

Health Commerce System - Communications Directory Search and Export Tool – Quick Guide

Using this base search as an example, choose the Organization Type, County or Region, and Role -

Communications Directory Search and Export

This application allows to dynamically search in the Communications Directory across multiple organization types, roles, and geographic regions. The tool provides both organizational level as well as user level details with export capabilities. This is available to all HCS users.

Search by
 Organization User

Organization Type: Nursing Home (pfi) [v]
 Organization Name: Type Organization Name [t]
 Organization ID: Type Organization ID [t]

County: Warren [v]
 Region: Select DOH Region(s) [v]

Contact Person Role: Emergency Response Coordinator [v]
 Business Office Role: Select Business Role(s) [v]
 Emergency Office Role: Select Emergency Role(s) [v]

[Search] [Clear]

Click "Search" and it will give a list of the base organizations -

Select All Pages Organizations Show Filters

15 [v] [K] [L] (1 of 1) [R] Export Options: [m] [x] [Search Users]

<input type="checkbox"/>	Org Type	Org Name	Organization ID	Address	County	Region	Phone	Fax
<input type="checkbox"/>	Nursing Home (pfi) - 5	Elderwood at North Creek	1013	112 Ski Bowl Road NORTH CREEK NY USA 12853	Warren	Capital District Regional Office	518-251-2447	518-251-4207
<input type="checkbox"/>	Nursing Home (pfi) - 5	Glens Falls Center for Rehabilitation and Nursing	1009	152 SHERMAN AVENUE GLENS FALLS NY USA 12801	Warren	Capital District Regional Office	518-793-2575	518-793-0563
<input type="checkbox"/>	Nursing Home (pfi) - 5	The Pines at Glens Falls Center for Nursing & Rehabilitation	1010	170 WARREN STREET GLENS FALLS NY USA 12801	Warren	Capital District Regional Office	518-793-5163	518-793-5165
<input checked="" type="checkbox"/>	Nursing Home (pfi) - 5	Warren Center for Rehabilitation and Nursing	1008	42 GURNEY LANE QUEENSBURY NY USA 12804	Warren	Capital District Regional Office	518-761-6540	518-761-6590

15 [v] [K] [L] (1 of 1) [R] Export Options: [m] [x] [Search Users]

Use the radio buttons on the left hand side to select a facility (select a specific facility or ALL of them) -

<input checked="" type="checkbox"/>	Org Type	
<input checked="" type="checkbox"/>	Nursing Home (pfi) - 5	Eld
<input checked="" type="checkbox"/>	Nursing Home (pfi) - 5	Gle
<input checked="" type="checkbox"/>	Nursing Home (pfi) - 5	The

Then click on "Search Users" on the right hand side -

[Search Users]

[Phone] [Fax]

This will generate a list of all the users in the selected role to include address, phone, fax, and email -

Role	Org Type	Org Name	Organization ID	HCS ID	Primary Organization	First Name	Last Name	Address	Phone	Fax	Email	Last Login Date	Added Date
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The list can be exported for easier viewing by clicking the export to Excel at the bottom of screen -

15 [v] [K] [L] (1 of 1) [R] Export Options: [csv] [x]