

# **Alabama Breast and Cervical Cancer Early Detection Program (ABCEDP)**

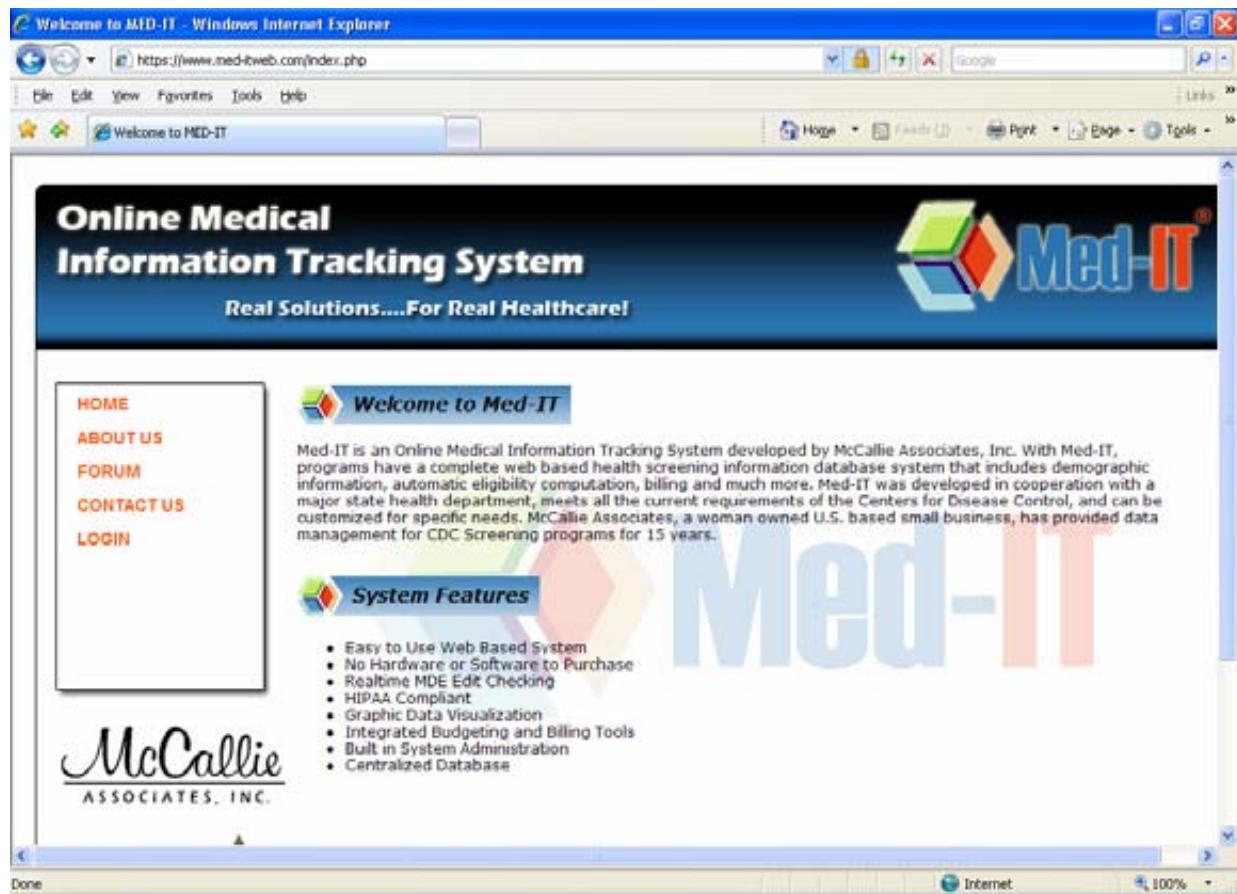
## **ENROLLMENT INSTRUCTIONS**

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**

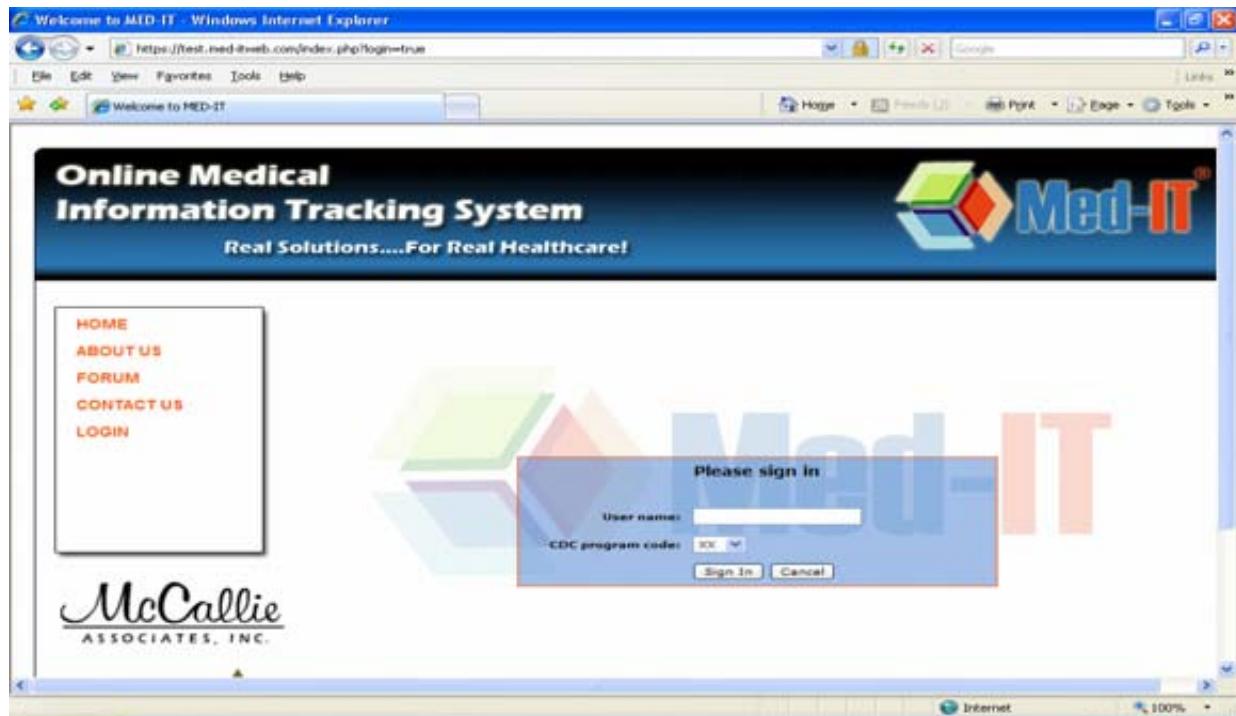
Logging into Med-IT is a two step process: 1) Logging in for the first time and 2) Logging in after the first time. The link to Med-IT is <https://www.med-itweb.com/index.php>.

