

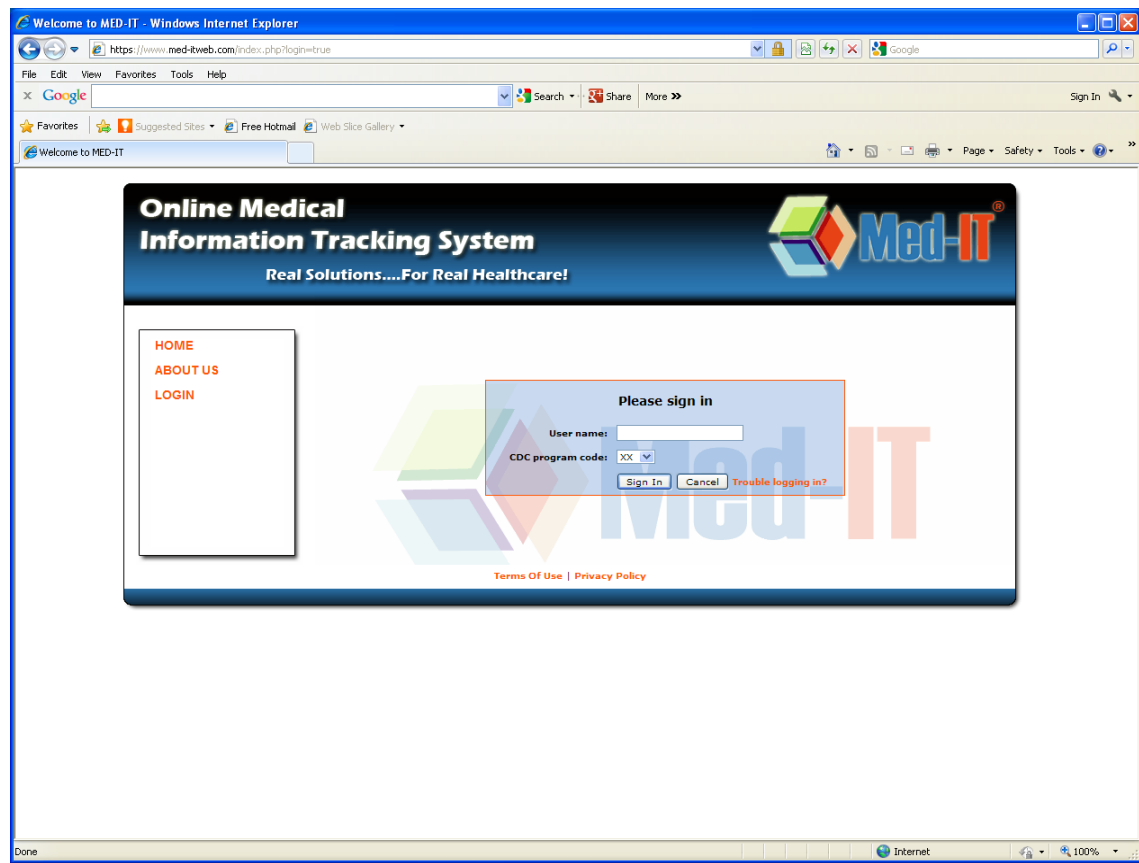
MED-IT ENROLLMENT INSTRUCTIONS

A. Med-IT LOGIN



- 1- To access the Med-IT website, go the <http://www.med-itweb.com>
- 2- Hit the **Login** button

