MDops Corporation Driving Efficiency in Long Term Care



Initial Setup Guide for MDlog

Contents

Overview	2
Accessing MDlog Application	2
Initial Setup	2
Define PCP Group	2
Facility Setup	4
Define Facilities	4
Adding Units and Rooms to a Facility	5
Adding Billing Codes	7
User Management	8
The Roles	8
Creating User Accounts	9
Add Patient Data1	0
Admissions Module1	0
Import Patient Data1	.3

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 "<u>https://MDlog.MDops.com</u>" 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"



MDLOG Safety Efficiency Accessibility Legibility Currently logged in to Test SNIF as jparros@mdops.com with speciality Geniatrics | Locout . riew Notes Print My Notes Ro ding List . ar. Do Ha dis PCPGroup List Administration PCPGroups Search: Users 0 Date Created ¢ Actions Name Roles Other 2012-04-14T19:16:07Z .0 Specialities Showing 1 to 1 of 1 entries FIRST PROMOUN [T. BOOT LASS Assessments Assessment Plans Import.Patients ImportICD9 Codes My Settings Reports MDLOG Safety Efficiency Accessibility Legibility ss jgarros@mdops.com with speciality Geriatrics | Logout Currently logged in to Test SNIF * 🔳 🔄 🛢 🐸 Review Notes Print My Notes Do Handoffs Rounding List -Create PCPGroup Administration TGG * Name PCPGroups Facilities Users Roles Specialities Assessments Assessment Plans Import Patients Import ICD9 Codes My Settings Reports MDLOG Safety Efficiency Accessibility Legibility Currently logged in to Test SNIF as jgarros@mdops.com with speciality Geriatrics | Logout ÷. Print My Notes Do Handoffs. Rounding List **PCPGroup List** Administration

PCPGroups	PCPGroup 2 creat	ted				
Facilities						Add New PCPGroup
Users	1					
Roles					Search:	
Specialities	Name	0	Date Created	0	Actions	
Assessments	Other		2012-04-14T19:16:072		6	
Assessment Plans	TGG	S	2012-08-15T01:48:19Z		12	
import Patienta	Showing 1 to 2 of 2 ent	tries		Filmit (Philipping (1	HINK LINE	
Import ICD9 Codes						
My Settings						

