MedEval(SM)

Focused Narrative Review

User Guide
Clients

AllMed Healthcare Management
May 2011

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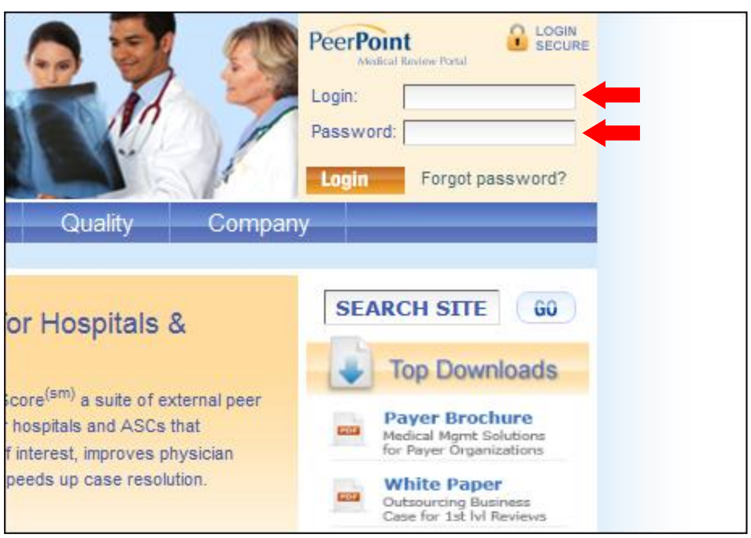
1.0 Log in to PeerPoint

Welcome to PeerPoint, AllMed Healthcare Management's proprietary system for medical review services.

In order to access PeerPoint, please visit our login page at http://www.allmedmd.com.

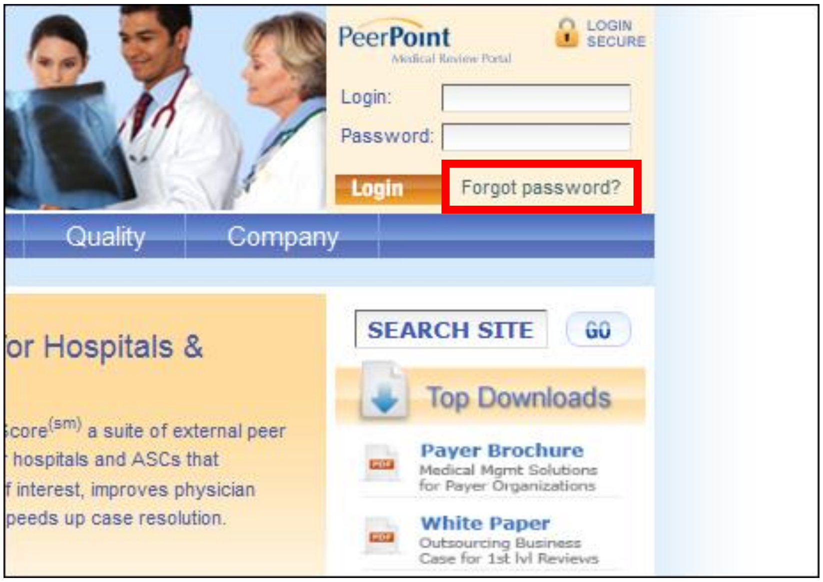
Enter your user name and password in the provided fields. Then select "Login" to proceed to the PeerPoint Dashboard.



Your username will have been provided. You can create your password by following the instructions provided in the same e-mail.

1.1 Resetting a Forgotten Password

If you have forgotten your password, then you can simply select the “Forgot password?” link next to the “Login” link on the AllMed Healthcare Management home page.



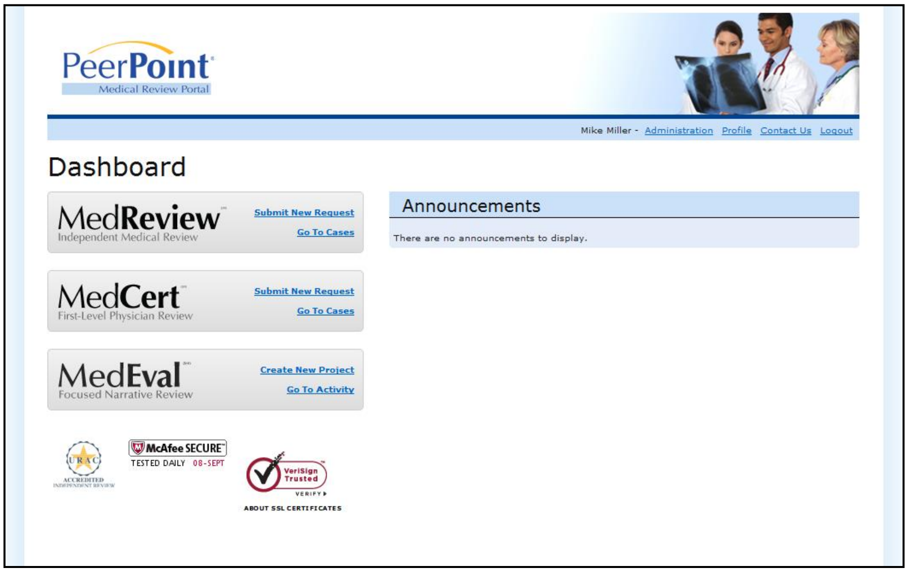
Enter your username or e-mail address in the provided field on the “Forgot your password?” page.

Then select “Reset Password”. An e-mail will be sent to your inbox with a link to reset your password.

Please note that PeerPoint will only recognize the e-mail address that was provided to AllMed Healthcare Management.

1.2 View the PeerPoint Dashboard

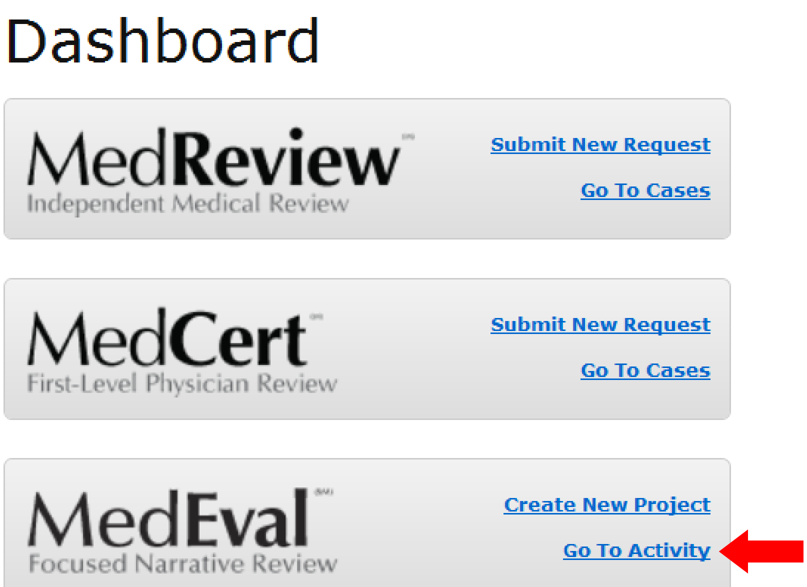
On the PeerPoint Dashboard, you may see several different sections.



Each of these entries provides important information that is related to AllMed Healthcare Management's proprietary systems for medical reviews.

