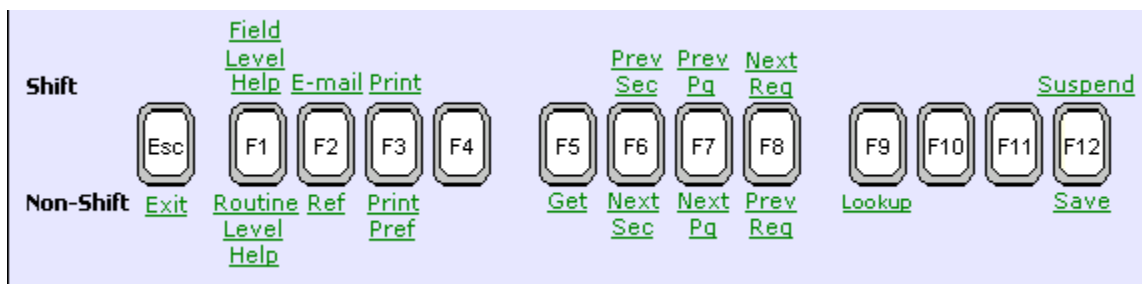


Preamble:

Meditech’s new software for Alberta Health Services is moving to version 5.67. This software is quite different in look and feel from all previous versions. There is more point and click functionality though in most cases the keystroke shortcuts do still work (example, F12 for “okay” or F9 as a lookup). The following graphic illustrates that some function keys, in combination with the <Shift> keys, can perform two functions.

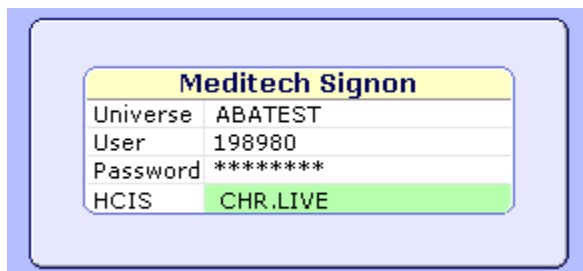


The “Email” function is not used in Alberta Health Services. We use Outlook, not Meditech, for email.

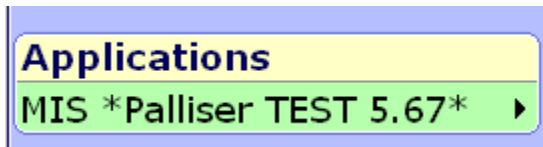
Using the software:

As in previous versions, double click on the desktop icon (applications), (Myapps), or Meditech Alberta. You should then see the Meditech Signon. There should be no change in how you access Meditech currently. i.e. Citrix (thru apps) vs 3Tier (on your desktop)

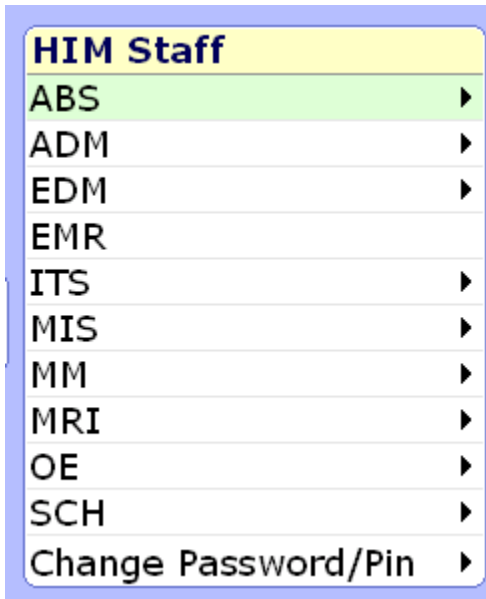
You will see immediately the new look of the software. The universe will be defaulted to the zone you work for and as usual we enter our username and password. The HCIS is also defaulted to whatever HCIS you work for i.e. CHR.LIVE, ECH.LIVE - simply press the “enter” key to proceed once all sign on fields are completed. If you have access to more than one HCIS, using your F9 lookup key will allow you to select the HCIS you would like to work in.



At this point we are presented with our only choice, to sign into the MIS application. We do this now by using the RIGHT ARROW key to expand the entry, or the ENTER key. We know that there are subdirectories or further options to be found under this entry, as there is an arrow pointing to the right.

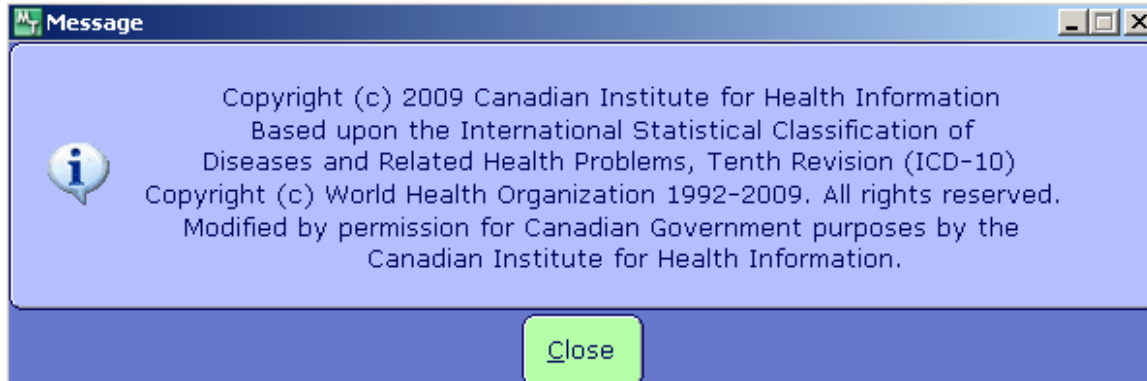


As we sign into the MIS module we see another subdirectory. All routines that originate within these applications will be found under there specific module.

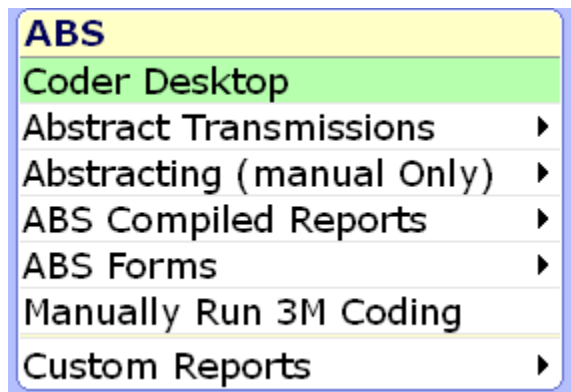


ABS = Abstracting
 ADM = Admissions
 EDM = Emergency Department Module
 EMR = Electronic Medical Record
 ITS = Imaging and Therapeutics
 MIS = Medical Information System
 MM = Material Management
 MRI = Medical Record Index
 OE = Order Entry
 SCH = Scheduling

As we sign into the ABS module, we see the familiar message related to CIHI and ICD-10, as seen below. Click on the “Close” button to exit this screen.

