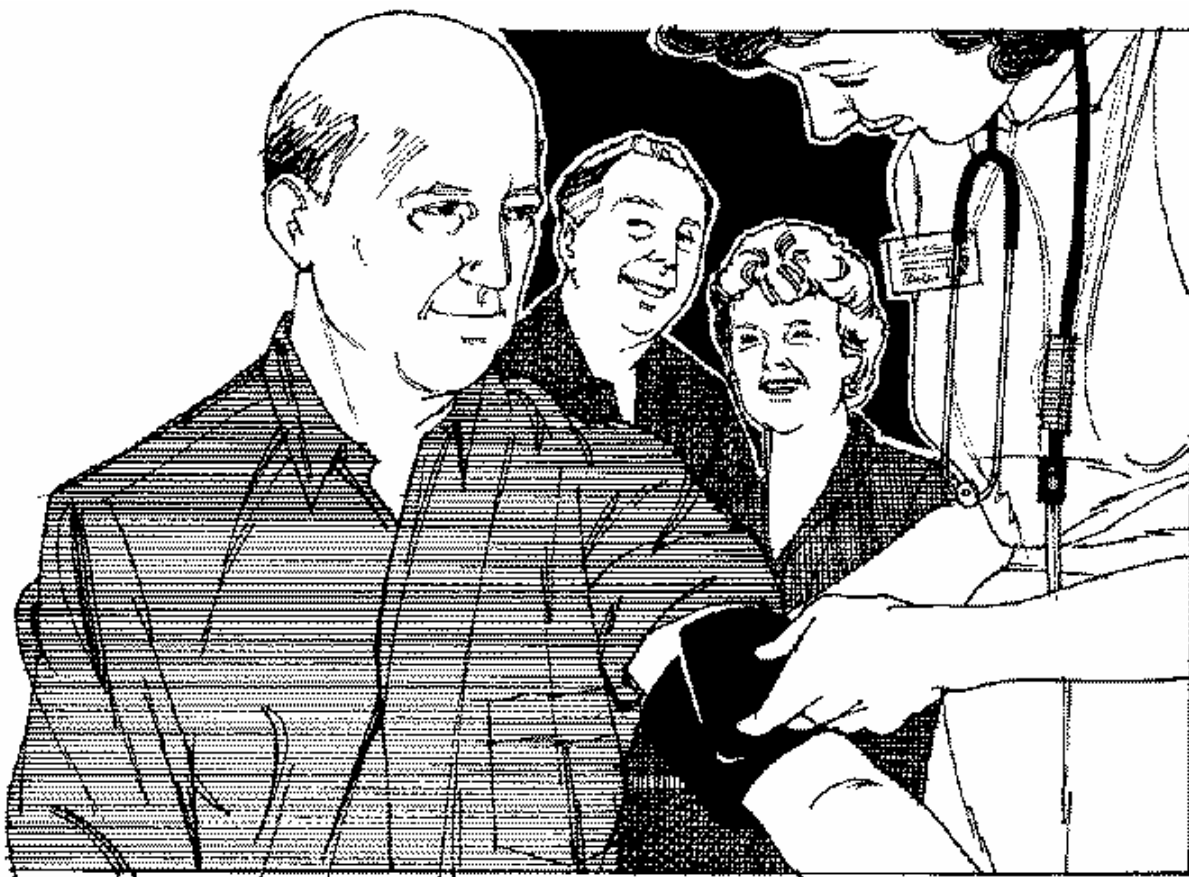


Flu Clinics



User's Manual

Flu Clinics

Health District Information System
HDIS (Windows Ver. 4.0)

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CHC Software, Inc.
Health District Information Systems
helpdesk@hdis.org

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Introduction

This program is designed to assist you in organizing a systematic approach to entering your flu records from your flu clinics and provides accurate up-to-date records within your health district.

Please review the manual carefully to obtain the maximum benefits. Little or no prior computer experience is necessary to operate this program.

About This Manual

The Flu Clinics Module is simple to use. ***The maximum benefit with the least time spent will be obtained if you start at the first page of this manual and follow the directions exactly as you enter the first record in your computer.***

Square boxes in this manual surround the key that you are to press on your keyboard. As an example, when you read

ENTER

The word

TYPE is followed by bracketed [] instructions of what to type into a field.

Note: For Technical Support, email: helpdesk@hdis.org



Navigation

Whenever you see one  click the left side of your mouse once.

Whenever you see two  click the left side of your mouse twice.

Navigation Keys For Entering Information

Tab or **ENTER** to move to next field

Shift **Tab** or **Up** to go back one field

Alt + **R** places you in the receipt screen.

Editing Keys

Backspace deletes one character left of cursor

Delete deletes one character

Insert inserting & overwriting modes

When you see a pull-down field, click the arrow to the right to view all your choices.