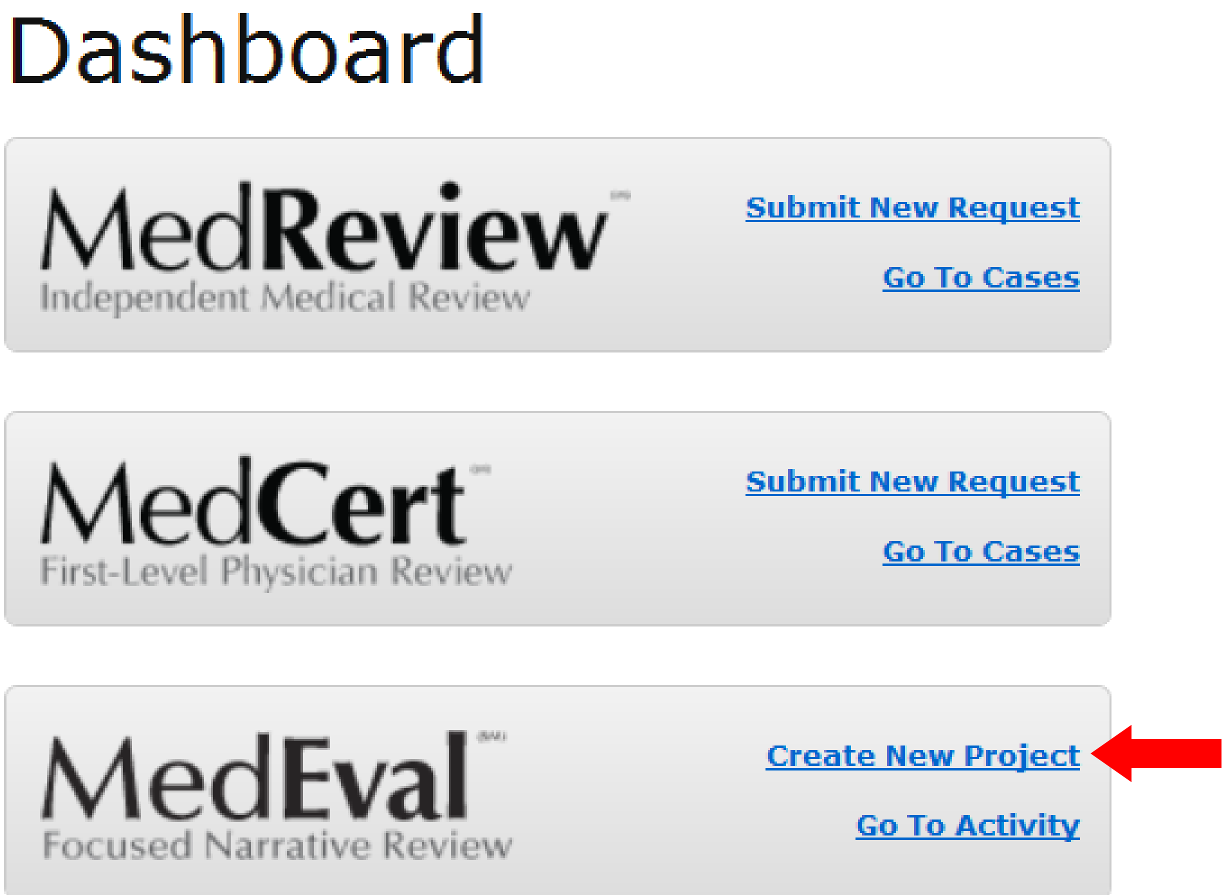
1.3 Access MedEval from the Dashboard

In order to access MedEval FPPE, select "Go To Activity".



2.0 Create a New Project

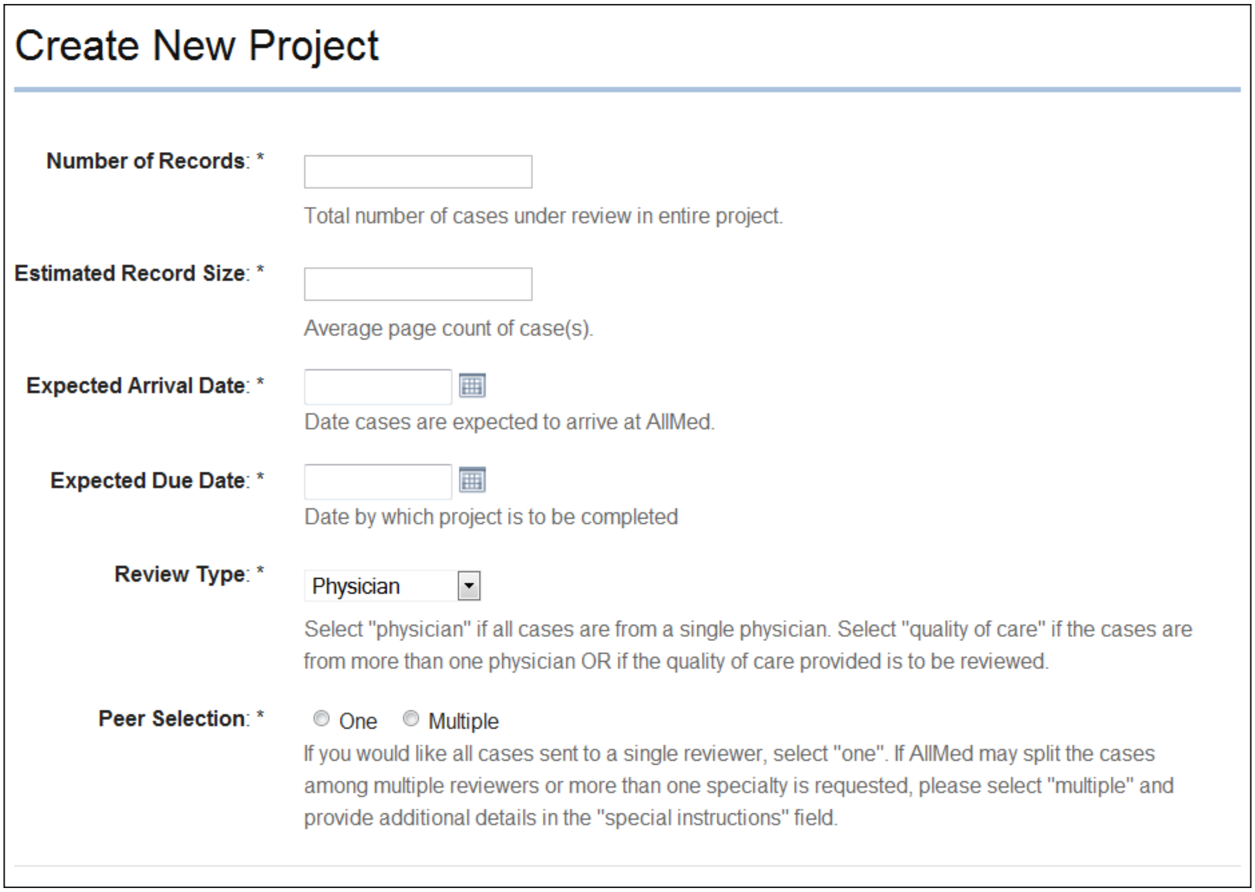
In order to create a new project in MedEval, select "Submit New Request" from the PeerPoint Dashboard.



This link will generate the "Create New Project" page.

Complete each field with the appropriate information as described below.

2.1 Create a New Project



<u>Number of Records</u>: This field indicates the number of sets of records, which is equivalent to the number of cases under review in the entire project.

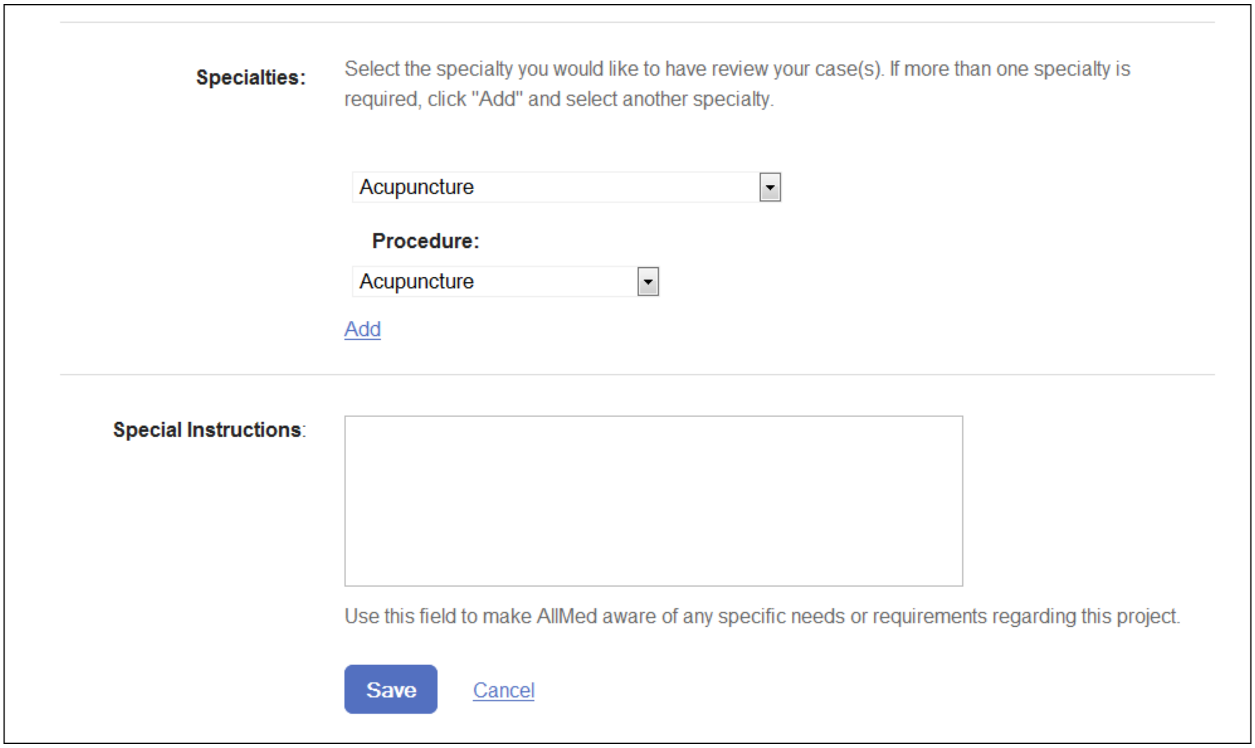
<u>Estimated Record Size</u>: This field indicates the estimated average number of pages in each set of records.

