MED-IT ENROLLMENT INSTRUCTIONS

A. Med-IT LOGIN

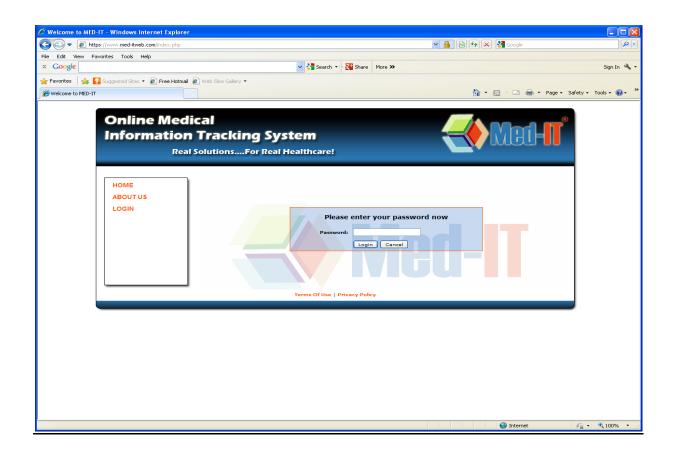
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Online Medical Information Tracking System Real SolutionsFor Real Healthcare!	
HOME Welcome to Med-JT ABOUT US LOGIN UGIN Welcome to Medical Information Tracking System developed by OxBow Data Management Systems LLC, A wholly owned subsidiary of McCallie Associates Inc. With Med-IT, programs have a complete web based health screening information database system that includes demographic information, automatic eligibility computation, billing and much more. Med-IT was developed in cooperation with a major state health department, meets all the current requirements of the Centeris for Disease Control, and can be customized for specific meeds; McCallie Associates, a woman owned U.S. based small business, has provided data management for CDC Screening programs for 15 years. Easy to Use Web Based System No Hardware or Software to Purchase Ratine MDE Edit Checking HIPAA Safeguards Graphic Data Visualization Integrated Budgeting and Billing Tools Built in System Administration Centralized Database 	
Terms Of Use Privacy Policy	
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- 1- To access the Med-IT website, go the <u>http://www.med-itweb.com</u>
- 2- Hit the **Login** button

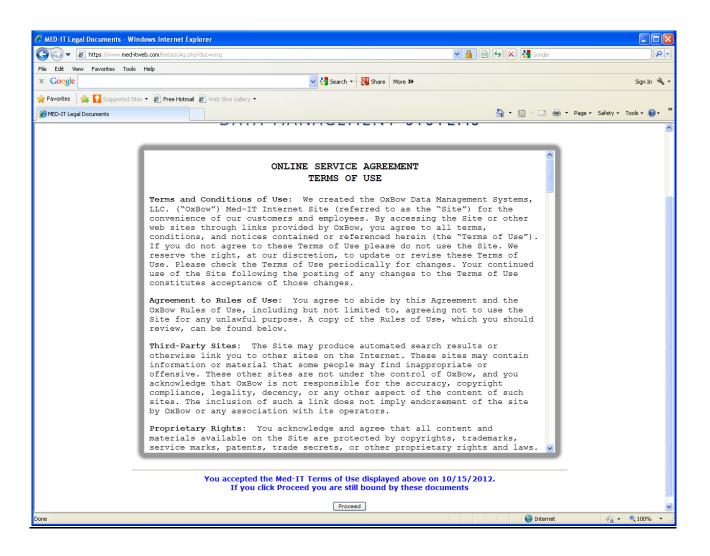
- 3- Type in your user ID name and
- 4- Click on the state by hitting on the drop-down arrow and choosing AL
- 5- Hit Sign In



6- Type in your password



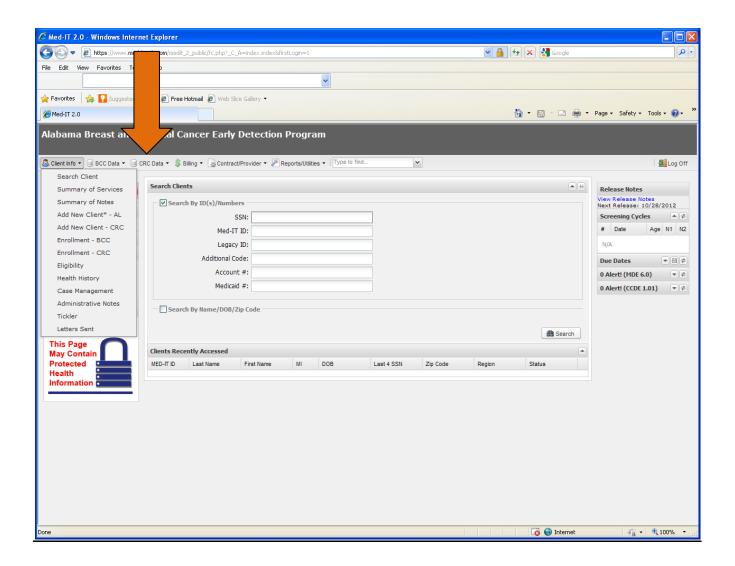
7- You will see Med-IT's **Terms of Use** and **Privacy Notice.** After reading and agreeing to uphold these policies, **hit "Accept"**



B. Med-IT Search

If you look at the top of the page, you will see six buttons which navigate the Med-IT System:

- Client Info
- BCC Data (breast and cervical cancer)
- CRC Data (colorectal cancer)
- Billing
- Contracts/Providers
- Reports/Utilities



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This page allows you to access patient records in Med-IT. If you are looking for an alreadyestablished patient, type in the SS# or the patient's Med-IT ID # to pull up their record.