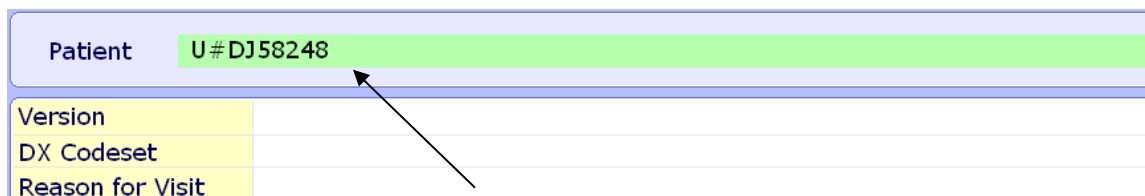


We are then presented with all the routines housed in ABS.



The first option, Coder Desktop, is where you will begin abstracting.

You will notice that rather than a new routine opening up in the same window, an entirely new window opens up. As seen in the image below, the top of the screen contains a line where there is a prompt to enter the patient. In ABS, this space is asking for an account number. As in previous versions of Meditech, at this point we can search by any number of methods. Patient account number, chart number (this search must be prefaced by a U#) , name, PHN (which must be prefaced by a #), etc.



Along the right hand side of the window you can see the various options that are available to perform from this screen once the patient is selected. If the button is not highlighted, we are either not able to access or we do not use. This may vary between zones.

Process ABS takes us to the Process Abstract routine in ABS.

Projects is where the Meditech entered projects can be viewed on finalized accounts simply by clicking on this button. I.e. OBSTETRICS, NACRS, etc.

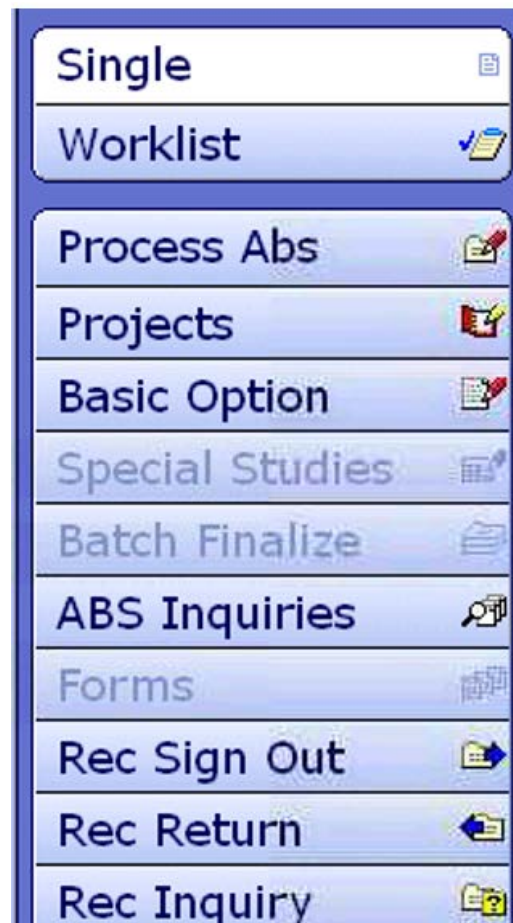
Basic Option and Special Studies – are similar to projects depending on how they have been setup in your HCIS. These may be lit if you had previously had a study of some kind. The only zone currently is the North that uses the Basic Option.

ABS Inquiries will allow you to print reports to inquiry about edit transactions, late edits, ignored edits, abstract checks, etc...

Rec Sign Out – Signing out a record

Rec Return – Returning a record

The **Rec Inquiry** button is where we find information on the chart's location. This button can be accessed without the need to start a separate MRI session.



Demo Recall will display all the demographic information, as previously seen in MRI and can be accessed without starting a separate MRI session.

And finally, the **EMR** button is a link to EMR for the patient displayed.



For information on EMR, please refer to the EMR manual, all other functions are explained below

More screen shots regarding Non ABS routines can be found at the end of this manual.

Process ABS:

This is our new starting point for coding and abstracting in Meditech. We are using the ABS routines now as this is the home of coding. ABS is not facility specific so we are able to pull up any account from any site depending on access. If you are not able to access an account from another facility within the same HCIS – please contact your supervisor.

If your zone/site uses the “Manually Run 3M coding” – this will need to be started before proceeding to abstract. The encoder must be started within the same session in order for it to work. . If your zone has been setup to launch automatically, you will receive a message that the encoder does not need to be started manually.

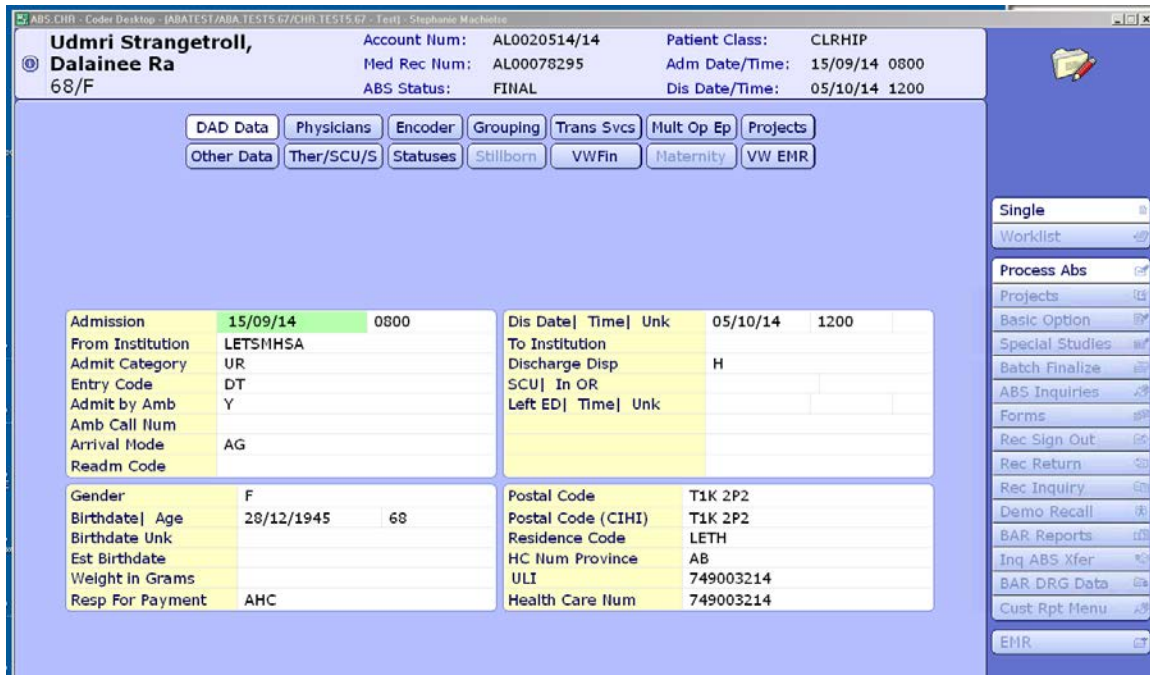
Toggling the F8 key will activate quick keys. These quick keys can be used on your keyboard rather than using your mouse. An underline will be placed under the quick key. I.e. P for process ABS, B for basic option, I for inquiries, etc.....

