Admin User Tasks

- * Environment
 - * FireFox -vs- IE8+ & Chrome
- Medasko is developed and tested primarily using FireFox as the browser of choice, it will also work well using Google Chrome and Microsoft IE. However should some control, button or display item seem odd, please try it in FireFox before raising it as an issue.
 - * Basic Use / Navigation
- Medasko is a browser based application and therefore can be reached via an secure web address (URL). HLAH installation is located at: https://medaskol.mi-squared.com



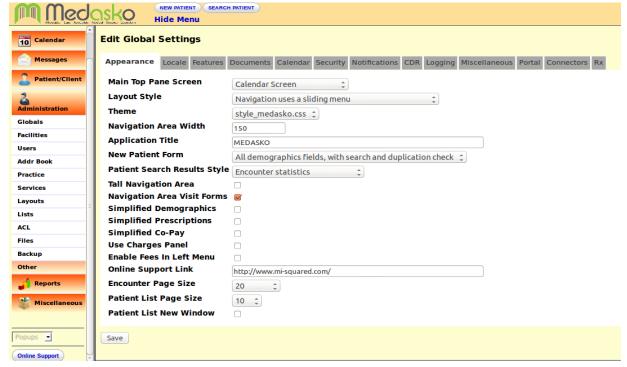
Notes:			

- After the login screen the main screen is divided into four frames.
 Left Navigation Menu and search tools
 Top Title Bar containing current Active Patient and Encounter as well as controls for clearing activity, logout etc.

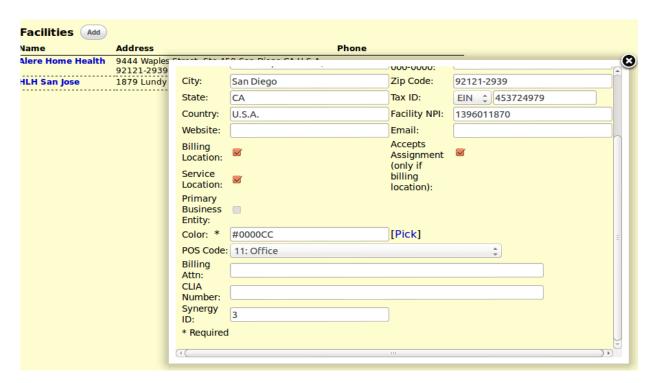
	OSKO Hide Menu	n entent			nome	Administrator
Default Top Bot Top Calendar Messages	Message and Reminder C Reminders Show Reminders	Center				
Patient/Client Patients	Messages (See All) Show All Show Active Show Ina			D. C. S.	and a	1
New/Search	Add New Delete	Patient •	Type ♥	Date ♥	Status ♥	
Summary	Add New Delete				~~ 0 0i 0 >>	
Visits						
Create Visit						
Current						
Visit History						
Records						
Visit Forms						
Administration	Show 25 ¢ entries			Search all col	umns:	
Reports						
	Full Name	SOC V Admit Sta	tus 🕴 Home Phone 💠	SSN 💠	Address	Date of Birth
Miscellaneous	Pat, Test A 07/05/20	013			1123 West Texas, Houston, TX - 77372	04/19/1990
	Test123, Patient			978654632 -	54321	04/26/1992
Popups <u>•</u>	Three, Test			123456789 -		07/12/2005
Online Support	Open in New Window Showing 1	to 3 of 3 entries			4	Previous Next

Notes:	

Globals



- * Configuration controls
 - Most of these controls are already set correctly

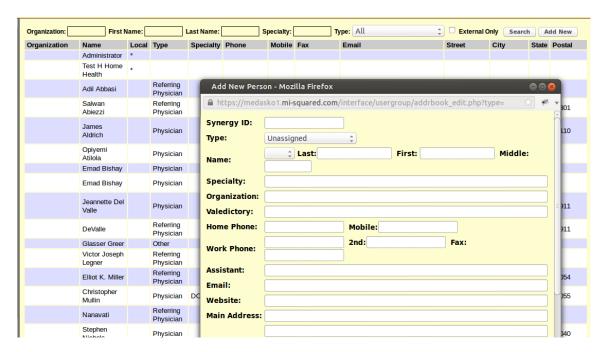


* Facilities — Need to have indication regarding "service location" and their ID# from the Synergy System. Valid NPI# and Place of Service Codes.

