Unified Healthcare Document Management System

Administrator User Guide

2005 © Vareque

TABLE OF CONTENTS

Administrator User Guide

STEP 1
Logging into the Administrator account
The Administrator logs in to the V-Dox Login Screen which is a part of the Vareque Document Management Suite (VDMS) with their respective ID and password as shown the in the picture below. There are two modes of Login, Normal and Secure, the secure mode ensures 128-bit secure encryption for better security.

Figure 1

The Key Features:
Inside the Administrator Account, there are certain key features that the administrator must get accustomed to as shown in the picture below, which includes:

Sign In/Out: This link allows the admin to Login and out of the V-Dox Timesheet Manager which is used as an online attendance register.
Check E-mail: This allows the admin to check the company provided E-mail Account.
Help: Administrator can find all sorts of helps such as manual guide for every aspect of V-Dox's operations.

Figure 2

Show Info: Clicking on this button shows the hidden information such as My Account and Combine Jobs. Clicking it again will hide the information. See the picture above

Combine Jobs: This particular feature can be used to combines two jobs into one single job, which is particularly important when there is a scan document and an audio in two separate jobs for the same patient.

My Account: This particular feature is the "ADMINISTRATORS CONTROL PANEL' that enables the administrator to view all the details of all the clients, their respective templates, rates, invoices, attendance sheet, Individual shift outputs etc. as shown in figure 3. The main features are

Figure 3

My invoices and HR Reports: This part has three main features, "Click here for monitoring performance", "Click here for monitoring shift load. (BETA)", and "Click here for monitoring Author

Comments (BETA). These features are basically used to overlook the whole process of production shiftwise as well as individualwise. The last feature is used to effectively monitor the Author Comments segment.

Transcriptionist Setup: This feature enables the administrator to create the Userids and passwords of the MTs and QAs, and there profiles as well as enable and disable any particular ID. The usernames shown in red in <u>figure 4</u> are the ones which are disabled while the blues are the active ones.

MT_LT Su T	MT_LT Subir Mukherjee	MT_LT Surajit Saha	MT_LT Nilesh Paul
MT_LT Test Transcriptionist	MT_LT Arnab Pal	MT_LT Avik Dey	MT_LT Susanta karmakar
MT_LT Sandy B	MT_LT Surajit Jr. Saha	MT_LT Arindam Ghosal	MT_LT Ambar Pal
MT_LT Arup Acharya	MT_LT Manas Mitra	MT_LT Subhankar Datta Roy	MT_LT Rajarshi Chowdhury
MT_LT arindam banerjee	MT_LT shatrughan singh	QA1 Arindam_QA1 Ghosal	QA1 Surajit Chakraborty
QA1 Sourav Sarkar	QA1 Subhendu Ganguly	QA1 Sandip B	QA1 Temp QA-1
QA2 Arindam_QA2 Ghosal	QA2 sandip b	QA2 Sr C	QA2 Sourav Sarkar
QA2 Alma QA2	QA2 Soma Mukherjee	QA2 S Ganguly	QA2 Surajit Chakraborty
QA3 Nilotpal Ghosh	QA3 Arindam_QA3 Ghoshal	QA3 Sandip Bhattacharya	QA3 Alma QA3
QA3 Sourav Sarkar	QA3 Soma Mukherjee	QA3 Ben Law	

MY ACCOUNT
Date/Time (IST) : 09:56:21 AM, Monday March 28, 2005 .
My Invoices and HR Reports | Transcriptionist Setup | My Clients | My Templates | My V800 Setup | My Rates and Subscriptions
>>>>> ADD OR EDIT TRANSCRIPTIONIST DATA
Click here to create a new transcriptionist.
V-DoX™ 2003-2004 © Vareque

Figure 4

New transcriptionist IDs can be creating by clicking on the link "<u>Click here to create a new transcriptionist.</u>" Figure 4.1 below shows how the <u>create new transcriptionist</u> windows looks like.

CREATE NEW TRANSCRIPTIONIST
Date : 2005-03-28 | Time: 14:07:07.

First Name: _____   Last Name: _____
Address: _____   _____
City: _____   State: AK
Zip: _____   Country: USA
Login Name: _____   Password: _____
Email: _____   Phone 1: _____
Timezone: IST   Cellphone: _____

Role: Transcriptionist   for the companies checked below.