Reports

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

r 🖩 🔶 🛢	B 🔗			K	Review Notes	Print My Notes	D	o Handotts	Rounda	og List		
Administration						Facility I	List	t				
												the street Frank
acilities												
sars										Sea	ircts:	
oles	Sitesd -	Name		0	Email Address	Phone	0	Date Create	a o	Actions		
pecialities	DITCH	Dates	General		occaral@email.com	califoritit		06/08/2012		Remove	e Manage s	inits (Billing
ssessments	DIGE	Cayton	Cleanervan		reoganogman.com	031/00////		07:06:16		Codes	e I Manade u	ines i Billio
ssessment Plans	SLXGH	Test SN	ir head		akodey@mdops.com	631788/777		07:06:52		Codes	1 Marcana -	and a million
port Palients	Suffalk	Surgery	Ji al		nsogal@gmail.com	6317887777		06:06:56		Codes	e i manage s	uses I many
port ICD9 Codes	Showing 1 to	3 of 3 enl	nes					Pirat Presi	- 1 1	min Lan		
y Settings											_	
Presses.												
								and it.	-	-		
					1.4 .9.5							
			-	×	Review Notes	Print My Notes	60	lo Handoffs	Round	ing List		
Administration				×	Review Notics	Print My Notes Create New	Fac	o Handoffs	Roundi	ing List		
Administration CP Groups acilities	Name		WSNF	×	Review Notes	Print My Notes Create New	Fac	o Handofts	Round	ing List		B
Administration CP Groups acilities sers	• Name • SiteID		WSNF Woodwar	× d Nu	Review Notes	Print My Notes Create New	Fac	lo Handoffs	Round	ing List		B
Administration CP Groups acilities seris coles pecialities	• Name • SiteID • Address		WSNF Woodwar 53 baldwr	ed Nu	Review Notes	Print My Notes Create New	Fa	to Handoffs	Roundi	mg List		
Administration CP Groups acilities sens oles pecialities ssessments	 Name SiteID Address City 		WSNF Woodwar 53 baldwr Belton	ed Nu	Review Notes	Print My Notes Create New	Fac	to Handoffs cility	Roundi	ing List		
Administration CP Groups acilities sera cles pectaities ssessments ssessments ssessment Plans	 Name SiteID Address City Country 		WSNF Woodwar 53 baldwr Belton USA 💌	K d Nu	Review Notes	Print My Notes Create New - Stat - Stat	Fac	cility TX .	Roundi	ing List		
Administration CP Groups acilities sens cles pocialities ssessment8 ssessment Plans sport Patents	 Name SiteID Address City Country Phone No 	umber	WSNF Woodwar 53 baldwr Belton USA • (254)366-	x d Nu	Review Notes	Print My Notes Create New - Stal - Zipe Fax N	Fac	TX 03214	Round	ing List		
Administration CP Groups acilities sera coles pocialities ssessments ssessment Plans aport Patients aport 200 Codes	 Name SiteID Address City Country Phone Ni Email Additional Additional	umber dress	WSNF Woodwar 53 baldwr Belton USA (254)366- admin@v	x d Nu in dr 7456 voodv	Review Notes	Print My Notes Create New - Stat - Zipo Fax N	Fac	to Handoffs cility 7X 03214 beer	Round	ing List		
Administration CP Groups acilities sers odes pocialities ssessments ssessment Plans uport Patents sport Patents sport School Codes by Settings sectors	 Name SiteID Address City Country Phone Ni Email Add 	umber	WSNF Woodwar 63 baldwr Belton USA © (254)366- admin@v Other	x ed Nu in dr 7456 voodv	Review Notes	Print My Notes Create New * Stat * Zipo Fax N	Fac	TX 03214	Round	ing List		
Administration CP Groups acilities sers coles pocialities ssessments assessment Plans aport Patients aport Patients aport SCO Codes by Settings eports	 Name SiteID Address City Country Phone Ni Email Additional data and the second second	umber dress	WSNF Woodwar 63 balden Belton USA 2 (254)366- admin@v Other	d Nu in dr 7456	Review Notes	Print My Notes Create New * Stat * Zipo Fax N	Fac	TX 03214	Round	ing List		
Administration CP Groups acilities seria oles pecialities ssessments ssessments port Patienta iport Patienta iport Patienta iport Softings eports	 Name SiteID Address City Country Phone Ni Email Additional data PCP Grout 	umber dress	WSNF Woodwar 53 baldwr 8elton USA 2 (254)366- admin@v Othar	rd Nu in dr 7456	Review Notes	Print My Notes Create New - Stal - Zpo Fax N	Fac	TX 03214 Difference	Round	ing List		
Administration CP Groups acilities seria coles pecialities sessements assessments assessment Plans report Patients report Patients hy Settings eports	 Name SiteID Address City Country Phone Ni Email Additional data PCP Grout 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA (* (254)366- admin@v Other	* rd Nu in dr 7456 voodv	Review Notes	Print My Notes Create New - Stal 2 Jpc Fax N	te code	Cility	Round	ing List		
Administration CP Groups acilities isers ides pecialities sesesments sesesments report Palents report 200 Codes Ny Settings reports	 Name SiteID Address City Country Phone Ni Email Adi PCP. Grouter 	umber dress ups	WSNF Woodwar 53 baldwi Belton USA (* (254)366- admin@v Other	x d Nu in dr 7456	Review Notes	Print My Notes Create New - Stal 2 Jpc Fax N	te code	Cancel	Round	ing List		
Administration CP Groups acilities isers ides ipecialities issessments issessments issessment Plans import Platents import SDB Codes ity Settings isports	 Name SiteID Address City Country Phone Ni Email Adi PCP Grouters 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA (*) (254)366- admin@v Other	d Nu in dr 7456 voodv	Review Notes	Print My Notes Create New - Stal - Zipc Fax N	te code	Centeel	Round	ing List		
Adoutistration CP Groups acilities Isers toles isecialities isessment: Plans mport Platents import SDB Codes Ay Settings iseports	 Name SiteID Address City Country Phone Ni Email Adi PCP Grouters 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA • (254)366- admin@v Other	X d Nu	Review Notes	Print My Notes Create New - Stal - Zipo Fax N	te code	Cancel	Roundi	ing List		
Adoutinistration CP Groups acilities Isers toles isecialities isessment: Plans mport Platents isports	 Name SiteID Address City Country Phone Ni Email Adi PCP Grouters 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA (*) (254)366- admin@v Other	x d Nu	Review Notes	Print My Notes Create New - Stal - Zipo Fax N	te code	Cancel	Roundi	ing List		
Administration CP Groups acilities isers toles isers isessments is	 Name SiteID Address City Country Phone Ni Email Adi PCP Grouters 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA (*) (254)366- admin@v Other	x d Nu in dr	Review Notes	Print My Notes Create New - Stal - Zipc Fax N	te code	Cancer	Roundi	ing List		
Administration CP Groups acilities sens ofes pocialities sessements sessements sessement Plans opert Pallents mont 200 Codes by Settings eports	 Name SiteID Address City Country Phone Ni Email Adi PCP Grouters 	umber dress ups	WSNF Woodwar 53 baldwr Belton USA (*) (254)366- admin@v Other	d Nu in dr 7456	Review Notes	Print My Notes Create New - Stal - Zipo Fax N	te code	to Handoffs cility TX 03214 Der	Round	ing List		

