

# Network Health Exchange Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. Determine user who will review the NHE User Manual and prepare to setup Applicable parameters			
2. Set Up Entries in the VAMC NETWORK HEALTH AUTHORIZED SITES (#537025) File using the Manager Menu [AFJXNHEX EDIT SITES] : <b>Sample entry:</b> Select VAMC NETWORK HEALTH AUTHORIZED SITES NAME: <b>TESTSITE.VA.GOV</b> Are you adding 'TESTSITE.VA.GOV' as a new VAMC NETWORK HEALTH AUTHORIZED SITES (the 8TH)? <b>Y</b> <Enter> (Yes) VAMC NETWORK HEALTH AUTHORIZED SITES STATION NUMBER: <b>99999</b> NAME: TESTSITE.VA.GOV// <Enter> STATION NUMBER: 99999// <Enter> NICKNAME: TS INCLUDE IN 'ALL'? : <b>Y</b> <Enter> YES SEND UPDATE TO NETWORK FILE?: <b>Y</b> <Enter> YES # DAYS TO KEEP TRACKING DATA?: <b>90</b> ACCEPT NETWORK FILE UPDATE?: <b>Y</b> <Enter> YES UPDATE NETWORK IDENTIFIER ? : <b>Y</b> <Enter> YES			

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3. Create a Resource Device: Create a resource device that the service will use. This allows you to limit the number of jobs (resource slots) that will be running (TaskMan jobs), and thus, allows you to avoid overloading the system. <b>**SEE INSTALLATION GUIDE**</b>			
4. Schedule BACKGROUND Jobs:			
A. AFJXNH ADD PATIENTS –Must be scheduled when the system is not busy, e.g., around 3:30 or 4:00 a.m.			
B. AFJXNH PURGE NIGHTLY – Nightly scheduled option to purge messages from NETWORK,HEALTH EXCHANGE User’s mailbox. Must be scheduled after AFJXNH ADD PATIENTS.			