

# MDlog

A Clinical Documentation Solution  
for Practitioners in Long Term and  
Post Acute Care settings

**MDops Corporation**

Driving Efficiency in Long Term & Post Acute Care

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# Application Setup

- Go to <https://mdlog.mdops.com>
- Login into MDlog with your credentials (admin)
  - Userid: Email id / Password: Password set during registration
- Access “Administrator” portal in the application thru the marked icon in the following image for setup tasks



Perform the following admin tasks in the order listed to complete the application setup

- Define facilities with Units, Rooms and Billing Codes
- Create/Update User accounts
- Upload Patient demographic data using built-in tool

# Define facilities

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Step 1

Currently logged in to Test SNIF as jgarros@mdops.com with speciality Geriatrics | Logout

Navigation bar with icons for Home, Calendar, Mail, etc., and buttons for Review Notes, Print My Notes, Do Handoffs, and Rounding List.

Step 2

Administration sidebar menu with items: PCP Groups, Facilities, Users, Roles, Specialities, Assessments, Assessment Plans, Import Patients, Import ICD9 Codes, My Settings, Reports.

## Facility List

Step 3

Search:

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGF	Dayton General	nsogal@gmail.com	6317887777	06/08/2012 07:06:16	Remove   Manage units   Billing Codes
SDGH	Test SNIF	akodey@mdops.com	6317887777	06/04/2012 07:06:52	Remove   Manage units   Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove   Manage units   Billing Codes

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

Add New Facility

Navigation bar with icons and buttons for Review Notes, Print My Notes, Do Handoffs, and Rounding List.

## Create New Facility

Administration sidebar menu with items: PCP Groups, Facilities, Users, Roles, Specialities, Assessments, Assessment Plans, Import Patients, Import ICD9 Codes, My Settings, Reports.

Back

\* Name: WSNF

\* SiteID: Woodward Nursing

\* Address: 63 baldwin dr

\* City: Belton

\* Country: USA

\* Phone Number: (254)366-7456

\* Email Address: admin@woodward.com

\* PCP Groups: Other

\* State: TX

\* Zipcode: 03214

Fax Number:

Create at least one Unit for each facility and one room number for each unit. See following pages for instructions

Step 4

Create Cancel

# Create Units for a Facility

Step 1

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Review Notes Print My Notes Do Handoffs Rounding List

Administration

- PCP Groups
- Facilities**
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

## Facility List

Hospital Woodward Nursing created

Add New Facility

Search:

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGE	Dayton General	nsogal@gmail.com	6317887777	06/08/2012 07:06:16	Remove units   Manage units   Billing Codes
SDGH	Test SNIF	akodey@mdops.com	6317887777	06/04/2012 07:06:52	Remove units   Manage units   Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove units   Manage units   Billing Codes
Woodward Nursing	WSNF	admin@woodward.com	(254)366-7456	08/14/2012 05:08:51	Remove units   Manage units   Billing Codes

Showing 1 to 4 of 4 entries

Step 2

Step 3

Add a Room # to a Unit Admitting a new patient requires a unit with a room number. So ensure you add at least one room number for each Unit. See next page for instructions.

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Review Notes Print My Notes Do Handoffs Rounding List

Administration

- PCP Groups
- Facilities**
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

## Create Unit for Woodward Nursing

Hospital: Woodward Nursing

Unit: North Wing

Create Cancel

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Review Notes Print My Notes Do Handoffs Rounding List

Administration

- PCP Groups
- Facilities
- Users
- Roles
- Specialities
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

## Unit List for Woodward Nursing

Unit North Wing created

Back Add New Unit

Search:

Name	Date Created	Actions
North Wing	2012-08-14T22:55:13Z	remove manage rooms

Showing 1 to 1 of 1 entries

Step 4

# Adding Rooms for a Unit

## Unit List for FacilityA

Back Add New Unit

Search:

Name	Date Created	Actions
<a href="#">North Wing</a>	04/13/2013	<a href="#">remove</a>   <a href="#">manage rooms</a>

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Back Add New Room

Search:

Room No	Date Created	Status	Actions
101	04/13/2013	Occupied by <a href="#">Doe,jane</a> , <a href="#">Templer,Simon</a> , <a href="#">Doe,Jane</a> , <a href="#">new,Patient</a>	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Administration

- PCP Groups
- Facilities
- Users

Unit: North Wing

Room no:

Create

Back

Create Room

# Add Billing Codes for a Facility

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Review Notes | Print My Notes | Do Handoffs | Rounding List

