



Initial Setup Guide for MDlog

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Overview

MDlog application is a Cloud based EMR application designed for Medical staff to efficiently document progress notes for the patients they attend to in Long Term and Post-Acute Care facilities. This document provides step-by-step instructions for administrator to do initial setup tasks.

Accessing MDlog Application

Users need a PC or a Tablet like an iPad with internet connectivity to access MDlog application. Type the string “<https://MDlog.MDops.com>” into the address bar of a supported Internet browser to access the application. The supported browsers include latest versions of Microsoft’s Internet Explorer, Google’s Chrome and Apple’s Safari. We recommend Google’s Chrome browser.

The credentials to be used to access MDlog are provided in the welcome letter. The password provided is temporary and so the system will prompt password reset during the first login.

Initial Setup

The application requires the following setup tasks be performed in the order listed

- a. Define the PCP group
- b. Define facilities that the medical staff covers
- c. Define the units and rooms for each facility so that patients can be assigned the location
- d. Define Billing codes for each facility so medical staff can assign billing code for every progress note that they file
- e. Create User accounts including those of medical staff
- f. Add Patient demographic data using either the built-in Import tool or the patient admission functionality

All the administrative functions to be used for initial setup can be accessed through the highlighted button on the Main Menu Bar as shown in the following image



Define PCP Group

This allows administrator to define the customers Practice name by clicking “Add New PCP group”



- Administration
- PCPGroups**
- Facilities
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

PCPGroup List

Add New PCPGroup

Search:

Name	Date Created	Actions
Other	2012-04-14T19:16:07Z	 

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Administration
- PCPGroups**
- Facilities
- Users
- Roles
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- My Settings
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Create PCPGroup

Name

Create

- Administration
- PCPGroups**
- Facilities
- Users
- Roles
- Specialities
- Assessments
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- My Settings
- Reports

PCPGroup List

PCPGroup 2 created

Add New PCPGroup

Search:

Name	Date Created	Actions
Other	2012-04-14T19:16:07Z	 
TGG	2012-08-15T01:48:19Z	 

Showing 1 to 2 of 2 entries

First Previous 1 Next Last

Facility Setup

1. Define all the facilities that the medical staff covers
2. Define the Units and the Room #s for each defined facility so that a patient can be assigned a location. The medical staff can thus easily locate the patient during their rounds.
3. Define Billing (CPT) codes for each facility so medical staff can assign those codes to patient progress notes when filing. The Billing person can thus use those codes for faster claims submissions.

Define Facilities

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Review Notes | Print My Notes | Do Handoffs | Rounding List

Facility List

Search:

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGF	Dayton General	nsogal@gmail.com	6317887777	05/08/2012 07:06:16	Remove Manage units Billing Codes
SDGH	Test SNIF	akodev@mdops.com	6317887777	05/04/2012 07:06:52	Remove Manage units Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove Manage units Billing Codes

Showing 1 to 3 of 3 entries | First | Previous | 1 | Next | Last

Add New Facility

Review Notes | Print My Notes | Do Handoffs | Rounding List

Create New Facility

Back

Name: WSNF
SiteID: Woodward Nursing
Address: 63 baldwin dr
City: Belton
Country: USA
Phone Number: (254)366-7456
Email Address: admin@woodward.com
PCP Groups: Other

State: TX
Zipcode: 03214
Fax Number:

Create | Cancel



- Administration
- PCP Groups
- Facilities
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

Facility List

Hospital Woodward Nursing created

Add New Facility

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGF	Dayton General	nsogal@gmail.com	6317887777	06/08/2012 07:06:16	Remove Manage units Billing Codes
SDGH	Test SNIF	akodey@mdops.com	6317887777	06/04/2012 07:06:52	Remove Manage units Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove Manage units Billing Codes
Woodward Nursing	WSNF	admin@woodward.com	(754)365-7456	08/14/2012 05:08:51	Remove Manage units Billing Codes

Showing 1 to 4 of 4 entries

Adding Units and Rooms to a Facility



- Administration
- PCP Groups
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Create Unit for Woodward Nursing