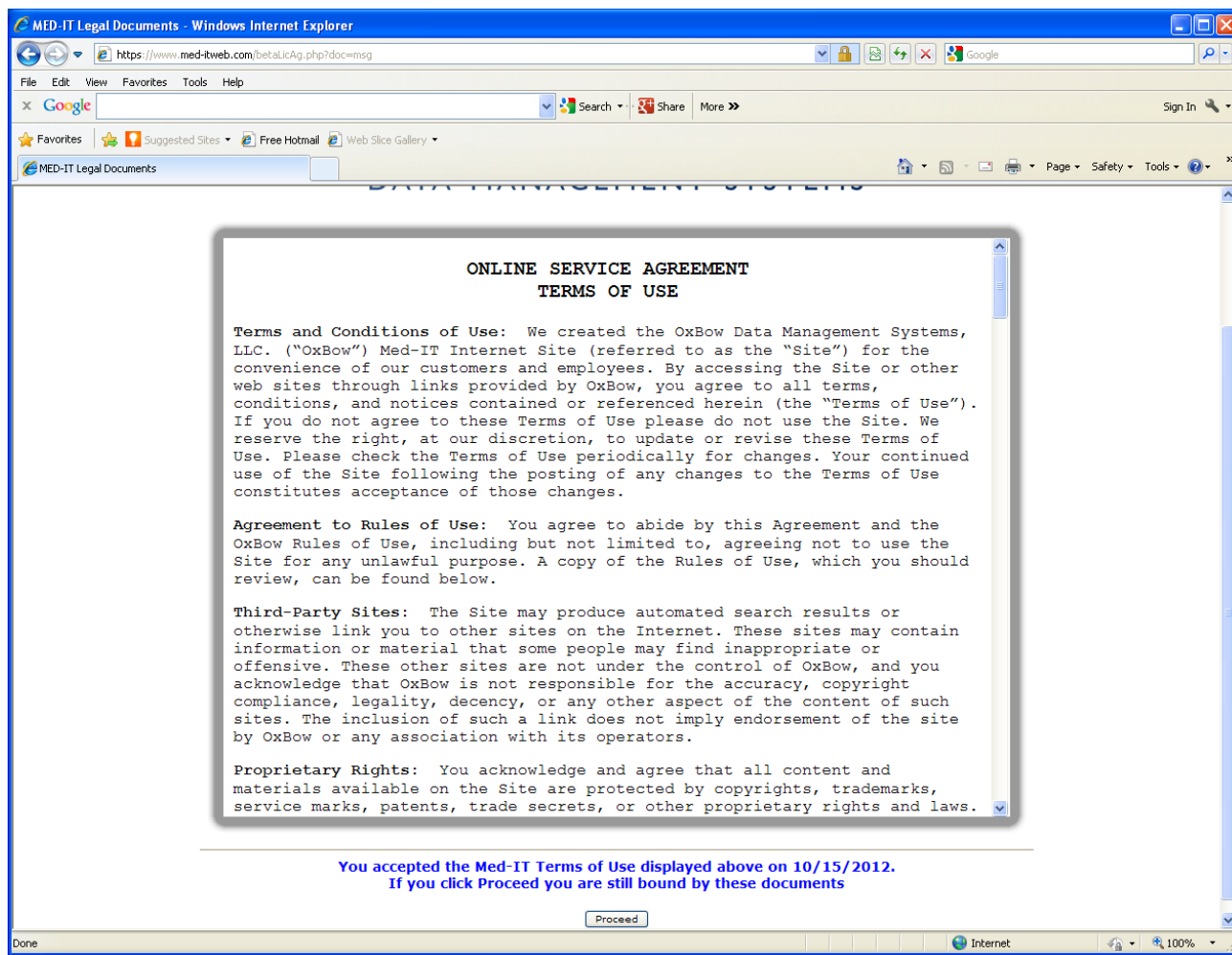
- 3- Type in your user ID name and
- 4- Click on the state by hitting on the drop-down arrow and choosing AL
- 5- Hit Sign In



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

Med-IT 2.0 - Windows Internet Explorer

https://www.m.../medit_2_public/fc.php?_C_A=index.index&firstLogin=1

Alabama Breast and Cervical Cancer Early Detection Program

Client Info BCC Data CRC Data Billing Contract/Provider Reports/Utilities Type to find... Log Off

Search Client

Summary of Services

Summary of Notes

Add New Client* - AL

Add New Client - CRC

Enrollment - BCC

Enrollment - CRC

Eligibility

Health History

Case Management

Administrative Notes

Tickler

Letters Sent

This Page May Contain Protected Health Information

Search Clients

☒ Search By ID(s)/Numbers

SSN:

Med-IT ID:

Legacy ID:

Additional Code:

Account #:

Medicaid #:

☐ Search By Name/DOB/Zip Code

Search

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
-----------	-----------	------------	----	-----	------------	----------	--------	--------

Release Notes

[View Release Notes](#)

Next Release: 10/28/2012

Screening Cycles

#	Date	Age	N1	N2
N/A				

Due Dates

0 Alert! (MDE 6.0)

0 Alert! (CCDE 1.01)

Done Internet 100%

Med-IT 2.0 - Windows Internet Explorer

https://www.med-itweb.com/medit_2_public/ffc.php?_C_A=index.index&firstLogin=1

Alabama Breast and Cervical Cancer Early Detection Program

Client Info | BCC Data | Contract/Provider | Reports/Utilities | Type to find... | Log Off

Search Clients

☒ Search By ID(s)/Numbers

SSN:

Med-IT ID:

Legacy ID:

Additional Code:

Account #:

Medicaid #:

☐ Search By Name/DOB/Zip Code

Release Notes

View Release Notes

Next Release: 10/28/2012

Screening Cycles

#	Date	Age	N1	N2
N/A				

Due Dates

0 Alerts! (MDE 6.0)

0 Alerts! (CCDE 1.01)

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
-----------	-----------	------------	----	-----	------------	----------	--------	--------

This Page May Contain Protected Health Information

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

Med-IT 2.0 - Windows Internet Explorer

https://www.med-itweb.com/medit_2_public/ffc.php?_C_A=index.index&firstLogin=1

Alabama Breast and Cervical Cancer Early Detection Program

Client Info | BCC Data | Contract/Provider | Reports/Utilities | Type to find... | Log Off