<u>P</u> rocess Abs
Pr <u>o</u> jects
<u>B</u> asic Option
Spe <u>s</u> ial Studies
Batch Final <u>i</u> ze
ABS <u>I</u> nquiries
<u>F</u> orms
Rec Sign <u>O</u> t

This works in both the NACRS and DAD abstracts.

INPATIENT/DAD ABSTRACT:

In this screen you'll see that all the buttons in the right hand side bar are "greyed" out to indicate they are not available. What is displaying is the patient abstract as if we were using Meditech to abstract the patient. Along the top of the screen, the page tabs are available, you can see "DAD Data" is white, indicating this is the current tab (or page) of the abstract we're on. The DAD Data displays basic information for this patient.



**Udmri Strangetroll,
Dalainee Ra**
68/F

Account Num: AL0020514/14 Patient Class: CLRHIP
 Med Rec Num: AL00078295 Adm Date/Time: 15/09/14 0800
 ABS Status: FINAL Dis Date/Time: 05/10/14 1200

Buttons: DAD Data (active), Physicians, Encoder, Grouping, Trans Svcs, Mult Op Ep, Projects, Other Data, Ther/SCU/S, Statures, Stillborn, VWFin, Maternity, VW EMR

Admission	15/09/14	0800	Dis Date Time Unk	05/10/14	1200
From Institution	LETSMHSA		To Institution		
Admit Category	UR		Discharge Disp	H	
Entry Code	DT		SCU In OR		
Admit by Amb	Y		Left ED Time Unk		
Amb Call Num					
Arrival Mode	AG				
Readm Code					
Gender	F		Postal Code	T1K 2P2	
Birthdate Age	28/12/1945	68	Postal Code (CIHI)	T1K 2P2	
Birthdate Unk			Residence Code	LETH	
Est Birthdate			HC Num Province	AB	
Weight In Grams			ULI	749003214	
Resp For Payment	AHC		Health Care Num	749003214	

Right sidebar (greyed out): Single, Worklist, Process Abs, Projects, Basic Option, Special Studies, Batch Finalize, ABS Inquiries, Forms, Rec Sign Out, Rec Return, Rec Inquiry, Demo Recall, BAR Reports, Inq ABS Xfer, BAR DRG Data, Cust Rpt Menu, EHR

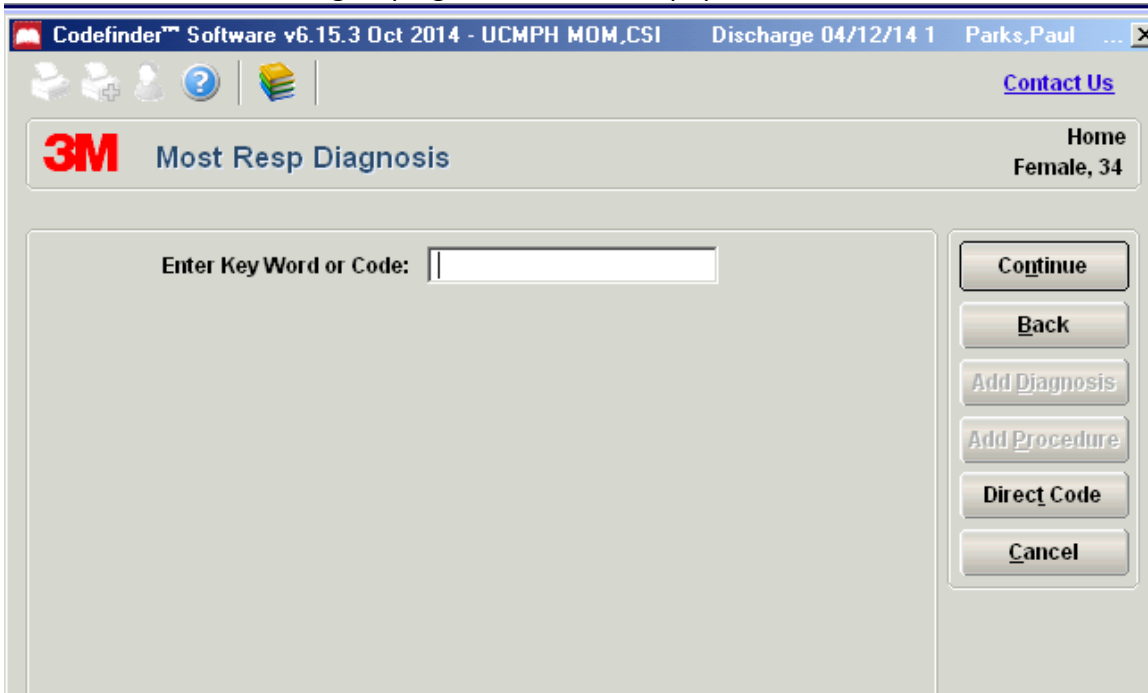
The order of the screens and names of the buttons at the top will vary depending on the HCIS you are working in, but all the screens themselves are identical.

The button/screen **Physicians** is where we will find the information related to the physicians that are entered in ADM for the patient. These will cross to ABS on the top portion of the below screen shot. The bottom portion where NUM 1,2,3 is where we would indicate all physicians responsible in the patients care for this visit.

ER Physician			
Primary Care Physician			
Admit Physician	PARKPAUL		Parks, Paul
Family Physician Name Unk	KOENCHRI		Koen, Johannes Christoffel

Physicians			
Num	Physician	Specialty	Type
1	WALSCOLI	FAM	MRP
2	ROXIGYOR	SUR	CP
3	SZOBLUKE	SUR	CP

The **Encoder** and **Grouping Button/ Screen** will launch in the order in which they are displayed at the top of your screen. Once the codes come back we can simply press next as all the info in the grouping screen will have populated from the encoder.



Codefinder™ Software v6.15.3 Oct 2014 - UCM PH MOM, CSI Discharge 04/12/14 1 Parks, Paul ... X

Home Female, 34

3M Most Resp Diagnosis

Enter Key Word or Code:

Buttons: Continue, Back, Add Diagnosis, Add Procedure, Direct Code, Cancel

DAD Data	Physicians	Encoder	Grouping	Trans Svcs	Mult Op Ep	Projects
Ther/SCU/S	Statuses	Stillborn	VWFin	Maternity	VW EMR	

CMG Source	Alt Desc Group	OTH VEND	
*Disch Disp	Name	CIHI File Version	H HOME,SELF CARE CIHI 2014

	Dx	Pre	Type	cl	Alt	Dx Name	Renum
1							
2							
3							

	Procedure	Alt	Name	Op	Line	Tape
1						
2						
3						

CMG	Desc	\$	RIW				
MCC							
CC Level	Surg	ELOS	Atyp	Trim	ALOS		
CMG Age Cat	Flagged Interv	Inp RI Level					
Intervention Event Count	Intervention OOH Count						

CMG Status	Admit	Inter	Final				
------------	-------	-------	-------	--	--	--	--

Should the screen/button at the top not immediately launch for you as you tab/enter thru the desired fields – it may cycle thru the same screen and then you will be required to press the next button located at the bottom of your screen.



