

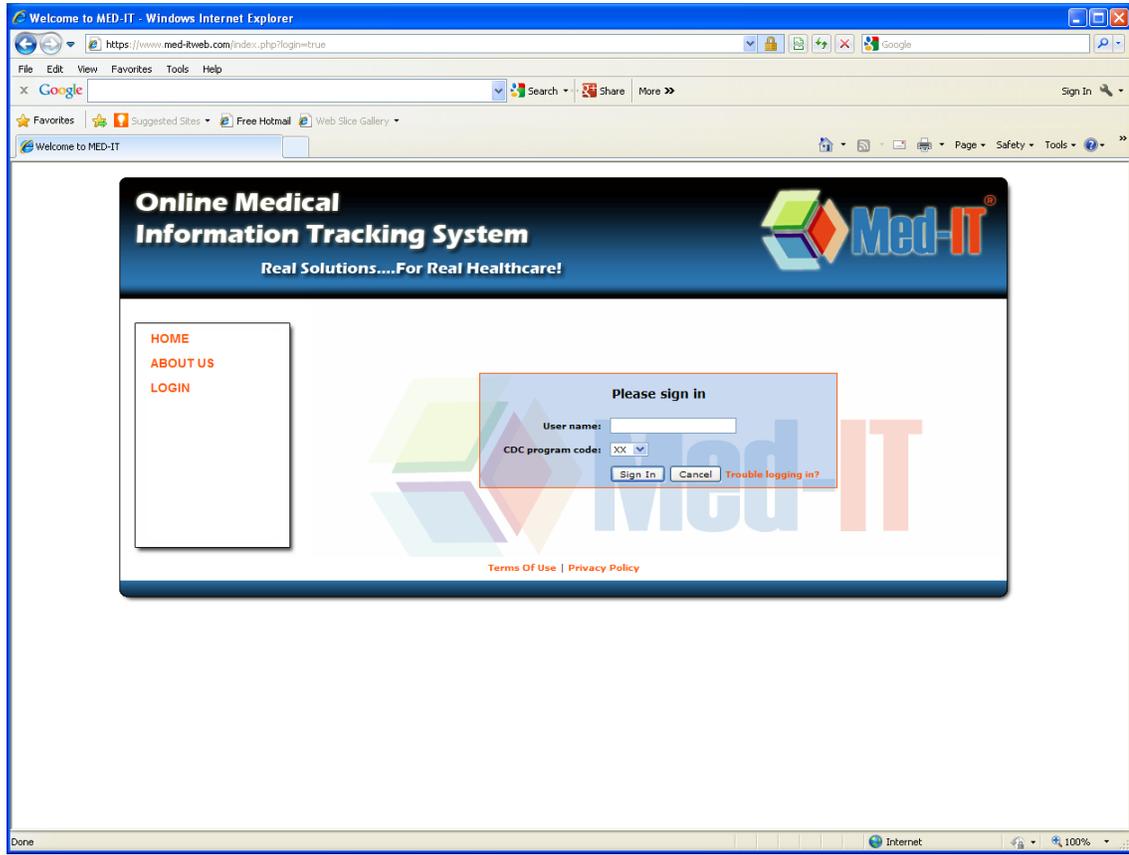
MED-IT ENROLLMENT INSTRUCTIONS

A. Med-IT LOGIN

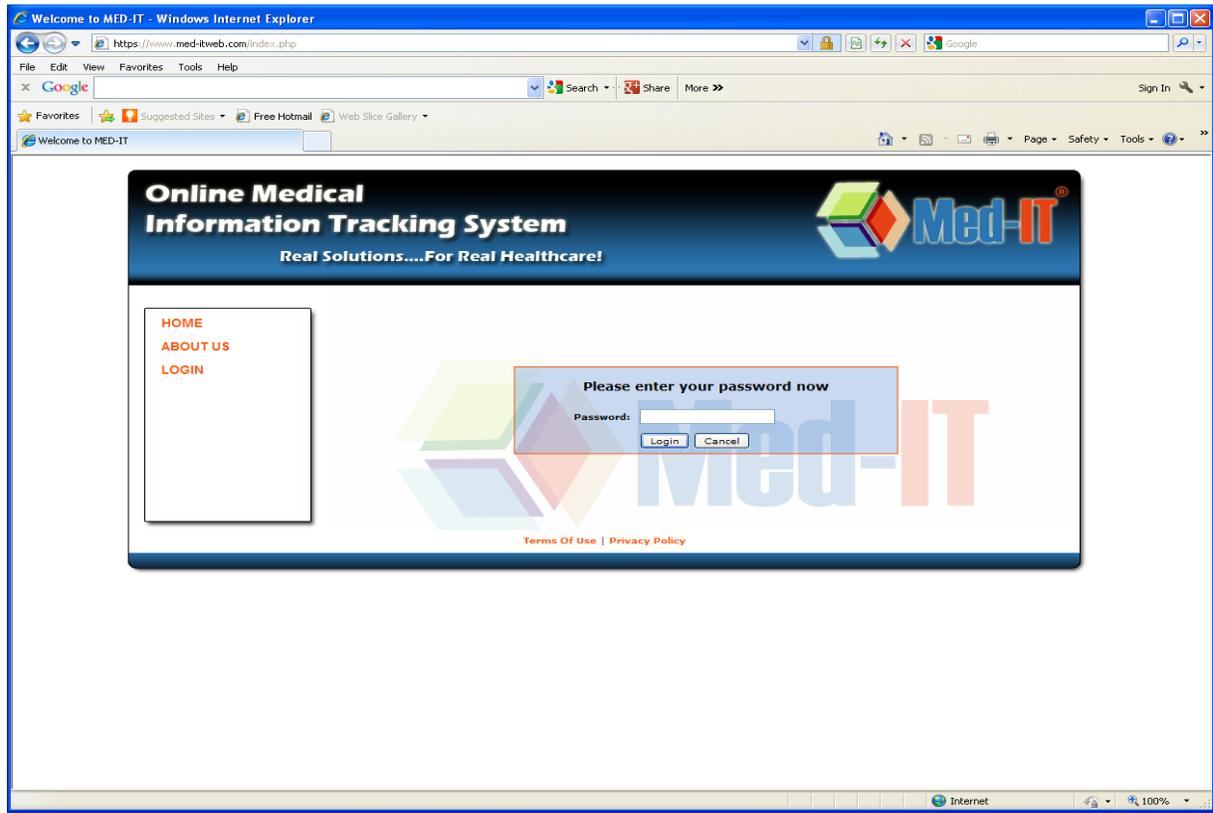


- 1- To access the Med-IT website, go the <http://www.med-itweb.com>
- 2- Hit the **Login** button