<u>Expected Arrival Date</u>: This field indicates the date on which the records for the project are due to AllMed Healthcare Management.

<u>Expected Due Date</u>: This field indicates the date on which the entire project is expected to be completed and returned to the client.

<u>Review Type</u>: This field indicates whether the review will focus on the performance of a single physician or the quality of care provided by multiple physicians at the client facility.

<u>Peer Selection</u>: This field indicates whether all of the cases in the project are designated for review by a single peer reviewer or by multiple peer reviewers. Allowing multiple specialists to review large projects may help to expedite the project's completion.



Specialties: This section indicates the appropriate specialty of the peer reviewer. Use the drop-down menu to first select the relevant specialty. Then select the procedure under review.

Add: If more than one specialty is required, then select the “Add” button to designate additional specialties required for review of the cases.

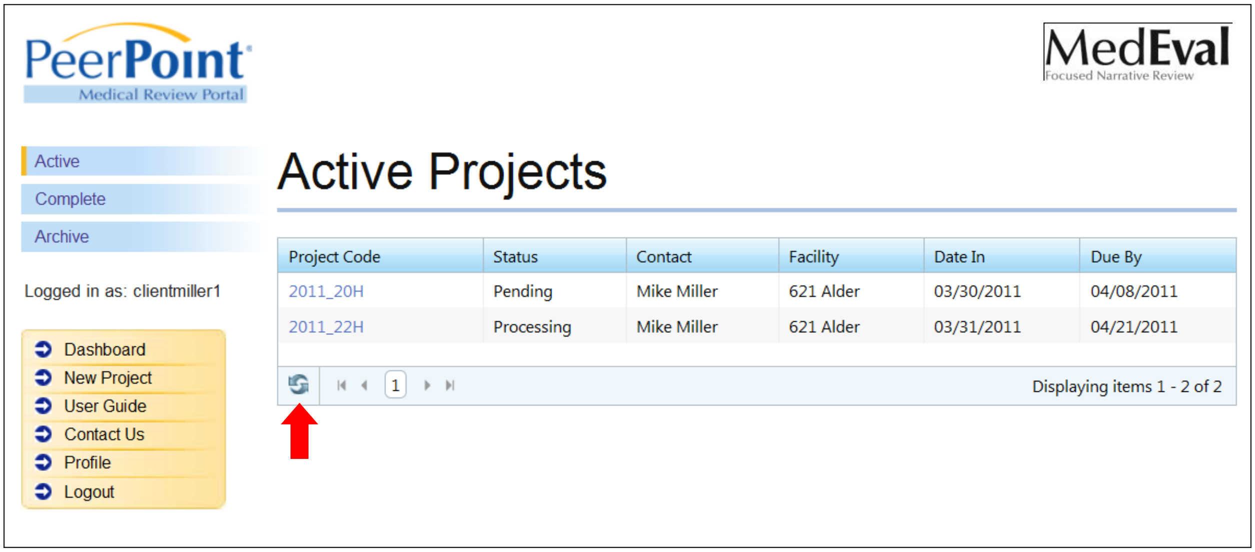
Special Instructions: This field indicates any specific requirements related to the review of the submitted project. For example, if multiple peer reviewers are being requested, the client may provide additional information on the division of cases among multiple peers.

Save: Select the “Save” button to preserve the provided information and submit the project to AllMed Healthcare Management for approval.

Cancel: If the client does not wish to submit a new project, then the “Cancel” button may be selected to erase the provided information.

3.0 Viewing the Active Projects Queue

This section of the MedEval workflow provides an overview of the projects submitted by the client.



<u>Project Code</u>: This column indicates the unique identifying code that is assigned to each MedEval project.

<u>Status</u>: This column indicates the status of the submitted project. For example, “Pending” indicates that the cases in the project are awaiting approval from AllMed HealthCare Management. “Processing” indicates that the project has received approval and is undergoing peer review or quality management.

<u>Contact</u>: This column indicates which member of the client staff will function as a contact for the specific facility under review.

<u>Facility</u>: This column indicates the location of the client facility under review.

<u>Date In</u>: This column indicates the date on which the provided case documents were received by AllMed Healthcare Management.

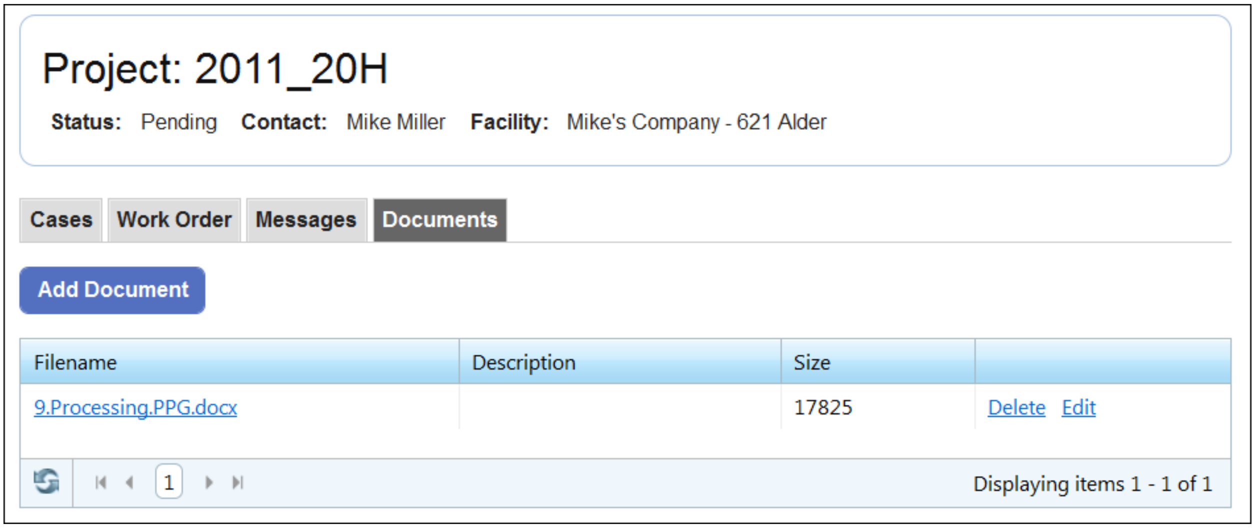
<u>Due By</u>: This column indicates the date by which the completed project is to be returned to the client.

<u>Refresh</u>: Select the “Refresh” button in order to update the information in the display.

[The “Refresh” button is indicated in the image above by a red arrow.]

4.0 View Project Details

When viewing the details of a specific MedEval project, an identification box will appear at the top of the screen. This section provides essential reference information for the project.

