

FITWAY ALABAMA COLORECTAL CANCER PREVENTION PROGRAM

ENROLLMENT INSTRUCTIONS

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In order to enroll, you have to use Breast and Cervical Cancer Site for women and the CRC site for men.

A. Breast and Cervical Site: For women enrolling for :

- **breast and cervical cancer services only (present method) ;**
- **breast and cervical cancer services and CRC services ; or**
- **CRC services only**

B. Colorectal Cancer Site: For men enrolling for CRC services

You can select **Breast and Cervical Cancer** site or **Colorectal Cancer** site by using the drop down box as shown by a red arrow in this figure.

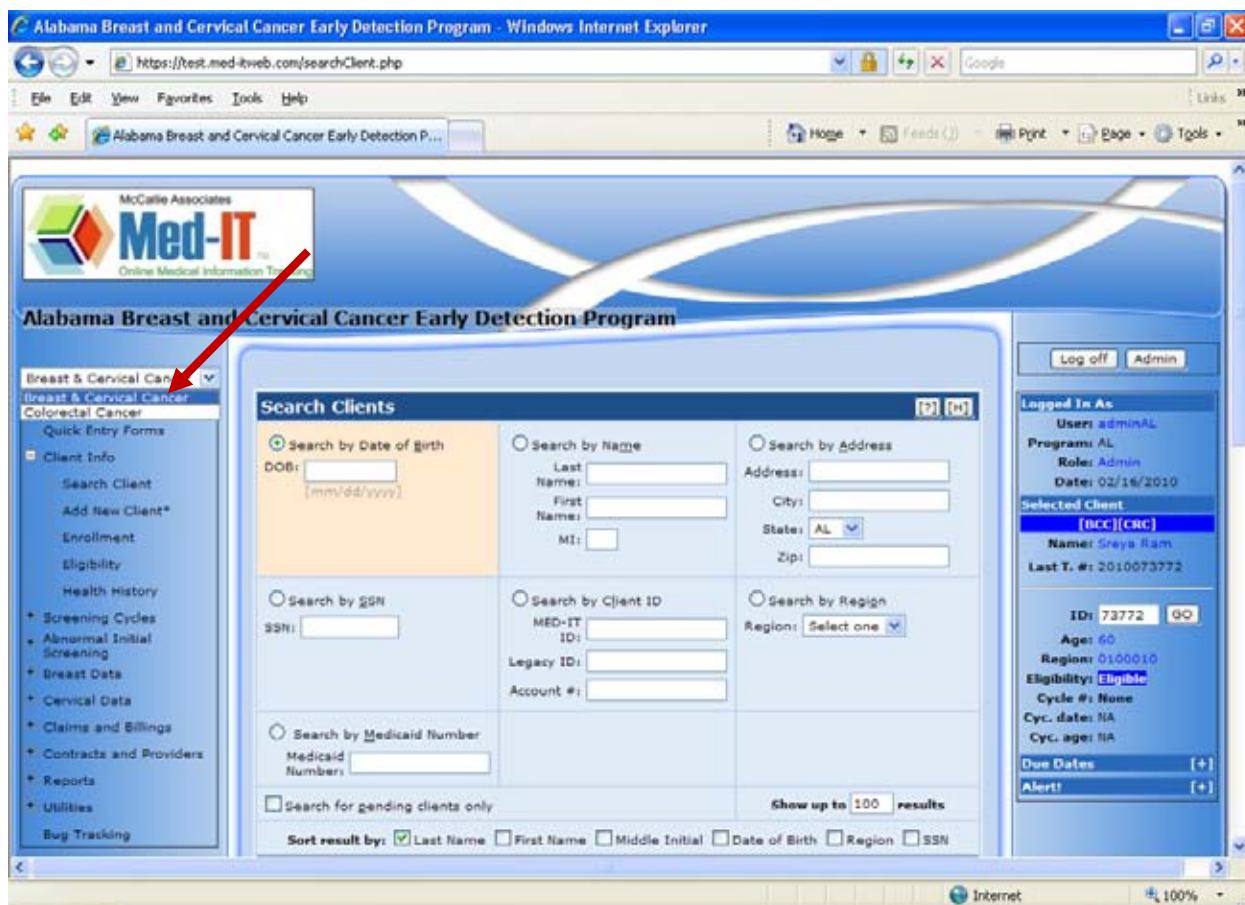


Figure 1: Selecting the enrollment site

1-a. ENROLLING A NEW PATIENT FROM BREAST & CERVICAL CANCER SITE

Click on “Add New Client” under “Client Info” on the left hand side (use “+” and “-” to collapse and expand the Client Info) to open a new screen. The center of the screen will show “Client Information.”

On the “Client Information” screen, there are three sections: **Personal Information; Contact Information; and Residency, Race, Ethnicity, Language and Education information.**

In the “Personal Information” section, enter last name, first name, middle name, SSN, date of birth.

Under the “Contact Information” section, enter address and Zip code. Once you enter Zip Code, State, County and City information automatically comes up. Enter the Home phone number and work and cell phone numbers if available.