Starting HDIS

MICROSOFT Windows Users

Start

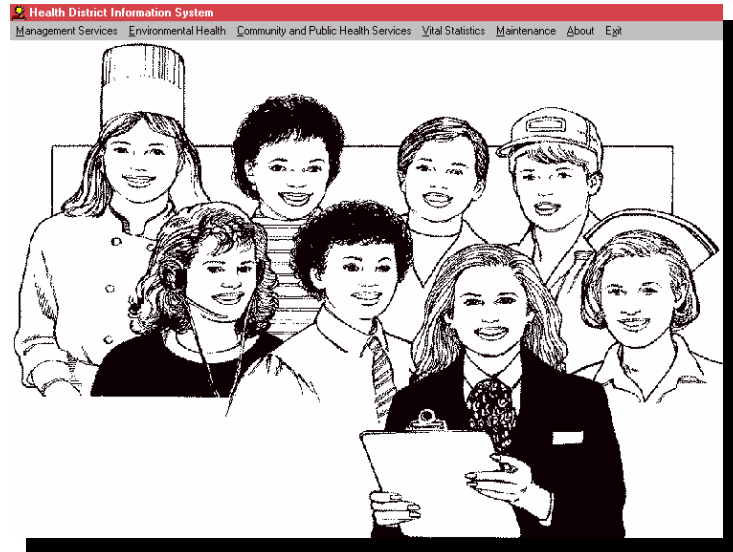
Programs

Health District Info Systems

HDIS

Health District Information System Menu Bar

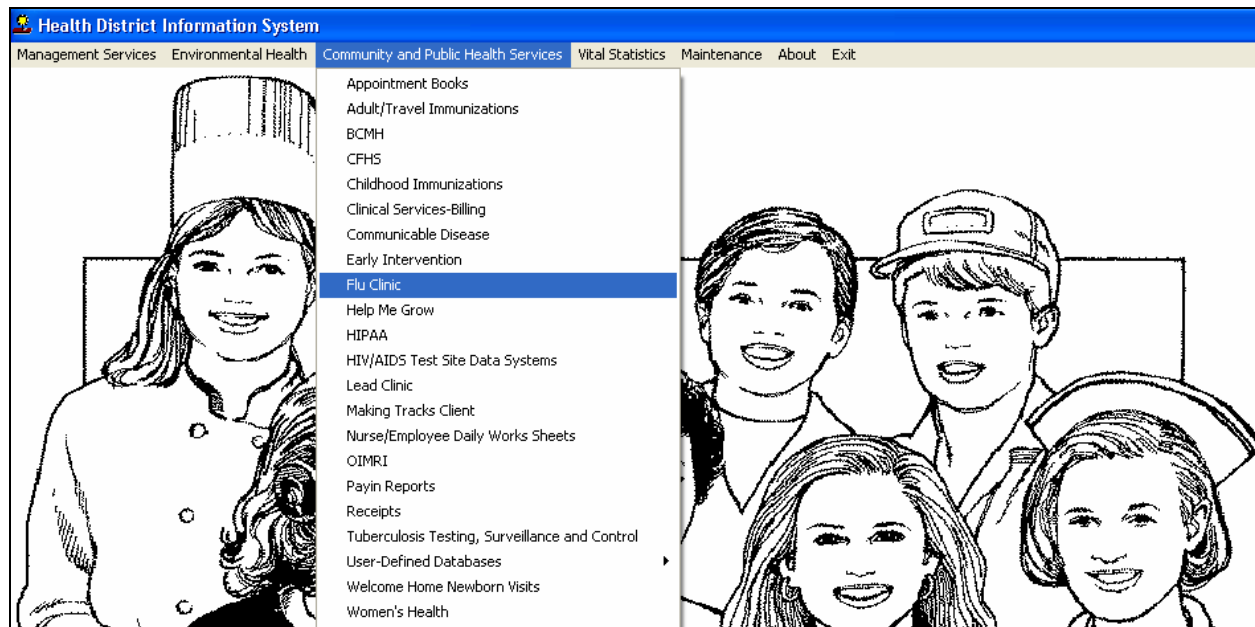
HDIS (Health District Information System) has several different modules designed to assist your health district in its day-to-day operations. The **Flu Clinics module** is a great addition to these modules and simplifies your record keeping, billing and information management needs.

