



# DxF Participant Directory User Guide

NOV 2025



# EXCHANGE WITH PARTICIPANTS

**DXF is providing this resource to assist DxF Participants with using the Participant Directory for exchange of Health and Social Services Information (HSSI) with other Participants, which outlines the following information:**

- Selected Participant exchange scenarios
- Visual of how Intermediaries and organizations use the Participant Directory to get connected for exchange

## Participant Exchange Scenarios

- Requesting Information from a Participant via your QHIO or other Intermediary
- Requesting Information from a Participant using point-to-point connections to your own technology
- Requesting Notifications of ADT Events from a Participant via your QHIO or other Intermediary
- Information Delivery from a Participant via your QHIO or other Intermediary

Should Participants have additional questions not addressed in this resource, please email the DxF Program at [dxp@hcai.ca.gov](mailto:dxp@hcai.ca.gov)

## How do you or your Intermediary use the Participant Directory to exchange information?

- This document serves as a guide to help Participants navigate the steps for exchanging information.
- Several of the most common scenarios on how to exchange information with other Participants are outlined in this guide.
- Find the scenario that best fits your situation and follow the steps to begin exchanging information.

*Note: Capitalized terms in this document have the meaning as defined in the [Glossary of Defined Terms](#)*



## Where can I find the list of Participants to exchange with?

- A listing of all Participants and the information you need to exchange with them is published on the DxF website.
- DxF publishes two versions: the '[DSA Signatory List](#)' is human-readable and the '[Participant Directory Listing](#)' is in a machine-readable format.
- DxF publishes the two listings weekly, refreshed with new Participants and information on how to exchange with them.



# Requesting Information from a Participant via your Intermediary



# Requesting Information from a Participant via point-to-point, or “SELF”, connections to your own technology

1

## Build the Interface

Build an interface between your technology and the Participant you are requesting information from.  
*Note: interfaces will need to be built to each Participant your organization exchanges with.*

2

## Send Request for Information

Request information from the Participant specific to an Individual or set of Individuals via the point-to-point connection.

3

## Receive the Information

The requested information is delivered to your organization via the point-to-point connection.

*Note: If your organization uses point-to-point connections to your own technology for exchange, this requires a one-time interface be built between your organization and every Participant you are requesting information from and every organization that wishes to request information from you.*

*Point-to-Point is indicated in the Participant Directory fields when a Participant has selected “SELF” as its choice of how to exchange.*

# Requesting Notifications of ADT Events from a Participant via your Intermediary



# Information Delivery from a Participant via your Intermediary

## Order or Referral



1

An Order or Referral has been initiated by you (e.g., for a diagnostic test or evaluation) via any method, which may include processes outside of the DxF.

## Participant Lookup



2

The requested provider has completed the Order or Referral and because your organization is the ordering provider, their technology system looks you up using the Participant Directory Listing, refreshed on the DxF Webpage.

## Information Sent



3

The requested provider's technology system delivers the results of the Order or Referral to your Intermediary via the method indicated in the Participant Directory (e.g., connectivity between your Intermediary and the Participant's technology).

## Information Delivery



4

Your Intermediary delivers the results of the Order or Referral to you. This might be through your system interface with your Intermediary, or via your Intermediary's portal, for example.

*QHIOs and other Intermediaries know how to exchange with each other and with nationwide networks!*