Hospital: Woodward Nursing

Unit: North Wing

Create Cancel



- Administration
- PCP Groups
- Facilities
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
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- My Settings
- Reports

Unit List for Woodward Nursing

Unit North Wing created

Back

Add New Unit

Name	Date Created	Actions
North Wing	2012-08-14T22:55:13Z	remove manage rooms

Showing 1 to 1 of 1 entries



- Administration
- PCP Groups
- Facilities
- Users
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- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
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Room List for Unit North Wing

Back

Add New Room

Room No	Date Created	Status	Actions
No data available in table			

Showing 0 to 0 of 0 entries



- Administration
- PCP Groups
- Facilities
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- Reports

Create Room

Back

Unit: North Wing
Room no: 202

Create



- Administration
- PCP Groups
- Facilities
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- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

Room List for Unit North Wing

Room 202 created

Back Add New Room

Search:

Room No	Date Created	Status	Actions
202	Tue, 14 Aug 2012 23:04:16 GMT	Vacant	

Showing 1 to 1 of 1 entries

First Previous Next Last

Adding Billing Codes

- Administration
- PCP Groups
- Facilities
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

Facility List

Hospital Woodward Nursing created

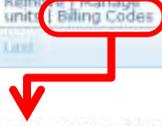
Add New Facility

Search:

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGF	Dayton General	nsogal@gmail.com	6317887777	06/08/2012 07:06:16	Remove Manage units Billing Codes
SDGH	Test SNIF	akodey@mdops.com	6317887777	06/04/2012 07:06:52	Remove Manage units Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove Manage units Billing Codes
Woodward Nursing	WSNF	admin@woodward.com	(754)365-7456	08/14/2012 05:08:51	Remove Manage unit Billing Codes

Showing 1 to 4 of 4 entries

First Previous Next Last



- Administration
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Add New Billing Code

* Facility: WSNF

* Billing Group: Initial Visit

* Billing Code: 99304

* Type: Regular

Save Cancel

Billing Codes

Search:

Billing Group	Billing Code	Date Created	Type	Actions
No Billing Codes				

Showing 0 to 0 of 0 entries

First Previous Next Last

- Administrators
- PCP Groups
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Add New Billing Code

* Facility:
 * Billing Group:
 * Billing Code:
 * Type:

Save Cancel

Billing Codes

Billing Group	Billing Code	Date Created	Type	Actions
Discharge	99315	08/14/2012	Regular	Delete
Discharge	99316	08/14/2012	Regular	Delete
Initial Visit	99304	08/14/2012	Regular	Delete
Initial Visit	99305	08/14/2012	Regular	Delete
Subsequent Visit	99309	08/14/2012	Regular	Delete
Subsequent Visit	99308	08/14/2012	Regular	Delete
Subsequent Visit	99307	08/14/2012	Regular	Delete

Showing 1 to 7 of 7 entries

User Management

Create user accounts in the following manner

1. Add key information about the user including DEA number in case of medical staff
2. Assign the right specialty in case of medical staff
3. Assign the appropriate role based on users functional responsibilities
4. Assign one or many facilities to the user as per their required access
5. Specify user's email address which will be the login id of the user
6. Set a temporary password for the user (users will be prompted to reset their passwords during their first login)

The Roles

MDlog offers multiple roles that offer different levels of access to the users. So users need to be assigned roles based on their functional responsibilities. The following table lists the available roles with the key functionality accessible by each of them

Role	Functionality Available
Medical Staff	Ability to document and access Patient's medical information
New Admission	Ability to record and view patients demographic, insurance and other information that can be recorded at the time of patient admission
Nurse	Record Patient's Vitals and Nursing notes for the medical staff
Accounting	Access to Billing Portal containing the encounter information along with the billing code of all filed patient notes for claims submissions and payroll
Administrator	Access to Administrative Functionality and Audit Reports
Medical Records Administrator	Read access to all the filed progress notes in the application for the purpose of printing them and submitting them as hard copies to the facilities

Creating User Accounts

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Review Notes | Print My Notes | Do Handoffs | Rounding List