In the “Residency, Race, Ethnicity, Language and Education” section, enter Hispanic information and race information as these are necessary fields. Country of birth, primary language and last grade completed are optional fields. Once you enter the information click on “Add Client.”

Client Information Screenshot

The screenshot shows the 'Client Information' form in a web browser. The form is titled 'Client Information' and is divided into three main sections: Personal Information, Contact Information, and Residency, Race, Ethnicity, Language, and Education. The Personal Information section includes fields for Name (Wilson, Kate), Maiden Name, SSN (000-00-0000), Date of Birth (01/05/1950), and MED-IT ID (0000000063089). The Contact Information section includes fields for Address (201 MONROE STREET), Address 2, Zip Code (36116), State (AL), County (Montgomery), City (Montgomery), Home Phone (334-334-3344), Work Phone, and Cell Phone. The Residency, Race, Ethnicity, Language, and Education section is partially visible at the bottom. On the right side, there is a sidebar with 'Logged In As' information (User: Monroe, Program: AL, Role: County Health Dept, Date: 06/02/2009) and 'Selected Client' information (Name: Kate Wilson, ID: 63089, Age: 59.41, Region: 0010001, Eligibility: Not eligible, Cycle #: None, Cyc. date: NA, Cyc. age: NA, BCC, CRC, WW, Other checkboxes, Due Dates, and Alerts).

Figure 2: Personal Information and contact information screenshot

Once you click “Set Appointment” that will take you to “Screening Guidelines” screen. You need to check both the boxes if the women is in the office for BCC and CRC services. Otherwise, you need to check BCC checkbox only.