**Step 1**



**Administration**

- PCP Groups
- Facilities**
- Users
- Roles
- Specialties
- Assessments
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- My Settings
- Reports

**Step 2**

**Facility List**

Hospital Woodward Nursing created

[Add New Facility](#)

Siteid	Name	Email Address	Phone Number	Date Created	Actions
DTGF	Dayton General	nsogal@gmail.com	6317887777	06/08/2012 07:06:16	Remove   Manage units   Billing Codes
SDGH	Test SNIF	akodey@mdops.com	6317887777	06/04/2012 07:06:52	Remove   Manage units   Billing Codes
Suffolk	Suffolk Oral Surgery	nsogal@gmail.com	6317887777	06/11/2012 06:06:56	Remove   Manage units   Billing Codes
Woodward Nursing	WSNF	admin@woodward.com	(254)366-7456	08/14/2012 05:08:51	Remove   Manage units   Billing Codes

Showing 1 to 4 of 4 entries

**Step 3**



**Add New Billing Code**

**Add or modify billing codes for the facility**

\* Hospital: Test SNIF

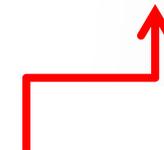
\* Billing Group:

\* Billing Code:

[Save](#) [Cancel](#)

**Billing Group:** It groups billing codes so user can find the required code easily when filing a note

**Billing Code:** For Each Billing group you can add multiple CPT codes(one at a time)



User Management

**Billing Codes**

Search:

Billing Group	Billing Code	Date Created	Actions
Discharge	99315 < 30min	05/03/2012	Delete
Discharge	99316 > 30min	05/03/2012	Delete
Initial Visit	99304	05/03/2012	Delete
Initial Visit	99306	05/03/2012	Delete
Initial Visit	99305	05/03/2012	Delete
Subsequent Visit	993010	05/03/2012	Delete
Subsequent Visit	99309	05/03/2012	Delete
Subsequent Visit	99308	05/03/2012	Delete
Subsequent Visit	99307	05/03/2012	Delete

Showing 1 to 9 of 9 entries

# Update User Account

- The user account created with the registration is that of a Practitioner with admin privileges.
- The Practitioner account needs to be updated with valid DEA, NPI numbers.
- The admin can create additional practitioner accounts
- All user management activities can be performed in the admin portal accessible through the following highlighted icon



# Updating Practitioner Account: Step 1

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[Home](#) [Calendar](#) [Messages](#) [Alerts](#) [Email](#) [Settings](#) [Review Notes](#) [Print My Notes](#) [Do Handoffs](#) [Rounding List](#)

## User List

[Add New User](#)

Search:

Username	Name	E-Mail Address	Date Created	Actions
<a href="#">akodey@mdops.com</a>	George ,Willis	akodey@mdops.com	05/01/2012 12:05:10	Disable
<a href="#">nsogal@gmail.com</a>	Arun,Choudary	nsogal@gmail.com	05/01/2012 12:05:15	Disable
<a href="#">akodey@yahoo.com</a>	Nathan,Raul	akodey@yahoo.com	05/01/2012 12:05:17	Disable
<a href="#">akodey@optonline.net</a>	John,Weisman	akodey@optonline.net	05/01/2012 02:05:48	Disable
<a href="#">nsogal@mdops.com</a>	Jim,Cramer	nsogal@mdops.com	05/01/2012 02:05:50	Disable
<a href="#">cgarner@aol.com</a>	Cathy,Garner	cgarner@aol.com	05/03/2012 05:05:31	Disable
<a href="#">jmidas@mdops.com</a>	John,Midas	jmidas@mdops.com	05/25/2012 02:05:17	Disable
<a href="#">sales@mdops.com</a>	Don,Clark	sales@mdops.com	06/05/2012 11:06:56	Disable
<a href="#">tracyWagner@yahoo.com</a>	Jack,Ryan	tracyWagner@yahoo.com	06/05/2012 02:06:17	Inactive
<a href="#">tracyWagner@yahoo.com</a>	Tracy,Wignerr	tracyWagner@yahoo.com	06/15/2012 12:06:22	Disable

Showing 1 to 10 of 11 entries

[First](#) [Previous](#) [1](#) [2](#) [Next](#) [Last](#)

# Updating Practitioner Account: Step 2



- Administration
- PCP Groups
- Facilities
- Users
- Roles
- Specialties
- SOAP Note Customizations
- Assessments
- Lab Tests
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- Import CVX Codes
- Import MVX Codes
- Rules
- My Settings
- Reports
- Patient Reminders

