

# **iSYSTOC 4.3.1 User Guide**

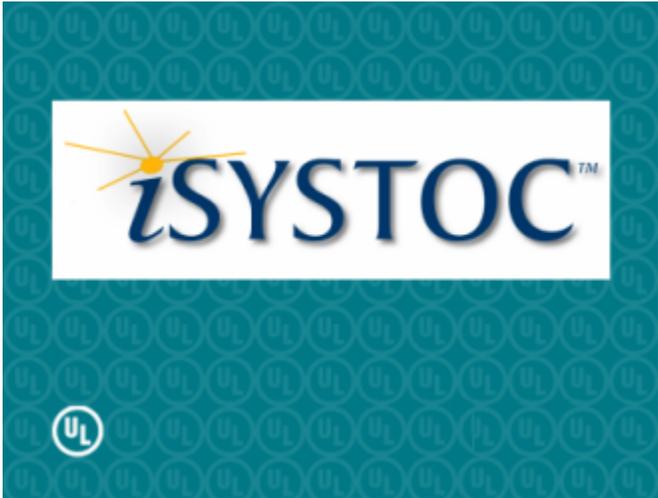
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iSYSTOC 4.3.1 User Guide



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## About iSYSTOC

iSYSTOC™ provides view-only access to applicable SYSTOC data via the Internet. Pre-approved third parties (such as employers, insurance carriers, healthcare practitioners and attorneys) can view the data in an online environment over a secure and encrypted connection.

Remote viewing of patient-specific injury, treatment, recall, immunization, drug and TB screening information is supported, as well as other test results that the clinic deems appropriate for viewing. PDF documents related to both injury and non-injury visits are available, as is trend analysis data. The amount and type of data a user is able to view is determined by the filter assigned to that person's user profile.

iSYSTOC E.R.™ is specifically created for use by emergency department personnel. It provides 24-hour access to employer-specific procedures that can be used when an employee visits the E.R. or other hospital department due to a work-related accident or screening requirement. Access to generic procedures is also provided.

## Logging into iSYSTOC

The clinic that provides you with access to iSYSTOC will give you the web address and a user name and password.

You should not reveal your login information to anyone outside of your organization. Clinics with multiple locations share the same password. As a security precaution, the password may change frequently.

Enter the web address in the address line of your browser. Enter your user name and password in the login screen. **Note:** the password field is case sensitive.

**Login:**

Username:

Password:

The clinic sets an expiration date for every password it issues. Thirty days prior to the expiration date, a reminder message displays:



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## Automatic Logout / Refresh

iSYSTOC automatically logs out the current user after 20 minutes of inactivity.

You will see a Login screen with the message “Your session expired. Please login below.” This feature is designed to keep your data secure and protected from unauthorized access.

Depending on your activity level, you may be asked to refresh your browser. To do this in Internet Explorer, click the **Refresh** button; in Chrome, click the **Reload** button. Typically the **F5** key will also perform this function.

## iSYSTOC Icons

Each screen in iSYSTOC E.R. has five icons in the upper right corner.

The table below describes the function of each icon:

| Icon  | Function  |
|---|---|
|   | <p>The <b>Home</b> icon returns you to the main option menu screen of iSYSTOC (the one you see after logging into the system).</p>  |
|   | <p>The <b>Print</b> icon opens the print dialog box and allows you to print the contents of the data area.</p>  |
|   | <p>The <b>Help</b> icon shows additional information and instructions for using iSYSTOC. These display in a separate browser window.</p>                                    |
|   | <p>The <b>About</b> icon displays copyright and version number information for iSYSTOC. Use the vertical scroll bar to see the information at the bottom of the window.</p> |
|  | <p>The <b>Logout</b> icon ends your iSYSTOC session and returns you to the login screen with blank <b>Username</b> and <b>Password</b> fields.</p>                          |

## Using iSYSTOC

iSYSTOC can display eight different information categories: Injury, Treatment, Trend Analysis, Drug Screens, Other Results, Recalls, Immunizations and TB Screenings.

The categories available to the logged-in user display in the options menu at the top of the screen. The categories a user can see is determined by the filter settings assigned to that person's user name and password in SYSTOC and any additional restrictions specified by the clinic. The following table shows the categories of data that are available with each filter type.

SYSTOC audits user access to protected health information in SYSTOC and iSYSTOC and logs the relevant details. This helps clinics comply with HIPAA standards and ARRA Certification Criteria for EHR Technology.

| <b>This category</b> | <b>Can be viewed by:</b>   |
|----------------------|--|
| Injury               | Employers, insurance carriers, healthcare practitioners, and attorneys |
| Treatment            | Employers, insurance carriers, healthcare practitioners, and attorneys |
| Trend Analysis       | Employers, insurance carriers, and healthcare practitioners only       |
| Drug Screens         | Employers and healthcare practitioners only                            |
| Other Results        | Employers only   |
| Recalls              | Employers only   |
| Immunizations        | Employers only   |
| TB Screenings        | Employers only   |
| Documents            | Employers only   |



## Search Options

Single clicking on a category displays the “Search By” options available for that category. By default, each category opens to a date search.