The button/screen **Trans Svcs** is where we enter the service and subservices of the patient.

Version	CMG 2012C		
Alt Desc Group			
Num	Service/Specialty	Sub Service	Days
1	SUR		1
2			
3			
4			
GENERAL SURGERY			
Doctor	SMITJULI		
Dr Service	FAM	FAMILY/GENERAL PRACTITIONER	
Dx	S72.490		
Pre			
Cluster			
Name	Unspec fx low (distal) end of femur clsd		


The button/screen **Mult Op Ep** is where the procedures will populate back from the encoder. Any extra fields not entered thru the encoder will need to be entered here. Similar to all other screens, in order to see the data specific to that line, the line needs to be highlighted. You can see in the screen shot below, the information related to 1.VG.53.LAPPQ is identified just below. I.e. Start and end time, Attributes, anesthetist, anesthetic technique.

Alt Desc Group						
Version	CMG 2012C					
Line	Op	Date	End Date	Procedure	Surg	OR Rm
10	1	05/10/14	05/10/14	1.VG.53.LAPPQ	CHANMALC	OR
20				1.VC.74.LANW	CHANMALC	
Beg Unk End Unk	1200		1201			
PreAdm Unpl						
Status	P					
Locn	L					
Extent	3					
Service	ORTSUR					
Tissue						
OOH Inst						
Anesth	BETTHARA					
Tech	S					
Fix femur OA &plate/scrw						

The Next button/screen **Projects** is where all projects related to Inpatient data is entered. Ie. Transfusion, PROJ311, Obs, etc.....

Projects do not automatically display but rather we have to press F9 at the green highlighted line or press the down arrow button (as indicated by the red pointer).

Project		▼
Last Edit		
Last User		



After performing a look up at the “Project” line, you will be presented with any projects available in Meditech. If there is already data entered Under a project, the “Y” will be present in the “Has Project” field. We then press enter or click on the green light to see the project data displayed.

Mnemonic	Name	Has Project
TRANSFUSE	Blood Transfusion Project	Y

The project data for this abstract is presented below. Each instance is treated on a separate page, so if all the queries do not fit on one page to see the next set of queries we have to press the right arrow beside “Goto” in order to move to the next page. For this query, there is only one page, so the “Go to” does not display at the very bottom.

Project	TRANSFUSE
Last Edit	29/10/14
Last User	198980
Did Patient Receive a Transfusion?	N
Patient Received Autologous Transfusion	

Other Data

The button/screen **Other Data** identifies the following for CHR. This may differ slightly depending on your HCIS and which other data you may be capturing.

Admission diagnosis	M17.9	Gonarthrosis unspecified
Coding of incomplete chart		
HAI		

Ther/SCU/S

The button/screen **Ther/SCU/S**. Under this section you'll see the transfers between rooms in Meditech. When you first go into the routine, the first line is highlighted. You can tell that the first line's location (ending 01/03/13) is not a special care unit as the field "Spec Care" has no entry. The red arrow points to the first line, the green arrow is pointing to the information related to line #1 (with no SCU indicated). The "Name" field indicates the name of the Meditech location, aka nursing unit/ward.

Type	Therapy/Workup						
Start	Time	Unk	End	Time	Unk	Hours	Location
1	29/01/13	1051	01/03/13	0010		733	SM-S2FBTR
2	01/03/13	0010	02/03/13	1620		40	SM-N42
Spec Care							
Name		SM SOUTH 2 FBU					
ABS							
Glasgow Coma Scale							
Social Services							
Preadmit Workup							

Click anywhere on the second line in order to see the information pertaining to that transfer in the section below. Line 2 contains a transfer to a special care unit, as indicated by the Meditech location mnemonic (SM-N42) in the Spec Care field. Also please note that only 3 lines will be displayed; to see more, we need to scroll through the lines using the scrollbar to the right of the screen.

	Start	Time	Unk	End	Time	Unk	Hours	Location
1	29/01/13	1051		01/03/13	0010		733	SM-S2FBTR
2	01/03/13	0010		02/03/13	1620		40	SM-N42
3								

Spec Care	SM-N42
Name	SM NORTH 4 ICU
ABS	

Under the **Maternity** button, information is displayed pertaining to the mother/newborn data as seen in the image below. In the example we're using, an obstetric chart, we can see under the "Maternity" tab the baby's information.

---- Newborn Data ----							
Account Num	Med Rec Num	Apgar(1)	Apgar(5)	lb	oz	gr	Vent Days
SM000232/12	SM00000208						

The **VWFin** button displays the insurance and payment information for the patient's stay. In this instance, the PHN is displayed for the patient as well as the insurer (AHC) and financial class (AHC).

Fin Class	AHC	B/AR Status	Last Updated		
Chg Cat	Qty	Amount			
Charge Total					
Ins	Pol Num	Expected	Received	Adjust	Balance
1	AHC 886033214				

We are no longer able to make edits to the financial screen directly in ABS. All edits, if required, will need to be done thru the ADM module.

The **Stillborn** tab is where stillborn data is entered if applicable.

Stillborn Num <input type="text"/>					
Version <input type="text"/>					
Alt Desc Group <input type="text"/>					
Sex <input type="text"/>	Service <input type="text"/>				
Date of Birth <input type="text"/>	Sub-Service <input type="text"/>				
Time of Birth <input type="text"/>	Doctor <input type="text"/>				
Weight <input type="text"/>	Dr Service <input type="text"/>				
Entry Code <input type="text"/>					
Autopsy Code <input type="text"/>					
Coroner <input type="text"/>					
Admit by Ambulance <input type="text"/>					
Ambulance Call Num <input type="text"/>					
Arrival Mode <input type="text"/>					
	Dx	Pre	Type	CI	Name
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

The **Statuses** tab is where we finalize the abstract as per usual.

CIHI Overflow <input type="text"/>	CMG <input type="text"/>
RIW When Grouped <input type="text"/>	Trim <input type="text"/>
Atp When Grouped <input type="text"/>	ALOS <input type="text"/>
CMG Status <input type="text"/>	ELOS <input type="text"/>
Coder <input type="text"/>	RCR Location <input type="text"/>
CMG Status Date <input type="text"/>	RCR Attend Phys <input type="text"/>
RCR Coder <input type="text"/>	RCR Status <input type="text"/>
RCR Status Date <input type="text"/>	RCR Abstractor <input type="text"/>
*Abstract Status <input type="text"/>	RCR Visit Saved in <input type="text"/>
Abstractor <input type="text"/>	
ABS Status Date <input type="text"/>	

To back out of the Process ABS screen, simply press the cancel button at the bottom of the screen, or “X” out by clicking the “X” in the upper right hand corner to close the window. Next will take you to the next screen/tab if the flow is not automatic and Save – Saves the data as per usual as does F12.



