the **Search** field, enter a value to search by File Name.

**Note:** The Search feature can use partial search to find matching results.

- 3. The search results will display all matches to the criteria in the Upload History table.

**Data Submission**

File Upload Upload History

**Upload History**  
Review the file status for submitted files. If errors are found, click Fix Errors to fix all errors and resubmit files. To download a copy of the file uploaded, select Download.

Organization: INITIAL\_ORGANIZATION\_SC - 110 Centervie...  
Search: 102

File	Submitted	Submitted By	Status	Organization	Action
42/sc_example_102_4.xlsx	10/19/2020 10:40 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_3.xlsx	10/19/2020 10:40 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_2.xlsx	10/19/2020 10:39 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102_1.xlsx	10/19/2020 10:38 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors
42/sc_example_102.xlsx	10/01/2020 10:26 AM	SYSTEM SYSTEM - null	Complete	INITIAL_ORGANIZATION_SC	Download Errors

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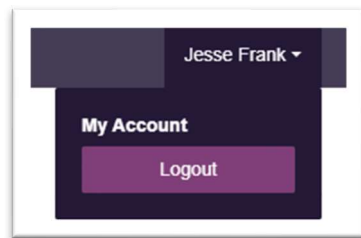
## 4 Account Management

You can manage the information on your user account profile to update your information or manage your organizations as needed.

### 4.1 My Account

#### 4.1.1 Navigate to My Account

1. Expand your account menu by clicking on your Name in the top right of the Menu.
2. Click on My Account



#### 4.1.2 Manage Your Account

You can manage your Account Information including your Name, Email, Phone Number.

1. Click on **Update** in the appropriate section to make changes.

2. Click **Save Changes** to store your changes. Click **Cancel** to discard your changes.

**My Account**

**PERSONAL INFORMATION**

First Name: Jesse  
Last Name: Frank

Buttons: Save changes, Cancel

**CONTACT INFORMATION**

Email: ervivetest+ia\_provider2@gmail.com  
Update

Phone Number: (332) 567-8909  
Update

**ORGANIZATIONS**

Active

INITIAL\_ORGANIZATION\_IA - 1006 Central Rd Des Moines 16 46578

**PASSWORD**

Password: \*\*\*\*\*  
Change

Last login: 11/19/2020 10:55 PM

### 4.1.3 Update Your Password

1. Click on **Change** in the Password section.
2. Enter in your Current Password
3. Enter in your new Password and Confirm password



4. Click **Save Changes** to store your changes. Click **Cancel** to discard your changes.

**PASSWORD**

**Update password**

Current password  
.....|

Password  
.....

Confirm password  
.....

Password must:

- ✓ Be between 8-15 characters long
- ✓ Contain at least one lower case character
- ✓ Contain at least one lower upper character
- ✓ Contain at least one numeral character
- ✓ Contain at least one special character (&, %, # etc.)

**Save Changes** **Cancel**

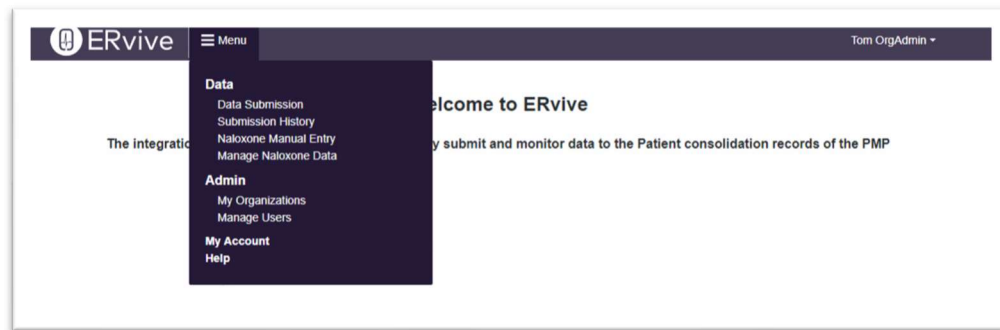
# 5 Administrative Features

## 5.1 Manage Users

As an Organization or Licensee Admin, you can manage user accounts in ERvive for all your Organizations. Users are grouped into tabs by their status, including: Awaiting Approval, Active, Inactive, and Rejected.