- * Users
 - * Access Controls
 - * Authorization / Roles
 - * administrative, accounting, clinical
 - * Password management



Notes:	



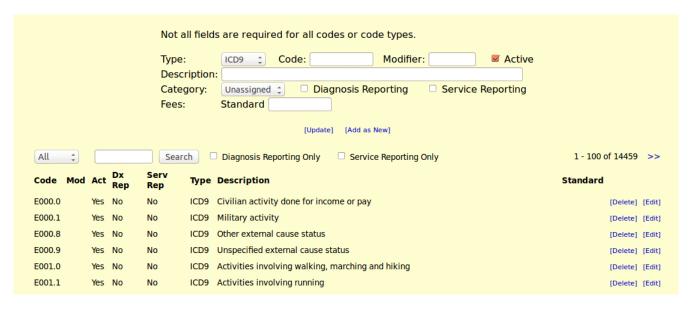
- * Other Business Entities
 - * Agencies
 - * Hospitals
 - * Primary Care Providers
 - * Case Managers
 - * Referrers
 - * Other

Practice Settings Pharmacies | Insurance Companies | Insurance Numbers | X12 Partners | Documents | HL7 Viewer Insurance Companies Add a Company City, State **Default X12 Partner** Name Aetna Lexington KY Blue Cross Medical Los Angeles CA Blue Shield of Red Bluff CA California Care Centrix National Hartford CT Claims Center Central Coast Alliance Scotts Valley CA Denver CO Champ VA Go 2 Medical Oceanside CA HMSA Honolulu HI Lexington KY Humana Medicare San Jose CA Secure Horizons Salt Lake City UT State Compensation Suisun City CA Insurance Fund United Health Care Salt Lake City UT

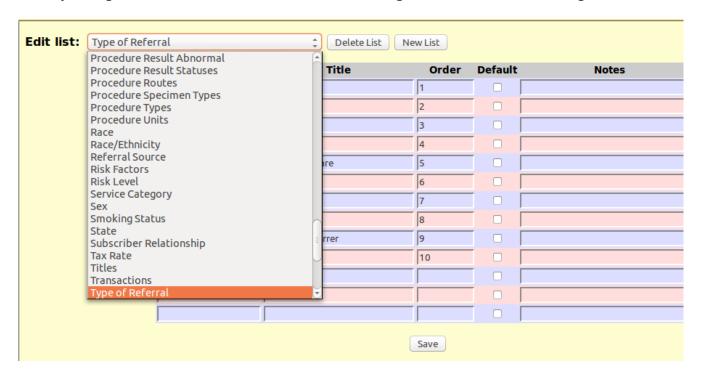
* Insurance Companies



* Document Categories — documents of all types, scanned, word files, PDF, images can be attached to each patient record and categorized using the above categories or new categories and hierarchies can be created as needed. The Patient Photo and ID categories are special and are visible in the main patient summary page.



* Codes / Services / Diagnosis — All codes are managed from here. Codes can be loaded manually or via automated loads from commercial and public code sources. These are called "chart of accounts" in Synergy.



- * Supporting Lists
 - * Agency Areas
 - * Admit Status
 - * Code Types
 - * Patient List Columns
 - * Patient Note Types
 - * Service Categories
 - * Transactions
 - * Type of Referral
- * Maintenance Activities
 - * Backups
 - * Log Management
 - * Message Queues
 - * Inner Office Notes Board

Notes:		

* Patient Portal — Medasko has a built in portal which can be activated for any patient to have access to their basic records.