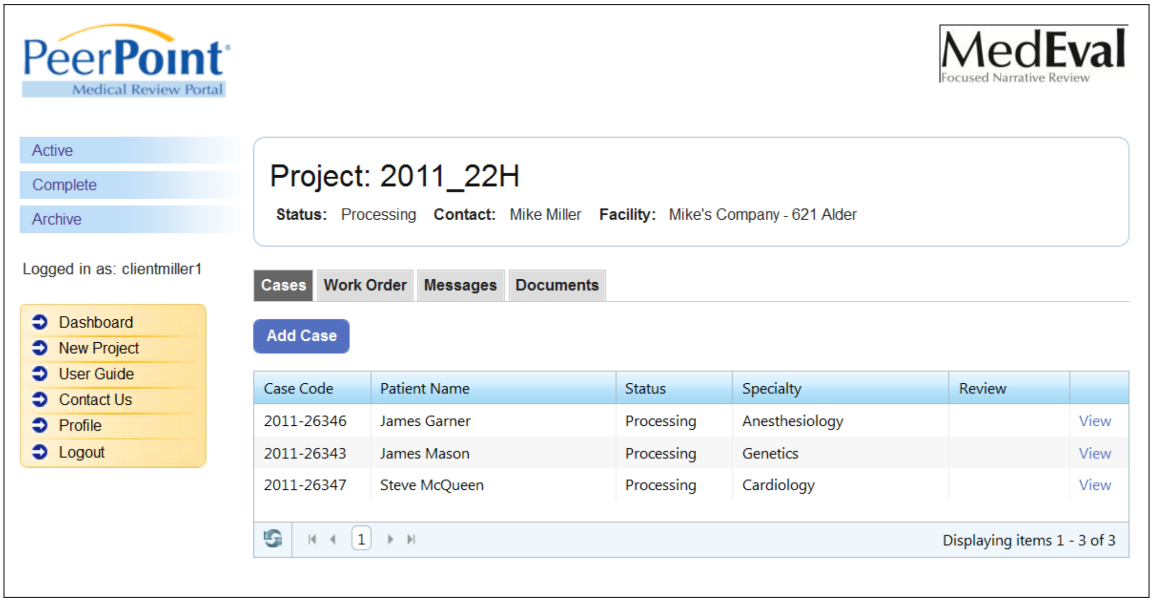


Status: This column indicates the stage of the project in the MedEval workflow.

Contact: This column indicates which member of the client's staff will function as a contact for the specific facility under review.

Facility: This column indicates the location of the client facility under review.

4.1 View Cases



<u>Add Case</u>: In order to add individual cases to the project, select the "Add Case" button.

(Please see section 5.1 for detailed instructions on how to add a case.)

<u>Case Code</u>: Each case within the project is assigned a unique identifier. This reference number may be used in discussing a case with members of the AllMed team.

<u>Patient Name</u>: This column indicates the name of the patient whose case is under review as a component of the project.

<u>Status</u>: This column indicates the status of the submitted project.

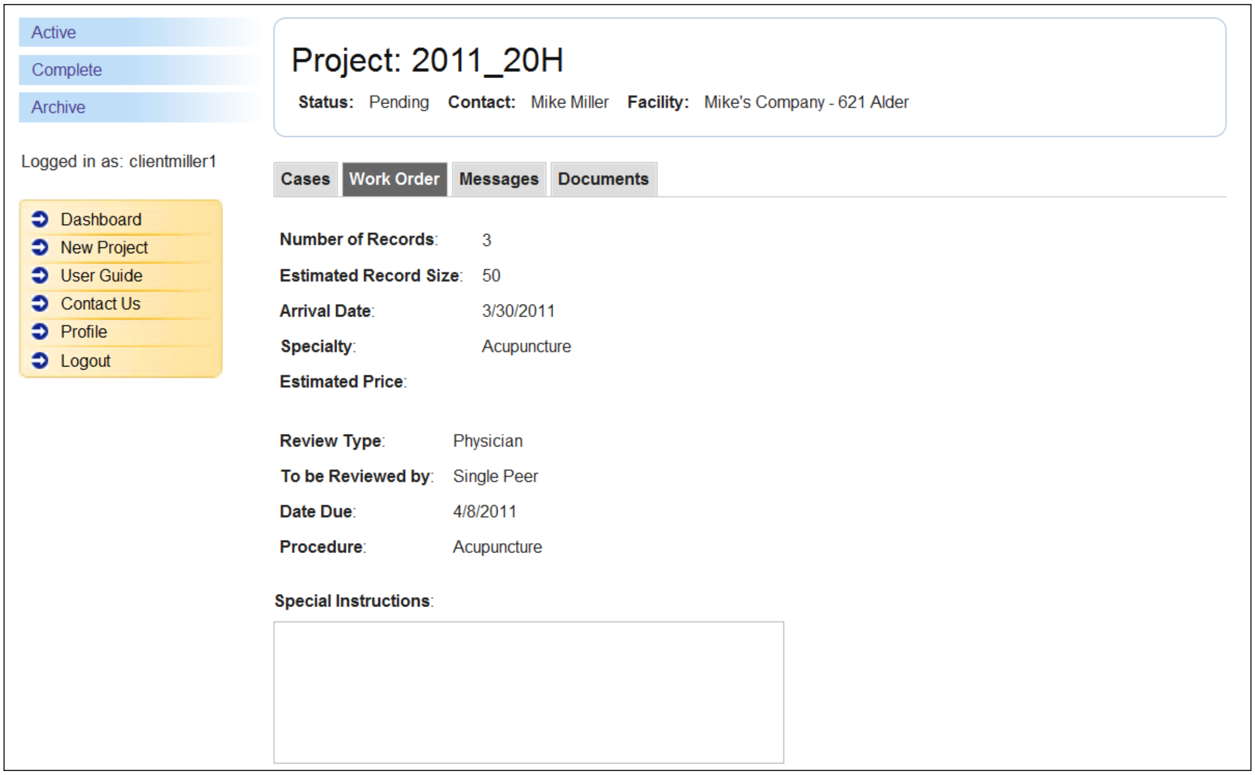
<u>Specialty</u>: This column indicates the requested specialty of the peer reviewer.

<u>Review</u>: This column will display the peer review when the case is completed.

<u>View</u>: Select the "View" button to link the client to the "View Case" page. The information provided under "View Case" reflects the information provided by the client during the "Add Case" stage.

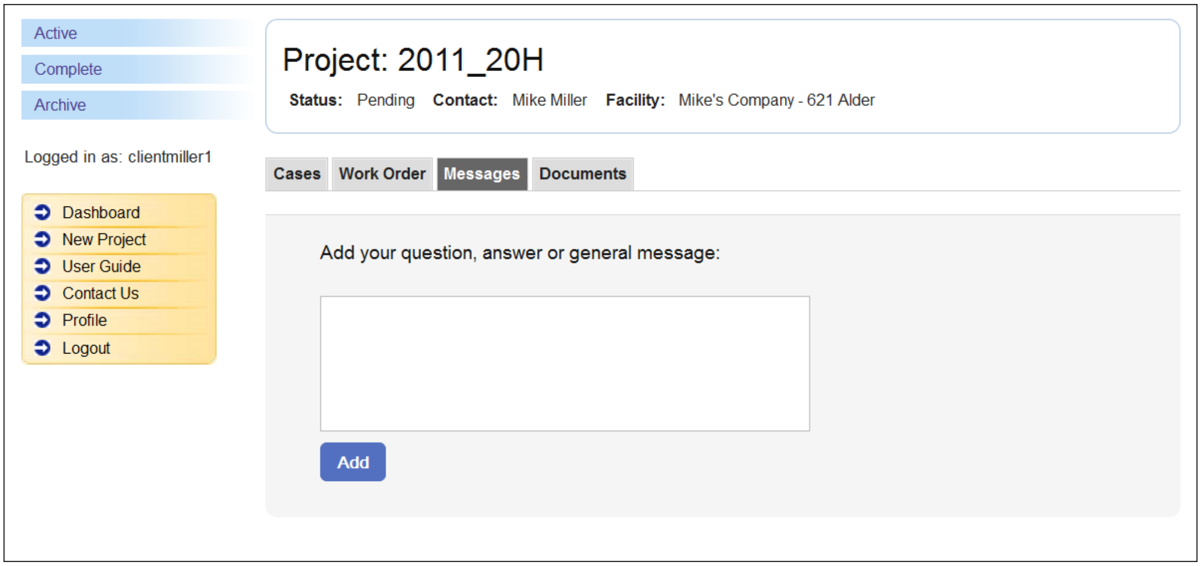
4.2 View Work Order

The information in the "Work Order" tab reflects the client's input during the "Add a project" stage, including information about records, specialty, and the number of peer reviewers.