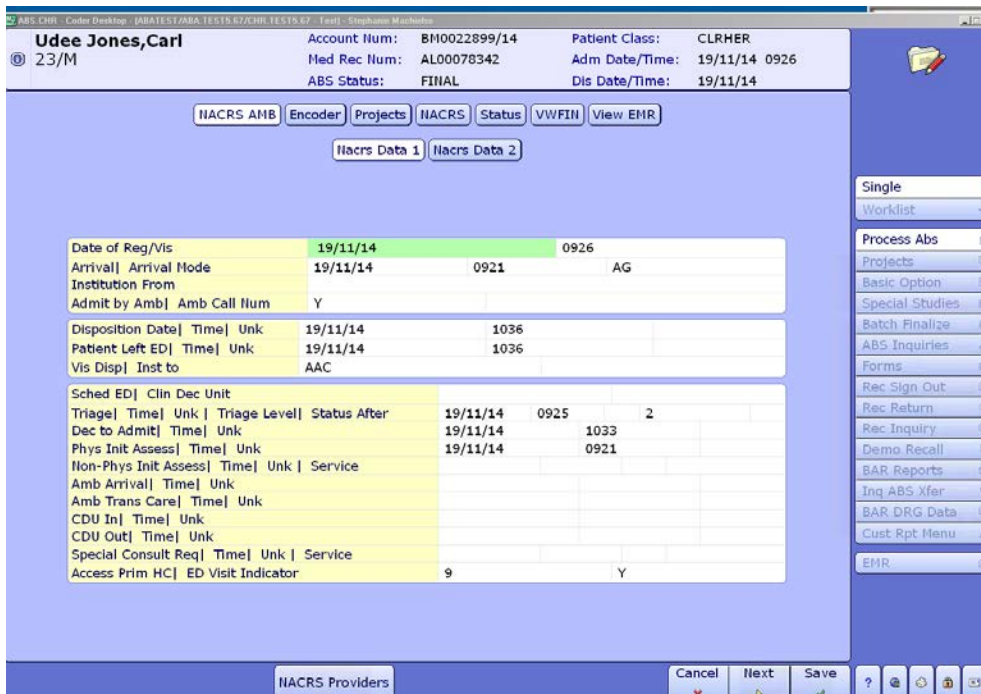
Once the abstract has been finalized, a display of your abstract and summary of the data that has been entered will appear. At the bottom of the screen there is an icon –



Pressing this icon will allow you to enter the next account number/patient to abstract.

NACRS ABSTRACT:

The view for the NACRS abstract is identical to the Inpatient abstract with the exception of the various different screens. As I enter the account number, the following displays which is the **NACRS AMB – Nacrs Data 1** screen as highlighted in white:



Udee Jones, Carl Account Num: BM0022899/14 Patient Class: CLRHER
 23/M Med Rec Num: AL00078342 Adm Date/Time: 19/11/14 0926
 ABS Status: FINAL Dis Date/Time: 19/11/14

Buttons: IACRS AMB Encoder Projects IACRS Status VWFIN View EMR
 Nacrs Data 1 Nacrs Data 2

Date of Reg/Vis	19/11/14	0926	
Arrival Arrival Mode	19/11/14	0921	AG
Institution From			
Admit by Amb Amb Call Num	Y		
Disposition Date Time Unk	19/11/14	1036	
Patient Left ED Time Unk	19/11/14	1036	
Vis Disp Inst to	AAC		
Sched ED Clin Dec Unit			
Triage Time Unk Triage Level Status After	19/11/14	0925	2
Dec to Admit Time Unk	19/11/14	1033	
Phys Init Assess Time Unk	19/11/14	0921	
Non-Phys Init Assess Time Unk Service			
Amb Arrival Time Unk			
Amb Trans Care Time Unk			
CDU In Time Unk			
CDU Out Time Unk			
Special Consult Req Time Unk Service			
Access Prim HC ED Visit Indicator	9		Y

Buttons: IACRS Providers Cancel Next Save

Nacrs Data 2 screen: The only information entered is displayed in the first two boxes. This screen will require you to press the Next button to continue the screen flow, otherwise it will continue to loop thru this screen when you press enter/tab. Coder number is not required on this screen.

NACRS AMB
Encoder
Projects
NACRS
Status
VWFIN
View EMR

Nacrs Data 1
Nacrs Data 2

Gender: M Birthdate: 01/01/1921 Is Est: Unknown Marital Status: Resp for Pay: AHC L1/2 Vis Ctr: 713100000 Coder:	Postal Code: Unknown T1J2X2 *Postal Code (CIHI): T1J2X2 Res/Geo Code: LETH *Prov/Terr Iss. HCN: AB ULI: 000000000 Health Care Number: 000000000
--	--

Presenting Complaint

1	
2	
3	

ED Discharge Diagnosis

1	
2	
3	

Consult

	Request Date	Time	Unk	Arrival Date	Time	Unk	Service
1							
2							
3							

Projects tab works identical to the DAD abstract.

NACRS tab/button is where the visit center will cross from the Nacrs Data 2 Screen similar to 5.5. This is also the screen where we enter the data specific to the visit including mode, dxs, procs, etc. The first box indicates that you are on the NACRS screen. The second box indicates there are 6 screens attached to the NACRS screen which include NACRS data, Providers, Dxs, Procs, CACS (not in use), Status.

The screen shot below indicates NACRS Data which is highlighted in white in the second box. The fields below is what is stored in the NACRS Data screen and where we enter mode, Glasgow, etc... As you enter these data fields and press enter/return – it will guide you thru all the subscreens including providers, Dxs, etc.....

[NACRS AMB](#) [Encoder](#) [Projects](#) [NACRS](#) [Status](#) [VWFIN](#) [View](#)

CIHI Version NACRS 2014

	Visit Center	Direct Cost	Indirect Cost
1	713100000		
2			
3			
4			

[NACRS Data](#) [Providers](#) [Dxs](#) [Procs](#) [CACs](#) [Status](#)

Mode of Contact	1
Glasgow Coma Scale	
Seatbelt Indicator	99
Helmet Indicator	
Program Area	
Referral Date	
Complete Record	

Providers:

CIHI Version NACRS 2014

	Visit Center	Direct Cost	Indirect Cost
1	713100000		
2			
3			
4			

[NACRS Data](#) [Providers](#) [Dxs](#) [Procs](#) [CACs](#) [Status](#)

Num	Physician	Specialty	Type
1	SMITJULI	FAM	MRP
2	HURDIAN	ORTSUR	CP
3			

Dxs:

CIHI Version

	Visit Center	Direct Cost	Indirect Cost
1	713100000		
2			
3			
4			

Num	DX	Pre	CI	Type	DX Name	Renum
1	S72.490			M	Unspec fx low (distal) end of femur clsd	
2	V43.5			E	Car occ vs car trck drvr traf acdnt	
3						

