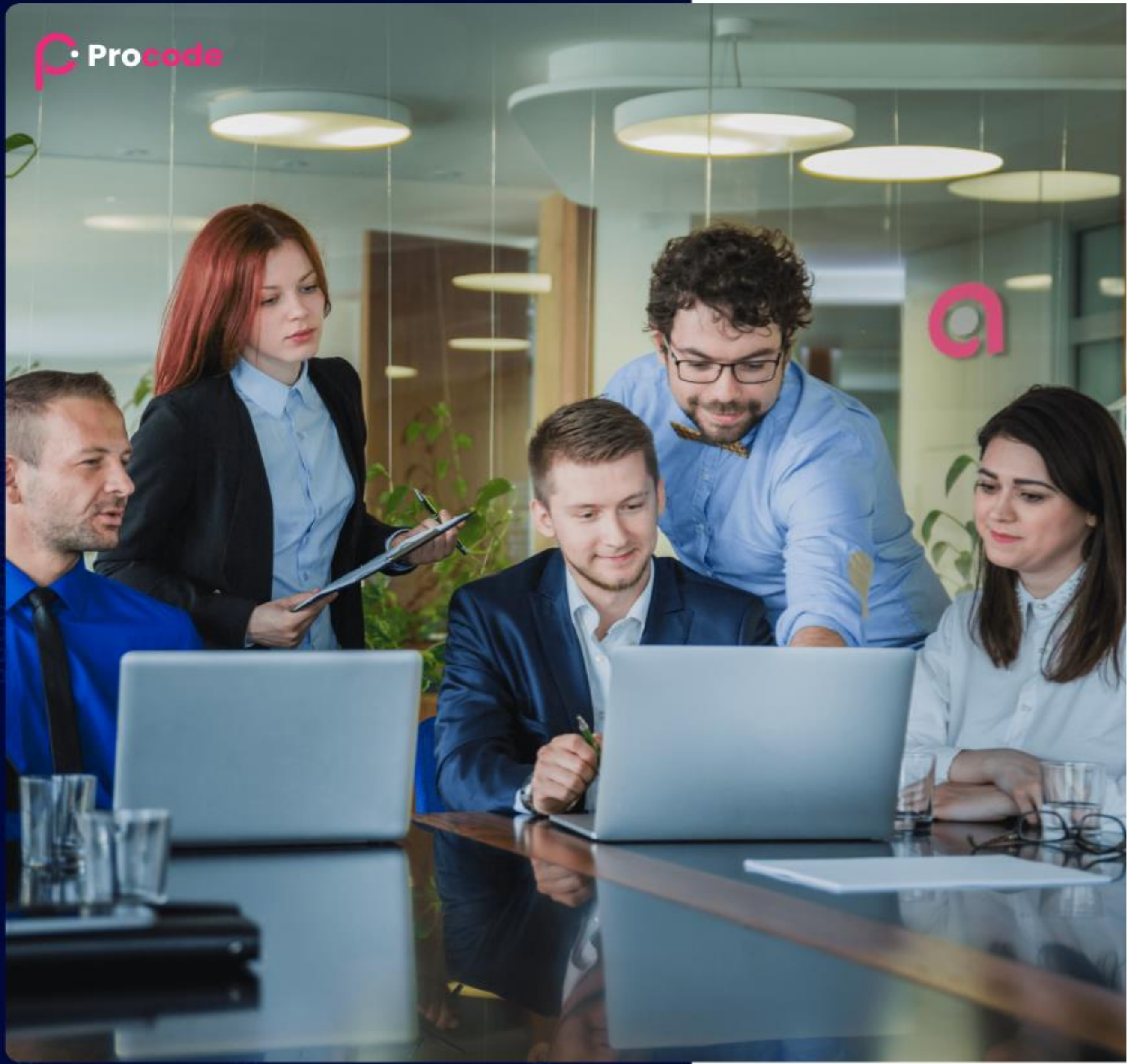
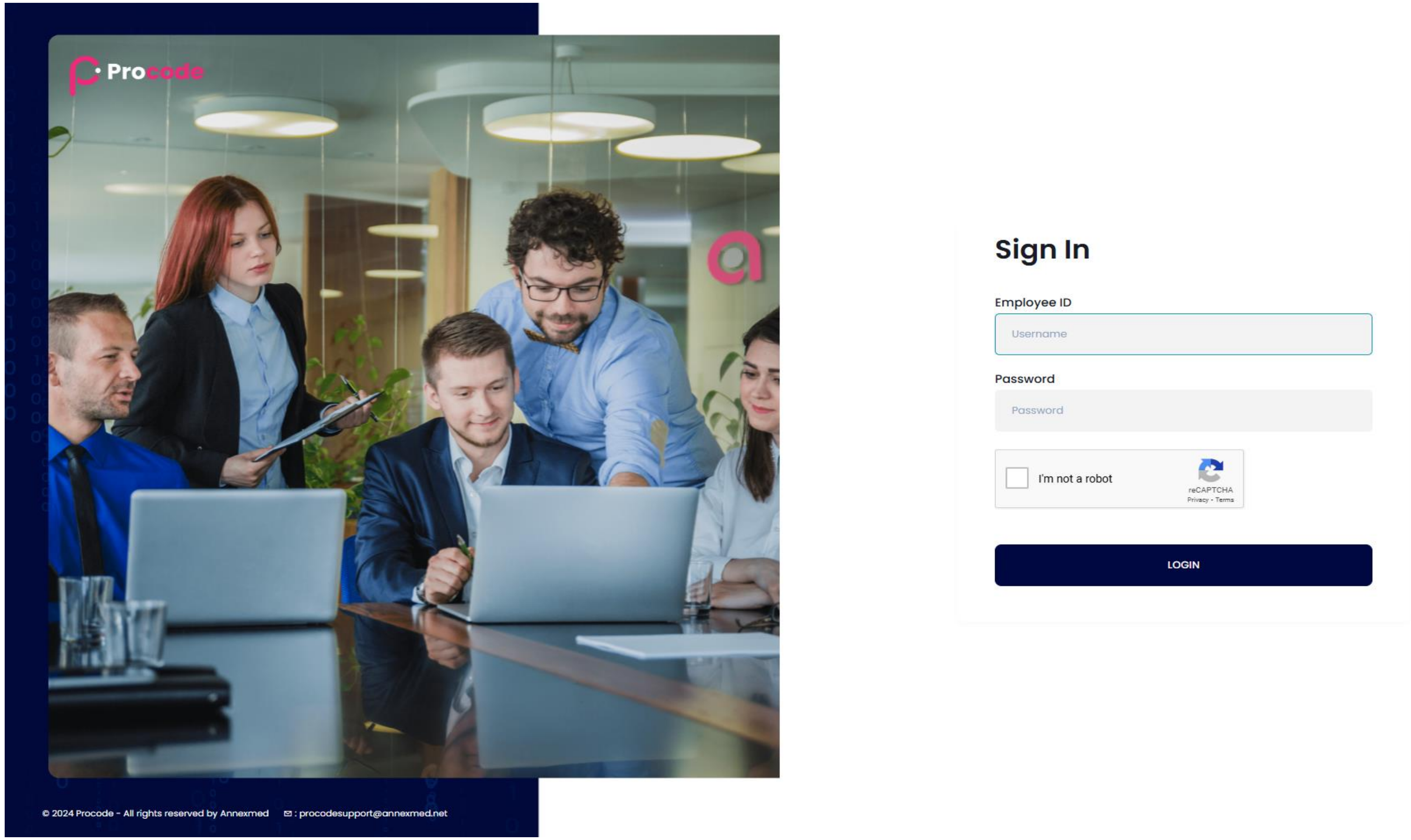


 ✉ : procodesupport@annexmed.net

Login Screen

1.Enter aims user name / password

2.Verified you are not robot in the below screen



Manager / TL / Exe Dashboard

1. The dashboard shows the total assigned/completed/hold counts details based on the day/month/year default in the current day.

2. We also show aging records based on the assigned dates for over all products.

3. This dashboard indicates assigned project details as well. If it is not shown, it means you are not mapped in the respective project. Please contact MIS Team.

4. The dashboard also shows hold records details.

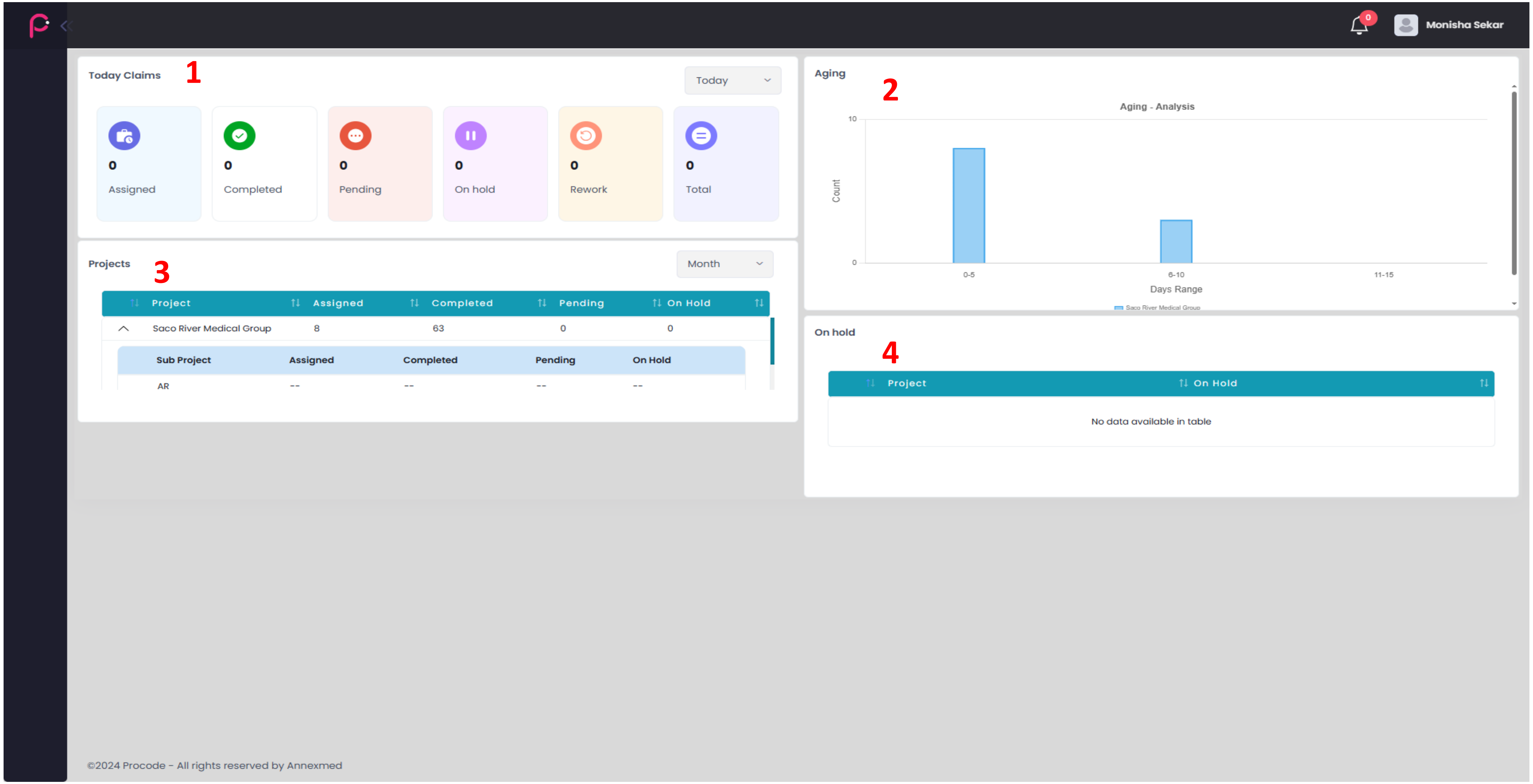
5. The above points also mention the respective users' assigned projects only

6 . When clicking on the project, it shows a subproject list if the particular project has one. Otherwise, it only shows the project name along with its assigned,

completed, pending, or on-hold status.