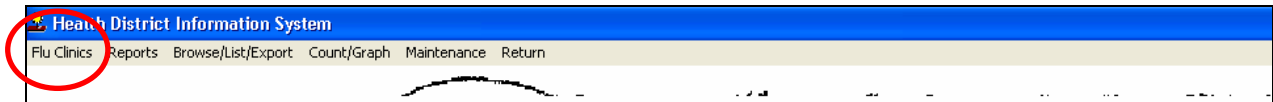


Community and Public Health Services

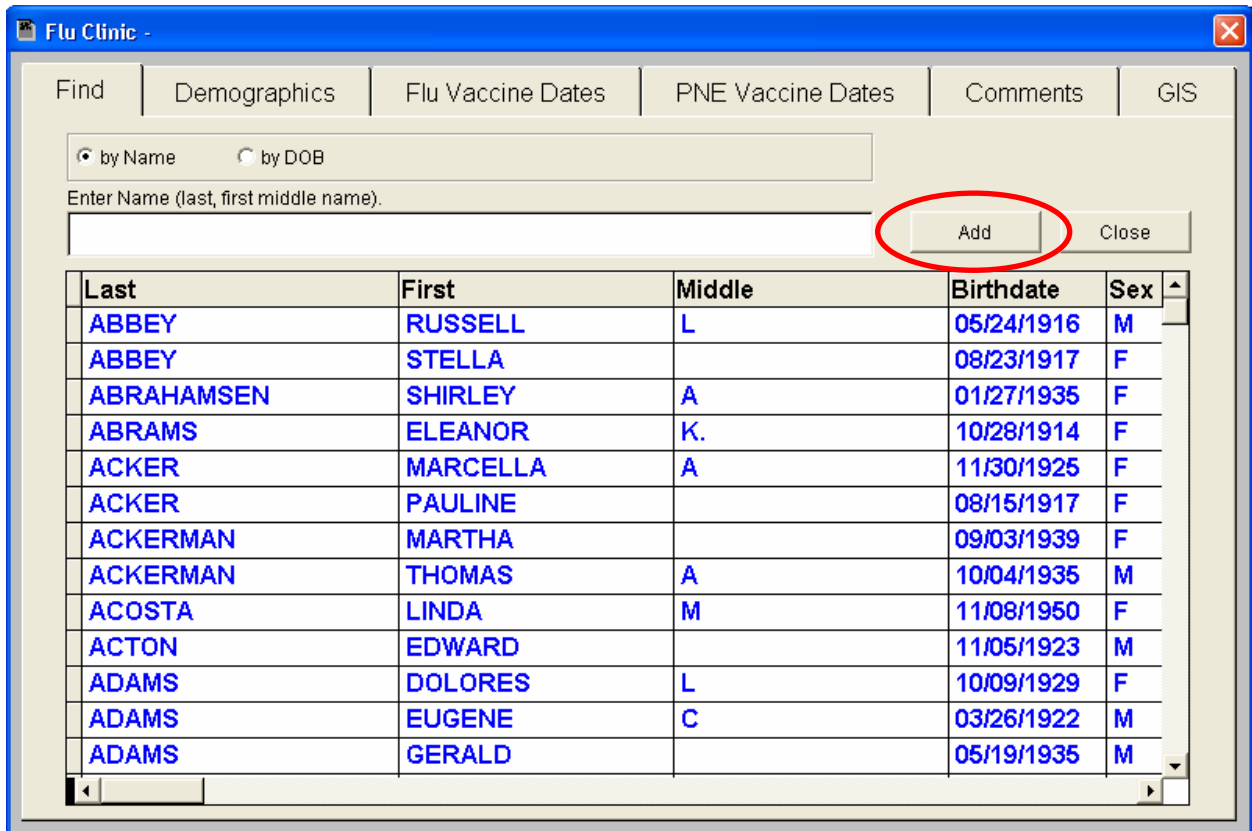


Flu Clinic





Entering a Client Record



The **FIND** tab on the Flu Clinics window is for finding a client record. You can browse through the grid to find a name or type the name in the **Enter Name (last, first, middle name)** field and then press the enter key on your keyboard. To find a client record by **DOB**, click the radio button labeled **by DOB** and then enter the date of birth.

To add a client to your list, click the **Add** button. Once the client is entered you **do not** have to click the Add button a second time.

** Your flu clinic name table is separate from all of your other HDIS modules.

Flu Clinic - SMITH, JOHN

Find | Demographics | Flu Vaccine Dates | PNE Vaccine Dates | Comments | GIS

Last name: SMITH | First Name: JOHN | Middle Name:

Street: 124 MAIN AVENUE | City: MENTOR | State: OH | Zip Code: 44598

Phone: 1-555-895-6446 | Date of Birth: 10/04/1980 | Sex: M

Primary Insurance Carrier: MEDICAID | Insurance #: 123456789 | Secondary Insurance Carrier: | Insurance #:

Company: CHC SOFTWARE, INC. | Political Subdivision: 99 LAKE

Print | Previous | Next | Delete | Add | Modify

You may now begin to enter information into the fields. Remember, you can use the “Tab” or the “Enter” button to advance from field to field. On this page, you will fill out the demographic information for the client.

** Note: All phone numbers must start with a “1”

Flu Vaccine Dates



Flu Vaccine Dates

This page contains the flu shot records for each client. To enter a shot, fill out the information in the fields across the top of the page and click on the “Add Injection” button.

Field/Button	Description
Date	Enter the date of the injection
Clinic	Choose the flu clinic where the injection was performed
Lot #	Choose the lot # of the shot
Injection Site	Choose the injection site
Date Paid	Enter the date that the shot was paid for (optional)
Receipt #	Enter the receipt number(optional). If you have the Receipt Module, press ALT R)
Print	Click to open the print window
Add Injection	Click to add in injection to the list
Delete Injection	Click to delete an injection from the list.
Modify	Click to modify the record

Comments



Comments

The screenshot shows a software window titled "Flu Clinic - SMITH, JOHN". The window has a blue title bar and a tabbed interface. The tabs are "Find", "Demographics", "Flu Vaccine Dates", "PNE Vaccine Dates", "Comments", and "GIS". The "Comments" tab is currently selected. Inside the window, there is a large text area with the placeholder text "Enter your comments here". At the bottom right of the window, there are two buttons: "Print" and "Modify".

You may add any of your comments on the client on the “Comments” page. To enter a health risk for your reporting needs, enter “HR:” followed by the health risk. The clients that have a health risk entered will show up in the Health Risk report under the Reports menu which will be discussed further on in the manual.