The open search option is highlighted, as shown in the iSYSTOC categories and treatment search options below.

|   |                  |                       |                     |                      |                |                      |
|---|------------------|-----------------------|---------------------|----------------------|----------------|----------------------|
| <b>Injury</b>   | <b>Treatment</b> | <b>Trend Analysis</b> | <b>Drug Screens</b> | <b>Other Results</b> | <b>Recalls</b> | <b>Immunizations</b> |
| Search By: <b>Treatment Date</b> Patient   All Treatments |                  |                       |                     |                      |                |                      |

The search options available in each category are summarized in the table below:

|                | Search by Date Range            | Search by Patient | All |
|----------------|---------------------------------|-------------------|-----|
| Injury         | Injury Date or First Visit Date | X                 | X   |
| Treatment      | Treatment Date                  | X                 | X   |
| Trend Analysis | Injury Date or First Visit Date |                   |     |
| Drug Screens   | Exam Date                       | X                 | X   |
| Other Results  | Exam Date                       | X                 | X   |
| Recalls        | Recall Date                     | X                 | X   |
| Immunizations  | Immunization Date               | X                 | X   |
| TB Screenings  | Exam Date                       | X                 | X   |
| Documents      | Exam Date                       | X                 | X   |

## Searching by Date Range

Enter a date range, start date, or end date to search for entries. Results can be also filtered by employer.

Each of the date range search options contains a data entry area similar to the one shown below:

Start Date:       End Date:

Employer:  ▼

The default entries start with the previous day’s date and end with the current date. To remove a date, highlight the entire entry and press **Delete** or click in the end of the field and use the **Backspace** key. Dates can be entered in mm/dd/yy or mm/dd/yyyy format. The forward slashes are entered automatically.

Date ranges can be specified in one of three ways:

- Using a start **and** an end date: All items in the specified range are searched.
- Using only an end date: All items dated on or before that date are searched.
- Using only a start date: All items dated on or after that date are searched.

Click **Search** or press **Enter** to retrieve results. If no records are available for the range specified, you will see the message “No records found that match the search criteria.” Otherwise, all records available to your filter type that meet the criteria will display.

### Employer Filter

iSYSTOC users who have the option of viewing data from different employers will see an **Employer** field with a drop-down menu whose default setting is All Employers. To view results for employees from a particular company—or, in the case of a corporate office, to a particular branch operation—select its name from the field’s drop-down menu.

Employer: All Employers

If only one employer’s data can be seen, there will be a static label identifying that employer instead of a field.

Employer: Dexell Manufacturing

The on-screen location of this field or label will vary, depending on which date range search you are viewing. It is not available on Patient search screens.

### Searching by Patient

Use the Patient search option to view information for a specific individual. You can search by Patient Name (first, last or both) or Social Security Number.

Enter your search criteria in the data input area, which will be similar to the one shown below.

Patient Name or SSN:

Search

For best results, enter a minimum of three numbers of the Social Security Number or letters of the name. Or, enter a few of the alphanumeric characters that are contained anywhere within the name or SSN, using the percentage character (%) as a “wild card” or placeholder for the missing characters. For example, an entry of %12% would find all SSNs that contain those numbers. If you are looking for a name that ends with “son,” an entry of %son would find all names (first and last) such as Jackson, Thompson, Johnson, etc.

Click **Search** or press **Enter** to obtain results. If there are none, you will see the message “No records found that match the search criteria.” Otherwise, all records that match the specified criteria are displayed.

### Viewing All Items

Selecting the **All Search By** option for a category automatically accesses every item in that category from all relevant employers, although you may not be able to see them all.

Your view will be limited to the number of items specified during system setup as the maximum allowed to display. If the number of records found exceeds this limit, only the permitted number of records will be shown, along with a message telling you to refine your search criteria.

Individuals who have access to the **Employer** field can use it to limit search results to the employees of a particular company or, in the case of a corporate office, to a particular branch operation.

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## Filter by Department

Search results shown on the Injury, Treatment, Recalls, Immunizations and TB Screenings tabs can be filtered by department, using the field that appears above the search results list.

The default setting is All Depts; other options may be available in the drop-down list.

## Injury Views

When Injury records are found that match the specified search criteria, they are listed on the screen, followed by a brief summary of the same information. For more information, see Search Options.

An example of the Injury search results is shown below.

Filter by Dept: All Depts ▼

**Injury List**

Note: privacy status cases are not displayed individually, but are included in the Trend Analysis.

| Injury Date                | First Visit | Patient Name     | Diagnosis                         | Work Status | As Of      | Birth Date | Med Rec # | Department Name          |
|----------------------------|-------------|------------------|-----------------------------------|-------------|------------|------------|-----------|--------------------------|
| <a href="#">12/16/2009</a> | 12/16/2009  | Moss, Peter      | Sacroiliac Sprain, Right          | Light Duty  | 12/16/2009 | 01/13/1959 | 01010001  | Manufacturing Department |
| <a href="#">12/02/2009</a> | 12/02/2009  | Dumont, Chester  | Knee Pain, Left                   | Light Duty  | 12/16/2009 | 06/14/1952 |           | Maintenance              |
| <a href="#">11/23/2009</a> | 11/23/2009  | McGuire, Mary L. | Sprain/Strain, Lumbosacral region | Light Duty  | 12/02/2009 | 02/02/1963 | 12641818  | Maintenance              |
| <a href="#">10/24/2009</a> | 10/24/2009  | Moss, Peter      | Sprain/strain, ankle              | Full Duty   | 12/16/2009 | 01/13/1959 | 01010001  | Manufacturing Department |
| <a href="#">08/27/2004</a> | 08/27/2004  | Moss, Peter      | Low Back Pain                     | Full Duty   | 09/14/2004 | 01/13/1959 | 01010001  | Manufacturing Department |
| <a href="#">06/07/2002</a> | 06/07/2002  | Moss, Peter      | Foreign body, eye                 | Full Duty   | 06/08/2002 | 01/13/1959 | 01010001  | Manufacturing Department |
| <a href="#">06/07/2002</a> | 06/07/2002  | Moss, Peter      | Foreign body, eye                 | Full Duty   |            | 01/13/1959 | 01010001  | Manufacturing Department |

**Injury Case Summary**

Note: This summary pertains to only the injuries listed above based on the criteria you specified.

|                         |                              |
|-------------------------|------------------------------|
| Number of Injuries: 7   | Cases Open: 4                |
| Capacity Out-of-Work: 0 | Estimated Days Lost: 9       |
| Capacity Lt. Duty: 3    | Estimated Days Lt. Duty: 111 |
| Capacity Full Duty: 4   |                              |

Injury search results are sorted by injury date in descending order. Click on the header of the date column to reverse the order of the information. Single clicking on a different column header also changes the sort order of the list. The first click sorts the items in ascending order (from lower numeric value to higher numeric value, or alphabetically for text); a second click reverses the sort order.