7. If required, you can change the dropdown today/month/year for Claim and Project.

Manager / TL / Exe Dashboard



Manager / TL / Exe Project Inventory Details List

1. When clicking on the project or subproject, it redirects to the inventory details, which include assigned/pending/hold/completed/Audit Rework with counts.

2. All pages have two options: one to view and another to start. Before starting, click the view button to go through the inventory details. Everything should be fine before clicking the start button.

3. Once you start another inventory, the play button for the remaining inventory will automatically be disabled. You can only start the next inventory once you finish the current one or put it on any status except in-process [But this feature applicable for only Executive].

4. If the inventory is started, the work time will be automatically calculated. The time will also be calculated when you change the status and complete the inventory.

5. If you put any inventory on hold, it will ask for the hold reason and automatically trigger an email to the respective manager/TLs.

6 . The Audit Rework tab refers to when the auditor disagrees with any inventory fields. After that, it will come under your auditor rework queue once the coder agrees. Once the coder agrees, it comes under manager review. Rework Claim comes under the next day after auditing.

7. The Pro-code application has an option to view the SOP for each project / sub-projects.

8. Only the current month's inventory details are shown in the completed tabs.

9. An export option is provided for executives to download the spreadsheet for their own purposes if needed.

Manager / TL / Exe Project Inventory Details List

Monisha Sekar

Practice List

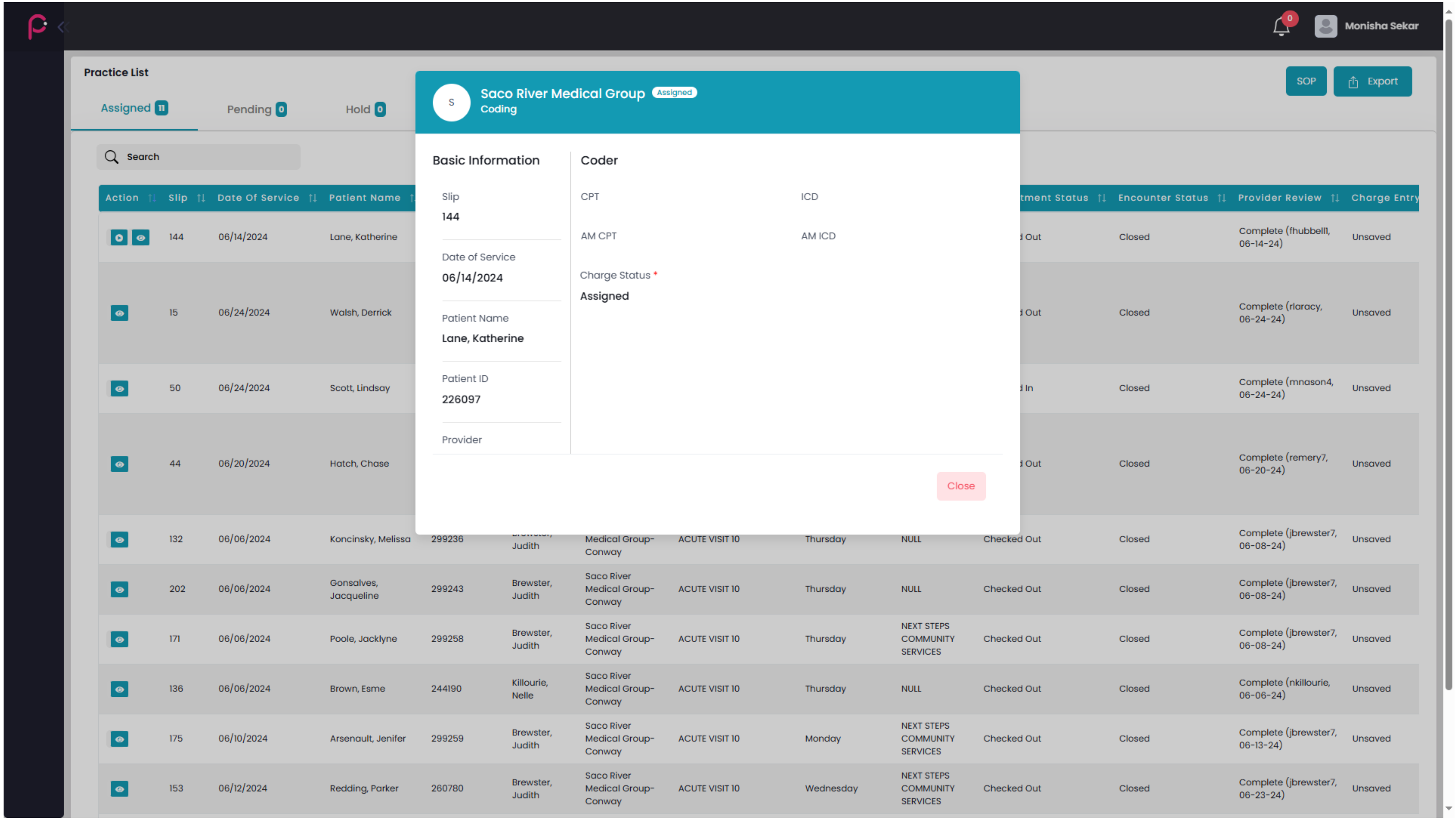
SOP 7 | Export 9

Assigned 11 | 1 Pending 0 | Hold 0 | Completed 100 | Audit Rework 0

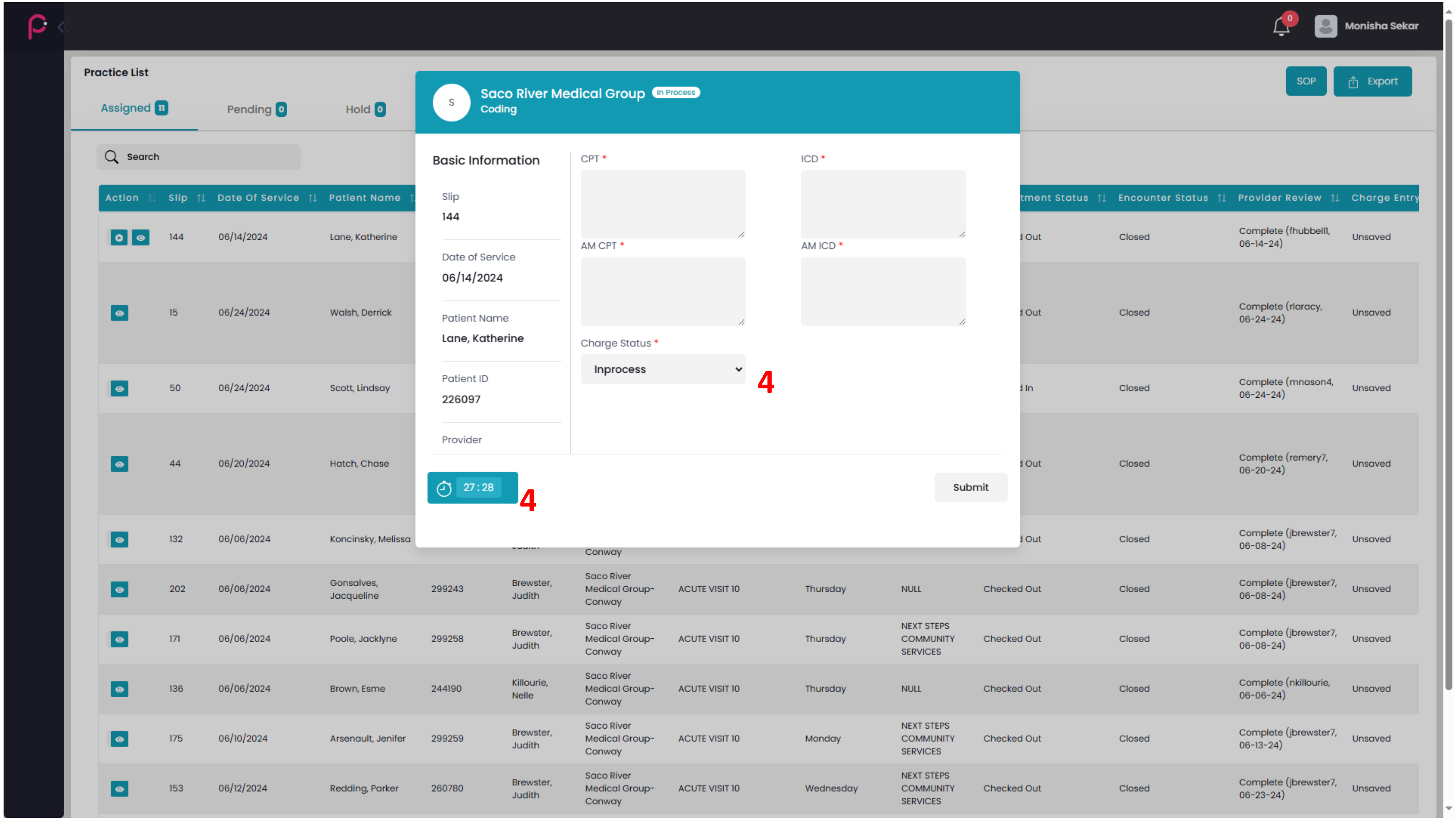
Search

Action	Slip	Date Of Service	Patient Name	Patient Id	Provider	Department	Appointment Type	Day Of Week	Insurance	Appointment Status	Encounter Status	Provider Review	Charge Entry
2	144	06/14/2024	Lane, Katherine	226097	Hubbell, Franklin	Saco River Medical Group-Conway	ACUTE VISIT 10	Friday	NEXT STEPS COMMUNITY SERVICES	Checked Out	Closed	Complete (fhubbell, 06-14-24)	Unsaved
	15	06/24/2024	Walsh, Derrick	297421	Laracy, Richard	Saco River Medical Group-Conway	FOLLOW-UP 20	Monday	NEW HAMPSHIRE HEALTHY FAMILIES (MEDICAID REPLACEMENT HMO)	Checked Out	Closed	Complete (rlaracy, 06-24-24)	Unsaved