Administration

- PCP Groups
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User List

Add New User

Username	Name	E-Mail Address	Date Created	Actions
akodey@mdops.com	George, Willis	akodey@mdops.com	05/01/2012 12:05:10	Disable
nsogal@gmail.com	Arun, Choudary	nsogal@gmail.com	05/01/2012 12:05:15	Disable
akodey@yahoo.com	Nathan, Raul	akodey@yahoo.com	05/01/2012 12:05:17	Disable
akodey@optonline.net	John, Weisman	akodey@optonline.net	05/01/2012 02:05:48	Disable
nsogal@mdops.com	Jim, Cramer	nsogal@mdops.com	05/01/2012 02:05:50	Disable
cgamer@aol.com	Cathy, Garner	cgamer@aol.com	05/03/2012 05:05:31	Disable
jmidas@mdops.com	John, Midas	jmidas@mdops.com	05/25/2012 02:05:17	Disable
sales@mdops.com	Don, Clark	sales@mdops.com	06/05/2012 11:06:56	Disable
tracyWagner@yahoo.com	Jack, Ryan	tracyWagner@yahoo.com	06/05/2012 02:06:17	Inactive
tracyWagner@yahoo.com	Tracy, Wignerr	tracyWagner@yahoo.com	06/15/2012 12:06:22	Disable

Showing 1 to 10 of 11 entries



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Safety Efficiency Accessibility Legibility

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Review Notes | Print My Notes | Do Handoffs | Rounding List

Administration

- PCP Groups
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- Reports

Create User

Step-1 Profile Information | Step-2 Access Information

Profile Information

* First Name: Middle Initial:

* Last Name: Title:

DEA Number:

* Street Address:

* City: * State:

* Country:

* Zipcode:

* Cell Phone Number (xxx)xxx-xxxx: Fax Number (xxx)xxx-xxxx:

* Pager (xxx)xxx-xxxx: PCP Group:

Specialities

1 items selected	Add all
Remove all	Endocrinology +
Geriatrics -	Family Practice +
	Gastroenterology +
	General Practice +

Next >

- PCP Groups
- Facilities
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Step-1
Profile Information

Step-2
Access Information

Access Information

Passwords Must be at least 8 characters. Must contain at least one lower case letter, one upper case letter, one digit and one special character. Valid special characters are - @\$%^&+~;

* Email Address: SpeechEnabled

* Password: ConfirmPassword:

* Roles

1 items selected		Add all
Remove all	Administrator	+
	Case Manager	+
	New Admisson	+
	Accounting	+
	Moonlighter	+
	Medical Records	+

* Facilities

4 items selected		Add all
Remove all	Golden Life Nursing	+
	Great Oaks Assisted	+
	Salem LTAC Hospital	+
	GW Long Term Acute	+
	Boston Skilled Nursing	+
	Spaulding Cambridge	+

Create

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- Administration**
- PCP Groups
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User List

Add New User

Username	Name	E-Mail Address	Date Created	Actions
akodey@mdops.com	George, Willis	akodey@mdops.com	05/01/2012 12:05:10	Disable
nsogal@gmail.com	Arun, Choudary	nsogal@gmail.com	05/01/2012 12:05:15	Disable
akodey@yahoo.com	Nathan, Raul	akodey@yahoo.com	05/01/2012 12:05:17	Disable
akodey@optonline.net	John, Weisman	akodey@optonline.net	05/01/2012 02:05:48	Disable
nsogal@mdops.com	Jim, Cramer	nsogal@mdops.com	05/01/2012 02:05:50	Disable
cgamer@aol.com	Cathy, Garner	cgamer@aol.com	05/03/2012 05:05:31	Disable
jmidas@mdops.com	John, Midas	jmidas@mdops.com	05/25/2012 02:05:17	Disable
sales@mdops.com	Don, Clark	sales@mdops.com	06/05/2012 11:06:56	Disable
tracyWagner@yahoo.com	Jack, Ryan	tracyWagner@yahoo.com	06/05/2012 02:06:17	Inactive
tracyWagner@yahoo.com	Tracy, Wignerr	tracyWagner@yahoo.com	06/15/2012 12:06:22	Disable

