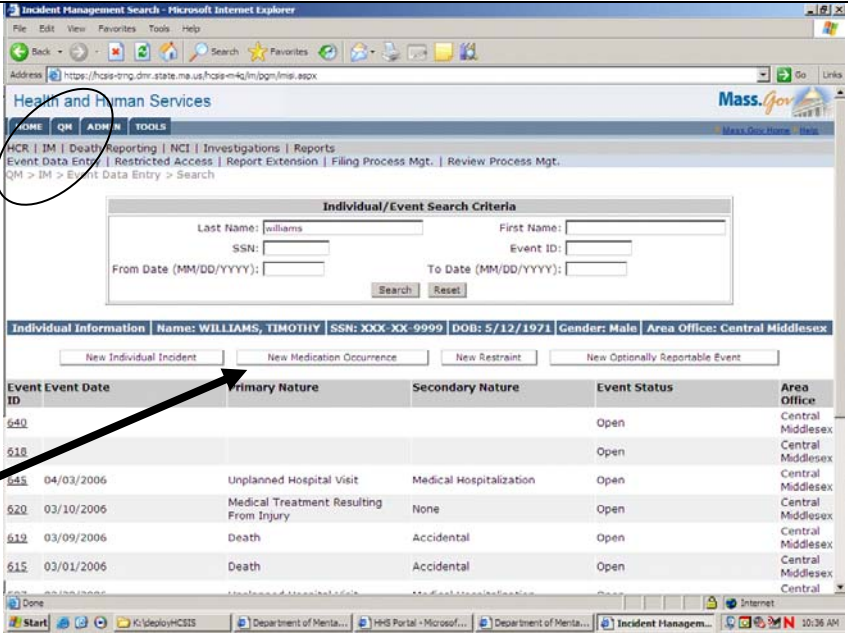
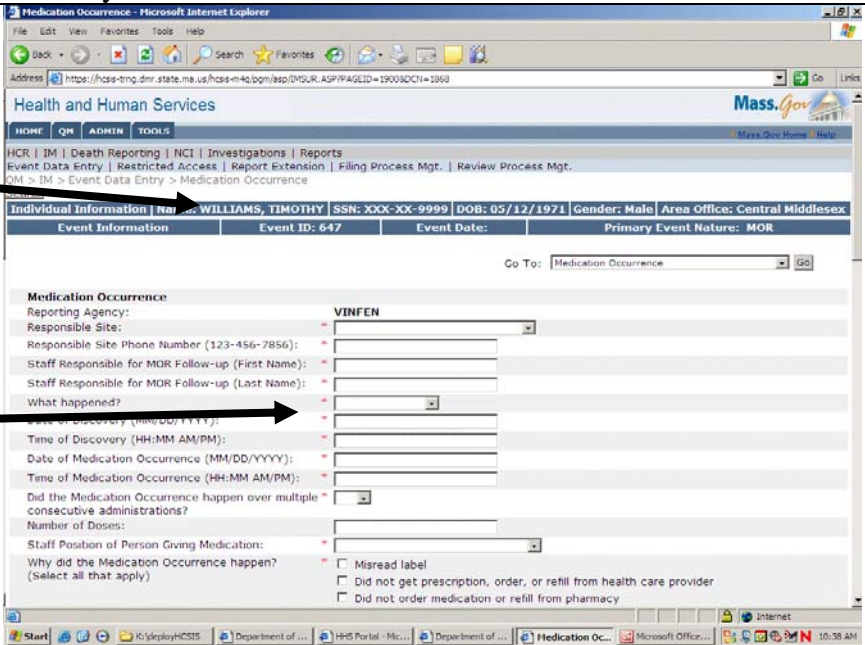
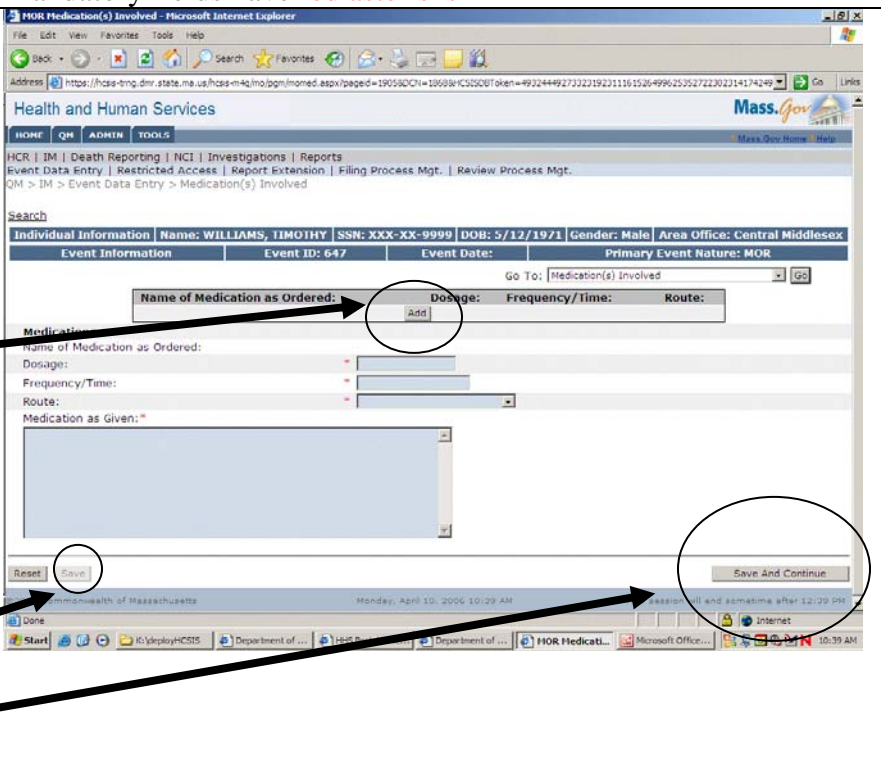
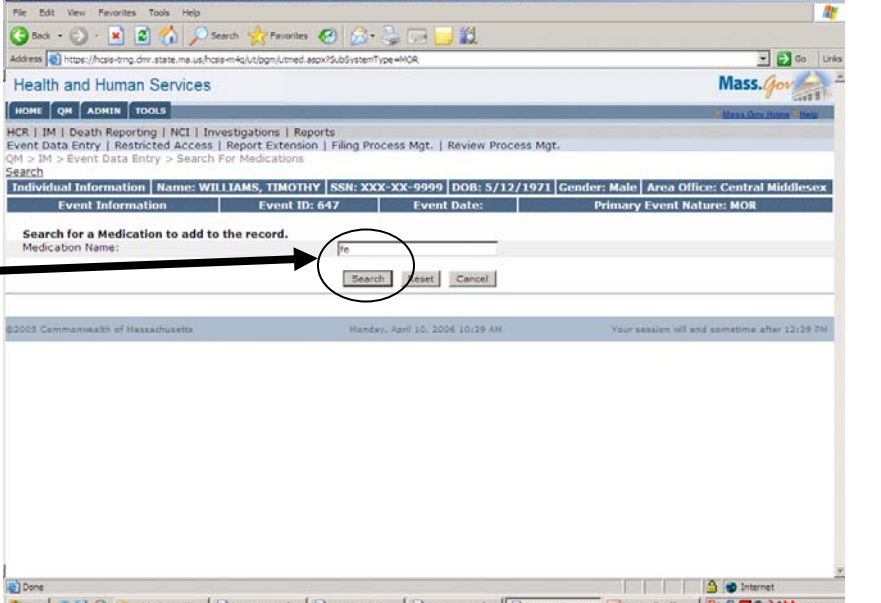