Search Clients

☒ Search By Name/DOB/Zip Code

DOB:

Last Name:

First Name:

Zip Code:

Include Pending Clients: ☐

Release Notes

View Release Notes

Next Release: 10/28/2012

Screening Cycles

#	Date	Age	N1	N2
N/A				

Due Dates

0 Alerts! (MDE 6.0)

0 Alerts! (CCDE 1.01)

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
-----------	-----------	------------	----	-----	------------	----------	--------	--------

This Page May Contain Protected Health Information

OR

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)

Alabama Breast and Cervical Cancer Early Detection Program

BCC Client Information

Personal Information

Name: [First Name] [Last Name] [Middle Initial]

Maiden Name: [Maiden Name]

Date of Birth: [mm/dd/yyyy]

MED-IT ID: [MED-IT ID]

SSN: [SSN]

Note: [Note]

Contact Information

Address: [Address]

Zip Code: [Zip Code]

County: [County]

City: [City]

Equivalent County: [Equivalent County]

Phone 1: [Phone 1] Type: [Type] Preferred

Phone 2: [Phone 2] Type: [Type] Preferred

Phone 3: [Phone 3] Type: [Type] Preferred

Best Time to Call: [Best Time to Call]

Residency, Race, Ethnicity, Language, and Education

Country of birth: [Country of birth]

Release Notes

Screening Cycles

Due Dates

0 Alerts (HDE 6.0)

0 Alerts (CCDE 1.01)

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

https://www.med-itweb.com/clientInfo.php?add=true&enrollID=1

File Edit View Favorites Tools Help

Google Search Share More Sign In

Alabama Breast and Cervical Cancer Early Detection P...

[Reload Screen] Search Client Quick Tips Terms of Use Med-IT Privacy Policy

Logged In As

This Page May Contain Protected Health Information

Note:

Due Dates: 0 Alerts (MDE 6.0), 0 Alerts (CCDE 1.01)

Contact Information

Address: Zip Code: County: Equivalent County: Phone 1: Phone 2: Phone 3: Best Time to Call: Alternate Contact

Address 2: State: City: Email:

Type: Preferred

Type: Preferred

Type: Preferred

Residency, Race, Ethnicity, Language, and Edu

Country of birth: USA

Hispanic: Yes No U

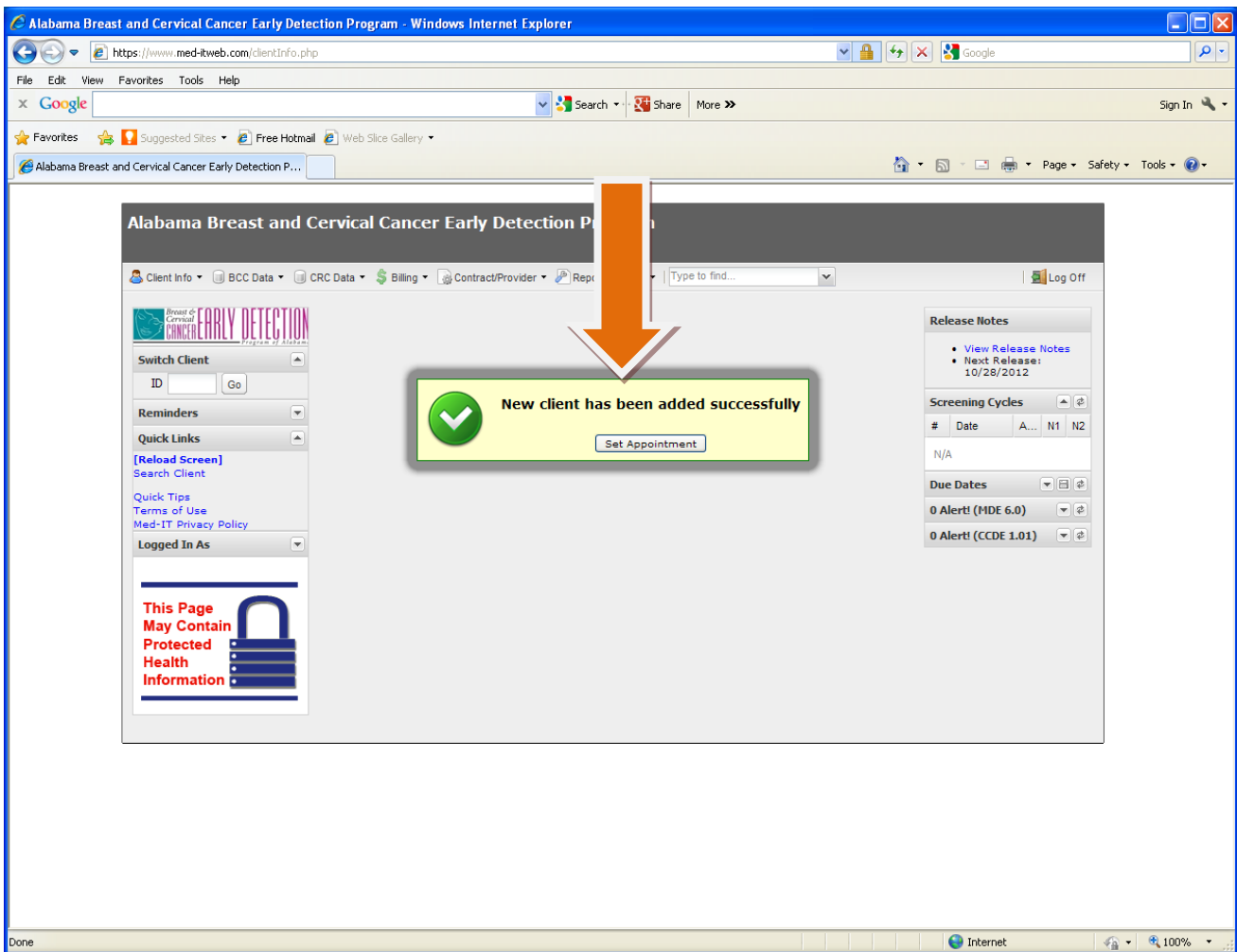
Primary Language: English

Race: Asian/Pacific v Black Native American Unknown White Asian Pacific Islander Other race: Select one