GIS/GPS



GIS/GPS

Flu Clinic - SMITH, JOHN X

Find
Demographics
Flu Vaccine Dates
PNE Vaccine Dates
Comments
GIS

Global Information System

Street #	Prefix Direction	Prefix Type	Street name	Street Suffix	Prefix Direction
<input style="width: 90%;" type="text" value="124"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text" value="MAIN"/>	<input style="width: 90%;" type="text" value="AVENUE"/>	<input style="width: 90%;" type="text"/>

The GIS/GPS tab allows you to enter your GPS coordinates for mapping purposes.

Field/Button	Description
Street #	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Prefix Type	(automatically filled out when you enter the address)
Street Name	(automatically filled out when you enter the address)
Street Suffix	(automatically filled out when you enter the address)
Prefix Direction	(automatically filled out when you enter the address)
Modify	Click to modify the information on the page

Print Button



Print

Print

Form:

- Print Flu Adult Questionnaire
- Print PNE Adult Questionnaire
- Flu Vaccine Administration Record

Output to:

- Preview
- Print

OK Close

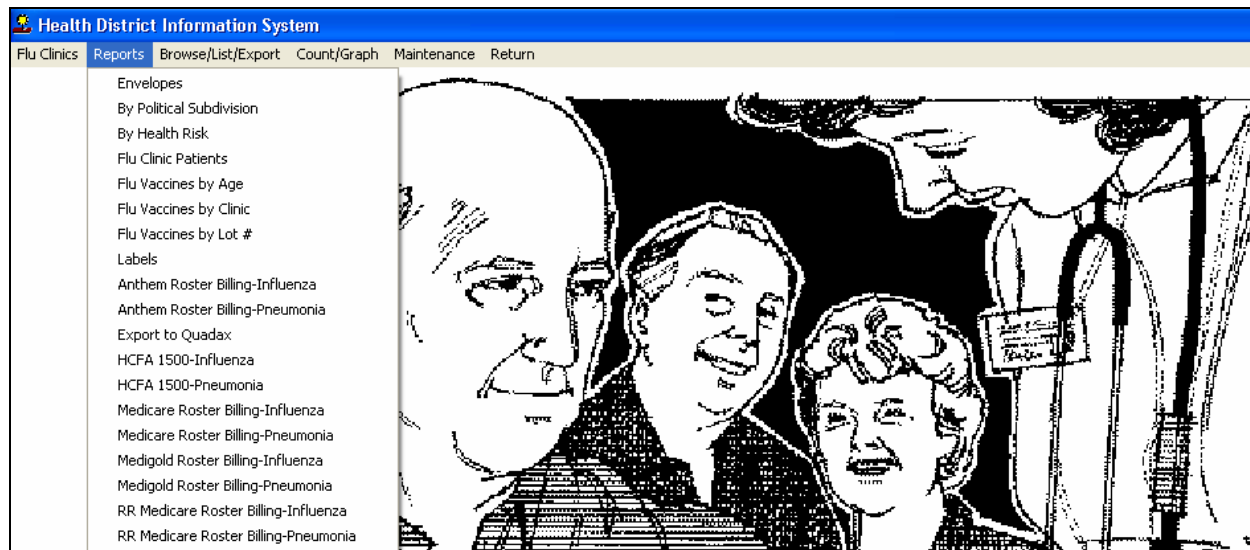
Print: The print button is available on all the tabs

Field/Button	Description
Print Flu Adult Questionnaire	Prints out a flu vaccine administration record along with a questionnaire that you are able to develop under the "Maintenance" menu.
Print Flu Adult Questionnaire	Prints out a pne vaccine administration record along with a questionnaire that you are able to develop under the "Maintenance" menu.
Flu Vaccine Administration Record	Prints out a Flu Vaccine Administration record for the client along with preloaded questionnaire
Preview	Previews the printout.
Print	Prints the form.
OK	Prints/previews the form.
Close	Closes the print menu.

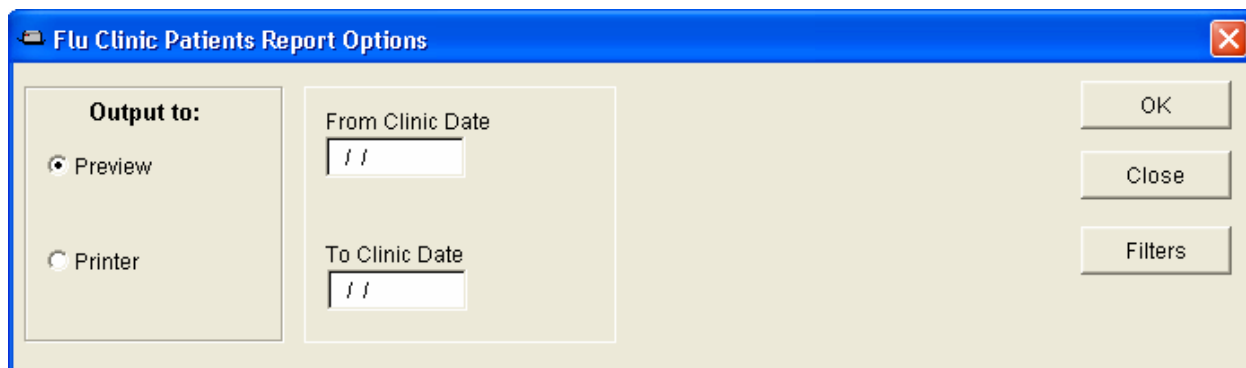
Reports



Reports



The **Flu Clinics program** has a set of pre-defined reports to choose from. Each reported will ask for **From date issued** and **To date issued**.