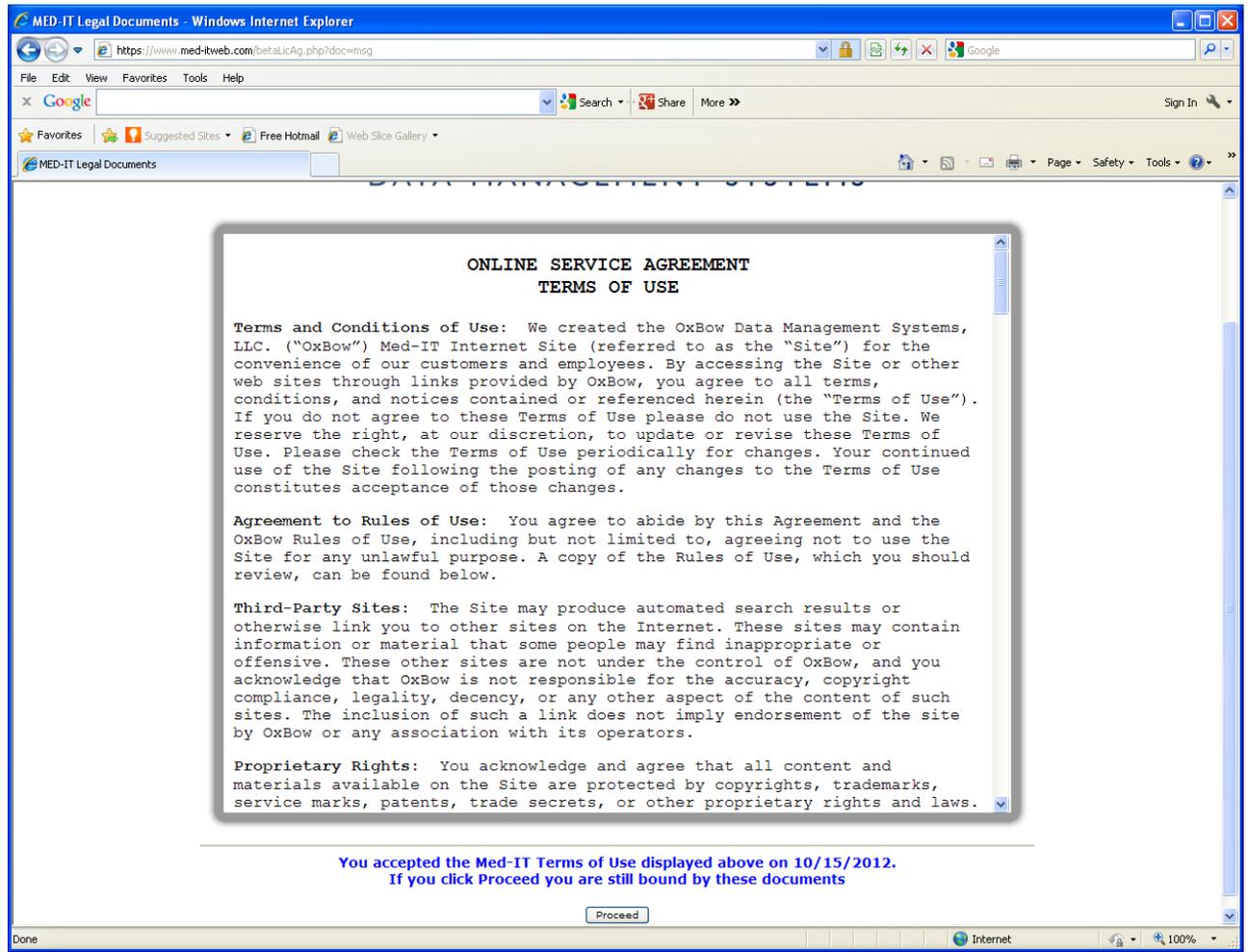
- 3- Type in your user ID name and
- 4- Click on the state by hitting on the drop-down arrow and choosing AL
- 5- Hit Sign In