### 5.1.1 Navigate to Manage Users

1. Click on Menu to expand the navigation menu and click on **Manage Users** under the **Admin** header.

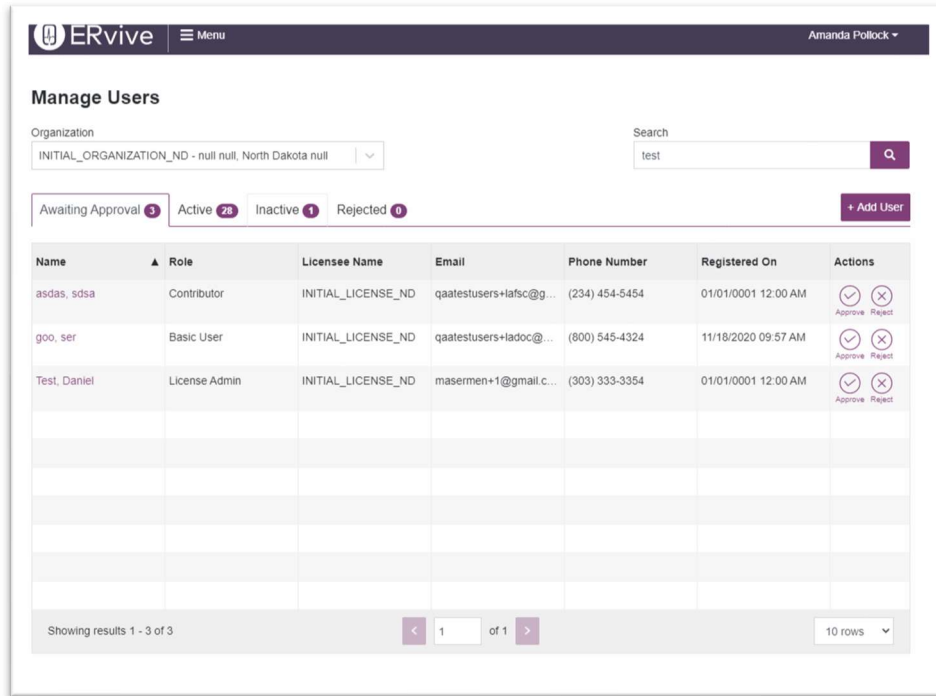


### 5.1.2 Search Users

1. Select your **Organization** from the list.
2. In the **Search** field, enter any of the following to identify a user:
  - a. Name
  - b. Role
  - c. Email
  - d. Phone Number

**Note:** The Search feature can use partial search to find matching results in any of the fields above.

3. The search results will display all matches to the criteria in each tab.



**Note:** The number in the each Manage Users tab represents the current count of records for the organization with all applied search criteria.

### 5.1.3 Manage User Account Information

You can manage User Account Information including their Name, Email, Phone Number.

1. Click on **Update** in the appropriate section to make changes.

2. Click **Save Changes** to store your changes. Click **Cancel** to discard your changes.

### My Account

**PERSONAL INFORMATION**

First Name: Iowa Update

Last Name: Admin1 Deactivate

Role: Organization Admin

**CONTACT INFORMATION**

Email: ervivetest+ia\_admin1@gmail.com Update

Phone Number: (623) 313-0282 Update

**ORGANIZATIONS**

*Active*

INITIAL\_ORGANIZATION\_IA - 1006 Central Rd Des Moines 16 46578

**PASSWORD**

Password: \*\*\*\*\* Change

Last login: 10/28/2020 06:53 PM

### 5.1.4 Approve Pending Users

Administrators can approve users to their organizations.

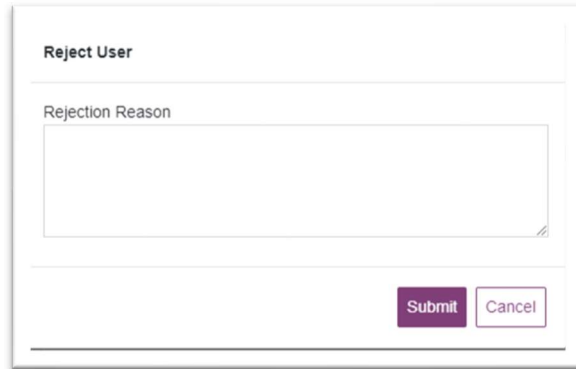
1. On the **Awaiting Approval** tab, find the Pending User record requiring approval.
2. Click on **Approve** in the **Actions** column.

