

MEETING MINUTES

Meeting date [09/22/2021] Time [2:00 EST]

Client Name His Vision Eye Care

Note Taker Shannon Chaney

Attendees: Dr. Groves, Scott and other staff

AGENDA TOPICS: EMR SESSION 5

Discussion:

- Admin tab and some components, including:
 - How to access support
- My settings tab (**accessed per user!**)
 - General Settings> Use Browser Tabs, populates in tabs instead of windows(currently only Doctors)
 - Creating a pin/encounter password
 - Updating your password
 - How to obtain MD signature
 - Report Settings- customizing reports and letters- must choose doctor and "letter"
 - Encounter summary and Chart summary-can customize if needed
 - Glaucoma Flowsheet- Providers can specify preferences if they would like to, there is a default that populates- see attachment
- Practice Data Tab
 - Faxes- where to see if faxes have sent or failed
 - Logs- Employee Audit log- Can see who did what
 - Patients- Can close Open patient charts
 - Other Lists- can customize phone call types, disposition follow up/exam types, Intelfile-practice file types for scanning/uploading
 - CMS Regulatory Reports- setting MIPS measures, PI Settings/Quality Settings-run MIPS report(can take 24 hours), PI Reports/Quality Reports- review the reports
 - Reports- See how long a patient was in each area on workflow
- Practice Settings Tab
 - Users- adding and locking users, changing passwords
 - User Associations- Only access Permissions- Patient Detail & Chart- can add coding permission
 - Permissions- Can updated all permissions based on Employee Type(tech, front desk, etc), remember this will reset All previous permissions
 - Communication Groups- if you want to make groups to send notifications to (e.g. Billers, Techs, etc)
- Reviewed Chart Prepping(**Will discuss on next call**)
 - Start with the Go Live date and complete charts, move to the next day
 - Best to have the first 2-3 weeks Chart Prepped

Reminders/Action Items:



- Review chart prep approaches(attachment included)

Remember to use the Community Portal as your resource for educational webinars and helpful how-to's if you have questions in between phone sessions!

Login here: <http://www.nextech.com/client-support>

To review information covered in this Admin Session access the Community Portal at this address:

<https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Admin-Configuration-Overview>

Chart Prepping Webinars:

<https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Chart-Prepping-Tutorial-Paper-Charts>

<https://nextechsupport.force.com/nextech/s/article/IntelleChartPRO-Chart-Prepping-Tutorial-Working-with-Prepped-Charts>

Compliance with ICP:

<https://nextechsupport.force.com/nextech/s/intellechartpro-compliance>

Access the Recording for this call at the link below:

Recording-1 (89 MB):

https://service.ringcentral.com/rec/play/5B8DkxL-H5hglT9X0BWKr4gDTwOdAMvCReaFFbfC9ao3fgoUjM2zyWRYFQWy8aJoDudG_STZ9s2PFHJq

Recording-1 (41 MB):

https://service.ringcentral.com/rec/play/50BUkBD_SZtgJmwB0hWK_NkPT1ifV5zCGLaAE-XG86Q7KQgQjcmzzmcNHI9FGwesR6i_GzM0SU8UI5dD

Recording-1 (89 MB):

https://service.ringcentral.com/rec/play/704FxEcITZlgJG0H3RWK-d0CT1ucVZ7CSLXUE-DC_vcwfgwYjc64yzQNGAdKJMPp5r54MTV43TZDIGV3

(Access Password: &#SCQ4Ja)