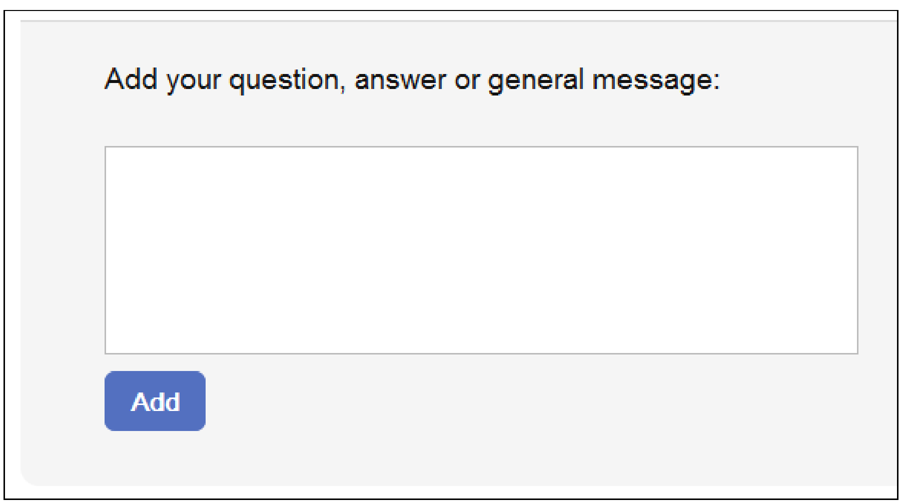
4.3 View Messages

Add a Message: This field is used to attach important messages to a project. These messages are visible to the AllMed staff and the peer specialists.



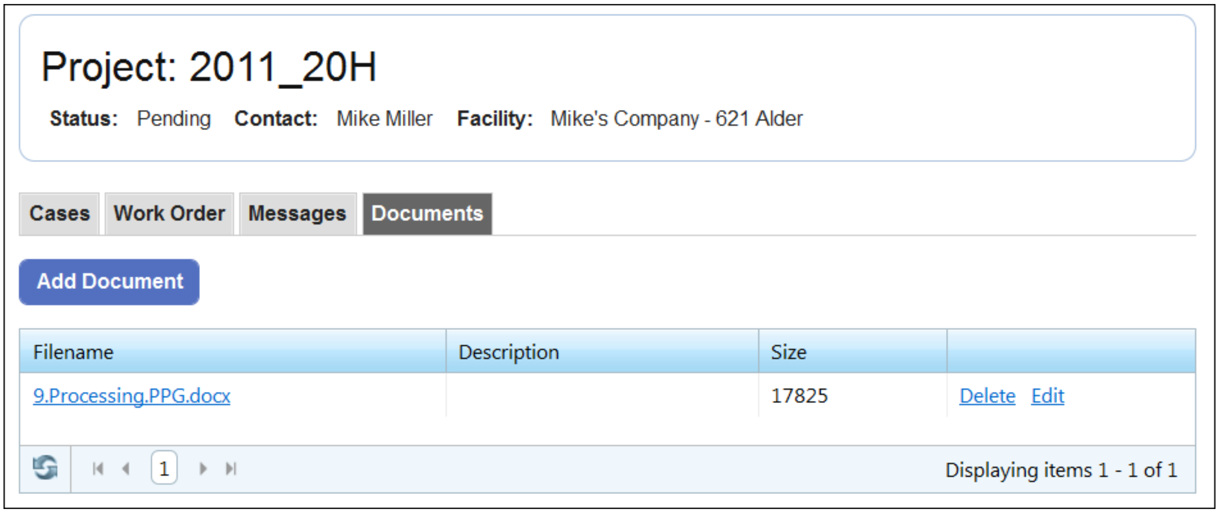
4.3.1 Add a message

Add: After entering the text of the message in the available field, the client may select the "Add" button to submit a message.



4.4 View Documents

The “Documents” tab provides an overview of the documents attached to the MedEval project. The documents present in this section may viewed in conjunction with each case in the project. When viewing the details of a specific MedEval project, an identification box will appear at the top of the screen. This section provides essential reference information for the project.

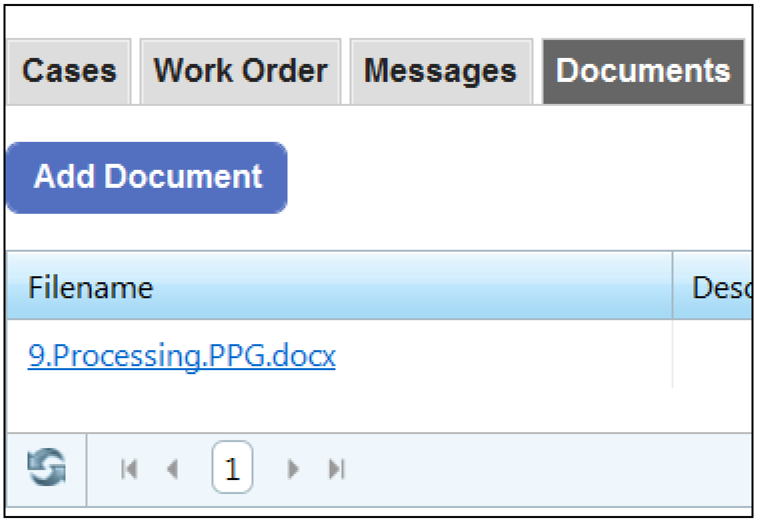


Delete: The client may select the “Delete” button to remove a document from the project file.

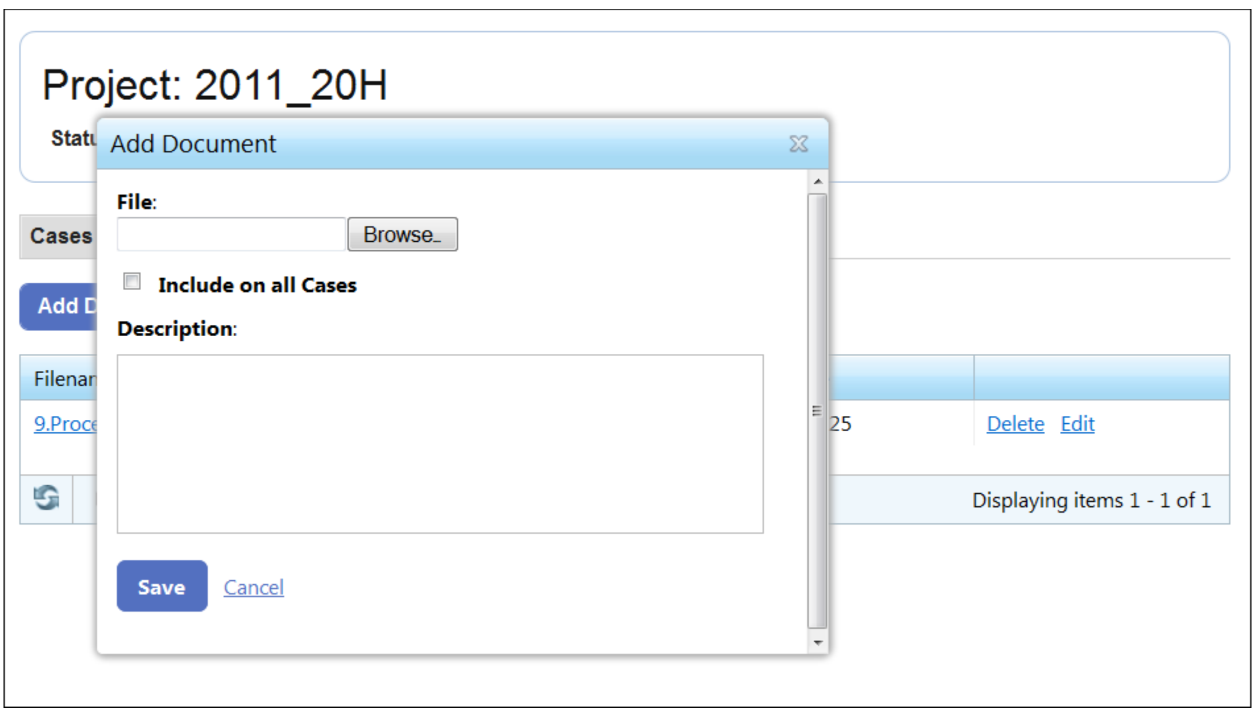
Edit: The client may select the “Edit” button to add a description to the document or to edit the documents’ application to the constituent cases.