Last Grade Completed: No Answer Recorded

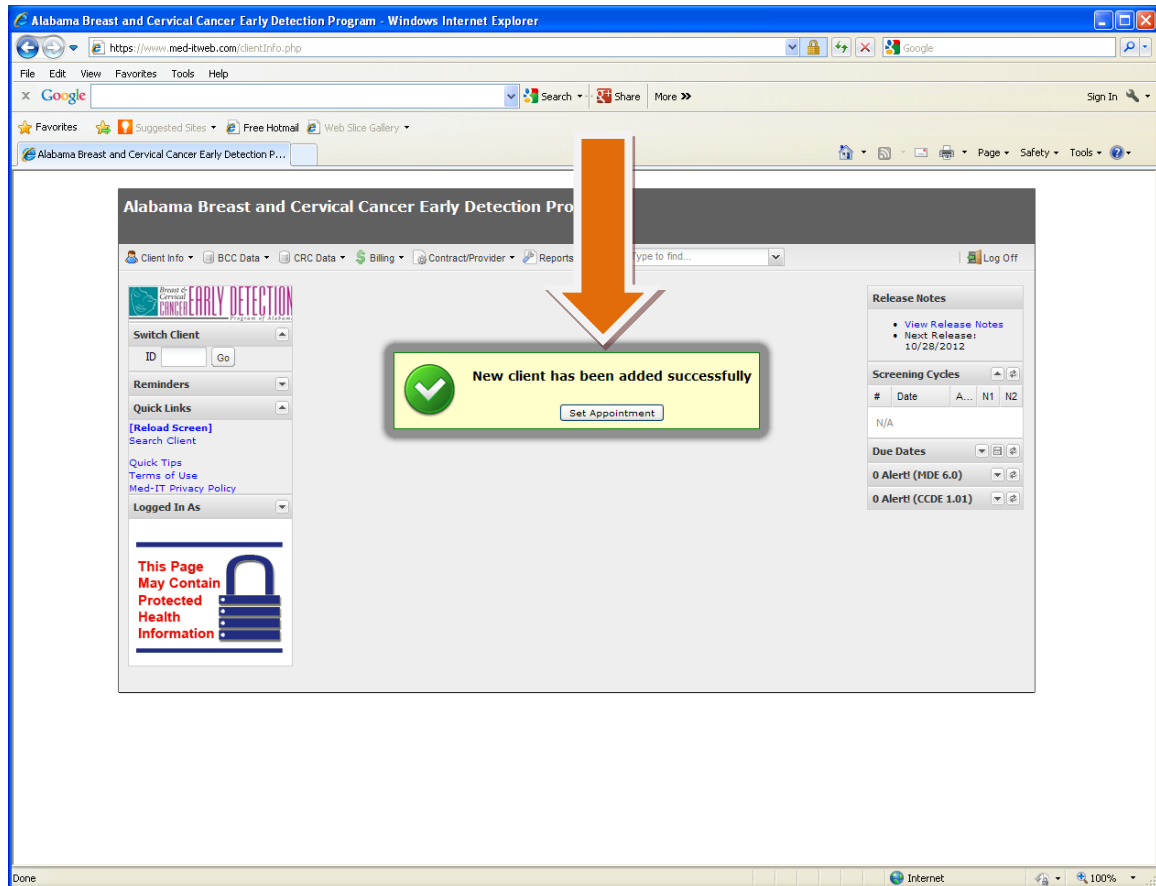
Add Client

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



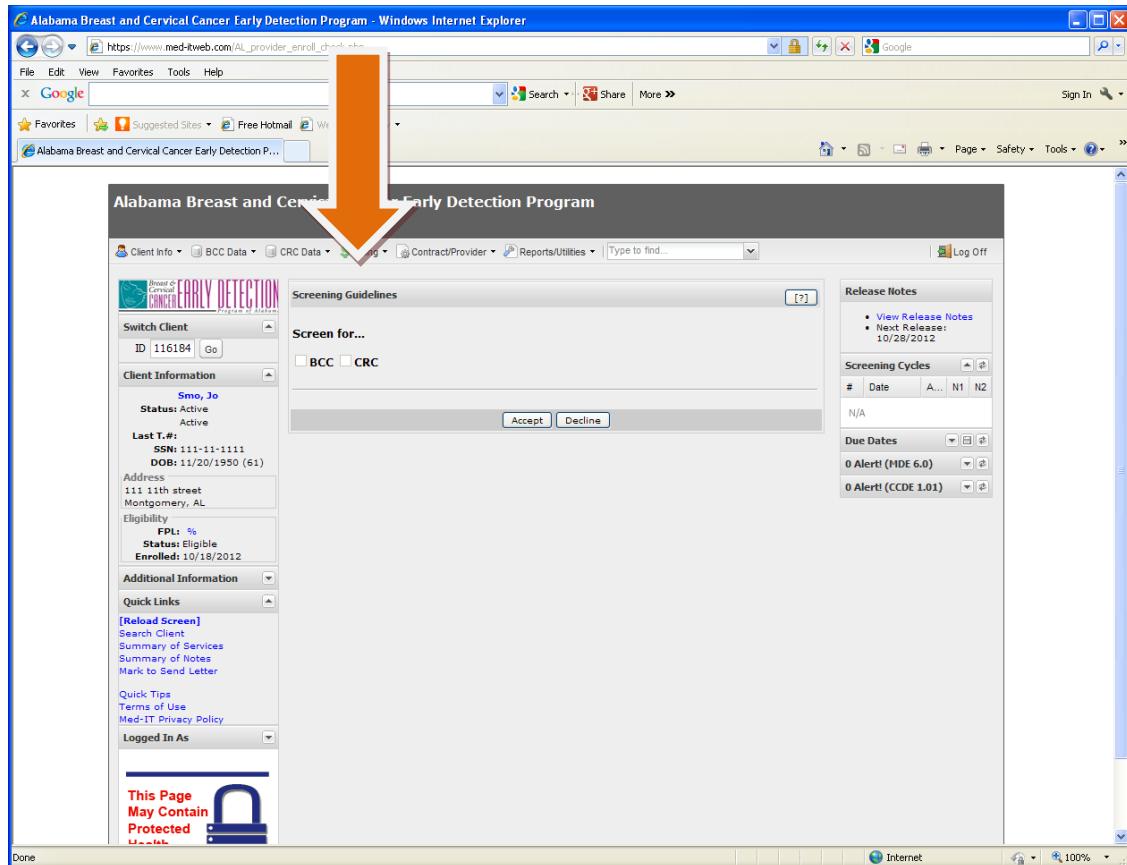
C. Tracking Number Creation

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 **already established patient**, 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.

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://www.med-itweb.com/clientInfo.php?enrollID=116184>. The page displays a patient record for an established patient. The left sidebar contains a "Quick Links" section with links like "[Reload Screen]", "Search Client", "Summary of Services", "Summary of Notes", "Mark to Send Letter", "Quick Tips", "Terms of Use", and "Med-IT Privacy Policy". The main content area is divided into sections: "Last T.#:", "Address", "Eligibility", "Additional Information", "Contact Information", "Residency, Race, Ethnicity, Language, and Education", and "Due Dates". The "Contact Information" section includes fields for Address, Zip Code, State, County, City, Email, Phone 1, Phone 2, Phone 3, and Best Time to Call. The "Residency, Race, Ethnicity, Language, and Education" section includes fields for Country of birth, Primary Language, Race, and Last Grade Completed. A large orange arrow points to the "Set Appointment" button at the bottom of the form. The "Due Dates" section on the right shows "0 Alert! (MDE 6.0)" and "0 Alert! (CCDE 1.01)".

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

https://www.med-itweb.com/clientInfo.php?enrollID=116184

File Edit View Favorites Tools Help

Alabama Breast and Cervical Cancer Early Detection P...