#### Med-It Main Page



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

## Med-IT login page



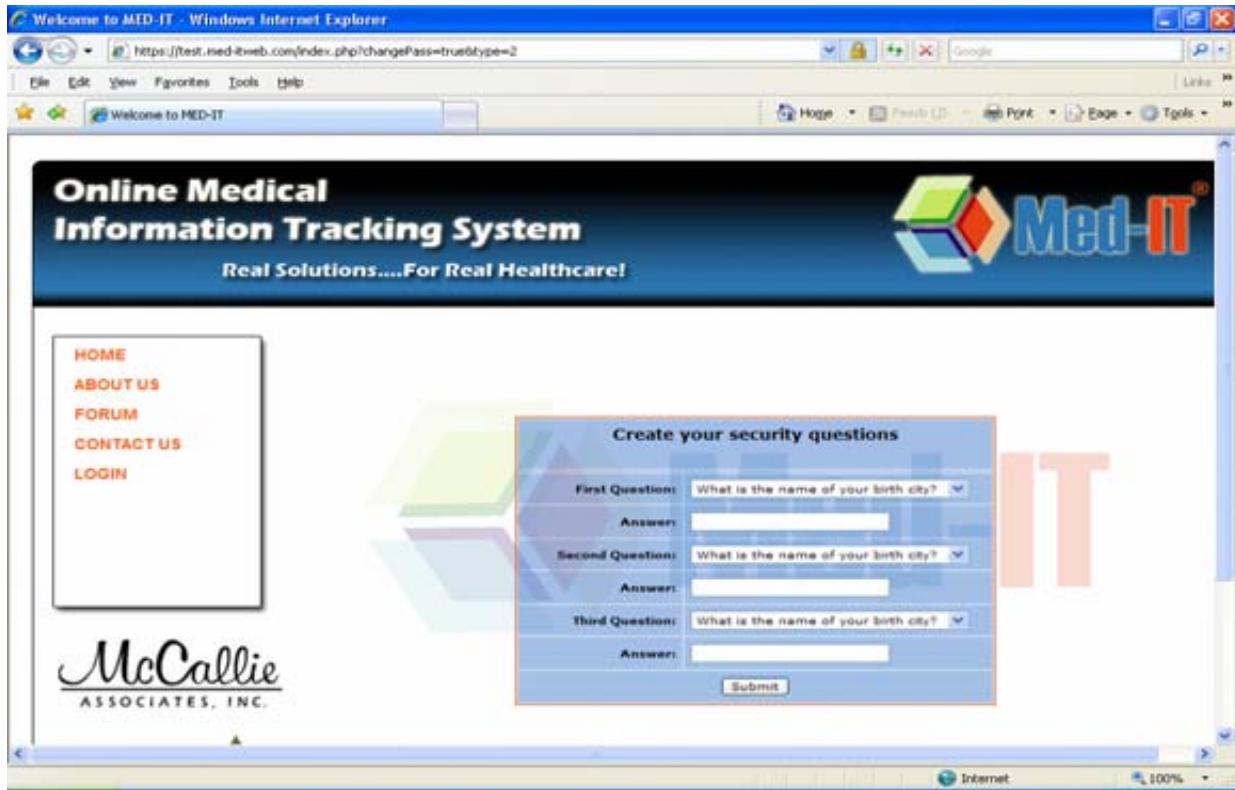
Each program will be provided with a user name and password. Once you log into the site, enter the user name provided and CDC Program code. CDC program code is "AL" for all the Alabama users. You can type in "A" and continue pressing the "A" button until you get "AL" or you can select AL from the drop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

## Password screen

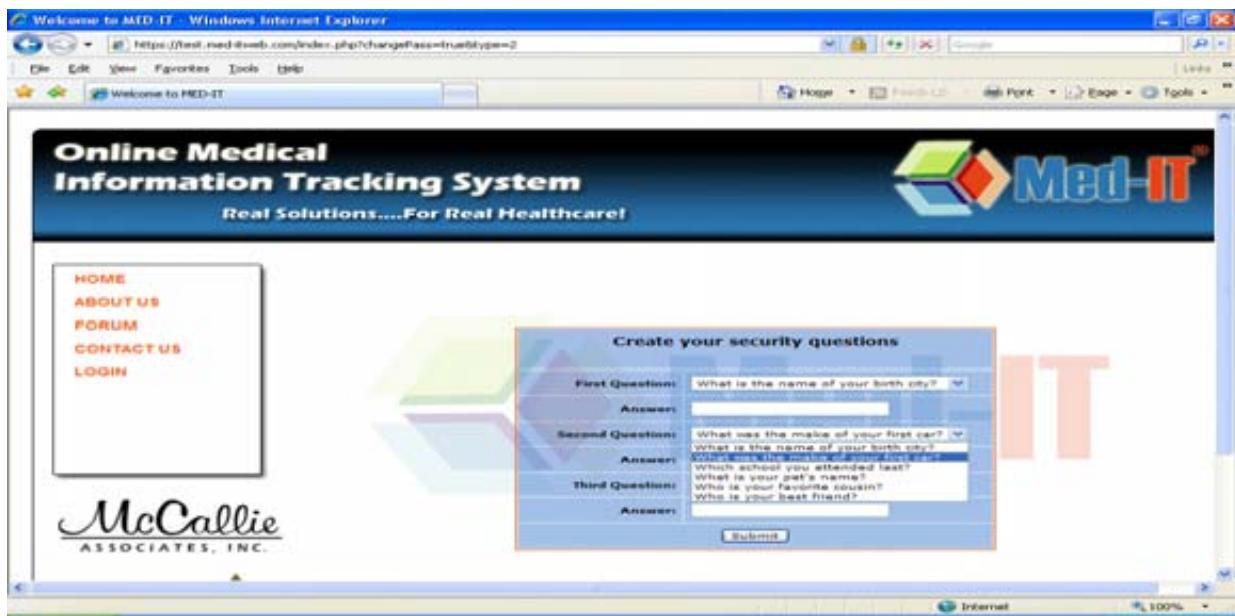


You will be provided with a "Password". You will use that password the first time you log into Med-IT. Enter the password and click on "login." Once you log into the system you will be asked 3 security questions. You should select 3 different security questions by using the dropdown box.

## Security Questions



## Security Questions Dropdown box



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.