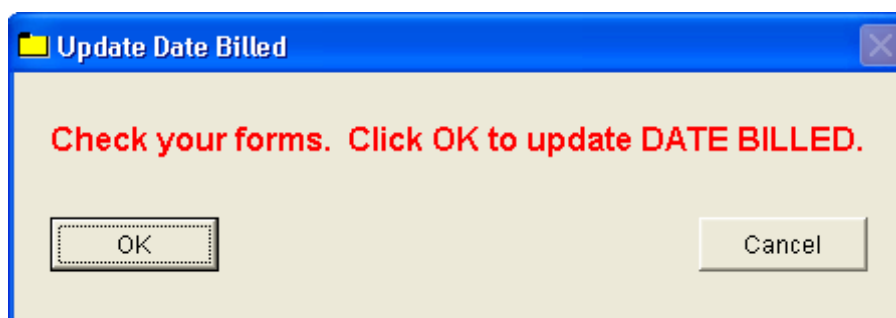


You may also preview the report before printing. Also, you have the ability to use filters to build a query.

Reports

Report	Description
Envelopes	Addresses envelopes for each client.
By Political Subdivision	Generates a report of clients from each political subdivision
By Health Risk	Generates a count report of your flu clinic clients with a health risk. (Health risks are entered under the "Comments" page)
Flu Clinic Patients	Generates a list of your flu clinic clients.
Flu Vaccines by Age	Generates a count report of your flu clinic clients by age.
Flu Vaccines by Clinic	Generates a count report of your flu clinic clients by clinic.

Flu Vaccines by Lot #	Generates a count report of your flu clinic clients by lot #.
Labels	Generates mailing labels to each client.
Anthem Roster Billing - Influenza	Generates your Anthem Roster Billing for your Influenza clients.
Anthem Roster Billing - Pneumonia	Generates your Anthem Roster Billing for your Pneumonia clients.
Export to Quadax	Quadax customers use this for electronic billing.
HCFA 1500 - Influenza	Generates your HCFAA Billing for your Influenza clients.
HCFA 1500 - Pneumonia	Generates your HCFAA Billing for your Pneumonia clients.
Medicare Roster Billing - Influenza	Generates your Medicare Roster Billing for your Influenza clients.
Medicare Roster Billing - Pneumonia	Generates your Medicare Roster Billing for your Pneumonia clients.
Medigold Roster Billing - Influenza	Generates your Medigold Roster Billing for your Influenza clients.
Medigold Roster Billing - Pneumonia	Generates your Medigold Roster Billing for your Pneumonia clients.
RR Roster Billing - Influenza	Generates your RR Medicare Roster Billing for your Influenza clients.
RR Roster Billing - Pneumonia	Generates your RR Medicare Roster Billing for your Pneumonia clients.

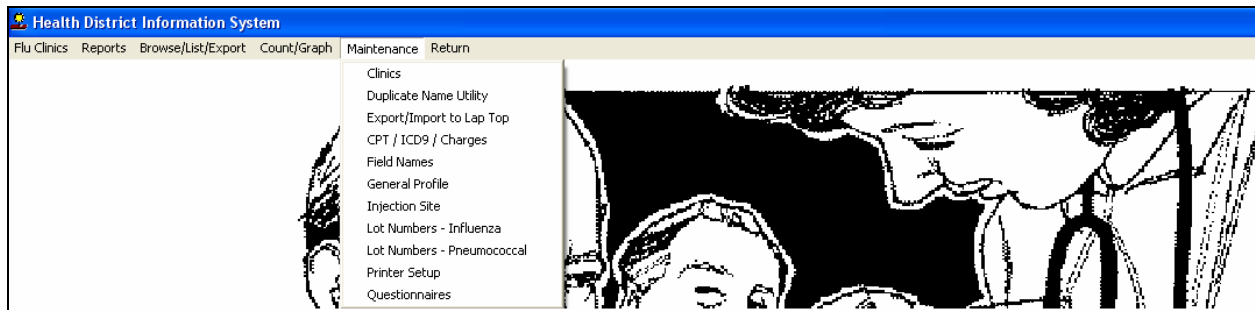


After each billing report is run, the “Update Date Billed” window will appear. If your billing forms appear to be correct, click the “OK” button and the “Date Billed” field on Flu Vaccine Dates page or the PNE Vaccines Dates page will be automatically filled out. This function will prevent you from double billing for an injection.

Maintenance - Add/Delete/Modify Tables



Maintenance



The maintenance menu contains a list of the tables that you can modify for your program.