You can limit your view of search results to the members of a particular department by selecting the department name from the **Filter by Dept** drop-down list. The default setting is All Depts.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, you will see a message telling you to refine your search criteria.

The information shown in the **Work Status** column of the injury results list reflect the clinic's status, not the company status. Similarly, the light and lost day information provided in the summary (shown below the grid) reflects the clinic's calculations, not the company's.

## Injury Details

Clicking on a date in the Injury Date column of the search results list displays detailed information for the associated injury along with visit history information.

If any of the visits listed on the **Visit History** screen have an associated PDF document that is approved for viewing via iSYSTOC, a Show Documents link will display above the Visit History list. If no such documents exist, a message *No documents available for this injury* displays. See [Show Injury-Related PDF Documents](#) for more information.

Clicking on a date on this screen displays only the information for that visit.



Note that only work-related restrictions will be mentioned in the Details column, not “personal” restrictions that may be communicated directly to the patient.

**Injury Detail**  
October 04, 2010 12:09:28PM

|                      |              |               |                                      |
|----------------------|--------------|---------------|--------------------------------------|
| <b>Patient Name:</b> | Smith, Susan | Employer:     | Dexell Manufacturing                 |
| Birth Date:          | 10/05/1965   | Department:   |                                      |
| Date of Injury:      | 12/2/2009    | Insurance Co: | Liberty Mutual Workers' Compensation |
|                      |              | Claim Number: | 475-3990                             |

Patient Description of Accident: "I cut my left thumb while slicing a package open."

Diagnosis: 1. Open wound, finger (883.0).

|              |                                  |                |   |
|--------------|----------------------------------|----------------|---|
| Work Status: | Returned to work as of 12/9/2009 | Days Lost:     | 0 |
| Case Status: | CLOSED - Discharged/Resolved     | Days Lt. Duty: | 7 |
| Next Appt:   |                                  |                |   |

**Documents:**  
[Show Documents](#)

**Visit History:**

| Date       | Time  | Arrived - Out | Status    | Details   |
|------------|-------|---------------|-----------|---|
| 12/09/2009 | 11:00 | 10:50 - 11:15 | Treatment | Practitioner: William L. Newkirk , MD<br>Treatment: Work Comp Follow-up Visit, removed sutures, continue meds<br>Restrictions: Return to full duty / No restrictions                                    |
| 12/02/2009 | 09:15 | 09:30 - 10:40 | Treatment | Practitioner: William L. Newkirk , MD<br>Treatment: Work Comp Initial Visit, sutures<br>Restrictions: Keep wound area clean and dry<br>Limited repetitive grasping/pinching<br>Limited use of left hand |

[Back to Search Results](#)

To return to the results list, do not use your browser’s back button; use the **Back to Search Results** link above and below the visit history list.

## Show Injury-Related PDF Documents

You can see injury-related PDF documents that the clinic has approved for viewing in iSYSTOC via the Injury Detail screen.

The Documents area of the screen displays a link for *No documents available for this injury* or *Show Documents*. Click the link to display a documents list similar to the one shown below.

Click **view** In the Action column to display the associated document in a new browser window. You can open more than one document at a time. Open documents do not close automatically when you exit iSYSTOC; you must close the browser window manually.

To close the document list, click **Hide Documents**.



**Documents:**

| Date       | Description                            | Action               |
|------------|--|----------------------|
| 09/21/2010 | Patient Visit Summary and Instructions | <a href="#">view</a> |
| 09/21/2010 | WC Follow-up                           | <a href="#">view</a> |

[Hide Documents](#)

## Additional Injury Search Options

You can limit your view of injury search results to only Open or Closed injuries by using the Status option.

Injuries are generally closed when the patient recovers, or is medically stable and no longer needs treatment. The default is All. To change it, select another option, then click **Search** or press **Enter**.

**Injury Search by: All Injuries**

Status:  All  Open  Closed

Expanded View

Check the **Expanded View** option to see additional information (such as Accident Description, Diagnosis, and Next Appointment Date) for all of the injuries included in the search results, as illustrated in the figure below.

Filter by Dept: All Depts

Note: privacy status cases are not displayed individually, but are included in the Trend Analysis.

|                       |   |                          |                          |
|-----------------------|---|--------------------------|--------------------------|
| <b>Patient Name:</b>  | <b>Moss, Peter</b>  | Employer:                | Dexell Manufacturing     |
| Birth Date:           | 01/13/1959  | Department:              | Manufacturing Department |
| Date of Injury:       | <a href="#">08/27/2004</a>  | Work Capacity:           | Full Duty                |
| Primary Provider:     | William L. Newkirk , MD   | Work Status Date:        | 09/14/2004               |
| Diagnosis:            | Low Back Pain   |                          |                          |
| Accident Description: | CHIEF COMPLAINT: Peter states that on August 27, 2004, while working for Dexell Manufacturing, he injured the lower back when he was lifting a container. |                          |                          |
| Case Status:          | CLOSED - Discharged/Resolved  | Estimated Days Lost:     | 0                        |
| Next Appt Date:       |   | Estimated Days Lt. Duty: | 18                       |
| Next Appt Type:       |   | Estimated as of:         | 12/9/2009                |

**Injury Case Summary**

Note: This summary pertains to only the injuries listed above based on the criteria you specified.

|                       |   |                          |    |
|-----------------------|---|--------------------------|----|
| Number of Injuries:   | 1 | Cases Open:              | 0  |
| Capacity Out-of-Work: | 0 | Estimated Days Lost:     | 0  |
| Capacity Lt. Duty:    | 0 | Estimated Days Lt. Duty: | 18 |
| Capacity Full Duty:   | 1 |                          |    |



## Treatment Views

When Treatment records are found that match the specified search criteria, they are listed on screen.