Example:



Intake

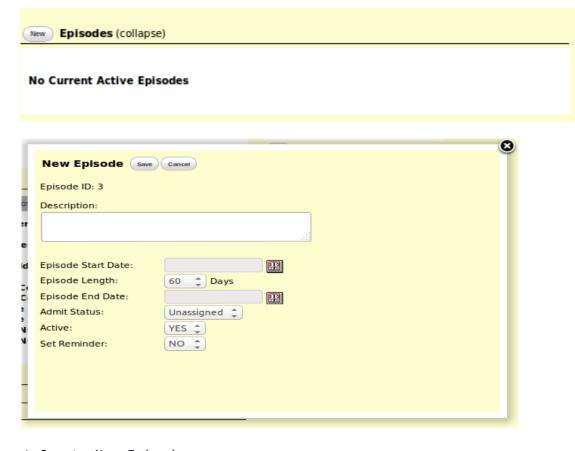
- * Login (note about password strength)
- * Confirm or Load Primary Care Provider see Address Book
- * Confirm or Load Service Facility see Facilities Table
- * Load Pt Data
 - * Verify eligibility (manual process)
 - note in insurance record or patient notes.
 - * Load Insurance data
 - see Insurance table (match Synergy)

arch or Add Patie	ent			
Patient Info				
Name:	Unassigned 🛊		External ID:	
DOB:	H .		Sex:	Unassigned 🛊
S.S.:			License/ID:	
Marital Status:	Unassigned 💠			
Address 1:			Address 2:	
City:			State:	Unassigned Add
Postal Code:			Country:	Unassigned Add
Guardian`s Name:			Emergency Contact:	
Emergency Phone:			Home Phone:	
Work Phone:			Mobile Phone:	
Contact Email:)	Medicare Number:	
Medicaid Number:			HMO/PPO Number:	
User Defined:)
Preferences Employer Background Hospitalization Agency Physician(s) Referral Insurance				
				Search Create New Patient

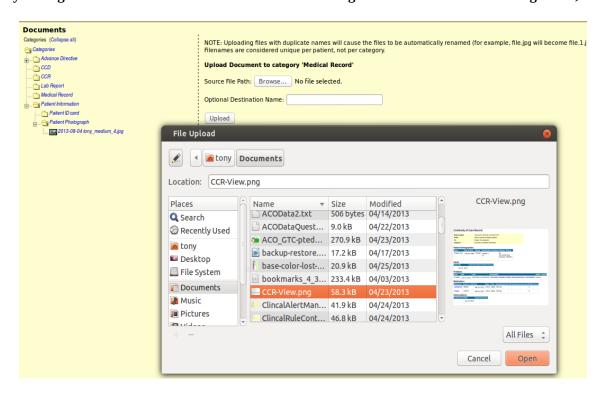
- * Load Pt Profile / History
- patient Demographics



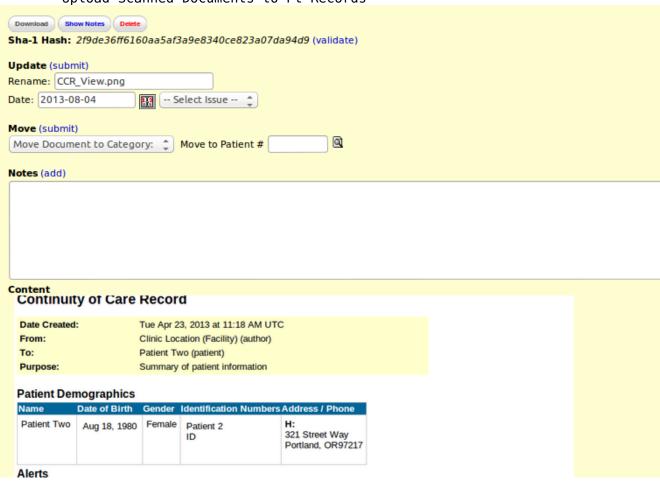
* Assign to a specific internal provider / user



