



RESOURCE AND PATIENT MANAGEMENT SYSTEM

iCare Population Management GUI

(BQI)

Meaningful Use (MU) User Manual

Version 2.4
June 2015

Office of Information Technology (OIT)
Division of Information Technology

Table of Contents

1.0	Introduction.....	1
1.1	Background	1
1.2	iCare Graphical User Interface	1
1.3	Who Should Use iCare?	2
1.4	Features Introduced in Version 2.4.....	2
1.4.1	ICD-10 Updates	3
1.4.2	Non ICD-10 Updates	4
2.0	Meaningful Use (MU) Support in iCare	6
3.0	User Preferences and Site Parameters.....	7
3.1	Filters for the MU in User Preferences.....	7
3.1.1	PM - By Provider Sub-Tab.....	7
3.1.2	CQM - Providers.....	9
3.1.3	CQM – Hospitals/CAHs Sub-Tab	12
3.2	Site Parameters	13
4.0	Meaningful Use Layout	15
4.1	Filters Group Box.....	15
4.2	PM – By Provider Sub-Tab	17
4.3	PM – By Division Sub-Tab.....	17
4.4	PM – By Hospital/CAH Sub-Tab	18
4.5	CQM - Providers Sub-Tab	19
4.6	CQM - By Division Sub-Tab.....	20
4.7	CQM - Providers Reports Sub-Tab.....	21
4.8	Parameters Panel	22
4.8.1	Starting Date.....	23
4.8.2	Provider(s)	23
4.8.3	Radio Buttons	24
4.8.4	Run.....	25
4.9	CQM - Hospitals/CAHs Sub-Tab	25
4.10	MU Glossary	26
5.0	Meaningful Use Menus.....	28
5.1	File Menu.....	28
5.2	Edit Menu	29
5.3	View Menu.....	29
5.4	Tools Menu	29
6.0	iCare Features Used by Meaningful Use	31
6.1	User Preferences.....	31
6.1.1	Meaningful Use Tab	31
6.1.2	Startup View	31
6.2	Meaningful Use Glossary.....	32

6.3	Background Jobs	33
6.4	Print Preview	35
6.5	iCare Package Manager Functions.....	37
6.5.1	iCare User Access Management	38
6.5.2	Reassign Panels.....	40
6.6	Taxonomy Maintenance Functions.....	42
6.6.1	View Taxonomy Entries	42
6.6.2	Taxonomy User Access.....	45
6.7	Pop-up Functionality	46
6.8	Change RPMS Server/Login	48
6.9	iCare Site Parameter Options.....	50
6.9.1	Employers.....	51
6.9.2	Pregnancy	52
6.9.3	Inactivity Time Out.....	52
6.9.4	CMET Site Parameters.....	53
6.9.5	IPC Site Parameters.....	55
6.9.6	MU Site Parameters	57
6.9.7	Divisions	60
6.10	Manage Templates	60
6.10.1	View.....	61
6.10.2	Upload	61
6.10.3	Download	61
6.10.4	Delete	62
6.10.5	Edit	62
6.10.6	Add.....	62
6.11	Buttons on Right Side of Window	65
6.11.1	Reset View	65
6.11.2	Refresh.....	66
6.11.3	Search	66
6.11.4	Export to Excel	68
6.11.5	Mail Merge.....	69
6.11.6	Glossary	70
	Glossary.....	71
	Acronym List	73
	Contact Information	74

Preface

The purpose of this manual is to provide the needed information to use the latest enhancements to the iCare (BQI) population management application that supports the IHS Meaningful Use (MU) initiative.

This manual contains reference information about iCare views, examples of its processes, and step-by-step procedures to show how to perform activities related to MU functionality in the latest version of the iCare application.

For more information about iCare basic functionality, iCare usage, or training for iCare consult these resources:

- iCare – IHS OIT
Available at <http://www.ihs.gov/icare/>
- iCare Population Management GUI, User Manual Version 2.2 (July 2011)
available at http://www.ihs.gov/RPMS/PackageDocs/bqi/bqi_022u.pdf
- iCare Training available at
http://www.ihs.gov/icare/index.cfm?module=dsp_icare_cmet_training
Recorded AdobeConnect sessions for iCare available at
<https://ihs.adobeconnect.com/r6yazmoz1gm>
- Join the iCare listserv by sending an e-mail to icare@listserv.ihs.gov

1.0 Introduction

iCare is a Windows-based, client-server graphical user interface (GUI) to the IHS Resource and Patient Management System (RPMS). iCare retrieves key patient information from various components of the RPMS database and brings it together under a single, user-friendly interface. iCare is intended to help providers manage the care of their patients. The ability to create multiple panels of patients with common characteristics (e.g., age, diagnosis, community) allows users to personalize the way they view patient data.

The information included in this MU-specific manual covers iCare MU-specific functionality in iCare Version 2.4. For more information about iCare basic functionality, iCare usage, or training for iCare, please consult the resources listed above in the Preface.

1.1 Background

Along with the rest of the healthcare industry, IHS has already developed a set of chronic condition management (or register) applications, including diabetes, asthma, and HIV. This type of application provides a way for healthcare providers to manage a specific group (register) of patients for a single disease state. Register management applications assist healthcare providers to identify high-risk patients, proactively track care reminders and health status of individuals or populations, provide more standardized and appropriate care by embedding evidence-based guidelines, and report outcomes.

Many patients, however, have more than one diagnosed disease. For instance, at the current time within the Indian Health system, a diabetic asthmatic woman could be a member of four RPMS registers (diabetes, asthma, women's health, and immunizations). This 'silo' approach to patient care could potentially result in fragmented care, and could increase the risk of inadequate patient care management due to misidentification of the true level of risk.

1.2 iCare Graphical User Interface

The iCare GUI is intended to allow providers to see a more complete view of patients with multiple conditions, while maintaining the integrity of the user-defined, disease-specific registers.

iCare can help IHS providers by:

- Proactively identifying and managing different groups (populations) of patients who share user-defined characteristics.
- Providing an integrated view of a patient's conditions that would minimize "stove piped" care management.

- Providing an intuitive and integrated interface to the diverse patient data elements of the RPMS database.
- Facilitating providers a review of clinical quality of care measures for their own patients to enable improvement in the quality of healthcare delivery.
- Enabling views of traditional healthcare information from the perspectives of community, population, and public health.

1.3 Who Should Use iCare?

Any provider who needs to identify a group of patients for long-term management or to create a temporary list should think about using iCare. Do you fit any of the following scenarios?

- I am a nurse at a facility that assigns a primary care provider to each patient. Every day, I want to create a list of scheduled patients for two different doctors in my clinic.
- I want to identify which of my patients are considered obese so I can recommend nutrition counseling.
- Because providers at our clinic have performance goals related to annual GPRA clinical measures, I want to identify which of my patients are missing key clinical data.
- Our Women's Health Clinic wants to focus on two clinical performance improvement initiatives this year. We want to identify the performance problem areas for female patients between the ages of 18 and 50.
- I am one of two part-time case managers for a group of children, and I want to create a patient list that we both can use.
- I am a site manager working to ensure our site meets Meaningful Use objectives.

1.4 Features Introduced in Version 2.4

iCare Version 2.4 is composed of three different builds/packages:

- ICARE MANAGEMENT SYSTEM 2.4
- CARE MANAGEMENT EVENT TRACKING 1.1
- HIV MANAGEMENT SYSTEM 2.2

The majority of changes in this release are to update the three parts of iCare to incorporate ICD-10.

1.4.1 ICD-10 Updates

1.4.1.1 Update Glossaries and Help Files

The iCare application displays several glossaries, listed below, to describe and document the criteria used by the nightly and weekly jobs to perform the data analysis for the various data displayed in iCare. The displays are dependent on taxonomies and therefore, the taxonomy updates documented above will require the following glossaries to reflect those changes.

- Best Practice Prompts Glossary
- Care Management - Asthma Glossary
- Care Management – COPD
- Care Management - Diabetes
- Care Management – HIV/AIDS Glossary
- Community Alerts Glossary
- Diagnostic Tags Glossary
- IPC Glossary
- iCare Online Help

1.4.1.2 Community Alerts Update

The iCare application displays Community Alerts which are identified by the nightly background jobs. The Community Alerts criteria depend on new and updated taxonomies. The ICD-10 conversion will require that the Community Alerts logic be validated with the updated taxonomies and the documentation of the logic visible in iCare via glossary and help to reflect those changes. For those Community Alerts without an associated taxonomy, a new taxonomy will be created with both ICD-9 and ICD-10 codes rather than relying on checking individual codes.

1.4.1.3 Diagnostic Tags Update

The iCare application displays Diagnostic Tags which are identified by the nightly and weekly background jobs. The Diagnostic Tag criteria depend on taxonomies updated to include ICD-10 codes. The ICD-10 conversion will require that the Diagnostic Tag logic be validated with the updated taxonomies and the documentation of the logic visible in iCare via glossary and help will need to reflect those changes. Diagnostic Tags update will affect Diagnostic Tag views in panels and patient records.

1.4.1.4 Family History Update

The iCare application displays Family History data in the Patient Record. The ability to add/edit/delete Family History conditions has been disabled.

1.4.1.5 Problem List Update

The iCare application displays Problem List data in the Patient Record. The ability to add/edit/delete Problems has been disabled.

1.4.1.6 PCC Procedures Update

The iCare application displays PCC Procedure data in the Patient Record. PCC Procedures include a field for a procedure code based on the ICD-9 procedure code set. The ICD-10 conversion will require an update to the display of the PCC procedure in iCare be updated to show the appropriate ICD code.

1.4.1.7 Taxonomy Update

The iCare application displays taxonomies and their respective entries. A new way of displaying taxonomies has been implemented. The ICD-10 conversion will require that the display of taxonomy entries be updated to allow for ICD-10 codes to be included. This will include a new column indicating which code is ICD-9 and which code is ICD-10.

Additionally, the dialog will be updated to improve usability and display other associated fields like matches at your facility to the associated LOINC code and NDC code.

Further, the ability to view the SNOMED subsets defined for IPL will be included.

1.4.2 Non ICD-10 Updates

1.4.2.1 Patient Demographics

Two new fields were added to Patient demographics list:

- Last Immunization Notification
- Last Reminder Notification

This will list the last notification created for the patient.

1.4.2.2 Care Mgmt Group

A new Care Mgmt Group has been added for Prenatal patient care. It is composed of the following columns:

- Currently Pregnant? - Marked as “yes” in the Reproductive factors file

- Estimated Delivery Date - The definitive EDD from Reproductive Factors
- Estimated Gestational Age - The EGA measurement from V Measurement
- High Risk - If the patient has any active prenatal problems that are marked as high priority, show the provider narrative(s).

Additionally, a new lab test taxonomy was created called BQI PRENATAL TAX. You may populate this taxonomy with the lab tests that you want to see for your prenatal population. Each lab test will display as a column and show the RESULT (DATE).

Note: After updating this taxonomy, the iCare Nightly Job must run to do the update.

2.0 Meaningful Use (MU) Support in iCare

Meaningful Use (MU) is used to improve the health of the nation. To achieve Meaningful Use, healthcare providers and hospitals must meet criteria created by the Office of the National Coordinator (ONC) and the Centers for Medicare and Medicaid Services (CMS).

You can find more information about Meaningful Use at the following Web site:
www.ihs.gov/meaningfuluse/

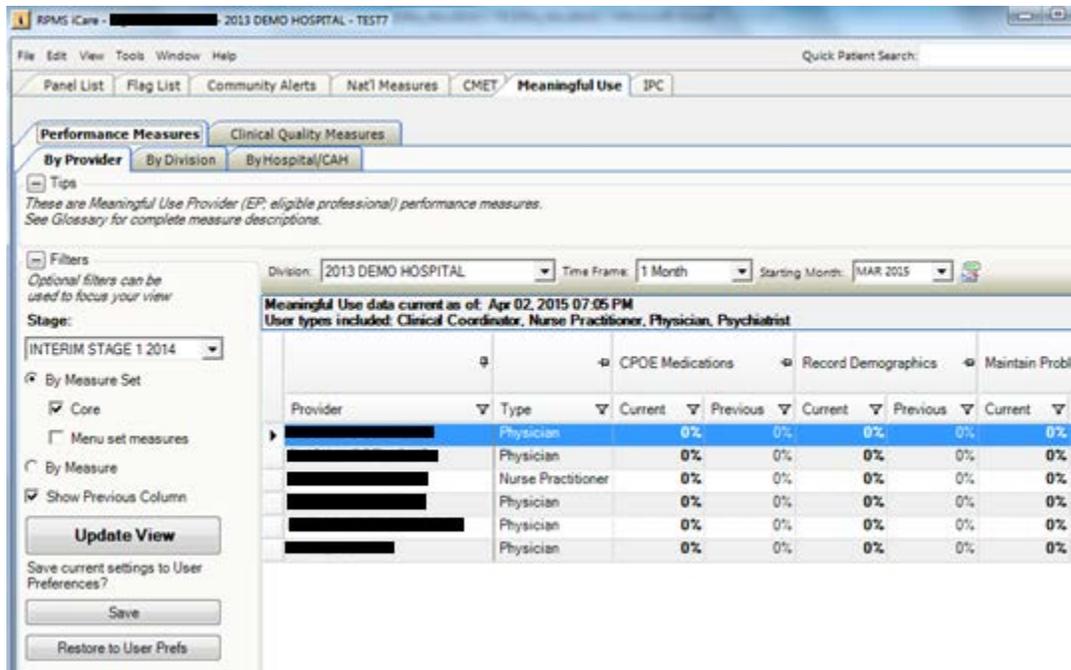


Figure 2-1: Sample Meaningful Use main view

The Meaningful Use window provides information about the Meaningful Use objectives and measures for providers as well as hospitals/CAHs. The Meaningful Use team has developed logic related to Meaningful Use objectives and clinical quality measures. This logic is utilized to perform periodic iCare background jobs to obtain related data for display.

3.0 User Preferences and Site Parameters

The User Preferences and Site Parameters windows are used to accommodate Meaningful Use support.

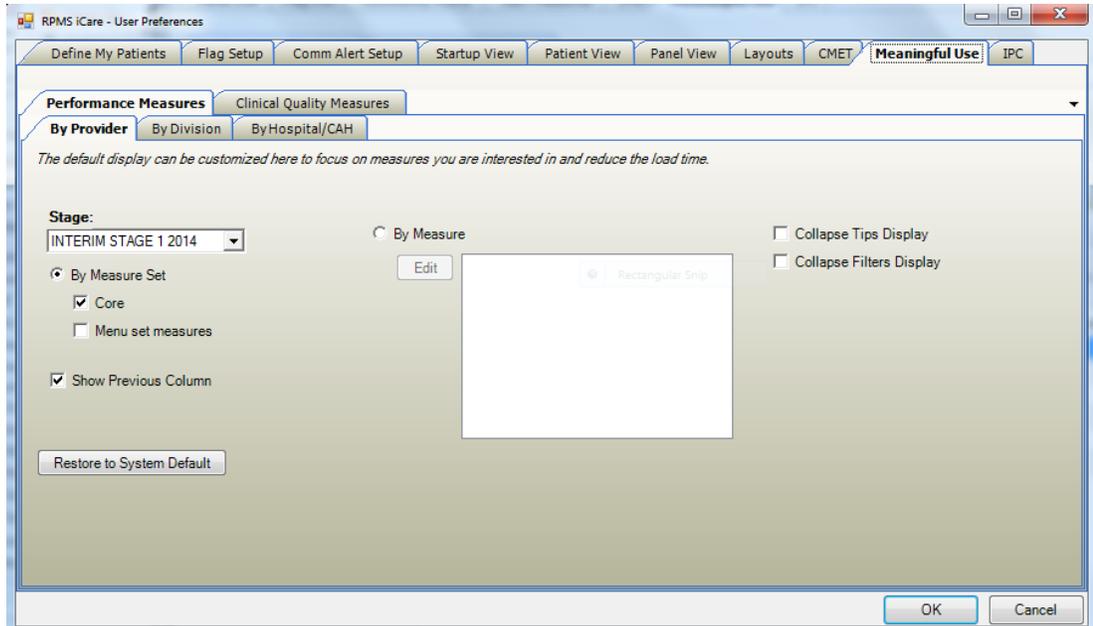


Figure 3-1: Meaningful Use tab on User Preferences

After the **Meaningful Use** tab is complete, click **OK** to establish the default display for the **Meaningful Use** window. (Otherwise, click **Cancel**.)

3.1 Filters for the MU in User Preferences

To define the filters for the MU sub-tabs, you must first select either **Performance Measures (PM)** or **Clinical Quality Measures (CQM)**.

3.1.1 PM - By Provider Sub-Tab

Select **Tools | User Preferences | Meaningful Use** tab and then select **Performance Measures** to access the **By Providers** sub-tab.

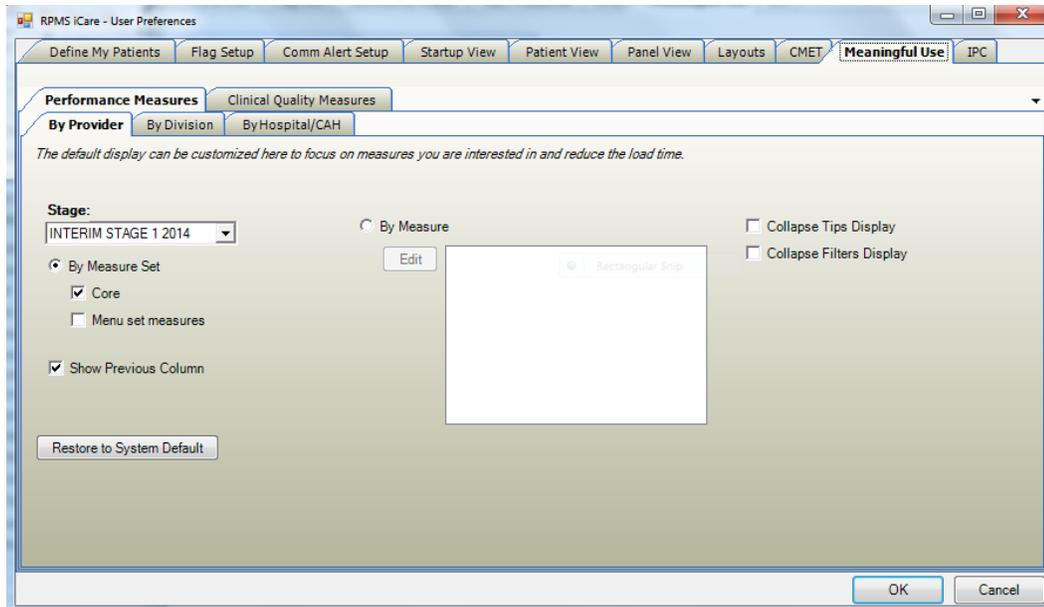


Figure 3-2: Sample By Provider (Performance Measures) sub-tab

The settings on the **By Division** and **By Hospital/CAH** sub-tabs are the same as the **By Providers** screen (for Performance Measures - PM).

What is selected on this tab is used as the default settings for the filters when using the **Performance Measures** sub-tab for the **Meaningful Use** window.

Restore to System Default: click this button to restore the last saved system default

Stage: this determines the stage of the data being displayed. The default is the INTERIM STAGE 1 2014. Select another option from the drop-down list, if needed.

You can select either the **My Measure Set** or the **By Measure** radio button. The selection determines the data being displayed on the **Meaningful Use** window.

By Measure Set: this determines if the Core and/or Menu set measures are used for the data being displayed.

By Measure: the selections in the field by the Edit button determines the measures data being displayed.

After selecting the **By Measure** radio button, click **Edit** to access the **Add/Remove MU Providers Measures** dialog.

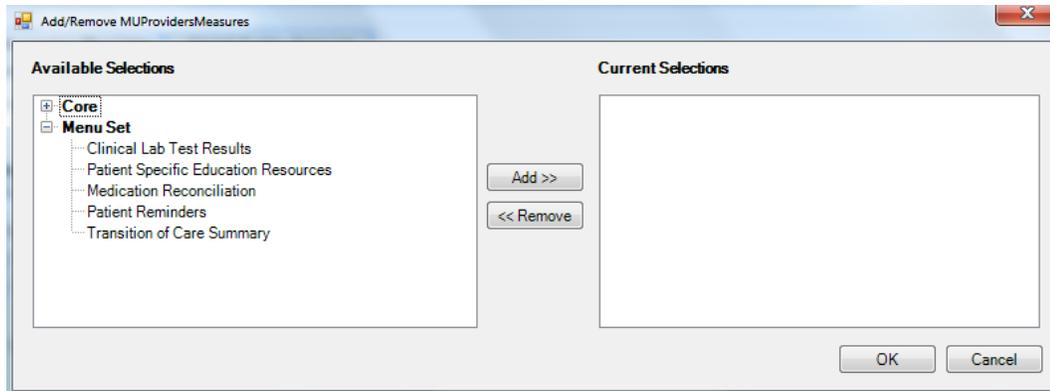


Figure 3-3: Sample Add/Remove MU Providers Measures dialog

You can add options from the Core and/or Menu Set. Expand either selection in order to move items to the **Current Selections** group box. After the dialog is complete, click **OK** to have the items in the **Current Selections** group box populate the **By Measure** field (on User Preferences for MU).