☐ Riverside Medical Clinic. Check/Uncheck All ☐
☐ Ravi Berry   ☐ Manoj Patel   ☐ Andrij Horodysky   ☐ Khaleed Shahin
☐ Lynn Thomas   ☐ Michael Thurman

Figure 4.1

My Clients: This feature enables the administrator to create the different clients groups, create their work types etc. and manage them respectively.

My Templates: This feature enables the administrator to create the different templates for the different client groups and also to enter the rates of the normal and stat files and manage them respectively.

MY ACCOUNT
Date/Time (IST) : 09:57:59 AM, Monday March 28, 2005 .
My Invoices and HR Reports | Transcriptionist Setup | My Clients | My Templates | My V800 Setup | My Rates and Subscriptions
>>>> TEMPLATE SETUP

Client 1:   Riverside Medical Clinic

Template Name	#	Code	Template File	Count Class	subUnit	per	Unit	Rate(¢)	Stat (¢)	Min. ($)
Blank	10	BL	blank.rtf	Total char/line	65	char	lines	5	5	0.01
Initial_Evaluation	20	IE	ie_template.rtf	Total char/line	65	char	lines	5	5	0.01
Progress_Note	11	PN	1073526545[1].rtf	Total char/line	65	char	lines	5	5	0.01
Pediatric	12	PD	Pediatric_template.rtf	Total char/line	65	char	lines	5	7	0.01
SOAP_Note	14	SP	blank_1106200817.rtf	Total char/line	65	char	lines	5	5	0.01
Physical_Exam	15	PE	physical examination_1106806435.rtf	Total char/line	65	char	lines	5	11	0.01
Office_Chart_Note	13	OCN	265-OCN_1105077641.rtf	Total char/line	65	char	lines	5	5	0.01
Phone_Conversation	16	PC	Phone conversation.rtf	Total char/line	65	char	lines	5	5	0.01
Workman's_Comp_Report	17	WC	WORKERS COMPENSATION REPORT.rtf	Total char/line	65	char	lines	5	5	0.01

Add New Worktype
Click on Worktype name to edit it

Figure 5

New worktypes can be added by click on "<u>Add New Worktype</u>" link as shown in figure 5

My V800 Setup: This feature enables the administrator to manage the V800 system directly from the Administrators Control Panel of the V-Dox.

My Rates & Subscriptions: This feature enables the administrator to effectively manage the rates and subscription charges for the different clients groups.

<u>Show Search:</u> Clicking on this button shows the hidden tool bar (refer to the circle in figure 2), which is used for date selection, searching of records, view all records, and searching for old and completed records from the archives (refer to box 5 of figure 6). Clicking on it again will hide the bar.

Screen Parts :

1. Select Start DOS (Date of Service)
Selection of Date of Service is allowed to retrieve records dictated by the facilities starting from a particular date. It is a selection field from where the particular date may be selected.

2. Select End DOS (Date of Service)
Selection of Date of Service is allowed to retrieve records dictated by the facility ends at a particular date. It is also a selection field from where the particular date may be selected.
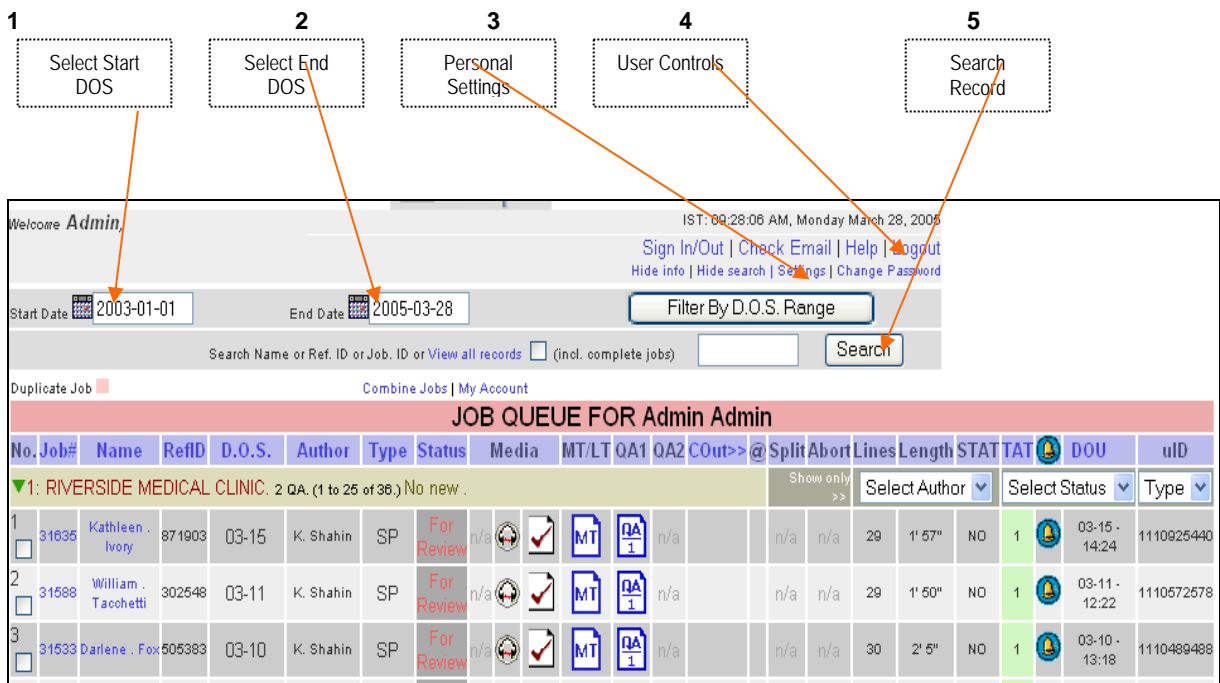
Figure 6