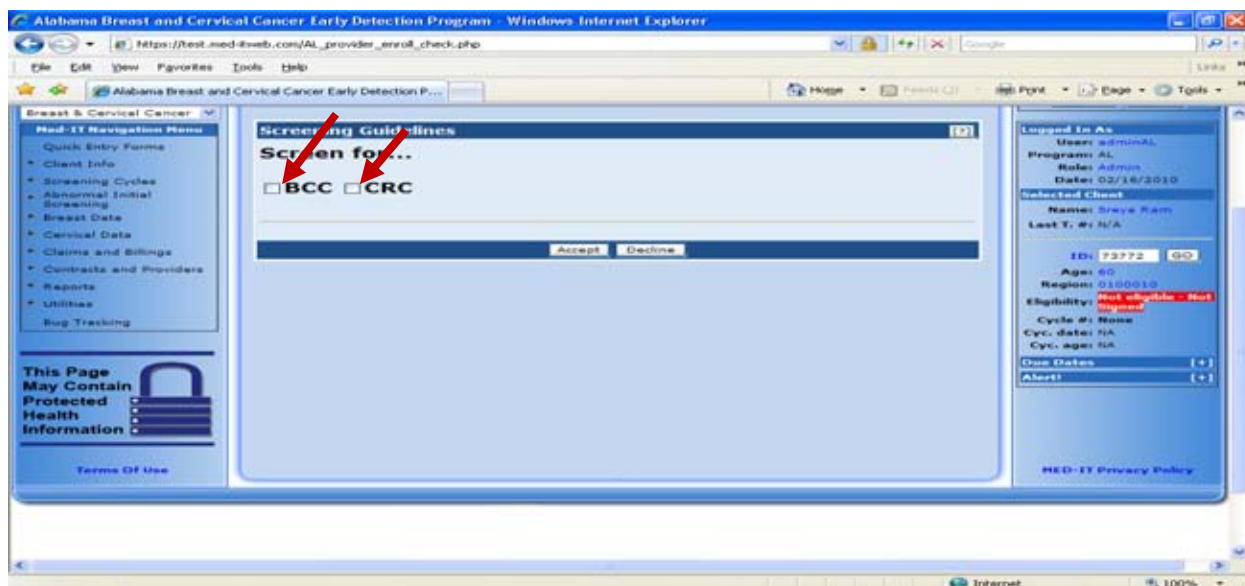


Figure 5: View of BCC and CRC check boxes

Screening Guidelines Screenshot when BCC is only checked

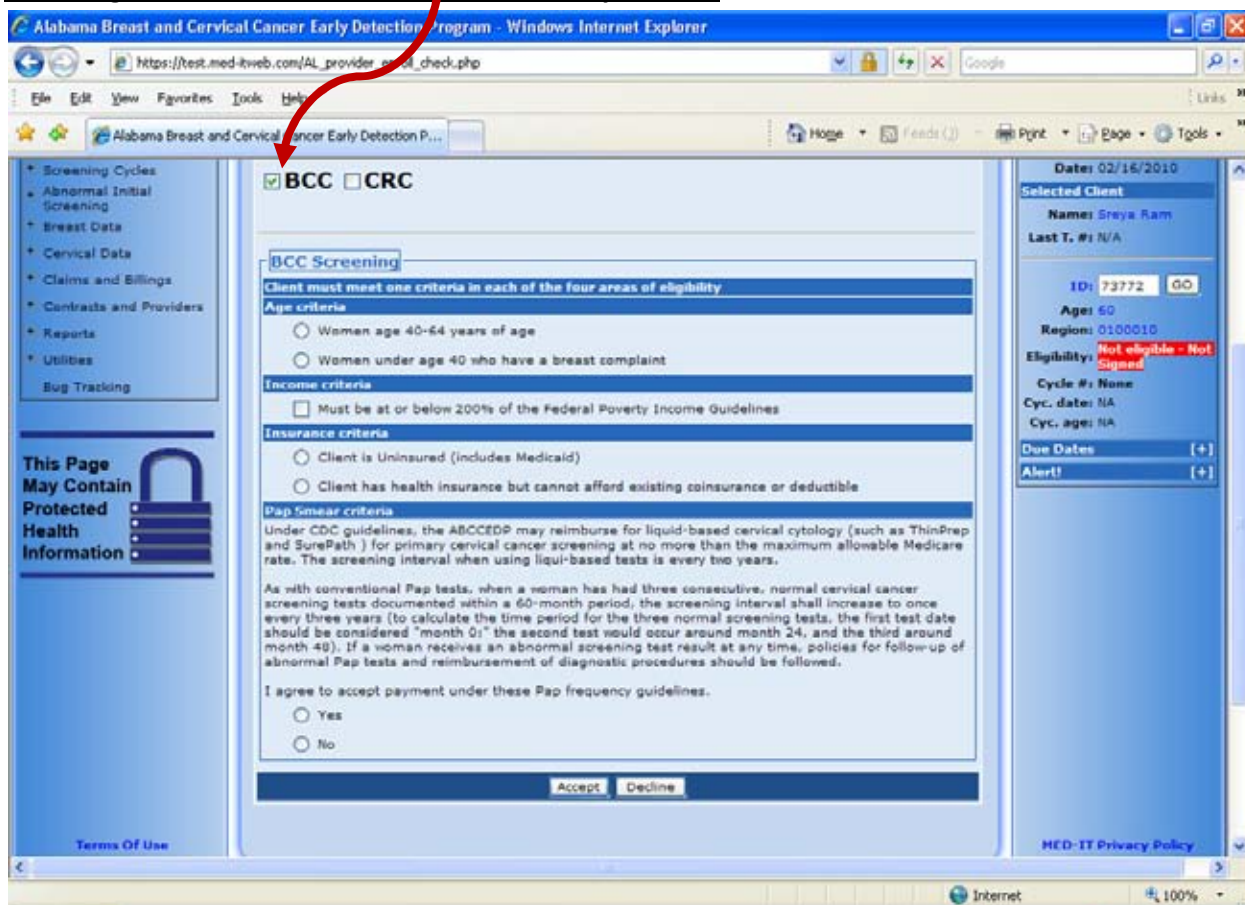


Figure 6: Screening guidelines screen with BCC checked

Screening guidelines screen when BCC and CRC selections are checked

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_provider_enroll_check.php

Alabama Breast and Cervical Cancer Early Detection P...

BCC CRC

BCC Screening

Client must meet one criteria in each of the four areas of eligibility

Age criteria

Women age 40-64 years of age
 Women under age 40 who have a breast complaint

Income criteria

Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria

Client is Uninsured (includes Medicaid)
 Client has health insurance but cannot afford existing coinsurance or deductible

Pap Smear criteria

Under CDC guidelines, the ABCCEDP may reimburse for liquid-based cervical cytology (such as ThinPrep and SurePath) for primary cervical cancer screening at no more than the maximum allowable Medicare rate. The screening interval when using liquid-based tests is every two years.

As with conventional Pap tests, when a woman has had three consecutive, normal cervical cancer screening tests documented within a 60-month period, the screening interval shall increase to once every three years (to calculate the time period for the three normal screening tests, the first test date should be considered "month 0;" the second test would occur around month 24, and the third around month 48). If a woman receives an abnormal screening test result at any time, policies for follow-up of abnormal Pap tests and reimbursement of diagnostic procedures should be followed.

I agree to accept payment under these Pap frequency guidelines.

Yes
 No

CRC Screening

Client must meet one criteria in each of the three areas of eligibility

Age criteria

Men/Women between 50 and 64 years of age

Date: 02/16/2010
 Selected Client
 Name: Sreya Ram
 Last T. #1: N/A
 ID: 73772 GO
 Age: 50
 Region: 0100010
 Eligibility: Not eligible - Not Signed
 Cycle #: None
 Cyc. date: NA
 Cyc. age: NA
 Due Dates (+)
 Alert! (+)

Figure 7: Screening guidelines screen with BCC and CRC checked

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_provider_enroll_check.php

Alabama Breast and Cervical Cancer Early Detection P...

Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria

Client is Uninsured (includes Medicaid)
 Client has health insurance but cannot afford existing coinsurance or deductible

Pap Smear criteria

Under CDC guidelines, the ABCCEDP may reimburse for liquid-based cervical cytology (such as ThinPrep and SurePath) for primary cervical cancer screening at no more than the maximum allowable Medicare rate. The screening interval when using liquid-based tests is every two years.