4.4.1 Add Documents

Add Document: The client may select the "Add Document" button to attach additional supporting documentation to the project file.

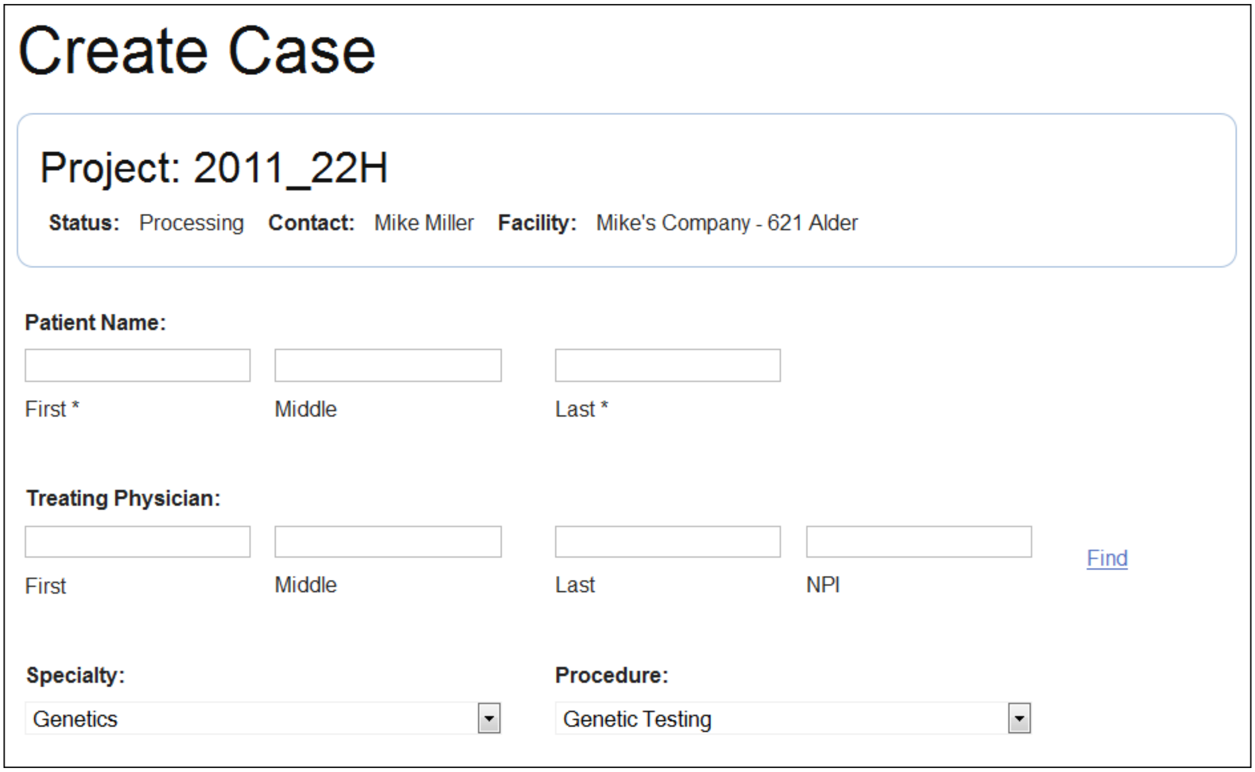


Add to All Cases: If the client wishes to attach a document to all of the project's constituent cases, then he/she may select "Add to All Cases".



5.0 Add a Case

The client may add individual cases to a MedEval project under the "Create Case" page. Complete the provided fields with the appropriate information and then submit the case for review.



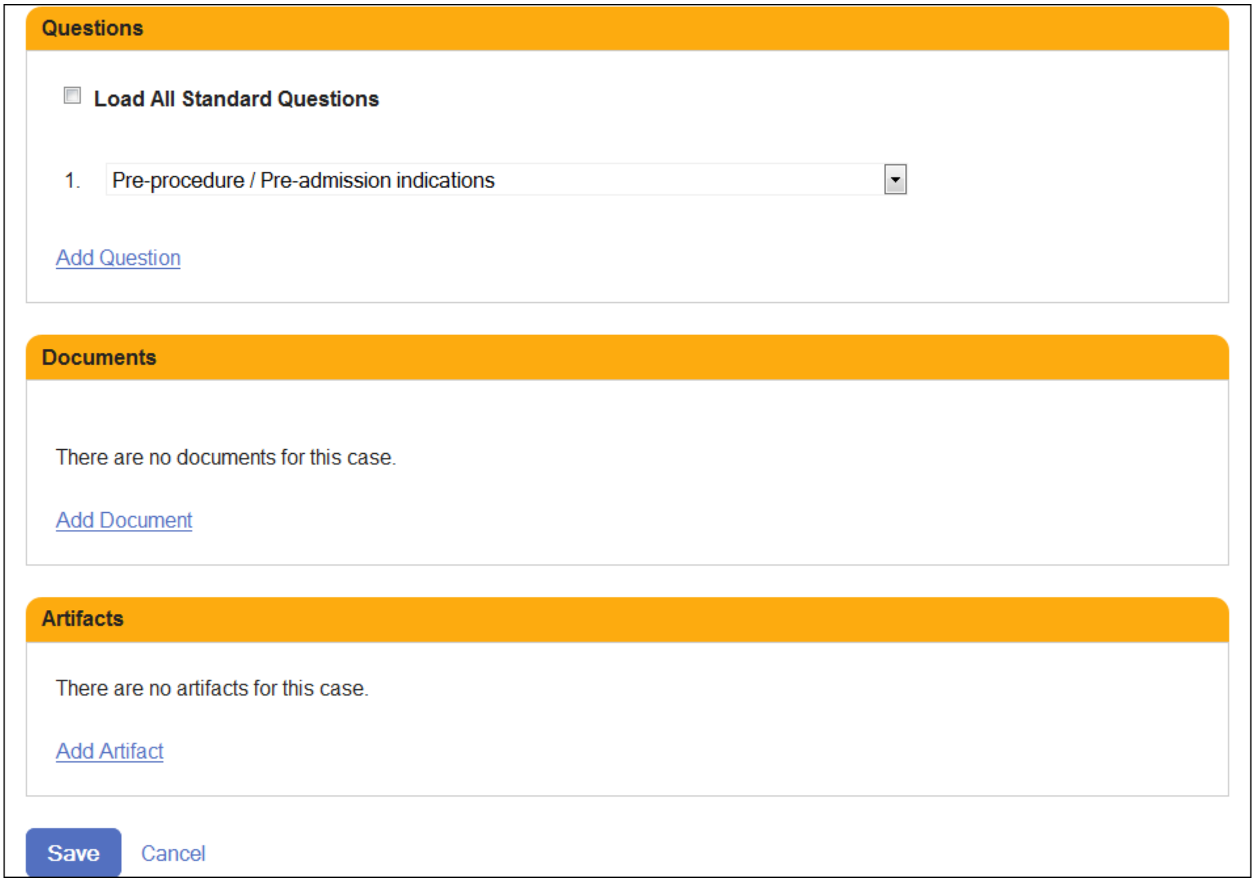
Patient Name: In these fields, the client should enter the full name of the patient whose case is under review. Only the patient's first and last names are required.

Treating Physician: In these fields, the client should enter the full name of the treating physician under review. The physician's National Provider Identifier (NPI) is also required. If the treating physician is registered with AllMed, then the client will be able to use the "**Find**" feature to determine this information.

Specialty and Procedure: These fields require that the client specify the specialty and procedure under review. Use the drop-down menu to select the appropriate choice in each category.

5.1 Add Questions to a New Case

The questions posed in each case form the framework for the case review. The client should carefully consider how each question is phrased in order to maximize the effectiveness of the review.



Questions: In this section, the client should indicate the questions that the review will answer. A standard case review includes up to three questions.