		1 10 M	Review N	lotes Print N	ty Notes	s Do Hando	ATs Rounding L	int -	
				F	acilit	ty List		m	
Administration	-					1. (M. 1997)			
ACP Groups	Hospital Woo	dward Nursing cre	Joled						
-acilities								Add New F	acility
Roles								Search	1
Specialities	and and	- Martine	6 600	d address a		Phone	Data Constant . A	Antipuer	
Assessments	Sitend	- Hame	O ERMA	a Address	. 1	Number	of manage	Actions	
ssessment Plans	DIGE	Dayton Gen	ieral nsog	al@gmail.com		6317887777	05/08/2012 07:06:16	units Billing Codes	
nport Patients	SDGH	Test SNIF	akod	ley@mdops.com	•	6317887777	06/04/2012 07:06:52	units Billing Codes	
nport ICD9 Codes	Suffolk	Surgery	nsog	al@gmail.com	3	6317887777	06/11/2012 06:06:56	units Dilling Code	
ly Settings	Woodward Nursing	WSNE	admi	n@woodward.c	om {	(254)366- 7456	08/14/2012 05:08:51	Remove Manage units Billing Edda	
eports	Showing 1 to 4 of	4 entries				Dest	Permission 1 Maria	Land	
lding Units an	d Rooms t	o a Facili	ty						
lding Units an IDLOG	d Rooms t	o a Facili:	ty						
dding Units an IDLOG afety. Efficiency. Acc	.d Rooms t essibility. L egi	:o a Facili bility.	ty		Cu	rrently logge	d in to Test SN	IF 💽 as jg	jarros
dding Units an ADLOG afety. Efficiency. Acc	d Rooms t essibility. Legi	co a Facili bility.	ty	*	Cu	rrently logge	d in to Test SN	IF as jg	jarros
IDLOG afety. Efficiency. Acc	d Rooms t essibility. Legi	co a Facili bility.	ity B	*	Cu Revie	rrently logge w Notes	d in to Test SN Print My Note	IF 💽 as jg s Do Handoffs	garros
dding Units an IDLOG afety. Efficiency. Acc f I I Construction Administration	d Rooms t essibility. Legi	to a Facili bility.	ity B 🔮	*	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF 💽 as jg s Do Handoffs /oodward Nurs	sing
dding Units an IDLOG afety. Efficiency. Acc Administration PCP Groups	d Rooms t essibility. Legi	to a Facili bility.	ity Joodward	Nursing	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF 💽 as jg es Do Handoffs /oodward Nurs	sing
IDLOG afety. Efficiency. Acc Administration PCP Groups Facilities	d Rooms t essibility. Legi	bility.	ity ioodward	Nursing	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF 💽 as jg s Do Handoffs /oodward Nurs	garros sing
IDLOG afety. Efficiency. Acc Administration PCP Groups Facilities Users	d Rooms t essibility. Legi	bility.	ity	Nursing	Cu Revie	rrently logge <mark>w Notes</mark> Create	d in to Test SN Print My Note Unit for W	IF 💽 as jo s Do Handoffs /oodward Nurs	jarros sing
Iding Units an IDLOG afety. Efficiency. Acc Commission Administration PCP Groups Facilities Users Roles	d Rooms t essibility. Legi	bility.	ity	Nursing ancel	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF s as jg Do Handoffs /oodward Nurs	jarros sing
Iding Units an IDLOG afety. Efficiency. Acc Administration PCP Groups Facilities Users Roles Specialities	d Rooms t essibility. Legi	bility.	ity	Nursing	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF s as ju s Do Handoffs /oodward Nurs	jarros sing
Administration Administration PCP Groups Facilities Users Roles Specialities Assessments	d Rooms t essibility. Legi	bility.	ity	Nursing ancel	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF 💽 as jg es Do Handoffs /oodward Nurs	garros
Administration Administration Administration PCP Groups Facilities Users Roles Specialities Assessments Assessment Plans	d Rooms t essibility. Legi	bility.	ity	Nursing ancel	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF s as junction of the second	arros sing
Adding Units an IDLOG afety. Efficiency. Acc Administration PCP Groups Facilities Users Roles Specialities Assessments Assessment Plans Import Patients	d Rooms t essibility. Legi	bility.	ity	Nursing ancel	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF 💽 as jg es Do Handoffs /oodward Nurs	garros
Administration Administration Administration PCP Groups Facilities Users Roles Specialities Assessments Assessment Plans Import Patients Import ICD9 Codes	d Rooms t essibility. Legi	bility.	ity	Nursing	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF s as jo s Do Handoffs /oodward Nurs	jarros sing
dding Units an ADLOG afety. Efficiency. Acc Administration PCP Groups Facilities Users Roles Specialities Assessments Assessment Plans Import Patients Import ICD9 Codes My Settings	d Rooms t essibility. Legi	to a Facili bility. spital: W ::	ity	Nursing	Cu Revie	rrently logge w Notes Create	d in to Test SN Print My Note Unit for W	IF Do Handoffs /oodward Nurs	sing



Safety Efficiency Accessil	bility Legibility		Surrently logged in to Test SNIF	💌 ae igarro	s@mdops.com with	speciality Geriatrics Looput
🔹 📾 🧑 🛢	l 😑 🛹 🖟	😻 🔆 Rev	new Notes Print Bly Notes	Do Handoffs	Rounding List	
Administration			Room List for Un	nit North Wing		
PCP Groups	Room 202 cm	ated				
Facilities						
Users						Add New Room
Roles						
Specialities					Search	*
Assessments	Room No	C Date Create	d		Status	Actions
Assessment Plans	202	Tue, 14 Aug	2012 23:04:16 GMT		Vacant	
Import Patients	Showing 1 to 1 of 1	entries			is a must take	
Import ICD9 Codes	1.550707A-SOLEDBING					
My Settings						
Reports						

Adding Billing Codes



Safety Efficiency Accessibil	lity, Legibility.	C	urrently logged in to	Test SA	IIF 💽 as jo	arros@me	lops.com	with spec	ality Geriatrics	Logou
🔐 🔠 🤌 🛢	😸 🖂 🔊 💌	K Rev	ew Notes Print	My Not	Do Handolfs	Rout	ding List			
Administration		10	Add I	lew l	Billing Code					
PCP Groups	* Facility	4 Constant	WSNF							
Facilities	* Billing	Group:	Discharge	<u> </u>						
Hear	* Billing	Code:	99316							
Osers	* Type:		Regular							
Roles										
Specialities					Save Concel					
Assessments										
Assessment Plans				tilling	Codes					
Import Patients				2	Codes					
Import ICD9 Codes							Se	arch.		
My Settings	Billing Grosp	C Billio	vg Code	0 8	ate Created	0	Type	¢	Actions	
Reports	Discharge	993	15	0	8/14/2012		Regular		Delete	
	Discharge	993	16	0	8/14/2012		Regular		Delete	
	Initial Visit	9930)4	0	8/14/2012		Regular		Delete	
	Initial Visit	9930	15	0	8/14/2012		Regular		Delete	
	Subsequent Visit	9930	19	0	8/14/2012		Regular		Delata	
	Subsequent Visit	9936	8	0	8/14/2012		Regular		Delete	
	Subsequent Visit	9930	17	0	8/14/2012		Regular		Delete	
	Showing 1 to 7 of 7 entries				First Pro	inana 14	Intel La			

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	Read access to all the filed progress notes in the application for the purpose
Administrator	of printing them and submitting them as hard copies to the facilities