Name	Role	Licensee Name	Email	Phone Number	Registered On	Actions
Contributor, Iowa	Contributor		ervivetest+ia_contribut...	(231) 243-4513	01/01/0001 12:00 AM	<span style="border: 1px solid #ccc; padding: 2px 5px;">Approve</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Reject</span>

### 5.1.5 Reject Pending Users

Administrators can reject pending users.

1. On the **Awaiting Approval** tab, find the Pending User record requiring rejection.
2. Click on **Reject** in the **Actions** column.
3. Enter a **Reject Reason** and click **Submit**.

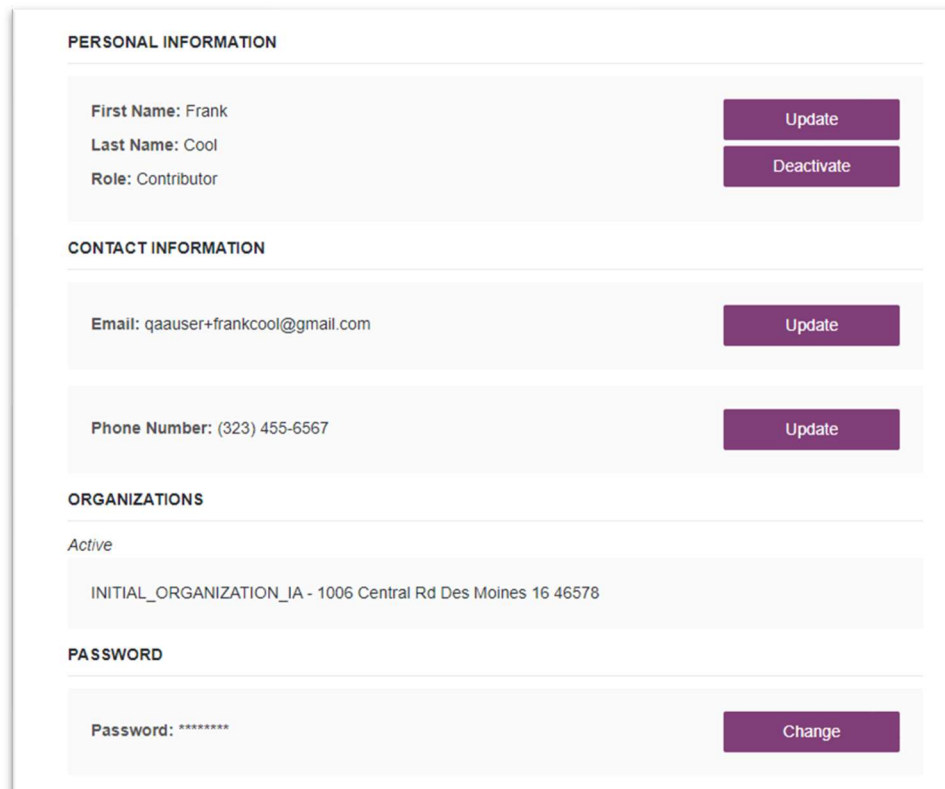


The image shows a dialog box titled "Reject User". It contains a text area labeled "Rejection Reason" for entering the reason for rejecting the user. At the bottom right of the dialog, there are two buttons: "Submit" and "Cancel".

### 5.1.6 Deactivate a User

Active users can be deactivated by an Administrator.

1. From the **Manage Users** page, navigate to the **Active** tab.
2. Find the User record requiring Deactivation and click on the **Name**.
3. Review the Account information on the User Account Details page.



The image shows the "User Account Details" page, which is organized into several sections:

- PERSONAL INFORMATION**: Displays "First Name: Frank", "Last Name: Cool", and "Role: Contributor". There are "Update" and "Deactivate" buttons.
- CONTACT INFORMATION**: Displays "Email: qauser+frankcool@gmail.com" and "Phone Number: (323) 455-6567". Each has an "Update" button.
- ORGANIZATIONS**: Shows the user is "Active" and lists the organization: "INITIAL\_ORGANIZATION\_IA - 1006 Central Rd Des Moines 16 46578".
- PASSWORD**: Shows "Password: \*\*\*\*\*" with a "Change" button.

4. Click on the **Deactivate** button.
5. Enter a **Deactivation Reason** and click **Submit**.

### 5.1.7 Restore Inactive Users

Administrators can approve previously inactivated users to their organizations.

1. On the **Inactive** tab, find the User record requiring approval.
2. Click on **Approve** in the **Actions** column.

### 5.1.8 Approve Rejected Users

Administrators can approve previously rejected users to their organizations.