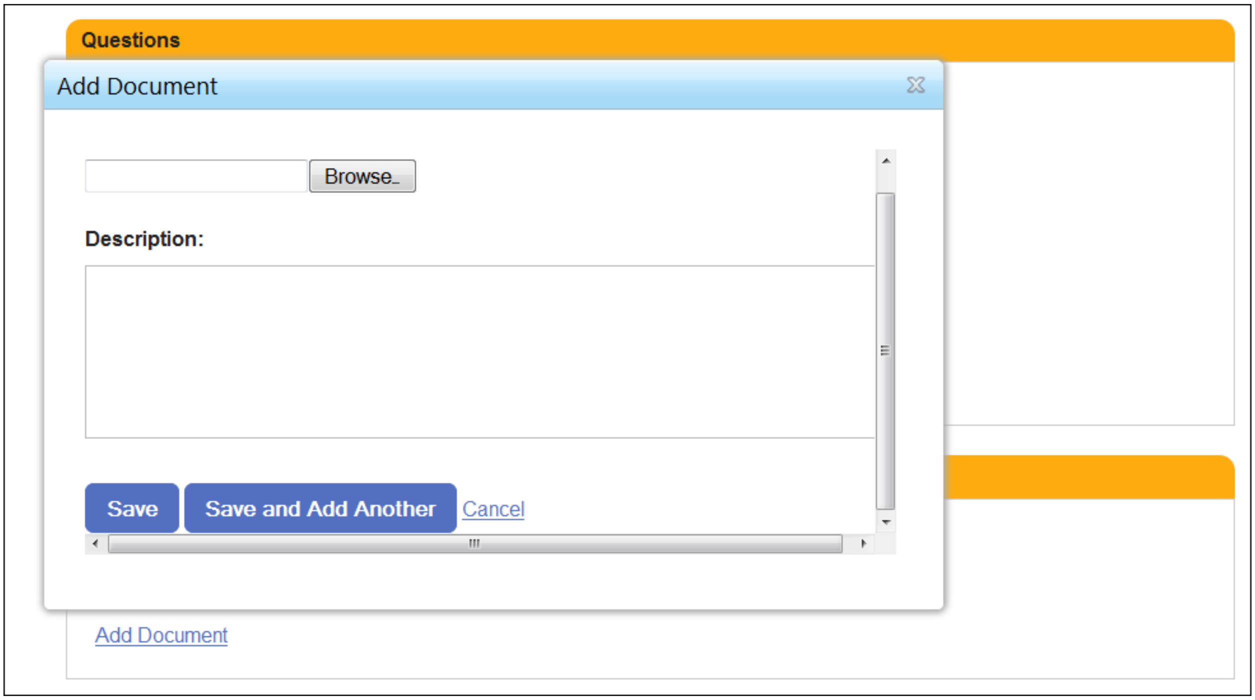
Load All Standard Questions: The client may select standard, prewritten questions by selecting the "Load All Standard Questions" option.

Add Question: If the standard questions are not sufficient, then the client may select the "**Add Question**" button. A blank field provides the client with the ability to write unique questions.

5.2 Add Documents to a New Case

The documents provided by the client form the foundation of knowledge upon which each case review is based. It is important to include all relevant case materials for review.

However, the client should also be careful to not include extraneous materials, which may distract from the essential aspects of the patient's history.



Add Document: Each case under review requires significant documentation. The client may add documents by selecting the "**Add Document**" button. This will produce the "Add Document" window, which allows the client to browse his/her own computer for the appropriate document(s).

Description: This field may be used to provide relevant information about a document. Such information should be deemed useful to the reviewing physician or the staff of AllMed Healthcare Management.

Save: If the client wishes to load a single document, select the "**Save**" button after selecting the document.

Save and Add Another: If the client wishes to load multiple documents consecutively, then he/she may select the "**Save and Add Another**" button.

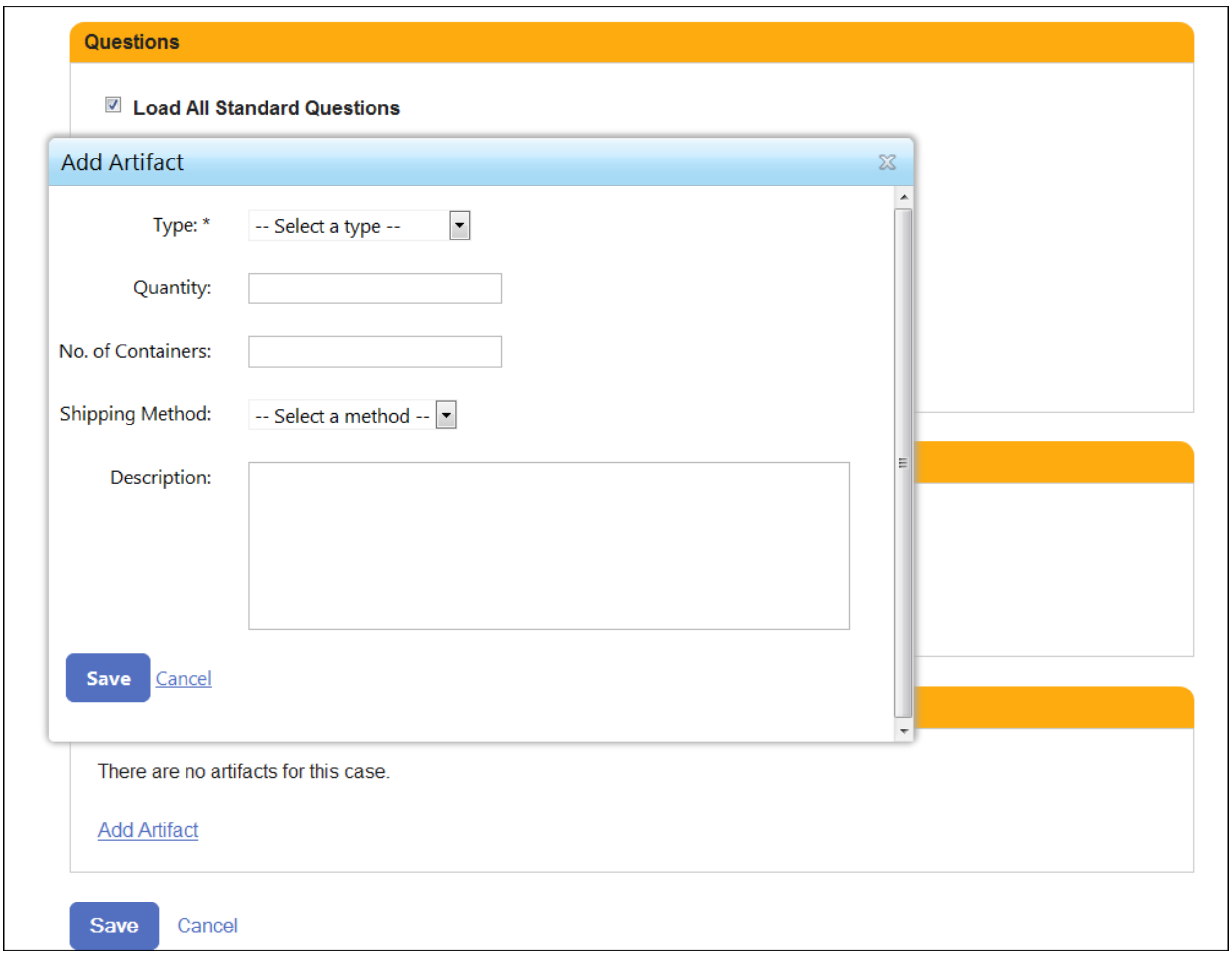
Cancel: If the client is dissatisfied with a selected document in the "Add Document" window, then he/she may select the "Cancel" button to close the window without loading the selected document.

5.3 Add Artifacts to a New Case

Artifacts function like documents by providing the background information necessary for a complete review of each case. The client may include physical artifacts for review.

Unlike electronic documents, which can be loaded directly into the MedEval system, artifacts must be declared electronically and then shipped to AllMed Healthcare Management by the client.