Creating User Accounts



CP Groups	Profile Informations	Access Information				
acilities	Access Inform	ation				
sers	Passwords Hust b	e at least 6 characters. Hus	t contain at least one one lo	wer case letter, one upp	er case letter, o	se digit and one
dee	special character	Valid special characters are	e-@#\$%^&+=,			
area	* Email Address	jwikins@aol.com		🗐 Spe	echEnabled	
peciaspes	# Dansword	forestation 1		Continu	discounted	1022030
ssessments	Password			Conten	Password ****	
isessment Plans	* Roles	1 items selected	Add all			
port Patients		Remove all	Administrator + •			
port ICD9 Codes		1 Medical Staff	Case Manager + #			
Settings		- Heardan Stati	New Admisson +			
pents			Accounting +			
protection of the second se			Moonlighter +			
			Medical Records + _			
	* Facilities	4 items selected	Add all			
		Remove all	Golden Life Nursing			
		I Secolding #	Great Gala Assisted			
		I Test SNIE	Salem LTAC Hospital			
		1 Smanlding sales	GW Long Term Acute + F			
			Protoco Shilled Murrison			
		- The sector fits and the sector is a sector of the sector	I INCOMENTATION FROM STRUCT			
	< Bick	, * Newnaxon fibme (Late -	Spaulding Cambridge + -			Create
DLOG	< Back	,* Newnaxin Home Care -	Spaulding Cambridge + -	B as alkodey@mdops.com	with speciality int	Create ernal Medicine L
DLOG Hy Efficiency: Access	ibithy Legibility	Review Notes	Spaalding Cambridge + -	B as akodey@mdops.com ndoffs Rounding List	with speciality int	Crist
Administration	ibility. Legibility.	Review Notes	Spaalding Cambridge + - Currently logged in to Spaulding Print My Notes Do Har User Lis	IB as akodey@mdops.com ndoffs Rounding List t	with speciality int	Creat
Efficiency: Access	ibithy Legibility.	Review Notes	Spaalding Cambridge + -	B as akodey@mdops.com ndoffs Rounding List t	with speciality int	Grean arnal Medicine L
Administration	ibility. Legibility.	Review Notes	Spaalding Cambridge + -	B as alkodey@mdops.com ndoffs Rounding List t	with speciality inf	arnal Medicine 1
Administration	ibility. Legibility.	Review Notes	Spaalding Cambridge + -	B as akodey@mdops.com ndoffs Rounding List t	with speciality inf	arnal Medicine 1
P Groups cilities ers	< Back	Review Notes	Spaalding Cambridge + -	IB as akodey@mdops.com ndoffs Rounding List t	with speciality int	ernal Medicine L
P Groups cilities ees les ecalities	< Back	Review Notes	Spaalding Cambridge + -	B as akodey@mdops.com ndoffs Rounding List t.	with speciality int	Add New Us
Administration P Groups colities ers lies pecialities	Back	Review Notes	Currently logged in to Spaulding Print My Notes Do Har User Lis	B as akodey@mdops.com ndoffs Rounding List t. 0 Date: 5.com 05/01	with speciality int Search Crowted (/2012 12:05:10	Add New Us Crown Add New Us Crown Cr
Administration)	<	Review Notes Review Notes Som George / Mame	Currently logged in to Spaulding Print My Notes Do Har User Lis User Lis Willis akodey@mdop udary nsogal@gmail.c	B as akodey@mdops.com ndoffs Rounding List t t s.com 05/01 com 05/01	Search Created (/2012 12:05:10	Add New Us Add New Us Classifie Disable
Administration P Groups critices ers les ecialities sessments sessment Plans	<	Review Notes Review Notes Review Notes Som George J Mame Com George J Nathan R	Currently logged in to Spaulding Print My Notes Do Har User Lis Willis akodey@yahoo taul akodey@yahoo	B as akodey@mdops.com ndoffs Rounding List t t s.com 05/01 n.com 05/01	with speciality int Search Created (/2012 12:05:10 (/2012 12:05:17	Add New Us Add New Us Casable Disable Disable
Administration P Groups celities ers les sessments sessment Plana port Patienta	UserJohn Wilk	Review Notes Review Notes Review Notes Som George () Game Arun () Arun () Nathan R ne.net John, Wei	Currently logged in to Spaulding Print My Notes Do Har User Lis Willis akodey@ymod. akodey@ymod. akodey@ymod. akodey@ymod. akodey@ymod. akodey@ymod.	B as akodey@mdops.com ndoffs Rounding List t t s.com 05/01 noom 05/01 noom 05/01 noom 05/01	with speciality int Search Created 1/2012 12:05:10 1/2012 12:05:15 1/2012 12:05:17	Add New Us Add New Us Cations Disable Disable Disable Disable
Administration Administration P Groups cilities ers les ecialities sessments sessments sessment Plana port Patienta port Patienta	UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will UserJohn Will	Review Notes Review Notes Review Notes Som George () Manuel Som George () Mathan R ne, net John, Wei Som Sen, Cram	Currently logged in to Spaulding Print My Notes Do Har User Lis Willis akodey@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdig sudary nsogal@ymdigs	B as akodey@mdops.com doffs Rounding List t t s.com 05/01 com 05/01 line.net 05/01 line.net 05/01 line.net 05/01	with speciality int Search Croated (/2012 12:05:10 (/2012 12:05:17 1/2012 02:05:48 (/2012 02:05:50	Add New Us Add New Us Cations Disable Disable Disable Disable
Administration Administration P Groups celifies ecs les sessments sessments sessment Plans port Patients port Patients	UserJohn Will	Review Notes Review	Currently logged in to Spaulding Print My Notes Do Har User Lis User Lis Willis akodey@mdop. udary nsogal@gmail.c akodey@opton er nsogal@mdops mer cgamer@aol.co	B as akodey@mdops.com doffs Rounding List t t s.com 05/01 com 05/01 licom 05/01 licom 05/01 licom 05/01 licom 05/01 licom 05/01	with speciality int Search Crowted (/2012 12:05:10 1/2012 12:05:17 //2012 02:05:46 (/2012 02:05:51	Add New Us Add New Us Cations Disable Disable Disable Disable Disable Disable Disable
P Groups Administration P Groups administration P Groups administration P Groups administration port Patienta port Patienta port Patienta port Patienta port ICD9 Codes y Sattings	User John Will U	Review Notes Review	Currently logged in to Spaulding Print My Notes Do Har User Lis User Lis Willis akodey@mdop udary nsogal@gmail.c taul akodey@yahod er nsogal@gmail.c as jmidas@mdops rmer cgarmer@aol.cc as jmidas@mdops	B as akodey@mdops.com hdoffs Rounding List t t s.com 05/01 com 05/01 lion net 05/01 lion 05/02 lion 05/02 im 05/02 i	Search Search (2012 12:05:10 (2012 12:05:17 (2012 02:05:46 (2012 02:05:51 (2012 02:05:51 (2012 02:05:51) (2012 02:05:51) (2012 12:05:51)	Add New Us Add New Us Add New Us Add New Us Cisable Disable Di
P Groups collities eco des secsarities sessments issessments port Patienta port ICDB Codes y Settings isports	UserJohn Will Stadev@mdops. caamer@aol.com imidas@mdips. caamer@aol.com imidas@mdips. caamer@aol.co	Review Notes Review	Currently logged in to Spaulding Print My Notes Do Har User Lis Willis akodey@mdop udary nsogal@gmai.o sman akodey@yahod isman	B as akodey@mdops.com ndoffs Rounding List t t s.com 05/01 com 05/01 incom 05/01 incom 05/01 incom 05/01 incom 05/01 incom 05/02 incom 05	Search Search Crowted (/2012 12:05:10 (/2012 12:05:17 (/2012 02:05:48 (/2012 02:05:53 (/2012 02:05:53 (/2012 02:05:17 (/2012 02:05:17) (/2012 02:05:17 (/2012 02:05:17) (/2012 02:05:17) (/	Add New Us Add New Us C Actions Disable Disable Disable Disable Disable Disable Disable Disable Disable Disable Disable Disable