An example of this display is shown in the figure below. For instructions on entering search criteria, see [Search Options](#).

Filter by Dept:

**Treatment List**

Note: privacy status cases are not displayed individually, but are included in the Trend Analysis.

| Date                       | Time  | Patient Name     | Description   | Status    | Birth Date | Med Rec.# | Department Name          |
|----------------------------|-------|------------------|---|-----------|------------|-----------|--------------------------|
| <a href="#">12/02/2009</a> | 09:00 | Moss, Peter      | Work Comp Follow-up Visit                                     | Treatment | 01/13/1959 | 01010001  | Manufacturing Department |
| <a href="#">12/02/2009</a> | 10:00 | Dumont, Chester  | Work Comp Initial Visit                                       | Treatment | 06/14/1952 |           | Maintenance              |
| <a href="#">12/02/2009</a> | 13:00 | McGuire, Mary L. | Work Comp Follow-up Visit, improving, return to modified duty | Treatment | 02/02/1963 | 12641818  | Maintenance              |
| <a href="#">11/23/2009</a> | 13:00 | McGuire, Mary L. | Work Comp Initial Visit, meds                                 | Treatment | 02/02/1963 | 12641818  | Maintenance              |
| <a href="#">10/24/2009</a> | 14:00 | Moss, Peter      | Work Comp Initial Visit                                       | Treatment | 01/13/1959 | 01010001  | Manufacturing Department |

Treatment search results are initially displayed in descending date order. Clicking on the header of the date column reverses the order of the information. You can also change the sort order of the list by single clicking on a different column header. The first click sorts the items by that category in ascending order (from lower numeric value to higher numeric value, or alphabetically for text); a second click reverses the sort order.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, you will see a message telling you to refine your search criteria.

You can limit your view of search results to the members of a particular department by selecting the department name from the **Filter by Dept** drop-down list. The default setting is All Depts.

Clicking on a date in the Date column of the search results list displays a screen containing the same detailed information that is available from the Injury search. Use the **Back to Search Results** link to return.

## Additional Treatment Search Options

You can search Treatment by patient, and filter by Open or Closed injury status.

You can limit your view of search results to either Open or Closed injuries by using the Status option. (Injuries are generally closed when the patient recovers or is medically stable and no longer needs treatment.) The default is All. To change it, select another option, then click **Search** or press **Enter**.

**Treatment Search by: Patient**

Patient Name or SSN:

Status:  All  Open  Closed

## Trend Analysis View

The Trend Analysis section displays injury trend information for a specified date range. This section can only be accessed by users designated as employers, insurance carriers and healthcare practitioners.

There are two “Search By” options: one for Injury Date and another for First Visit Date. The default date range for both options is from the previous day’s date to the current date. For more information about searching, see [Searching by Date Range](#).

Both data input areas display the name of the employer whose data is being accessed and the type of date used to specify the range, as illustrated in the image below.

**Injury Analysis for: Dexell Manufacturing**

**Injury Analysis by: Injury Date**

Start Date:  End Date:

Status:  All  Open  Closed Employer:  ▼

You can limit your view of search results to only Open or Closed injuries by using the **Status** option. (Injuries are generally closed when the patient recovers, or is medically stable and no longer needs treatment.) The default is All. To change it, select a new option and click **Search**.

Search results are presented in ascending ICD code order (lowest to highest number) with summary information underneath, as shown below. You can change the sort order of the list by single clicking on a different column header. The first click sorts the items by that category in ascending order (from lower numeric value to higher numeric value, or alphabetically for text); a second click on the column header reverses the sort order.

| Note: privacy status cases are not displayed individually, but are included in the Trend Analysis. |                                       |          |        |             |              |                |           |
|--|---------------------------------------|----------|--------|-------------|--------------|----------------|-----------|
| Code   | Description                           | Cases    | %      | Avg. Visits | Avg. Lt Days | Avg. Lost Days | Avg. Cost |
| 354.0  | Carpal tunnel syndrome                | 1        | 11.11% | 1           | 0            | 0              | \$0.00    |
| 719.43   | Wrist pain cumulative trauma          | 1        | 11.11% | 1           | 0            | 0              | \$0.00    |
| 724.2  | Low back pain                         | 1        | 11.11% | 1           | 0            | 0              | \$34.00   |
| 845.0  | Sprain/strain, ankle                  | 1        | 11.11% | 1           | 7            | 0              | \$0.00    |
| 845.10   | Sprain/strain, foot, unspecified site | 1        | 11.11% | 4           | 1109         | 0              | \$199.40  |
| 846.0  | Sprain/Strain, Lumbosacral region     | 1        | 11.11% | 3           | 21           | 9              | \$130.00  |
| 880.13   | Open wound, upper arm (complicated)   | 1        | 11.11% | 2           | 0            | 0              | \$335.50  |
| 883.1  | Open wound, finger(complicated)       | 1        | 11.11% | 2           | 6            | 0              | \$169.00  |
| 924.20   | Contusion, foot                       | 1        | 11.11% | 1           | 0            | 0              | \$122.00  |
| Total Number of Cases:   |                                       | 9        |        |             |              |                |           |
| Total Cost:  |                                       | \$989.90 |        |             |              |                |           |
| Average Cost:  |                                       | \$109.99 |        |             |              |                |           |



Individual information is not displayed for injuries that are designated as privacy cases within SYSTOC, but their statistics are included on the Trend Analysis screens. Injuries that lack ICD codes in SYSTOC are categorized under a code of "UNKNOWN."