Clinics

Add/Delete/Modify Clinic Names

Name
ADULT IM CLINIC
ASSISTED LIVING GRP
ATC EMPLOYEES
EASTLAKE SR CTR
FAIRPORT SR CENTER
HEALTH DISTRICT
HOME CARE
KIRTLAND SR CTR
LAKE COUNTY HOME
LAKELAND COMMUNITY COLLEGE
LAKETRAN
LCGHD EMPLOYEES
MADISON SR CENTER
MENTOR SR CENTER
OTHER
OTHER (NO FEE)
PAINESVILLE SR CTR
PH HOME VISIT
WICKLIFFE SR CENTER
WILLOUGHBY HILLS
WILLOUGHBY SR CENTER
WILLOWICK SR CENTER

Buttons: Close, Add, Delete, Print

Field/Button	Description
Name	Enter the name of the clinic
Close	Closes the table
Add New Fee	Adds a clinic to the table
Delete Fee	Deletes the clinic
Print	Prints a list of the clinics



Duplicate Name Utility

The screenshot shows the 'Duplicate Name Utility' window with the following fields:

Name	DOB	Sex	Street	City	Zip	Phone	Last Flu Date	Last Pne Date
SMITH								

Buttons: Search, Close

The “Duplicate Name Utility” allows you to find client’s in the flu program that have been accidentally added more than once. To search for duplicate names, type the last name in the “Name” field and click the “Search” button.

The screenshot shows the 'Duplicate Name Utility' window with the following fields:

Name	DOB	Sex	Street	City	Zip	Phone	Last Flu Date	Last Pne Date
SMITH	10/04/1980	M	124 MAIN AVENUE	MENTOR	44598	1-555-895-6446	10/05/2005	10/05/2005
SMITH	10/04/1980	M	1234 MAIN AVENUE	MENTOR			//	//

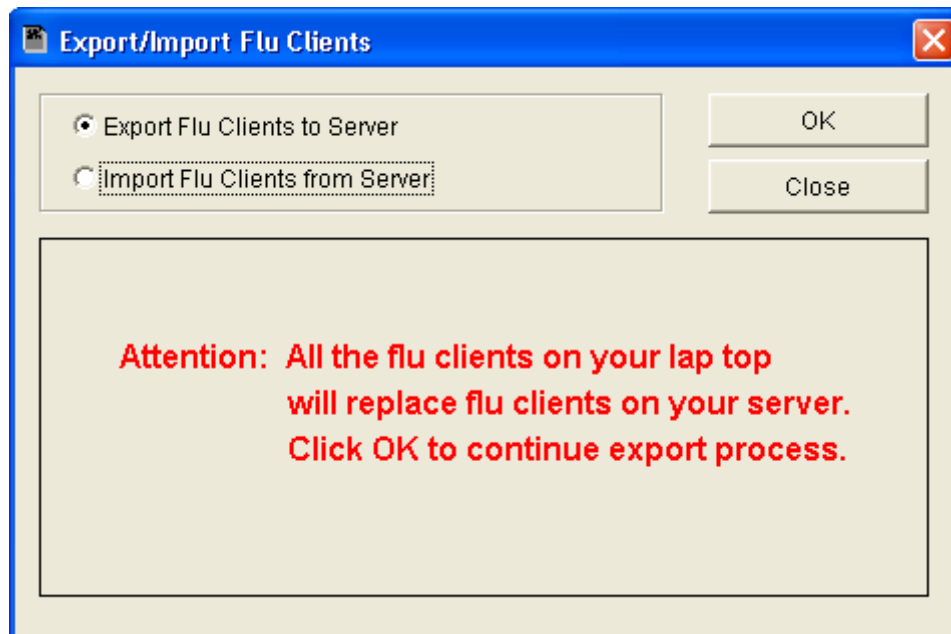
Buttons: Influenza / Pneumococcal - Left to Right*, Influenza / Pneumococcal - Right to Left*, Search, Close

In the example above, the utility found two records with the same name of “John Smith”. The date of birth along with the mailing address and phone number are also the same indicating that this client has been entered twice. These two duplicate records can be combined through the two buttons “Influenza/Pneumococcal – Left to Right*” and “Influenza/Pneumococcal – Right to Left*”. In this case we would right-click the “Influenza/Pneumococcal – Right to Left*” button because the record on the left contains the Flu and Pne injection dates.

** Remember, all buttons ending with a * have to be right-clicked.



Export/Import Flu Clients



The **Export/Import** function allows you to take your flu clinic data out of the office on your laptop. If you would like to use a laptop for your inspections, please contact CHC Software to order your Remote Lap Top CD ROM.

Flu Clinics– Lap Top Export / Import Files

Connect your lap top to the Network.

Before Leaving the Health Department

Import Flu Client Files

- Click “Community and Public Health Services”
- Click “Flu Clinics”
- Click “Maintenance”
- Click “Export/Import to Lap Top”
- Click “Import Flu Clients From Server” radio button
- Click OK button
- Click Continue button

Upon Return to the Health Department

Export Flu Client Files

- Only Export one lap top at a time.
- Click “Community and Public Health Services”
- Click “Flu Clinics”
- Click “Maintenance”
- Click “Export/Import to Lap Top”
- Click “Export Flu Clients to Server” radio button
- Click OK
- Click Continue

Click close when finished.

Note: Only Export / Import one Lap Top at a time.



ANTHEM

Name	Mail to	Address		
ANTHEM	ANTHEM INSURANCE COMPANY	1234 ANTHEM STREET		
City, State, Zip		Phone	PIN	
ANTHEM, OH 44138		1-111-111-1111	ANTHEM-PIN	

Influenza		Pneumonia		
Influenza				
lcd9 Code	INF CPT Code	INF Charge	ADM CPT Code	ADM Charge
V04.81	90658	1.01	G0008	1.01

POS	TOS	Units	31. Signature of Physician or Supplier
60		1	AA

32. Name of Facility	Address 1
BB	CC
City, State, Zip	
DD	

Add Previous Next Close

The zoom window allows you to view/modify all of the information on the insurance company.