	50	06/24/2024	Scott, Lindsay	225692	Nason, Melissa-Jo	Saco River Medical Group-Conway	FOLLOW-UP 20	Monday	CIGNA HEALTHCARE	Checked In	Closed	Complete (mnason4, 06-24-24)	Unsaved
3	44	06/20/2024	Hatch, Chase	225047	Emery, Ross	Saco River Medical Group-Conway	WELL VISIT 20	Thursday	NEW HAMPSHIRE HEALTHY FAMILIES (MEDICAID REPLACEMENT HMO)	Checked Out	Closed	Complete (remery7, 06-20-24)	Unsaved
	132	06/06/2024	Koncinsky, Melissa	299236	Brewster, Judith	Saco River Medical Group-Conway	ACUTE VISIT 10	Thursday	NULL	Checked Out	Closed	Complete (jbrewster7, 06-08-24)	Unsaved
	202	06/06/2024	Gonsalves, Jacqueline	299243	Brewster, Judith	Saco River Medical Group-Conway	ACUTE VISIT 10	Thursday	NULL	Checked Out	Closed	Complete (jbrewster7, 06-08-24)	Unsaved
	171	06/06/2024	Poole, Jacklyne	299258	Brewster, Judith	Saco River Medical Group-Conway	ACUTE VISIT 10	Thursday	NEXT STEPS COMMUNITY SERVICES	Checked Out	Closed	Complete (jbrewster7, 06-08-24)	Unsaved
	136	06/06/2024	Brown, Esme	244190	Killourie, Nelle	Saco River Medical Group-Conway	ACUTE VISIT 10	Thursday	NULL	Checked Out	Closed	Complete (nkillourie, 06-06-24)	Unsaved
	175	06/10/2024	Arsenault, Jenifer	299259	Brewster, Judith	Saco River Medical Group-Conway	ACUTE VISIT 10	Monday	NEXT STEPS COMMUNITY SERVICES	Checked Out	Closed	Complete (jbrewster7, 06-13-24)	Unsaved
	153	06/12/2024	Redding, Parker	260780	Brewster, Judith	Saco River Medical Group-Conway	ACUTE VISIT 10	Wednesday	NEXT STEPS COMMUNITY SERVICES	Checked Out	Closed	Complete (jbrewster7, 06-23-24)	Unsaved

Manager / TL / Exe Project Inventory Details view page



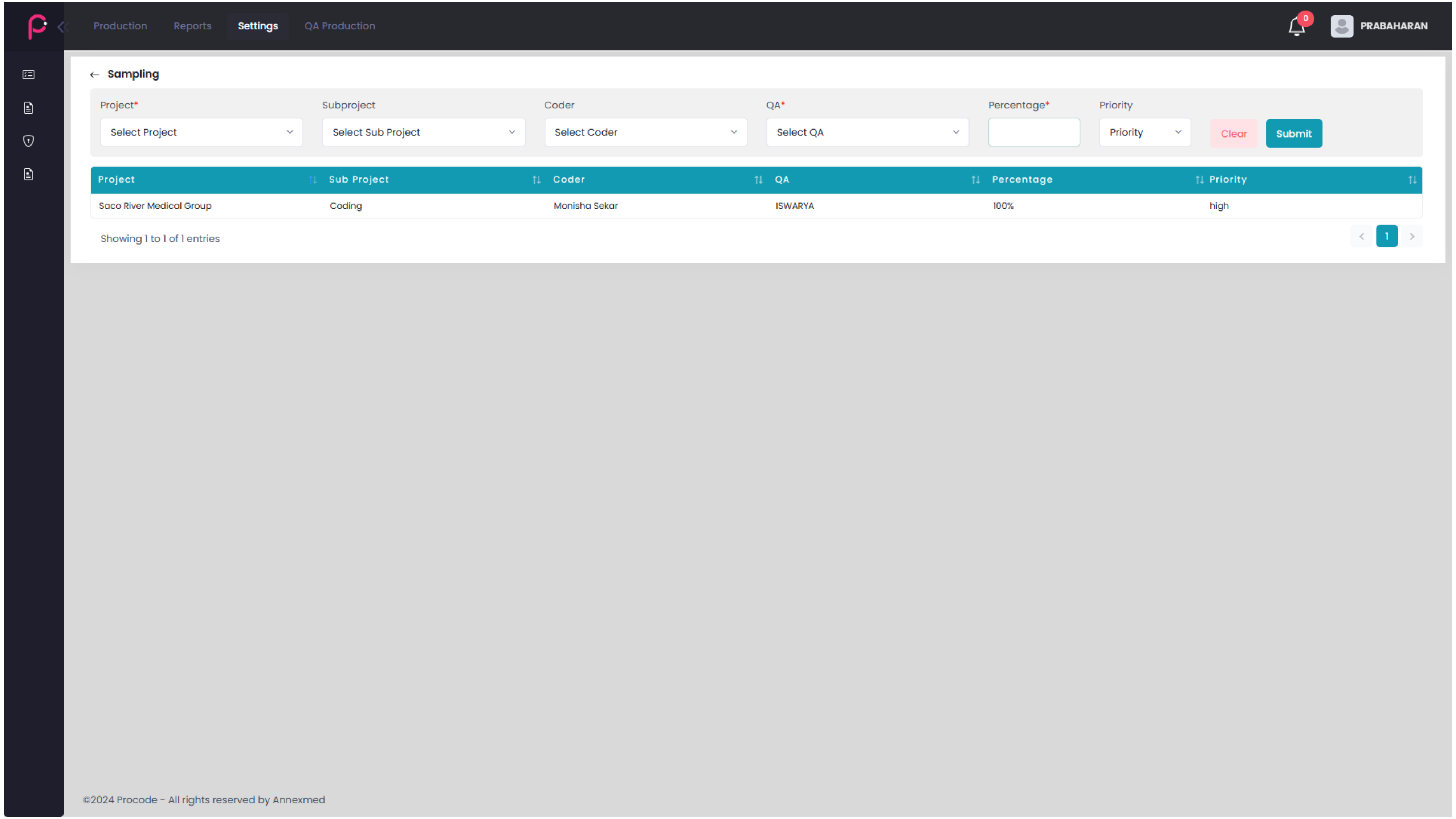
Manager / TL / Exe Project Inventory Details Start page



Manager / TL Project Settings - Sampling

1. We are providing the sampling based on the projects / sub-projects / coder and must add QA executive and Percentage.
2. Once the above setting is completed, the pro-code system automatically allocates the inventory based on the setting. The remaining automatically set auto close [here auto close means sampling is not required].
3. This sampling will work automatically from this application, so it's working probably round robin methods. Therefore, we can't decide which claims move to the QA.
4. This sampling allocation has no waiting time once the coder completes the task. It is automatically assigned to the respective QA.
5. We can assign multiple QA for single projects and different percentages, but it is required to choose a coder.

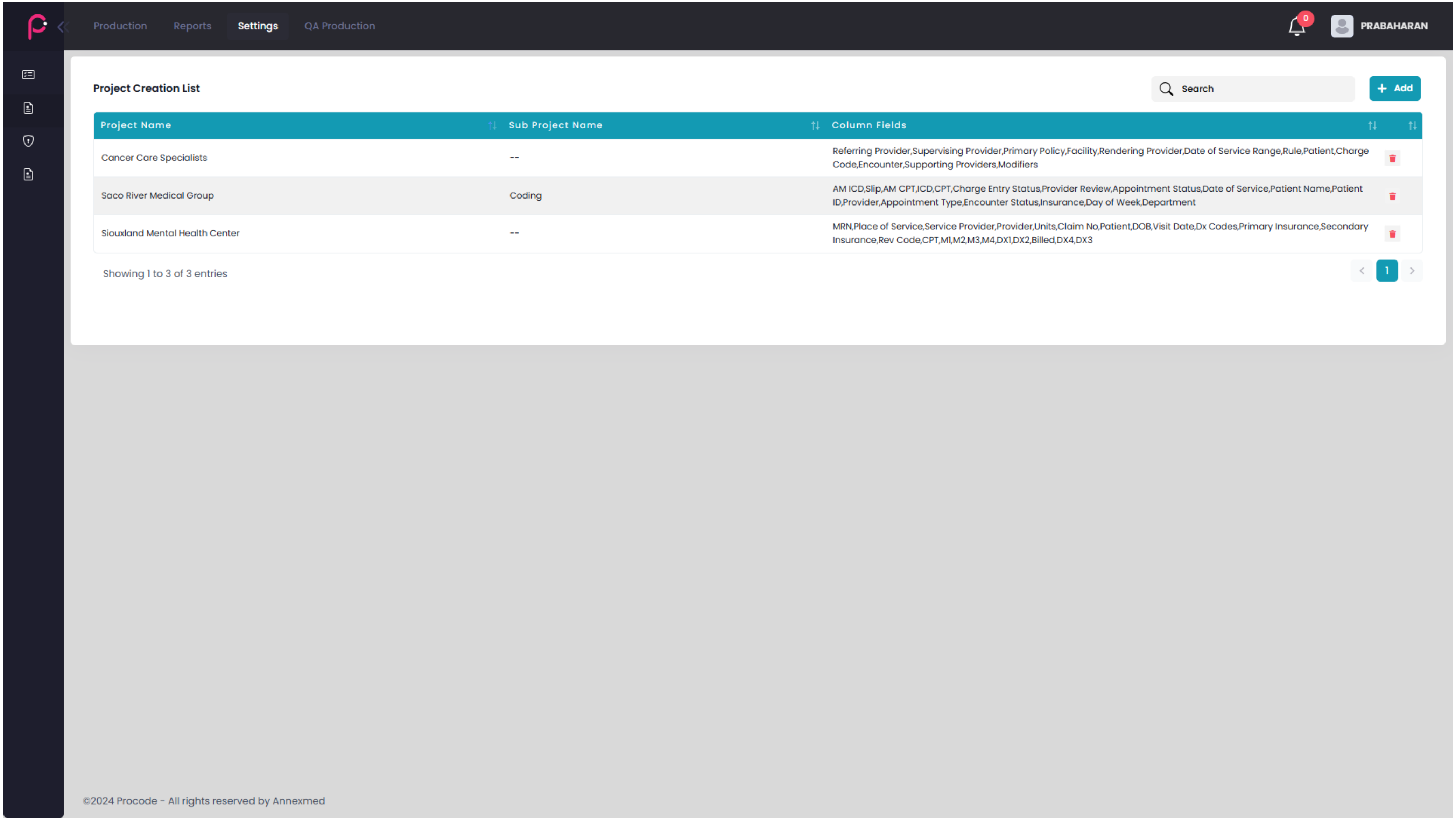
Manager / TL Project Settings - Sampling