The amount labeled **Average Cost** is the total cost for all injuries divided by the total number of cases.



## Drug Screen Views

Drug screen results are available to remote users designated as employers and medical practitioners; they are not available to insurance carriers or attorneys.

When drug screen results are found that match the specified search criteria, they are listed as shown below. This list contains a Patient Name column, although some testing protocols do not allow the name to be displayed on the results.

For more information about searching, see Search Options.

Note: Non-negative drug test results are not displayed.

| Exam Date                  | Patient Name        | Birth Date | Driv. Lic.# | Department Name          | Panel                   | Result  |
|----------------------------|---------------------|------------|-------------|--------------------------|-------------------------|---------|
| <a href="#">05/03/2007</a> | Dumont, Cora        | 02/04/1952 |             | Manufacturing Department | DOT Drug Screen Program | Pending |
| <a href="#">05/03/2007</a> | Smythe, Pattie      | 07/12/1964 |             |                          | DOT Drug Screen Program | Pending |
| <a href="#">05/03/2007</a> | Henderson, Jimmy    | 04/12/1942 |             | Transportation           | DOT Drug Screen Program | Pending |
| <a href="#">05/03/2007</a> | Keller, Bradford Y. | 10/02/1950 |             | Manufacturing Department | DOT Drug Screen Program | Pending |

The information displayed complies with federal standards for electronic report of DOT drug tests. Accordingly, only two possible test results are available online:

- Pending – a final result has not yet been obtained or the result may be obtained only by calling the clinic.
- Negative - (self-explanatory).

When a drug test result is negative but the sample is dilute, the result shown in the Drug Test List view is followed by an asterisk. A message displays instructing the user to contact the clinic for further information.

Drug screen search results are sorted by exam date in descending date order. Click the header of the Exam Date column to reverse the order of the information. You can also change the sort order of the list by single clicking on a different column header. The first click sorts the items by that category in ascending order (from lower numeric value to higher numeric value, or alphabetically for text); a second click reverses the sort order.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, a message displays telling you to refine your search criteria.

### Drug Screen Details

Click on an Exam Date in the drug screen results view to display more information about a specific result. The first column in the results list displays the Exam Date. Click on an individual date to display the Drug Screen Results Detail for a specific drug panel, as shown below. Use the **Back to Search Results** link to return to the results list.

[Back to Search Results](#)

**Drug Screen Results Detail**

March 12, 2014 08:40:39AM

**Name:** Dumont, Chester M.

**Birth Date:** 09/14/1952

**Social Security #:**

**Driv. Lic #:**

**Collection Date/Time:** 10/16/2012 10:00

**Date CCF Received:** 10/16/2012

**Specimen ID #:** 97757763

**Drug Test Profile:** 9 Panel Drug Screen

**Drugs Tested for:** Amphetamines, Barbiturates, Benzodiazepines, Cannabinoids, Cocaine, Methadone, Methaqualone, Opiates, Phencyclidine (PCP), Propoxyphene

**Collection Site:** Medwork  
25 Fairview Ave  
Skowhegan, ME 04976

**Collector:** Jim Martin

**Laboratory:** Physicians Reference Laboratory  
7800 W. 110th St  
Overland Park, KS 66210

**Test Reason:** Post Accident

**Medical Review Officer:** William L. Newkirk, MD

**Address:** Medwork USA  
25 Fairview Ave  
Skowhegan, ME 04976  
207-474-6432

**Result:** Negative

**MRO Verified on:** 09/20/2006

**Results Released on:** 09/20/2006

[Back to Search Results](#)



## Other Results Views

The other results category is for test results other than drug screens. This option is only available to remote users designated as employers.

When results are found that match the specified “Search by” criteria, they are listed as shown below. This list contains a **Patient Name** column, although some testing protocols do not allow the employee name to be displayed on the results.

For more information about searching, see [Search Options](#).

| Exam Date                  | Patient Name     | Birth Date | Department Name | Service Provided           | Result                          |
|----------------------------|------------------|------------|-----------------|----------------------------|---------------------------------|
| <a href="#">04/09/2007</a> | Capone, Alvin X. | 02/03/1941 |                 | Complete Blood Count (CBC) | within normal limits, see chart |
| <a href="#">04/09/2007</a> | Capone, Alvin X. | 02/03/1941 |                 | Physical Examination       | pass                            |
| <a href="#">01/09/2007</a> | Henderson, Jimmy | 04/12/1942 |                 | Physical Examination       | Pass                            |

The results in this list are sorted by exam date in descending date order. Click on the header of the **Exam Date** column to reverse the order of the information. You can also change the sort order of the list by single clicking on a different column header. The first click sorts the items by that category in ascending order (from lower numeric value to higher numeric value, or alphabetically for text); a second click on the column header reverses the sort order.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, a message displays telling you to refine your search criteria.

### Other Results Details

Click on an Exam Date in the drug screen results view to display more information about a specific result. The first column in the Other Results list view displays the Exam Date. Clicking on an individual date displays the Results Detail for a specific service. One such detail view is illustrated below. Use the **Back to Search Results** link to return to the results list.

|  |                         |             |
|--|-------------------------|-------------|
| <a href="#">Back to Search Results</a> |                         |             |
| <b>Results Detail</b>                  |                         |             |
| December 11, 2009 04:28:28PM           |                         |             |
| <b>Patient Name:</b>                   | <b>Capone, Alvin X.</b> | Employer:   |
| Birth Date:                            | 02/03/1961              | Department: |
| Exam Date:                             | 06/03/2008 09:30        |             |
| Practitioner:                          | William L. Newkirk, MD  |             |
| Service Provided:                      | Physical Exam           |             |
| Result:                                | pass                    |             |
| Comment:                               | cxr normal              |             |
| <a href="#">Back to Search Results</a> |                         |             |



## Recalls

Recalls are reminders that patients are due for additional follow-up. The Recalls tab is only available to remote users designated as employers.