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

		*	Rinkew Notes	Print My Notes	Do Handoffs	Rounding List		
atest Message: A new	handoff has been	created for I	Patient Max,Ron		You	have 37 unread alert	(s). <u>Go to messages in</u>	box.
			Admit New	Patient				
Step-1	Step-	z	Step-3 S	tep-4 St	tep-4			
atient Identification	lemographics (ut	permitted in	Dationt	Identification	of constants			
lease enter an accur	ate Medical Re	cord Numbe	er. This is a critical step (for identification	of this patient.			
Medical Record No: Numeric digita only	47690068		* Account No:	74956584		Date of Admission	08/15/2012	
Last name:	[Middle Initial	()	-	First name:		
Sex:			* Date Of Birth		-	MaritalStatus:		
Attending:	-Select-	10	* Unit:	-Select- ·	-	Room No:	-Select- •	
Social Security No:			* Needs Hospice Car	re: 🖾			ſ	
							L	-10
olency Accessibility Lo test Message: A new Step-1	egibälty. handoff has been Step-:	created for I	Currently logger Review Notes Patient Max.Ron Admit New Step-3 5	d in to Test SNF Proof My Notes V Patient tep-4 S	Do Handotts You	sogal@gmail.com v Rounding List have 37 unread alert	with speciality <mark>Geriatrics</mark> (s): <u>Go to messages in</u>	I Loo
idency Accessibility Lo idency Accessibility Lo intest Message: A new Step-1	handoff has been Step-J temographics Inf	e created for i	Currently logger Currently logger Review Notes Patient Max Ron Admit New Step-3 S Demograp Currently logger	d in to Test SNF Prut My Notes V Patient tep-4 S phics Informa 74956584	Do Handolfs You You	sogal@gmail.com v Rounding List have 37 unread alert	with speciality <mark>Geriatrics</mark> (s): <u>Go to messages in</u>	I Loo
Step-1 Medical Record Nor Nddress	step-: 47690068	created for I	Currently logged Review Notes Patient Max.Ron Admit New Step-3 Benograp * Account No:	d in to Test SNF Prut My Notes V Patient tep-4 Si phics Informa 74956584	To Handotts You You tion	sogal@gmail.com v Rugnding List have 37 unread alert	with speciality <mark>Geriatrice</mark> (s): <u>Go to messages in</u>	He Log
Idency Accessibility Lo M	sgibility.	e created for f	Currently logger Currently logger Review Notes Patient Max.Ron Admit New Stop-3 Bernograp * Account No: State	d in to Test SNF Prust My Notes V Patient tep-4 Si phics Informa 74956584	To Handolfs You You	sogal@gmail.com v Rounding List have 37 unread alert	with speciality Geriatrics	He I Loo
Step-1 Medical Record Nor Address City Country	sgibally.	2 connection	Currently logger Review Notes Patient Max.Ron Admit New Stop-3 S Demograg * Account No: State Zipcode	d in to Test SNF Prut My Notes v Patient tep-4 S phics Informa 74956584	To Handotts You to p-4	sogal@gmail.com v Ruunding List have 37 unread alert	with speciality <mark>Geriatrics</mark> (s): <u>Go to messages in</u>	I Log
Step-1 Medical Record Nor Nedical Record Nor Nedical Record Nor Nedical Record Nor Nedical Record Nor Nedical Record Nor Nor Nor Phone Number	sgibility handoff has been Step-1 temographics Inf 47690068	created for I	Currently logger Review Notes Patient Max,Ron Admit New Stop-3 Stop-3 Composition Composi	d in to Test SNF Prut Wy Notes y Patient tep-4 Si phics Informa 74956584	Too Handooffs You tep-4 tion	sogal@gmail.com v Rounding List have 37 unread alert	(s). <u>Go to messages in</u>	H Loo
Idency Accessibility Li atest Message: A new Step-1 Medical Record Nor Iddress City Country Iome Phone Number Imail Address	sgibility.	2 connection	Currently logger Review Notes Patient Max.Ron Admit New Stop-3 S Demograg * Account No: State Zipcode Cell Phone Number Emergency.Contact	d in to Test SNF Prut My Notes v Patient tep-4 S phics Informa 74956584	Too Handotts You top-4 tion we Em	sogal@gmail.com v Rounding List have 37 unread alert rk Phone Number ergency Phone Nu	with speciality Geriatrics	l Las
Step-1 Medical Record Nor V Medical Record Nor Vdress Sity Country Nome Phone Number imal Address	step-1	created for I	Currently logger Review Notes Patient Max.Ron Admit New Stop-3 Stop-3 Pernogra Account No: State Zipcode Cell Phone Number Emergency Contact	d in to Test SNF Prust My Notes v Patient tep-4 Sint phics Informa 74956584	To Handotts You to p-4 tion tion Em	sogal@gmail.com v Rounding List have 37 unread alert rik Phone Number ergency Phone Nu	with speciality Geriatrics	I Los
Idency Accessibility Lo atest Message: A new Step-1 Medical Record Nor Iddress City Country Iome Phone Number imal Address Clack	sgibility.	2 convection	Currently logger Review Notes Patient Max.Ron Admit New Step-3 S Demogray * Account No: State Zipcode Cell Phone Number Emergency Contact	v Patient tep-4 si phics Informa 74956584	Too Handolfs You top-4 tion we	sogal@gmail.com v Rounding List have 37 unread alert rk Phone Number ergency Phone Nu	(s) <u>Go to messages in</u>	I Loo
Step-1 Medical Record Nor Iddress Sity Sountry Iome Phone Number Imail Address	step-:	2 connection	Currently logger	d in to Test SNF Prut My Notes v Patient tep-4 Si phics Informa 74956584	E p-4	sogal@gmail.com v Rounding List have 37 unread alert rk Phone Number ergency Phone Nu	with speciality Geriatrics	1 Log
Step-1 Medical Record Nor Iddress Sty Country Iome Phone Number mail Address	sgibility	2 connection	Currently logger Review Notes Patient Max.Ron Admit New Stop-3 Stop-3 Pernogra Account No: State State State State Energency.Contact	v Patient tep-4 si phics Informa 74956584	Too Handotto	sogal@gmail.com v Rounding List have 37 unread alert	with speciality Geriatrics	thos
Idency Accessibility Li atest Message: A new Step-1 Medical Record Nor Address Thy Country tome Phone Number mail Address Clask	sgibility	2 connection	Currently logger	v Patient tep-4 si phics Informa 74956584	Too Handotto	sogal@gmail.com v Rounding List have 37 unread alert	with speciality Geriatrics	I Loo
Step-1 Medical Record Nor Address City Country Home Phone Number Email Address Cauk	step-:	2 connation	Currently logger	d in to Test SNF Prust My Notes	E Do Handotts You to p-4 tion tion Em	sogal@gmail.com v Rounding List have 37 unread alert rk Phone Number ergency Phone Nu	with speciality Geriatrics	Hereit Loop
Step-1 Step-1 Medical Record Nor Address City Country Home Phone Number Smal Address Step	sgibility	created for F	Currently logger Review Notes Patient Max.Ron Admit New Stop-3 S Demogra Account No: State Zipcode Cell Phone Number Emergency Contact	v Patient tep-4 si phics Informa 74956584	tion	sogal@gmail.com v Rounding List have 37 unread alert	with speciality Geriatrics	Hereit and the second s
Idency, Accessibility, Lu atest Message: A new Step-1 dent Identification of Medical Record Nor Address City Country Home Phone Number Small Address Case	sgibility	2 created for I	Currently logger	d in to Test SNF Prut My Notes v Patient tep-4 Si phics Informa 74956584	E p-4	sogal@gmail.com v Rounding List have 37 unread alert	with speciality Geriatrics	the second secon
Step-1 Medical Record Nor didress Sity Sountry Iome Phone Number mail Address Statk	sgibility	2 connection	Currently logger	d in to Test SNF Pruit Wy Notes	Co Handotts You tep-4 tion tion Em	Rounding List Rounding List have 37 unread alert	with speciality Geriatrics	H Los