Show Previous Column: select this check box to show the “Previous” column to display under each measure.

- By selecting this item, both Current and Previous columns will display.
- By not selecting this item, only the Current column will display.

Collapse Tips Display: select this check box to collapse the Tips information on the Meaningful Use window for Performance Measures.

Collapse Filters Display: select this check box to collapse the Filters group box on the Meaningful Use window for Performance Measures.

3.1.2 CQM - Providers

Select **Tools | User Preferences | Meaningful Use** tab and then select **Clinical Quality Measures** to access the **Providers** sub-tab.

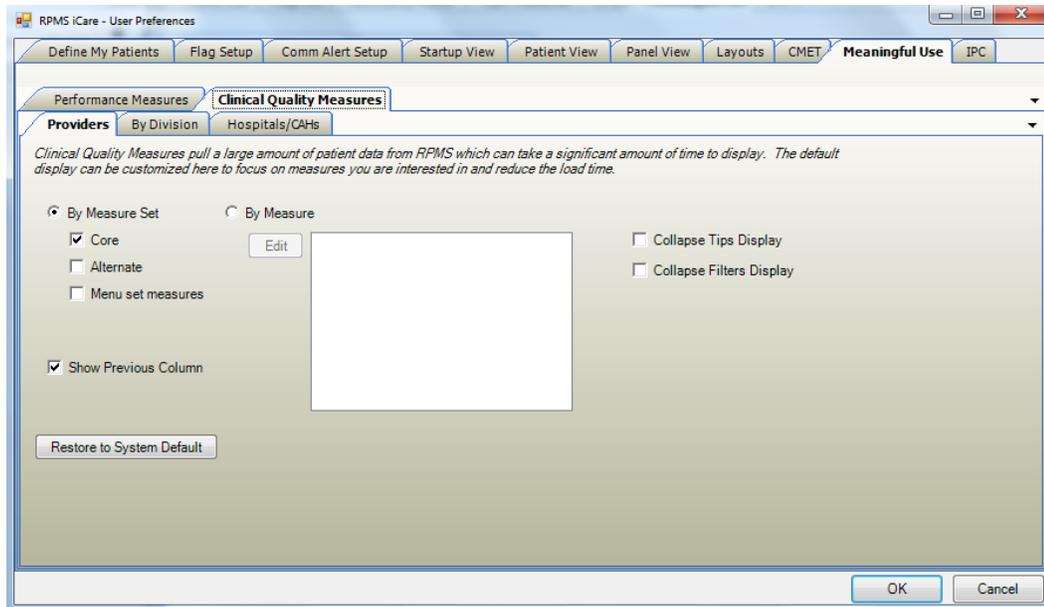


Figure 3-4: Sample Providers (Clinical Quality Measures) sub-tab

The same options display for the **By Division** sub-tab (for Clinical Quality Measures).

What is selected on this tab is used as the default settings for the filters when using the **Clinical Quality Measures** sub-tab for the **Meaningful Use** window.

Return to System Default: click this button to restore the last saved system default.

You can select either the **My Measure Set** or the **By Measure** radio button. The selection determines the data being displayed on the Meaningful Use window.

By Measure Set: this determines if the Core, Alternate, and/or Menu set measures data to be displayed.

By Measure: the selections in the field by the Edit button determines the measures data to be displayed.

After selecting the **By Measure** radio button, click **Edit** to access the **Add/Remove MU Providers CQ Measures** dialog.

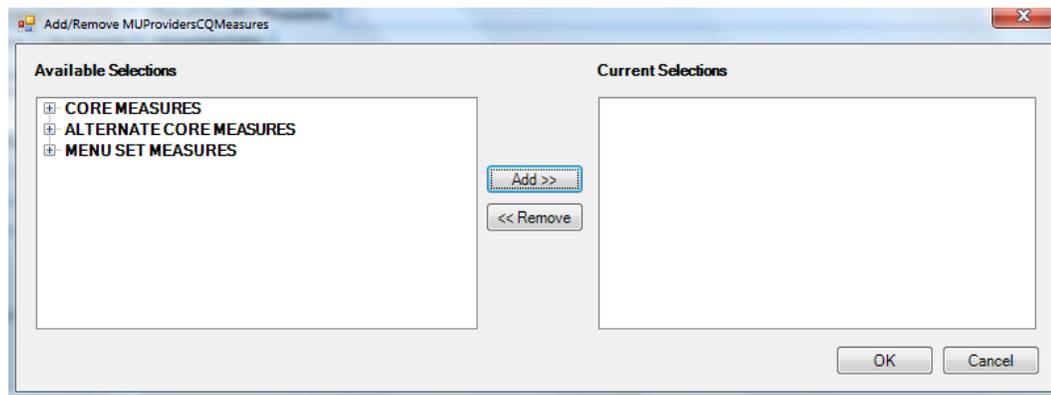


Figure 3-5: Add/Remove MU Providers CQ Measures dialog

You can add options from the **Core**, **Alternate Core Measures**, and/or **Menu Set Measures**. Expand any selection in order to move items to the Current Selections group box. After the dialog is complete, click **OK** to have the items in the **Current Selections** group box populate the **By Measure** field.

Show Previous Column: select this check box to show the “Previous” column to display under each measure.

- By selecting this item, both Current and Previous columns will display.
- By not selecting this item, only the Current column will display.

Collapse Tips Display: select this check box to collapse the Tips information on the Meaningful Use window for Clinical Quality Measures for Providers/Divisions.

Collapse Filters Display: select this check box to collapse the Filters group box on the Meaningful Use tab for Clinical Quality Measures for Providers/Divisions.

3.1.3 CQM – Hospitals/CAHs Sub-Tab

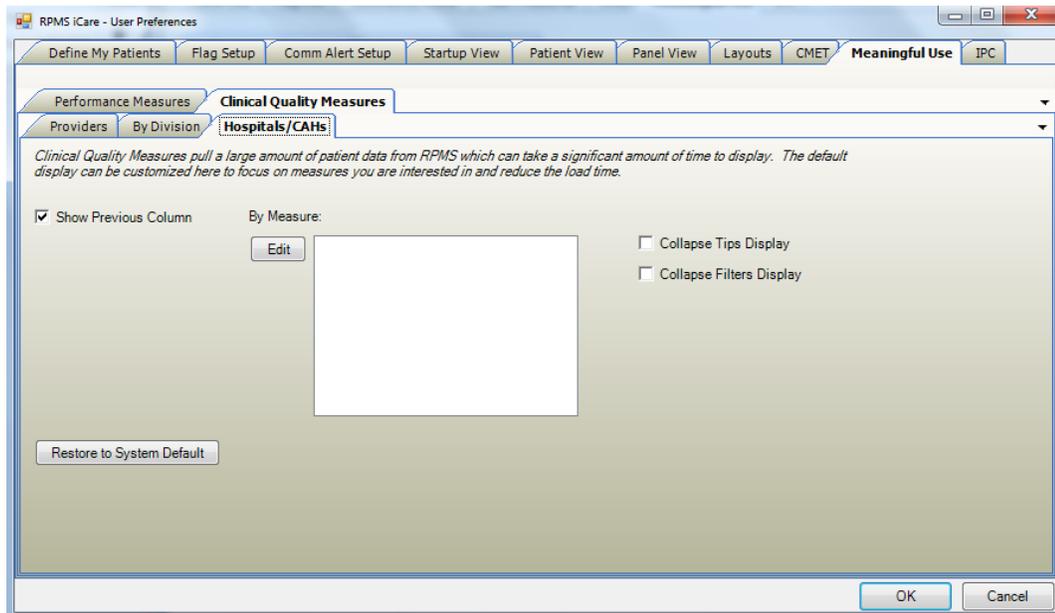


Figure 3-6: Sample Hospitals/CAHs (Clinical Quality Measures) sub-tab

Return to System Default: click this button to restore the last saved system default.

By Measure: the selections in the field determines the measures data to be displayed.

Click **Edit** by the **By Measures** field to access the **Add/Remove MU Hospital CQM Measures** dialog.

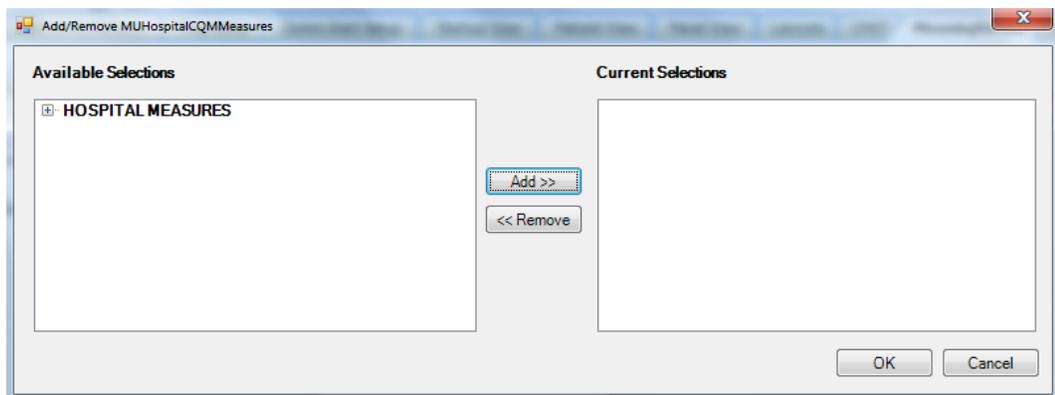


Figure 3-7: Sample Add/Remove MU Hospital CQM Measures dialog

You can add options from the **Hospital Measures**. Expand the selection in order to move items to the **Current Selections** group box. After the dialog is complete, click **OK** to have the items in the **Current Selections** group box populate the **By Measure** field.

Show Previous Column: select this check box to display the **Previous** column in the measures.

- By selecting this item, both **Current** and **Previous** columns will display.
- By not selecting this item, only the **Current** column will display.

Collapse Tips Display: select this check box to collapse the Tips information on the Meaningful Use window for Clinical Quality Measures for Hospitals/CAHs.

Collapse Filters Display: select this check box to collapse the Filters group box on the Meaningful Use window for Clinical Quality Measures for Hospitals/CAHs.

3.2 Site Parameters

The MU Package Manager can access the MU Site Parameters screen by selecting **Tools | iCare Site Parameters | MU Site Parameters**.

Figure 3-8: MU Site Parameters screen

The user with the ORES security key can do the following:

- Customize the list of Providers that is listed on the By Providers sub-tab of the Meaningful Use window.
- Set the default timeframes for displaying performance and clinical quality (CQ).
- Select whether or not to show the user type and which user types will be displayed on the PM - By Providers and CQM – Providers sub-tabs.

Section 6.9.6 provides information about using the features of the MU Site Parameters screen.

4.0 Meaningful Use Layout

Each sub-tab of the Meaningful Use window will be discussed in this section.

Select either the **Performance Measures (PM)** or the **Clinical Quality Measures (CQM)** before selecting the sub-tabs above the grid of data.

4.1 Filters Group Box

The following provides information about the **Filters** group box.

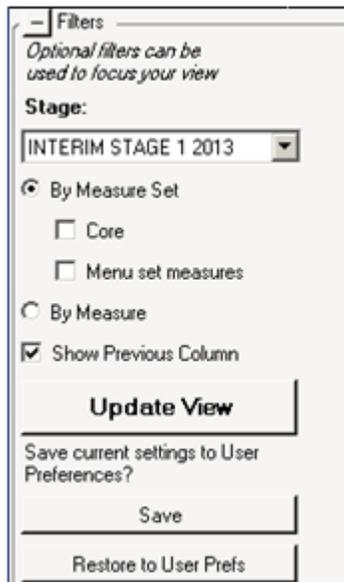


Figure 4-1: Filters group box

Stage

Select an option from the drop-down list to determine the Stage of the data being displayed.

By Measure Set radio button

If you select the **By Measure Set** radio button, you must select the **Core** and/or **Menu set measures** to determine the measurements displayed in the grid of data.

By Measure radio button

If you select the **By Measure** radio button, you must define the measurements to be displayed in the grid of data.



Figure 4-2: By Measure radio button option

After selecting the **By Measure** radio button, click **Edit** to access the **Add/Remove MU Measures** dialog.

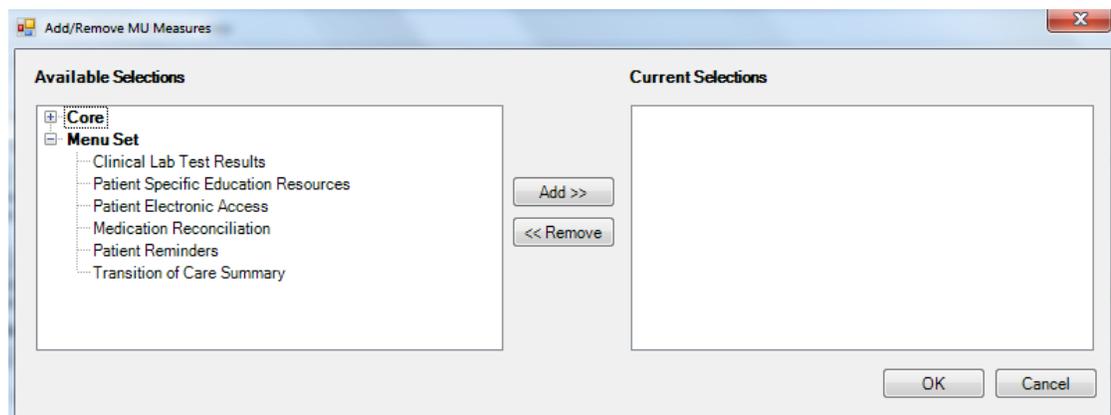


Figure 4-3: Sample Add/Remove Measures dialog

You can add items from the **Core**, **Alternate Core Measures**, and/or **Menu Set. Measures** to the **Current Selections** group box by clicking **Add**. After the dialog is complete, click **OK** to have the items in the **Current Selections** group box populate the Measure(s) field (on the Filter group box).

Show Prev Column Check box

Select the **Show Prev Column** check box to cause the **Previous** column to display under each measure.

Update View Button

Click **Update View** to cause the data in the right panel to be updated.

Save Button

You can save the current filter selections and have them saved in your **User Preferences** by clicking **Save**.

Restore to User Prefs Button

Click **Restore to User Prefs** to have the user preferences restored to the last saved ones.

4.2 PM – By Provider Sub-Tab

The list in the Provider column are the meaningful use providers.

Panel List | Flag List | Community Alerts | Nat'l Measures | CMET | **Meaningful Use** | IPC

Performance Measures | Clinical Quality Measures

By Provider | By Division | By Hospital/CAH

Tips
These are Meaningful Use Provider (EP, eligible professional) performance measures. See Glossary for complete measure descriptions.

Filters
Optional filters can be used to focus your view

Stage:
INTERIM STAGE 2 2014

By Measure Set
By Measure

Measure(s): [] Edit

Show Previous Column

Update View

Save current settings to User Preferences?
Save
Restore to User Prefs

Division: 2013 DEMO HOSPITAL | Time Frame: 1 Month | Starting Month: MAY 2014

Meaningful Use data current as of: Apr 02, 2015 07:05 PM
User types included: Clinical Coordinator, Nurse Practitioner, Physician, Psychiatrist

Provider	Type	Current	Previous	Current	Previous
[REDACTED]	Physician	0%	0%	0%	0%
[REDACTED]	Physician	0%	0%	0%	0%
[REDACTED]	Nurse Practitioner	0%	0%	0%	0%
[REDACTED]	Physician	0%	0%	0%	0%
[REDACTED]	Physician	0%	0%	0%	0%
[REDACTED]	Physician	0%	0%	0%	0%

Figure 4-4: Sample By Providers (Performance Measures) sub-tab

The data displayed in the grid is determined by the **Division**, **Time Frame**, and **Starting Month** fields as well as the options in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.1 provides information about the user preferences for this sub-tab.

Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Once the Filters have been established, you can save them as the current settings to User Preferences by clicking **Save**. Likewise, you can return to the last saved user preferences by clicking **Return to User Prefs**.

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides information about using the features on the pop-up window.

4.3 PM – By Division Sub-Tab

The date displayed above the grid is from the most recent background job.

Panel List | Flag List | Community Alerts | Nat'l Measures | CMET | **Meaningful Use** | IPC

Performance Measures | Clinical Quality Measures

By Provider | **By Division** | By Hospital/CAH

Tips
These are Meaningful Use Division performance measures.
See Glossary for complete measure descriptions.

Filters
Optional filters can be used to focus your view

Stage:
INTERIM STAGE 1 2014

By Measure Set
 Core
 Menu set measures

By Measure
 Show Previous Column

Update View

Save current settings to User Preferences?

Division: 2013 DEMO HOSPITAL | Time Frame: 1 Month | Starting Month: MAR 2015

Meaningful Use data current as of: Apr 03, 2015 06:30 PM

Facility	CPOE Medications		Record Demographics		Maintain Problem List	
	Current	Previous	Current	Previous	Current	Previous
2013 DEMO HOSPITAL	0%	0%	0%	0%	0%	0%

Figure 4-5: Sample By Division (Performance Measures) sub-tab

The data is determined by the **Division**, **Time Frame**, and **Starting Month** fields as well as the options selected in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.1 provides information about the user preferences for this sub-tab.

Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Click the Background Jobs (🔄) button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides more information about using the features of the pop-up window.

4.4 PM – By Hospital/CAH Sub-Tab

The date displayed above the grid is from the most recent background job.

Measure	Measure Set	Stage 1 Goal	# Patients in Denominator	# Patients in Numerator	% Met	Previous # Patients in Denominator	Previous # Patients in Numerator	Previous % Met
Active Medication List	Core Set	>80%	1	0	0%	0	0	0%
CPOE Medications	Core Set	>30%	0	0	0%	0	0	0%
Maintain Problem List	Core Set	>80%	1	1	100%	0	0	0%
Medication Allergy List	Core Set	>80%	1	1	100%	0	0	0%
Patient Electronic Access		>50%	1	0	0%	0	0	0%
Record Demographics	Core Set	>50%	1	0	0%	0	0	0%
Record Smoking Status	Core Set	>50%	1	0	0%	0	0	0%
Record Vital Signs	Core Set	>50%	1	0	0%	0	0	0%
VIEW, DOWNLOAD, TRANSMIT		>5%	1	0	0%	0	0	0%

Figure 4-6: Sample By Hospital/CAH (Performance Measures) sub-tab

The data displayed in the grid is determined by the **Time Frame** and **Starting Month** fields as well as the options selected in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.1 provides information about the user preferences for this sub-tab.

Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides more information about using the features of the pop-up window.

The buttons on the right-side of the window operate like those on other iCare windows. Section 6.11 provides information about using these buttons.

4.5 CQM - Providers Sub-Tab

The date displayed above the grid is from the most recent background job.

The screenshot shows the 'Meaningful Use' sub-tab for Providers. The interface includes a navigation menu with options like 'Performance Measures', 'Clinical Quality Measures', 'Providers', 'By Division', 'Providers Reports', and 'Hospitals/CAHs'. Below the navigation, there are filters for 'Division' (2013 DEMO HOSPITAL), 'Time Frame' (Month), and 'Starting Month' (MAR 2015). The main data grid displays 'Meaningful Use data current as of: Apr 03, 2015 06:30 PM'. The grid has columns for various measures: 'Adult Weight Screening and Follow Up: 65+', 'Hypertension: Blood Pressure Management', 'Preventive Care and Screening Measure Pair: Tobacco Use Assessment', 'Preventive Care and Screening Measure Pair: Tobacco Cessation Intervention', and 'Adult Weight Screening and Follow Up: 18 - 64'. Each measure has sub-columns for 'Current' and 'Previous' values, all showing 0%.

Figure 4-7: Sample CQM layout for Providers

The data displayed in the grid is determined by the **Division**, **Time Frame**, and **Starting Month** fields as well as the options selected in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.2 provides information about the user preferences for this sub-tab.

Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

The columns can be sorted and/or filtered. You cannot move the columns from one objective to another, however. But you can move the columns within one objective. For example, you could move the **Current** and **Previous** columns under the **CPDE Medication** objective.

Click the Background Jobs (🖨️) button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides more information about using the features of the pop-up window.

The buttons on the right-side of the window operate like those on other iCare windows. Section 6.11 provides information about using these buttons.

4.6 CQM - By Division Sub-Tab

The **CQM – By Division** sub-tab displays the clinical quality measures by division.

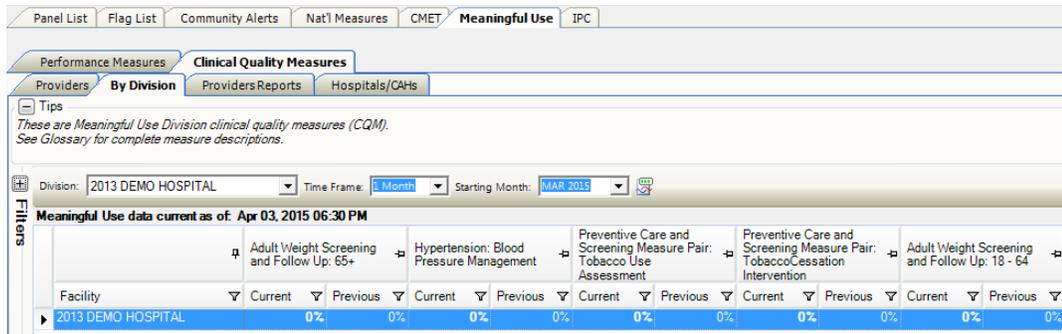


Figure 4-8: Sample CQM - By Divisions sub-tab

The data displayed in the grid is determined by the **Division**, **Time Frame**, and **Starting Month** fields as well as the options selected in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.2 provides information about the user preferences for this sub-tab.

Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides more information about using the features of the pop-up window.

The buttons on the right-side of the window operate like those on other iCare windows. Section 6.11 provides more information about these buttons.

4.7 CQM - Providers Reports Sub-Tab

This sub-tab show the MU provider clinical quality measures.

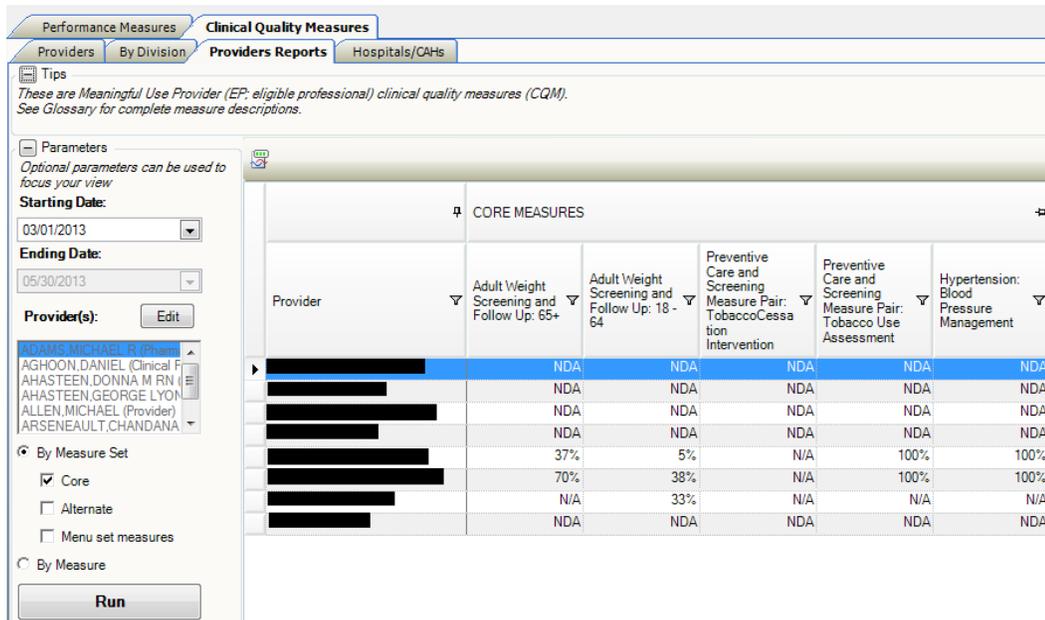


Figure 4-9: Sample Providers Reports sub-tab

You must select the providers in the Provider(s) group box of the **Parameters** panel. Also, you must specify the Starting Date, as well as select the **By Measure Set** or **By Measure** radio button. Section 4.8 provides information about using the **Parameters** panel.

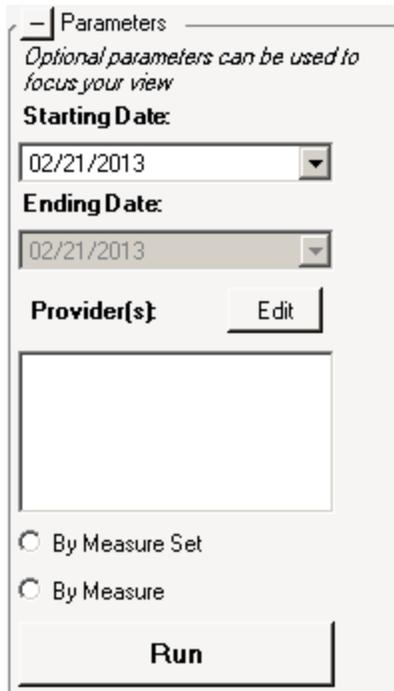
Hover help is available for each of the measures. Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides information about using the features of the pop-up window.

The buttons on the right-side of the window operate like those on other iCare windows. Section 6.11 provides information about using these buttons.

4.8 Parameters Panel

The **Parameters** panel defines the optional parameters that can be used to focus the data displayed on the **Provider Reports** sub-tab. This feature is similar to the **Filters** panel on other sub-tabs.



Parameters

Optional parameters can be used to focus your view

Starting Date:
02/21/2013

Ending Date:
02/21/2013

Provider(s):

By Measure Set

By Measure

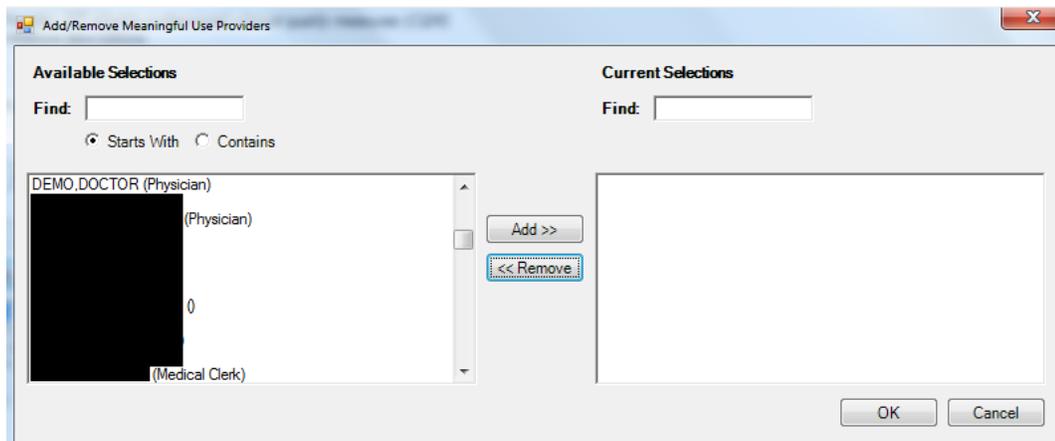
Figure 4-10: Sample Parameters panel

4.8.1 Starting Date

The **Starting Date** and **Ending Date** define the date range for the data on the **Providers Reports** sub-tab. Change the **Starting Date** by selecting a date from the calendar on the drop-down list.

4.8.2 Provider(s)

This field determines the providers to be used on the data for the **Providers Reports** sub-tab. Click **Edit** to access the **Add/Remove Meaningful Use Providers** dialog.



Add/Remove Meaningful Use Providers

Available Selections

Find:

Starts With Contains

DEMO_DOCTOR (Physician)
[Redacted] (Physician)
0
[Redacted] (Medical Clerk)

Current Selections

Find:

Figure 4-11: Sample Add/Remove Meaningful Use Providers dialog

The names displayed below the **Available Selections** field are Meaningful Use provides with clinical quality measures.

You can add one or more selected names from the **Available Selections** group box to the **Current Selections** group box by clicking **Add**. In addition, the **Find** field in the **Available Selections** area provides filters for searching for the provider name.

After the dialog is complete, click **OK** to have the names in the **Current Selections** group box populate the **Provider(s)** field (on the **Parameters** panel).

4.8.3 Radio Buttons

You can use either the **By Measure Set** or the **Measure Set** radio button.

4.8.3.1 By Measure Set

By Measure Set: this determines if the **Core**, **Alternate**, and/or **Menu Set Measures** are used for the data to be displayed.

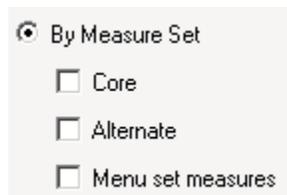


Figure 4-12: Options for By Measure Set radio button

4.8.3.2 By Measure

By Measure: the selections in the field by the **Edit** button determines the measures data to be displayed.

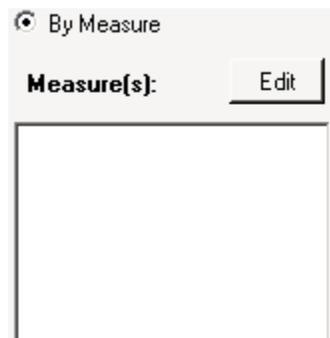


Figure 4-13: By Measure radio button selection

After selecting the **By Measure** radio button, click **Edit** to access the **Add/Remove MU Measures** dialog.

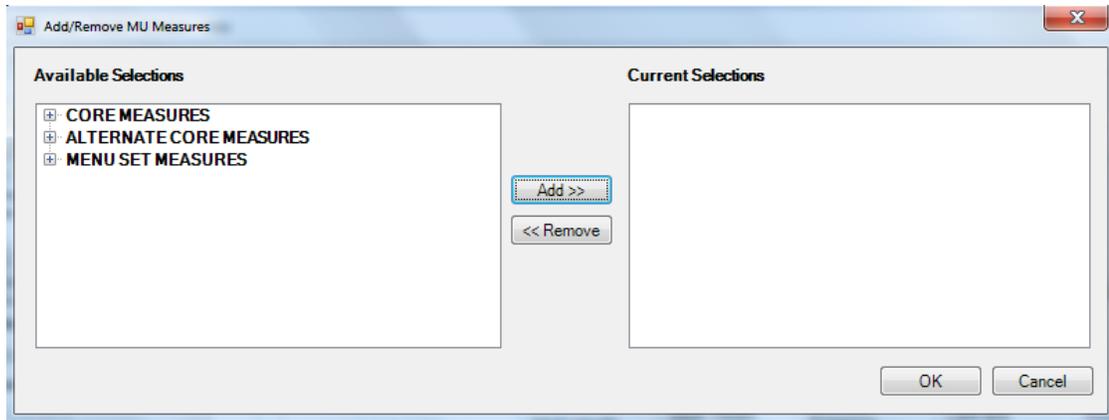


Figure 4-14: Sample Add/Remove MU Measures dialog

You can add items from the **Core**, **Alternate Core Measures**, and/or **Menu Set Measures** to the **Current Selections** group box by clicking **Add**. After the dialog is complete, click **OK** to have the items in the **Current Selections** group box populate the **Measure(s)** field (on the **Parameters** panel).

4.8.4 Run

After the **Parameters** panel is complete, click **Run** to run the providers reports. The application displays the “Running Report” message indicating that the report is being processed. The data will display in the right panel of the **Providers Reports** window.

4.9 CQM - Hospitals/CAHs Sub-Tab

The date displayed above the grid is from the most recent background job.

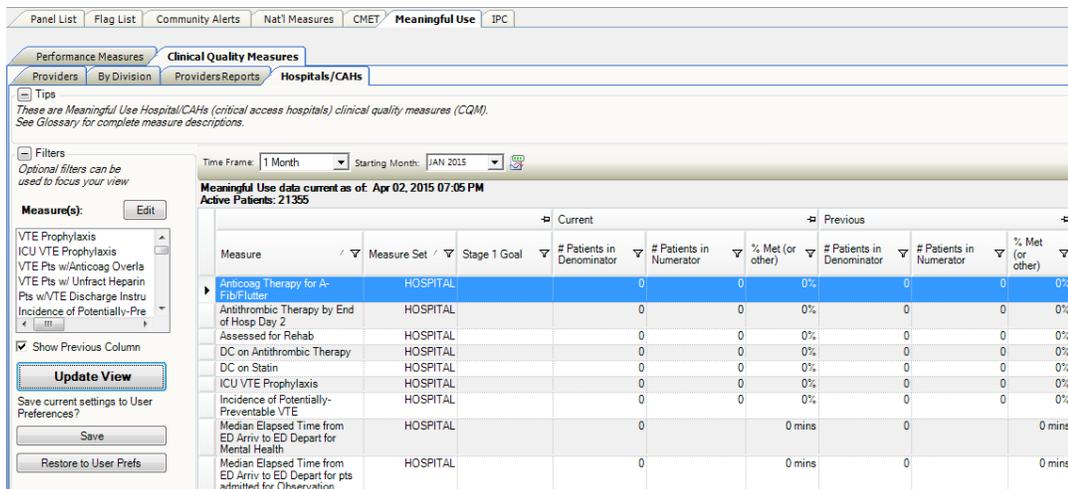


Figure 4-15: Sample CQM Hospitals/CAHs sub-tab

The data is determined by the Time Frame and Starting Month fields and the filters selected in the **Filters** group box. Section 4.1 provides information about using the **Filters** group box.

Section 3.1.3 provides information about the user preferences for this sub-tab.

Hover help displays for each measure (in the **Measure** column). Select **Help | Meaningful Use Glossary** to access the glossary that provides information about the measures.

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up. Section 6.3 provides more information about this pop-up.

The buttons on the right-side of the window operate like those on other iCare windows. Section 6.11 provides more information about these buttons.

4.10 MU Glossary

The MU Glossary provides information about each of the measurements displayed on the various MU sub-tabs.

Select **Help | Meaningful Use Glossary** to view the information.

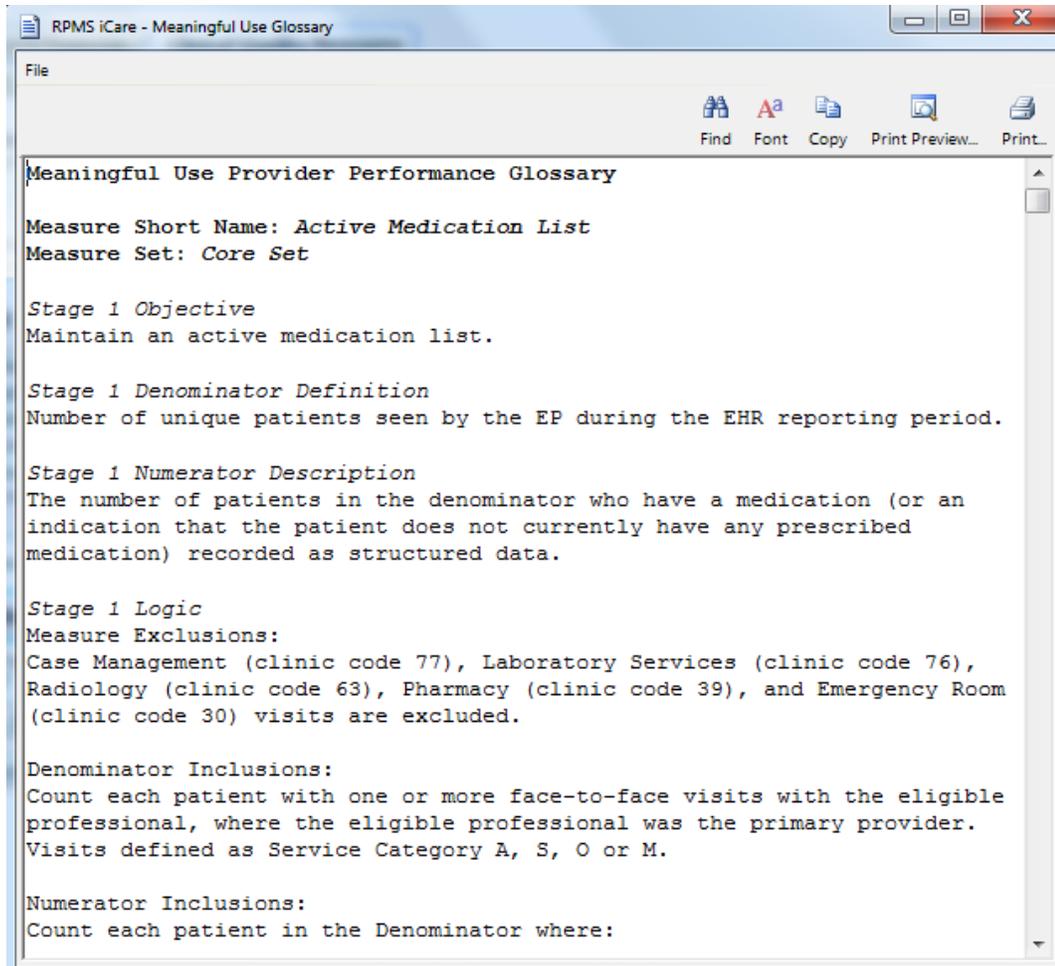


Figure 4-16: Meaningful Use Glossary information

5.0 Meaningful Use Menus

This section reviews the File, Edit, View, and Tools menus.

5.1 File Menu

Below are the options on the File menu:

Meaningful Use: The sub-menus for this option contain the following actions for each sub-tab:

- Glossary is used to access the National Measures Glossary. Section 6.2 provides information about the glossary window.
- Reset View is used to return the current view to the default view. You use this feature when you change the view, such as resize the column width. This is the same as using the Ctrl+R key combination.
- Refresh is used to update any RPMS field values on the current window with new data from the server. This is the same as pressing the F5 key on your keyboard.

Change RPMS Server/Login: [This option](#) allows you to change the server information and your access and verify codes to the iCare application on the iCare 2.4 Login dialog.

Change RPMS Division: This option allows you to change the RPMS Division on the Select Division dialog. This option applies to a site that uses more than one RPMS database.

Recent Panels: The sub-menu shows your recent panels. If you select one, you can view the patients in the selected panel in a new window. The list of panels is the last five panels that you have viewed.

Page Setup: This option allows you to set Margin, Paper, Layout characteristics (like landscape or portrait orientation), and the Printer to use. These settings are used when you use the Print option.

Print Preview: This option displays the [print preview dialog](#).

Print: This option sends the information about the selected rows in the grid to the printer using the settings in Page Setup.

Background Jobs: This option displays the [Background Jobs](#) pop-up. This pop-up displays, for example, the start and end dates for the nightly and weekly background jobs.

Exit iCare: The option allows you to leave the iCare application. You will be reminded to save any changed panels (if needed).

Lock iCare: This option locks the iCare application by displaying the **iCare locked by user** dialog. You can do two things on this dialog:

- Resume working on the iCare application by entering your verify code and then clicking **Resume**.
- Logout of the iCare application by clicking **Logout**.

5.2 Edit Menu

The Edit menu has the following options:

Select All: This option is used to select all of the rows in the grid. This is the same as using the key combination Ctrl+A.

Deselect All: This option used to deselect all of the currently selected rows in the grid.

5.3 View Menu

The View Menu on Meaningful Use window has one option:

Split View: Select Split View to have the current view in the split view with Panel List in the left pane and the other tabs in the right pane. You can change to the Panel List view by removing the checkmark; this is a temporary setting. When you exit iCare and reopen iCare, the settings set under User Preferences for the default screen are used.

5.4 Tools Menu

The Tools menu options are:

Quick Patient Search: This option allows you to search for a patient name. This is the same as using the F8 key on your keyboard.

Glossary: This option accesses the Meaningful Use glossary. This is the same as selecting **Help | Meaningful Use Glossary**.

The **Reset View, Search, Refresh, Excel Export, Print, and Copy Rows to Clipboard** options work like the [buttons on the right side of the window](#).

Manage Templates: This option allows you to manage the templates for various parts of the application. Select this option to access the **Template Management** dialog. Section 6.10 provides information about managing templates.

User Preferences: This option opens the [User Preferences](#) window.

View iCare Notifications: This option opens the iCare Notifications pop-up that provides information about various notifications that have been sent.

iCare Package Manager: This option is active for those users with Package Manager security key. Section 6.5 provides information about the iCare Package Manager functions.

iCare Site Parameters: This option access several iCare site parameters.

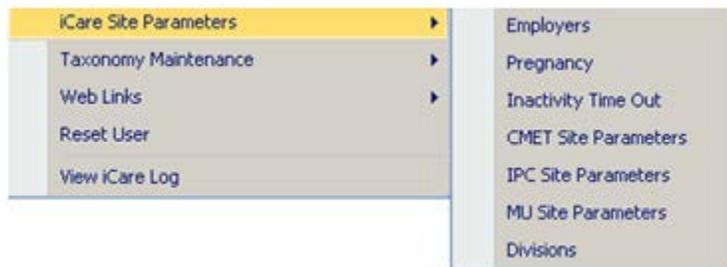


Figure 5-1: iCare Site Parameters options

The options provide dialogs where you can establish the various parameters. Section 6.9 provides information the iCare Site Parameter options.

Taxonomy Maintenance: This option is used by those users who can maintain taxonomies. Also, you use this option to view the taxonomy elements. This option has the following two features:

View/Edit Taxonomy Entries: this feature displays the iCare Taxonomy View/Edit dialog. Section 6.6.1 provides information about the iCare Taxonomy function.

Taxonomy User Access: this feature is active for those user with the proper security key. Selecting this option displays **the iCare Taxonomy User Access Management** dialog. Section 6.6.2 provides information about this dialog.

Web Links: This option provides links to Web sites for related clinical guidelines.

6.0 iCare Features Used by Meaningful Use

The following provides information about using the iCare features for the Meaningful Use view.

6.1 User Preferences

This section focuses on the user preferences that are used by the Meaningful Use window.