3. Filter by Date of Service Range
This aids in filtering out the records in between the start date and end date as shown in figure 6.

4. View all records
Viewing of all the records is allowed by clicking on this particular link, this deactivate any kind of filters and show all the records for the current date.

5. Searching of records
The user can use this option to search a particular record, or multiple records pertaining to a particular patient using the reference ID or the patient last name as shown in the figure 7.
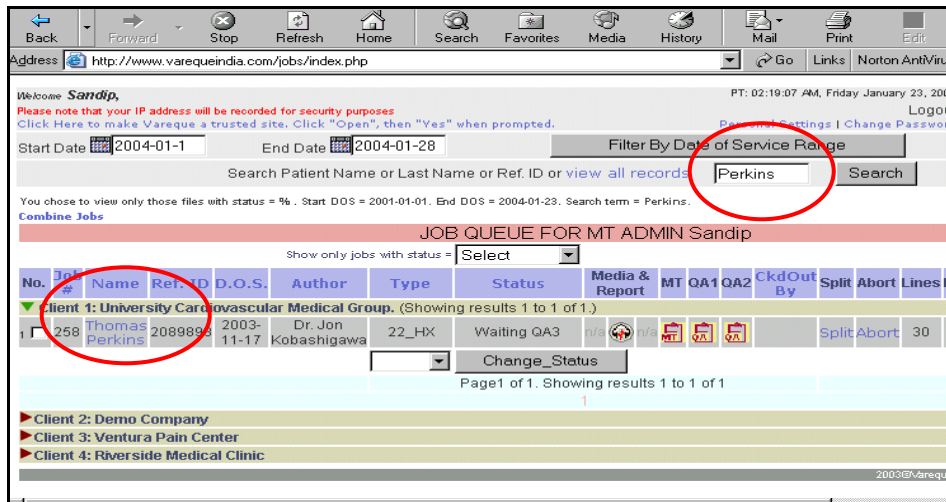
Figure 7

Personal Settings

Allows the Admin to set personal choices regarding the name, address, mail-id and the no. of records to be displayed in a single page, and also change the Client-Name Row Color etc.
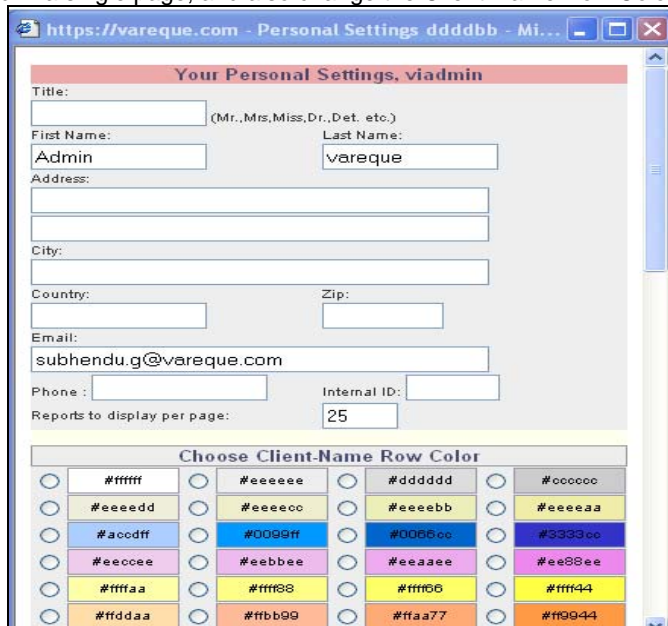

Figure 8

User Controls

Here the Admin is allowed to change his or her own password as shown in the picture.