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"**

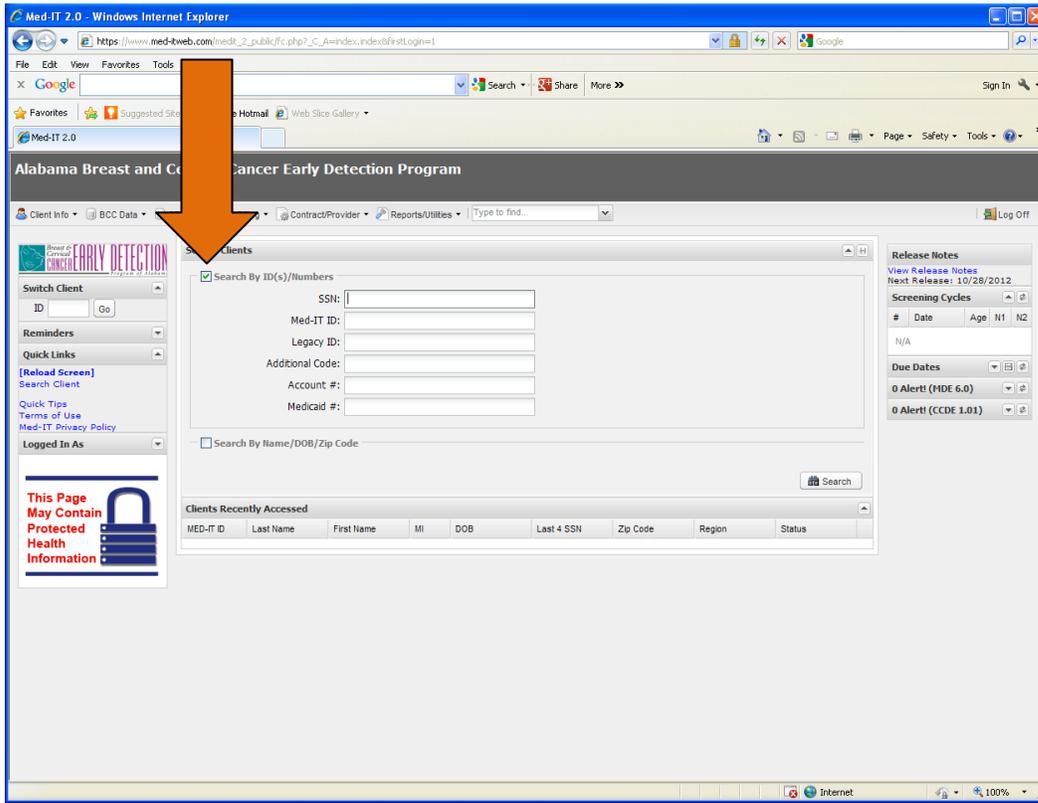


B. Med-IT Search

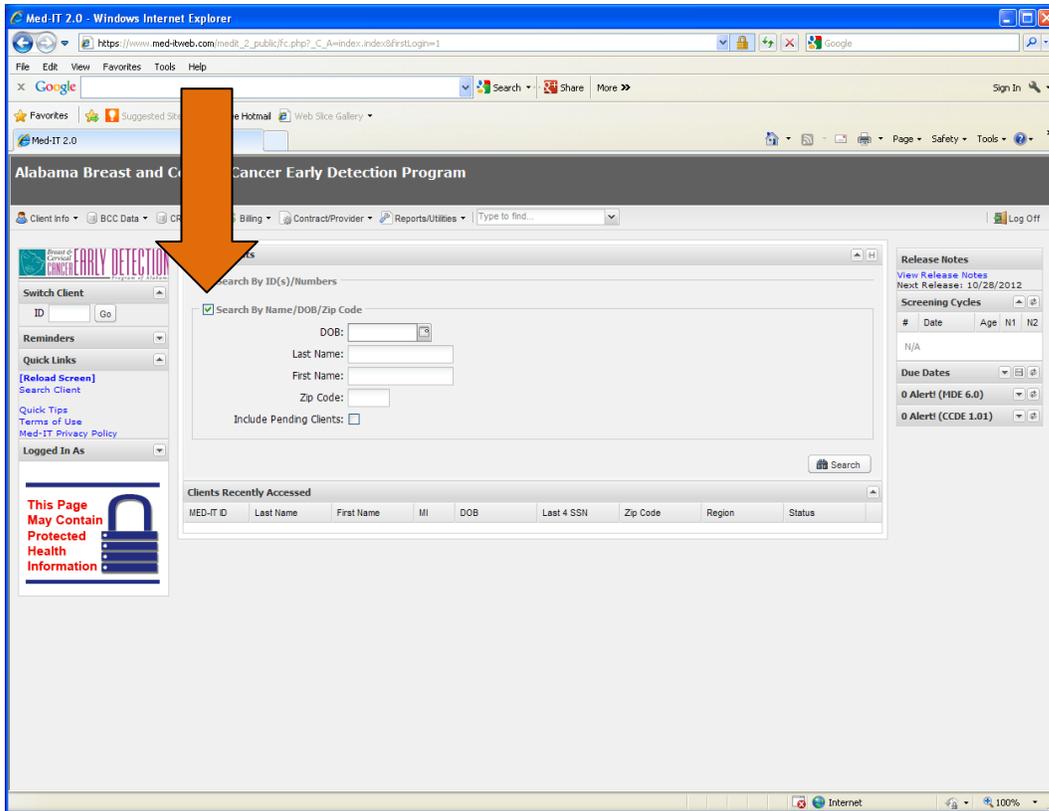
If you look at the top of the page, you will see six buttons which navigate the Med-IT System:

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

The screenshot displays the Med-IT 2.0 web application interface. At the top, the browser title is "Med-IT 2.0 - Windows Internet Explorer" and the address bar shows the URL "https://www.m.../medit_2_public/fc.php?_C_A=index.index&firstLogin=1". The page header is "Alabama Breast and Cervical Cancer Early Detection Program". A navigation bar contains buttons for "Client Info", "BCC Data", "CRC Data", "Billing", "Contract/Provider", and "Reports/Utilities". A large orange arrow points to the "Client Info" button. The main content area features a "Search Clients" form with fields for SSN, Med-IT ID, Legacy ID, Additional Code, Account #, and Medicaid #. Below the form is a "Clients Recently Accessed" table with columns: MED-IT ID, Last Name, First Name, MI, DOB, Last 4 SSN, Zip Code, Region, and Status. On the right side, there are sections for "Release Notes" (Next Release: 10/28/2012), "Screening Cycles" (N/A), and "Due Dates" (0 Alerts! (MDE 6.0) and 0 Alerts! (CCDE 1.01)). A "Log Off" button is in the top right. A "This Page May Contain Protected Health Information" warning is in the bottom left.



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.



OR

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

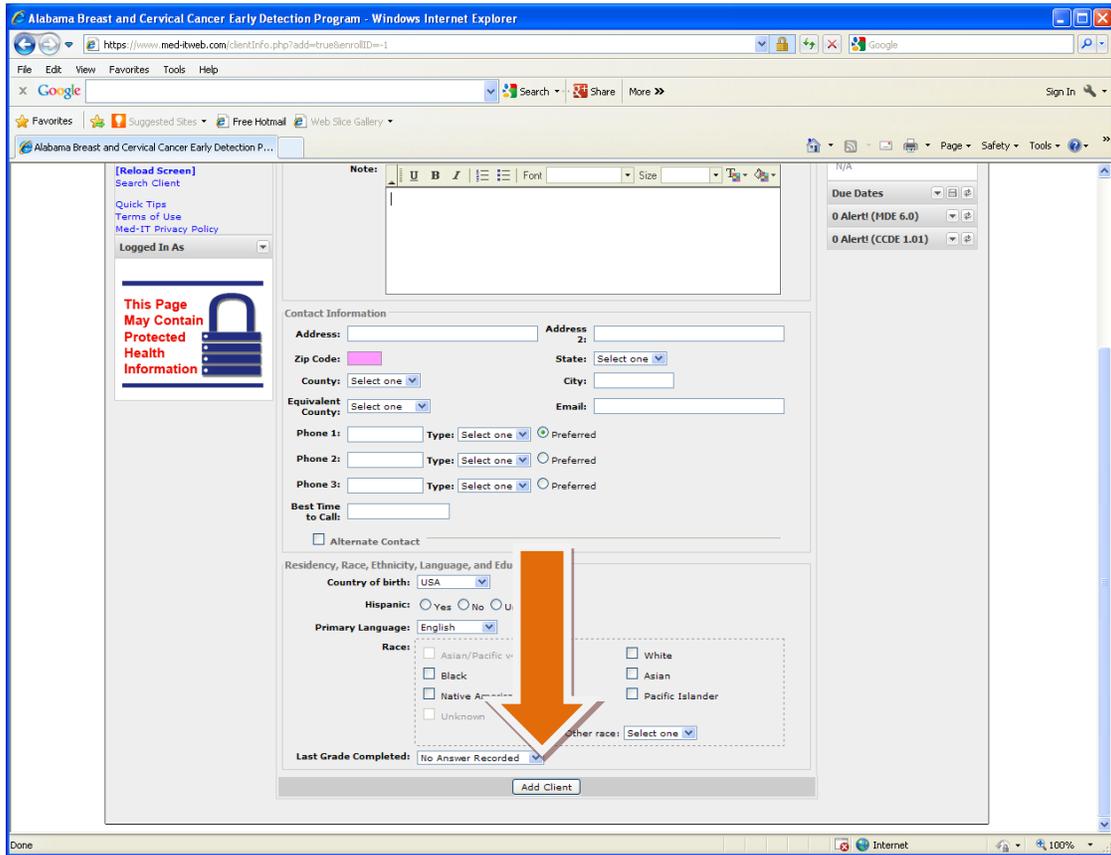
In this area, you must use two of the criteria to search for the client record.