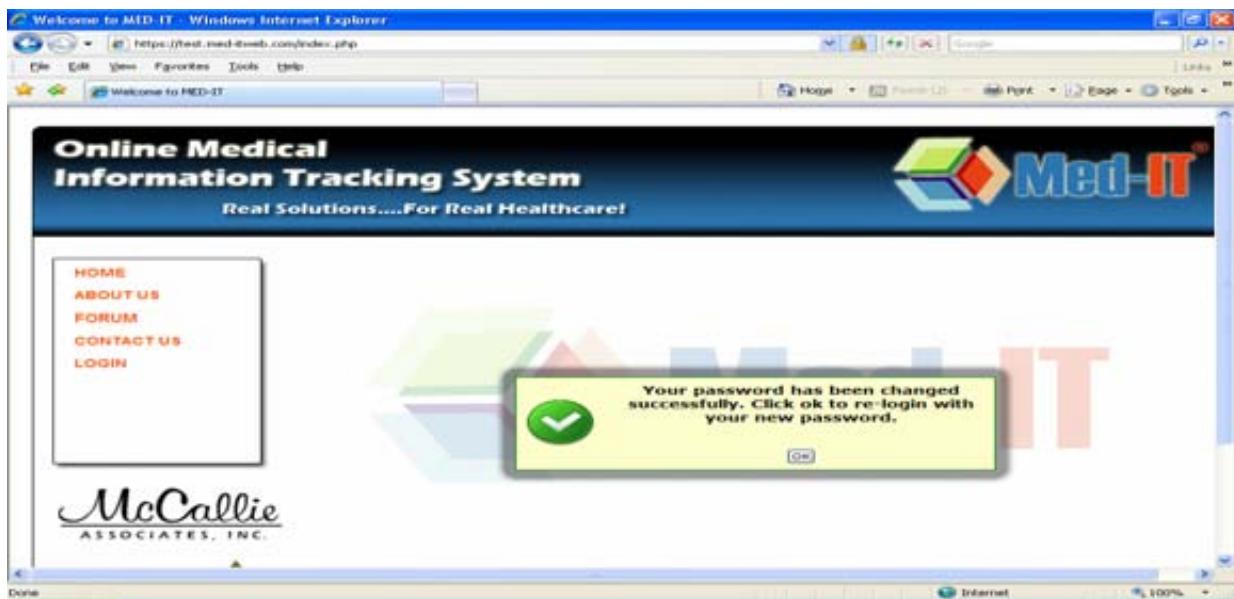
## Changing Password



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: !@#\$%^&\*()+=;:'"\^.,?{}~.

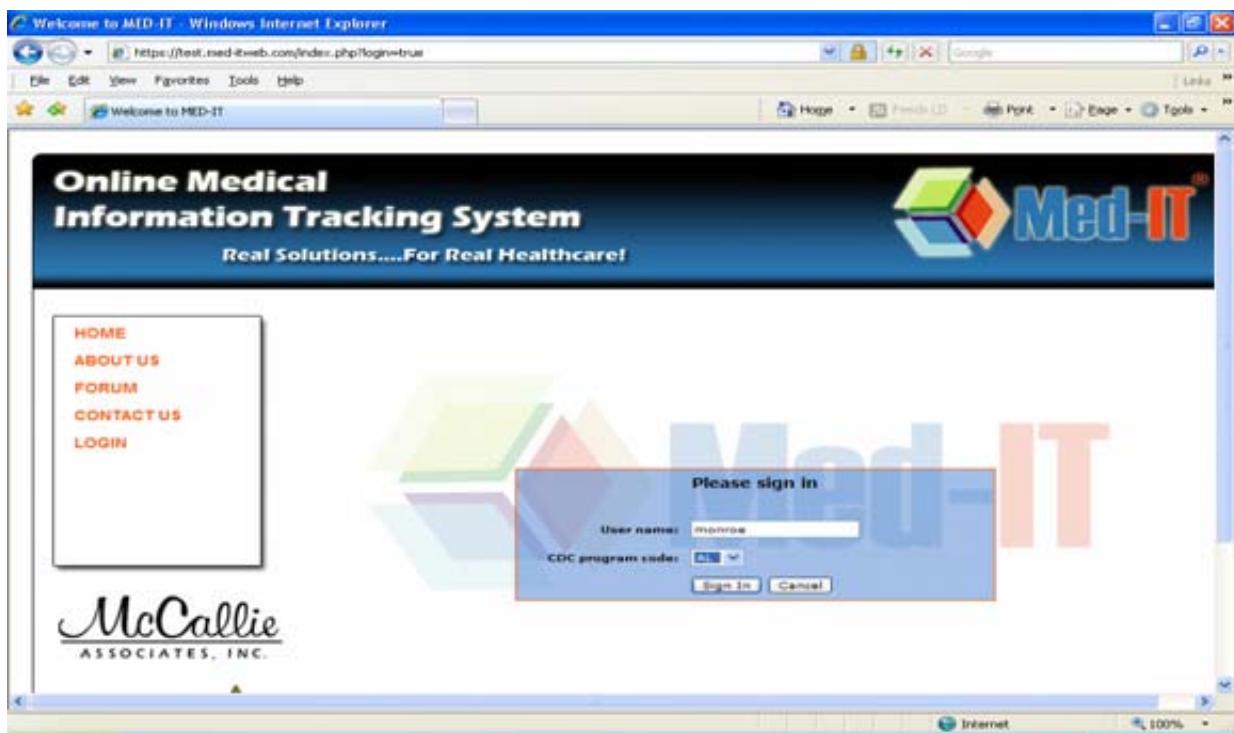
If you do not use a special character, letter or number then you will get an error message. In those cases again re-enter the password provided to you in the "current password" section and then enter the new password and confirm password. Please write down the new password in a secure place, so that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

## Confirmation of new password



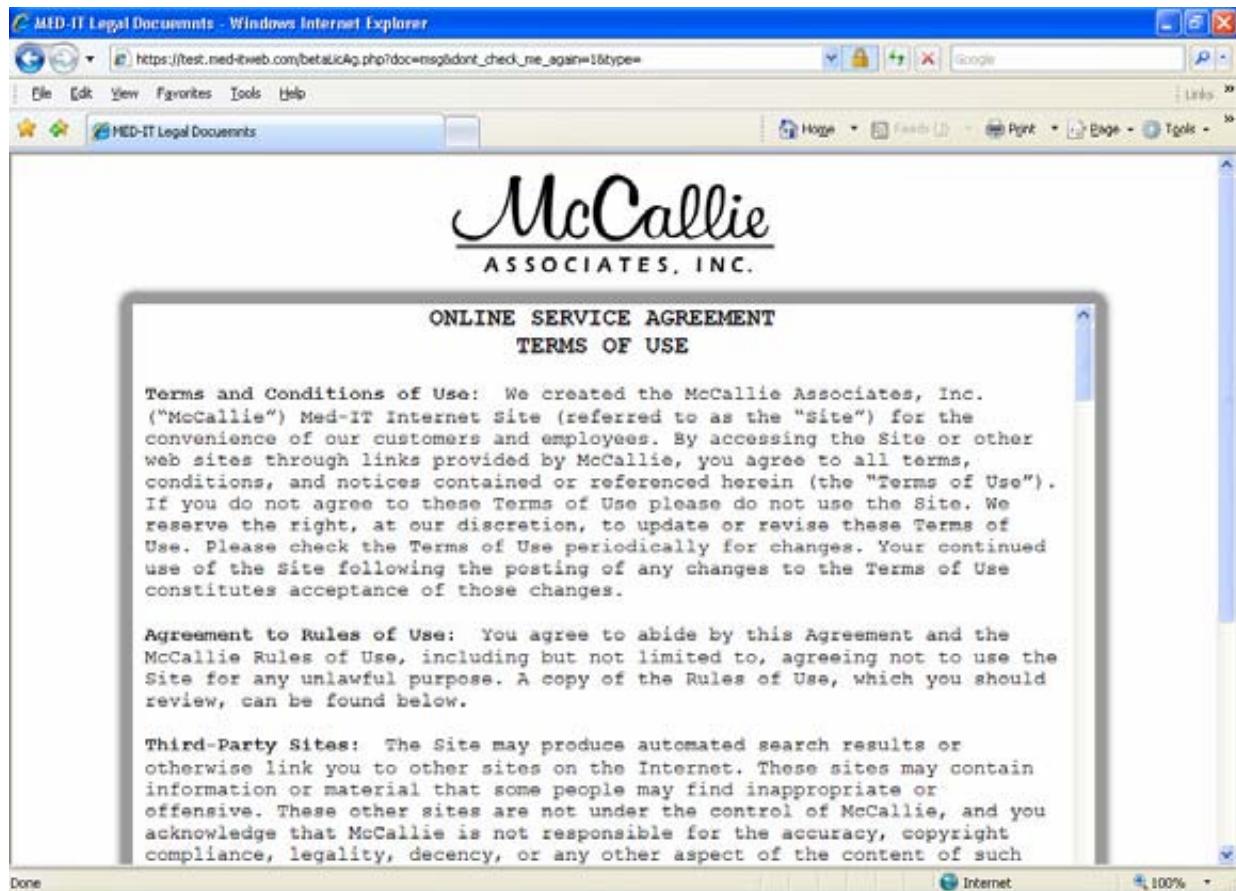
Once you create your password you will get a message as shown above. Once you click "OK" you will be returned to the main screen.