* Create New Episode



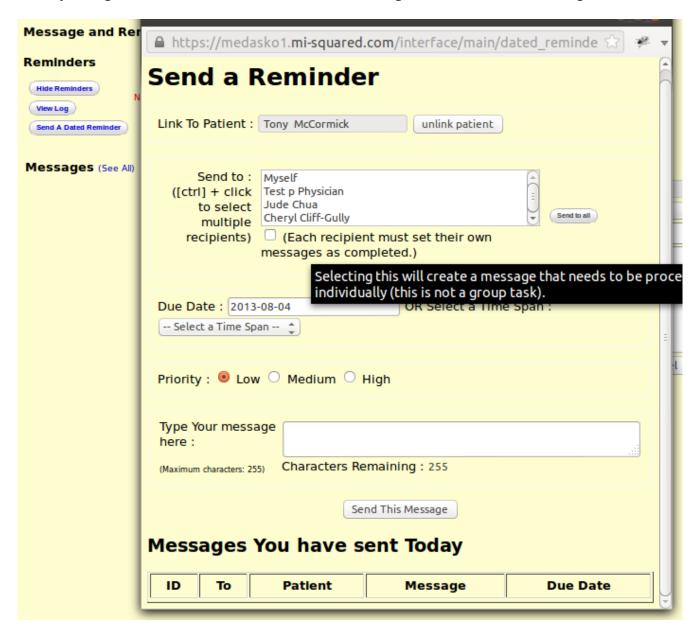
* Upload Scanned Documents to Pt Records



- * View and Annotate uploaded Documents
- * Start the Scheduling / Orders Activities
- * Print/Email Paper Forms copies of these documents can be added to the "Blank Forms" section of the menu



* Patient Notes as Needed

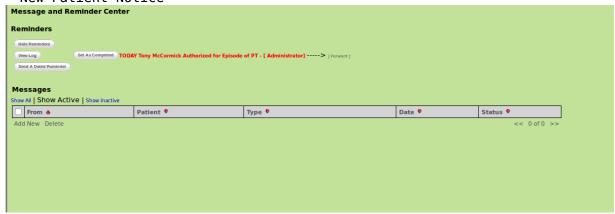


^{*} Messages/Reminders to Notify HL Care Giver

⁻ Reminders can be sent to one or more people, each person can be required to acknowledge it. Reminders can be immediate or set for a future date. They can be attached to a specific patient or just be general.

---+ Care Giver User

* New Patient Notice



* Message from Intake — remove reminder and mark as "completed" to indicate receipt. Add any additional messages below for follow-up questions etc.



* You can review past reminders using the Dated Message Log



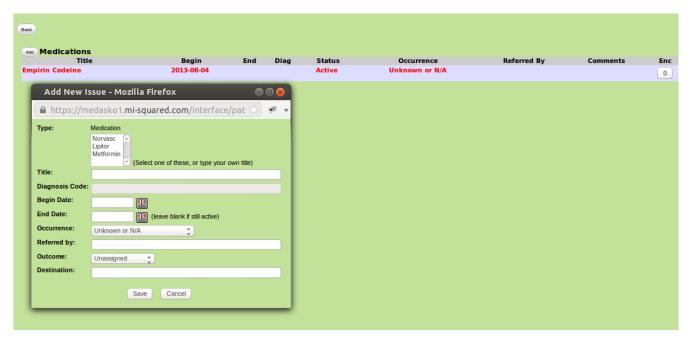
* Browse assigned queue. Only patient assigned to your user will show in this queue. You can filter using any of the columns by typing in the field above it. To look up a patient that is NOT in your queue use the "Search Patient" button.

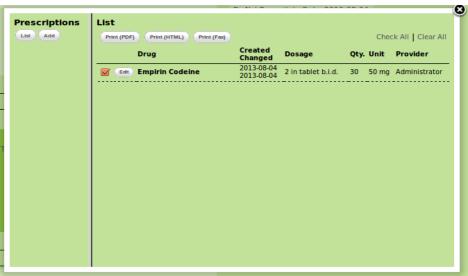


* Check the Episode widget for valid information and certification period restrictions. If no Episode exists for this patient you can create one if business practices allow for that or contact the Intake person.