** Be sure not to miss the Pneumonia tab.



Field Names

Field Name	Data Base Field Name
CITY	FLU.CITY
COMPANY	FLU.COMPANY
DATE OF BIRTH	FLU.DOB
FIRST NAME	FLU.FIRST
GIS/PREFIX DIRECTION	FLU.GIS_PRE_DIR
GIS/PREFIX TYPE	FLU.GIS_PRE_TYPE
GIS/STREET	FLU.GIS_STRT
GIS/STREET #	FLU.GIS_STRT_NO
GIS/STREET SUFFIX	FLU.GIS_STRT_SUF
GIS/STREET SUFFIX DIR	FLU.GIS_STRT_DIR
LAST NAME	FLU.LAST
MIDDLE NAME	FLU.MIDDLE
PHONE	FLU.PHONE
POLITICAL SUB. CODE	FLU.PS
POLITICAL SUB. NAME	FLU.PS_CITY
PRIMARY INSURANCE	FLU.INS
PRIMARY INSURANCE #	FLU.INS_NO
SECONDARY INSURANCE	FLU.INS2
SECONDARY INSURANCE #	FLU.INS2_NO
SEX	FLU.SEX
STATE	FLU.STATE
STREET	FLU.STREET
ZIP	FLU.ZIP

The **field names** listing can be very useful in determining what fields you wish to utilize to merge data for letters or when creating adhoc reports. The Field Name column is used to merge data into letters. Enter the field name in capital letters in the body of the letter surrounded by asterisks (no spaces between asterisks and field name).



General Profile

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

Health Department

Division

Address1

Address2

City State Zip

County

Phone #'s FAX #

Federal Tax ID

Commissioner

Client/Server Location

2004 2003 2002 2001 2000 1999 1998

Make Checks Payable to:

Close

The **General Profile** allows you to fill out the basic information for your health department.



Community & Public Health Services / Flu Clinics

General Profile

Demographics | General | Management | Environmental | Community & Public Health Services | Vital

HIV/AIDS Testing | Help Me Grow | Lead Clinics | Nurses Daily's | TB Testing | Welcome Home | Appointments | Match

Adult Immunizations | BCMH | Childhood Immunizations | Clinical Services | Communicable Disease | **Flu Clinics**

The Flu Insurance Information has been moved to the Flu Menu under Maintenance (CPT / ICD9 / Charges)

Move Print Down 1/8 for every #

HCFA 1500-Alignment A

HCFA 1500-Alignment B - 1/16 to right

HCFA 1500-Alignment C - 1/8 to right

HCFA 1500-Alignment D - 3/16 to right

HCFA 1500-Alignment E - 1/4 to right

HCFA 1500-Alignment F - 5/16 to right

HCFA 1500-Alignment - Custom

Flu Clinic PC ID

Reports - Print Flu Claims Already Marked Billed

Field/Button	Description
Move Print Down 1/8 th for...	Go up or down to move print on HCFA 1/8 th of an inch
HCFA 1500 – Alignment A	Check to use alignment “A”
HCFA 1500 – Alignment B – 1/16 th to right	Check to use alignment “B”
HCFA 1500 – Alignment C – 1/8 th to right	Check to use alignment “C”
HCFA 1500 – Alignment D – 3/16 th to right	Check to use alignment “D”
HCFA 1500 – Alignment E – 1/4 th to right	Check to use alignment “E”
HCFA 1500 – Alignment F – 5/16 th to right	Check to use alignment “F”
HCFA 1500 Print Test	Click button to print out a test HCFA 1500 to check alignment
Flu Clinic PC ID	Will indicate on questionnaire printout which computer the report was generated from. Give the PC a ID such as “A”.
Reports – Print Flu Claims...	Check to reprint claims that are already marked billed.



Lot Numbers - Influenza

The screenshot shows a software window with a blue title bar that reads "Add/Delete/Modify Lot Numbers - Influenza". Inside the window, there is a table with a header row labeled "Name" and a single data row containing the text "1234567A". The table has a vertical scrollbar on the right side. To the right of the table, there are four buttons stacked vertically: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the lot # for the influenza vaccine
Close	Closes the table
Add Button	Adds a lot # to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



