

# AIRS HIV/AIDS Epidemiology Extract Upload



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## Introduction

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The AIRS HIV/AIDS Epidemiology Extract Upload functionality is part of **HIV/AIDS Provider Portal** web-based application accessible via the New York State Department of Health (NYSDOH) Health Commerce System (HCS).

The HCS is accessible via the following internet address: <https://commerce.health.state.ny.us>.

## NYSDOH Health Commerce System Access

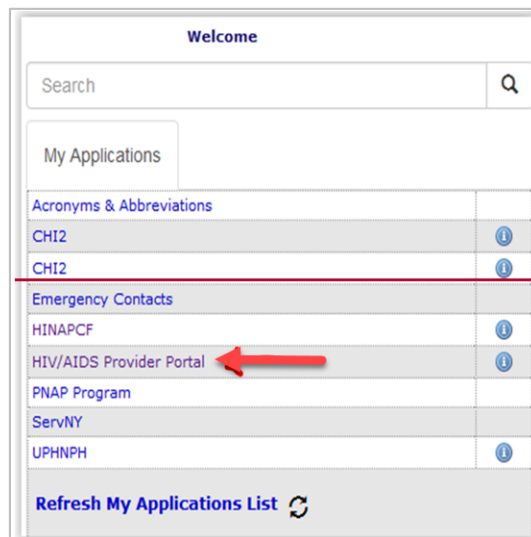
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Individuals must have access to the HCS to access the **HIV/AIDS Provider Portal**. If an individual does not have access to the HCS, authorization can be requested by contacting their HCS Coordinator or access the link, [Instructions to add a Health Commerce System \(HCS\) User Account](#).

## HIV/AIDS Provider Portal Access

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Individuals can only access the **HIV/AIDS Provider Portal** after successful login into the HCS. The application for the **Provider Portal** can be found on the left side of the HCS portal, indicated by the menu item **HIV/AIDS Provider Portal**.



# AIRS HIV/AIDS Epidemiology Extract Upload

Users that have HCS access (see above) and want to get the AIRS HIV/AIDS Epidemiology Extract Upload access, should contact the ePRF Helpline BML [eprfhelp@health.ny.gov](mailto:eprfhelp@health.ny.gov). When contacting the ePRF Helpline, include the need for permissions to upload the AIRS HIV/AIDS Epidemiology Extract. Users should provide their active HCS user id to get the access.

Once user is granted access, they should login to the HCS system. If they still do not see the menu item for the [HIV/AIDS Provider Portal](#), they should click on 'Refresh My Application List'.

## AIRS HIV/AIDS Epidemiology Extract Provider Home Page

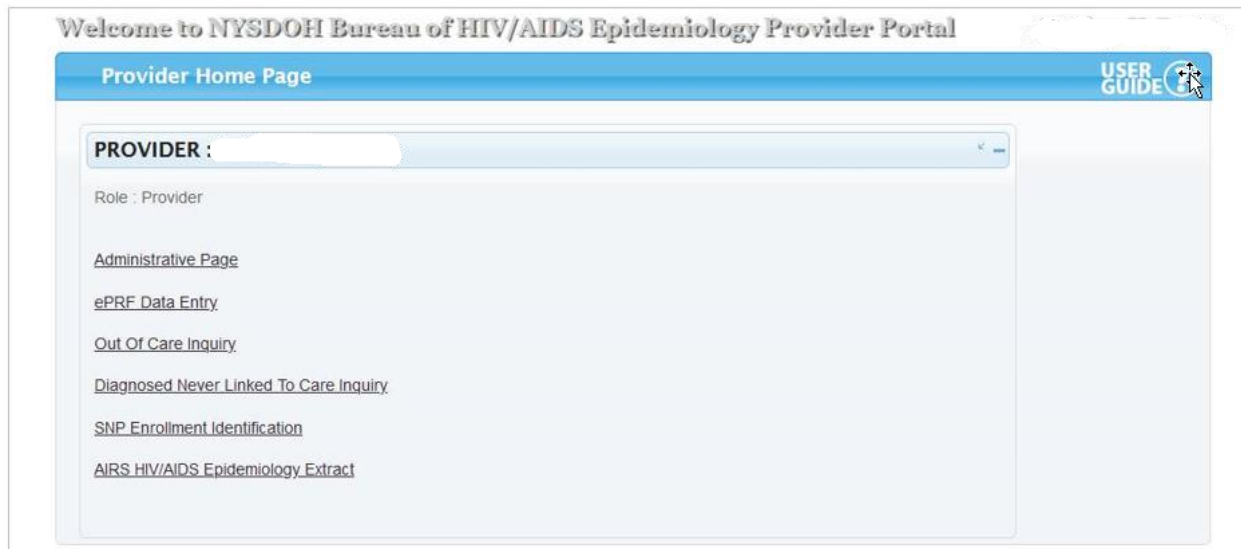
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The appearance of the Provider home page will look different depending on the level of permissions granted :

- User with AIRS HIV/AIDS Epidemiology Extract Upload permission only:



- User with Portal permission and AIRS HIV/AIDS Epidemiology Extract Upload permission:



## Instructions for creating the monthly HIV/AIDS Epidemiology Extract in AIRS

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Please note that the HIV/AIDS Epidemiology Extract and the AIDS Institute Extract should be run together, with the HIV/AIDS Epidemiology Extract being **run immediately prior to the AIDS Institute Extract**.