Procs:

CIHI Version

	Visit Center	Direct Cost	Indirect Cost
1	713100000		
2			
3			
4			

Num	Procedure	Loc	Ext	St	Location
1	3.VZ.10.VA	R			
2	3.VZ.20.WA	R			
3					

Suffix	
Oth Inst	
Anae Tech	N
Time/Dur	
Date	
Surg	
Service	
Proc Name	Xray leg without contrast
ReNum	

CACS: We DO NOT use this screen

ACW	
MAC	
CACS Desc	

Status:

CIHI Version

	Visit Center	Direct Cost	Indirect Cost
1	713100000		
2			
3			
4			

Disposition Date	Time	Unk	19/11/14	1036	
------------------	------	-----	----------	------	--

RCR Visit Disp

RCR Coder

RCR Attend Phys

RCR Status

RCR Abstractor

RCR Status Date

RCR Institution From

RCR Institution To

RCR Admit by Amb

RCR Arrival Mode

RCR Amb Call Num

RCR Amb Arrival

RCR Amb Trans Care

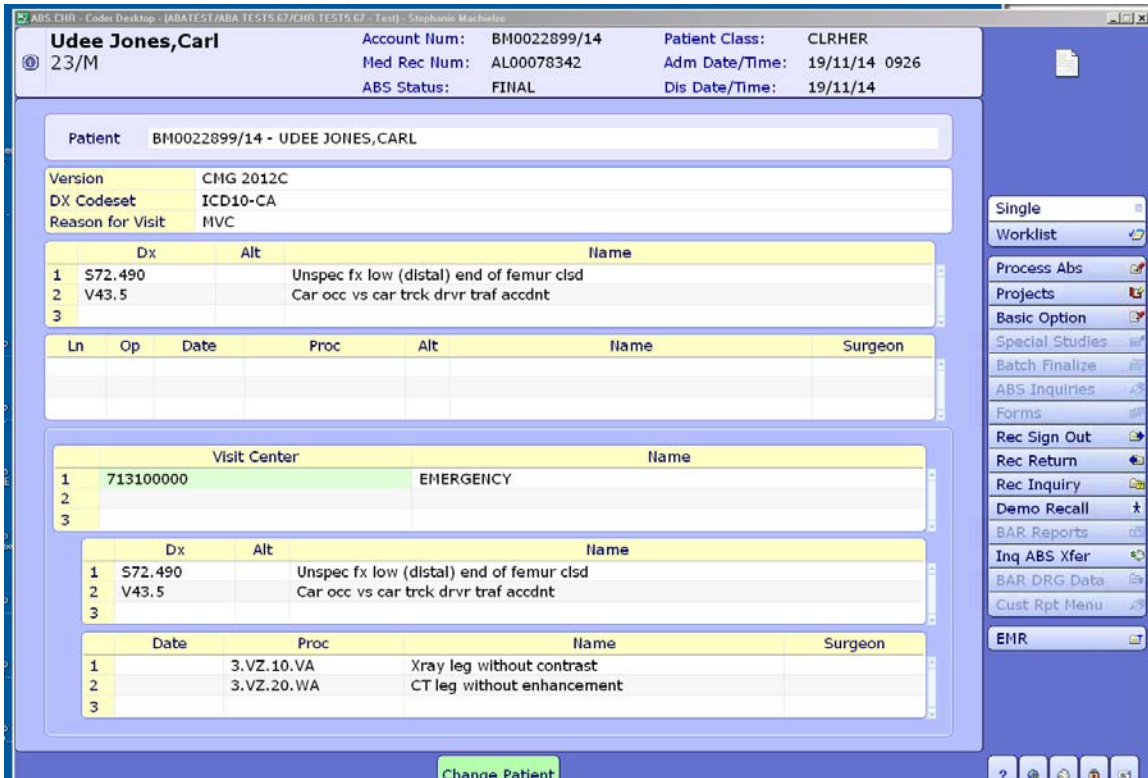
Coder

*Abstract Status

Abstractor

ABS Status Date

We are now back at the main ABS Routine, with the same patient and a summary of what was entered in the abstract.



ABS_CHR - Coder Desktop - (ABATEST/ABA TESTS 67/CHR TESTS 67 - Test) - Stephanie Macholitz

Udee Jones, Carl
23/M

Account Num: BH0022899/14 Patient Class: CLRHER
Med Rec Num: AL00078342 Adm Date/Time: 19/11/14 0926
ABS Status: FINAL Dis Date/Time: 19/11/14

Patient: BH0022899/14 - UDEE JONES, CARL

Version: CMG 2012C
DX Codeset: ICD10-CA
Reason for Visit: MVC

Dx	Alt	Name
1 S72.490		Unspec fx low (distal) end of femur clsd
2 V43.5		Car occ vs car trck drvr traf accdnt
3		

Ln	Op	Date	Proc	Alt	Name	Surgeon

Visit Center	Name
1 713100000	EMERGENCY
2	
3	

Dx	Alt	Name
1 S72.490		Unspec fx low (distal) end of femur clsd
2 V43.5		Car occ vs car trck drvr traf accdnt
3		

Date	Proc	Name	Surgeon
1	3.VZ.10.VA	Xray leg without contrast	
2	3.VZ.20.WA	CT leg without enhancement	
3			

Change Patient

At this point, if we click on the “Change Patient” button on the bottom of the screen, you are able to enter the next account to abstract.

We are now able to launch any of the routines on the right hand side if desired.



Record Inquiry launches a combination of the functions formerly known as “Chart Locator” and “Incomplete Records” from MRI. The information displayed shows where the chart is as well as any outstanding deficiencies and the related doctors, as in the example below.

Record	SM00000207	ABSTEST, OBSJAN29
Account Number	SM000231/12	
Dis/Ser	DIS	02/03/13
Days Outstanding	0	
Days Suspended	0	
Days to Process	0	

Date Available	03/03/13	Record Portion	1
Date Complete		Box	
		Signed Out To	ICR
		Date Out	03/03/13
		Due Back	02/04/13
		Comment	

Doctors

1	SMITHQ	Smith, Quentin A.
2		
3		

Available	03/03/13
Completed	
Credit	
Reasons	C.LDR
Comments	

The “**Demo Recall**” button brings up the MRI Demo Recall Routine. All the information in this area is related to the **patient**, not the visit. This means that it is displaying the **most recent information**, not necessarily the information during the time of visit we are coding. There are buttons/tabs running along the top of the screen. The first one displaying is the main “Patient” tab content.