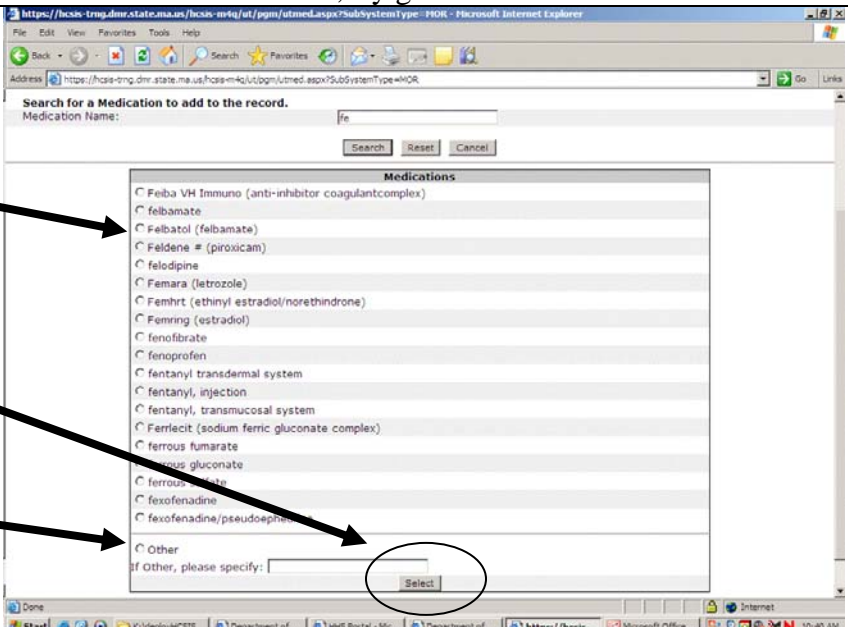
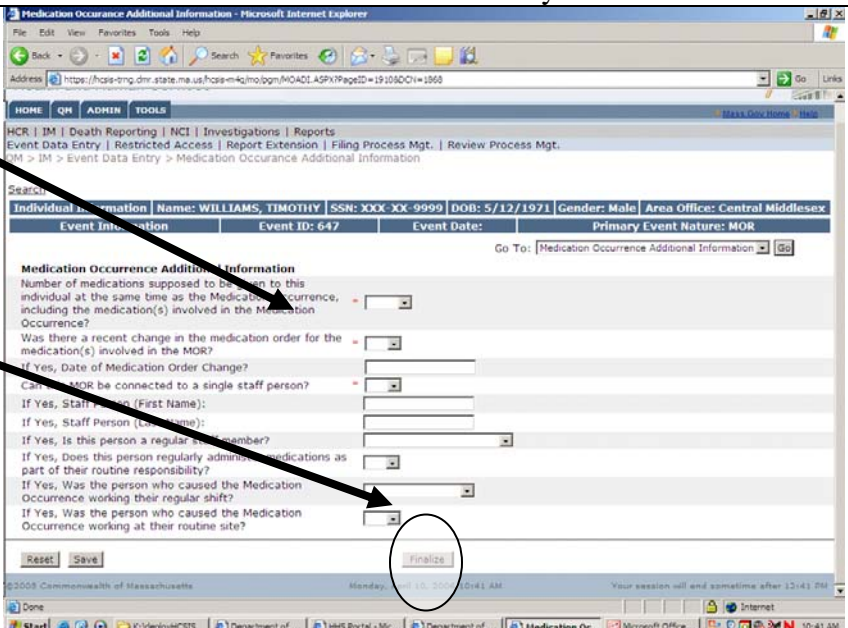
Quick Guide For Medical Occurrence Reporting