1. On the **Rejected** tab, find the rejected User record requiring approval.
2. Click on **Approve** in the **Actions** column.

Name	Role	Email	Phone Number	Registered On	Last Updated	Actions
EMS, Basic	Basic User	ervivetest+ia_basice...	(323) 948-4020	01/01/0001 12:00 AM	01/01/0001 12:00 AM	Approve Delete

## 5.2 Add New User

Administrators can create new Users for their Organizations.

1. Enter the user’s First Name, Last name, Phone Number, and Email.

The screenshot shows the 'Add User' form with a progress indicator at the top. The progress indicator consists of four numbered circles: 1 (Personal Info), 2 (Organization), 3 (Review), and 4 (Complete). The first circle is highlighted in purple. Below the progress indicator, there are four input fields: 'First Name', 'Last Name', 'Phone Number', and 'Email'. At the bottom of the form, there are two buttons: 'Continue' (highlighted in purple) and 'Cancel'.

2. Click **Continue**.
3. Select the State the user’s Organization is located in, data type, and enter and **Find** the user’s Organization by Name.

The screenshot shows the 'Create an Account' form with a progress indicator at the top. The progress indicator consists of four numbered circles: 1 (Personal Info), 2 (Organization), 3 (Review), and 4 (Complete). The second circle is highlighted in purple. Below the progress indicator, there are two dropdown menus: 'What state is your organization located in?' (set to 'IA (Iowa)') and 'What data type are you submitting?' (set to 'Naloxone Administration'). Below these is an 'Organization' input field with the text 'test' and a 'Find' button. A message below reads: 'We found the following organizations that match your search criteria. Please make a selection or create a new organization.' Below this message is a list of search results, with the first one selected: 'Dr. Test's Org - Test 123, Test, Iowa 37064'. Below the list is a 'Role' dropdown menu set to 'Select...'. At the bottom of the form, there is a '+ Add New Organization' button and three buttons: 'Continue' (highlighted in purple), 'Back', and 'Cancel'.

4. Select the user's Role for the selected Organization.

**Create an Account**

1 Personal Info   2 Organization   3 Review   4 Complete

What state is your organization located in?  
IA (Iowa)

What data type are you submitting?  
Naloxone Administration

Organization  
test   Find

We found the following organizations that match your search criteria. Please make a selection or create a new organization.

Dr. Test's Org - Test 123, Test, Iowa 37064

Role  
Contributor

+ Add New Organization

Continue   Back   Cancel

5. Click **Continue**.
6. Review the details of the User's Account and **Submit** the form.

**Create an Account**

1 Personal Info   2 Organization   3 Review   4 Complete

**PERSONAL INFO** [Edit](#)

First Name: Scarolina  
Last Name: Smitherton  
Phone: (423) 204-8393  
Email: ervivetest+SC\_EMS@gmail.com  
Password: \*\*\*\*\*

**ORGANIZATION INFO** [Edit](#)

Role: Contributor  
State: Iowa  
Name: Dr. Test's Org  
Address: Test 123 Test, IA 37064  
Phone: (615) 457-9808  
Email: test@test.com

Submit   Back   Cancel

7. Review the Complete page which confirms the Account Submission.



## 5.3 Manage Organizations

As an Organization or Licensee Admin, you can manage Organizations in ERvive. Organizations are grouped into tabs by their status, including: Awaiting Approval, Active, Inactive, and Rejected.

### 5.3.1 Navigate to My Organizations

1. Click on Menu to expand the navigation menu and click on **My Organizations** under the **Admin** header.

### 5.3.2 Search Organizations

1. Select your **Organization** from the list.
2. In the **Search** field, enter any of the following to identify a Organization:
  - a. Organization Name
  - b. City
  - c. Email

**Note:** The Search feature can use partial search to find matching results in any of the fields above.

3. The search results will display all matches to the criteria in each tab.

**Note:** The number in the each Manage Organizations tab represents the current count of records with all applied search criteria.

### 5.3.3 Manage Organization Information

You can manage Organization Information including Agency Name, Email, Phone Number, and Address.