## Login with the same user name and new password



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



Done

Internet

100%



Internet

100%

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**

The screenshot shows the "Client Information" form in a web browser. The left sidebar contains a "Med-IT Navigation Menu" with various links such as "Client Info", "Enrollment", "Eligibility", "Health History", "Notes", "HDE Notes", "Workup Planned", "Contracts and Providers", "Claims and Billings", "Screening Cycles", "Initial Screenings", "Breast Data", "Cervical Data", "Pap Test", "Diagnostic Procedure", "Final Diag. & Tmt.", "Cancer Registry", and "Reports". The main form is divided into sections: "Personal Information" (Name: Wilson, Kate, Maiden Name: [empty], SSN: 000-00-0000, Date of Birth: 01/05/1950, MED-IT ID: 0000000063089), "Contact Information" (Address: 201 MONROE STREET, Zip Code: 36116, County: Montgomery, State: AL, City: Montgomery, Home Phone: 334-224-2244, Work Phone: [empty], Cell Phone: [empty]), and "Residency, Race, Ethnicity, Language, and Education" (which is partially visible at the bottom). A sidebar on the right shows "Logged In As" (User: Monroe, Program: AL, Role: County Health Dept., Date: 06/02/2009) and "Selected Client" (Name: Kate Wilson, ID: 63089, Age: 59.41, Region: 0010001, Eligibility: Not eligible, Cycle #: None, Cyc. date: NA, Cyc. age: NA, RCC checked, CRC unchecked, WW unchecked, Other unchecked). Buttons for "Due Dates" and "Alert!" are also present in the sidebar.

## **"Add client" button on Client Information Screen Screenshot**

This Page May Contain Protected Health Information

Contact Information

Address: 201 Monroe Street      Address 2:

Zip Code: 36116      State: AL

County: Montgomery

Home Phone: 334-334-4444 (xxx-xxxx-xxxx)

Work Phone: (xxx-xxxx-xxxx)

Cell Phone: (xxx-xxxx-xxxx)

Alternate Contact

Residency, Race, Ethnicity, Language, and Education

Country of birth: USA

Hispanic:  Yes  No  Unknown

Primary Language: English

Races:

Asian/Pacific v4.1 only  White  
 Black  Asian  
 Native American  Pacific Islander  
 Unknown

Tribe/Other races: Select one

Last Grade Completed: 00

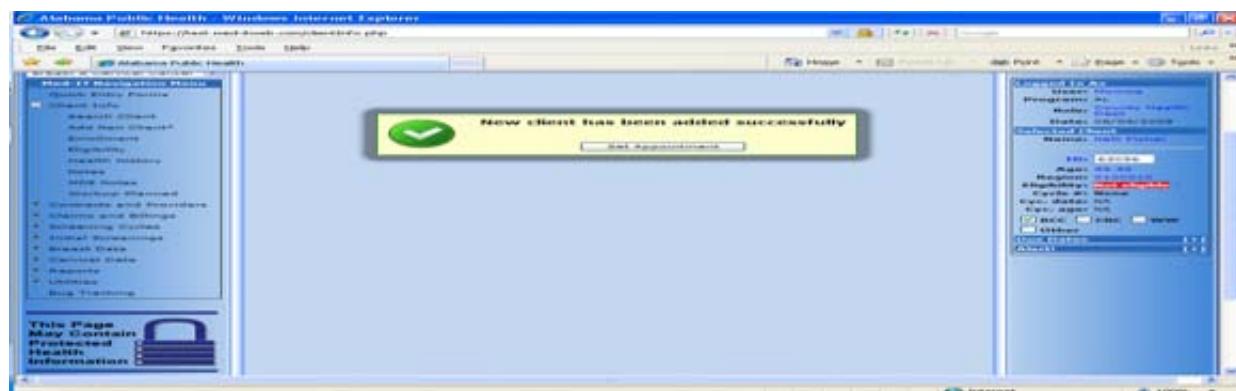
Add Client

Terms Of Use

HED-IT Privacy Policy

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**



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.

## Screening Guidelines Screenshot

The screenshot shows the 'Screening Guidelines' page of the Alabama Public Health system. On the left, a navigation menu for 'Breast & Cervical Cancer' includes options like 'Client Info', 'Eligibility', 'Health History', 'Notes', 'HDC Notes', 'Workup/Planned', 'Contracts and Providers', 'Claims and Billings', 'Screening Cycles', 'Initial Screenings', 'Breast Data', 'Cervical Data', 'Reports', 'Utilities', and 'Bug Tracking'. A note at the bottom left states: 'This Page May Contain Protected Health Information'. The main content area displays 'Screening Guidelines' with sections for 'Age criteria' (radio buttons for 'Women age 45-64 years of age' and 'Women under age 45 who have a breast complaint'), 'Income criteria' (checkbox for 'Must be at or below 250% of the Federal Poverty Income Guidelines'), and 'Insurance criteria' (radio buttons for 'Client is Uninsured (includes Medicaid)' and 'Client has health insurance but cannot afford existing coinsurance or deductible'). Below these is a 'Pap Smear criteria' section with a note about CDC guidelines for reimbursement. A checkbox for 'I agree to accept payment under these Pap frequency guidelines.' is present, with 'Yes' and 'No' options. The right side of the screen shows a 'Logged In As' panel for a user named 'Monica' from 'County Health Dept' on '06/04/2009', and a 'Selected Client' panel for 'Name: Nell Fisher' with details like 'ID: 63096', 'Age: 39-42', 'Region: 0100010', 'Eligibility: Not eligible', and various checkboxes for 'BCC', 'CRC', 'WW', and 'Other'.