## Edit User

[Back to List](#)

**Step-1** Profile Information    **Step-2** Access Information

**Profile Information**

* First Name:	<input type="text" value="John"/>	Middle Initial:	<input type="text"/>
* Last Name:	<input type="text" value="Mayo"/>	Title	<input type="text"/>
DEA Number	<input type="text" value="AD1234567"/>	NPI	<input type="text" value="1234567890"/>
* Street Address	<input type="text"/>		
* City	<input type="text"/>	* State	<input type="text"/>
* Country	<input type="text"/>	* Zipcode	<input type="text"/>
* Cell Phone Number (xxx)xxx-xxxx	<input type="text" value="(631)655-3245"/>	Fax Number (xxx)xxx-xxxx	<input type="text"/>
* PCP Group	<input type="text" value="Other"/>	* Pager (xxx)xxx-xxxx	<input type="text" value="(631)655-3245"/>

Specialties

1 items selected	<a href="#">Add all</a>
<a href="#">Remove all</a>	Allergy & Immunology+ ▲
↕ Geriatrics -	Anesthesiology +
	Cardiology +
	Cardiothoracic +
	Dermatology + ▼

Step 1:  
Add valid DEA and NPI numbers

Step 2:  
Update the specialty for the practitioner if required. We recommend limiting one specialty for each practitioner.

[Next >](#)

# Updating Practitioner Account: Step 3

- Users
- Roles
- Specialities
- SOAP Note Customizations
- Assessments
- Lab Tests
- Assessment Plans
- Import Patients
- Import ICD9 Codes
- Import CVX Codes
- Import MVX Codes
- Rules
- My Settings
- Reports
- Patient Reminders
- Patient CCD Requests
- Syndromic Surveillance
- Encryption
- Clinical Quality Measure

## Access Information

Passwords Must be at least 8 characters. Must contain at least one lower case letter, one upper case letter, one digit and one special character Valid special characters are - @\$%^&+=.

\* MDLog ID

SpeechEnabled

\* Password

ConfirmPassword

\* Roles

6 items selected		Add all	
	<u>Remove all</u>	Case Manager	+
Medical Staff	-	Moonlighter	+
Administrator	-	Physical Therapist	+
New Admisson	-	Occupational Therapist	+
Accounting	-	Nutritional Therapist	+
Medical Records	-	Speech Therapist	+
Nursing	-		

\* Hospitals

1 items selected		Add a	
	<u>Remove all</u>		
Test Facility A	-		

< Back

Update

Step 3:  
Select "Speech Enabled" option to turn on speech recognition capability to be used with PC or mobile device

Step 4:  
Assign any additional role to user.  
Recommend assigning minimum required roles.

Step 5:  
Assign all the facilities that Practitioner is to cover

# Creating New Practitioner Account: Step 1

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## User List

### Administration

PCP Groups

Facilities

**Users**

Roles

Specialities

Assessments

Assessment Plans

Import Patients

Import ICD9 Codes

My Settings

Reports

**Add New User**

Search:

Username	Name	EMail Address	Date Created	Actions
<a href="#">akodey@mdops.com</a>	George ,Willis	akodey@mdops.com	05/01/2012 12:05:10	Disable
<a href="#">nsogal@gmail.com</a>	Arun,Choudary	nsogal@gmail.com	05/01/2012 12:05:15	Disable
<a href="#">akodey@yahoo.com</a>	Nathan,Raul	akodey@yahoo.com	05/01/2012 12:05:17	Disable
<a href="#">akodey@optonline.net</a>	John,Weisman	akodey@optonline.net	05/01/2012 02:05:48	Disable
<a href="#">nsogal@mdops.com</a>	Jim,Cramer	nsogal@mdops.com	05/01/2012 02:05:50	Disable
<a href="#">cgarner@aol.com</a>	Cathy,Garner	cgarner@aol.com	05/03/2012 05:05:31	Disable
<a href="#">jmidas@mdops.com</a>	John,Midas	jmidas@mdops.com	05/25/2012 02:05:17	Disable
<a href="#">sales@mdops.com</a>	Don,Clark	sales@mdops.com	06/05/2012 11:06:56	Disable
<a href="#">tracyWagner@yahoo.com</a>	Jack,Ryan	tracyWagner@yahoo.com	06/05/2012 02:06:17	Inactive
<a href="#">tracyWagner@yahoo.com</a>	Tracy,Wignerr	tracyWagner@yahoo.com	06/15/2012 12:06:22	Disable