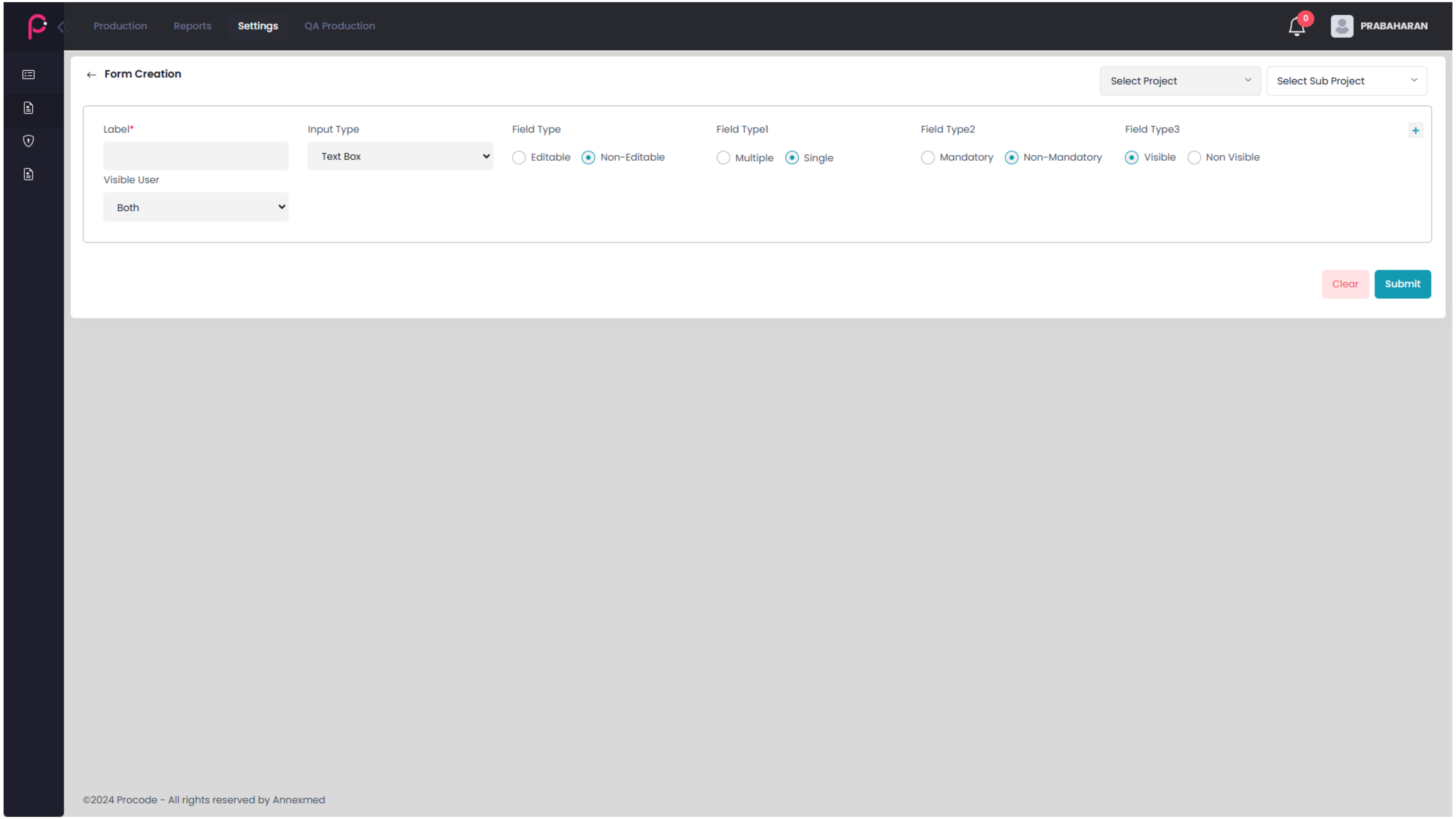
Manager / TL Project Settings – Create Project

1. Pro-code has an option for managers to create a project. This form creation page has several options, such as date, date-range, text-box, text-area, radio, and checkbox.
2. Once you create the project, the manager can delete it before inventory is pushed to the particular project. However, if a project already has inventory, it cannot be deleted.
3. We pull the project and subproject from AIMS.
4. In case you unfortunately mislead and create a project, you will not be able to modify it on your own. Please contact the development team for assistance.
5. Without confirmation, proceeding with the process will have a significant impact on the entire process and time. Therefore, please be cautious when creating inventory and start the production.

Manager / TL Project Settings – Sampling List



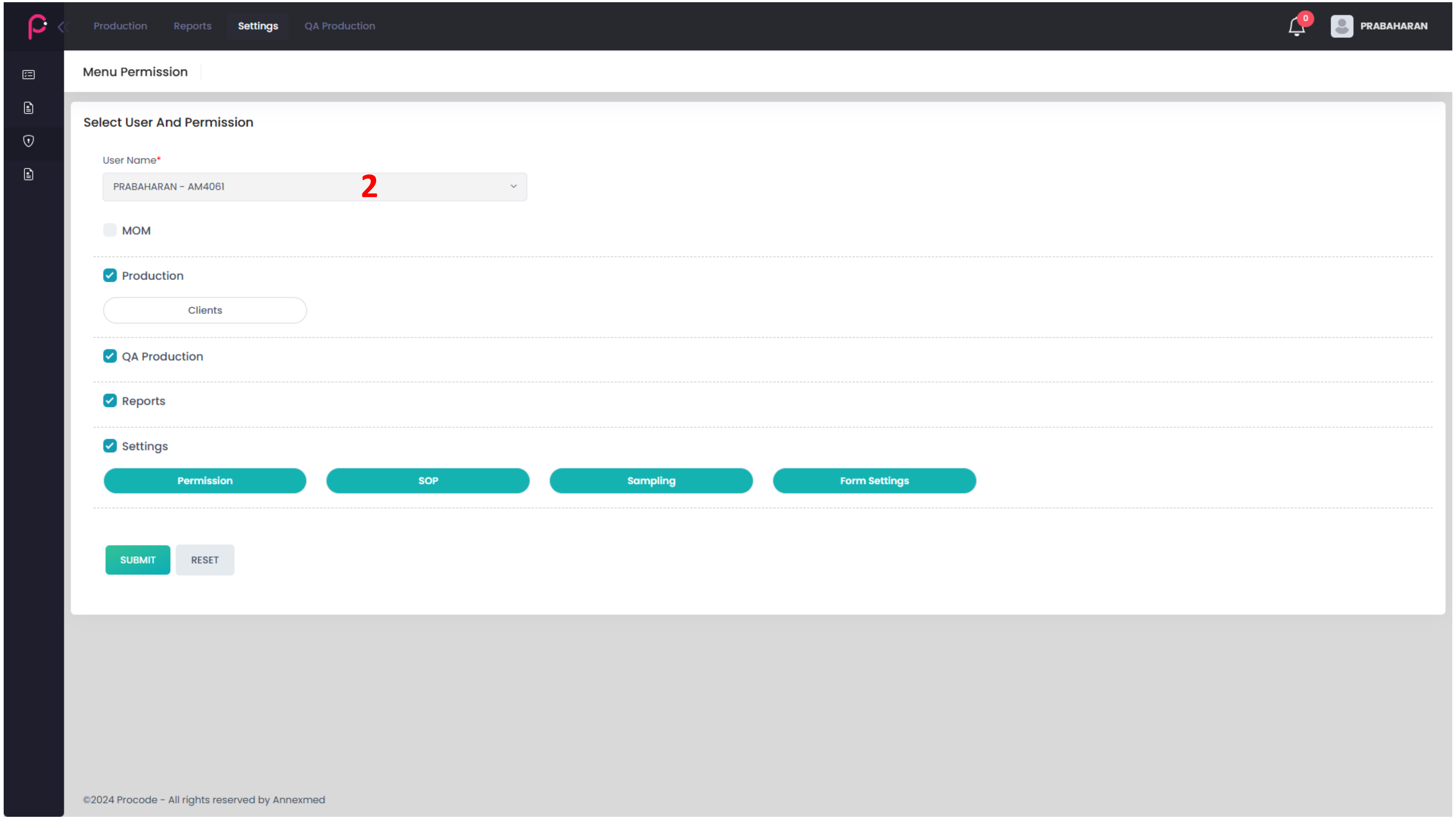
Manager / TL Project Settings – Sampling Add



Manager / TL Project Settings – User Permission

1. Whoever has this menu permission can give the permission to respective users/heads level. Choose the employee ID or employee name and check the parent and child checkboxes, then submit
2. Choose the employee ID or employee name and check the parent and child checkboxes, then submit.
3. After refreshing the application, the menus will automatically reflect the respective user.
4. It's very secure, so don't give the permission at the executive level.

