

iSYSTOC 4.3.1 User Guide

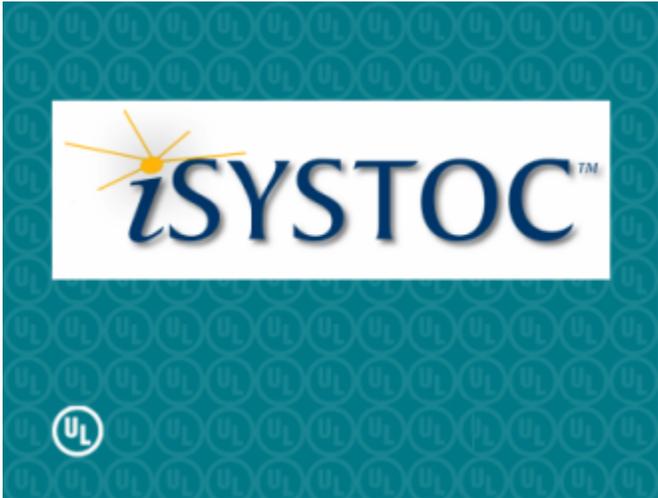
Table of Contents

iSYSTOC 4.3.1 User Guide	4
About iSYSTOC	5
Logging into iSYSTOC	6
Automatic Logout / Refresh	7
iSYSTOC Icons	8
Using iSYSTOC	9
Search Options	10
Searching by Date Range	10
Searching by Patient	11
Viewing All Items	11
Filter by Department	12
Injury Views	13
Injury Details	13
Show Injury-Related PDF Documents	14
Additional Injury Search Options	15
Treatment Views	16
Additional Treatment Search Options	16
Trend Analysis View	17
Drug Screen Views	19
Other Results Views	21
Recalls	22
Immunizations	23
TB Screenings	24
Documents	25
iSYSTOC E.R.	26
Logging into iSYSTOC E.R.	27
Automatic Logout / Refresh	28
iSYSTOC Icons	29
Using iSYSTOC E.R.	30
Select an Employer	31
View Procedures	32

Flow Sheet33
Employer Profile34



iSYSTOC 4.3.1 User Guide



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:



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 Home icon returns you to the main option menu screen of iSYSTOC (the one you see after logging into the system).</p>
	<p>The Print icon opens the print dialog box and allows you to print the contents of the data area.</p>
	<p>The Help icon shows additional information and instructions for using iSYSTOC. These display in a separate browser window.</p>
	<p>The About 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 Logout icon ends your iSYSTOC session and returns you to the login screen with blank Username and Password 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.

This category	Can be viewed by:
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.

Injury	Treatment	Trend Analysis	Drug Screens	Other Results	Recalls	Immunizations
Search By: <u>Treatment Date</u> 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.

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: <input type="text" value="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
12/16/2009	12/16/2009	Moss, Peter	Sacroiliac Sprain, Right	Light Duty	12/16/2009	01/13/1959	01010001	Manufacturing Department
12/02/2009	12/02/2009	Dumont, Chester	Knee Pain, Left	Light Duty	12/16/2009	06/14/1952		Maintenance
11/23/2009	11/23/2009	McGuire, Mary L.	Sprain/Strain, Lumbosacral region	Light Duty	12/02/2009	02/02/1963	12641818	Maintenance
10/24/2009	10/24/2009	Moss, Peter	Sprain/strain, ankle	Full Duty	12/16/2009	01/13/1959	01010001	Manufacturing Department
08/27/2004	08/27/2004	Moss, Peter	Low Back Pain	Full Duty	09/14/2004	01/13/1959	01010001	Manufacturing Department
06/07/2002	06/07/2002	Moss, Peter	Foreign body, eye	Full Duty	06/08/2002	01/13/1959	01010001	Manufacturing Department
06/07/2002	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

Patient Name:	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 Treatment: Work Comp Follow-up Visit, removed sutures, continue meds Restrictions: Return to full duty / No restrictions
12/02/2009	09:15	09:30 - 10:40	Treatment	Practitioner: William L. Newkirk, MD Treatment: Work Comp Initial Visit, sutures Restrictions: Keep wound area clean and dry Limited repetitive grasping/pinching 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	view
09/21/2010	WC Follow-up	view

[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.

Patient Name:	Moss, Peter	Employer:	Dexell Manufacturing
Birth Date:	01/13/1959	Department:	Manufacturing Department
Date of Injury:	08/27/2004	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
12/02/2009	09:00	Moss, Peter	Work Comp Follow-up Visit	Treatment	01/13/1959	01010001	Manufacturing Department
12/02/2009	10:00	Dumont, Chester	Work Comp Initial Visit	Treatment	06/14/1952		Maintenance
12/02/2009	13:00	McGuire, Mary L.	Work Comp Follow-up Visit, improving, return to modified duty	Treatment	02/02/1963	12641818	Maintenance
11/23/2009	13:00	McGuire, Mary L.	Work Comp Initial Visit, meds	Treatment	02/02/1963	12641818	Maintenance
10/24/2009	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
05/03/2007	Dumont, Cora	02/04/1952		Manufacturing Department	DOT Drug Screen Program	Pending
05/03/2007	Smythe, Pattie	07/12/1964			DOT Drug Screen Program	Pending
05/03/2007	Henderson, Jimmy	04/12/1942		Transportation	DOT Drug Screen Program	Pending
05/03/2007	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
04/09/2007	Capone, Alvin X.	02/03/1941		Complete Blood Count (CBC)	within normal limits, see chart
04/09/2007	Capone, Alvin X.	02/03/1941		Physical Examination	pass
01/09/2007	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.

Back to Search Results		
Results Detail		
December 11, 2009 04:28:28PM		
Patient Name:	Capone, Alvin X.	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	
Back to Search Results		



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	view
Moss, Peter T.	Maintenance	09/21/2010	DOT Physical Examination	view
Moss, Peter T.	Maintenance	09/21/2010	5 Panel (Non DOT) Drug Screen	view
Moss, Peter T.	Maintenance	09/21/2010	Breath Alcohol Testing DOT	view



iSYSTOC E.R.

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

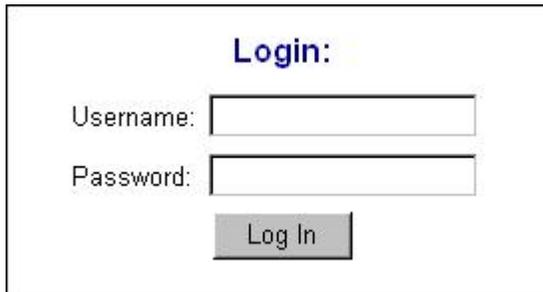
This enables providers to follow the appropriate protocols when an employee visits the E.R. or other hospital department due to a work-related accident or screening requirement.

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.



Login:

Username:

Password:

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

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
Fairfax Textiles (FAIRFAX)	50 LoMar Street	Skowhegan	ME
Fairview General Hospital (FAIRGEN)	15 Fairview Ave. P.O. Box 7140	Skowhegan	ME
Fast Trac Shoe Company (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

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. P.O. Box 7140 Skowhegan, ME 04976

Procedure Information		
Audiogram		
Completed By	Tasks	
_____	Audiogram	
Return to List		

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