As with conventional Pap tests, when a woman has had three consecutive, normal cervical cancer screening tests documented within a 60-month period, the screening interval shall increase to once every three years (to calculate the time period for the three normal screening tests, the first test date should be considered "month 0;" the second test would occur around month 24, and the third around month 48). If a woman receives an abnormal screening test result at any time, policies for follow-up of abnormal Pap tests and reimbursement of diagnostic procedures should be followed.

I agree to accept payment under these Pap frequency guidelines.

Yes
 No

CRC Screening

Client must meet one criteria in each of the three areas of eligibility

Age criteria

Men/Women between 50 and 64 years of age

Income criteria

Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria

Client is Uninsured
 Client has health insurance but cannot afford existing coinsurance or deductible

Accept Decline

Due Dates (+)
 Alert! (+)

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Figure 8: Selecting the criteria for BCC and CRC

Once you click “Accept” for the screening guidelines, it will take you to the **“Set Appointment”** screen. If you are a county health department, on the **“Set Appointment”** screen indicate if the patient is a “County Health Department Family Planning Patient” by selecting “Yes” or “No”. All other facilities should have “no” selected. Eligibility to enroll will be defaulted to “yes.” Enter the appointment date and then click **“Update/Set Appointment.”**

On the bottom of the page you will see **“Existing Cycles.”** This gives information about the patient’s earlier appointments. As this is a new patient, it will indicate “No BCC cycles found” and “No CRC cycles found.”

Set Appointment Screenshot

The screenshot displays the 'Set Appointment' form within a web browser window. The form includes the following fields and options:

- Providers:** (Onahsi) - Central Health Care - Huntsville
- Name:** Sreya Ram
- SSN:** 212-32-3233
- DOB:** 01/01/1950
- Region:** 0100010
- CHD Family planning:** Yes No
- Eligible to enroll:** Yes No
- BCC Appointment date:** 02/16/2010 [mm/dd/yyyy]
- CRC Appointment date:** 02/16/2010 [mm/dd/yyyy]
- Authorization date:** 02/16/2010

The **Existing Cycles** section shows two boxes: "No BCC cycles found" and "No CRC cycles found". At the bottom of the form is an **Update/Set Appointment** button.

The right sidebar shows user information: Logged In As **adminAL**, Program: AL, Role: Admin, Date: 02/16/2010. The **Selected Client** is Sreya Ram, Last T. #: N/A, ID: 72772, Age: 60, Region: 0100010, Eligibility: Not eligible - Not Signed, Cycle #: None, Cyc. date: NA, Cyc. age: NA. There are expandable sections for Due Dates and Alerts.

Figure 9: Set appointment

Once you click **“Update/Set Appointment”** you will get a message as shown below and the appointment information will be on the screen. Click on **“Download PDF”**, open the PDF and **print**. **The printout will include the tracking number and can be used for patient records.**

Confirmation of the Appointment Screenshot

The screenshot shows a web browser window titled "Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer". The address bar shows the URL "https://test.med-itweb.com/AL_appointment.php". The page content includes a navigation menu on the left, a central confirmation message, and a detailed appointment information box. A red arrow points from the confirmation message to the appointment information box.

Confirmation Message:

Client's BCC and CRC information has been added successfully. Please note the following information.

Appointment Information:

Name:	Sreya Ram
DOB:	01/01/1950
SSN:	212-32-3233
BCC Tracking number:	2010073772
BCC Appointment date:	02/16/2010
Family planning:	No
CRC Tracking numbers:	C2010073772
CRC Appointment date:	02/16/2010

Buttons: Download PDF, Office Visit, CRC History

Right Panel (User/Client Info):

Logged In As:
 User: adminAL
 Program: AL
 Role: Admin
 Date: 02/16/2010

Selected Client:
 (BCC) (CRC)
 Name: Sreya Ram
 Last T. #: 2010073772

ID: 73772 GO
 Age: 60
 Region: 0100010
 Eligibility: Eligible
 Cycle #: None
 Cyc. date: NA
 Cyc. age: NA

Due Dates (+)
 Alert! (+)

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Figure 10: Confirmation of appointment screenshot

Patient Tracking Number Screenshot:

The screenshot shows a PDF document titled "adminAL_report[1].pdf" in Adobe Reader. The document displays the Med-IT logo and the following appointment information:

Appointment Information

Name:	Sreya Ram
DOB:	01/01/1950
SSN:	212-32-3233
BCC Tracking number:	2010073772
BCC Appointment date:	02/16/2010
Family planning:	No
CRC Tracking number:	C2010073772
CRC Appointment date:	02/16/2010

Figure 11: Tracking number info

1-b. ENROLLING A NEW PATIENT FROM COLORECTAL CANCER SITE

Select **Colorectal Cancer** site from the drop down box located above Med-IT Navigation Menu. You need to enter **“Gender”** under Personal Information while enrolling male patients/other patients from this screen.

Then add all the information. Once the client has been added, then click **“Set Appointment”** to get the tracking number info. After clicking **“Set Appointment”** you will be in **“Screening Guidelines”** screen.

Once you are on screening guidelines screen, then you will have option to only check CRC when you are enrolling the patient from this site. The BCC check box has been disabled in this view.