When results are found that match the specified “Search by” criteria, they are listed as shown below. For more information about searching, see [Search Options](#). Search results may include records of individuals who were employees at the time the service was provided but are no longer with the company.

You can limit your view of search results to the members of a particular department by selecting the department name from the drop-down list in **Filter by Dept.** The default setting is All Depts.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, a message displays telling you to refine your search criteria.

| Filter by Dept: All Depts |                    |                      |                                |         |
|---------------------------|--------------------|----------------------|--------------------------------|---------|
| Recall Date               | Patient Name       | Department Name      | Description                    | Comment |
| 01/22/2010                | Carter, Mary Ellen | Emergency Dept       | Third Hepatitis B Vaccination  |         |
| 01/06/2010                | White Jr, David    | 4 West               | Second Hepatitis B Vaccination |         |
| 12/23/2009                | Alyson, Karen      | Central Registration | Second Hepatitis B Vaccination |         |

## Immunizations

This tab displays patients' immunization records, but does not include TB-related data, which is shown separately on the TB Screenings tab. The Immunizations tab is only available to remote users designated as employers.

When results are found that match the specified "Search by" criteria, they are listed as shown below. For more information about searching, see [Search Options](#). Search results may include records of individuals who were employees at the time the service was provided but are no longer with the company.

You can limit your view of search results to the members of a particular department by selecting the department name from the **Filter by Dept** drop-down list. The default setting is All Depts.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, a message displays telling you to refine your search criteria.

| Filter by Dept: <input type="text" value="All Depts"/> |                        |  |                          |
|--|------------------------|--|--------------------------|
| <u>Patient Name</u>                                    | <u>Department Name</u> | <u>Immunization Description</u>        | <u>Immunization Date</u> |
| Alyson, Karen  | Central Registration   | HEPB1 - First Hepatitis B Vaccination  | 11/23/2009               |
| Arbuckle, Agatha                                       |                        | H1 - HEPB1                             | 12/28/2009               |
| Bristol, David M.                                      | Shipping Dept          | TTVAC - Tetanus Toxoid vaccine         | 12/02/2009               |
| Carter, Mary Ellen                                     | Emergency Dept         | TB - Surveillance                      | 07/26/2009               |
| Carter, Mary Ellen                                     | Emergency Dept         | HEPB1 - First Hepatitis B Vaccination  | 07/26/2009               |
| Carter, Mary Ellen                                     | Emergency Dept         | HEPB2 - Second Hepatitis B Vaccination | 08/25/2009               |

## TB Screenings

This tab displays patient TB screening records, and is only available to remote users designated as employers.

A single tuberculosis record is used to document both the injection of the antigen and the result of the test when the patient returns to have it read. The details of another test or surveillance event (such as the second step in the 2-step series required for pre-placement, results of periodic questionnaire, etc.) are captured in separate records.

When results are found that match the specified “Search by” criteria, they are listed as shown below. For more information about searching, see [Search Options](#). Search results may include records of individuals who were employees at the time the service was provided but are no longer with the company.

You can limit your view of search results to the members of a particular department by selecting the department name from the **Filter by Dept** drop-down list. The default setting is All Depts.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, a message displays telling you to refine your search criteria.

| Filter by Dept: <input type="text" value="All Depts"/> |                          |                                 |                         |            |            |
|--|--------------------------|---------------------------------|-------------------------|------------|------------|
| Patient Name   | Department Name          | Reason Description              | Result                  | Date Done  | Date Read  |
| Brown, Barbara   | Manufacturing Department | Preplacement 1st test of 2-step | Negative 0.0mm          | 06/05/2010 | 06/07/2010 |
| Emery, Robert A.                                       |                          | Surveillance                    | Positive 44.0mm - yikes | 05/15/2010 | 05/17/2010 |

## Documents

This tab displays PDF documents associated with non-injury visits.

To be seen in iSYSTOC, a PDF must be designated as viewable at the clinic level and must be permitted by the filter type of the logged-in user. Injury-related documents can be seen via the Injury tab; for more information, see [Show Injury-Related PDF Documents](#). Documents are available in iSYSTOC after they are flattened in SYSTOC.

When results are found that match the specified “Search by” criteria, they are listed as shown below. For more information about searching, see [Search Options](#).

You can limit your view of search results to the members of a particular department by selecting the department name from the drop-down list in **Filter by Dept**. The default setting is All Depts. You can also use the **Filter by description** field to search for a particular type of document.

The maximum number of search results you can see in a list is specified during system setup. If more items are available, you will see a message telling you to refine your search criteria.

Click **view** in the Action column to display the associated document in a new browser window. You can open more than one document at a time. Open documents do not close automatically when you exit iSYSTOC; you must close the browser window manually.

|                        |  |
|------------------------|--|
| Filter by Dept:        | <input type="text" value="All Depts"/> |
| Filter by description: | <input type="text"/>                   |

| Patient Name   | Department Name | Date       | Description                   | Action               |
|----------------|-----------------|------------|-------------------------------|----------------------|
| Moss, Peter T. | Maintenance     | 09/21/2010 | Audiogram                     | <a href="#">view</a> |
| Moss, Peter T. | Maintenance     | 09/21/2010 | DOT Physical Examination      | <a href="#">view</a> |
| Moss, Peter T. | Maintenance     | 09/21/2010 | 5 Panel (Non DOT) Drug Screen | <a href="#">view</a> |
| Moss, Peter T. | Maintenance     | 09/21/2010 | Breath Alcohol Testing DOT    | <a href="#">view</a> |



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## **iSYSTOC E.R.**

iSYSTOC E.R. provides 24-hour remote access to employer-specific and generic procedures for Emergency Department personnel.