Showing 1 to 10 of 11 entries

First Previous 1 2 Next Last

# Creating New Practitioner Account: Step 2

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Home | Calendar | Mail | Review Notes | Print My Notes | Do Handoffs | Rounding List

## Create User

**Step-1** Profile Information | **Step-2** Access Information

### Profile Information

\* First Name:  Middle Initial:

\* Last Name:

DEA Number:  Title:

\* Street Address:

\* City:  \* State:

\* Country:

\* Zipcode:

\* Cell Phone Number (xxx)xxx-xxxx:  Fax Number (xxx)xxx-xxxx:

\* Pager (xxx)xxx-xxxx:  PCP Group:

1 items selected	<a href="#">Add all</a>
<a href="#">Remove all</a>	Emergency Medicine +
	Endocrinology +
↑ Geriatrics -	Family Practice +
	Gastroenterology +
	General Practice +
	Hematology +

Step 1:  
Add user data  
to the fields

Step 2:  
Assign right  
speciality for  
the practitioner

[Next >](#)

# Creating New Practitioner Account: Step 3

**Step-1** Profile Information    **Step-2** Access Information

**Access Information**

Passwords Must be at least 8 characters. Must contain at least one one lower case letter, one upper case letter, one digit and one special character Valid special characters are - @\$%^^&+=.

\* Email Address   SpeechEnabled

\* Password  ConfirmPassword

\* Roles

1 items selected		Add all	
Remove all			
	Administrator	+	▲
	Case Manager	+	☰
	New Admisson	+	
	Accounting	+	
	Moonlighter	+	
	Medical Records	+	▼

\* Facilities

4 items selected		Add all	
Remove all			
	Golden Life Nursing	+	▲
	Great Oaks Assisted	+	
	Salem LTAC Hospital	+	
	GW Long Term Acute	+	☰
	Boston Skilled Nursing	+	
	Spaulding Cambridge	+	▼

< Back    Create

Step 3: Select "Speech Enabled" option to turn on speech recognition capability to be used with PC or mobile device

Step 4: Assign medical Staff role to user if it is a Practitioner

Step 5: Assign all the facilities that practitioner is to cover

# Uploading Patient Data

1. MDlog provides ability to bulk upload existing patient data
2. The patient data needs to be in a CSV file (Comma delimited). (Can be generated from an excel file)
3. The upload tool can only process data for one facility at a time so you need to create separate files for patients of each facility
4. At the time of upload you have to select the facility and the attending physician for the patients. So all the patients in each csv file will be assigned the selected facility and attending physician.
5. A sample CSV file can be made available for reference.
6. The upload tool identifies columns based on the column names(top row)
7. So you need to update your csv file with right column names to ensure upload is done correctly.
8. The next slide shows the required column names and the corresponding MDlog app fields where each of them are populated

# Up Loadable Patient Data

Required Column Names in CSV file for error free import	Corresponding field in MDlog application that gets populated with the value
'Last Name'	'lastname',
'First Name'	'firstname',
'Middle Initial'	'initial',
'Street 1'	'address',
'City'	'city',
"State"	"state",
"Zip Code"	"zipcode",
"Country"	"country",
"Phone 1"	"homephoneNumber",
"Phone 2"	"cellphoneNumber",
"Phone 3"	"workphoneNumber",
"Phone 4"	"workphoneNumber",
"Phone 5"	"workphoneNumber",
"Social Security Number"	"ssn",
"Sex"	"sex",
"Date of Birth"	"dateOfBirth",
"Date Created"	"Date Of Admission",
'Chart Number'	'billingReferenceId',
'Street 2'	'address1',
"Contact Phone 1"	"emergencyPhoneNumber",
"Contact Name"	"emergencyContact"

- Fields marked in **Red** are mandatory. Without those values in the csv file the upload tool will not successfully upload patient data

# Import Patient Data

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- Administration
- PCP Groups
- Facilities
- Users
- Roles
- Specialities
- SOAP Note Customizations
- Assessments
- Assessment Plans
- Import Patients**
- Import ICD9 Codes
- My Settings
- Reports

## Patient Import Tool

\* Choose file to upload  No file chosen

\* Attending Physician

Update Only SSN

**Step 1:**  
Ensure you have selected the right facility before starting the upload

**Step 2:**  
Select the CSV file which contains records of patients for the selected facility

**Step 3:**  
Select the Practitioner who will be the attending physician for all the patients being uploaded

**Step 4:**  
Ensure you unselect this option as it is to be used for updating SSN number for already uploaded patients

Contact us with any questions  
and to schedule a training session

## MDops Corporation

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