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.

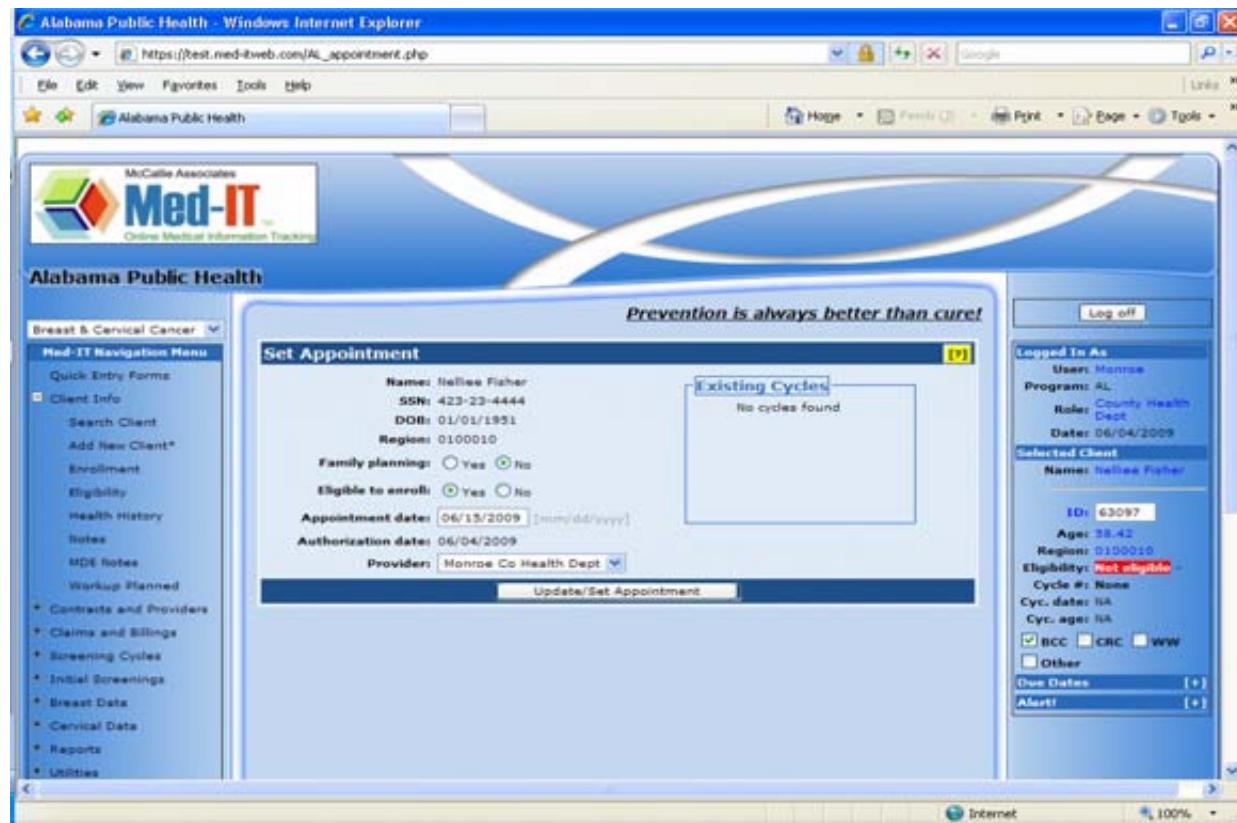
## Pap Smear Criteria “No” Screenshot

This screenshot shows the same 'Screening Guidelines' page as above, but with an error message displayed. A red box highlights a red asterisk next to a field, with the text 'Please verify all the fields that are marked red.' Below this is another red box containing the message 'Special Remark(s): \* You must agree with Pap Smear criteria in order to enroll your client.' The rest of the page content is identical to the first screenshot, including the 'Age criteria', 'Income criteria', 'Insurance criteria', and 'Pap Smear criteria' sections, along with the 'Accept' and 'Decline' buttons.

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.”

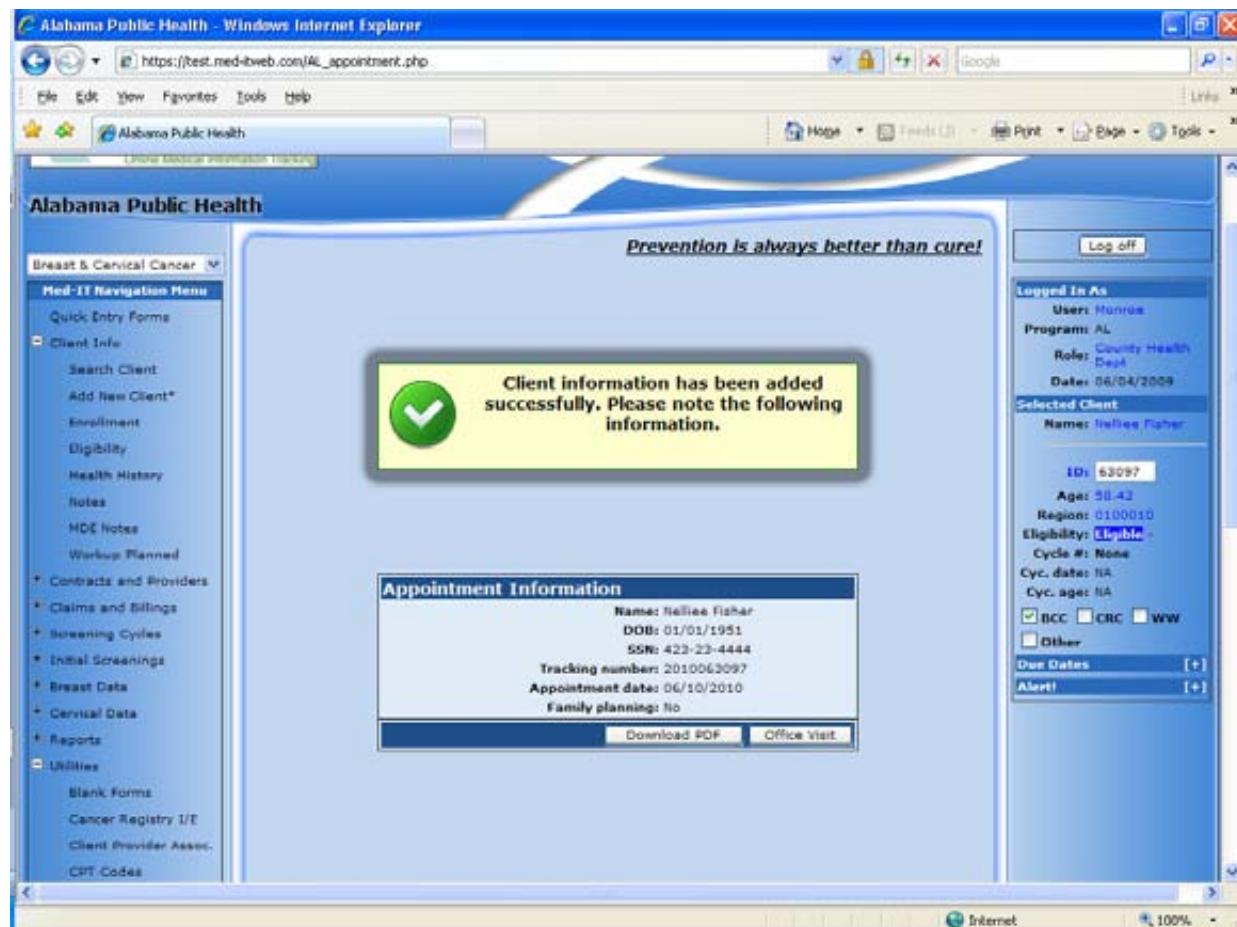
On the right you will see “Existing Cycles.” This gives information about the patient’s earlier appointments. As this is a new patient, it will indicate “no cycles found.”