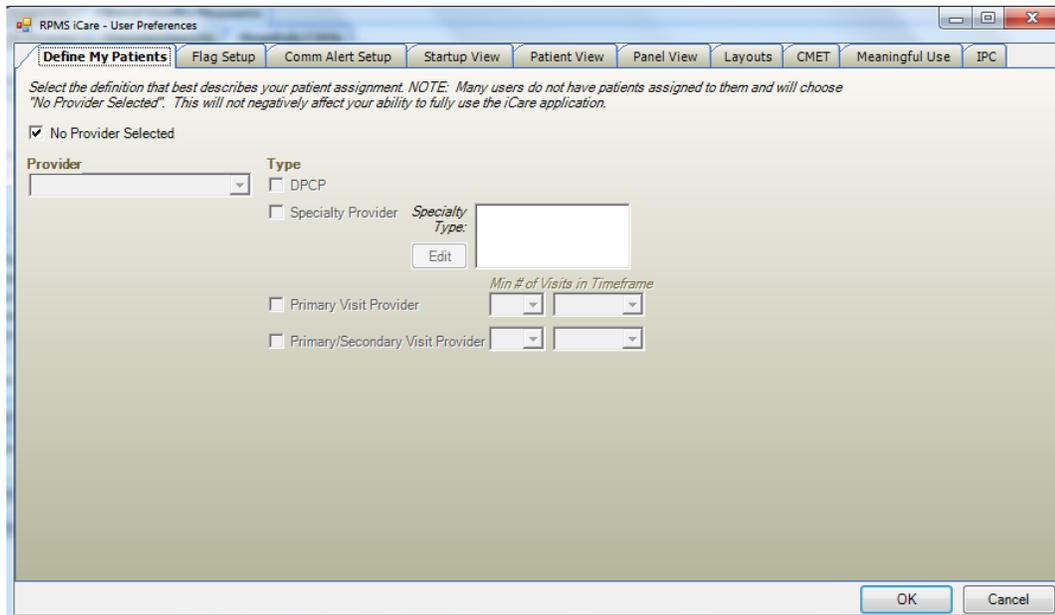


Figure 6-1: Sample User Preferences window

After the **User Preferences** window is complete, click **OK** and the user preferences will be in effect for the operation of the iCare application. (Otherwise, click **Cancel**.)

6.1.1 Meaningful Use Tab

Section 3.1 provides information about the Meaningful Use tab of User Preferences.

6.1.2 Startup View

You can determine the startup view when opening iCare. Select the **Meaningful Use** radio button and then determine two other options.

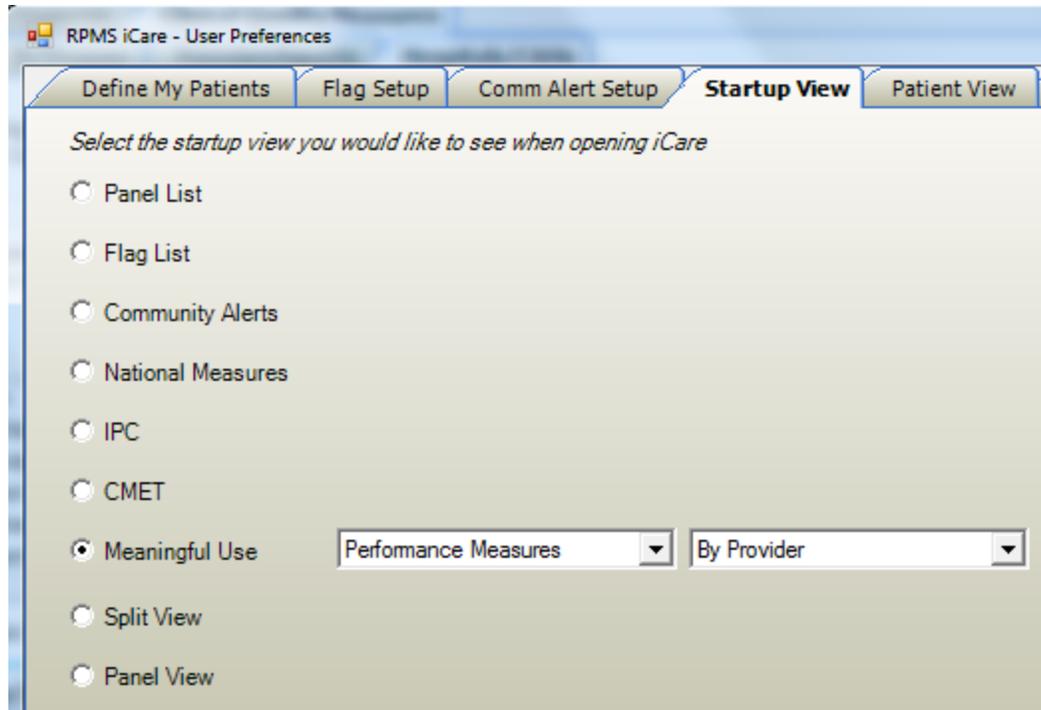


Figure 6-2: Options for the Meaningful Use Startup View

The first option for Meaningful Use contains the following selections: Performance Measures or Clinical Quality Measures.

The second option for Meaningful Use varies according to what is selected in the first option.

- If Performance Measures is selected for the first option, then the selections for the second option are: By Provider, By Hospital/CAH, or By Division.
- If the Clinical Quality Measures is selected for the first option, then the selections for the second option are: Providers, Hospital/CAH, Providers Reports, or By Division.

6.2 Meaningful Use Glossary

This pop-up provides information about each of the measures.

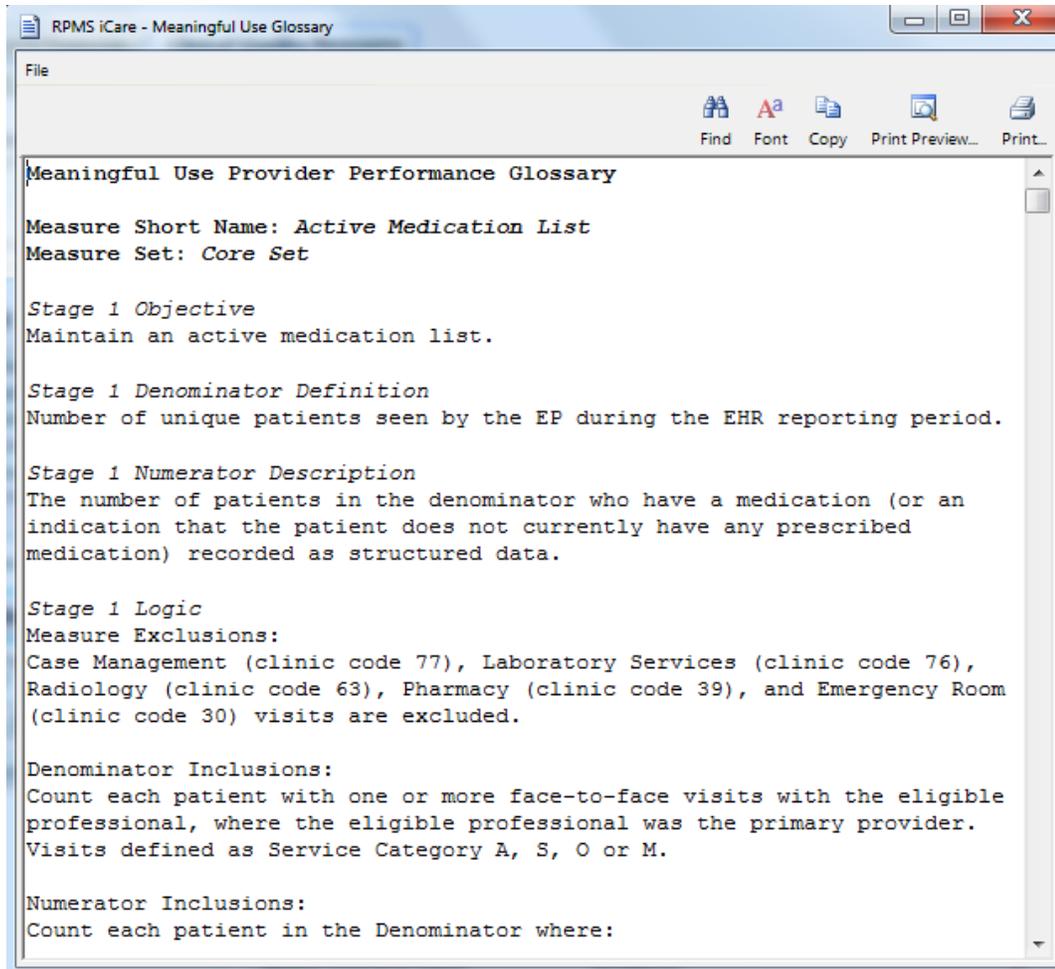


Figure 6-3: Meaningful Use Glossary pop-up window

Section 6.7 provides information about using the controls on the pop-up window.

6.3 Background Jobs

Click the Background Jobs () button (or select **File | Background Jobs**) to display the **Background Jobs** pop-up.

The screenshot shows a window titled "RPMS iCare - Background Jobs". Below the title bar is a menu bar with "File", "Edit", and "Tools". A message reads: "Background jobs are scheduled by your Site Manager. It is recommended that they be run both nightly and weekly. Contact your Site Manager if you have any questions." Below the message is a toolbar with several icons. The main area contains a table with the following columns: Job, Type, Start, End, Status, and Next scheduled.

Job	Type	Start	End	Status	Next scheduled
MONTHLY	IPC Update	Apr 03, 2015 06:56 PM	Apr 03, 2015 10:02 PM		May 03, 2015 06:00 PM
	MU Clinical Quality	Apr 03, 2015 06:30 PM	Apr 03, 2015 06:30 PM		May 01, 2015 06:00 PM
	MU Performance	Apr 02, 2015 06:59 PM	Apr 02, 2015 07:05 PM		May 01, 2015 06:00 PM
NIGHTLY	Best Practice Prompts	Apr 21, 2015 07:47 PM	Apr 21, 2015 07:47 PM		Apr 22, 2015 06:00 PM
	Care Mgmt Update	Apr 21, 2015 07:51 PM	Apr 21, 2015 07:51 PM		Apr 22, 2015 06:00 PM
	CMET Data Mining	Apr 21, 2015 07:51 PM	Apr 21, 2015 08:27 PM		Apr 22, 2015 06:00 PM
	Comm Alerts	Apr 21, 2015 06:53 PM	Apr 21, 2015 06:59 PM		Apr 22, 2015 06:00 PM
	Diagnostic Tags	Apr 21, 2015 07:23 PM	Apr 21, 2015 07:24 PM		Apr 22, 2015 06:00 PM
	Flags	Apr 21, 2015 06:25 PM	Apr 21, 2015 06:53 PM		Apr 22, 2015 06:00 PM
	Natl Measures	Apr 21, 2015 07:24 PM	Apr 21, 2015 07:41 PM		Apr 22, 2015 06:00 PM
WEEKLY	Panel Autopopulate	Apr 21, 2015 08:27 PM	Apr 21, 2015 11:27 PM		Apr 22, 2015 06:00 PM
	Reminders	Apr 21, 2015 07:46 PM	Apr 21, 2015 07:47 PM		Apr 22, 2015 06:00 PM
	Best Practice Prompts	Apr 12, 2015 03:00 PM	Apr 12, 2015 06:29 PM		Apr 26, 2015 03:00 PM
	Care Mgmt Update	Apr 11, 2015 03:00 PM	Apr 12, 2015 12:14 AM		Apr 25, 2015 03:00 PM
	Diagnostic Tags	Apr 11, 2015 02:00 AM	Apr 11, 2015 05:54 AM		Apr 25, 2015 02:00 AM
	Natl Measures	Apr 11, 2015 05:54 AM	Apr 11, 2015 10:01 AM		Apr 25, 2015 02:00 AM
Reminders	Apr 12, 2015 02:00 AM	Apr 12, 2015 01:35 PM		Apr 26, 2015 02:00 AM	

Figure 6-4: Sample Background Jobs pop-up

You must dismiss the pop-up in order to use other functions in iCare.

The File menu has the following options:

Page Setup: This option allows you to set Margin, Paper, Layout characteristics (like landscape or portrait orientation), and the Printer to use.

Print Preview: This option displays the [Print Preview](#) dialog.

Print: This option is used to output the data in the selected rows in the grid. The application displays the Print Preview dialog where you can view the output. Select **File | Print** (on the dialog) to output the content. The application provides a header stating Confidential Patient Information for all printed panel views.

If you do not select any rows, the application displays the warning message: You have not selected any rows to print. Do you want to proceed and print all rows in this view or cancel this print? Click **Yes** to print all the rows. Click **No** to cancel the print function.

Close: This option closes the Background Jobs window.

The Edit menu has one option: **Select All** (used to select all of the records on the pop-up window).

The Tools menu has options that have the same functions as those of the [buttons on the right side of the toolbar](#).

6.4 Print Preview

The **Print Preview** dialog contains several features about reviewing and printing the current document.

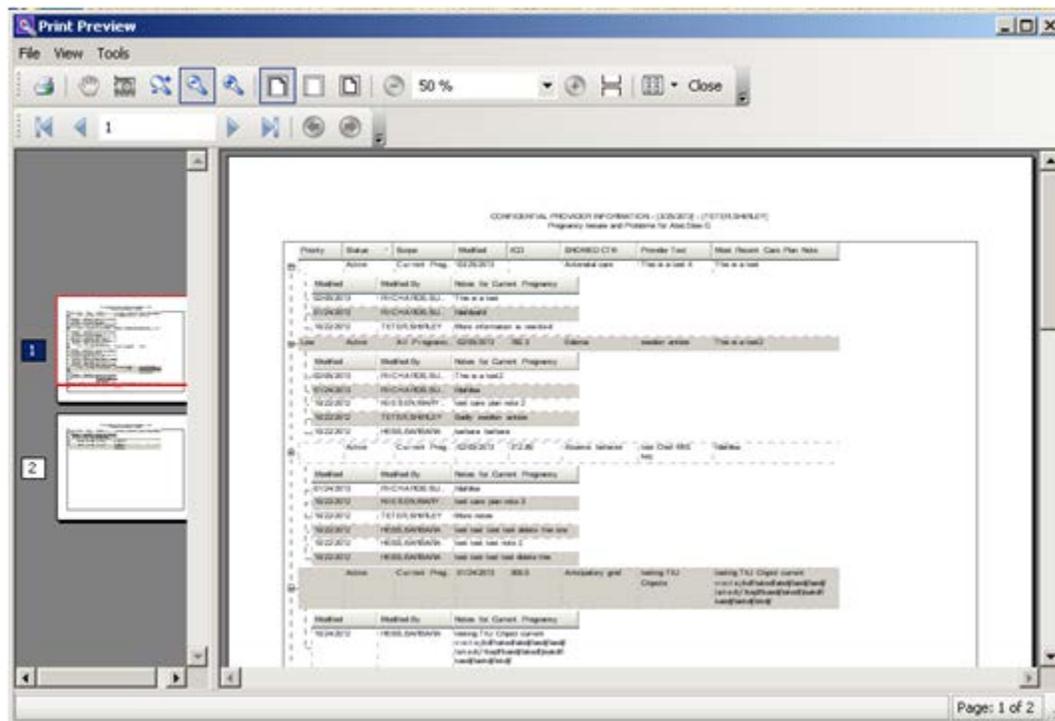


Figure 6-5: Sample Print Preview dialog

The **Print Preview** dialog contains two panels, where the left panel displays the pages in the document and the right panel displays a larger version of the page selected in the left panel.

The following table provides information about the various buttons on the **Print Preview** window.

Button	Description
	Used to output the contents of the document. Also available by selecting Print option on the File menu.
	Used to move the red rectangular box on the selected page in the left panel. As you move the Hand Tool, this changes the display in the right panel. This is used to view information in a particular part of a page. Also available by selecting the Hand Tool option on the Tools menu.
	Used to get a screen capture of a specified rectangular area. This screen capture copies the area to the Windows clipboard. Then you can paste the copy in a particular field, for example, or another application like MS Word. Also available by selecting the Snapshot Tools option on the Tools menu.

Button	Description
	Used to specify the zoom magnification. Click the button and then move to the area where you want to apply to zoom. Right-click on the area and select the zoom magnification option from the context menu. Also available by selecting the Dynamic Zoom Tool option on the Tools menu.
	Used to zoom out by clicking the button in an area in the right panel (the image becomes smaller). Also available by selecting the Zoom Out option on the View menu.
	Used to zoom in by clicking the button in an area in the right panel (the image becomes larger). Also available by selecting the Zoom In option on the View menu.
	Used to cause the image in the right panel to display to its maximum page width (usually enlarges the image). Also available by selecting the Page Width option on the View menu.
	Used to cause the image in the right panel to display the image with no page margins showing. Also available by selecting the Margin Width option on the View menu.
	Used to display the image and its page margins in the right panel. Also available by selecting the Whole Page option on the View menu.
	Used to automatically cause the image in the right panel to zoom out (you do not click in the panel). Also available by selecting the Zoom Out on the View menu.
	Used to automatically cause the image in the right panel to zoom in (you do not click in the panel). Also available by selecting the Zoom In on the View menu.
	Used to cause all of the pages to display in the right panel. Also available by selecting the Continuous option on the View menu.
	Used to specify the page layout. Also available by selecting the Page Setup option on the File menu.

You move through the pages in the document by using the arrow buttons on the second line in the toolbar.



Figure 6-6: Buttons used to move through the pages of the document

The same options are available by selecting **View | Go To** (and on the context menu for the right panel).

Use the Zoom () field (or select the **Zoom** option on the **View** menu) to specify the zoom magnification for the right panel by selecting from the drop-down list.

Use the **Close** button to close the **Print Preview** dialog. This same action is available by selecting **File | Exit**.

Select **File | Page Setup** to access the **Page Setup** dialog.

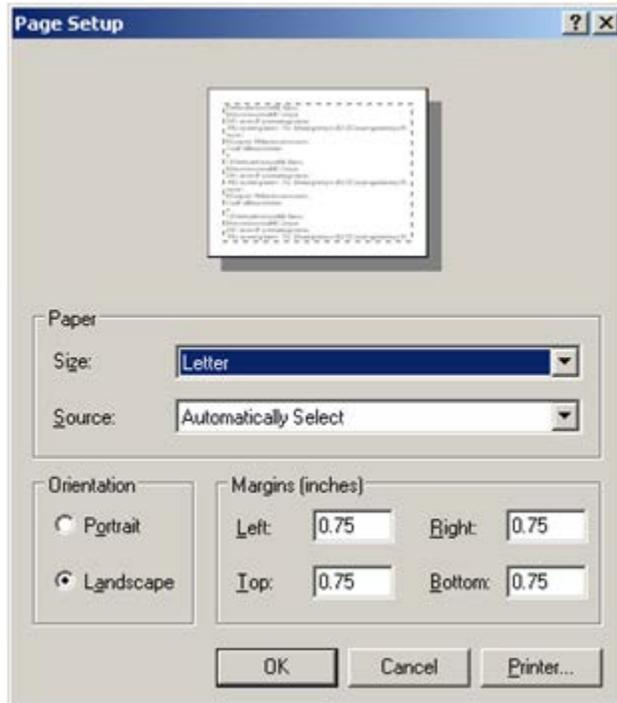


Figure 6-7: Sample Page Setup dialog

Use the **Page** group box to specify the paper size and source.

Use the **Orientation** group box to specify the orientation of the output.

Use the **Margins** group box to specify the various margins widths in inches.

Click **Printer** to access the **Printer** dialog where you choose the printer to output the contents of the document.

After the **Page Setup** dialog is complete, click **OK** to save the page setup options. (Otherwise, click **Cancel**.)

6.5 iCare Package Manager Functions

When you have the Package Manager security key, you can access the functions by selecting **Tools | iCare Package Manager** on the iCare main window.



Figure 6-8: iCare Package Manager Functions

6.5.1 iCare User Access Management

The iCare User Access Management option accesses **iCare User Access Management** dialog.

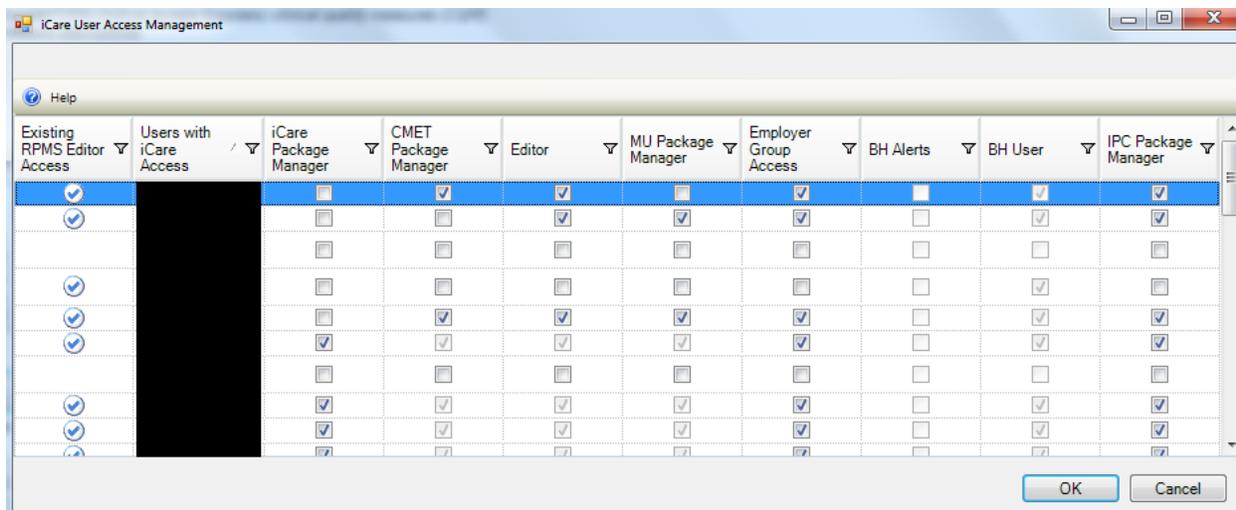


Figure 6-9: Sample iCare User Access Management dialog

When this dialog is complete, click **OK** to save your changes. (Otherwise, click **Cancel**.)

