Alabama Breast and Cervical Cancer Early Detection Program (ABCCEDP) ENROLLMENT INSTRUCTIONS

- 1.Log into Med-IT
- 2. New patient enrollment
- 3. Existing patient enrollment
- 4. Duplicate clients
- 5. Multiple patient results

1. Log into Med-IT

Logging into Med-IT is a two step process: 1) Logging in for the first time and 2) Logging in after the first time. The link to Med-IT is <u>https://www.med-itweb.com/index.php.</u>

Med-It Main Page



Select "LOGIN" from the menu on the left side of the screen.

Med-IT login page



Each program will be provided with a user name and password. Once you log into the site, enter the user name provided and CDC Program Code. CDC program code is "AL" for all the Alabama users. You can type in "A" and continue pressing the "A" button until you get "AL" or you can select AL from the drop down list. Once you enter the user name and program code click on "sign in" to get into the next screen.

Password screen



You will be provided with a "Password". You will use that password the first time you log into Med-IT. Enter the password and click on "login." Once you log into the system you will be asked 3 security questions. You should select 3 different security questions by using the dropdown box.

Security Questions



Security Questions Dropdown box

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These questions will only be asked the first time you log in to Med-It. Once you set up your personal password, you will need to write down the questions and answers and save them in a secure place. If you forget your password, we will be able to reset your password only if you are able to provide your answers for three security questions.

There is a dropdown list of questions that you can select and answer accordingly. Once you enter all the answers you can click "Proceed" to go into the next page.

Changing Password



The next screen will prompt you to create a new password. Where it says "Please create a new password" you need to enter the password we provided you, enter a new password, and confirm the new password. The new password should have a minimum of 8 characters with at least 1 number and 1 special character. Special characters include: $!@#$%^&*()-+=;:"/\Lambda,.?[]{}~$.

If you do not use a special character, letter or number then you will get an error message. In those cases again re-enter the password provided to you in the "current password" section and then enter the new password and confirm password. Please write down the new password in a secure place, so that it will be available if needed.

Confirmation of new password



Once you create your password you will get a message as shown above. Once you click "OK" you will be returned to the main screen.

Login with the same user name and new password

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After you enter the user name, CDC Program code and sign in with your name and new password then you will be on the screen that says "Online Service Agreement, Terms of use"

McCallie Agreement first time



Click on the radio button that says "Accept" in order to proceed to the next step. Once you click "Accept" you will be on the Alabama Breast and Cervical Cancer Early Detection Program main page.

2. Enrolling a new patient

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

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Once you click on "Add client," you will get a message that says new client has been added successfully. Then click, "Set Appointment" to make an appointment.

Confirmation of addition of client

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Once you click "Set Appointment" that will take you to "Screening Guidelines" screen. Select the age criteria, income criteria, insurance criteria and Pap Smear Criteria. Pap Smear Criteria should be always checked as "Yes." Then click "Accept" to proceed further.

"Add client" button on Client Information Screen Screenshot

Screening Guidelines Screenshot



If you choose Pap Smear Criteria "No" and click Accept then you will get an error message saying that "You must agree with Pap smear criteria in order to enroll your client." So, it is advised to check "yes" for the Pap Smear Criteria in order to proceed further.

Pap Smear Criteria "No" Screenshot

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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 "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 right you will see "Existing Cycles." This gives information about the patient's earlier appointments. As this is a new patient, it will indicate "no cycles found."

Set Appointment Screenshot

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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



Patient Tracking Number Screenshot:

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3. Enrolling existing patient:

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

Client Search Screenshot

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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



"Set Appointment" button on Client Information Screen Screenshot

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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.

Screening Guidelines Screenshot



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 right hand side in a box it shows "Existing Cycles." This provides the dates of previous appointments. In this example the patient was enrolled and was seen on 06/15/2009.

Set Appointment Screenshot



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



4. 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 Duplicate Clients



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

Screenshot of Found Possible Duplicate Clients

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5. Multiple Patient Results

When you search a client using date of birth or last name and first name you might get a list of more than one patient. Review the list and select your patient. Your patients will be in bold type and you will be able to select the patient by clicking on the Enroll ID.

The patients that are faded cannot be accessed as they were enrolled by another provider in the past. If you would like to provide services to this patient, enroll the patient as a new patient. Select the patient you will provide services to from the duplicate client list. You will be prompted to agree to HIPAA terms (See above).

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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.