Showing 1 to 10 of 12 entries First Previous 1 2 Next Last

Add Patient Data

Patient demographic information can be added to MDlog through the following functionality

1. Admissions Module (Add data of one patient at a time)
2. Import Tool (Import data of multiple patients at a time)

Admissions Module

User with Admissions role can admit patients into the system by recording their key demographic and medical history data as shown in the following images

Home, Messages, Alerts, **Admission**, Patients, Orders, Reports, Patient Coverage, Print My Notes, Do Handoffs, Rounding List

Home, Messages, Alerts, **Admission**, Patients, Orders, Reports, Review Notes, Print My Notes, Do Handoffs, Rounding List

Latest Message: A new handoff has been created for Patient Max.Ron You have 37 unread alert(s). [Go to messages inbox](#)

Admit New Patient

- Step-1** Patient Identification
- Step-2 Demographics Information
- Step-3 Insurance Information
- Step-4 Checks
- Step-4 Visit Information

Patient Identification

Please enter an accurate Medical Record Number. This is a critical step for identification of this patient.

* Medical Record No: <small>Numeric digits only</small>	<input type="text" value="47690068"/>	* Account No:	<input type="text" value="74956584"/>	* Date of Admission	<input type="text" value="08/15/2012"/>
* Last name:	<input type="text"/>	Middle Initial	<input type="text"/>	* First name:	<input type="text"/>
* Sex:	<input type="text"/>	* Date Of Birth	<input type="text"/>	* MaritalStatus:	<input type="text"/>
* Attending:	<input type="text" value="--Select--"/>	* Unit:	<input type="text" value="--Select--"/>	* Room No:	<input type="text" value="--Select--"/>
Social Security No:	<input type="text"/>	* Needs Hospice Care:	<input type="checkbox"/>		

Next >

Home, Messages, Alerts, **Admission**, Patients, Orders, Reports, Review Notes, Print My Notes, Do Handoffs, Rounding List

Latest Message: A new handoff has been created for Patient Max.Ron You have 37 unread alert(s). [Go to messages inbox](#)

Admit New Patient

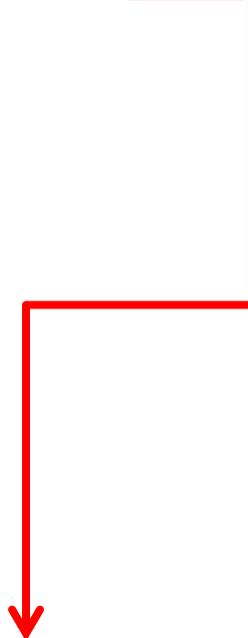
- Step-1 Patient Identification
- Step-2** Demographics Information
- Step-3 Insurance Information
- Step-4 Checks
- Step-4 Visit Information

Demographics Information

* Medical Record No:	<input type="text" value="47690068"/>	* Account No:	<input type="text" value="74956584"/>		
Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>		
Country	<input type="text"/>	Zipcode	<input type="text"/>		
Home Phone Number	<input type="text"/>	Cell Phone Number	<input type="text"/>	Work Phone Number	<input type="text"/>
Email Address	<input type="text"/>	Emergency Contact	<input type="text"/>	Emergency Phone Number	<input type="text"/>

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Latest Message: A new handoff has been created for Patient Max,Ron You have 37 unread alert(s) [Go to messages inbox](#)

Admit New Patient

- Step-1 Patient Identification
- Step-2 Demographics Information
- Step-3 Insurance Information
- Step-4 Choices
- Step-4 Visit Information

Insurance Information

Primary Insurance Provider:

Plan Name: Effective Date:

Policy Number: Group Number:

Copay: Accept Assignment:

Subscriber Name: Relationship: Sex:

Subscriber D.O.B: Subscriber SSN:

Subscriber Address: City: Zipcode: State:

Country:

Subscriber Employer: Subscriber Phone Number:

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Latest Message: A new handoff has been created for Patient Max,Ron You have 37 unread alert(s) [Go to messages inbox](#)

Admit New Patient

- Step-1 Patient Identification
- Step-2 Demographics Information
- Step-3 Insurance Information
- Step-4 Choices
- Step-4 Visit Information