For those with the appropriate permissions, you can assign roles to a particular user, scroll to the name on the iCare User Access Maintenance dialog and select the appropriate check boxes for the roles. If you want to remove an assigned role, de-select the particular check box.

Note: The BH Alerts and BH User columns cannot be changed.

Each column heading has hover help.

Some check boxes are checked and the background is dark:

If the user has iCare Package Manager access that supersedes both CMET, Editor and MU Package Manager permissions. The Employer and BH ones work differently due to the sensitive nature of the patients involved.

6.5.1.1 Existing RPMS Editor Access

The users displayed on this list (those with the iCare user icon (☑) in first column) have been given existing Editor or Manager level key(s) to at least one of the following case management applications: (1) Case Management System (ACM), (2) Diabetes Management System (BDM), (3) HIV Management System (BKM), (4) Immunization (BI), (5) Patient Chart Problem List, and/or (6) Women's Health (BW).

6.5.1.2 Help Menu

Click the **Help** menu to view the following information:

The users displayed on this list have been given basic access to the iCare application by your Site (IT) Manager. You cannot give Editor or Package Manager access to iCare to a user who doesn't have basic access. See your Site Manager to require basic iCare access for other users.

This message applies to the "Users with iCare Access" column. Click **OK** to dismiss the message.

6.5.1.3 Users with iCare Access

This column is a list of RPMS users who have been given access to the iCare application by the Site (IT) Manager.

6.5.1.4 iCare Package Manager

The iCare Package Manager has the ability to do the following:

- assign all other access roles in iCare: iCare Package Managers; CMET Package Managers; Editors; and Taxonomy Editors.
- access Patient Information associated with Community Alerts.
- has all read/write access as defined for other user levels.
- reassign existing iCare panels to iCare users.

Note: Taxonomy Editor Access Management is assigned through the Taxonomy Maintenance/ Taxonomy User Access Window from the Tools menu.

The iCare Package Manager has the highest level of permissions; hence, the iCare Package Manager will have access to all items accessible by the CMET Package Manager.

The iCare Package Manager does everything an editor does and also has the ability to access the list of patients who has triggered the Community Alerts. This person also assigns Editor access to other users. In addition, this person can assign the CMET Package Manager role.

6.5.1.5 CMET Package Manager

The CMET Package Manager has the ability to establish the CMET site parameters related to Tickler Timeframes and Batch Processing. CMET Package Managers have all read/write access as defined for other user levels.

6.5.1.6 Editors

Editors in iCare will have read/write access to:

- PCC Historical Data Entry
- Care Management data
- Family History and Reproductive Factors (Snapshot)
- Designated Specialty Provider Management system (DSPM)
- Problem List
- CMET Worksheet.

The Editor role will give the person the right to edit the care management functions (e.g., HMS Care Management). It also allows the person to enter Historical Data.

6.5.1.7 MU Package Manager

The MU Package Manager has the ability to establish site parameters related to the display of types of Providers on the MU tabs in iCare.

6.5.1.8 Employer Group Access

Employer Group Access gives the user the ability to define a panel based on the “Employer” option in Panel Definition. They will also have visibility for the “Employee Health” option on the Panel View: Care Mgmt tab. Both the definition and Care Mgmt feature will not be visible to users who do not have permission.

6.5.1.9 BH Alerts

Exclude non-BH alerts.

6.5.1.10 BH User

User with existing BH access. This cannot be edited from iCare screens.

6.5.1.11 IPC Package Manager

The IPC Package Manager has the ability to establish site parameters related to the background job and microsystem definition for IPC tabs in iCare.

6.5.2 Reassign Panels

The Reassign Panels option displays the **Reassign Panels** dialog.

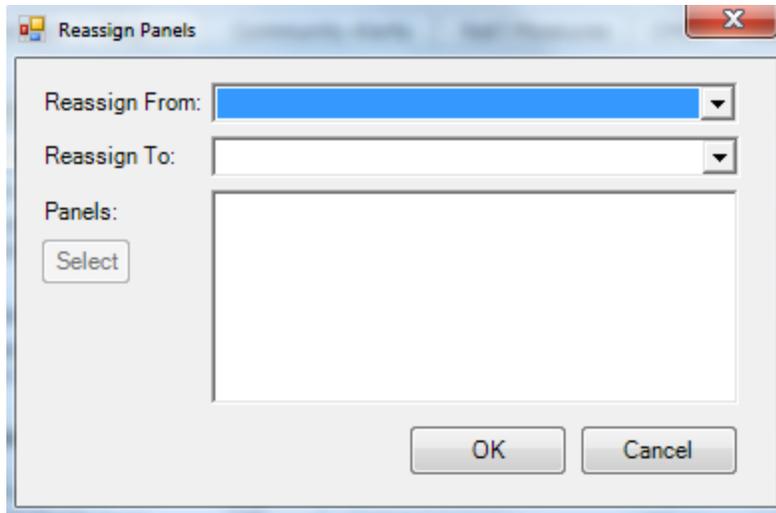


Figure 6-10: Reassign Panels Dialog

This dialog allows the iCare Package Manager to reassign panels from one user to another user.

Reassign From: select the user from the drop-down list, whose panels you want to reassign.

Reassign To: select the user from the drop-down list, to whom the panels are to be reassigned.

Populating the first two fields activates the Select button. Click **Select** to access the **Add/Remove Panels** dialog.

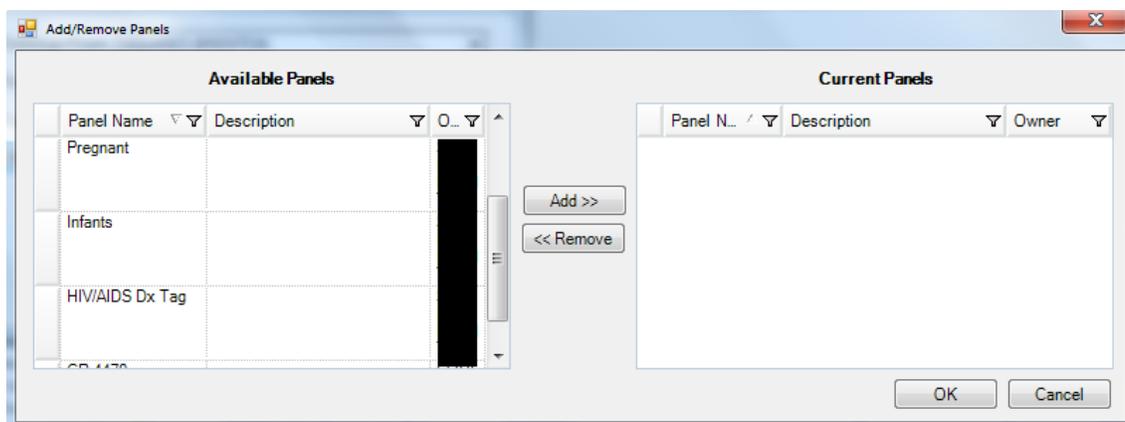


Figure 6-11: Sample Add/Remove Panels dialog

After the **Add/Remove** dialog is complete, click **OK** and the panels listed in the Current Panels group box will populate the **Panels** field on the **Reassign Panels** dialog. (Otherwise, click **Cancel**).

After the **Reassign Panels** dialog is complete, click **OK** and the reassigned panels of the “Reassign From” user are removed from that person’s panel view. The reassigned panels will appear in the “Reassign To” user panel view. (Otherwise, click **Cancel**.)

6.6 Taxonomy Maintenance Functions

You access the **Taxonomy Maintenance** functions by selecting **Tools | Taxonomy Maintenance**.

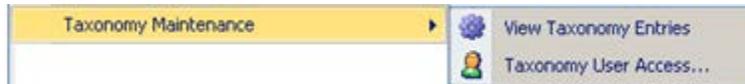


Figure 6-12: Options for Taxonomy Maintenance

6.6.1 View Taxonomy Entries

The iCare Taxonomy Editor holds the security key (BQIZTXED) allowing that person to read/edit iCare taxonomies.

You access the **iCare Taxonomy View/Edit** dialog by selecting **Tools | Taxonomy Maintenance | View Taxonomy Entries**.

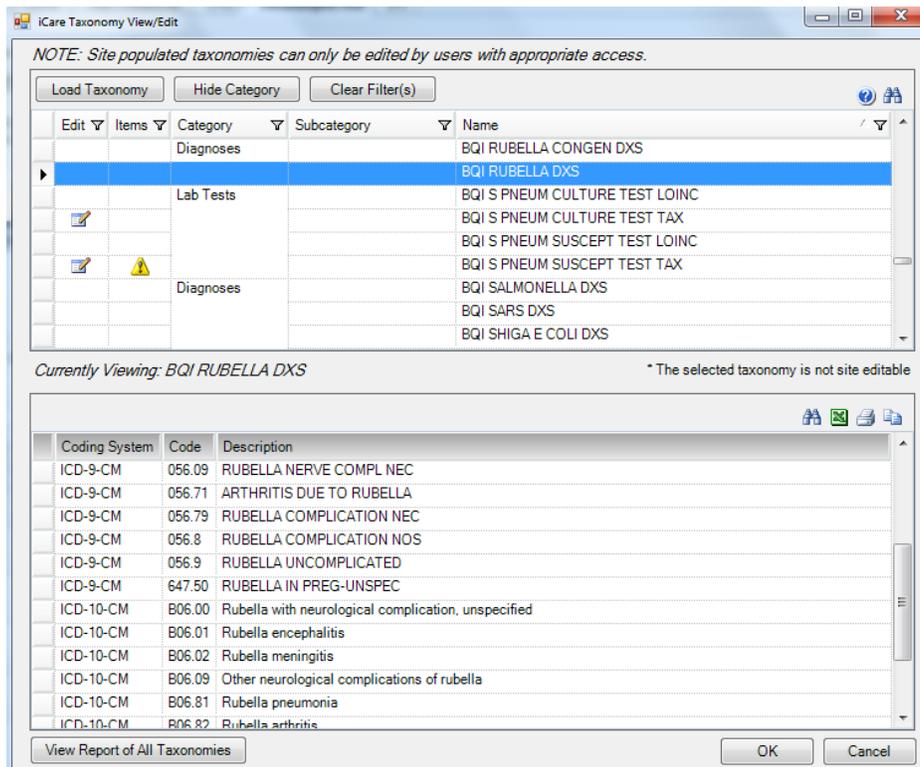


Figure 6-13: Sample iCare Taxonomy View/Edit dialog

Note: If you do not hold that security key, you can only view the information on the dialog. The following information displays: You do not currently have access rights to edit taxonomies. In order to edit taxonomy entries, you will need to have the iCare Taxonomy Editor security key (BQIZTXED) added to your RPMS user account.

When you first access this view/edit dialog, all parts of the tree structure will be collapsed. You need to expand one of the tree parts and find the taxonomy you want to edit.

In general, select the taxonomy from the list in the left group box that you want to view. This causes the Add and Remove buttons to appear in the right group box of the dialog.

Please note that not all taxonomies will be editable. iCare will display a message on the view/edit dialog when this condition exists. Site populated taxonomies can only be edited by users with appropriate access.

The difference between the Apply and OK is: the Apply button is used when you add more than one taxonomy value to the iCare Taxonomy View/Edit dialog.

6.6.1.1 Add Taxonomy Values

Click the **Add** button to create values for a selected item in the left group box. The application displays the **Select Taxonomy Item** dialog.

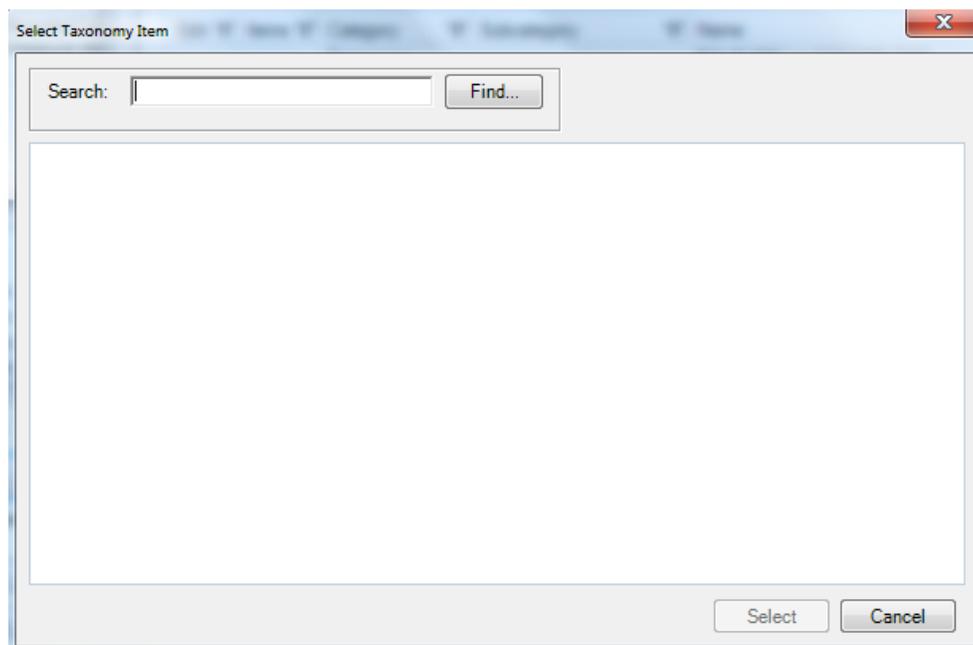


Figure 6-14: Select Taxonomy Item dialog

Use the Search field to search for a taxonomy item. Highlight the item you want to add and click **Select**. The application checks to see if it is already there.

- If it already exists, the application displays a warning message about that (click **OK** to dismiss the message); after clicking **OK**, you return to the **iCare Taxonomy View/Edit** dialog.
- If it does not exist, it appends the selected item to the bottom of the list.

After you finish adding taxonomy values, click **Apply** to “save” your changes. If you do NOT click **Apply** and try to move to another taxonomy or another part of the iCare application, the “Save Taxonomy changes?” information message displays, asking if you want to apply the changes now. In this case, click **Yes** to apply the changes (otherwise, click **No**).

You can repeat adding items to various taxonomies. When you are finished using the **iCare Taxonomy View/Edit** dialog, click **OK** to save (otherwise, click **Cancel**).

6.6.1.2 Remove Taxonomy Values

If you want to remove one or more items from the list, highlight them and click **Remove**. The “Confirm taxonomy item remove” message displays. Click **Yes** to remove the items (otherwise, click **No**). You remain on **the iCare Taxonomy View/Edit** dialog.

6.6.1.3 View Report of All Taxonomies Button

Click the **View Report of All Taxonomies** button to display the **Taxonomy Report** pop-up.

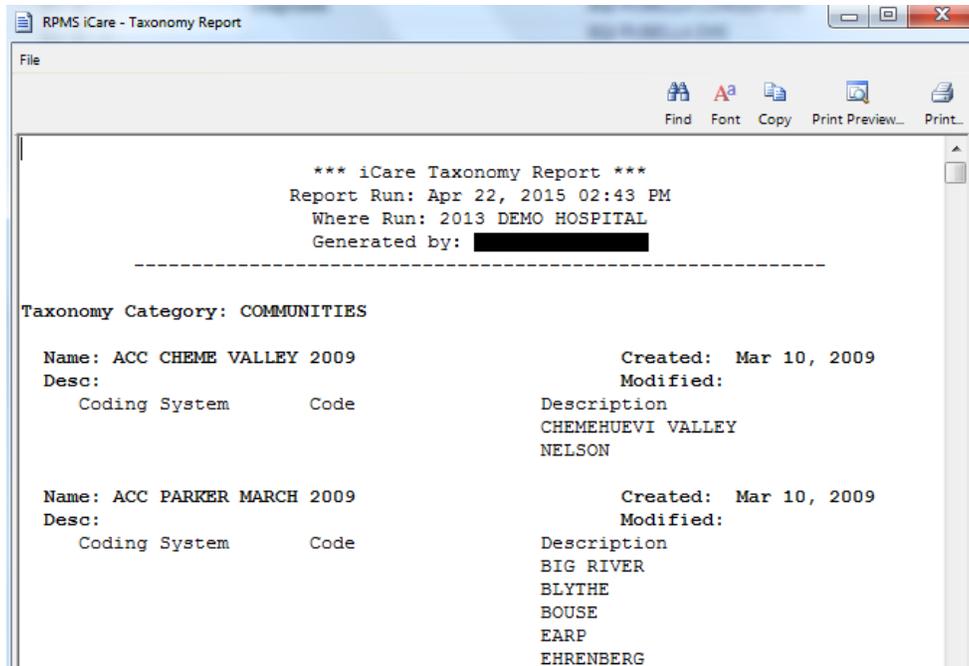


Figure 6-15: Taxonomy Report

This pop-up provides information about various Taxonomy Categories (listed in alphabetical order).

Section 6.7 for more information about the File menu and controls on the pop-up window.

6.6.2 Taxonomy User Access

Editing site populate taxonomies can affect many existing processes in RPMS. For this reason, Taxonomy Edit access is carefully assigned to a limited number of users and only after discussion with the CRS (GPR) coordinator.

Select **Tools | Taxonomy Maintenance | Taxonomy User Access** to display **the iCare Taxonomy User Access Management** dialog.

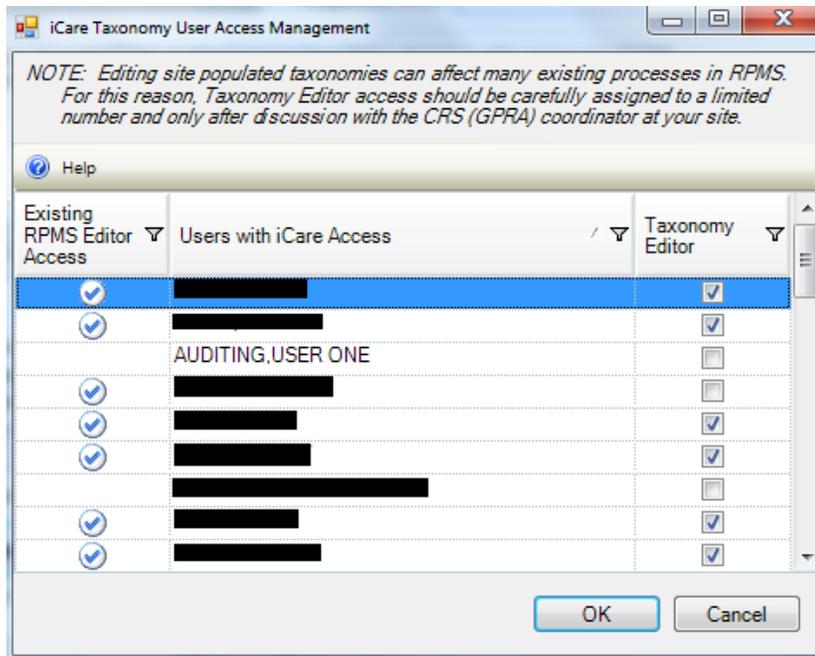


Figure 6-16: Sample iCare Taxonomy User Access Management dialog

Editing site populated taxonomies can affect many existing processes in RPMS. Be certain of your edits prior to clicking **OK**.

Taxonomy Editors can add and delete members from any Site Populated Taxonomies related to either laboratory tests or medications.

Existing RPMS Editor Access is available to any RPMS user with Manager level keys to at least one of the following case management applications: CRS (BGP), Diabetes Management (BDM), HIV Management System (BKM), and/or Women's Health (BW).

This window displays the users who have been given basic access to the iCare application by your Site (IT) Manager. You cannot give Editor or Package Manager access to iCare for users who does not have basic access. See the Site Manager to request basic iCare access for other users. This information is available when you click the **Help** menu.

The Site Manager can select or de-select the Taxonomy Editor role for a user on the list. The taxonomy editor role allows the user to view/edit the iCare taxonomies. Click **OK** to save the changes (otherwise, click **Cancel**).

6.7 Pop-up Functionality

You will be viewing a pop-up window in several places in iCare. For example, if you double-click on any row in the **Recent Visits** group box on the Cover Sheet of the Patient Record window, you will view a pop-up.