The screenshot shows a web browser window titled "Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer". The address bar shows the URL "https://test.med-itweb.com/AL_provider_enroll_check.php". The page features the Med-IT logo and a navigation menu on the left. The main content area is titled "Screening Guidelines" and includes a "Screen for..." section with a disabled "BCC" checkbox and a checked "CRC" checkbox. Below this is a "CRC Screening" section with three criteria: Age criteria (Men/Women between 30 and 64 years of age), Income criteria (Must be at or below 200% of the Federal Poverty Income Guidelines), and Insurance criteria (Client is Uninsured or Client has health insurance but cannot afford existing coinsurance or deductible). There are "Accept" and "Decline" buttons at the bottom of the form. On the right side, there is a "Logged In As" section showing user details for "adminAL" and a "Selected Client" section for "Max Cooper" with ID# 53311. A "This Page May Contain Protected Health" warning is visible in the bottom left corner.

Figure 12: Screening guidelines form CRC screen

You need to enter CRC appointment date on the **“Set Appointment”** screen. Hit **“Update /Set Appointment”** and then it will bring you the tracking number info.

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_appointment.php

Alabama Breast and Cervical Cancer Early Detection Program

Colorectal Cancer

Med-IT Navigation Menu

Client Info

- Search Client
- Add New Client
- Enrollment
- Eligibility

Screening Info

- Health Evaluation
- Case Management
- Scr. & Diag. Procedure
- Final Diag. & Tmnt.
- Cancer Registry
- Notes

Contracts and Providers

Claims and Billings

Reports

Utilities

Set Appointment

Providers: (Cnashi) - Central Health Care - Huntsville

Name: Hector Roy

SSN: 233-32-3232

DOB: 01/01/1950

Region: 0100010

CRC Appointment date: [mm/dd/yyyy]

Authorization date: 02/16/2010

Existing Cycles

No BCC cycles found No CRC cycles found

Update/Set Appointment

Log off Admin

Logged In As

User: adminAL

Program: AL

Role: Admin

Date: 02/16/2010

Selected Client

(CRC)

Name: Hector Roy

Last T. #: N/A

ID: 73773 GO

Age: 60

Region: 0100010

Eligibility: NA

Cycle #: None

Cyc. date: NA

Cyc. age: NA

Due Dates (+)

Alert! (+)

Figure 13: Set appointment screen for CRC services only

Please use “**Download pdf**” option to download the tracking number and take a print out of the CRC tracking number.

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_appointment.php

Alabama Breast and Cervical Cancer Early Detection Program

Colorectal Cancer

Med-IT Navigation Menu

Client Info

- Search Client
- Add New Client
- Enrollment
- Eligibility

Screening Info

- Health Evaluation
- Case Management
- Scr. & Diag. Procedure
- Final Diag. & Tmnt.
- Cancer Registry
- Notes

Contracts and Providers

Claims and Billings

Reports

Utilities

Client's CRC Information has been added successfully. Please note the following information.

Appointment Information

Name: Hector Roy

DOB: 01/01/1950

SSN: 233-32-3232

CRC Tracking number: C2010073773

CRC Appointment date: 02/16/2010

Download PDF CRC History

Log off Admin

Logged In As

User: adminAL

Program: AL

Role: Admin

Date: 02/16/2010

Selected Client

(CRC)

Name: Hector Roy

Last T. #: C2010073773

ID: 73773 GO

Age: 60

Region: 0100010

Eligibility: NA

Cycle #: None

Cyc. date: NA

Cyc. age: NA

Due Dates (+)

Alert! (+)

Figure 14: Tracking number for CRC

2. ENROLLING EXISTING PATIENT THROUGH BCC SITE:

To find an existing patient, click on **“Search Client”** under **“Client Info.”** A box will appear in the center of the screen. You can search for the patient by using SSN, date of birth, or first name and last name. Enter SSN and click on the **“Quick Search.”**

Client Search Screenshot

The screenshot shows the Med-IT web application interface. The browser title is "Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer". The URL is "https://test.med-itweb.com/searchClient.php". The page features the Med-IT logo and the title "Alabama Breast and Cervical Cancer Early Detection Program".

The main content area is titled "Search Clients" and contains several search options:

- Search by Date of Birth: DOB: [text input]
- Search by Name: Last Name: [text input], First Name: [text input], MI: [text input]
- Search by Address: Address: [text input], City: [text input], State: AL (dropdown), Zip: [text input]
- Search by SSN: SSN: 212-32-3233
- Search by Client ID: MED-IT ID: [text input], Legacy ID: [text input], Account #: [text input]
- Search by Region: Region: Select one (dropdown)
- Search by Medicaid Number: Medicaid Number: [text input]

Additional options include "Search for pending clients only" (checkbox) and "Show up to 100 results". The "Sort result by" section has checkboxes for Last Name (checked), First Name, Middle Initial, Date of Birth, Region, and SSN.

The right sidebar shows user information: "Logged In As" (User: adminAL, Program: AL, Role: Admin, Date: 02/16/2010) and "Selected Client" (Name: Sreya Ram, Last T. #: 2010073772, ID: 73772, Age: 60, Region: 0100010, Eligibility: Eligible, Cycle #: None, Cvc. date: NA, Cvc. age: NA). There are "Log off" and "Admin" buttons at the top right.