- In the AIRS Extracts menu, select Extracts.
- Click on HIV/AIDS Epidemiology Extract, click on [New], and click on [Save To Disk].
- It should default to the AIRS\Extracts folder which needs to be preset in the Options / General System Preferences settings.

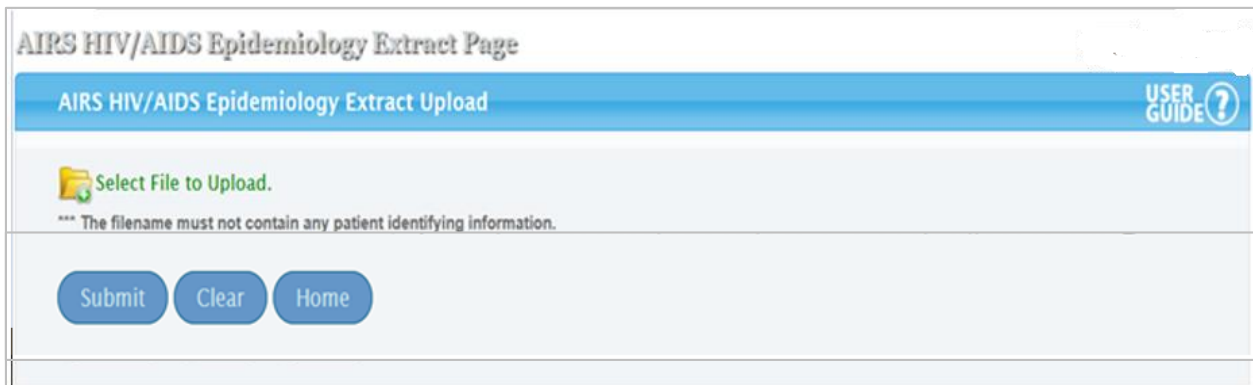
# AIRS HIV/AIDS Epidemiology Extract Upload

- EPI Extract will be named: xxEPI000\_mmddyy.zip.
- Submit via upload to the Health Commerce System using Provider Portal (see below).

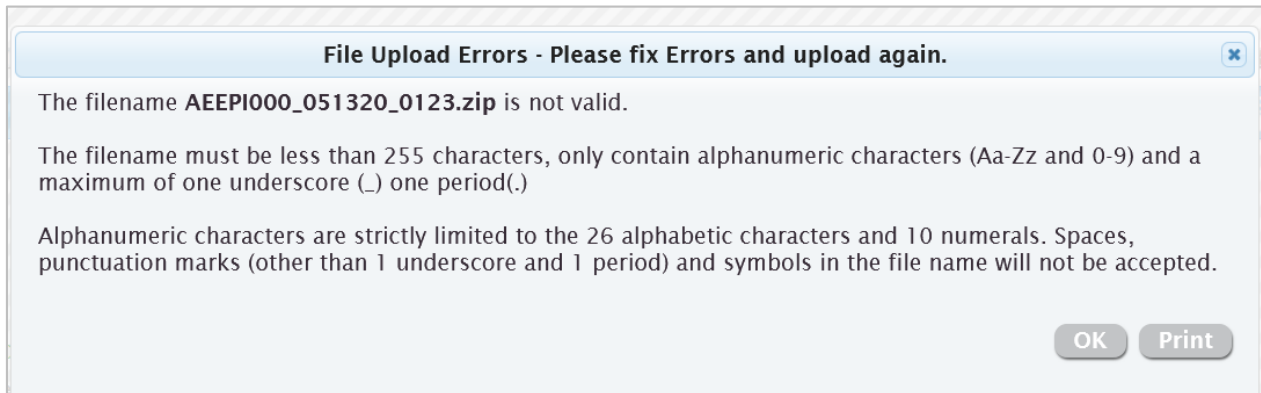
## Instructions for submitting the monthly HIV/AIDS Epidemiology Extract through HCS

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- To upload a file, please click on the folder icon.



- After zip file selection, click on the [Submit] button to upload the file.
- If error occurs during upload, error message will be shown to the user in the popup window. An email is also sent to the BHAЕ for the reference.



- Provider should fix the error and upload the file again.
- Upon successful upload, a message will be display with number of records uploaded.