### Set Appointment Screenshot



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:



### **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**

The screenshot shows the Alabama Public Health client search interface in Internet Explorer. The left sidebar contains a navigation menu with sections like Client Info, Contracts and Providers, and Reports. The main search area has fields for Date of Birth, Name, Address, SSN, Client ID, and Legacy ID. A radio button for "Search by SSN" is selected, and the SSN "423-23-4444" is entered. The "Quick Search" button is visible. To the right, a sidebar displays the selected client's information: ID 63097, Age 38.42, Region 0100010, Eligibility BCC, Cycle # 1, Cyt. status NA, Cyt. age 6A, and checkboxes for BCC, CRC, WW, and Other. Below the search area, a table lists recent clients: Nellie Fisher (63097), Nelli Fisher (63096), Marie Johnson (47641), Vickie Nelson (63093), and Kate Wilson (63090). Each row includes columns for Client ID, Last Name, First Name, MI, Date of Birth, Region, and Units.

| Client ID | Last Name | First Name | MI | Date of Birth | Region  | Units      |
|-----------|-----------|------------|----|---------------|---------|------------|
| 63097     | Fisher    | Nellie     |    | 01/01/1951    | 0100010 | Enrollment |
| 63096     | Fisher    | Nelli      |    | 01/01/1950    | 0100010 | Enrollment |
| 47641     | Johnson   | Marie      | B  | 10/10/1946    | 0090009 | Enrollment |
| 63093     | Vickie    | Nelson     |    | 01/01/1950    | 0100010 | Enrollment |
| 63090     | Wilson    | Kate       |    | 01/05/1950    | 0010001 | Enrollment |

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 Public Health - Windows Internet Explorer  
https://test.med-iweb.com/clientInfo.php?enrollID=63097

File Edit View Favorites Tools Help  
Alabama Public Health Home Print Page Tools

Alabama Public Health

**Prevention is always better than cure!**

**Client Information**

**Personal Information**

Name: Fisher Nellie [Last name, First name, MI]  
Maiden Name: SSN: 423-23-4444  
Date of Birth: 01/01/1951 [mm/dd/yyyy]  
MED-IT ID: 00000000063097  
Notes:

**Contact Information**

Address: 201 Monroe Street Address 2:  
Zip Code: 36116 State: AL  
County: Montgomery City: Montgomery  
Home Phone: (xxx)xxx-xxxx  
Work Phone: (xxx)xxx-xxxx  
Cell Phone: (xxx)xxx-xxxx

Log off

Logged In As  
User: Monroe  
Program: AL  
Role: County Health Dept  
Date: 06/04/2009