Manager / TL Project Settings – Menu Permission



Manager / TL Project Settings – SOP

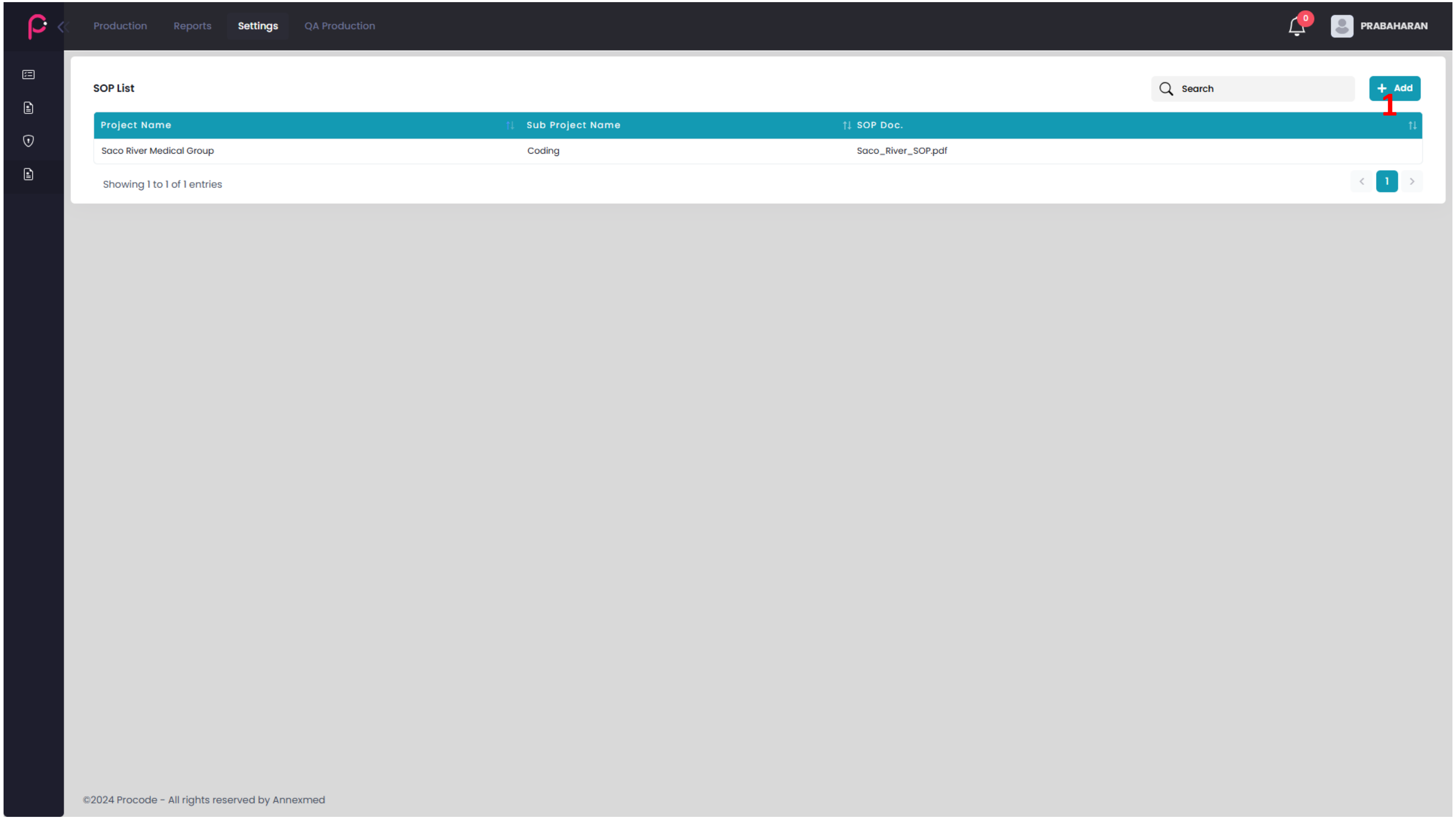
1. Whoever has this menu permission can upload the SOP document based on the project / subproject.

2. Once this document is uploaded, it will be reflected in the respective projects.

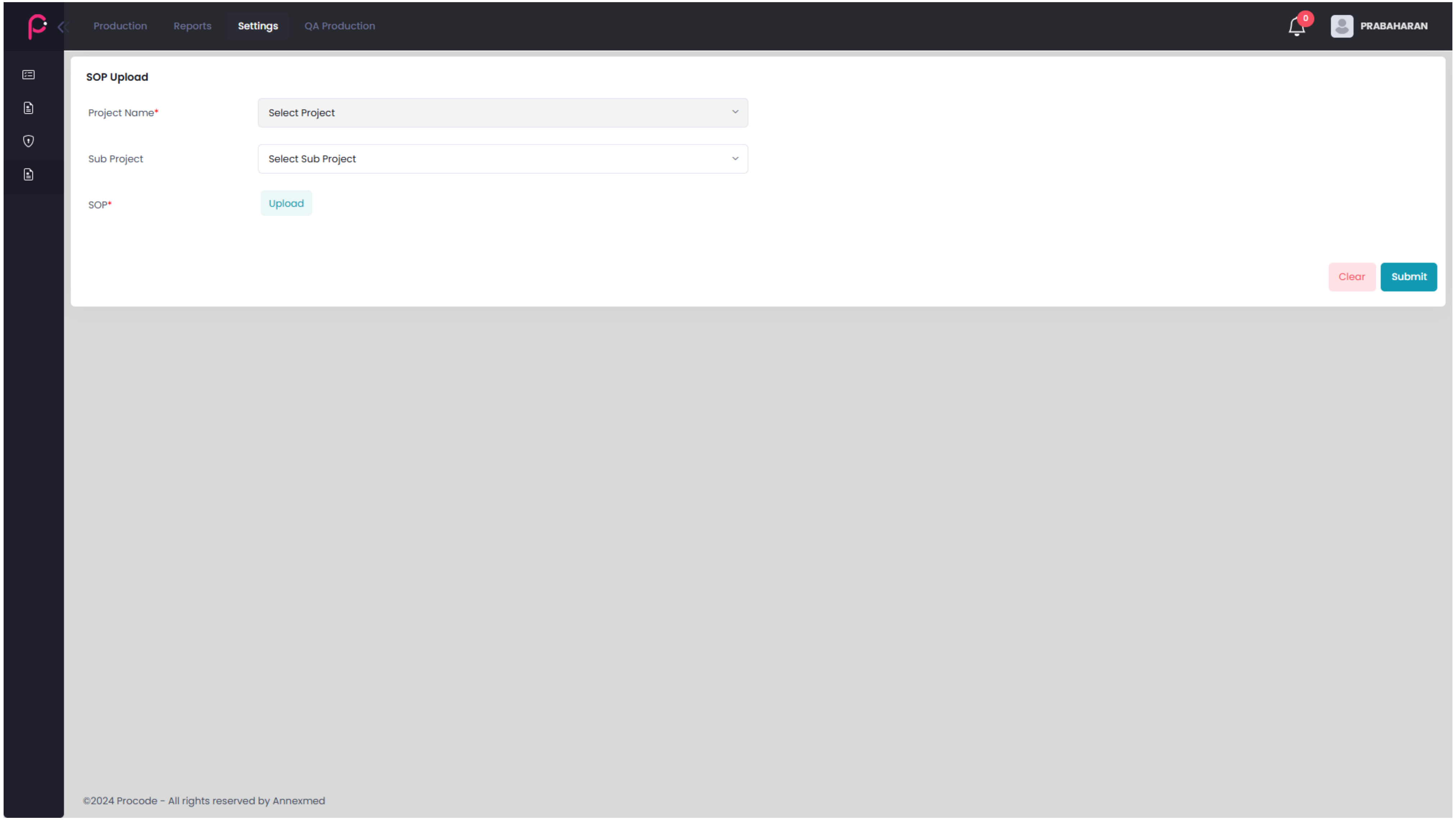
3. Every time they upload the document based on the respective project / subproject, we maintain the back end to show the latest version of the SOP in the projects.

4. Only PDF format documents are allowed because they do not require any software to open. Therefore, we recommend using PDF format.