1. Select an Organization Name from the Manage Organizations feature.

The screenshot displays a web form titled "Organization Information". It is divided into three main sections: "GENERAL INFORMATION", "ADMIN(S)", and a registration section at the bottom. The "GENERAL INFORMATION" section contains a list of fields: Agency (derty), Phone ((800) 342-3231), Email (qaatestusers+laffc@gmail.com), Address (asdas), City (dsda), State (North Dakota), County, and Zip (23423-4222). To the right of these fields are three buttons: "Update", "Activate", and "Reject". The "ADMIN(S)" section shows a message "Agency has no Admins" and a "+ Add Agency Admin" button. The bottom section displays registration metadata: "Registered On: 01/01/0001", "Last Updated By: undefined, undefined", and "Last Updated On: 01/01/0001".

2. From Click on **Update** to make changes.

3. Click **Save Changes** to store your changes. Click **Cancel** to discard your changes.

### Update Organization Information

**ORGANIZATION INFORMATION**

Name

Address

City

State

Zip

Phone Number

Email Address

Save Changes
Cancel

### 5.3.4 Approve Pending Organizations

Licensee Administrators can approve Organizations.

1. On the **Awaiting Approval** tab, find the Pending Organization record requiring approval.
2. Click on **Approve** in the **Actions** column.

### 5.3.5 Reject Pending Organizations

Administrators can reject pending Organizations.

1. On the **Awaiting Approval** tab, find the Pending Organization record requiring rejection.

<span style="border: 1px solid #ccc; padding: 2px 5px;">Awaiting Approval <span style="background-color: #663399; color: white; border-radius: 50%; padding: 0 2px;">2</span></span> <span style="padding: 2px 5px;">Active <span style="background-color: #663399; color: white; border-radius: 50%; padding: 0 2px;">13</span></span> <span style="padding: 2px 5px;">Inactive <span style="background-color: #663399; color: white; border-radius: 50%; padding: 0 2px;">3</span></span> <span style="padding: 2px 5px;">Rejected <span style="background-color: #663399; color: white; border-radius: 50%; padding: 0 2px;">0</span></span> <span style="float: right; background-color: #663399; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Organization</span>				
Name	City	Email	Registered On	Actions
derty	dsda	qaatestusers+laffc@gmail.com	01/01/0001 12:00 AM	<span style="color: green; font-size: 1.2em;">✓</span> <span style="color: red; font-size: 1.2em; margin-left: 10px;">✗</span> <small>Approve    Reject</small>
Org Test123	ddd	qaatestusers+lafsk@gmail.com	01/01/0001 12:00 AM	<span style="color: green; font-size: 1.2em;">✓</span> <span style="color: red; font-size: 1.2em; margin-left: 10px;">✗</span> <small>Approve    Reject</small>

2. Click on **Reject** in the **Actions** column.
3. Enter a **Reject Reason** and click **Submit**.

### 5.3.6 Deactivate an Organization

Active Organizations can be deactivated by an Administrator.

1. From the **My Organizations** page, navigate to the **Active** tab.
2. Find the Organization record requiring Deactivation and click on the **Organization**.
3. Review the Organization information on the Organization Details page and click on the **Deactivate** button.

The screenshot displays the 'Organization Information' page. It is divided into three main sections: 'GENERAL INFORMATION', 'ADMIN(S)', and a registration section. The 'GENERAL INFORMATION' section contains fields for Agency, Phone, Email, Address, City, State, County, and Zip, along with 'Update' and 'Deactivate' buttons. The 'ADMIN(S)' section shows 'Agency has no Admins' and an '+ Add Agency Admin' button. The registration section includes 'Registered On', 'Last Updated By', and 'Last Updated On' fields.

**Organization Information**

**GENERAL INFORMATION**

Agency: dsfds  
Phone: (234) 356-5655  
Email: qaatestusers+lfsc@gmail.com  
Address: sdf  
City: fsdf  
State: North Dakota  
County:  
Zip: 23432-3433

Update  
Deactivate

**ADMIN(S)**

Agency has no Admins

+ Add Agency Admin

Registered On: 01/01/0001  
Last Updated By: undefined, undefined  
Last Updated On: 01/01/0001

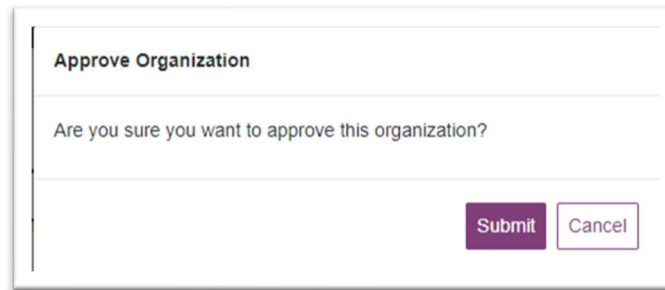
4. Enter a **Deactivation Reason** and click **Submit**

### 5.3.7 Restore Inactive Organizations

Administrators can approve previously inactivated Organizations.