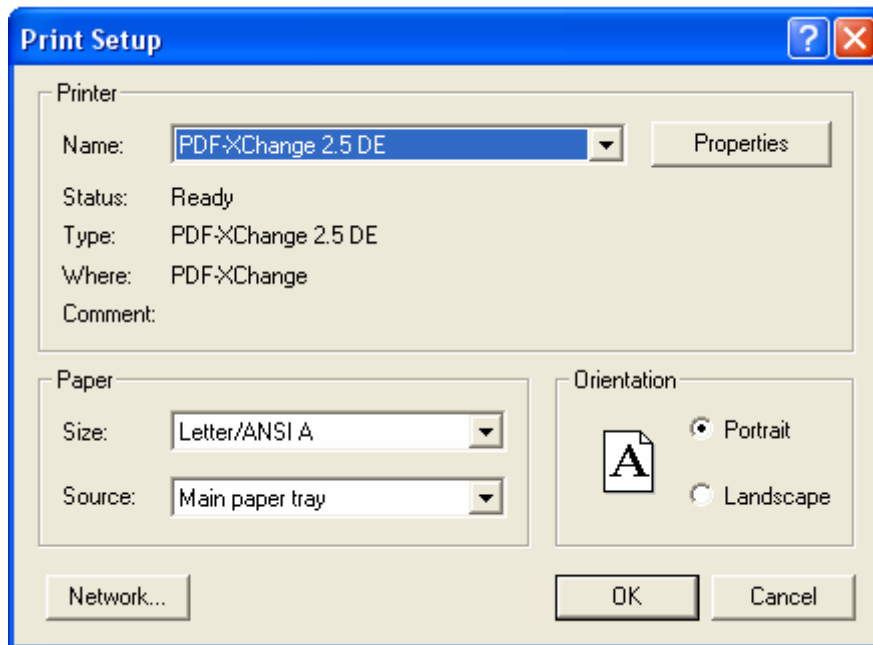
Lot Numbers - Pneumococcal

The screenshot shows a software window with a blue title bar that reads "Add/Delete/Modify Lot Numbers - Pneumococcal". Inside the window, there is a table with a header row labeled "Name". The first row of the table contains the text "558956PNE". Below this row are several empty rows. To the right of the table, there are four buttons stacked vertically: "Close", "Add", "Delete", and "Print".

Field/Button	Description
Name	Enter the lot # for the pneumonia vaccine
Close	Closes the table
Add Button	Adds a lot # to the table
Delete* Button	Right-click to delete a highlighted entry
Print	Prints the list



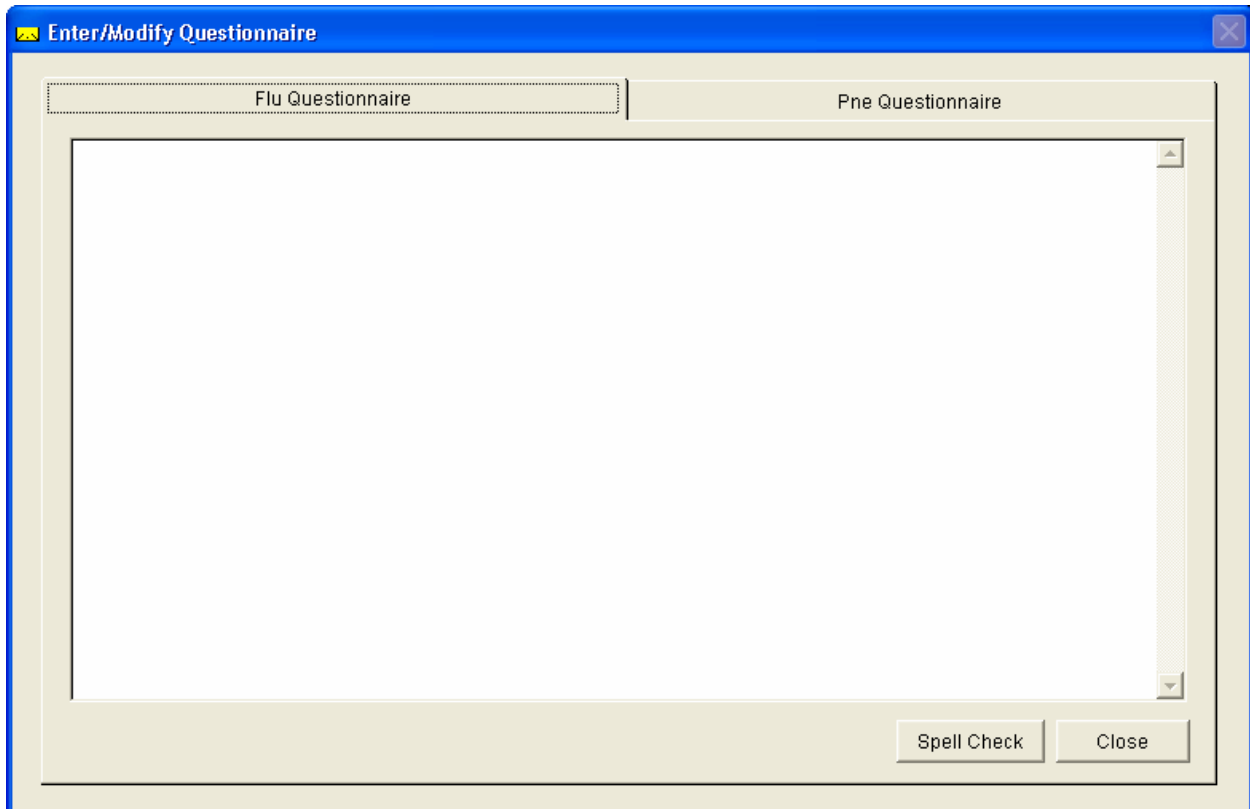
Printer Setup



The print setup allows you to choose what printer you would like to print from. Pick the printer in the name dropdown and click **OK**.



Questionnaire



The Flu Clinic module allows you to develop your own flu and pneumonia questionnaires to the program. These questionnaires can be printed out from the “Print” button.

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