Manager / TL Project Settings – SOP List



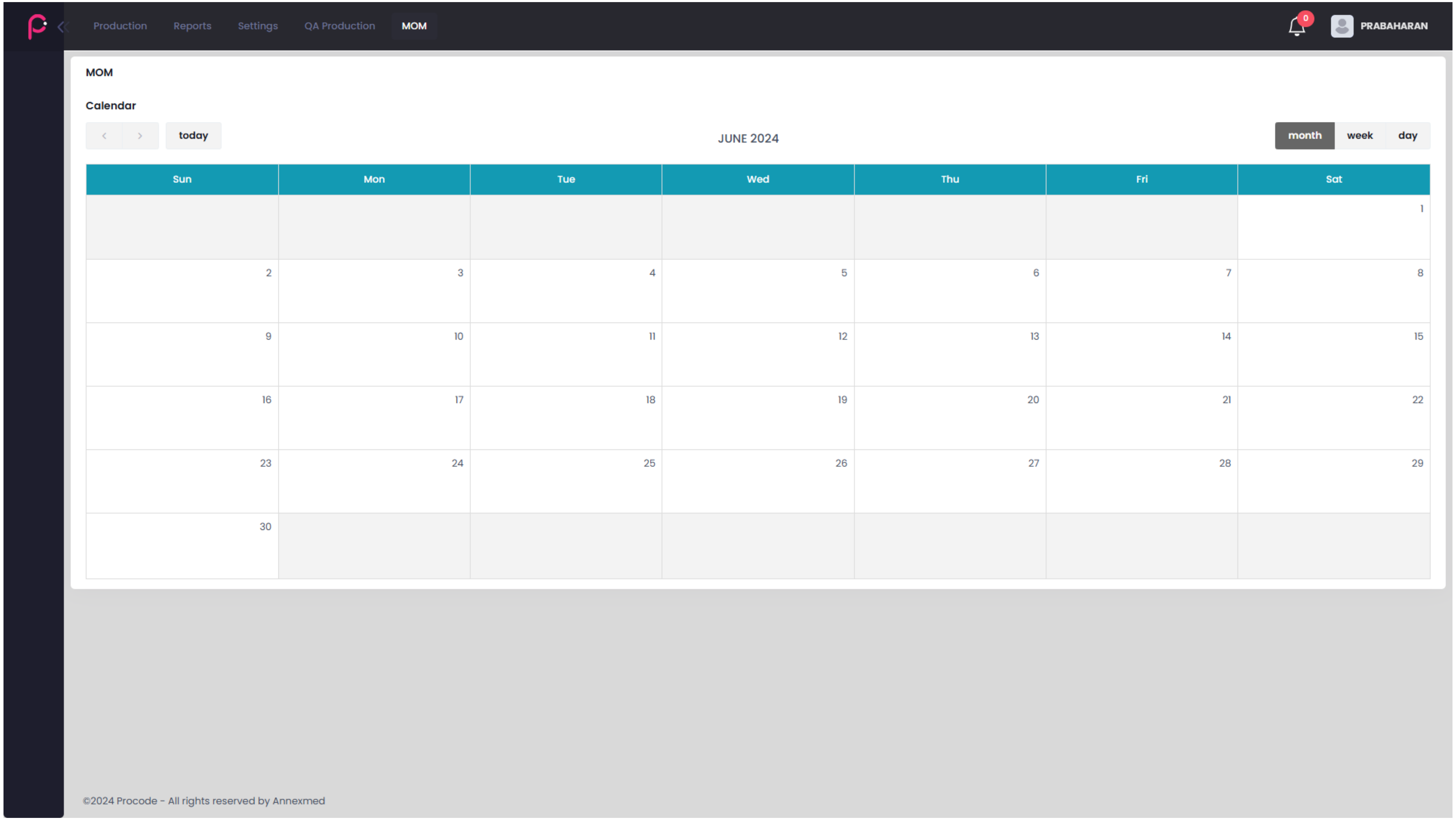
Manager / TL Project Settings – SOP Add



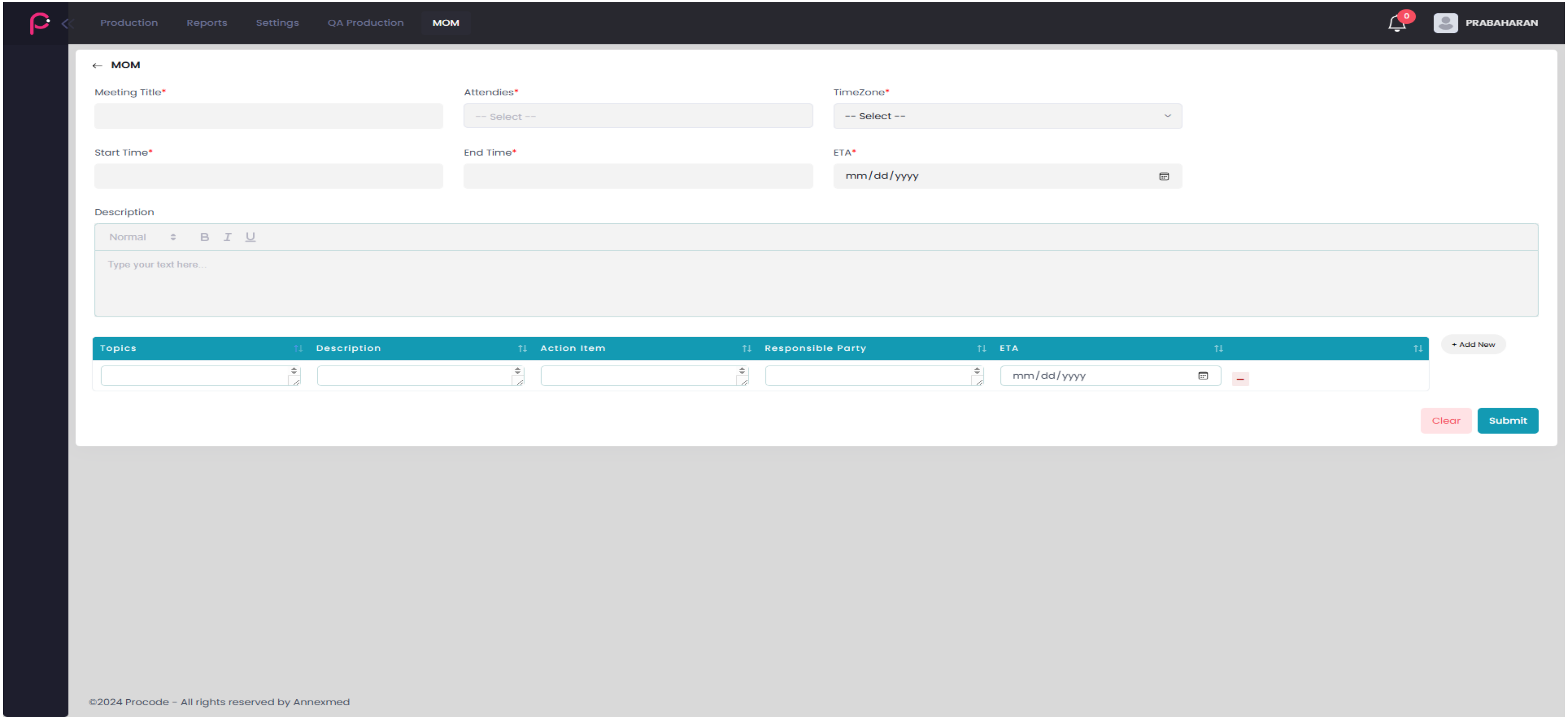
Manager / TL - MOM

1. We are providing the MOM calendar to whoever has permission to access this menu.
2. If you click any date, it redirects to the MOM add/edit interface.
3. They will be able to add MOM for previous and upcoming days.
4. This feature is based on tracking purposes for the entire production team.
5. We maintain MOM for all years and months.
6. Note : This is only for internal purposes.