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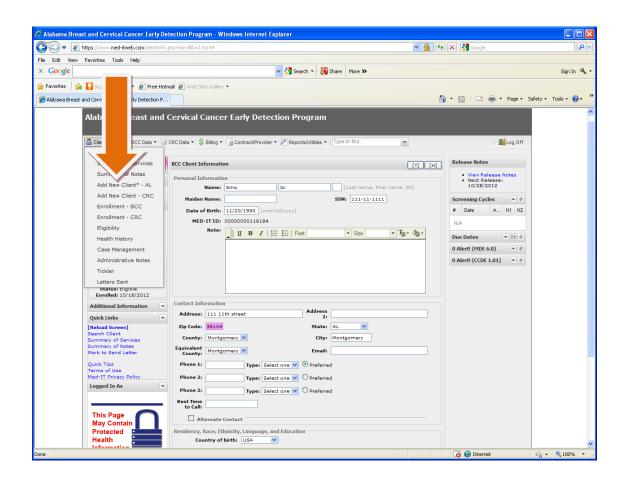
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You can click in the checkbox labeled "Search by Name/DOB/Zip Code"

In this area, you must use two of the criteria to search for the client record.

If you have a **new patient**, you will need to create a new record for the patient. Hit on "Add New Client-AL", Fill in all demographic information When record is complete, hit "Add Client" at bottom (see next page)



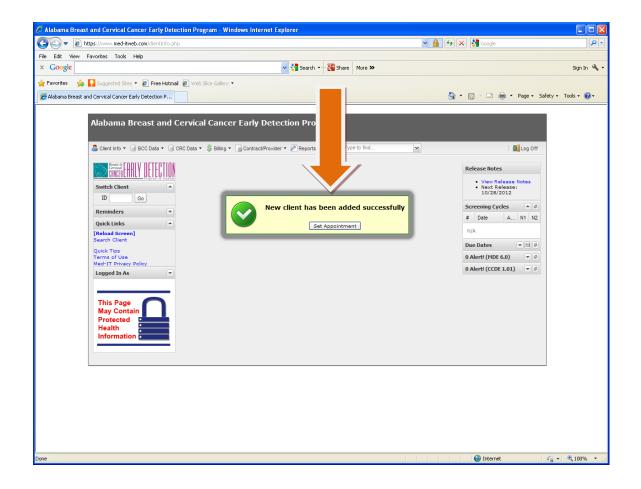
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When you have completed adding the new patient into Med-IT, you will get this message saying the addition was added successfully.

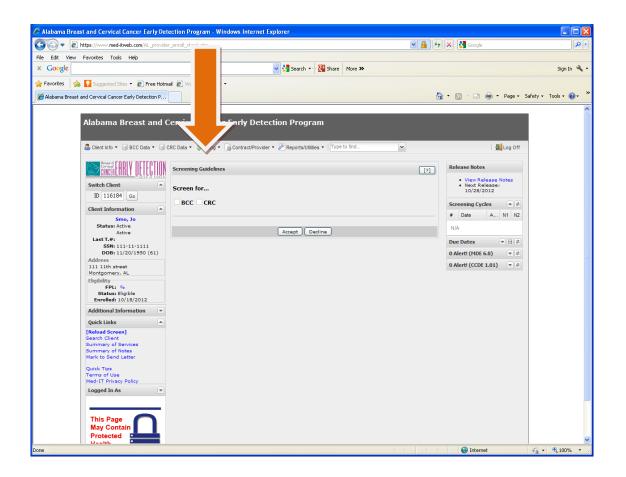
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C. Tracking Number Creation

For a new patient : Hit the "Set Appointment" button



You will come to the **Screening Guidelines** page. This page allows you to choose the service(s) your patient needs: **Breast and cervical screenings** (BCC), **colorectal cancer screening** (CRC), or **both**



For an <u>already established patient</u>, once you have pulled-up the record and updated any changes as needed to the demographic data, scroll down to the bottom of the screen to see "Set Appointment" button.

Hit that button and you will be the "Screening Guidelines" page.

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"Screening Guidelines" page

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Fill-in the appropriate eligibility boxes **Hit "Accept"**

Fill-in:

Is the patient a County Health Department Family Planning patient? YES or NO

Is the patient a smoker? YES or NO

If Yes, were they referred to the Quit Line?

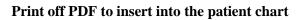
Has the patient ever had a colonoscopy or other colorectal cancer screening test?

RECORD BCC and/or CRC appointment dates

Hit "Update/Set Appointment"

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D. <u>Duplicate Client Records</u>

When searching for clients in Med-IT, you will occasionally have multiple records appear because of: **1**--**<u>duplicate birthdates</u>**,

2-same names, or

3-other providers' records for the same patient

In the case shown below, Med-IT alerts you to all the possible duplicate birthdates.

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The above shows a listing of a duplicate last name and zip code. The text is shown in black because the two patients have the same provider. Place your cursor over the name you are searching for and double click to access the record.

DUPLICATE RECORDS OF OTHER PROVIDERS

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If you search for a patient and they are already in Med-IT but they are listed as another provider's patient, a box will appear, like in the example above, with the name, DOB, SS#, etc. of the patient and the data is grayed-out.

Place your cursor over the name and double click to see the ACCESS Exception Box (see next slide)

The **ACCESS Exception Box** will ask you to verify that you have the right patient before proceeding. If you are sure, type in a statement explaining why you are accessing this patient.

Example: New Provider, New Enrollment

Then, hit the **Proceed** button

You will then be allowed to access this patient's record.