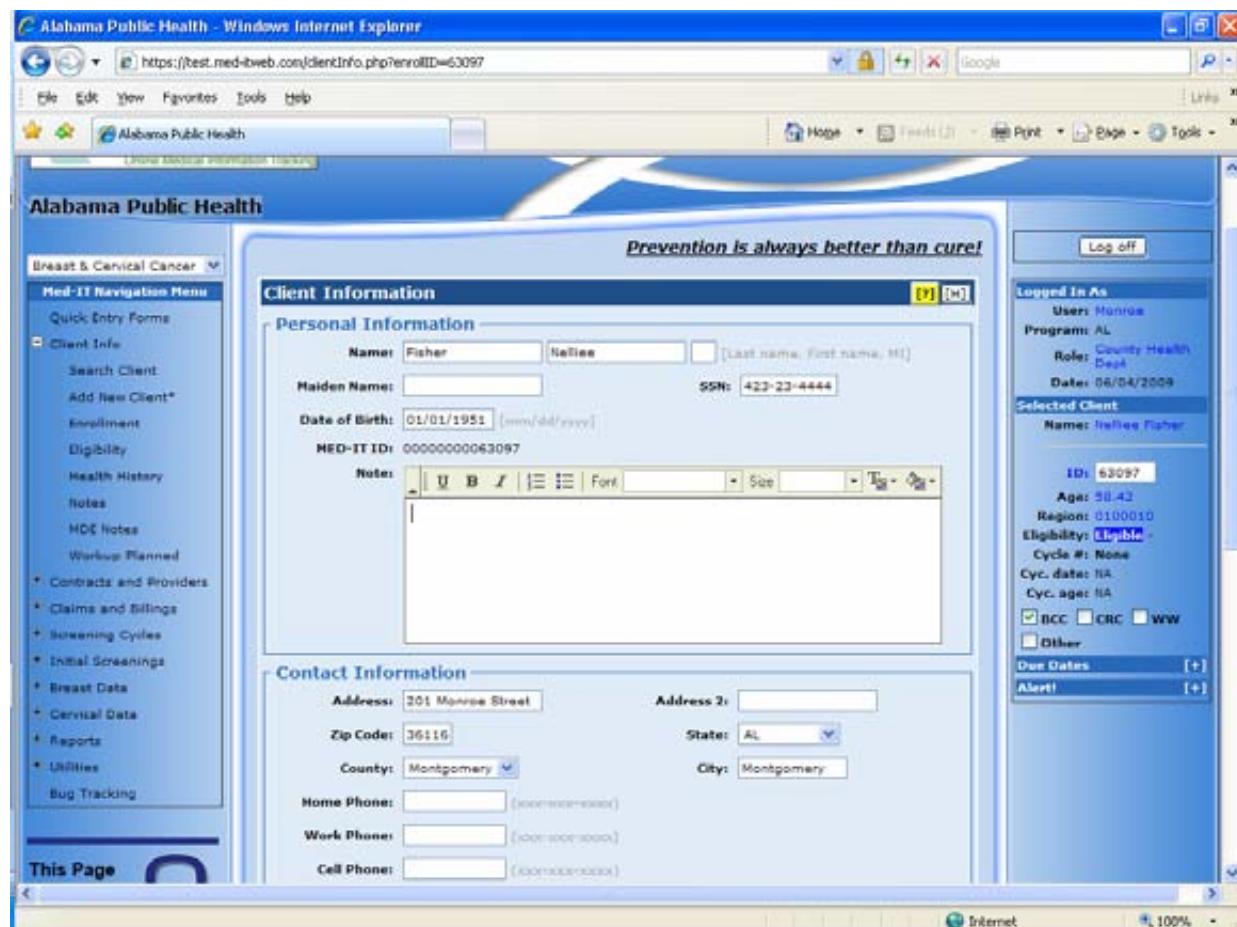
Selected Client  
Name: Nellie Fisher

ID: 63097  
Age: 58.42  
Region: 0100010  
Eligibility: Eligible  
Cycle #: None  
Cyc. date: NA  
Cyc. age: NA  
 BCC  CRC  WW  
 Other

Due Dates [+] Alert! [+]

This Page

Internet 100%



## **"Set Appointment" button on Client Information Screen Screenshot**

This Page May Contain Protected Health Information

Contact Information

Address: 201 Monroe Street Address 2: \_\_\_\_\_

Zip Code: 36116 State: AL

County: Montgomery City: Montgomery

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Alternate Contact

Residency, Race, Ethnicity, Language, and Education

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

Update Set Appointment Delete Client

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.

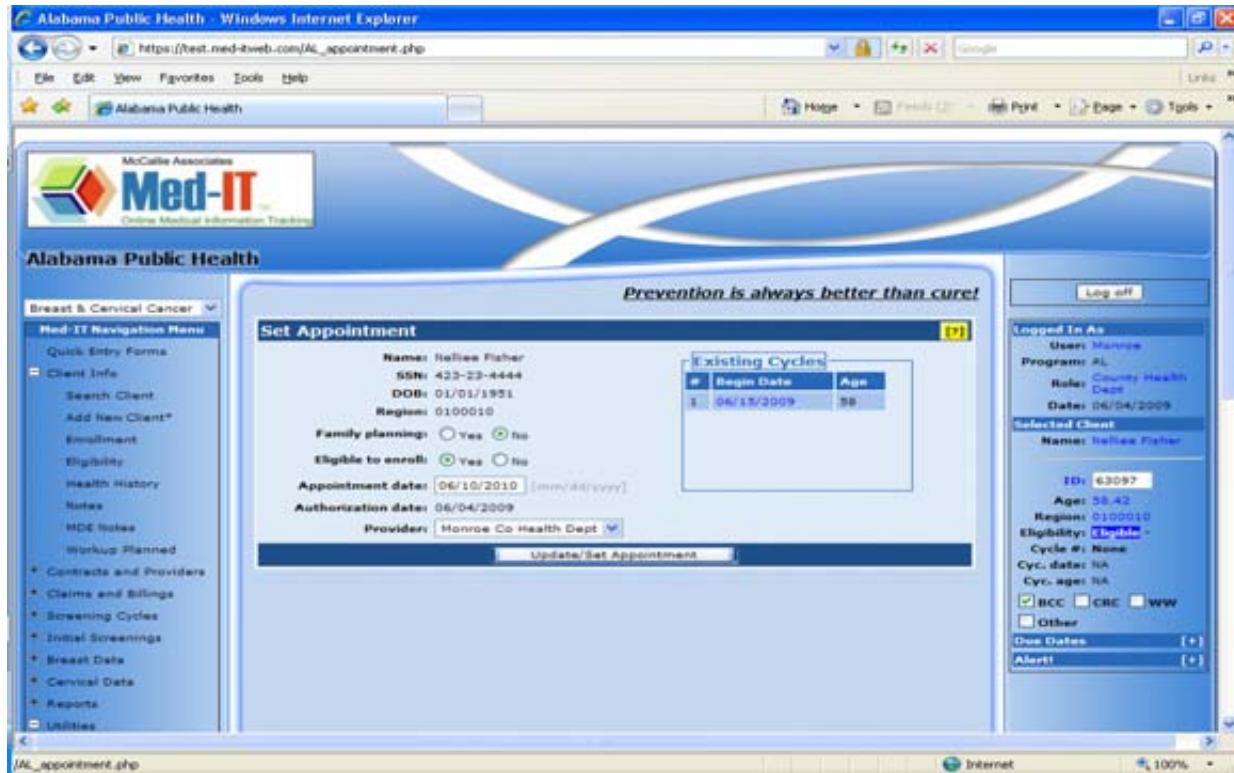
## Screening Guidelines Screenshot

The screenshot shows a web browser window for Alabama Public Health - Windows Internet Explorer. The URL is https://test.med-iweb.com/AL\_provider\_enroll\_check.php. The main content area displays 'Prevention is always better than cure!' and 'Screening Guidelines'. It lists four areas of eligibility: Age criteria (Women age 45-64 years of age or Women under age 45 who have a breast complaint), Income criteria (Must be at or below 250% of the Federal Poverty Income Guidelines), Insurance criteria (Client is Uninsured (includes Medicaid) or Client has health insurance but cannot afford existing coinsurance or deductible), and 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). Below these is a note about conventional Pap tests. At the bottom, there is an agreement checkbox: 'I agree to accept payment under these Pap frequency guidelines.' with options 'Yes' (selected) and 'No'. Below the checkbox are 'Accept' and 'Decline' buttons. To the right, a sidebar shows 'Logged In As' (User: Monika, Program: AL, Role: County Health Dept, Date: 06/04/2009), 'Selected Client' (Name: Helene Fisher, ID: 63097, Age: 38-42, Region: 0100010, Eligibility: Eligible, Cycle #1: None, Cyc. dates: NA, Cyc. ages: NA, BCC checked, CRC unchecked, WW unchecked), and 'Due Dates' and 'Alerts' sections.

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.