Manager Project Settings – MOM Calendar



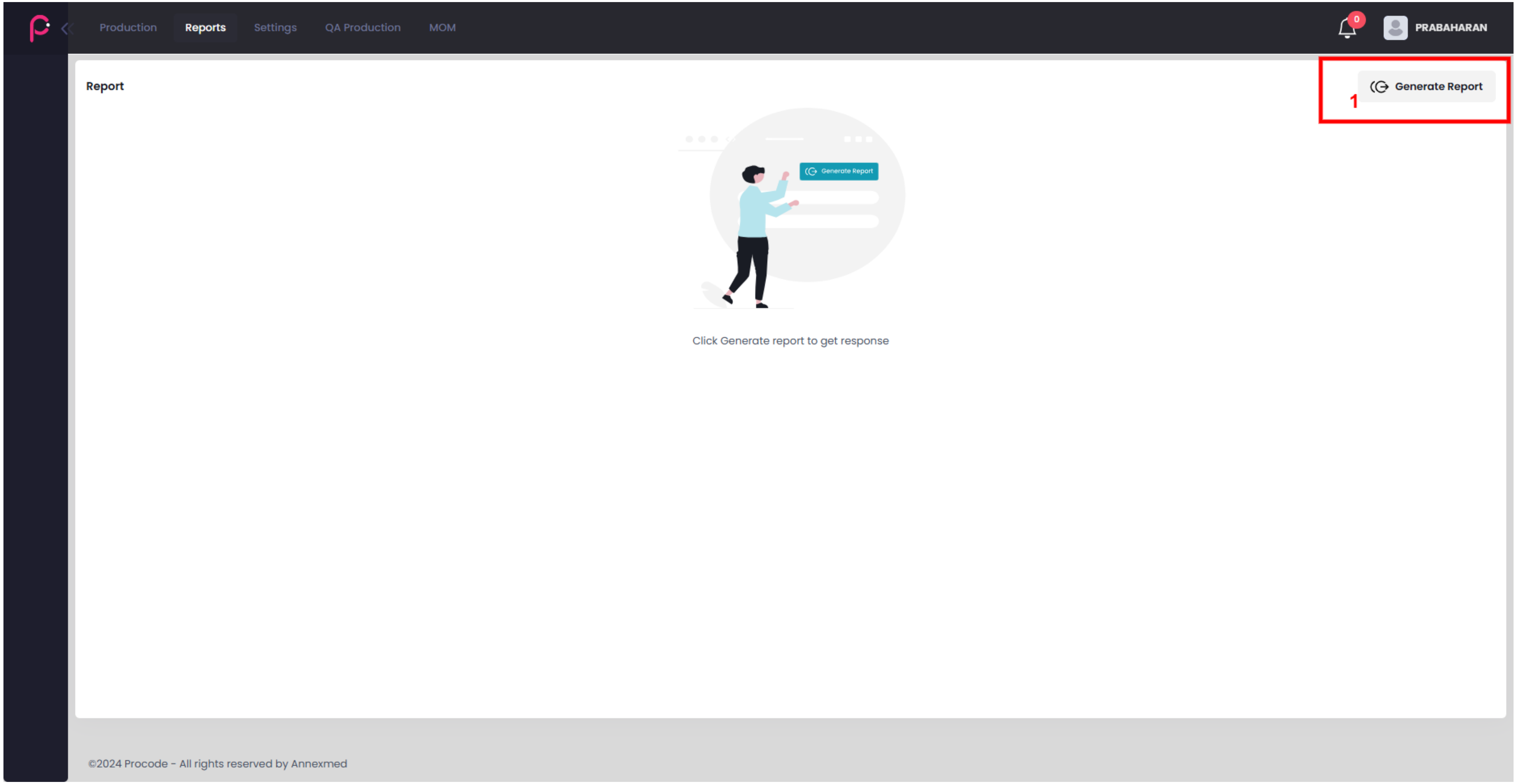
Manager / TL Project Settings – MOM Add



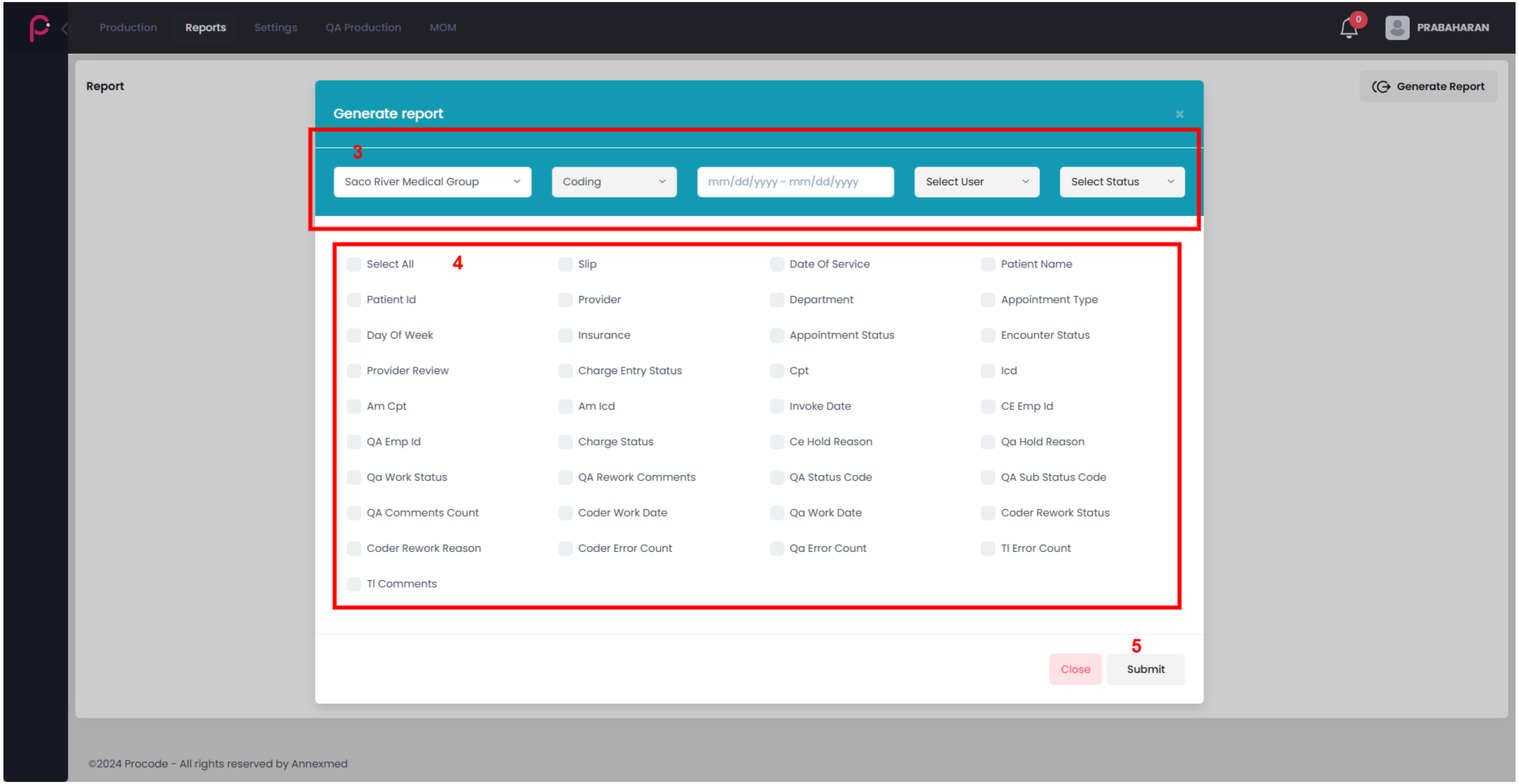
Manager / TL Reports

1. Pro-code application has different kinds of reports that can be generated on a single page.
2. Once you land on the report page, click the "Generate report" button, which will open a popup box.
3. This popup box contains project, sub-project, date range, users, and status.
4. Once you choose the project and sub-project, we will list out all the columns as per the template, including any additional columns added on the project created page.
5. If you require all the columns, please choose the "select all" option. Otherwise, you can choose the specific fields that are required.
6. If you select the all we are asking one confirmation message want to generate all the columns
7. After that, click the submit button, and the report will be automatically selected and displayed on the reports page.
8. In the top right corner, we have an export feature that exports the report based on your search and selected columns.