M 🔹 🛎 😐									
Latest Message: A new h	andoff has been create	d for Patient	Max,Ron			You have	37 unread	alert(s) (Go to messages i
			Admit N	lew Patient					
Class 1	Chan 2		**** 2	Chan A .	them of				
Pallant Identification De	enagraphics totariniane	on Insuran	tep-3	Chance Mat	1 de la composición de la composicinda composición de la composición de la composición de la composici				
			Insurance	2 Information					
Primary Insurance Provider:									
Plan Name:				Effective Date:					
Policy Number:				Group Number:				1	
Copay:				Accept Assignm	ent:				
Subscriber Name:		5.0		Relationship:		Sex:	-		
Subscriber D.O.B:			20 - 20 - 10	Subscriber SSN					
Subscriber Address:			City:		Zipcoder		Sta	ste:	
Country:				Subscriber Phy	ne	-			
subscriber Employer:				Number					
< diach									Rest
N.o.									
fliciency Accessibility Len	ibility		Currently inc	Test Shie	L-	25 85003	ittiomail.com	n with co	eciality Geriatrice
anciency. Accessionly, Leg	unity.	_	Currently log	pged in to Trest Shilf		as neoga	iggman.con	n with sp	eciality Genatrics
H 🔶 🛢 🙁	- 12 V		Review Notes	Print My Notes	Do Hando	ffs R	ounding List	t.	
.atest Message: A new ha	andoff has been created	d for Patient I	Max Ron Admit No	ew Patient		You have	37 unread s	alert(s). <u>G</u>	o to messages in
atest Message: A new has Step-1	step-2	d for Patient I	Max.Ron Admit No tep-3	ew Patient Step-4 S Choices	tep-4	You have	37 unread s	alert(s). <u>G</u>	o to messages in
Latest Message: A new ha	ndaff has been creater Step-2 magnatise talornatio	d for Patient I SI	Max,Ron Admit No tep-3 on Information Ch	ew Patient Step-4 S Choices	tep-4	You have	37 unread s	alert(s). <u>G</u>	o to messages in
Step-1 Perent Message: A new ha	step-2	d for Patient I	Max,Ron Admit No tep-3 or Tifermation Ch	ew Patient Step-4 S Choices	tep-4	You have	37 unread a	alert(s). <u>G</u>	o to messages in
Atest Message: A new ha	Step-2 regranise Diference	d for Patient I Si	Max,Ron Admit No tep-3 te Tiffermation Ch	ew Patient Step-4 S Chaices	tep-4	You have	37 unread a	alert(s). <u>G</u>	o to messages in
Step-1 Proof Control of Control o	Step-2 regrantes biference	d for Patient I	Max,Ron Admit No tep-3 on Information Ch	ew Patient Step-4 S Choices	tep-4 information Alter	You have	37 unnad s Communica	alert(s). <u>G</u> ation:	o to messages in
Step-1 Forum Transformer De PCP: Pharmacy: HIPPA Notice Received:	Step-2 regenerates Ves T	d for Patient I	Max,Ron Admit No tep-3 te Information Ch	ew Patient Step-4 S Chaices	tep-4 Tefurminan Alla	You have	37 unread a	alert(s). G ation: [-	o to messages in Select
Atest Message: A new ha	Step-2 regradue Diference	d for Patient I	Max,Ron Admit No tep-3 te Tifermation Ch	ew Patient Step-4 S Choices	tep-4 printing	You have	37 unread a	alent(s). G	o to messages in Select.
Step-1 Step-1 Portant Transformer De PCP: Pharmacy: HIPPA Notice Received: < fact. OG ficiency, Accessibility, Leg	Step-2 requests bitrones Yes T	d for Patient I	Max,Ron Admit No tep-3 ch Ch	ew Patient Step-4 S Choices	tep-4 Information All	You have	37 unread a Communica	alent(s). G ation: [- m with sp	o to messages in Select
Atest Message: A new ha	Step-2 regradue tricente Yes •	d for Patient I	Max,Ron Admit No tep-3 or Difference Ch Currently log Review Notes	ew Patient Step-4 S Choices olces	tep-4 Information Allo	You have ow Email	37 unnad a Communica i@gmail.com	alent(s). G ation: -	o to messages in Select
Atest Message: A new ha	Step-2 Step-2 Programmer of the state Yes T Wes T Wes T Wes T	d for Patient I	Max,Ron Admit No tep-3 ch Ch Currently lo; Review Notes Max,Ron	ew Patient Step-4 S Chaices	tep-4 Tefurmation Alfo	You have ow Email as nsoge the You have	37 unread a Communica M@gmail.com	alent(s). G ation: [- m with sp alent(s). S	o to messages in Solort
Antest Message: A new ha	Step-2 requestion bitments Yes • bitp.	d for Patient I	Max,Ron Admit No tep-3 ch Currently log Review Notes Max,Ron Admit No	ew Patient Step-4 Choices protes print My Notes ew Patient	Lep-4 Information Allo	You have ow Email as nsogu file (You have	37 unnad a Communica N@gmail.com	ation: -	o to messages in Solort
Atest Message: A new ha	Indoff has been created Step-2 regraduate Diferences Yes Diff. Diff. Diff. Step-2	d for Patient I	Max,Ron Admit No tep-3 or Information Ch Currently los Review Notes Max,Ron Admit No tep-3	ew Patient Step-4 S Choices solces gged in to Test SNIF Print My Notes ew Patient Step-4 S	tep-4 officientian Allo Do Handir	You have ow Email	37 unread a Communica M@gmail.com tounding Lis 37 unread a	alert(s). G ation: - m with sp alert(s). S	o to messages in Select tectally Geriatrics