1. On the **Inactive** tab, find the Organizations record requiring Activation and click on the Organization name.
2. Review the Organization information on the Organization Details page and click on the **Activate** button.

3. Confirm you want to approve the Organization by clicking **Submit**.



A dialog box titled "Approve Organization" with a question "Are you sure you want to approve this organization?" and two buttons: "Submit" and "Cancel".

### 5.3.8 Approve Rejected Organizations

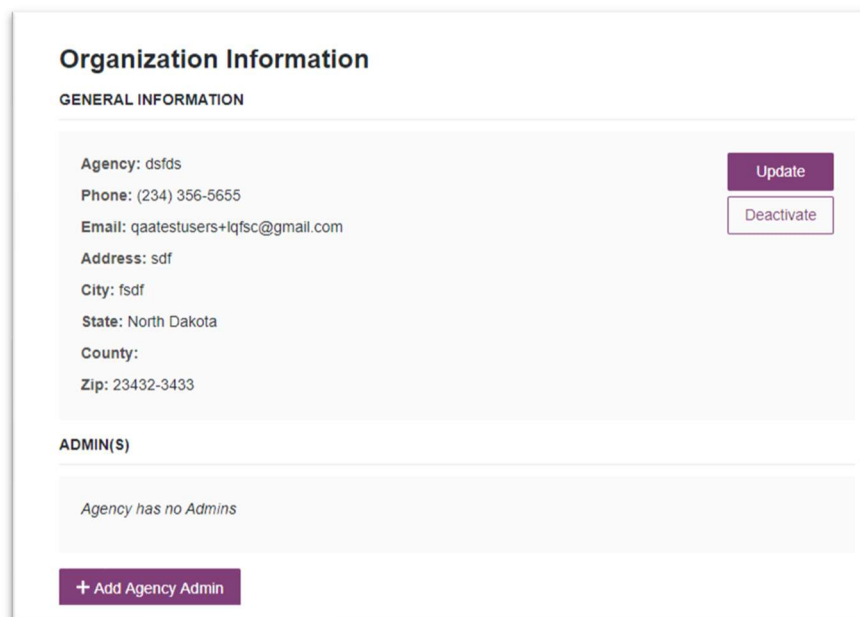
Administrators can approve previously rejected Organizations.

1. On the **Rejected** tab, find the rejected Organization record requiring approval.
2. Click on **Approve** in the **Actions** column.

### 5.3.9 Add Organization Administrators

Administrators can add new Organization Administrators to Active Organizations.

1. From the **My Organizations** page, navigate to the **Active** tab.
2. Find the Organization record requiring a new Organization Admin and click on the **Organization**.
3. Review the Organization information on the Organization Details page and click on the **+ Add Agency Admin** button.



Organization Information

GENERAL INFORMATION

Agency: dsfds Update

Phone: (234) 356-5655 Deactivate

Email: qaatestusers+lqfsc@gmail.com

Address: sdf

City: fsdf

State: North Dakota

County:

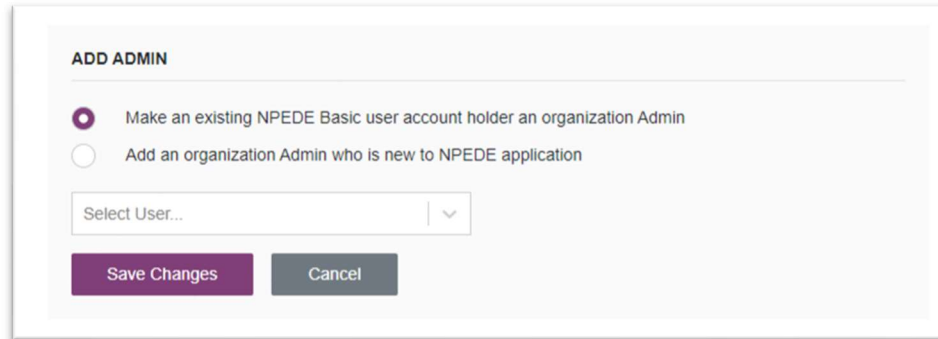
Zip: 23432-3433

ADMIN(S)