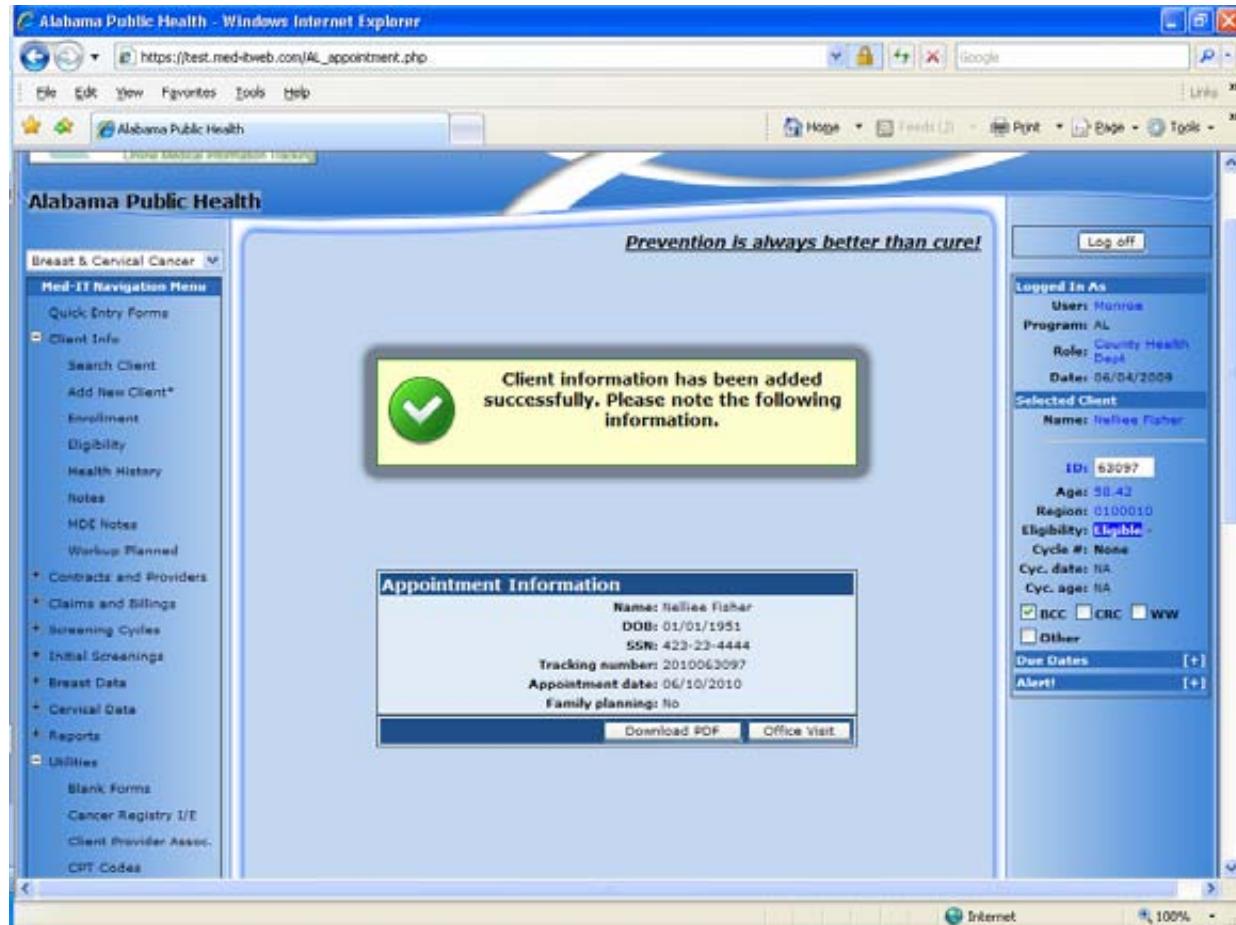
On the right hand side in a box it shows “Existing Cycles.” This provides the dates of previous appointments. In this example the patient was enrolled and was seen on 06/15/2009.

## 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

The screenshot shows a Windows Internet Explorer window for Alabama Public Health. The URL is <https://test.med-itweb.com/clientInfo.php?add=true&enrollID=1>. The page title is "Alabama Public Health". On the left, there's a "Med-IT Navigation Menu" with various client-related options like Search Client, Add New Client, Enrollment, etc. A central modal dialog box titled "Client Information" displays "Found possible duplicate clients". It has two tables: "Your Client" (with rows for First Name: Helles, Last Name: Fisher, DOB: 02/23/1944, SSN: 422-23-4444) and "Possible Duplicates" (with rows for First Name: Helles, Last Name: Fisher, DOB: 01/01/1951, SSN: 422-23-4444). To the right, there's a sidebar with "Logged In As" (User: Monroe, Program: AL, Role: County Health Dept, Date: 06/04/2009), "Selected Client" (Name: None), and various demographic and screening checkboxes.

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

## Screenshot of Found Possible Duplicate Clients

This screenshot is similar to the one above but shows a larger list of "Possible Duplicates" in the "Found possible duplicate clients" dialog. The list includes many entries with First Name: Maria and Last Name: Gomez, along with other names like Tammy Howard, Paula Ramos, etc., all sharing the SSN 999-99-9999. The rest of the interface is identical to the first screenshot, including the navigation menu, sidebar, and status bar.

## **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).

The screenshot shows a web browser window for 'Alabama Public Health - Windows Internet Explorer' at the URL <https://test.med-iweb.com/searchClient.php>. The page title is 'Alabama Public Health'. On the left, there's a 'Med-I Web Navigation Menu' with sections like 'Client Info', 'Breast & Cervical Cancer', 'Health History Notes', 'HDC Notes', 'Workups Planned', 'Contracts and Providers', 'Claims and Billings', 'Screening Cycles', 'Initial Screenings', 'Breast Data', 'Cervical Data', 'Reports', and 'Utilities'. The main content area displays a 'Search Result' table with columns: Enroll ID, Last Name, First Name, MI, DOB, Region, and Links. The table contains 14 rows of data. To the right of the table is a sidebar titled 'Selected Client' with fields for Name, ID, Age, Region, Eligibility, and various checkboxes for screening types. At the bottom of the sidebar, there are 'Due Dates' and 'Alert!' buttons.

| Enroll ID    | Last Name     | First Name    | MI | DOB               | Region         | Links      |
|--------------|---------------|---------------|----|-------------------|----------------|------------|
| 63048        | Anderson      | Barbara       |    | 01/01/1950        | 010001         | Enrollment |
| 63049        |               |               |    |                   |                | Enrollment |
| 63078        | Browne        | Ide           |    | 01/04/1950        | 010001         | Enrollment |
| <b>63088</b> | <b>Burns</b>  | <b>Ludy</b>   |    | <b>01/01/1950</b> | <b>010001</b>  | Enrollment |
| 63096        | Fisher        | Hall          |    | 01/01/1950        | 0100010        | Enrollment |
| 63097        |               |               |    |                   |                | Enrollment |
| 63098        | Harris        | Dolores       |    | 01/01/1950        | 010001         | Enrollment |
| 54027        | Harris        | Gloria        |    | 01/01/1950        | 0110011        | Enrollment |
| 73001        | Kaufhold      | Sandra        |    | 01/01/1950        | 0100001        | Enrollment |
| 63099        |               |               |    |                   |                | Enrollment |
| 63121        | Pogue         | Allen         |    | 01/01/1950        | 0100001        | Enrollment |
| 63122        |               |               |    |                   |                | Enrollment |
| 63123        | St. John      | Deborah       |    | 01/01/1950        | 0100011        | Enrollment |
| <b>63093</b> | <b>Vickie</b> | <b>Nelson</b> |    | <b>01/01/1950</b> | <b>0100010</b> | Enrollment |

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.