Figure 9

STEP 2
Monitoring the Job Queue
From the "Job Queue for Admin" that appears under, the Administrator can monitor every aspect of the production process. The Administrator can filter the job queue using three filters, By Author, By Status, and by Types. Please see the boxes in **figure 10**

Figure 10

The administrator can also change the demographic information of the patient by clicking on the patient name, and also see the Job Audit Report by clicking on the job number as shown in figure 11 and figure 12.
In case of any discrepancy in the line count of the report, Administrators can also make the change by modifying the "Number of lines:" text box, as shown by the red circle in the demographics window.

Figure 11

The Job Audit Trail is a very useful feature and provides vital informations like time taken by the respective MTs and QAs for a particular job, the respective order in which the jobs were checked out and how the status of the job has changed. The red circle in figure 12 shows that this particular job's status is overwritten and changed by the Admin.

Figure 12

STEP 3
Managing the Jobs in Progress
The last segment of the Job Queue for Admin has a set of power full tools for changing the status of the reports and allotment of particular files to respective MTs. See the figure below.

Figure 13

Check/Uncheck All: Clicking this check box will select all the records in the job queue for the administrator. Clicking it again will revert it back. This is particularly helpful in changing the status of all the files at one go.

Change Button: This is a very powerful tool, which the administrator can use to revert back a completed job back to new, waiting qa1, or any other status of his/her choice and visa versa.

Explanation: In order to change a particular job status, first select it by clicking on the small check box on the extreme left hand side of the row, then click on the Status drop down menu, Select any one of the status for the particular job, also select the "Overwrite old" check box. This feature ensures that during changing of status, the old files are overwritten by the newer ones. Then click on the Change command button. A confirmation message will be shown. (See the figure below)

Administrators can change the status of a job to stat by clicking of the "STAT" command button.

Figure 14

STEP 4
Facilitating the jobs

Job Assignment Module: This module is a new addition to the Admin Login. The administrator can now assign jobs to particular MTs and QAs of his/her choice, once assigned the MTs or QAs has to finish those jobs before proceeding to the next.

Downloadit: Audio files from the admin queue can be downloaded by selecting the jobs first and then by clicking on the "Downloadit" command button. The audio files will be downloaded in a zip format. (See figure 14)

STEP 5
Communicating with the Transcriptionists and Authors

Comments: In case, the Admin needs to add any additional comments to a particular file, he/she can do so by entering his comments in the text box below the file name in the "Demographics Window" and clicking the "Update job window" command button. (See figure 11) Clicking on the ringing bell button will show the content of the comments window.


Figure 15

STEP 6
Logging Out

Logout: This is the last segment of the Admin account. Administrators can logout of his/her account by clicking on the Logout link in the top right hand side of the window.

Figure 16

Clicking on Logout windows will take the admin to the next window (see the figure below). Administrators can choose to Logout by clicking on "Click here to logout" or relogin by the clicking the link below. It will take the admin back to the main Login screen. (See figure 1)
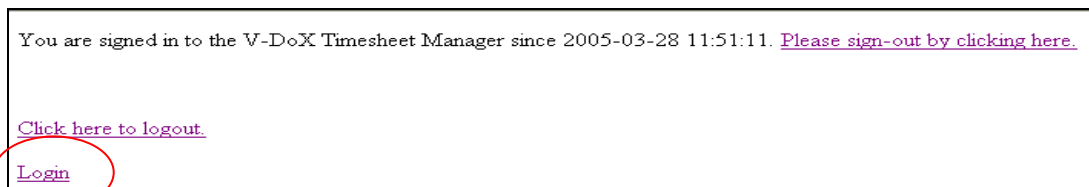
Before logging out of the Admin account, one must remember to signout of the V-DoX Timesheet Manager.