ACTIVE

Last T.#:
SSN: 111-11-1111
DOB: 11/20/1950 (61)

Address
111 11th street
Montgomery, AL

Eligibility
FPL: %
Status: Eligible
Enrolled: 10/18/2012

Additional Information

Quick Links

[Reload Screen]
Search Client
Summary of Services
Summary of Notes
Mark to Send Letter

Quick Tips
Terms of Use
Med-IT Privacy Policy

Logged In As

This Page May Contain Protected Health Information

Note:

Contact Information

Address: 111 11th street **Address 2:**
Zip Code: 36104 **State:** AL
County: Montgomery **City:** Montgomery
Equivalent County: Montgomery **Email:**
Phone 1: **Type:** Select one Preferred
Phone 2: **Type:** Select one Preferred
Phone 3: **Type:** Select one Preferred
Best Time to Call:
☐ Alternate Contact

Residency, Race, Ethnicity, Language, and Education

Country of birth: **Hispanic:** No ☐ Unknown
Primary Language:
Race: Pacific v4.1 only ☒ White ☐ Asian ☐ Pacific Islander
American
Tribe/Other race: Select one
Last Grade Completed: Not Recorded

Update **History** **Set Appointment** **Delete Client**

Done

Internet 100%

“Screening Guidelines” page

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://www.med-itweb.com/AL_provider_enroll_check.php". The page has a navigation bar with links: Client Info, BCC Data, CRC Data, Contract/Provider, Reports/Utilities, and a search bar. The main content area is titled "Alabama Breast and Cervical Cancer Early Detection Program" and features a sidebar on the left with client information for "Smo, Jo". The central part of the page is the "Screening Guidelines" section, which includes a "Screen for..." area with checkboxes for "BCC" and "CRC". Below these are "Accept" and "Decline" buttons. To the right of the "Screening Guidelines" section is a "Release Notes" section with a link to "View Release Notes" and a "Next Release" date of "10/28/2012". Below that is a "Screening Cycles" section with a table showing cycles for "N/A". At the bottom of the page, there is a "This Page May Contain Protected Health Information" warning.

Alabama Breast and Cervical Cancer Early Detection Program

Client Info | BCC Data | CRC Data | Contract/Provider | Reports/Utilities | Type to find... | Log Off

Screening Guidelines [?]

Screen for...

☐ BCC ☐ CRC

Accept Decline

Release Notes

- View Release Notes
- Next Release: 10/28/2012

Screening Cycles

#	Date	A...	N1	N2
N/A				

Due Dates

0 Alerts! (HDE 6.0)

0 Alerts! (CCDE 1.01)

Client Information:

Switch Client

ID: 116184 Go

Client Information

Smo, Jo

Status: Active

Last T.#:

SSN: 111-11-1111

DOB: 11/20/1950 (61)

Address

111 11th street

Montgomery, AL

Eligibility

FPL: %

Status: Eligible

Enrolled: 10/18/2012

Additional Information

Quick Links

[Reload Screen]

Search Client

Summary of Services

Summary of Notes

Mark to Send Letter

Quick Tips

Terms of Use

Med-IT Privacy Policy

Logged In As

This Page May Contain Protected Health Information

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”**

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

https://www.med-itweb.com/Al_appointment.php

File Edit View Favorites Tools Help

Google Search Share More Sign In

Alabama Breast and Cervical Cancer Early Detection P...

Alabama Breast and Cervical Cancer Early Detection Program

Client Info BCC Data CRC Data Billing Contract/Provider Reports/Utilities Type to find... Log Off Admin

Switch Client

ID 116184 Go

Client Information

Smo, Jo
Status: Active
Active
Last T.#:
SSN: 111-11-1111
DOB: 11/20/1950 (61)
Address
111 11th street
Montgomery, AL
Eligibility
FPL: %
Status: Eligible
Enrolled: 10/18/2012

Additional Information

Quick Links

[Reload Screen]
Search Client
Summary of Services
Summary of Notes
Mark to Send Letter

Quick Tips
Terms of Use
Med-IT Privacy Policy

Logged In As

This Page May Contain Protected

Set Appointment

Provider: (Cnahti) - Harvest Medical Clinic

Name: Jo Smo
SSN: 111-11-1111
DOB: 11/20/1950
Region: 0100010

CHD Family planning: ☐ Yes ☐ No
Eligible to enroll: ☐ Yes ☐ No
☐ Yes - Refer to quit line 1-800-784-8669
☐ No
☐ Unknown

Is the Patient Smoker?
☐ Yes ☐ No ☐ Didn't Ask

Has the patient ever had a colonoscopy or any kind of colorectal cancer screening?
☐ Yes ☐ No ☐ Didn't Ask

BCC Appointment date: [mm/dd/yyyy]
CRC Appointment date: [mm/dd/yyyy]
Authorization date: 10/18/2012