Agency has no Admins

+ Add Agency Admin

4. Chose to make an existing user an Organization Admin or chose to add a new user as an Organization Admin.



**ADD ADMIN**

Make an existing NPEDE Basic user account holder an organization Admin

Add an organization Admin who is new to NPEDE application

Select User... | v

**Save Changes** **Cancel**

5. Save the new Agency Admin by clicking **Save Changes**.

---

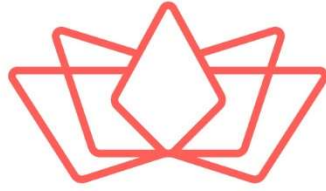
## 6 Document Information

### 6.1 Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

### 6.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0	11/13/2020	N/A	N/A; initial publication



**APPRISS**<sup>®</sup>  
HEALTH

ERvive Naloxone Administration  
Appendix 1

November 2020



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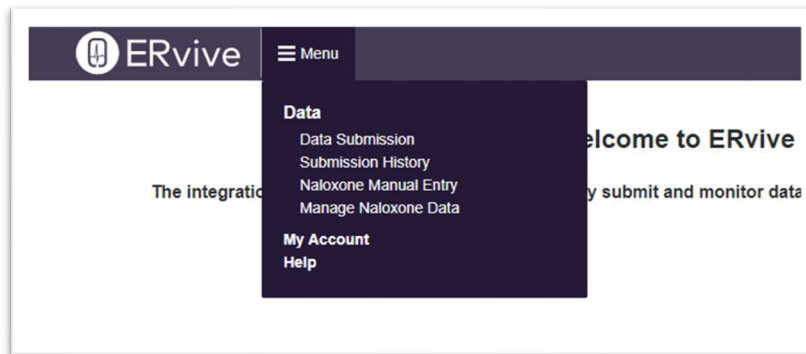
# 1 Naloxone Administration

Naloxone Administration records can be created manually through the ERvive application. Users who are responsible for submitting Naloxone Administration records for patients manually must complete a New Naloxone Incident form for each record. Naloxone Administration records can be managed through the ERvive application.

## 1.1 Add New Naloxone Incident

### 1.1.1 Navigate to Naloxone Manual Entry

1. Navigate to **Data > Naloxone Manual Entry** through the **Menu**.



### 1.1.2 Administer Information

1. Select the Organization of Administration for the Incident and the Data Type as Naloxone Administration.

2. Enter all required fields on the form and click **Continue**.

### Add New Naloxone Incident

1 ————— 2 ————— 3 ————— 4

Administer Information
Patient Information
Review
Complete

<p><b>Administer Organization *</b></p> <input type="text" value="Coastal Carolina Hospital - 1000 Medical C..."/>	<p><b>What data type are you submitting? *</b></p> <input type="text" value="Naloxone Administration (SCNA)"/>
<p><b>Administer First Name *</b></p> <input type="text" value="Jesse"/>	<p><b>Administer Last Name *</b></p> <input type="text" value="Frank"/>
<p><b>Administered Date *</b></p> <input type="text" value="12/03/2020"/>	<p><b>Administered Time *</b></p> <input type="text" value="11:11 AM"/>
<p><b>Notified Date</b></p> <input type="text" value="mm/dd/yyyy"/>	<p><b>Notified Time</b></p> <input type="text" value="--:-- --"/>
<p><b>Incident Zipcode *</b></p> <input type="text" value="29702"/>	<p><b>Incident County *</b></p> <input type="text" value="Greenville"/>
<p><b>Name of Drug *</b></p> <input type="text" value="Naloxone"/>	<p><b>Dosage Unit *</b></p> <input type="text" value="Each"/>
<p><b>Medication Dosage *</b></p> <input type="text" value="4"/>	

**Note:** The Administer First Name and Last Name will automatically populate with the name of the current logged in user's name as stored on their Account Profile.

### 1.1.3 Patient Information

1. Enter the Patient Information fields.

**Note:** Patient First Name, Patient Last Name, and Patient Date of Birth are required. All other fields are optional.

## 2. Click **Continue**.

### Add New Naloxone Incident

1 — 2 — 3 — 4  
Administer Information Patient Information Review Complete

Patient Identification Number

Patient First Name \*  Patient Middle Name  Patient Last Name \*

Patient Date of Birth \*   Patient Driver's License

Patient Street Address

Patient Street Address Line 2

Patient City  Patient State  Patient Zipcode

Patient Gender

### 1.1.4 Review

1. Review the details entered for the New Naloxone Incident and confirm the information is correct.
  - a. If any information in the Administer Information is incorrect, click **Edit** in the section header to navigate back to that section to make your corrections.
  - b. If any information in the Patient Information is incorrect, click **Edit** in the section header to navigate back to that section to make your corrections.