Figure 15: Searching with SSN

This brings the client information with the SSN you entered. Make sure all of the information is correct and click on “Set Appointment” to proceed further.

Client Information Screenshot

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/clientInfo.php?enrollID=73772

Alabama Breast and Cervical Cancer Early Detection P...

McCallie Associates
Med-IT
Online Medical Information Tracking

Alabama Breast and Cervical Cancer Early Detection Program

Breast & Cervical Cancer

Med-IT Navigation Menu

- Quick Entry Forms
- Client Info
 - Search Client
 - Add New Client*
 - Enrollment
 - Eligibility
 - Health History
- Screening Cycles
- Abnormal Initial Screening
- Breast Data
- Cervical Data
- Claims and Billings
- Contracts and Providers
- Reports
- Utilities
- Bug Tracking

Client Information [?] [H]

Personal Information

Name: Ram Sreya [Last name, First name, MI]

Maiden Name: [] SSN: 212-32-3233

Date of Birth: 01/01/1990 [mm/dd/yyyy]

MED-IT ID: 0000000073772

Note: [Rich text editor]

Contact Information

Address: 201 Monroe Street Address 2: []

Zip Code: 36116 State: AL

Log off Admin

Logged In As

User: adminAL
Program: AL
Role: Admin
Date: 02/16/2010

Selected Client

[BCC][CRC]

Name: Sreya Ram
Last T. #: 2010073772

ID: 73772 GO

Age: 60
Region: 0100010
Eligibility: Eligible
Cycle #: None
Cyc. date: NA
Cyc. age: NA

History (+)
Due Dates (+)
Alert! (+)

Done Internet 100%

Figure 16A: Enrollment information for a client already in the system

“Set Appointment” button on Client Information Screen Screenshot

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

Country of birth: USA

Hispanic: Yes No Unknown

Primary Language: English

Race:

Asian/Pacific v4.1 only White

Black Asian

Native American Pacific Islander

Unknown

Tribe/Other race: Select one

Last Grade Completed: 00

Enrollment Information

Date Enrolled: 01/02/2010 [mm/dd/yyyy]

Pending Abnormal Cycle: Yes No

Send Correspondence: Yes No

Pending: Yes No

Status: Active

As of: 01/02/2010 [mm/dd/yyyy]

Medical Site: 10010

Learned of Program: Self

Update Set Appointment Delete Client

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Figure 16B: Enrollment information for a client already in the system, second part

Once you click “Set Appointment”, you will be on the screening guidelines screen. Select the age criteria, income criteria, insurance criteria and Pap smear criteria. Click accept, and you will be returned to the “Set Appointment” screen. See 17A, [Screening Guidelines Screenshot](#)

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

Alabama Breast and Cervical Cancer Early Detection Program

Screening Guidelines

Screen for...

BCC CRC

BCC Screening

Client must meet one criteria in each of the four areas of eligibility

Age criteria

Women age 40-64 years of age

Women under age 40 who have a breast complaint

Income criteria

Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria

Client is Uninsured (includes Medicaid)

Client has health insurance but cannot afford existing coinsurance or deductible

Pap Smear Criteria

Under CDC guidelines, the ABCEDP may reimburse for liquid-based cervical cytology (such as ThinPrep and SurePath) for primary cervical cancer screening at no more than the maximum allowable Medicare rate. The screening interval when using liquid-based tests is every two years.

As with conventional Pap tests, when a woman has had three consecutive, normal cervical cancer screening tests documented within a 60-month period, the screening interval shall increase to once

Log off Admin

Logged In As

User: adminal

Program: AL

Role: Admin

Date: 02/16/2010

Selected Client

(BCC)(CRC)

Name: Sreya Ram

Last T. #: 2010073772

ID: 72772

Age: 60

Region: 0100010

Eligibility: [View](#)

Cycle #: None

Cyc. date: NA

Cyc. age: NA

Due Dates: (+)

Alert: (+)

Figure 17A: Screening guidelines screenshot

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-tweb.com/AL_provider_enroll_check.php

Alabama Breast and Cervical Cancer Early Detection P...

Screening
Breast Data
Cervical Data
Claims and Billings
Contracts and Providers
Reports
Utilities
Bug Tracking

This Page May Contain Protected Health Information

Women under age 40 who have a breast complaint

Income criteria
 Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria
 Client is Uninsured (includes Medicaid)
 Client has health insurance but cannot afford existing coinsurance or deductible

Pap Smear criteria
 Under CDC guidelines, the ABCCEDP may reimburse for liquid-based cervical cytology (such as ThinPrep and SurePath) for primary cervical cancer screening at no more than the maximum allowable Medicare rate. The screening interval when using liquid-based tests is every two years.
 As with conventional Pap tests, when a woman has had three consecutive, normal cervical cancer screening tests documented within a 60-month period, the screening interval shall increase to once every three years (to calculate the time period for the three normal screening tests, the first test date should be considered "month 0;" the second test would occur around month 24, and the third around month 48). If a woman receives an abnormal screening test result at any time, policies for follow-up of abnormal Pap tests and reimbursement of diagnostic procedures should be followed.
 I agree to accept payment under these Pap frequency guidelines.
 Yes
 No