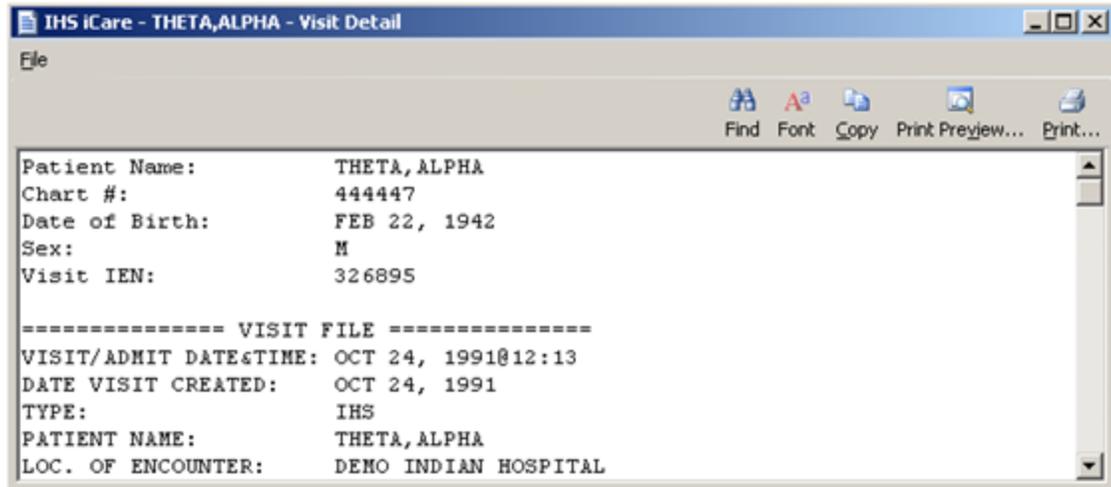


Figure 6-17: Sample Visit Detail Pop-up

You can take the following actions on this pop-up:

- Navigate through the information by using the scroll bar.
- Click the **Find** () button to access a search tool to find data in the current window. This button works like the [Search button](#).
- Click the **Font** () button to display the **Font** dialog.

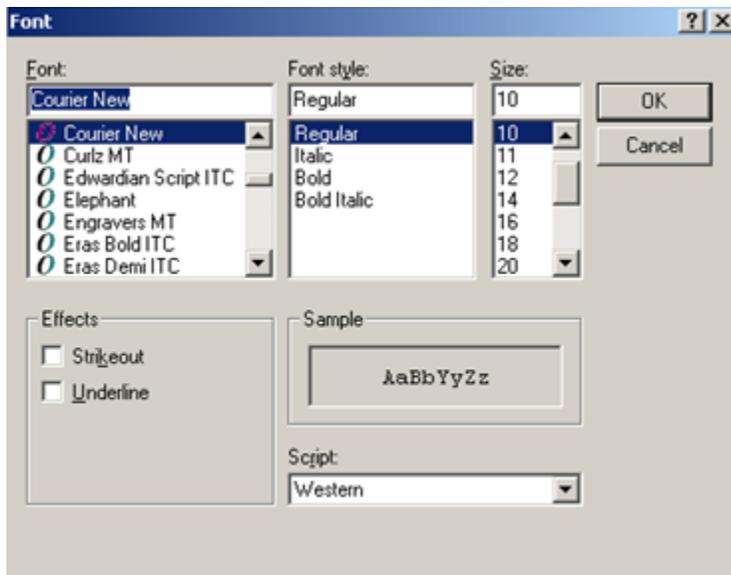


Figure 6-18: Font Dialog

Use the **Font** dialog to change the Font name, style, and size of the text in the pop-up (applies to all of the text). In addition, you can add effects like “Strikeout” and “Underline” - these perform like those effects indicated in MS Word.

Change the **Script** option to display the text in another language and that language pack is installed on your computer. If the language pack is not installed, the display does not change by selecting another script.

Click **OK** to apply the changes to the text in the current pop-up. These changes are only effective for the current view of the pop-up. (Otherwise, click **Cancel**.)

- Click the **Copy** () button to copy the selected text to the Windows clipboard.
- Click the **Print Preview** () button to view the [Print Preview dialog](#). You can print the contents of the pop-up from this dialog.
- Click the **Print** () button to display a print dialog where you specify the printer to output the contents of the pop-up, the page range, and number of copies.

The **File** menu contains the print actions (like the **Print Preview** and **Print** buttons), the **Page Setup** function, the find and copy functions, as well as a **Close** function (dismisses the pop-up).

6.8 Change RPMS Server/Login

Select the Change RPMS Server/Login option on the **File** menu to access the **iCare 2.4 Login** dialog.

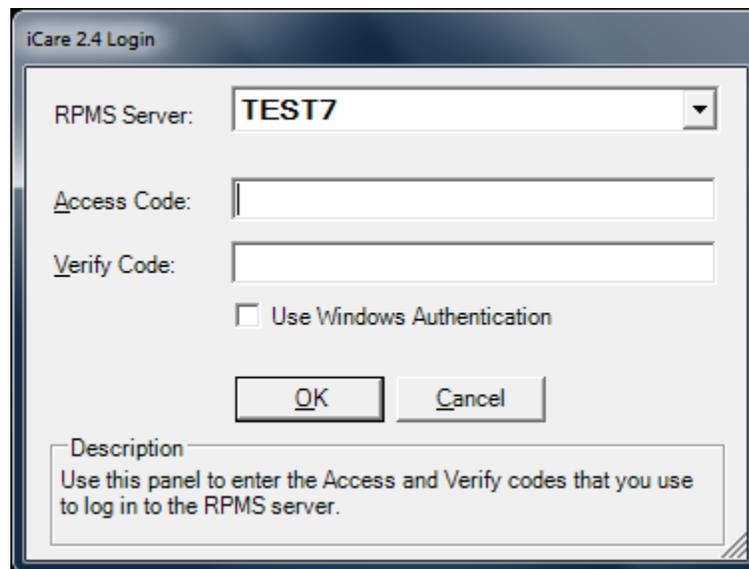


Figure 6-19: Sample iCare 2.4 Login dialog

RPMS Server

Click the drop-down list to access the **RPMS Server Management** dialog that displays a list of possible connections.

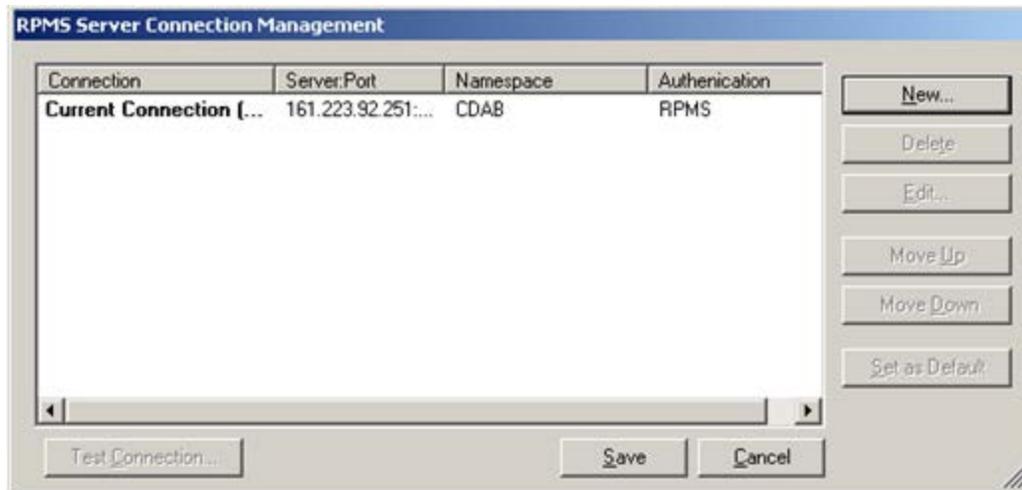


Figure 6-20: Sample RPMS Server Connection Management dialog

Select an option on the grid or use the **New** function to create a new connection.

Click **New** to access the **Edit RPMS Server Connection** dialog.

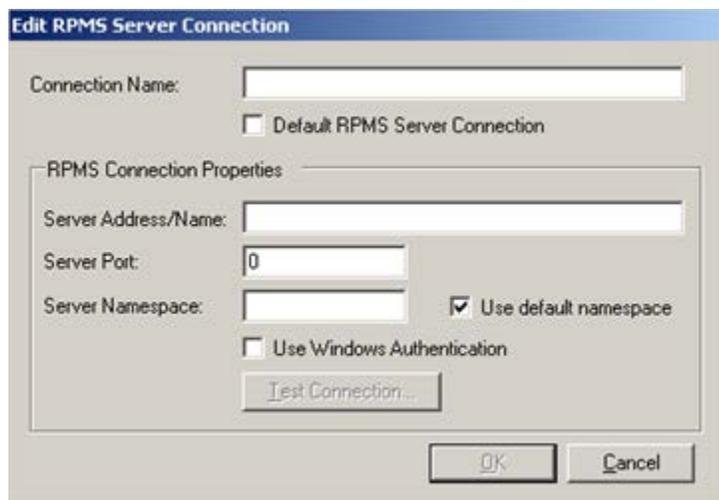


Figure 6-21: Edit RPMS Server Connection dialog

Do not select the **Default RPMS Server Connection** or **Use Windows Authentication** check boxes.

Connection Name

Type the name of the connection in this field. This is the name that will appear on the **RPMS Server Connection management** dialog.

Server Address/Name

Type the number, including punctuation, of the server's IP address. An IP address is typically four groups of two or three numbers, separated by a period (.), e.g., 161.223.99.999. Your Site Manager will provide this information.

Server Port

Type the number of the server port. Your Site Manager will provide this information.

Server Namespace

If your site has multiple databases on one server, you will additionally need to type the namespace, which is typically a text string, e.g., DEVEH.

Use default namespace

Select this check box if the **Server Namespace** is the default one you want to use.

After completing the fields, the **Test Connection** button becomes active. Click this button to access the **Test Login** dialog. Populate the **Access Code** and **Verify Code** fields and then click **OK**.

- After clicking **OK**, if the connection is correct, the application displays the Connection Test message that states: RPMS login was successful. Click **OK** to dismiss the message.
- Otherwise, the application will display an error message; click **OK** to return to the **Test Login** dialog.

After the **Edit RPMS Server Connection** dialog is complete, click **OK** to have the server connection appear on the **RPMS Server Connection management** dialog. (Otherwise, click **Cancel**.)

After the RPMS Server Connection Management dialog is complete, click **Save** and the application displays the login dialog to the application. (Otherwise, click **Cancel**.)

6.9 iCare Site Parameter Options

You access the iCare Site Parameters on the **Tools** menu.

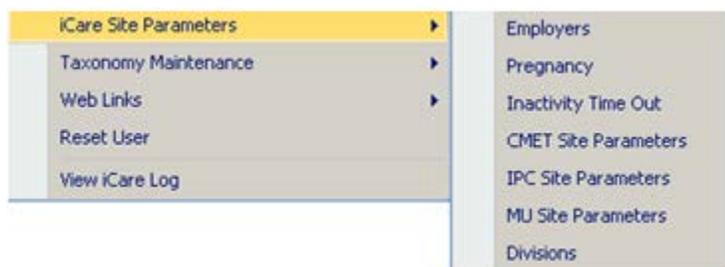


Figure 6-22: iCare Site Parameter options

6.9.1 Employers

Use the Employers option to determine the list of employers that should be used for employee health. This is a table of all employers in your RPMS system, many of which can have several different name spellings. Select the **Employers** option to access **iCare Site Parameters – Employers** dialog.

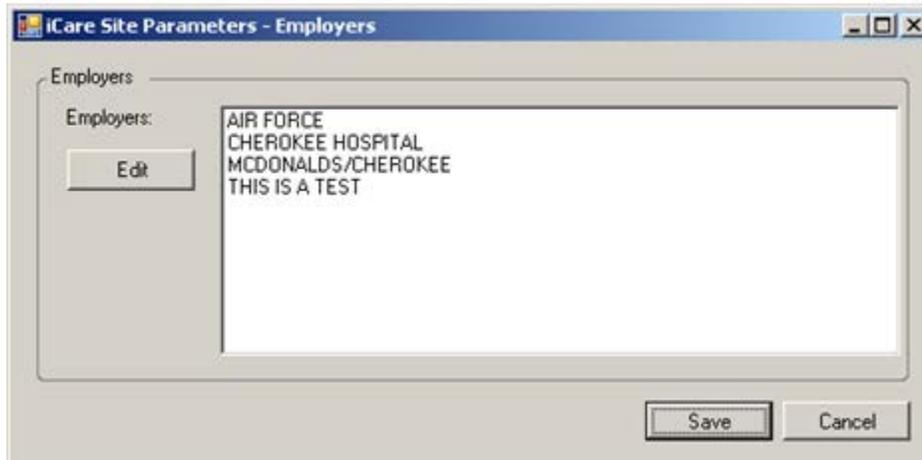


Figure 6-23: Sample iCare Site Parameters – Employers dialog

The current employers are listed in the **Employers** field.

Use the **Edit** button to edit the **Employers** field. Click **Edit** to access the **Add/Remove Employers** dialog.

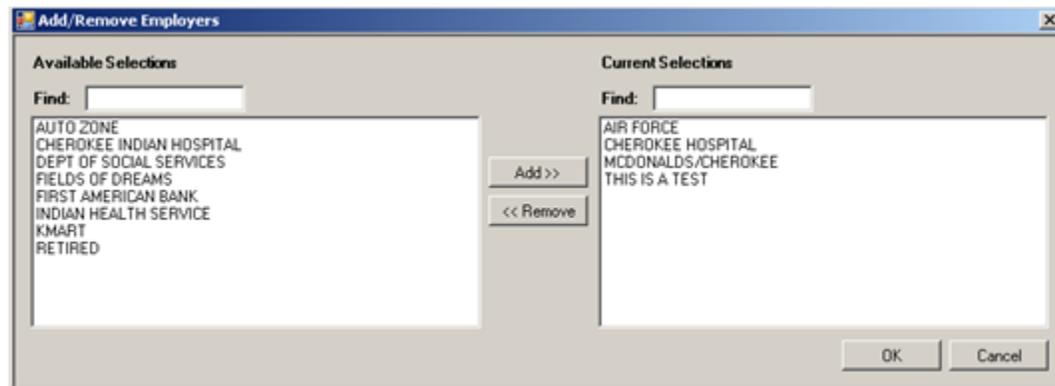


Figure 6-24: Sample Add/Remove Employers dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box populates the **Employers** field on the **iCare Site Parameters – Employers** dialog. (Otherwise, click **Cancel**.)

6.9.2 Pregnancy

Use the Pregnancy option to determine the definition of pregnancy by a choice of two methods for calculation. Select the Pregnancy option to access the **iCare Site Parameters – Pregnancy** dialog.



Figure 6-25: Sample iCare Site Parameters – Pregnancy dialog

Type

The default method is based on CDC influenza disease-reporting (ILI) logic where pregnancy has to be medically indicated in the last 60 days. Select an option from the drop-down list to populate the Type field. If the “ILI” option is selected, then the Time Frame field does not appear on the dialog.

Time Frame

The second method of calculation is iCare-specific and can be set to where pregnancy has been medically indicated in the last 1-month to 9-month time period. Select an option from the drop-down list to populate the Time Frame field.

When the dialog is complete, click **Save** to save the pregnancy parameters. (Otherwise, click **Cancel**.)

6.9.3 Inactivity Time Out

iCare incorporates time out features to ensure secure usage in clinical community workstation environments. Use the Inactivity Time Out option to determine the inactivity time out, inactivity warning message time out, and application shutdown time out.

Select the Inactivity Time Out option to access the **iCare Site Parameters – Inactivity Time Out** dialog.



Figure 6-26: Sample iCare Site Parameters – Inactivity Time Out dialog

Inactivity Time Out

Select an option from the drop-down list that determines the number of minutes before the application locks the application from further use by the current user.

Inactivity Warning Message Time Out

Select an option from the drop-down list that determine the number of seconds before the Inactivity Warning Message displays.

Application Shutdown Time Out (in minutes)

Select an option from the drop-down list that determines the number of minutes before the application will shut down.

6.9.4 CMET Site Parameters

Use the CMET Site Parameters option to determine the tickler timeframes and batch processing for CMET. Select the **CMET Site Parameters** option to access **the RPMS iCare – CMET Site Parameters** window.

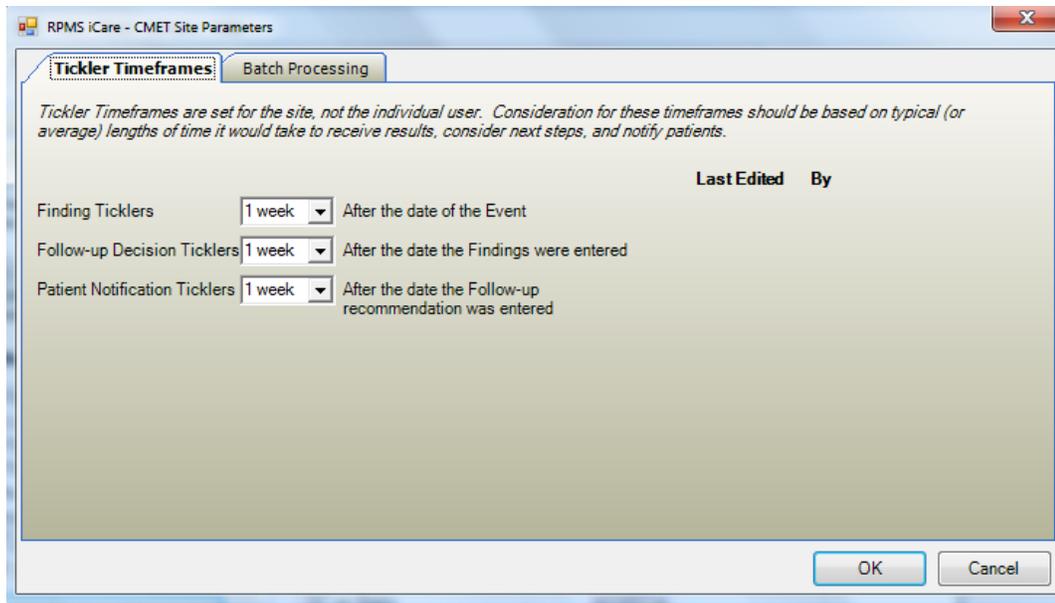


Figure 6-27: Sample RPMS iCare – CMET Site Parameters dialog

Tickler Timeframes

The Tickler Timeframes tab sets the ticklers (like reminder notices) for Findings, Follow-up Decision, and Patient Notification.

Each field has a drop-down list from which to select an option. When a timeframe date is passed and the step has not been entered, the Tickler will be displayed.

After you change one or more settings and click **OK**, the application populates the **Last Edited** field with the date, and the **By** field with the person who changed the tickler timeframe data. (Otherwise, click **Cancel**.)

The application provides Ticklers designed to remind the user that a CMET is tracked and requires attention. There are three types of Ticklers:

- Finding Ticklers, based on the event date. The Tickler is initiated from the date of the event.
- Follow-up Decision Ticklers. Ticklers are initiated from the date the Findings were entered.
- Patient Notification Ticklers. Ticklers are initiated from the date the Follow-up recommendation is entered.

Timeframes for each of the three steps is based on the preceding step. For example, a Follow-up Decision Tickler is based on the date the Finding was entered.

Batch Processing Tab

The Batch Processing tab provides the user with the ability to set the timeframe and notification type for the Pap Smear and Mammogram Screening events with normal results. In addition, you can set the type of Normal Finding for the Mammogram Screening event.

RPMS iCare - CMET Site Parameters

Tickler Timeframes **Batch Processing**

Batch Processing can be done for multiple patients with "Normal" results for Pap Smears or Screening Mammograms. Select the Findings, Timeframe (follow-up interval), and Notification Types that will be entered when performing CMET Batch Processing.

Event Name	Timeframe	Notification Type	Last Edited	By
Pap Smear	1 year	LETTER		
Mammogram Screening	2 years	LETTER	6/10/2014	

Normal Finding for Mammogram Screening

BI-RAD CATEGORY 1 - NEGATIVE

OK Cancel

Figure 6-28: Sample Batch Processing tab

The Notification Type field defines how the patient will be notified about the Pap Smear or Mammogram Screening, for example, by telephone. The default is LETTER.

The Timeframe consideration is based on typical (or average) length of time it would take to receive results, to consider the next steps, and to notify the patient.

The option selected for the Normal Finding for Mammogram Screening field determine what is a “normal” finding.

Each field has a drop-down list from which to select an option.

After you change one or more settings and click **OK**, the application populates the **Last Edited** field with the date, and the **By** field with the person who changed the batch processing data. (Otherwise, click **Cancel**.)

6.9.5 IPC Site Parameters

Use the IPC Site Parameters option to determine the following IPC parameters: (1) day of month to run IPC data collection, (2) clinics where the patient receives primary care, and (3) microsystem providers.