Patient				Contact	Guarantor	Insurance	Provider	Queries	Allergies	Images	
Name ABSTEST,OBSJAN29											
Birthdate	Age	04/05/1980	32	Home Phone	(604)582-6485						
Sex	F			Other Phone							
Other Name											
Mother's Name											
Address	7867 KINGWAY										
City	Province	BURNABY	BC	Marital Status							
Postal Code	V6P 2X6			HC Province	BC						
Residence Code	41			HC Number	9062148799						
Language											
Employer											
Name											
Address											
City	Province										
Postal Code											
Phone											
Occupation											
Emp Status											

The “**Insurance**” tab contains the patient’s most recent insurance information. The information displayed is line by line. In the instance below, we are looking at only one occurrence of insurance as there is only content in line #1 (red arrow). If there were multiple insurances, there would be content in line #2, etc. The detail in the box at the bottom of the screen is dependent upon the line highlighted in green at the top of the screen.

Mnemonic	Name	
1 AHC	ALBERTA HEALTH CARE PLAN	
2		
3		
4		

Detail
Rx Info
CDS

Policy Num	749003214	Cov Num	
Subscriber		Group Name	
Relation		Group Num	
Ins Name	ALBERTA HEALTH CARE PLAN	Emp Status	
Ins Address	PO BOX 1360	Emp Name	
	STATION MAIN	Emp Location	
City	EDMONTON	Benefit Plan	
Province	AB		
Postal Code	T5J 2N3		
Phone	780 427 1432		
Fin Class			

If the “**CDS**” button is highlighted, this indicates extra information pertaining to the patient was entered. Again, this is pertaining to the patient’s most current visit, not necessarily the one we’re coding.

The “**Rec Sign Out**” tab allows you to sign out a record directly from ABS. This may vary zone to zone as some zones have a link to the ICR routines and it will prompt you to use ICR routines for specific sign out locations.

Med Rec Num	AL00078295	
Name	UDMRI STRANGETROLL, DALAIN	
Portion	<input type="text" value=""/>	
Currently Signed Out		
Date Out	<input type="text"/>	
Due Back	<input type="text"/>	
Recipient	<input type="text"/>	
Comment	<input type="text"/>	
Pending Reservations		
Reservation Date	Recipient	Comment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Sign Out Record To		
*Recipient	<input type="text"/>	
*Date Out	<input type="text"/>	
Due Back	<input type="text"/>	
Comment	<input type="text"/>	

“Rec Return” tab

Med Rec Num AL00078295
UDMRI STRANGETROLL, DALAINEE RA

Date Returned 19/11/14 ▼

Return Portions			
Portion ▼	Return From	Date Out	Reservations

“**ABS Inquiries**” tab allows you to print reports based on transactions that have been done. Ie ignored, late edits done in ADM that did not cross, ABS check inquiry.

Inquiry Formats

Abstract Checks Inquiry Format

All Transactions Inquiry Format

Edit Transactions Inquiry Format

Electronic Signature Forms Inquiry Format

File Status and Checks Inquiry Format

Ignored ADM Edits Inquiry Format

Late ADM Edits Inquiry Format

Screen Edit Warnings Inquiry Format

RCR Screen Edit Warnings Inquiry Format

Status Transactions Inquiry Format

ABS Custom Reports Menu:

The next section is the Custom Reports for Coding. The custom reports are listed as follows:

Custom Reports	
Provincial Custom Reports	▶
AHR Custom Reports	▶
CHR Custom Reports	▶
DTH Custom Reports	▶
ECH Custom Reports	▶
NLH Custom Reports	▶
PCH Custom Reports	▶
PHR Custom Reports	▶
Custom Reports in Development	▶

Provincial Reports are listed first. These are reports that are provincial and are the same for each zone. You must be logged into the particular HCIS you want to run the report in order for the report to bring back data for that HCIS/facility.

We can then see a list of Zone specific reports. Clicking on the right arrow will display the reports available specific to zone. These reports will only work in the designated zone they are under.

We will now review the rest of the routines located in each application: It will be your responsibility to sign up for any elearning, if available, associated with any of these modules that you utilize.

HIM Staff	
ABS	▶
ADM	▶
EDM	▶
EMR	
ITS	▶
MIS	▶
MM	▶
MRI	▶
OE	▶
SCH	▶
Change Password/Pin	▶

ADM application:

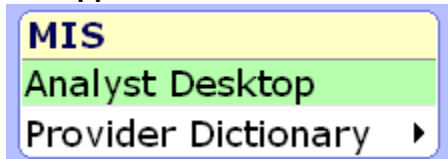
ADM	
Registration Management Desktop	
Reports	▶
Statistics	▶
Custom Reports	▶

EDM application:

EDM Daily Log report (not currently available on your menu)

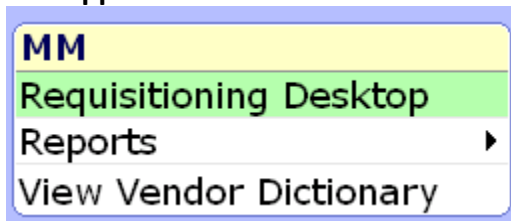
EMR application: EMR can be launched directly from here.

MIS application:

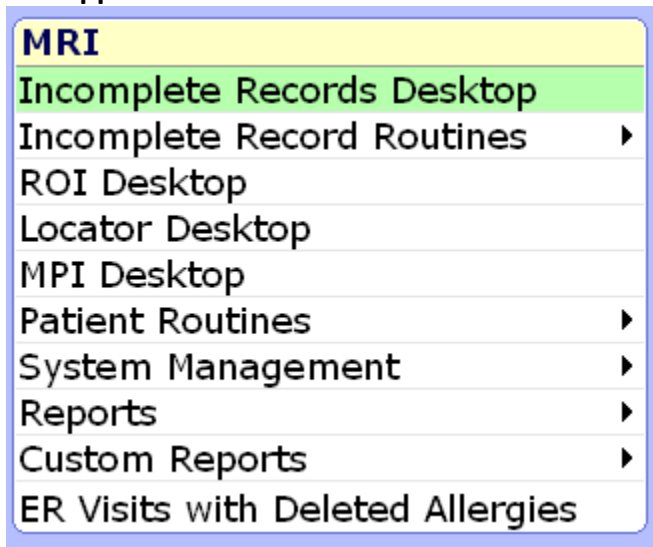


The analyst desktop provides you access to the interface mgr which is used to deliver our MACAR files. Formerly known as the inbox/outbox.

MM application:



MRI application:



ITS application: (for entering/completing ITS orders for NACRS reporting and/or making minor fixes to therapist orders if trained to do so)



Users may or may not use all routines or be familiar with all items on the menu, but one menu was created for all HIM staff. If you are unfamiliar with how a routine works, please do not use until educated on same.

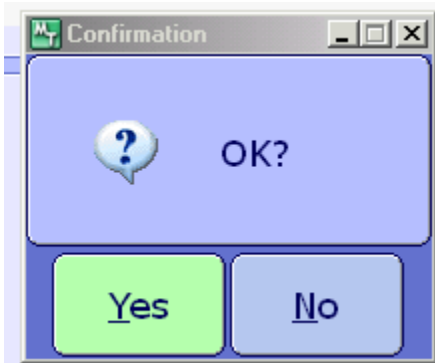
Creating your Submission Files (DAD and NACRS)

- 1. Abstract Transmissions > Create Transmission File.** Below is a screen shot of the screen that is used to create our files – whether for DAD or NACRS. (S)creening for errors or (F)ile for creating the file.