Attest Message: A new ha	step-2 requestion bitromation yes a bity. Step-2 model has been created Step-2 requestion bitromation	d for Patient I	Max,Ron Admit No tep-3 in Information Ch Currently log Review Notes Max,Ron Admit No tep-3 co Information	ew Patient Step-4 S Chaices Dices print for Test SNIF Print My Notes ew Patient Step-4 S Visit	Alle Do Hande Etep-4	You have ow Email as nsogu You have	37 unnad a Communica N@gmail.com	ation: -	o to messages in Select
Atest Message: A new ha	step-2 Step-2 Yes • andoff has been created Step-2	d for Patient I	Max,Ron Admit No tep-3 on Information Ch Currently log Review Notes Max,Ron Admit No tep-3 on Education Visit In	ew Patient Step-4 S Chaices olces aged in to Test SNIF Print My Notes ew Patient Step-4 S of ormation	Alle	You have	37 unread a Communica M@gmail.com tounding List 37 unread a	alert(s). G ation: - m with sp alert(s). S	o to messages in Solort- • Viest > Secially Genatics
Atest Message: A new ha	Indoff has been created Step-2 regradues biformate Yes Indoff has been created Step-2 regradues biformatio	d for Patient I	Max,Ron Admit No tep-3 controller Ch Currently log Review Notes Max,Ron Admit No tep-3 controller Visit In fering Hospital:	ew Patient Step-4 S Choices solces aged in to Test SNIF Print My Notes ew Patient Step-4 S Visit formation	Alla	You have ow Email as nsogu ffis 4 You have Code Sta	37 unread a Communica Mggmail.com tounding Lis 37 unread a	alert(s). G stion: - m with sp alert(s). G	o to messages in Solort Rent> Decially Geriatrics
Attest Message: A new ha	step-2 regradue Diferentia Yes bity Step-2 contained of the been created Step-2 regradue of the been created Step-2	d for Patient I	Max,Ron Admit Ne tep-3 Ch Ch Currently log Review Notes Max,Ron Admit Ne tep-3 co Chronital:	ew Patient Step-4 S Choices aged in to Test SNIF Print My Notes ew Patient Step-4 S Vier formation	Alla	You have ow Email as nsogu The You have Code Sta	37 unread a Communica Møgmail.com Xounding Lis 37 unread a	alert(s). G ation: - m with st alert(s). S	o to messages in Select
Attest Message: A new ha	step-2 regradue Diference I Yes T Bolty Step-2 andoff has been created Step-2	d for Patient I	Max,Ron Admit No tep-3 Ch Currently log Review Notes Max,Ron Admit No tep-3 Visit In Fering Hospital:	ew Patient Step-4 S Chaices produces print My Notes ew Patient Step-4 S formation	Alla Do Hande	You have ow Email as nsoga You have Code Sta	37 unread a Communica N@gmail.com Sounding Lis 37 unread a	alert(s). G	o to messages in Select Utest > bociality Geriatrics
Attest Message: A new ha	step-2 Step-2 Ves andoff has been created Step-2 Step-2	d for Patient I	Max,Ron Admit Ne tep-3 in Information Ch Currently log Review Notes Max,Ron Admit Ne tep-3 ice Enformation Visit In fering Hospital:	ew Patient Step-4 S Chaices aged in to Test SNIF Print: My Notes ew Patient Step-4 S formation	tep-4 Terformation Allo Do Handr	You have	37 unnad a Communica Mggmail.com Kounding Lis 37 unnead a	alert(s). G	o to messages in Solort- • Viest > Deciality Geriatrics
Atest Message: A new ha	step-2 regradues biomans Yes andoff has been created Step-2 regradues biomans Step-2 regradues biomans Step-2	d for Patient I	Max,Ron Admit Ne tep-3 in Information Ch Currently log Review Notes Max,Ron Admit Ne tep-3 co Education Visit In fering Hospital:	ew Patient Step-4 S Chaices solces aged in to Test SNIF Print My Notes ew Patient Step-4 S chaices visit	tep-4 offictions Alls Do Handir	You have	37 unread a Communica Mggmail.com tounding Lis 37 unread a	alert(s). G	o to messages in Solort
Atest Message: A new ha	Indoff has been created Step-2 regradues Diferences Ves Dotty: Step-2 regradues a biometric Step-2 regradues been created Step-2	d for Patient I	Max,Ron Admit Ne tep-3 in Information Ch Currently log Review Notes Max,Ron Admit Ne tep-3 in Information Visit In fering Hospital:	ew Patient Step-4 S Choices solces aged in to Test SNIF Print My Notes ew Patient Step-4 S Choices Wat formation	tep-4 Information Allo Do Handr	You have	37 unread a Communica i@gmail.com Kounding Liss 37 unread a	alert(s). G	o to messages in Select Units Decially Geriatrics