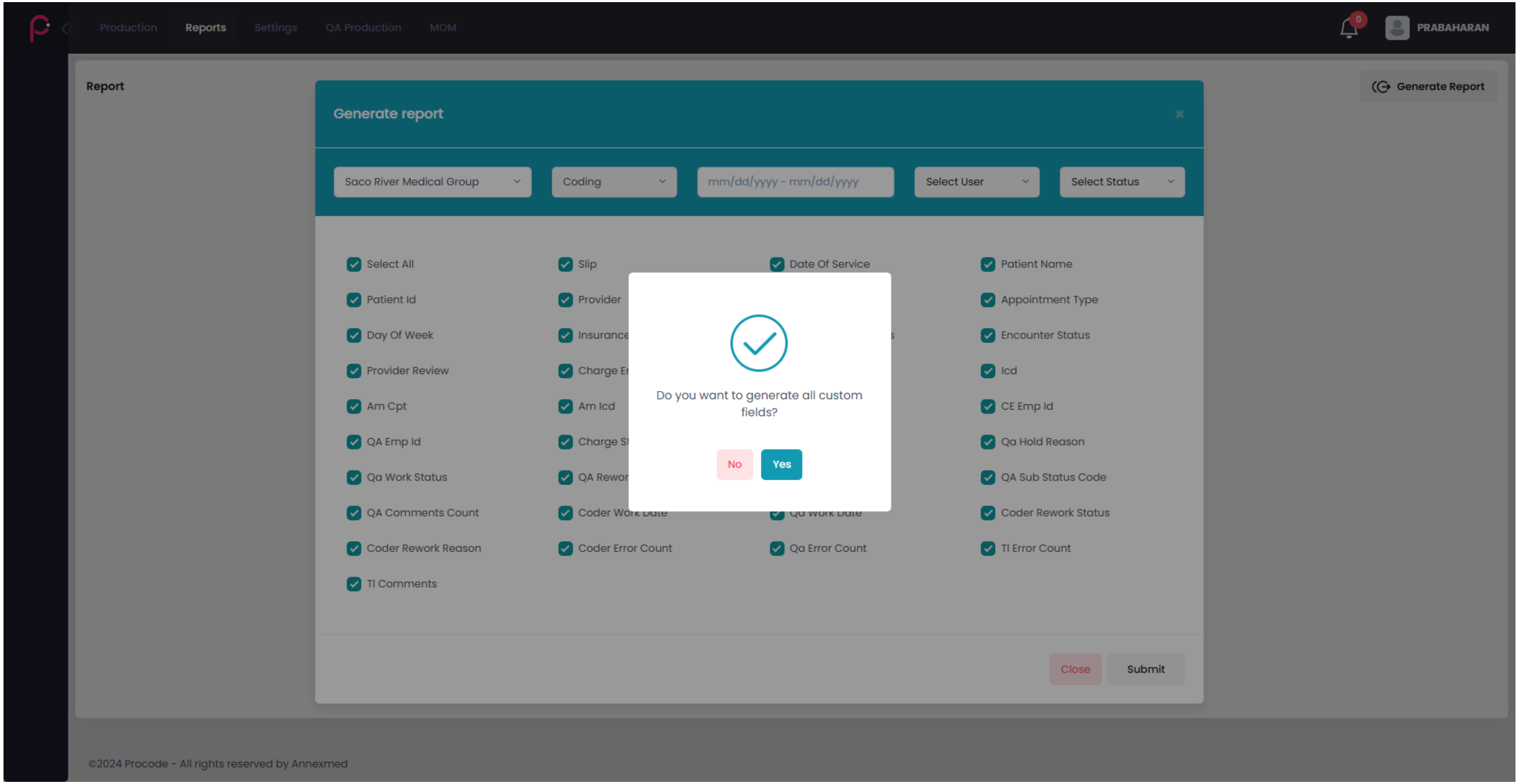
Manager / TL Reports



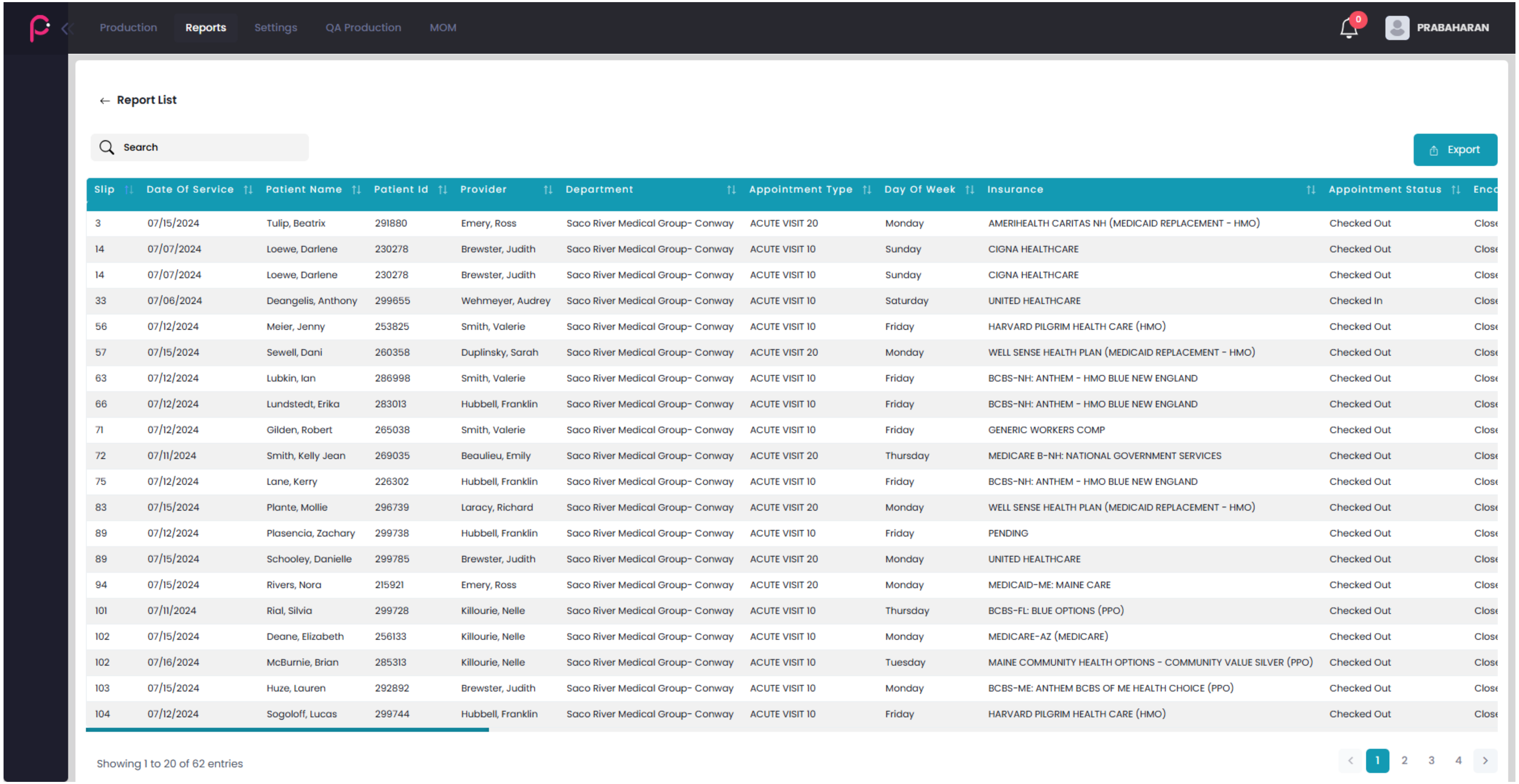
Manager / TL Reports



Manager / TL Reports



Manager / TL Reports



Production | Reports | Settings | QA Production | MOM

PRABAHARAN

← Report List

Search

Export

Slip	Date Of Service	Patient Name	Patient Id	Provider	Department	Appointment Type	Day Of Week	Insurance	Appointment Status	Enco
3	07/15/2024	Tulip, Beatrix	291880	Emery, Ross	Saco River Medical Group- Conway	ACUTE VISIT 20	Monday	AMERIHEALTH CARITAS NH (MEDICAID REPLACEMENT - HMO)	Checked Out	Close
14	07/07/2024	Loewe, Darlene	230278	Brewster, Judith	Saco River Medical Group- Conway	ACUTE VISIT 10	Sunday	CIGNA HEALTHCARE	Checked Out	Close
14	07/07/2024	Loewe, Darlene	230278	Brewster, Judith	Saco River Medical Group- Conway	ACUTE VISIT 10	Sunday	CIGNA HEALTHCARE	Checked Out	Close
33	07/06/2024	Deangelis, Anthony	299655	Wehmeyer, Audrey	Saco River Medical Group- Conway	ACUTE VISIT 10	Saturday	UNITED HEALTHCARE	Checked In	Close
56	07/12/2024	Meier, Jenny	253825	Smith, Valerie	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	HARVARD PILGRIM HEALTH CARE (HMO)	Checked Out	Close
57	07/15/2024	Sewell, Dani	260358	Duplinsky, Sarah	Saco River Medical Group- Conway	ACUTE VISIT 20	Monday	WELL SENSE HEALTH PLAN (MEDICAID REPLACEMENT - HMO)	Checked Out	Close
63	07/12/2024	Lubkin, Ian	286998	Smith, Valerie	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	BCBS-NH: ANTHEM - HMO BLUE NEW ENGLAND	Checked Out	Close
66	07/12/2024	Lundstedt, Erika	283013	Hubbell, Franklin	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	BCBS-NH: ANTHEM - HMO BLUE NEW ENGLAND	Checked Out	Close
71	07/12/2024	Gilden, Robert	265038	Smith, Valerie	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	GENERIC WORKERS COMP	Checked Out	Close
72	07/11/2024	Smith, Kelly Jean	269035	Beaulieu, Emily	Saco River Medical Group- Conway	ACUTE VISIT 20	Thursday	MEDICARE B-NH: NATIONAL GOVERNMENT SERVICES	Checked Out	Close
75	07/12/2024	Lane, Kerry	226302	Hubbell, Franklin	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	BCBS-NH: ANTHEM - HMO BLUE NEW ENGLAND	Checked Out	Close
83	07/15/2024	Plante, Mollie	296739	Laracy, Richard	Saco River Medical Group- Conway	ACUTE VISIT 20	Monday	WELL SENSE HEALTH PLAN (MEDICAID REPLACEMENT - HMO)	Checked Out	Close
89	07/12/2024	Plasencia, Zachary	299738	Hubbell, Franklin	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	PENDING	Checked Out	Close
89	07/15/2024	Schooley, Danielle	299785	Brewster, Judith	Saco River Medical Group- Conway	ACUTE VISIT 20	Monday	UNITED HEALTHCARE	Checked Out	Close
94	07/15/2024	Rivers, Nora	215921	Emery, Ross	Saco River Medical Group- Conway	ACUTE VISIT 20	Monday	MEDICAID-ME: MAINE CARE	Checked Out	Close
101	07/11/2024	Rial, Silvia	299728	Killourie, Nelle	Saco River Medical Group- Conway	ACUTE VISIT 10	Thursday	BCBS-FL: BLUE OPTIONS (PPO)	Checked Out	Close
102	07/15/2024	Deane, Elizabeth	256133	Killourie, Nelle	Saco River Medical Group- Conway	ACUTE VISIT 10	Monday	MEDICARE-AZ (MEDICARE)	Checked Out	Close
102	07/16/2024	McBurnie, Brian	285313	Killourie, Nelle	Saco River Medical Group- Conway	ACUTE VISIT 10	Tuesday	MAINE COMMUNITY HEALTH OPTIONS - COMMUNITY VALUE SILVER (PPO)	Checked Out	Close
103	07/15/2024	Huze, Lauren	292892	Brewster, Judith	Saco River Medical Group- Conway	ACUTE VISIT 10	Monday	BCBS-ME: ANTHEM BCBS OF ME HEALTH CHOICE (PPO)	Checked Out	Close
104	07/12/2024	Sogoloff, Lucas	299744	Hubbell, Franklin	Saco River Medical Group- Conway	ACUTE VISIT 10	Friday	HARVARD PILGRIM HEALTH CARE (HMO)	Checked Out	Close

Showing 1 to 20 of 62 entries

1 2 3 4

Manager / TL / Exe - Inventory

1. Upload the inventory as per the respective project templates that you shared with the development team.
2. If you need to add more columns to the inventory file, please contact the development team and they will assist you.
3. The automation tool fetches the inventory every 30 minites. If the files are in their respective folder, it fetches the inventory and pushes it to the pro-code application. If there are no files, an email trigger saying 'no file there' is sent to the respective heads every hour.
4. Once you have placed the inventory file, it will take approximately 30 to 60 minutes based on the inventory volume.
5. The projects inventory has been uploaded successfully. An automatic email trigger is sent to the respective heads to notify them of the successful inventory upload.
6. After receiving this email, your team can start the production.
7. We will identify duplicate records based on your inputs.
8. Place the inventory file with the respective name and format. If you change any automation tool, it will not fetch the inventory.
9. Please use "_" instead of space if you use space anywhere in the inventory filename & column name. The tools are not able to read.

   (**File Name :** e.g. SRMG_SACO-CODING-07182024.xlsx and Column name e.g. : Patient_Name)

- **Current Inventory Path :** \\192.168.28.200\Coding\Annexmed Coding\Inventory for Pro-Code

Manager / TL Logs

1. We are showing the Logs option on this page to indicate whether the inventory file has been executed or not.

2. If there is any problem with the inventory file, an error message will be displayed.

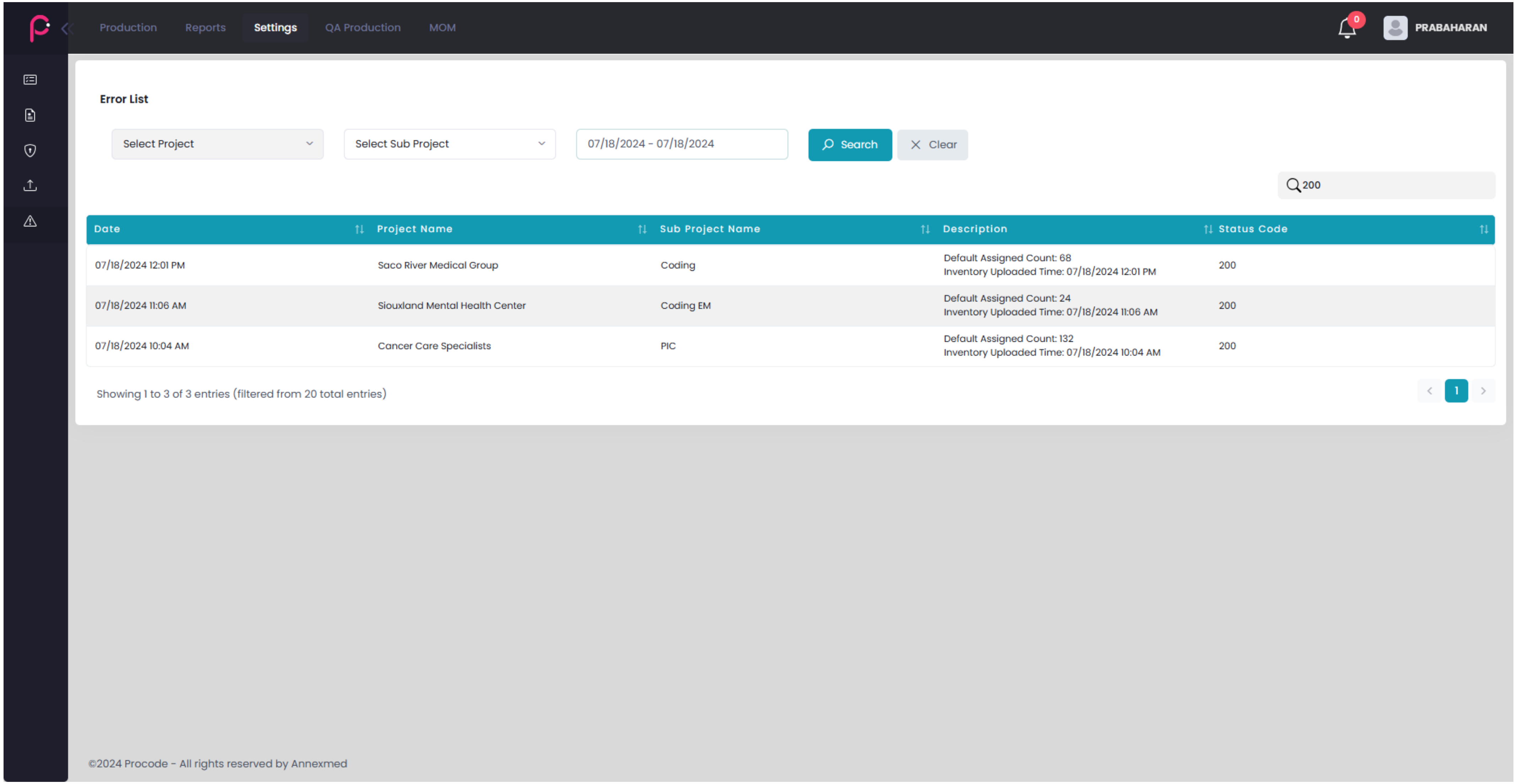
3. If the inventory file contains column names with spaces instead of underscores, you should identify them here.

4. This page is very useful for monitoring all operations.

5. It allows you to easily identify the exact issue before reaching out to development support.

6. This page have a filter option based on project and subproject and date range and also provide common search feature .

Manager / TL Logs



Date	Project Name	Sub Project Name	Description	Status Code
07/18/2024 12:01 PM	Saco River Medical Group	Coding	Default Assigned Count: 68 Inventory Uploaded Time: 07/18/2024 12:01 PM	200
07/18/2024 11:06 AM	Siouxland Mental Health Center	Coding EM	Default Assigned Count: 24 Inventory Uploaded Time: 07/18/2024 11:06 AM	200
07/18/2024 10:04 AM	Cancer Care Specialists	PIC	Default Assigned Count: 132 Inventory Uploaded Time: 07/18/2024 10:04 AM	200

Supporting Team

1. Development Team Support : mgani@caliberfocus.com
2. Network Team Support : systemadmin@annexmed.net
3. Project Mapping Support : MIS@annexmed.net
4. Pro-Code Support : procodesupport@annexmed.net