CRC Screening
 Client must meet one criteria in each of the three areas of eligibility

Age criteria
 Men/Women between 50 and 64 years of age

Income criteria
 Must be at or below 200% of the Federal Poverty Income Guidelines

Insurance criteria
 Client is Uninsured
 Client has health insurance but cannot afford existing coinsurance or deductible

Accept Decline

Region: 0100010
 Eligibility: Eligible
 Cycle #: None
 Cyc. date: NA
 Cyc. age: NA
 Due Dates: [+]
 Alerts: [+]

Internet 100%

Figure 17A: Screening guidelines screenshot, continued

As the patient is already an established patient, the “Family Planning” information and “Eligible to enroll” information will be already there. If you are a County Health Department, you can update the patient’s family planning status by clicking “yes” or “no.” Enter the appointment date and click **“Update/Set Appointment”** to confirm her appointment.

On the bottom there is a box that shows “Existing Cycles.” This provides the dates of previous appointments. In this example, the patient was enrolled and was seen on 02/16/2010.

Set Appointment Screenshot

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_appointment.php

Alabama Breast and Cervical Cancer Early Detection Program

Med-IT Navigation Menu

Quick Entry Forms

Client Info

Search Client

Add New Client*

Enrollment

Eligibility

Health History

Screening Cycles

Abnormal Initial Screening

Breast Data

Cervical Data

Claims and Billings

Contracts and Providers

Reports

Utilities

Bug Tracking

Set Appointment

Providers: [Cnahsi] - Central Health Care - Huntsville

Name: Sreya Ram

SSN: 212-32-3233

DOB: 01/01/1950

Region: 0100010

CHD Family planning: Yes No

Eligible to enroll: Yes No

BCC Appointment date: 02/16/2011 [mm/dd/yyyy]

CRC Appointment date: 02/16/2011 [mm/dd/yyyy]

Authorization date: 02/16/2010

Existing Cycles

BCC Cycles			CRC Cycles		
#	Begin Date	Age	#	Begin Date	Age
1	02/16/2010	60	1	02/16/2010	60

Log off Admin

Logged In As

User: adminAL

Program: AL

Role: Admin

Date: 02/16/2010

Selected Client

[BCC][CRC]

Name: Sreya Ram

Last T. #: 2010073772

ID: 73772 GO

Age: 60

Region: 0100010

Eligibility: Eligible

Cycle #: None

Cyc. date: NA

Cyc. age: NA

Due Dates (+)

Alert! (+)

Figure 18: Set appointment for a client who is already in the system

Once you select **“Update/ Set Appointment”**, you will get a confirmation of the appointment and the tracking number information. Click **“Download PDF”**, open the PDF and print for patient’s records.

Appointment Confirmation Screenshot

Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer

https://test.med-itweb.com/AL_appointment.php

Alabama Breast and Cervical Cancer Early Detection Program

Med-IT Navigation Menu

Quick Entry Forms

Client Info

Search Client

Add New Client*

Enrollment

Eligibility

Health History

Screening Cycles

Abnormal Initial Screening

Breast Data

Cervical Data

Claims and Billings

Contracts and Providers

Reports

Utilities

Bug Tracking

This Page May Contain Protected Health Information

Client's BCC and CRC information has been added successfully. Please note the following information.

Appointment Information

Name: Sreya Ram

DOB: 01/01/1950

SSN: 212-32-3233

BCC Tracking number: 2011073772

BCC Appointment date: 02/16/2011

Family planning: No

CRC Tracking number: C2011073772

CRC Appointment date: 02/16/2011

Download PDF Office Visit CRC History

Logged In As

User: adminAL

Program: AL

Role: Admin

Date: 02/16/2010

Selected Client

[BCC][CRC]

Name: Sreya Ram

Last T. #: 2011073772

ID: 73772 GO

Age: 60

Region: 0100010

Eligibility: Eligible

Cycle #: None

Cyc. date: NA

Cyc. age: NA

Due Dates (+)

Alert! (+)

Figure 19: Tracking number info

3. Duplicate Clients

Some times when you are adding a new client, after entering SSN, you might get a message that indicates **“Possible duplicates.”**

This means the patient you are adding has the same information as someone already in the system or this patient has already been enrolled by you or another provider in the past. At the top is “Your Client” (the patient you are trying to add). Below that is a list of **“Possible Duplicates”** – a list of patients that have the similar information. Review the list of patients and determine if the patient was already in the system. If the patient is already in the system, then select the patient and continue the set appointment process. If the patient is not in the system, remove the message by clicking “X” on the **“Found Possible Duplicate Clients”** box and continue entering the patient information.

If the patient is already in the system and has been enrolled by a different provider in the past, you must determine if you intend to provide services to this patient. If you do, click on the patient and you will be prompted to agree to **HIPAA terms**. The terms as they appear on the computer are below.

