

MedRight Phlebotomy Scheduling Demonstration Guide

Version 4.0+ with Smartcheck Technology

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INTRODUCTION

MedRight Scheduling is an exciting breakthrough in computer technology! This unique system provides the ability to automatically track and schedule standing test orders for nursing home and home care patients. For phlebotomy services competing for business in these segments of the market, the benefits include operational savings and significantly improved customer service!

This demonstration guide will walk you through some of ***MedRight Home Care Scheduling's*** valuable features while allowing you to explore the rest of the system on your own.

INSTALL THE DEMONSTRATION PROGRAM

MedRight Scheduling IS SO SIMPLE!

Insert the enclosed CD-Rom. If your computer does not start the installation program automatically, from the Window's desktop, click on START, then RUN, then enter the command `x:\SETUP.EXE` (where x is the CD drive letter).

To run the demonstration program, double-click ***MedRight*** icon placed on your Windows desktop by the setup program. If no icon exists, double-click the PHL40.EXE file located in the \MEDRIGHT folder. **When prompted for a Username and Password, enter ADMIN for both.**

LET'S GET STARTED

REMEMBER MARY PROCTOR?

Let's start by looking at a patient in the Best Care Physician Group called Mary Proctor. She's been enjoying good health and currently has only a few tests scheduled. Yesterday, however, she began to experience some problems and her physician has ordered a CBC performed every 2 weeks starting today.

From the ***MedRight Scheduling*** MAIN MENU, click on PATIENT ENTRY in the left column. When the screen is displayed, click on the last name field near the top of the screen. Type PRO (for Proctor) and click FIND. If a number of patients named Proctor were in the database, it might be easier to locate them by entering a first name also. However, since there is only one we can leave the first name blank.

MedRight Scheduling now displays the demographic information for the first patient in the database with the last name beginning PRO. To scroll patients, click PREV and NEXT. Notice how much information is displayed to assist in identifying the correct patient. You may also retrieve patients utilizing their patient number!

LET'S ORDER THAT CBC!

Click EDIT to begin changing Mary's information. Now click the TEST ORDERS tab to display Mary's current orders. Notice how **MedRight Scheduling** displays Mary's name at the top of the test orders, so you always know which patient is being updated.

Click ADD to add a new order. At the bottom of the screen, type CBC for the test code. Press the Enter key and enter today's date for the Start Date. Press Enter again. Notice how **MedRight Scheduling** has calculated the maximum duration of the order, based on your laboratory's Medicare compliance preferences.

Next we indicate the frequency of the test, in this case every 2 weeks. Enter 2 at the Every # field and choose W from the Every Unit list. At this point, all ICD9 codes related to the order may be entered. When completed, click SAVE to save the order. Notice that only valid ICD9 codes are allowed. Also, for Medicare patients, the Medical Necessity database is checked to verify that an ICD9 code has been entered which is acceptable to Medicare.

YOU'RE ALL DONE!

At this point you've finished adding Mary Proctor's new CBC. It will be automatically scheduled every two weeks through the specified End date. How simple could it be!

Feel free to add more test orders or change some of Mary's existing information! To change an order, simply click on the order to highlight it, then click on EDIT. **MedRight Scheduling** displays the order at the bottom of the screen, where you just entered the new CBC. Try entering a different testing frequency, such as every 3 days (3D), 1 time only (1T), or every 3 months (3M).

Notice that on test orders with a monthly cycle, **MedRight Scheduling** indicates both the day of the week and the week of the month on which the test will be scheduled. For example, a test scheduled for every month starting September 1, 2004 will appear on the first Wednesday of October (the 6th) and again on the first Wednesday of November (the 3rd), etc.

When you are finished, simply click SAVE at the top of the screen to save the updated patient information. **MedRight Scheduling** will prompt you for another patient, or click EXIT to return to the main menu.

In addition to demographics and test orders, **MedRight Scheduling** allows you to store Insurance information, Date-Specific Comments, and electronic Patient Notes. You can easily display the scheduled draw dates for a patient by clicking SHOW DRAW DATES from either the demographic, test order, or date-specific comment screens.

GROW YOUR BUSINESS

START WITH YOURSELF!

Why don't you try adding yourself as a patient? Go to the PATIENT ENTRY screen. Click ADD and enter your last and first name. Assign yourself a patient number - **MedRight Scheduling's** flexible design allows use of medical record numbers or other numbering schemes.

Enter a client code or click LIST below the client field to display a list of clients currently defined in the system. Complete any other information you wish. Entry of most of this information is optional, but recommended to ensure requisition slips will contain all necessary demographic and billing information.

When you're finished, click on TEST ORDER and enter a few test orders. Perhaps click on PATIENT NOTES and enter a notation or two. When you are finished, click SAVE at the top of the screen, just as you did earlier.

DID YOU NOTICE?

MedRight Scheduling includes many convenient features designed to streamline your operations and make you a partner in you client's success -

- ! Quickly display upcoming and past scheduled draws for a patient
- ! Simple pop-up lists to choose client, physician, test code, and ICD9s.
- ! Utilize medical record numbers or any other number as the patient identifier.
- ! Enter phlebotomist comments to appear on every requisition for the patient, or only specific draw dates.
- ! A variety of formats are available for requisitions, draw lists, and other report. Tailor the system to each client's needs.
- ! Exclusive reminder feature never lets you forget important dates and tasks.

EXPLORE YOUR VISION

We've tried to let you discover just a few of the important features of **MedRight Scheduling**. As you can see, **MedRight Scheduling** blends the ever important clinical, billing, and customer service sides of your operation to allow you to achieve new heights! There is no limit to **MedRight Scheduling's** abilities and it can be easily customized to meet your specific needs.

MedRight Scheduling is regularly enhanced to ensure your market leadership. Software Inventors, Ltd also provides comprehensive training and on-going support, as partners in your success!

*Software Inventors, Ltd has been providing
innovative systems to health care and insurance companies since 1991*