Existing Cycles

No BCC cycles found No CRC cycles found

Update/Set Appointment

Release Notes

- View Release Notes
- Next Release: 10/28/2012

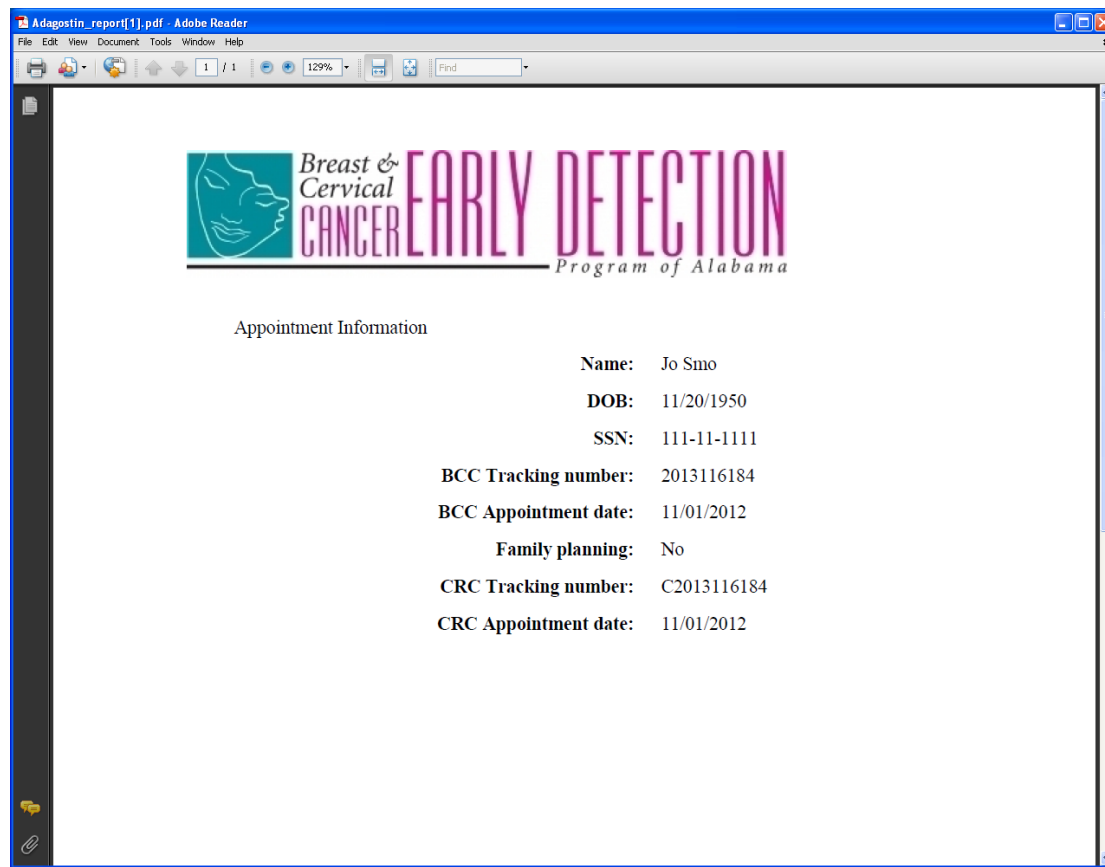
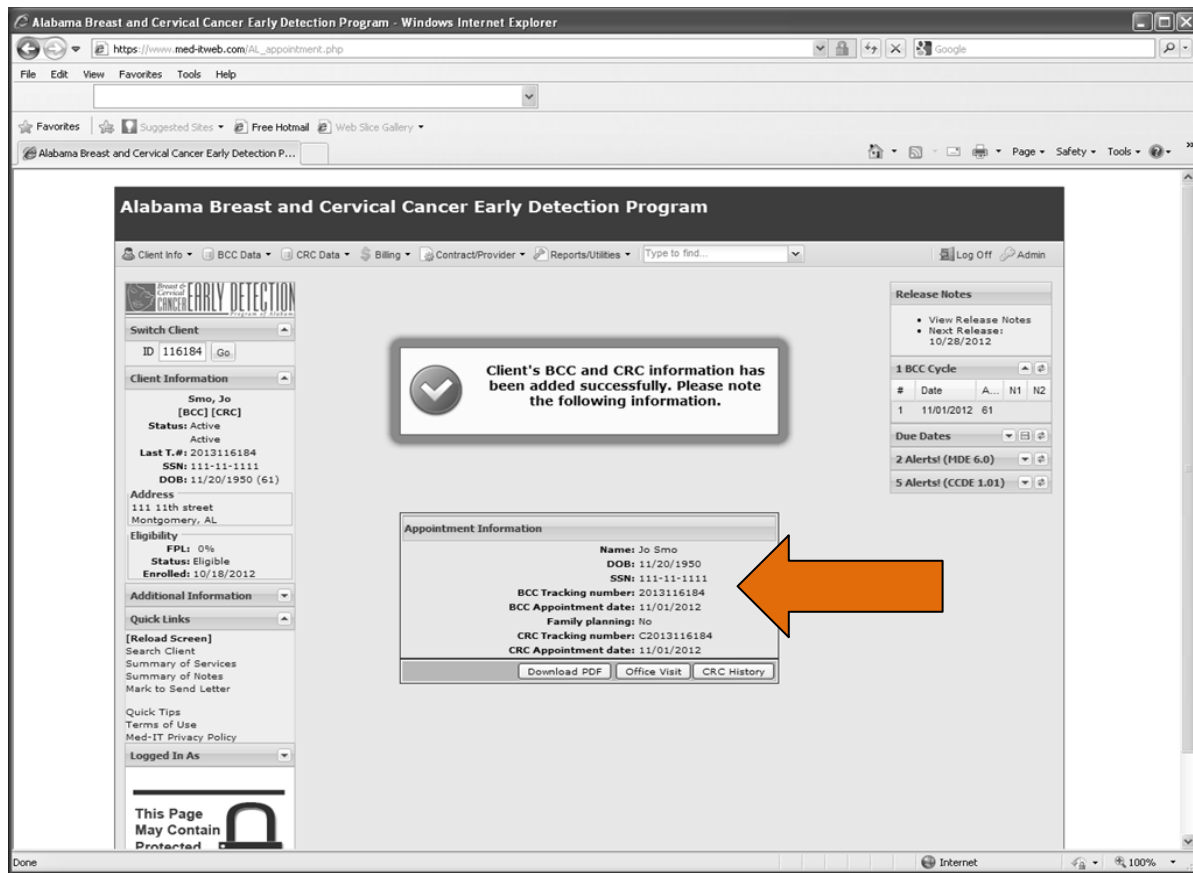
Screening Cycles