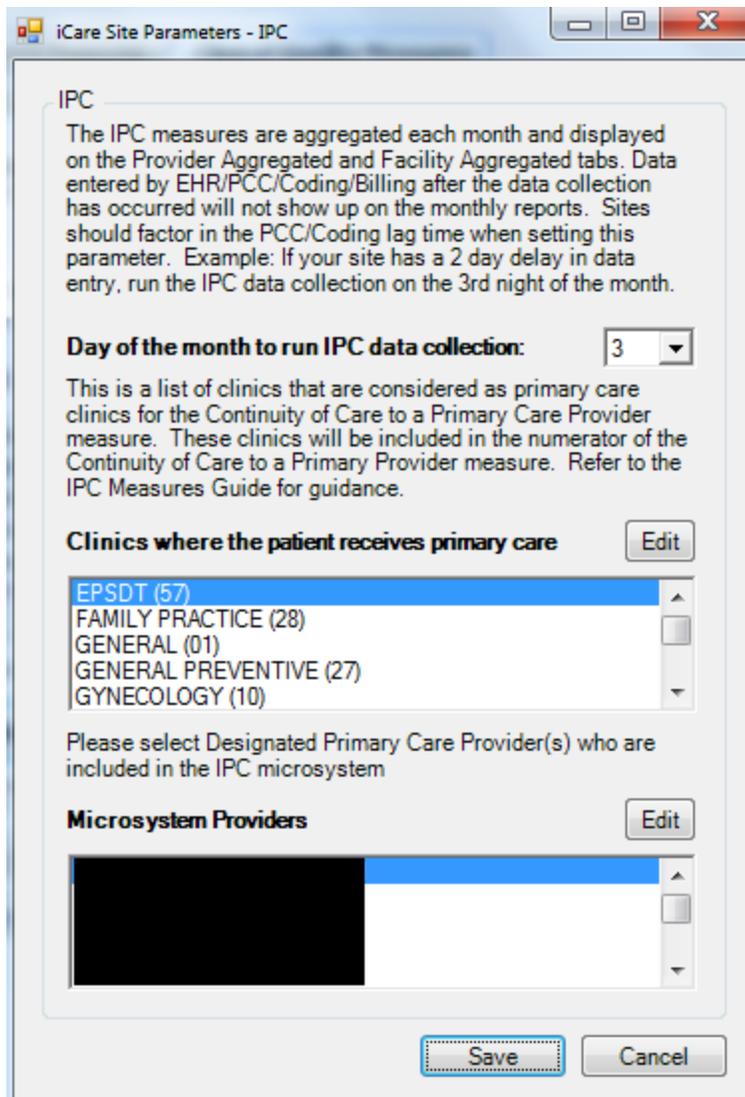


Figure 6-29: Sample iCare Site Parameters – IPC dialog

Day of month to run IPC data collection

Select from the drop-down list the option that specifies the day of the month on which to run the iCare IPC data collection.

Clinics where the patient receives primary care

This field determines the type of local clinics to be designated as primary care. Click **Edit** to access the **Add/Remove Visit Clinics** dialog.

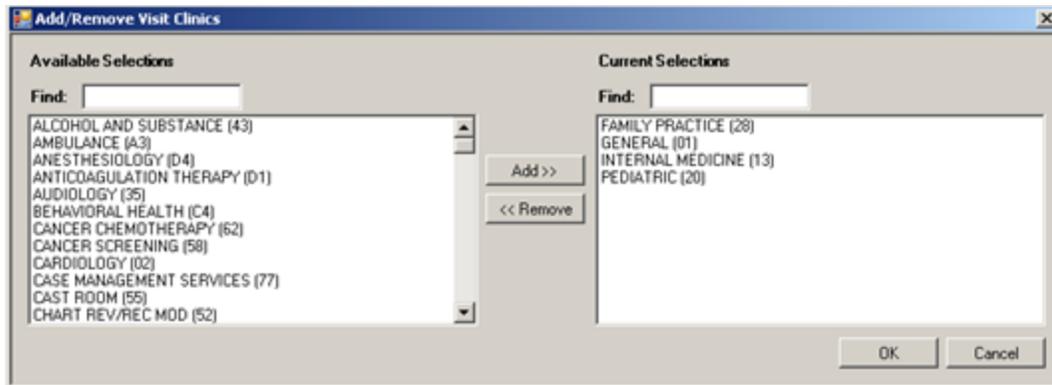


Figure 6-30: Sample Add/Remove Visit Clinics dialog

When the Add/Remove dialog is complete, click **OK** and the options in the Current Selections group box populates the “Clinics where the patient receives primary care” field.

Microsystem Providers

This field determines the names of specific providers that can be included by users in the site’s microsystem(s). Click the **Edit** button to access the **Add/Remove DPCPs** dialog.

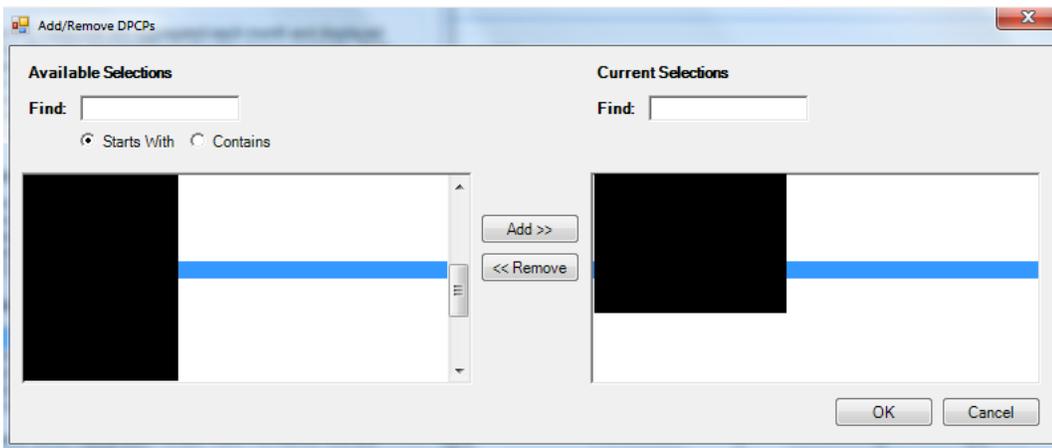


Figure 6-31: Sample Add/Remove DPCPs dialog

When the **Add/Remove dialog** is complete, click **OK** and the options in the **Current Selections** group box populates the **Microsystem Providers** field. (Otherwise, click **Cancel**.)

6.9.6 MU Site Parameters

Use the MU Site Parameters option to determine the Meaningful Use site parameters based on the following: (1) providers based on ORES key, (2) performance, and (3) clinical quality. Select the MU Site Parameters option to access the Meaningful Use Site Parameters dialog.

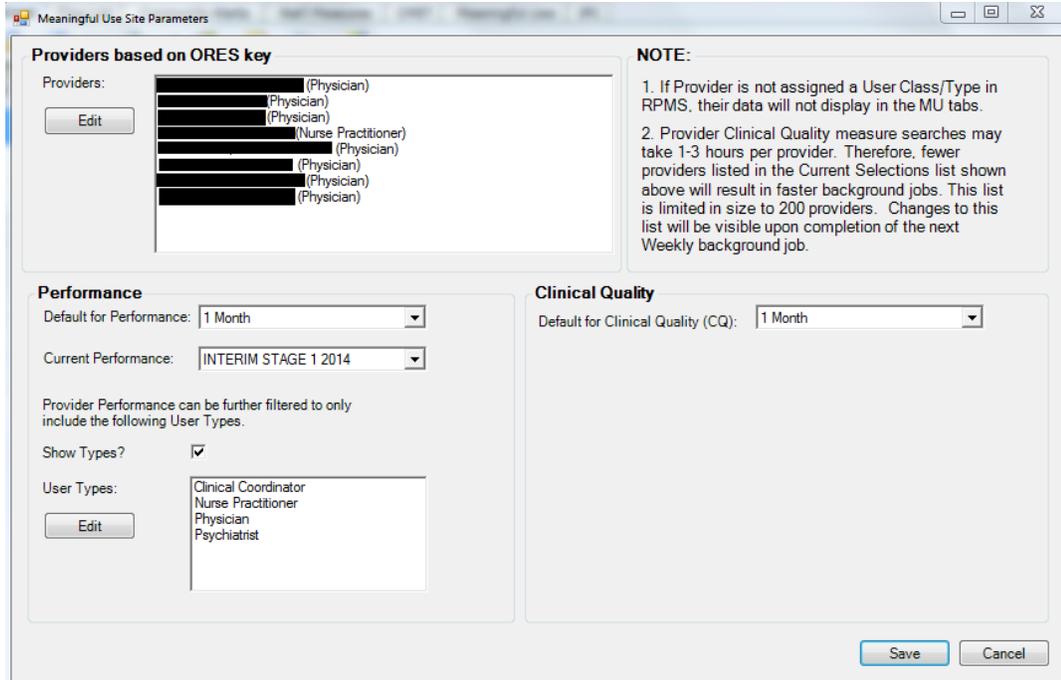


Figure 6-32: Sample Meaningful User Site Parameters dialog

When the **Meaningful User Site Parameters** dialog is complete, click **Save** to save the MU site parameters. (Otherwise, click **Cancel**.)

Providers based on ORES key

The Providers field contains the list of Providers that is listed on the PM – By Providers, CQM – Providers, and CQM – Providers sub-tabs. Click **Edit** to access the **Add/Remove Meaningful Use Providers** dialog.

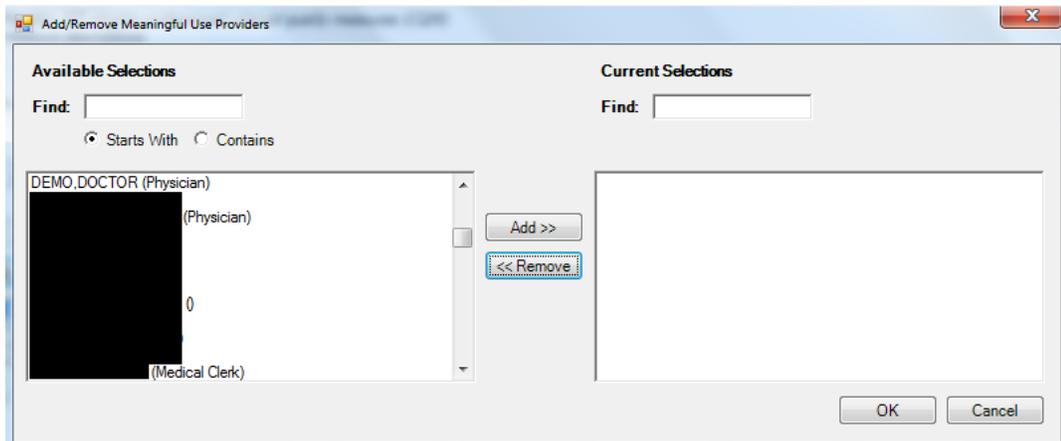


Figure 6-33: Sample Add/Remove Meaningful Use Providers dialog

When the **Add/Remove** dialog is complete, click **OK** and the names in the **Current Selections** group box populate the Providers field for the “Providers Based on ORES key” group box. (Otherwise, click **Cancel**.)

Performance group box

Use the Performance group box to set the default timeframes for displaying MU performance and CQI measures data.

Default for Performance

Select an option from the drop-down list to determine the default timeframe.

Current Performance

Select an option from the drop-down list that determines the current performance stage.

Show Types?

Select this check box to display the “Type” column on the PM – By Providers sub-tab of the MU window.

User Types

This field contains the user classes for the performance measures. Click **Edit** to access the **Add/Remove User Classes** dialog.

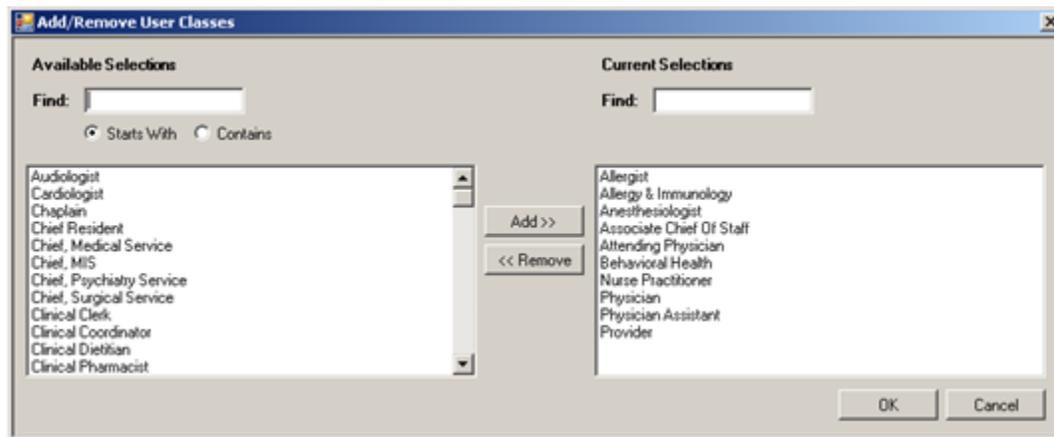


Figure 6-34: Sample Add/Remove User Classes dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box will populate the User Types field in the **Performance** group box. (Otherwise, click **Cancel**.)

Clinical Quality

Select an option from the drop-down list that determine the default clinical quality time for the Clinical Quality measure searches.

6.9.7 Divisions

Use the Divisions option to determine the divisions for your site. Select the **Divisions** option to access the **iCare Site Parameters – Divisions** dialog.

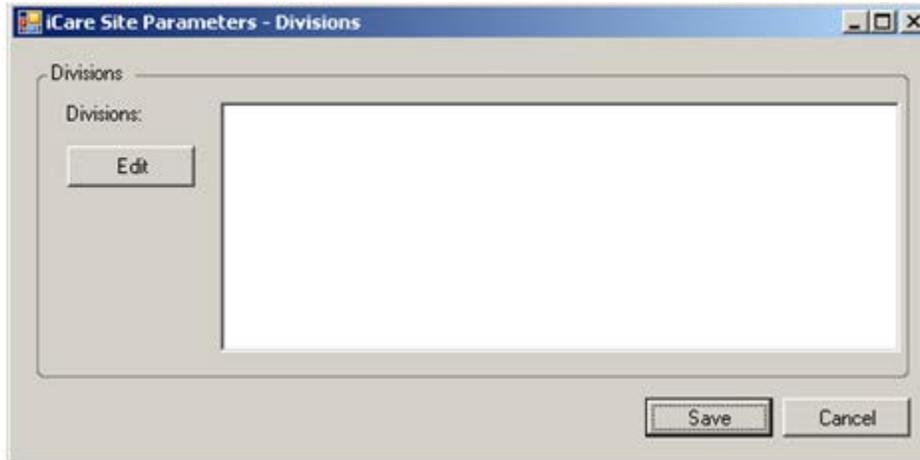


Figure 6-35: Sample iCare Site Parameters – Divisions dialog

The listed divisions are those used by your site. Click **Edit** to access the **Add/Remove Divisions** dialog.

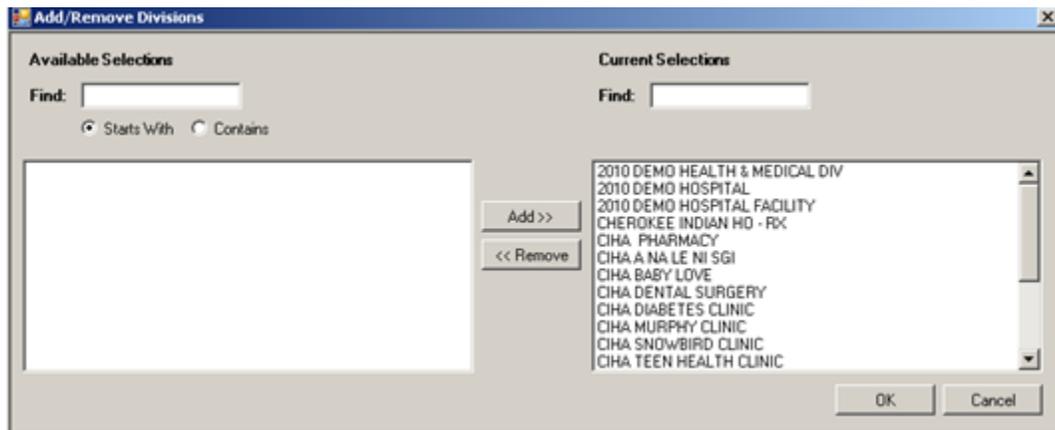


Figure 6-36: Sample Add/Remove Divisions dialog

When the **Add/Remove** dialog is complete, click **OK** and the options in the **Current Selections** group box will populate the Divisions field on the **iCare Site Parameters – Divisions** dialog. (Otherwise, click **Cancel**.)

6.10 Manage Templates

The **Manage Templates** option provides a means for defining multiple template layouts. Templates can also be created and added so that anyone can download and use them.

Select the **Manage Templates** option on the **Tools** menu to access the **Template Management** dialog.

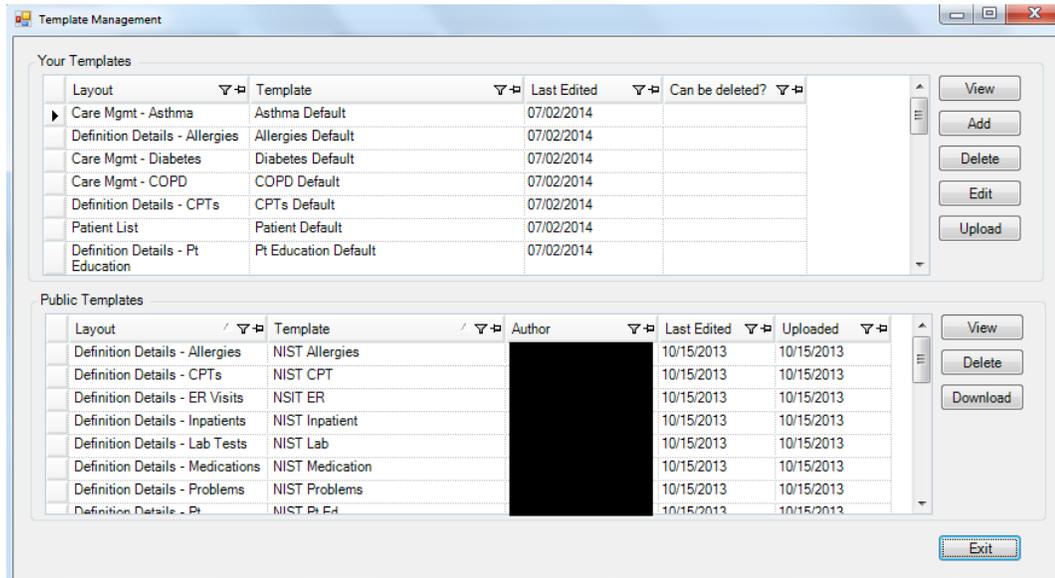


Figure 6-37: Sample Template Management dialog

The **Your Templates** group box contains a list of all of a specific user's defined templates and the layout contained in each template.

The **Public Templates** group box contains a list of all templates at the site that are available to be downloaded to the list in Your Templates.

6.10.1 View

Use the View action to view a selected template. This is a view-only display.

6.10.2 Upload

The Upload action is available in the **Your Template** group box. Select a template to upload and then click Upload. The selected template will appear in the **Public Templates** group box. The author will be the name of the person who executed the Upload action.

6.10.3 Download

The Download action is available in the **Public Templates** group box. Select a record to download and then click **Download**. The selected template will appear in the **Your Templates** group box. In the Template field, the name of the person who executed the Download action will appear after the name of the template.

6.10.4 Delete

The Delete action is available in the **Your Templates** and **Public Templates** group boxes and applies to your templates only. Select a record to delete and then click **Delete**. The Delete Template information message display confirming the deletion. Click **Yes** to delete (otherwise, click **No**.)

6.10.5 Edit

The Edit action is available in the Your Templates group box. Select a template to edit and then click **Edit**. You access the template of columns for the selected template. Section 6.10.6 provides information about how to use this template.

6.10.6 Add

The Add action is available in the Your Templates group box. Click **Add** to access the **Add Template** dialog.

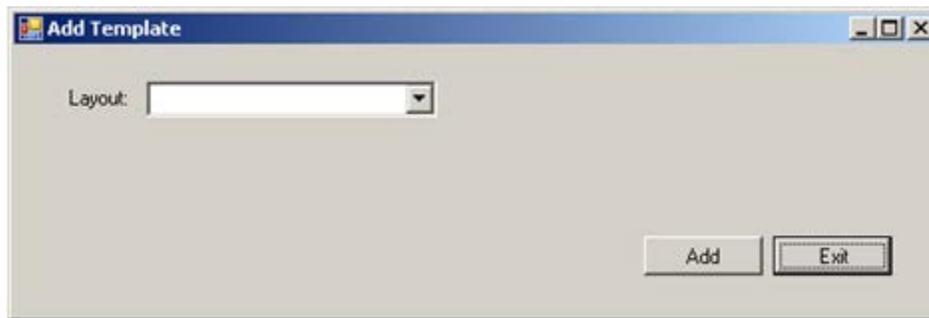


Figure 6-38: Add Template dialog

Layout: Select an option on the **Layout** drop-down list to specify the layout to be used for the new template.

After populating the **Layout** field, the **Template Name** field appears.