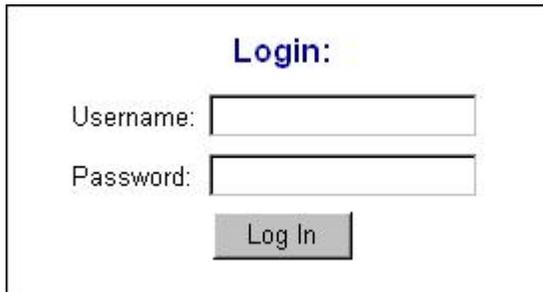
This enables providers to follow the appropriate protocols when an employee visits the E.R. or other hospital department due to a work-related accident or screening requirement.

## Logging into iSYSTOC E.R.

The clinic that provides you with access to iSYSTOC will give you the web address and a user name and password.

You should not reveal your login information to anyone outside of your organization. Clinics with multiple locations share the same password. As a security precaution, the password may change frequently.

Enter the web address in the address line of your browser. Enter your user name and password in the login screen. **Note:** the password field is case sensitive.



The screenshot shows a login interface with the following elements:

- A title "Login:" in blue text.
- A label "Username:" followed by a text input field.
- A label "Password:" followed by a text input field.
- A "Log In" button below the password field.

---

## Automatic Logout / Refresh

iSYSTOC automatically logs out the current user after 20 minutes of inactivity.

You will see a Login screen with the message “Your session expired. Please login below.” This feature is designed to keep your data secure and protected from unauthorized access.

Depending on your activity level, you may be asked to refresh your browser. To do this in Internet Explorer, click the **Refresh** button; in Chrome, click the **Reload** button. Typically the **F5** key will also perform this function.



## iSYSTOC Icons

Each screen in iSYSTOC E.R. has five icons in the upper right corner.

The table below describes the function of each icon:

| Icon  | Function  |
|---|---|
|   | <p>The <b>Home</b> icon returns you to the main option menu screen of iSYSTOC (the one you see after logging into the system).</p>  |
|   | <p>The <b>Print</b> icon opens the print dialog box and allows you to print the contents of the data area.</p>  |
|   | <p>The <b>Help</b> icon shows additional information and instructions for using iSYSTOC. These display in a separate browser window.</p>                                    |
|   | <p>The <b>About</b> icon displays copyright and version number information for iSYSTOC. Use the vertical scroll bar to see the information at the bottom of the window.</p> |
|  | <p>The <b>Logout</b> icon ends your iSYSTOC session and returns you to the login screen with blank <b>Username</b> and <b>Password</b> fields.</p>                          |

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## Using iSYSTOC E.R.

iSYSTOC E.R.™ provides 24-hour remote access to available employer-specific protocols (called “procedures” in SYSTOC).

These procedures can be used when an employee visits the E.R. or other hospital department due to a work-related accident or screening requirement. Access to generic procedures is also provided.

A Print icon, available at the top of all data screens, can be used to produce a hard copy of the screen contents. It may be particularly useful to print the Flow Sheet, which contains blank lines that can be used for entering patient information.

## Select an Employer

The first screen you see in iSYSTOC E.R. is used to identify the employer whose protocol(s) you want to view. You can either conduct a search or choose a name from a list.

**ER - Employer Protocols**

Employer Name Contains:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [Generic Procedure List](#)

### Search for a Name

Type any part of the name in **Employer Name Contains**. For best results, enter at least three letters; click **Search**. The search results display in the format shown in the image below. Left click on the desired employer name to select. If no names match your criteria, a message displays: *There are no employers that match the search criteria.*

### Choose from a List

Click on the first letter of the employer name you want to select. The search results display in the format shown in the image below. If no employer names entered in SYSTOC begin with that letter, a message displays: *There are no employers that match the search criteria.*

| Company   | Address                                     | City       | State |
|---|---|------------|-------|
| <a href="#">Fairfax Textiles</a> (FAIRFAX)          | 50 LoMar Street                             | Skowhegan  | ME    |
| <a href="#">Fairview General Hospital</a> (FAIRGEN) | 15 Fairview Ave. P.O. Box 7140              | Skowhegan  | ME    |
| <a href="#">Fast Trac Shoe Company</a> (FASTTRAC)   | 236 Forest Drive Parker Complex, Suite 3168 | Waterville | ME    |

The maximum number of search results you can see in a list is specified during system setup. If your search results exceed this maximum, a message displays telling you to refine your search criteria.

## View Procedures

Select an employer to display a screen that provides access to the employer profile (contact information), employer-specific procedures (employer requirements for specific types of visits), and generic procedures (clinic requirements for general types of visits).

If employer-specific procedures are available, they are listed alphabetically at the top. The lower portion contains generic procedures.

You can view a generic procedures list without selecting an employer by clicking **Generic Procedure List** on the right side of the screen.

**ER - Employer Procedure Selection**

**Fairview General Hospital** ([View Employer Profile](#))

Include Company Profile with Flow Sheet

View Flow Sheet For Selected Procedures

---

**Employer Specific Procedure List:**

| A - W   | W - Z  |
|---|--|
| <input type="checkbox"/> Employee Entrance Exam (pre-placement) | <input type="checkbox"/> Work Comp Initial Visit |
| <input type="checkbox"/> TB Skin Test (PPD)                     |  |

To choose a procedure, select the checkbox in front of its name. Select as many procedures as are appropriate, but you must check at least one to view a flow sheet. You can include company demographics and account information by selecting the **Include Company Profile with Flow Sheet** checkbox. Click **View Flow Sheet For Selected Procedures** to display the selected information.