#	Date	A...	N1	N2
N/A				

Due Dates

0 Alert! (MDE 6.0)
0 Alert! (CCDE 1.01)

Done, but with errors on page. Internet 100%



Print off PDF to insert into the patient chart

D. Duplicate Client Records

When searching for clients in Med-IT, you will occasionally have multiple records appear because of:

- 1--duplicate birthdates,
- 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**.

The screenshot shows the Med-IT 2.0 web application interface. A search results window is open, displaying a table of client records. An orange arrow points to the 'DOB' column, highlighting multiple records with the same birthdate (11/20/1950).

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
111111	Smo	Jo		11/20/1950	xxx-xx-9789	36037	0090009	Active
222222	Doe	John		11/20/1950	xxx-xx-5217	36526	0090009	Active
333333	Doe	Jane	X	11/20/1950	xxx-xx-3144	35215	0040004	Active
444444	Pratt	Jack	O	11/20/1950	xxx-xx-3373	35020	0040004	Active
555555	Priss	Miss		11/20/1950	xxx-xx-4529	36535	0090009	Active
666666	Flash	Jack		11/20/1950	xxx-xx-2915	36582	0110011	Active
121212	Hood	Robin		11/20/1950	xxx-xx-2607	36701	0070007	Active

The interface also includes a sidebar with navigation links, a search bar, and a 'Clients Recently Accessed' section. A security warning is visible in the bottom left corner.

DUPLICATE PATIENT NAMES OF SAME PROVIDER

The screenshot shows a web browser window titled "Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer". The address bar displays "https://www.med-itweb.com/clientInfo.php?enrollID=116278". The main content area shows a search results window with the following data:

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
116278	Smo	Jo		11/20/1950	xxx-xx-1010	36104	0100010	Active
116278	Smo	Bo		01/01/1960	xxx-xx-3333	36104	0100010	Active

Two orange arrows point to the "Last Name" and "Zip Code" columns of the search results table, highlighting the duplicate information. The left sidebar contains navigation links such as "Client Info", "BCC Data", "Billing", "Contract/Provider", and "Reports/Utilities". The bottom status bar shows "Done" and "Internet".

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

Med-IT 2.0 - Windows Internet Explorer

https://www.med-itweb.com/medit_2_public/fc.php?_C_A=index&firstLogin=1

Alabama Breast and Cervical Cancer Early Detection Program

Search Clients

Search Result

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
116184	Smo	Jo		11/20/1950	xxx-xx-1111	36104	0100010	Active

Search again

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
116184	Smo	Jo		11/20/1950	xxx-xx-1111	36104	0100010	Active

Release Notes

View Release Notes

Next Release: 10/28/2012

Screening Cycles

#	Date	Age	N1	N2
N/A				

Due Dates

0 Alert! (MDE 6.0)

0 Alert! (CCDE 1.01)

This Page May Contain Protected Health Information

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.

The screenshot shows the Med-IT 2.0 web application interface. The main content area displays the 'Search Clients' section with a search bar and a table of 'Clients Recently Accessed'. An 'Access Exception' dialog box is overlaid on the search results, containing a warning message and a 'Reason' text field. An orange arrow points to the 'Proceed' button in the dialog box.

Access Exception

⚠ You are about to access a client who has never been served by you before. Please make sure you are accessing this client for a valid reason and specify it in the text box below. Otherwise, you may violate possible HIPPA laws.

Reason:

Cancel Proceed

Clients Recently Accessed

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
116184	Simo	Jo		11/20/1950	xxxx-xx-1111	36104	0100010	Active