File	CLRH
Period or Month	PERIOD
Fiscal Year:	
Begin Date	01/12/14
*Begin Month.Year/Period	DEC 2014
End Date	31/12/14
*End Month.Year/Period	DEC 2014
*Include Manual Abstracts	Y
Final submission for fiscal month	Y
NACRS Correction Record Type	
DAD Correction Record Type	
*Create (F)ile and screen for errors or (S)creen for errors	S



Press OK

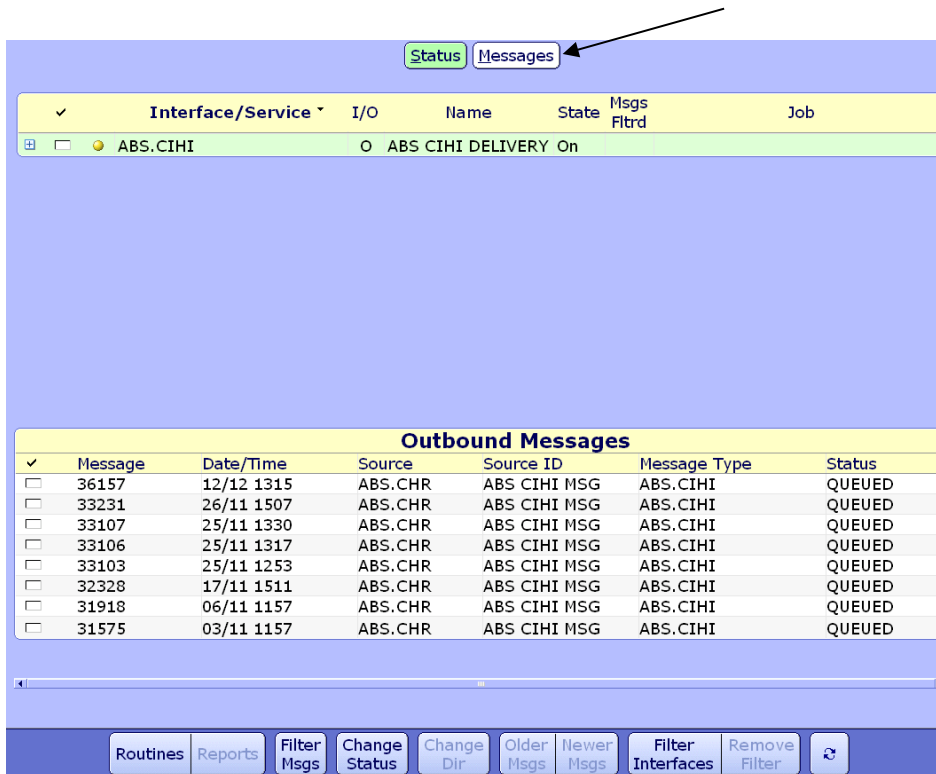


Press Yes

Once the errors are generated, the option of previewing, printing or downloading the report will become available.

Once the File has been created:

1. Go to MIS> Analyst Desktop > Interface Manager (aka Inbox/Outbox) > Messages
2. At the top of the page, ensure you are in the Messages button.

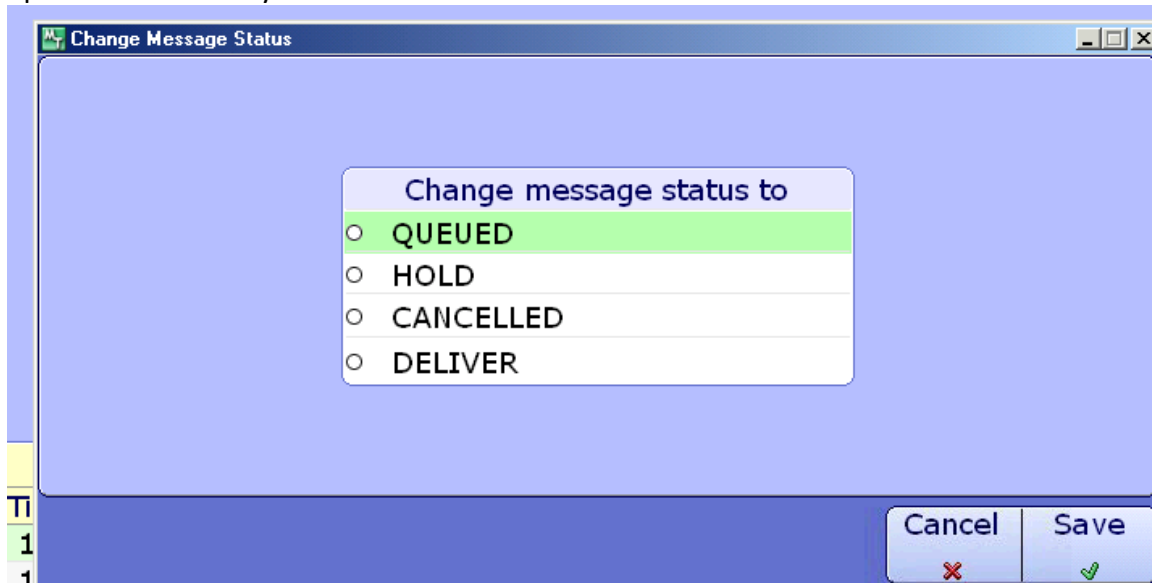


The screenshot shows the Meditech interface. At the top, there are two buttons: 'Status' and 'Messages'. An arrow points to the 'Messages' button. Below the buttons is a table with columns: Interface/Service, I/O, Name, State, Msgs Filtrd, and Job. The first row shows 'ABS.CIHI' with 'On' state. Below this is a section titled 'Outbound Messages' with a table containing columns: Message, Date/Time, Source, Source ID, Message Type, and Status. The table lists several messages with their respective details. At the bottom of the interface, there is a toolbar with buttons for 'Routines', 'Reports', 'Filter Msgs', 'Change Status', 'Change Dir', 'Older Msgs', 'Newer Msgs', 'Filter Interfaces', 'Remove Filter', and a refresh icon.

Message	Date/Time	Source	Source ID	Message Type	Status
<input type="checkbox"/> 36157	12/12 1315	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 33231	26/11 1507	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 33107	25/11 1330	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 33106	25/11 1317	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 33103	25/11 1253	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 32328	17/11 1511	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 31918	06/11 1157	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED
<input type="checkbox"/> 31575	03/11 1157	ABS.CHR	ABS CIHI MSG	ABS.CIHI	QUEUED

You will see the outbound messages on the bottom portion of your screen. Place a check mark in the message you would like to deliver.

Go to “Change Status” button on the bottom of the screen and you will be provided an option to “Deliver” your files.



Click on Deliver and save. Another pop up will be received to confirm delivery of the file – press Yes. Your file will be delivered into the drive/folder as per usual.