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)

The screenshot displays the 'Alabama Breast and Cervical Cancer Early Detection Program' web application. A large orange arrow points to the 'Add New Client-AL' option in the left-hand navigation menu. The main content area shows the 'BCC Client Information' form, which is pre-filled with the following data:

- Personal Information:**
 - Name: Smo Jo
 - SSN: 111-11-1111
 - Date of Birth: 11/20/1950
 - MED-IT ID: 0000000116184
- Contact Information:**
 - Address: 111 11th street
 - Zip Code: 36104
 - State: AL
 - County: Montgomery
 - City: Montgomery
 - Equivalent County: Montgomery
 - Phone 1, 2, and 3: (empty)
 - Best Time to Call: (empty)
- Residency, Race, Ethnicity, Language, and Education:**
 - Country of birth: USA

Additional form elements include a 'Maiden Name' field, a 'Note' text area with rich text formatting, and a 'Release Notes' section on the right with 'View Release Notes' and 'Next Release: 10/28/2012'.



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

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

https://www.med-itweb.com/clientInfo.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 Type to find... Log Off

Switch Client

ID Go

Reminders

Quick Links

[Reload Screen]
Search Client

Quick Tips
Terms of Use
Med-IT Privacy Policy

Logged In As

This Page May Contain Protected Health Information

New client has been added successfully

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)