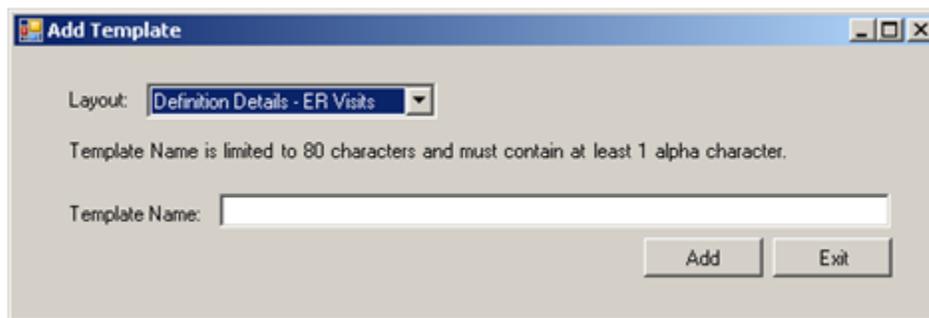


Figure 6-39: Add Template dialog with added field

Template Name: type the name of the template in this Free Text field, limited to 80 characters and must contain at least 1 alpha character.

After the dialog is complete, click **Add** to access the template to define the columns and their sorts for your new template. (Otherwise, click **Exit**.)

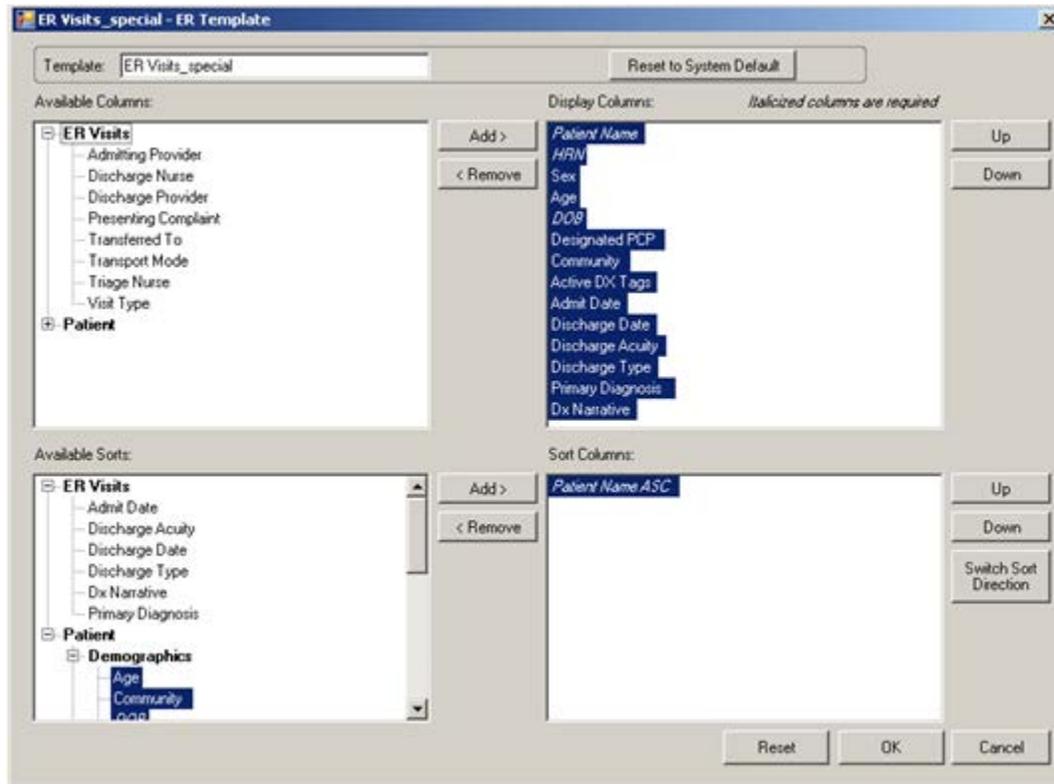


Figure 6-40: Sample template for new template created

Click the **Reset to System Default** button to cause the template to reset to the system default.

If you changed several things about the columns on the template and you want to “undo” those changes, click **Reset**.

After the template window is complete, click **OK** and the “new” template will appear in the **Your Templates** group box. (Otherwise, click **Cancel**.)

6.10.6.1 Display and Available Columns

Use the Display Columns to determine what columns you want to display for the particular window or tab.

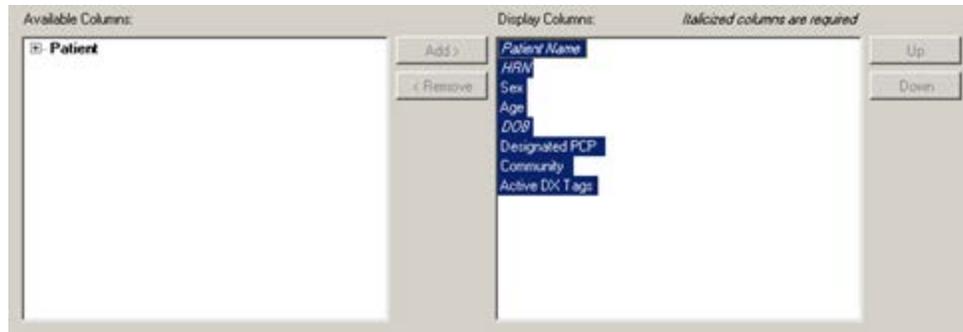


Figure 6-41: Sample Display and Available columns

The listing in the **Display Columns** area shows the columns that will be displayed for your template. The column names in italics are required and cannot be removed.

To move a highlighted column name in the **Available Columns** area to the list in the **Display Columns** area, click **Add**. This moves the column name from the left panel to right panel.

Likewise, you can remove a highlighted column name in the **Display Columns** area and move it to the **Available Columns** area by clicking **Remove**. This moves the column name from the right panel to the left panel.

Note: You cannot remove any column names in italics.

You can determine the order the columns display in the **Display Columns** area by using the Up and Down buttons. Highlight a column name and click the appropriate button. You might have to click the button more than once to move it to the desired location.

6.10.6.2 Columns to Sort

Sorting a column means you want to arrange the items in the column in alphanumeric order.

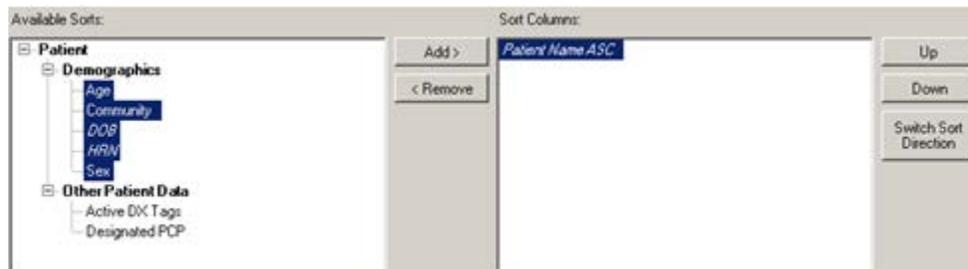


Figure 6-42: Sample Available Sorts and Sort Columns area

To move a highlighted column name in the **Available Sorts** area to the list in the **Sort Columns** area, click **Add**. This moves the column name from the left panel to right panel.

Likewise, you can remove a highlighted column in the **Sort Columns** area and move it to the **Available Sorts** area by clicking **Remove**. This moves the column name from the right panel to the left panel.

Note: You cannot remove any column names in italics.

6.10.6.3 Column Sort Order

You use the **Sort Columns** area to determine what columns you want to sort for the particular window or tab.

You determine which order the columns are sorted in the **Sort Columns** area by using the Up and Down buttons. Highlight a column name and click the appropriate button. You might have to click the button more than once to move it to the desired location. For example, if you have Gender, Patient Name, and Diagnosis Tags in the right column, the Gender sort is applied first then the Patient Name and then the Diagnosis Tags is last.

6.10.6.4 Switch Sort Direction

The names of columns in the **Sort Columns** area show “ASC” appended to the name, for example Patient Name ASC. You can switch the sort order for a selected column by clicking the **Switch Sort Direction** button. In the example, the name changes to Patient Name DESC. You can use the “switch sort direction” action on more than one column.

6.11 Buttons on Right Side of Window

The buttons on the right side of any iCare window have the same functionality on any window.



Figure 6-43: Buttons on right side of window

These buttons might not be visible; in that case, click the drop-down list (☰) button.

The application provides hover help for each button.

Some iCare windows might not have the mail merge and glossary buttons.

6.11.1 Reset View

Click the Reset View (↺) button (or select **Tools | Reset View**) to return the current view to the default view. You use this feature when you change the view, such as resize the column width. This is the same as using the Ctrl+R key combination.

6.11.2 Refresh

Click the Refresh () button (or select **Tools | Refresh**) to update any RPMS field values on the current window with new data from the server. This is the same as pressing the F5 key on your keyboard.

6.11.3 Search

You can search for data in the current grid by clicking the Search () button (or by selecting **Tools | Search** or by using the Ctrl+F key combination) to display the Search dialog.

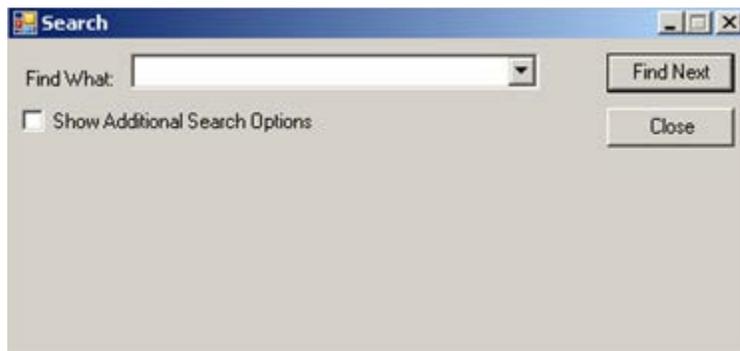


Figure 6-44: Search dialog

If you **DO NOT** select the **Show Additional Search Options** check box, the search looks in all columns for a match.

If you select the **Show Additional Search Options** check box, the **Search** dialog changes to show more options for the search.

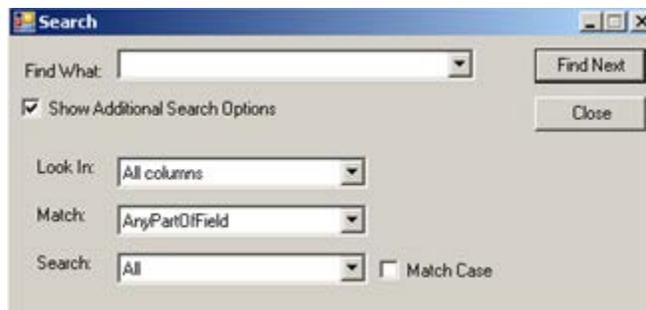


Figure 6-45: Search dialog with additional search options

Type what you want to search for in the **Find What** Free Text field. The remaining fields determine the criteria for the search.

If you check the **Match Case** check box, that will cause the search to match the case of the text in the **Find What** field.

6.11.3.1 Look In Field

Click the drop-down list for the **Look In** field to view the options for that field. The highlighted option determines what part of the window to search.

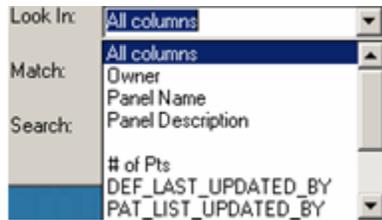


Figure 6-46: Sample drop-down list options for Look In field

What you have highlighted in the upper part of the list determines the options in the lower part of the list. For example, if **Look In** field contained **All columns**, then the list of the column names would appear in the lower part of the drop-down list.

6.11.3.2 Match Field

Click the drop-down list for the **Match** field to view the options for that field. The highlighted option determines what part of the **Find What** field will be matched in the search.



Figure 6-47: Sample drop-down list options for Match field

6.11.3.3 Search Field

Click the drop-down list for the **Search** field to view the options for that field. The highlighted option determines the direction of the search.



Figure 6-48: Sample drop-down list options for Search field

After all fields are populated with the search criteria, click the **Find Next** button. (Otherwise, click **Cancel**.)

If a match is found, the matching text will be highlighted (in the grid). If you want to continue the same search, click the **Find Next** button again; repeat this process as needed.

If a match is not found, the **Datagrid Search Results** message displays.



Figure 6-49: Sample Datagrid Search Results

Click **OK** to close the message and to return to the **Search** dialog.

6.11.4 Export to Excel

You can export the information in a grid to Excel by clicking the Export to Excel () button (or by selecting **Tools** | **Export to Excel** or by using the Ctrl+E key combination).

The application displays the warning message about the export.

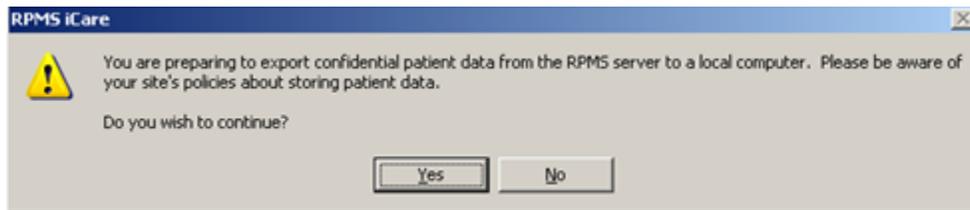


Figure 6-50: Warning message about exporting the patient data

Click **No** to dismiss the warning and to exit the export process.

Click **Yes** to continue the export process and to display the **Save As** dialog.

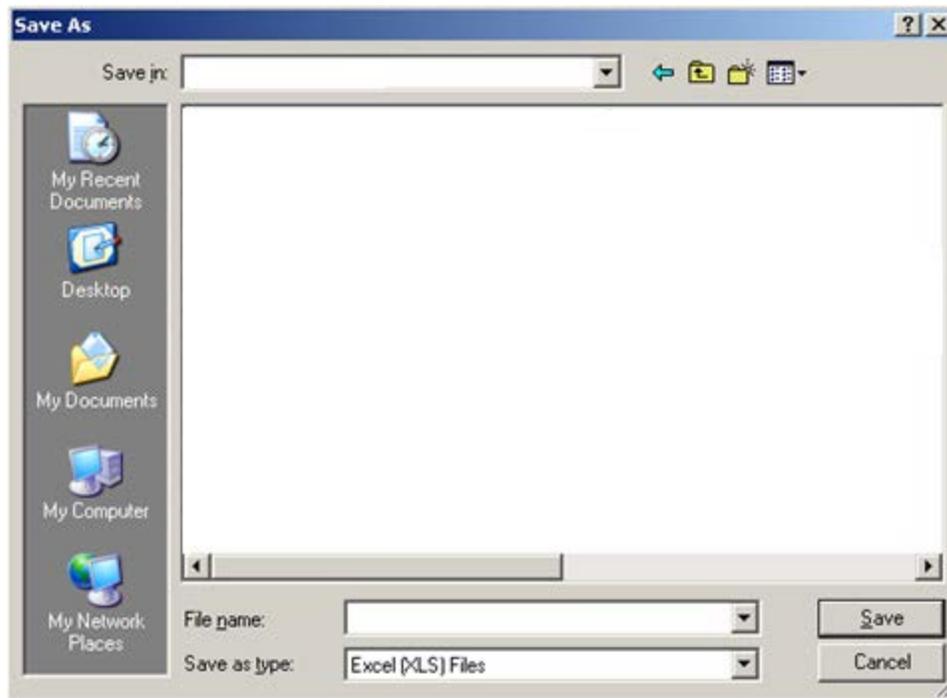


Figure 6-51: Sample Save As dialog

Make sure the location where you want to save the file displays in the Save in field.

Type the name in the **File name** field. The system will add XLS extension to the field name (automatically).

Click **Save**. (Otherwise, click **Cancel**.) If you use Save, the Export Panel message “Excel export has been created.” displays when the Save command is complete; click **OK** to dismiss the message.

When you view the Excel document, the application provides a Confidential Patient Information header in the document.

6.11.5 Mail Merge

The iCare application provides the capability to export patient demographic data in a format that can be used by word processing mail merge files. This is a Demographic Data Export for Letter Generation function.

Follow these steps:

1. Select the patients that you want to include in the mail merge process.
2. Click the Mail Merge () button (or select **Tools** | **Mail Merge**) to display the **Mail Merge Export** dialog.

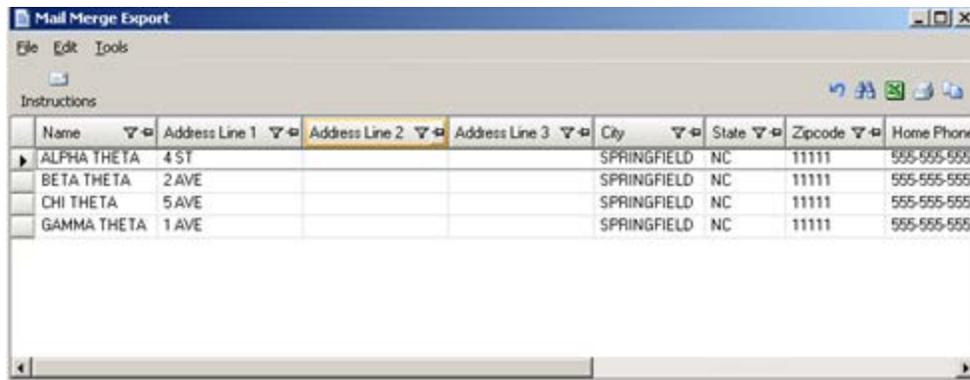


Figure 6-52: Sample Mail Merge Export Dialog

Section 6.11 provides information about how to use the buttons on the right side of the toolbar.

- Click the Mail Merge Instructions () button to display the **Mail Merge Instructions** pop-up. Here will be the instructions for completing the mail merge process.

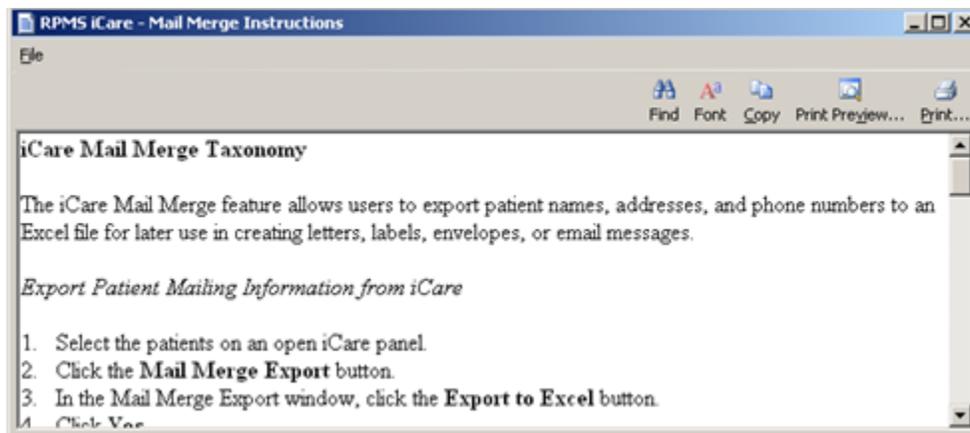


Figure 6-53: Mail Merge Instructions dialog

Note that you can print the contents by clicking the **Print** button or by selecting **File | Print**.

Section 6.7 provides information about using the controls on the pop-up.

6.11.6 Glossary

Click the Glossary () button (or select the particular glossary from the Help) to display the particular Glossary pop-up. The name of the glossary pop-up varies according to the part of iCare that you are using. For example, if you are on the Reminders tab, the Reminders Glossary pop-up would display.

Glossary

Designated Primary Care Provider (DPCP)

In RPMS, the provider name that is assigned as the primary care physician for a patient or group of patients at a specific facility. This is not a required function.

Free Text Field

A field where the user can type text, just like typing a note to someone.

iCare Package Manager

The designated person with authority to manage all information settings for iCare.

Meaningful Use

Electronic health records can provide many benefits for providers and their patients, but the benefits depend upon how they are used. Meaningful use is the set of standards defined by the Center for Medicare and Medicaid Services Initiative Programs that govern the use of electronic health records and allows providers and hospitals to earn incentive payment by meeting specific criteria. The goal of meaningful use is to promote the spread of electronic health records to improve healthcare in the United States. More information can be found at:

www.ihs.gov/meaningfuluse/

Providers

Any staff member in an I/T/U facility who provides direct healthcare to patients, e.g. general practice or specialty physicians, registered nurses, social workers, physician assistants, etc.

Within RPMS, the term “provider” has different specific meanings. See definitions for Designated Primary Care Provider (DPCP); Primary Provider; Visit Providers.

Taxonomy

In RPMS, a grouping of functionally related data elements, such as ICD codes, that are created and maintained within the RPMS Taxonomy Setup application. Taxonomies will be used as definitions for diagnoses, procedures, lab tests, medications, and other clinical data types.

If you need a change or addition to an existing taxonomy, please see your CRS coordinator.

Tooltip/Hover Help

A common GUI element used to provide additional information to users. To display a Tooltip, hover the mouse pointer, without clicking, over a column heading or field.

Acronym List

Acronym	Term Meaning
BQI	Namespace for iCare
CAHs	Critical Access Hospitals
GUI	Graphical User Interface
HHS	Health and Human Services
IHS	Indian Health Service
MU	Meaningful Use
OIT	Office of Information Technology
RPMS	Resource and Patient Management System

Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (888) 830-7280 (toll free)

Web: <http://www.ihs.gov/helpdesk/>

Email: support@ihs.gov