Selecting a letter takes you to the generic procedure(s) whose names begin with that letter. Click **Generic Procedure List** at the bottom of the screen to return to the top of the list.

As with the employer-specific procedures, make your selection by selecting the checkbox in front of its name. Select as many procedures as are appropriate. Generic procedures may be selected instead of, or in addition to, company-specific procedures. When you are finished making your selection(s), click **View Flow Sheet For Selected Procedures** near the top of the screen.

**Generic Procedure List:**

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z [Top](#)

| A - P   | P - Z   |
|---|---|
| <input type="checkbox"/> 9 Panel Drug Screen                      | <input type="checkbox"/> Physical Therapy                         |
| <input type="checkbox"/> Antibody test for Hepatitis B immunity   | <input type="checkbox"/> PPD Reading                              |
| <input type="checkbox"/> Audiogram                                | <input type="checkbox"/> Pulmonary Function Testing               |
| <input type="checkbox"/> Blood Borne Pathogen 1st Follow-up Visit | <input type="checkbox"/> Respirator Clearance - Follow-up         |
| <input type="checkbox"/> Blood Borne Pathogen Initial Visit       | <input type="checkbox"/> Respirator Clearance Examination         |
| <input type="checkbox"/> Breath Alcohol Testing                   | <input type="checkbox"/> Second Hepatitis B Vaccination           |
| <input type="checkbox"/> Chest X-ray                              | <input type="checkbox"/> TB Questionnaire                         |
| <input type="checkbox"/> DOT 5 Panel Drug Screen                  | <input type="checkbox"/> TB Skin Test (PPD)                       |
| <input type="checkbox"/> DOT Physical Exam                        | <input type="checkbox"/> TB Skin Test (PPD) 2 steps               |
| <input type="checkbox"/> Exposure/potential exposure pathogen     | <input type="checkbox"/> Tetanus, Diphtheria immunization         |
| <input type="checkbox"/> First Hepatitis B Vaccination            | <input type="checkbox"/> Third Hepatitis B Vaccination            |
| <input type="checkbox"/> Flu vaccine administration               | <input type="checkbox"/> Travel charge/hr                         |
| <input type="checkbox"/> Health Risk Assessment                   | <input type="checkbox"/> Urgent Care Follow-up Visit              |
| <input type="checkbox"/> Hepatitis A Vaccination 1st Dose         | <input type="checkbox"/> Urgent Care Initial Visit                |
| <input type="checkbox"/> Hepatitis A Vaccination 2nd Dose         | <input type="checkbox"/> Varicella vaccine administration, dose 1 |
| <input type="checkbox"/> Hepatitis B Surface Antibody Test        | <input type="checkbox"/> Varicella vaccine administration, dose 2 |
| <input type="checkbox"/> Lead Testing                             | <input type="checkbox"/> Vision Test                              |
| <input type="checkbox"/> Measles, Mumps, Rubella vaccination      | <input type="checkbox"/> Work Comp Initial Visit                  |
| <input type="checkbox"/> Payment on account                       | <input type="checkbox"/> Workers' Compensation Follow-up          |

## Flow Sheet

Each flow sheet contains sections for Visit, Patient and Employer, and Procedure information.

If procedure or task memo data exists in SYSTOC, they are also included on this form. You may need to use the vertical scroll bar to the right of the flow sheet to view all the sections.



| Visit Information                |            |   |
|----------------------------------|------------|---|
| Date:                            | 04/04/2005 | Practitioner: _____   |
| Time:                            | 12:35      |   |
| Discharged By:                   | _____      |   |
| Discharged Time:                 | _____      |   |
| Patient and Employer Information |            |   |
| Patient:                         | _____      | Employer: Fairview General Hospital                               |
| SSN:                             | _____      | Contact: Bob Gooden   |
| Med Rec #:                       | _____      | Phone: 207-474-9000 ext. 111                                      |
| Phone:                           | _____      | Fax: 207-474-9090   |
| Address:                         | _____      | Address: 15 Fairview Ave.<br>P.O. Box 7140<br>Skowhegan, ME 04976 |
|                                  | _____      |   |
| Procedure Information            |            |   |
| <b>Audiogram</b>                 |            |   |
| Completed By                     | Tasks      |   |
| _____                            | Audiogram  |   |
| <a href="#">Return to List</a>   |            |   |

You can print the form by clicking **Print** in the upper right of the screen. Various sections of the form contain blank lines that may be used for writing in patient information. To exit, use the Back button of your browser or click **Return to List** at the bottom of the screen.

## Employer Profile

Click **View Employer Profile** to the right of the employer name to display a screen containing employer and billing information.

To exit, use your browser's Back button or click **Return to List** at the bottom of the screen.



**Employer Profile**

Your Clinic Name Here

**Employer Demographics**

Employer: Dexell Manufacturing  
Address: 11 Madison Ave.  
Anson, ME 04911

ID: DEXELL **Corporate Office**  
Contact: Fred Finch  
Phone: 207-345-8379  
Fax: 207-345-6945  
Email: ffinch@dexell.com

Comment:

**Account Information**

**Self Pay Billing**

Contact: Fred Finch  
Phone:

Bill To: 11 Madison Ave.  
Anson, ME 04911

**Workers' Comp Billing** (Liberty Mutual Workers' Compensation)

Contact: Claims Dept.  
Phone: 800-355-1212  
Group: 098765  
Policy: 1000999

Bill To: Claims Dept.  
Liberty Mutual Workers' Compensation  
27 Second Ave.  
Suite 14  
Pebble Beach, CA 93953