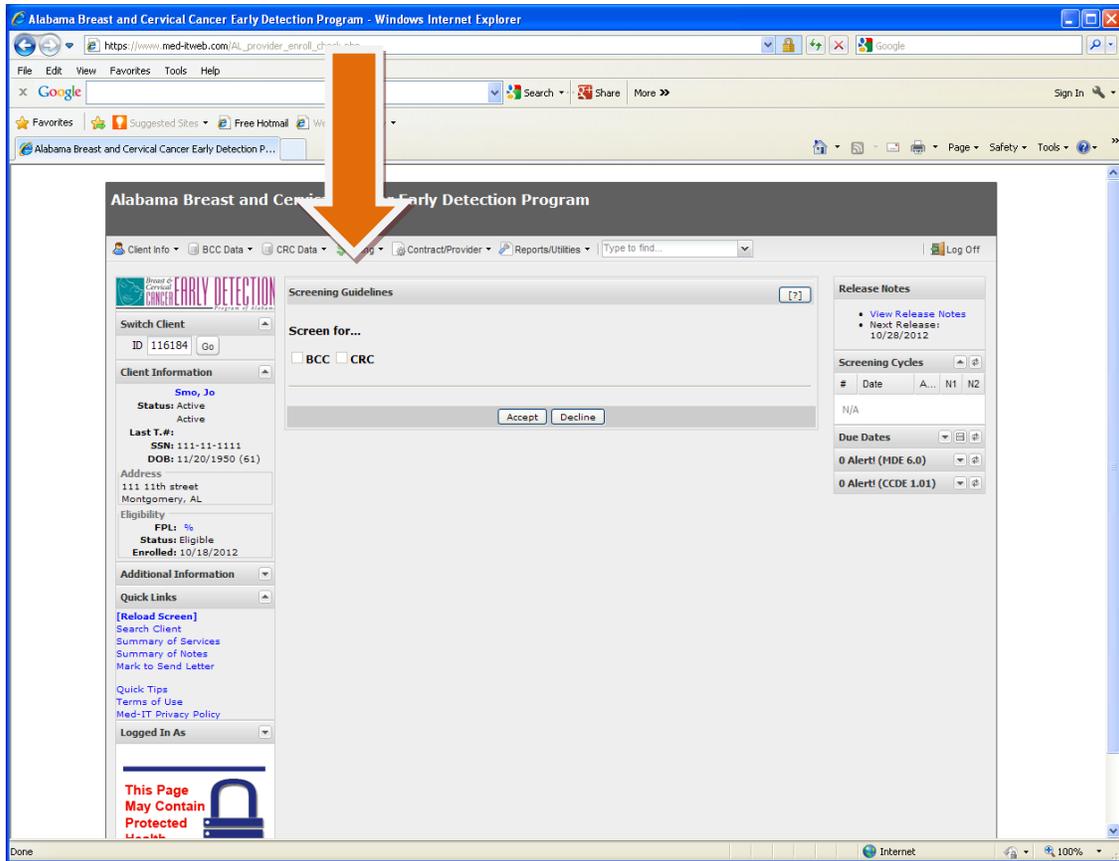
Done Internet 100%

C. Tracking Number Creation

For a new patient : Hit the “Set Appointment” button

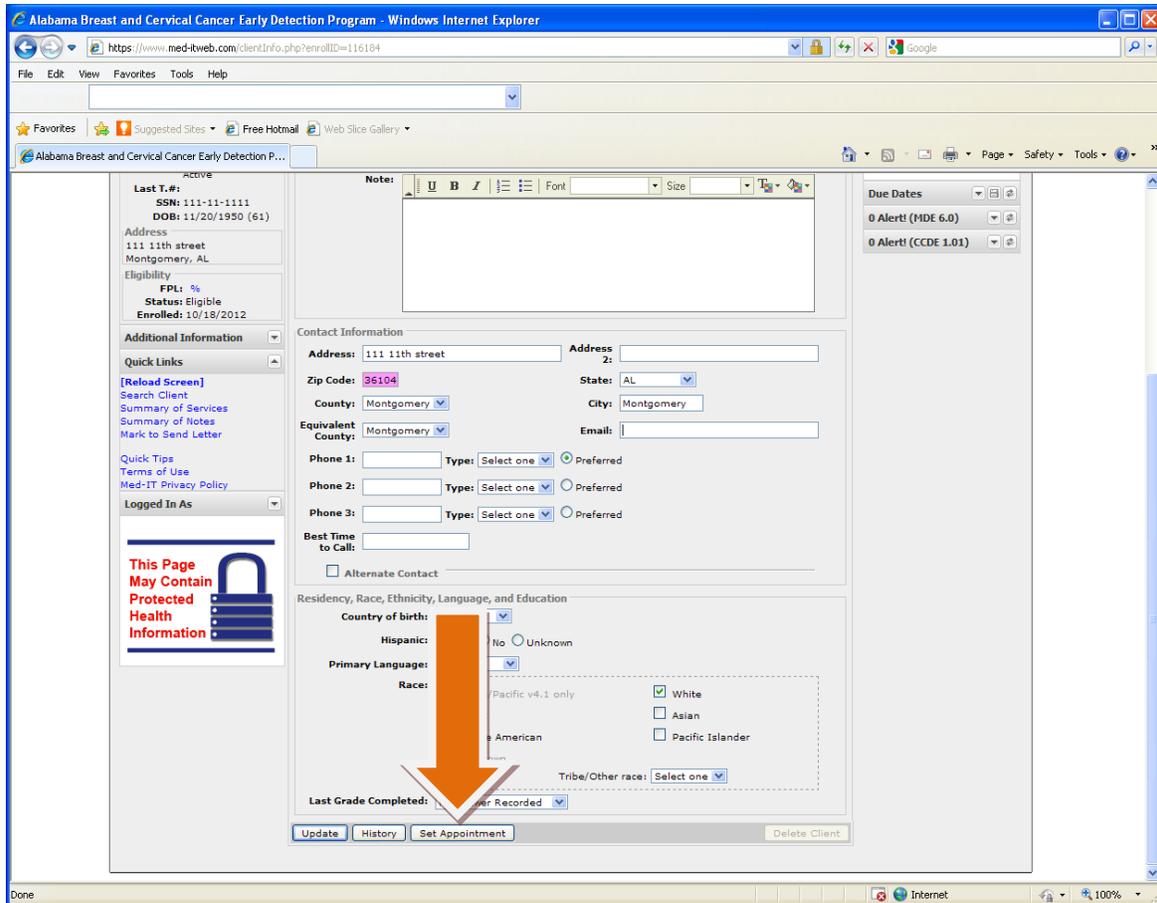
The screenshot shows a web browser window titled "Alabama Breast and Cervical Cancer Early Detection Program - Windows Internet Explorer". The address bar displays "https://www.med-itweb.com/clientInfo.php". The page content includes a navigation menu with "Client Info", "BCC Data", "CRC Data", "Billing", "Contract/Provider", and "Reports". A search bar is present with the text "type to find...". A large orange arrow points to a yellow success message box that reads "New client has been added successfully" with a green checkmark icon and a "Set Appointment" button. The right sidebar contains sections for "Release Notes" (with a "View Release Notes" link and "Next Release: 10/28/2012"), "Screening Cycles" (with a table showing "N/A"), and "Due Dates" (with "0 Alert! (MDE 6.0)" and "0 Alert! (CCDE 1.01)"). A security warning at the bottom left states "This Page May Contain Protected Health Information" with a padlock icon. The status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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.



