Distribution Management System
Quick Reference Guide

Health Commerce Distribution Management System (HCDMS) is an application that is used for secure automated file distributions. It allows Health Commerce System (HCS) user with the Receiver permission to download their organization's file.

Information about HCDMS

How does an organization know that there is a file waiting for them?

The HCS Coordinators, HCDMS Assigners, and Distribution Receivers at the organization will get an email informing them files have been added to a distribution in HCDMS. If there are no HCDMS Assigners for the organization, the HCS Coordinator must assign a user to the HCDMS Assigner role in the Communications Directory to assign Distribution Receivers.

How do I access HCDMS?

1. Log on **HCS** (https://commerce.health.state.ny.us)
2. Click **HC Distribution Mgmt System** in My Applications. If you do not see it under My Applications:
   i. Click **My Content** located in the upper right of the menu bar
   ii. Click **All Applications**
   iii. Click **H** in the alphabet
   iv. In the **Health Commerce Distribution Management System** row, click the green circle with the white plus sign image ( ) to add shortcut to My Applications

What are the permissions to access the HCDMS?

HCDMS Permissions	HCDMS Permission Description
Distribution Assigner	This person must be assigned by an HCS Coordinator to the **HCDMS Assigner role** in the Communications Directory. The HCDMS Assigner role has the HCDMS Distribution Assigner permission and is responsible for assigning a Distribution Receiver for their organization within the HCDMS application.
Distribution Receiver	This person is the user who can download the Distribution files associated with their organization. Must be assigned by the Distribution Assigner.

Questions...

- About the Distribution—contact the Distribution Owner or Viewer listed on the *View Distribution* page within the HCDMS application
- About your HCS account—call CAMU at 866-529-1890

Steps to get your secure file

How does an HCS Coordinator assign the HCDMS Assigner role?

Step 1

The **HCS Coordinator** must:

1. Click **Coordinator's Update Tool**
2. Select the organization (if not selected)
3. Click on **Manage Role Assignments** tab
4. Click **Modify** next to the **HCDMS Assigner** role
5. Under section 2 (if no one is currently in role) or section 3 (if role has been assigned), check the box to the right of the person with an ID you wish to add to the role
   TIP: Avoid assigning the role if you see an "na" after a user's name. This will not assign the user any permission to the application.
   a. If you cannot locate the person in the list, then proceed to the last option, "Search for Person(s) by Name". Enter the person's last name in the Search for Person(s) by name.
   b. Click **Submit**
   c. Select the person in the list with a valid user ID
6. Click **Add Role Assignments**

How do the HCDMS Assigner assign the Distribution Receiver?

Step 2

The HCS HCDMS Assigner is the same as the Distribution Assigner in the HCDMS. The Distribution Assigner is responsible for assigning the Distribution Receivers for their organization in HCDMS. The Distribution Assigner must:

1. Click **HC Distribution Mgmt System** in My Applications.
2. Click **My Distributions**
3. Click the appropriate distribution name
4. Click **Assign Receivers**
5. Click **Add Distribution Receiver**
   - Search for user by last name or user ID
   - Check the box next to the desired person
   - Click Assign Selected Users
6. Click **Save**

How is the file downloaded?

Step 3

The Distribution Receiver is the user who can download the distribution file(s) associated with their organization in the HCDMS. The Distribution Receiver must do:

1. Click **HC Distribution Mgmt System** in My Applications.
2. Click **My Distributions**
3. Click the appropriate distribution name
4. Click **View Files(#)**
5. Click on the file name to download the file