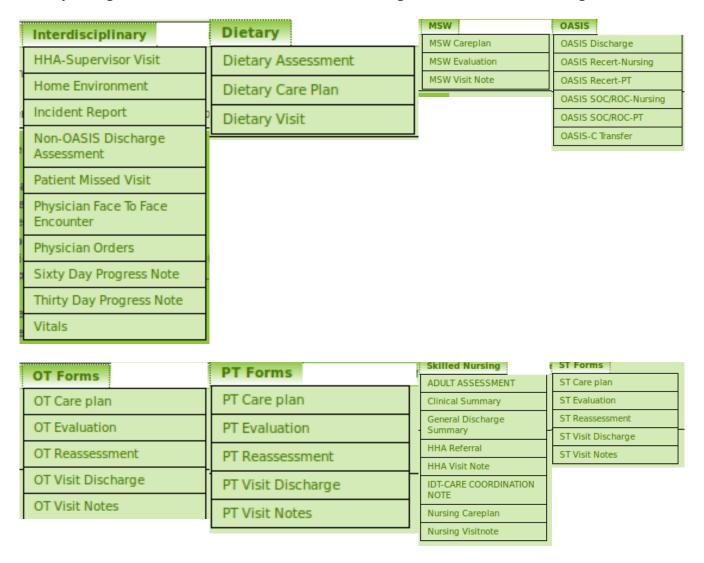
- * Review Patient Profile/History Patient information, medical history, etc, can be located in various places depending on where the data came from and business practices. The main patient summary page can show key information as above left and has links to the patient history and lifestyles forms. Other data may be present as attached documents.
- * Download any forms needed for off line work using the Left Menu item "Reports->Blank Forms" (*** NOTE: this need to be provided and hooked up to the system menu)
- * Schedule Meeting with Family Contact family and schedule a meeting; can use Dated Reminders to set the date and trigger a message, or online calendar if business practices allow.





* Medication Management

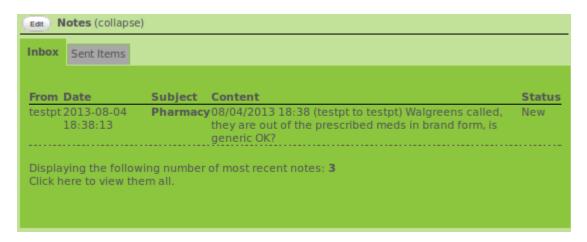
- * History Medications List in Issues tables and Prescription table if not using eRX.
- * Reconciliation typically done by viewing uploading medication lists provided by various sources and updating the Medasko Medications lists
- * Drug/Drug/Allergy Interaction can be done on various free and subscription sites (such as Medscape and Drugs.com) or via integration with NewCrop ERX, which requires a subscription.



 $\,\,^*$ Care Giver Evaluation forms sets - the selections should be limited to just those that apply to the discipline(s).



* Review and Sign off button on the encounter summary page will open the form for review and allow for sign off as above. The document can be signed by more than one person if desired. Documents are not locked, but changes made would be recorded in the audit log.





* View and add Patient Notes as needed

Notes:								
	Notes:							

* OASIS Forms:

	he B1 record for the 'Oasis Therapy Rectification' form by the physician 'testpt' for the patient '2' is been generated. SEND SEND									
	Update Information: Done Show 10 💲 entries Search all columns:									
	Patient ID	User ID	Form Name	♦ Ei	ncounter ID	Analysis Status	Analysis PDF	Generated Data		Operations
	2	testpt	Oasis Therapy Rectification	4	Su	iccess	Success	2013-08-04 18:45:09		□□ ×
S	showing 1 to 1 of 1 entri	es								◀ Previous Next ▶

- Specific B1 validation through PPS service. Once submitted you can view the resulting PDF report as well as the specific B1 string content.

Notes:		

- Export to Synergy for billing

Notes:			