### Add New Naloxone Incident

1 — 2 — 3 — 4  
Administer Information Patient Information Review Complete

**ADMINISTER INFORMATION** [Edit](#)

Administer First Name: Jesse  
Administer Last Name: Frank  
Administered Date: 11/03/2020 14:17 CST6CDT  
Administered Time: 11/03/2020 12:15 CST6CDT  
Name of Drug: Narcan  
Medication Dosage: 4  
Medication Dosage Unit: Each

**PATIENT INFORMATION** [Edit](#)

Patient Identification Number: 123895712038  
Patient First Name: Daren  
Patient Middle Name:  
Patient Last Name: Pollich  
Patient Date Of Birth: 1943-12-21  
Patient Gender: Female  
Address: 75091 Johnathan Ranch, Apt 403, Lake Jennyfer, VA 28886

[Submit](#) [Back](#) [Cancel](#)


2. Click **Submit**.

### 1.1.5 Complete

The New Naloxone Incident has been Submitted Successfully.

### Add New Naloxone Incident

1 — 2 — 3 — 4  
Administer Information Patient Information Review Complete

  
**Submitted Successfully**

Thank you for submitting a new Naloxone record.  
Your record identifier is **8b071bfc-2bab-4f42-acda-12635046aabc**.

[Back To Dashboard](#)

## 1.2 Manage Naloxone Records

You can review previously submitted Naloxone Administration records through the Manage Naloxone Records feature. You can search for a record by Patient First Name, Last Name, and Date of Birth.

### 1.2.1 Navigate to Manage Naloxone Records

1. Navigate to **Data > Manage Naloxone Records** through the **Menu**.

The screenshot displays the 'Manage Naloxone Records' interface. At the top, there is a header with the ERvive logo, a menu icon, and the user name 'Jesse Frank'. Below the header, the title 'Manage Naloxone Records' is centered. There are three search input fields: 'First Name', 'Last Name', and 'Date of Birth' (with a date picker icon). A purple 'Search' button with a magnifying glass icon is to the right of the date field. Below the search fields is a table with the following columns: Name, Date of Birth, Zip Code, Administered On, Created On, and Actions. The table contains 12 rows of data.

Name	Date of Birth	Zip Code	Administered On	Created On	Actions
hall, frank	2010-02-11		2020-10-14T16:07:00-05 C...		
Poilich, Daren	0001-01-01		0001-01-01T00:00:00Z UTC		
Goodwin, Halley	1975-02-15		2020-11-05T14:25:00-06 C...		
ssss, sdfs	2020-11-06		2020-11-06T10:47:00-06 C...		
Testpatient, Bob	1950-01-01		2020-10-28T10:00:00-05 C...		
vc, c c	2020-11-06		2020-11-05T23:04:00-06 C...		
Testpatient, Bob	1950-01-01		2020-09-28T10:36:00-05 C...		
Spangler, Egon	2000-03-15		2020-09-29T20:55:00-05 C...		
White39925, Alex	2009-10-25		2027-10-25T06:54:00-05 C...		
White34845, Alex	1995-11-27		2013-11-27T05:54:00-06 C...		
White4605, Luck	2013-02-10		1931-02-10T05:54:00-06 C...		
White43900, Luck	2020-09-12		1938-09-12T05:54:00-06 C...		

### 1.2.2 Search Naloxone Records

1. In the **Search** fields, enter any of the following Patient information to identify a Naloxone Administration Record:
  - a. First Name
  - b. Last Name
  - c. Date of Birth

**Note:** The Search feature can use partial search to find matching results in any of the fields above.

2. The search results will display all matches to the criteria provided.

**Manage Naloxone Records**

First Name:       Last Name:       Date of Birth:       

Name	Date of Birth	Zip Code	Administered On	Created On	Actions
hall, frank	2010-02-11		2020-10-14T16:07:00-05 C...		

Showing 1 results       Page 1

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## 2 Document Information

### 2.1 Disclaimer

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### 2.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0	11/13/2020	N/A	N/A; initial publication