Choices

PCP:

Pharmacy:

HIPPA Notice Received: Yes

Allow Email Communication: -Select-

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Latest Message: A new handoff has been created for Patient Max,Ron You have 37 unread alert(s) [Go to messages inbox](#)

Admit New Patient

- Step-1 Patient Identification
- Step-2 Demographics Information
- Step-3 Insurance Information
- Step-4 Choices
- Step-4 Visit Information

Visit Information

Referring MD: Referring Hospital: Code Status:

Allergy:

Primary Diagnosis:

Comorbid Diagnosis:

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Import Patient Data

MDlog provides an import functionality that can bulk upload multiple patients' demographic data from a CSV file. The CSV file can be generated from excel spreadsheet of the patient data. The CSV file needs to have the required column names as indicated in the following table for error free import. See below for further details about error free importing of patient data

Required Column Names in CSV file for error free import	Corresponding field in MDlog application field that gets populated with the value
'Last Name'	'lastname',
'First Name'	'firstname',
'Middle Initial'	'minitial',
'Street 1'	'address',
'City'	'city',
"State"	"state",
"Zip Code"	"zipcode",
"Country"	"country",
"Phone 1"	"homephoneNumber",
"Phone 2"	"cellphoneNumber",
"Phone 3"	"workphoneNumber",
"Phone 4"	"workphoneNumber",
"Phone 5"	"workphoneNumber",
"Social Security Number"	"ssn",
"Sex"	"sex",
"Date of Birth"	"dateOfBirth",
"Date Created"	"dateOfAdmission",
'Chart Number'	'billingReferenceId',
'Street 2'	'address1',
"Contact Phone 1"	"emergencyPhoneNumber",
"Contact Name"	"emergencyContact"

The following is a view of a sample CSV file containing patient data. The data shown is just sample data shown for reference and does not represent any actual patient.

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Last Name	First Name	Middle Initial	Street 1	Street 2	City	State	Zip Code	Phone 1	Phone 2	Phone 3	Phone 4	Phone 5	Social Security	Signature	Patient Ty
2	Adam	Werry	R	1100 W. Doty Rd	c/o Oaks of West Kettering	City	OH	12345						123-45-6789	TRUE	Patient
3	Ant	Gerry	D	1412 Brook Lane		Town	OH	12345						222-85-1234	TRUE	Patient
4	Anne	Lori		10 William Dr	Apt 154 E	Towne	OH	12345						777-56-3333	TRUE	Patient
5	Baker	Ellie		570 St Peter St	Apt 105	city	OH	12345						888-56-5555	TRUE	Patient
6	Bach	May		1116 Lake St		City	OH	12345						654-12-3333	TRUE	Patient
7	Bark	Leonard		4513 E Shawn Cir	c/o Mary Jackson	Town	oOH	12345 (937)123-4567						121-85-9999	TRUE	Patient
8	Beam	James		1423 Michigan Rd	c/o Bradley Beasley	Valley	OH	12345 (937)854-1234						123-45-6789	TRUE	Patient
9	Ben	Gaylum	J	5834 White Dr	c/o Heather Benasutti	city	OH	12345						999-85-2222	TRUE	Patient
10	Berf	Frank		120 Happy Cir		Valley	OH	12345						777-45-3333	TRUE	Patient
11	Berf	Keolph		2207 Olander Pl		Town	OH	12345						111-65-4494	TRUE	Patient

NOTE: The import tool can only import patient demographic data for one facility and one attending physician at a time. So each facility requires separate patient CSV file and if there are 2 attending physicians in a facility then the import tool requires 2 separate CSV files for that facility, one for each attending physician's patient list. The administrator needs to follow the following steps before initiating the patient import

1. Login into the facility into which the patient data is to be uploaded
2. Access the import tool as shown in the following image and provide it with the location of the CSV patient data file and select the name of the attending physician.
3. The tool will then import all the data and add them to the facility where the administrator is currently logged into and assign them to the attending physician that was selected.

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Patient Import Tool

* Choose file to upload No file chosen

* Attending Physician

Administration

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