"According to system records you have never provided health services to this client before and do not have access to her health records. If you continue, you certify that you are providing health services to this client at the request of the client and therefore have the right to access past health information. Proceeding without proper authorization may leave you liable for a breach in HIPAA privacy regulations. Your decision to proceed will be recorded within the system. Do you wish to continue with the enrollment process for this client?"

Screenshot of Found Possible Duplicates Clients

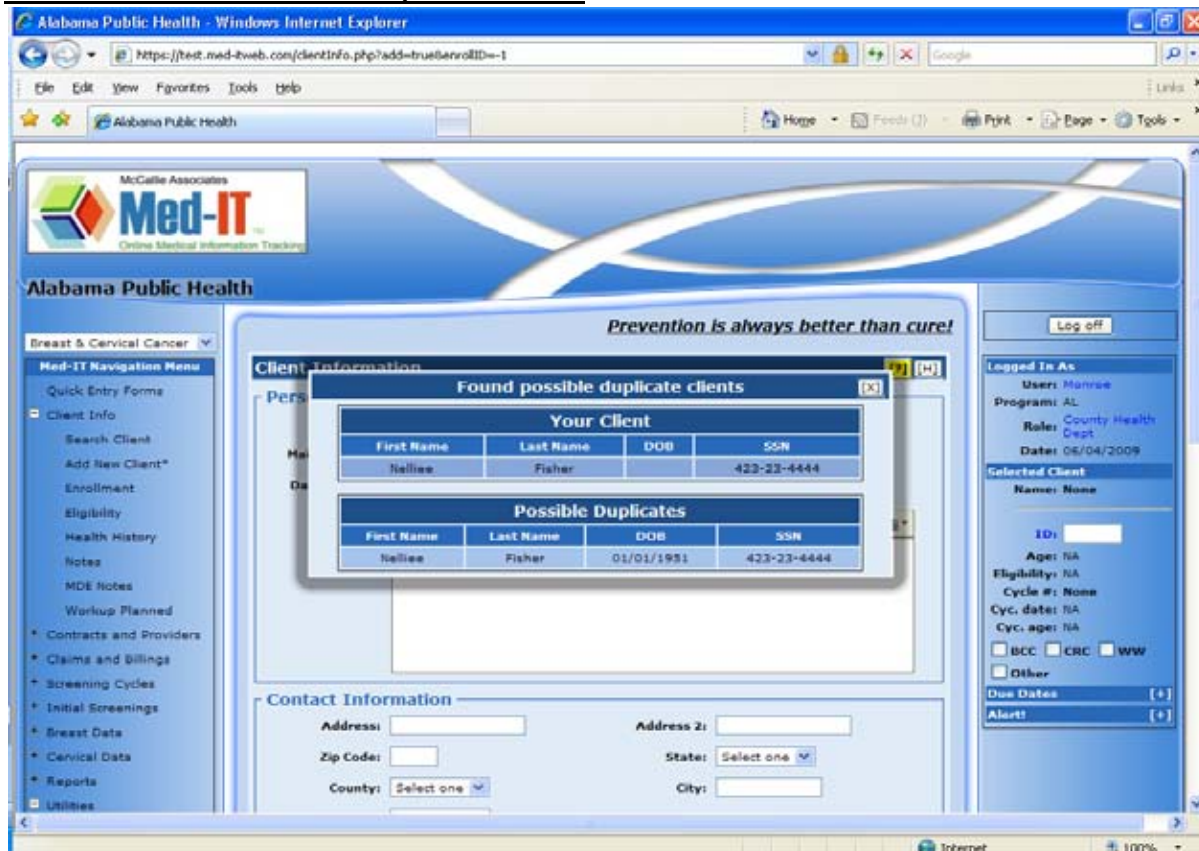


Figure 20: Possible duplicate information when you are entering the client example 1

This is a screenshot when the SSN of 999-99-9999 was selected.

Screenshot of Found Possible Duplicate Clients

The screenshot shows the Alabama Public Health Med-IT system interface. The main window displays 'Found possible duplicate clients' with the following data:

Your Client			
First Name	Last Name	DOB	SSN
maria	gomez		999-99-9999

Possible Duplicates			
First Name	Last Name	DOB	SSN
TAMMY	HOWARD	03/11/1973	999-99-9999
Paula	Ramos	09/11/1971	999-99-9999
María	Espinosa	10/11/1975	999-99-9999
Maria	Palafox	03/18/1981	999-99-9999
Silvia	Narvaez	03/13/1956	999-99-9999
Maria	Lugo	09/21/1969	999-99-9999
Maria	Hernandez	07/16/1973	999-99-9999
Ashley	Gradner	03/12/1976	999-99-9999
Isabel	Montiel	11/05/1958	999-99-9999
Esmeralda	Franco	02/21/1978	999-99-9999
Concepcion	Jimenez	10/31/1982	999-99-9999
Sulma	Velezquez	02/15/1978	999-99-9999

Figure 21: Possible duplicate information when you are entering the client example 2

Note: A patient can be enrolled only once in a grant year. A grant year begins on 06/30 and ends on 06/29.

Please contact your regional coordinator if you have questions or concerns.