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	Corresponding field in MDlog application
error free import	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.

14	5	-C	0	1	£	6		1	1	54	4	M	N.	0	D.C.	D.
1	Last Name	First Name	Middle Initial	Street 1	Street 2	City	State	21p Code	Phone 1	Phone 2	Phone 3	Phone 4	Phone 5	Social Security	Signature	Patient Ty
3	Adam	Warry	R	1150 W. Doity 8d	t/o Oaks of West Kettering	Otty	OH	12345						123-45-6708	TRUE	Patient
1	Ant	Gerry	0	1412 Book Lane		Town	OH	12345						222-65-1234	TRUE	Patient
4	Anne	Lon		10 William Dr	Apt 154 E	Towne	OH	12345						777-56-3333	TRUE	Patient
-	Baker.	Ellie		570 St Peter St	Apt 105	city	OH .	12345						888-56-5555	TRUE	Patient
*	Bach	May		1115 Lake St		City	CH .	12345						654-12-5555	TINUE	Patient
1	Sark	Leonard .		4513 5 Shawn Cir	s/o Mary Jackson	Turan	CON	12345	(937)123-4567					121-65-9999	TRUE	Patient
4	Beam	James		1421 Michigan Rd	t/o Bradley Beasley	Valley	OH	12345	(937)854-1234					123-45-6789	TRUE	Patient
3	Ben	Gaylum	1.	5834 White Dr	r/o Heather Benasutti	city	OH	12345						999-45-2222	TRUE	Patient
10	Berf	Frank		120 Happy Cir		valley	OH	12345						777-45-3338	TRUE	Patient
11	Berf	Reelph		2207 Olander Pl		Town	OH	12345						111-65-4454	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.

MDLOG Safety. Efficiency. Accessibility. Legibility.		Currently logged in to Test SNIF		▼ as jgarros@mdops.com with		
🔂 🔳 🔹 🛢		✓ ×	Review Notes	Print My Notes	Do Handoffs	Rounding List
Administration				Patient Impo	ort Tool	
PCP Groups	* Choose file to upload	Choose File	No file chosen			
Facilities	* Attending Physician Garros, Jim					
Users	2 .					
Roles						
Specialities	Import Car	ncel				
Assessments						
Assessment Plans						
Import Patients						
Import ICD9 Codes						
My Settings						
Reports						