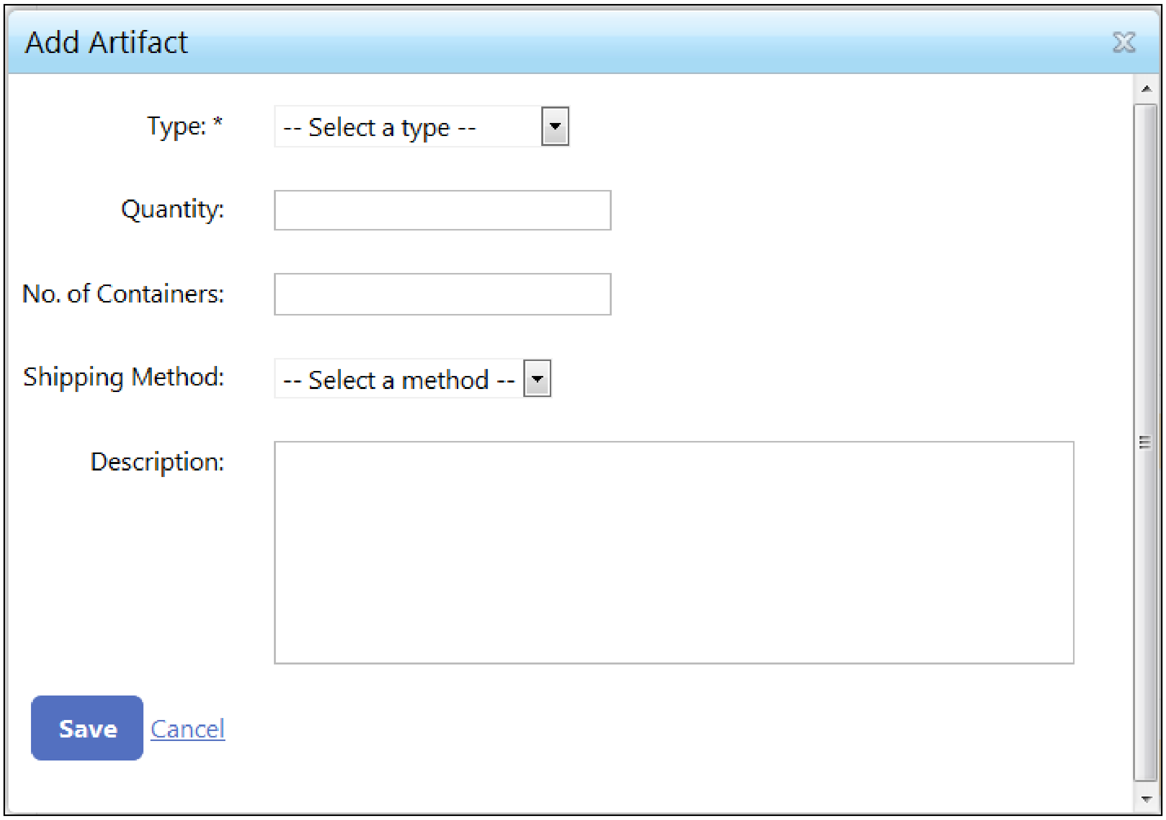
The client should indicate the appropriate information in the provided fields. This information provides AllMed Healthcare Management with a date on which to expect the arrival of physical case materials.



<u>Add Artifact</u>: To indicate the inclusion of a physical document or artifact, the client may select the "**Add Artifact**" button.

<u>Type</u>: The client is required to specify the type of artifact from the drop-down menu. Physical artifacts may include CT scans, dental models, and X-rays.

<u>Quantity</u>: In this field, indicate the number of the specified artifact(s) that will be included as part of the case documentation.



<u>No. of Containers</u>: In this field, indicate the number of shipping containers that will be used to ship the specified artifact(s).

<u>Shipping Method</u>: Using the drop-down menu, specify the method/speed that will be used to ship the artifact(s). For example, the artifact may be shipped by overnight mail or by 2nd day mail.

<u>Description</u>: If there is additional relevant information regarding the artifacts, the client may briefly describe the artifact in the provided field.

<u>Save</u>: Select the "**Save**" button to submit the provided information regarding the artifact.

The peer reviewer will not begin to evaluate the case until he/she has received all of the relevant documentation and artifacts.

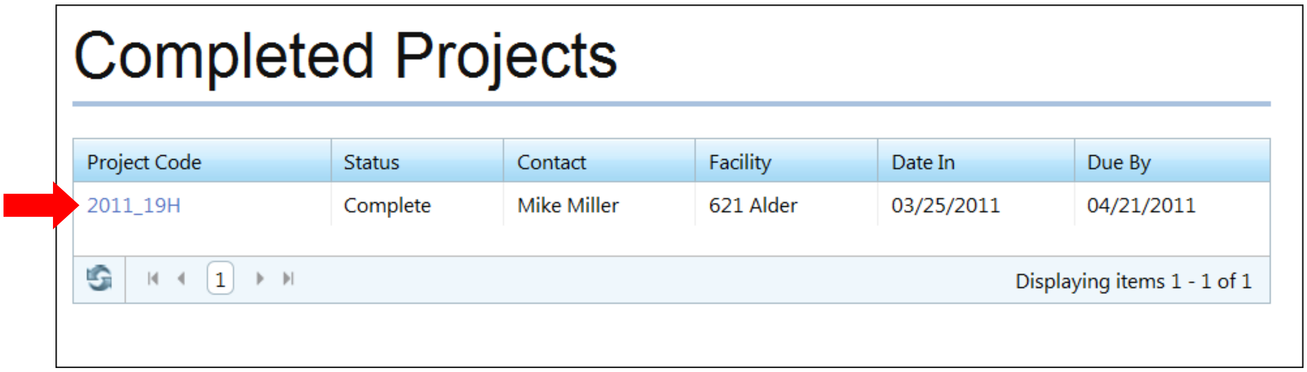
<u>Cancel</u>: Select the "Cancel" button to discard all information provided in the "Add Artifact" window.

<u>Save</u>: On the Create Case page, the client may select the "Save" button at the bottom of the page to submit the case with all of the provided information.

<u>Cancel</u>: To discard the case and all of the provided material, the client may select the "Cancel" button at the bottom of the page.

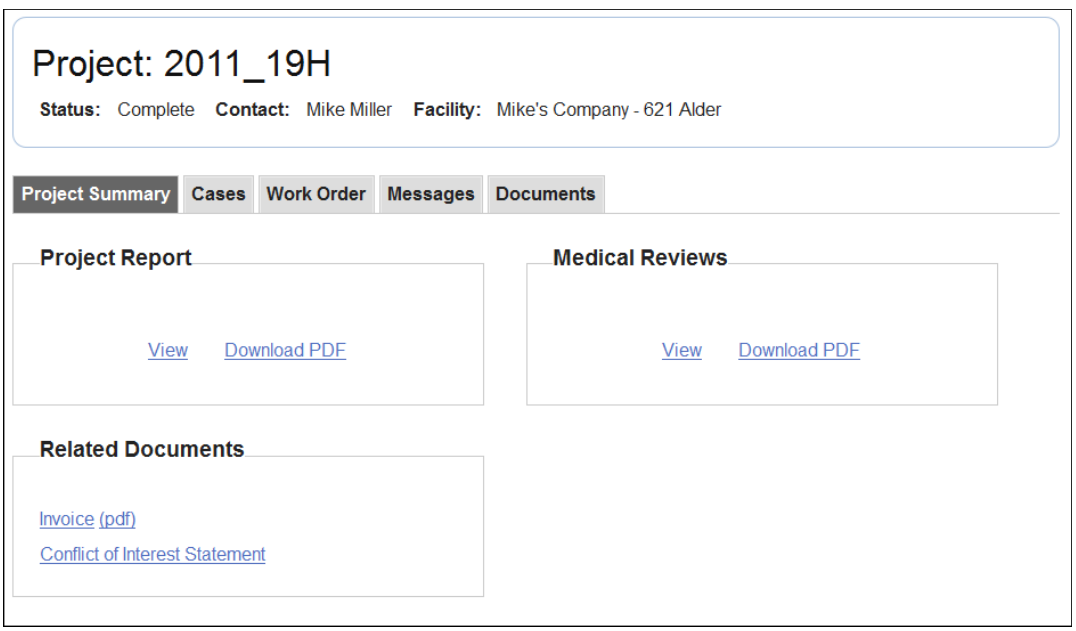
6.0 View completed projects

This page provides an overview of the client's completed projects. Select the blue project code to view the details of the completed project. (The project code is indicated in the image below by a red arrow.)



6.1 View a Completed Project Summary

Select the "Project Summary" tab to view the project summary for a given project.



<u>Project Report</u>: If a project report was requested by the client, then this document will be available in both HTML and PDF format under the "Project Report" section.

<u>Medical Reviews</u>: The medical reviews specific to each constituent case will be available under the "Medical Reviews" section. The reviews can be viewed in both HTML and PDF formats.

<u>Related Documents</u>: Under the "Related Documents" section, the client may review the project invoice and AllMed Healthcare Management's Conflict of Interest Statement.