“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 content includes a navigation menu with options like "Client Info", "BCC Data", "CRC Data", "Contract/Provider", and "Reports/Utilities". A large orange arrow points to the "Screening Guidelines" section, which contains a "Screen for..." area with two checkboxes: BCC and CRC. Below these checkboxes are "Accept" and "Decline" buttons. To the left of the main content is a sidebar with "Client Information" for "Smo, Jo", including fields for ID (116184), SSN, DOB, Address, and Eligibility. To the right is a "Release Notes" sidebar with a "View Release Notes" link and a "Next Release" date of 10/28/2012. At the bottom of the page, there is a security warning: "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

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

Set Appointment

Provider: [(Cnhsi) - 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

Is the Patient Smoker?
 Yes - Refer to quit line 1-800-784-8669
 No
 Unknown

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)

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

Done, but with errors on page. Internet 100%

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

https://www.med-tweb.com/AL_appointment.php

Alabama Breast and Cervical Cancer Early Detection Program

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

Switch Client
ID 116184 Go

Client Information
Smo, Jo
[BCC] [CRC]
Status: Active
Active
Last T.#: 2013116184
SSN: 111-11-1111
DOB: 11/20/1950 (61)
Address
111 11th street
Montgomery, AL
Eligibility
FPL: 0%
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

Client's BCC and CRC information has been added successfully. Please note the following information.

Appointment Information
Name: Jo Smo
DOB: 11/20/1950
SSN: 111-11-1111
BCC Tracking number: 2013116184
BCC Appointment date: 11/01/2012
Family planning: No
CRC Tracking number: C2013116184
CRC Appointment date: 11/01/2012
Download PDF | Office Visit | CRC History

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

1 BCC Cycle
Date A... N1 N2
1 11/01/2012 61

Due Dates
2 Alerts! (MDE 6.0)
5 Alerts! (CCDE 1.01)

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File Edit View Document Tools Window Help

1 / 1 129% Find

Breast & Cervical **CANCER EARLY DETECTION** Program of Alabama

Appointment Information

Name: Jo Smo
DOB: 11/20/1950
SSN: 111-11-1111
BCC Tracking number: 2013116184
BCC Appointment date: 11/01/2012
Family planning: No
CRC Tracking number: C2013116184
CRC Appointment date: 11/01/2012

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 interface in a Windows Internet Explorer browser. The main content area displays a search results window titled "Search Clients". Below the title is a "Search Result" table with the following data:

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

Below the search results is a section titled "Clients Recently Accessed" with a table that is currently empty. The interface also includes a sidebar with navigation options like "Switch Client", "Reminders", and "Quick Links", and a right-hand panel with "Release Notes" and "Screening Cycles". A security warning icon is visible in the bottom left corner of the application window.

DUPLICATE PATIENT NAMES OF SAME PROVIDER

The screenshot shows a web application interface for the Alabama Breast and Cervical Cancer Early Detection Program. A search window is open, displaying a table of search results. Two orange arrows point to the duplicate entries in the table.

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

Below the search results, there is a section for "Clients Recently Accessed" with the following data:

MED-IT ID	Last Name	First Name	MI	DOB	Last 4 SSN	Zip Code	Region	Status
116278	Smo	Bo		01/01/1960	xxx-xx-3333	36104	0100010	Active
116276	Smo	Jo		11/20/1950	xxx-xx-1010	36104	0100010	Active

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

The screenshot shows the Med-IT 2.0 web application interface. A search results window is open, displaying the following data:

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

Below the search results, there is a section for 'Clients Recently Accessed' which also displays the same patient information. An orange arrow points to the search results table.

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 displays the Med-IT 2.0 web application interface. A central dialog box titled "Access Exception" is overlaid on the "Search Clients" page. The dialog box contains a warning message and a "Reason:" text input field. An orange arrow points to the dialog box. The background interface includes a navigation menu, a "Switch Client" section, and a table of "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