<p>From HCSIS screens</p> <p>USER navigates to the Incident Management Data Entry Screen (by clicking QM, then IM, then Event Data Entry). After searching for the individual click the New Medication Occurrence button.</p>	<p>Look for—Operation Successful—at top of page</p> 
<p>Note</p> <p>Check pre-populated information for accuracy. Changes will need to be made in Meditech.</p> <p>User completes mandatory fields on <u>all</u> screens.</p>	<p>One way to search for individual is to enter the last name</p> 

Quick Guide For Medical Occurrence Reporting

<p>Note</p> <p>Use this screen to enter information about medications involved. Each medication must be entered individually. To add a medication:</p> <ol style="list-style-type: none"> 1) Click Add button 2) Search for Medication by generic name 3) Select Medication 4) Enter Mandatory Fields 5) Click Save button <p>Click Save and Continue at bottom of screen.</p>	<p>Mandatory fields have red asterisks</p> 
<p>Note</p>	<p><u>Save Button</u> – Saves data on the screen if all mandatory fields are filled out.</p> <p><u>Reset Button</u> – Clears fields if a Save has not been performed. Otherwise, sets fields to their last saved value.</p> <p><u>Save and Continue</u> – Performs a save and continues to next page if successful. If not, error message appears on top of page.</p>
<p>User is redirected to this screen after Add is clicked. User enters text (first few letters of medication name) into the "Medication Name:" field and clicks Search</p>	

Quick Guide For Medical Occurrence Reporting

<p>Note</p> <p>User selects a radio button next to the results of the medication search; clicks Select</p> <p>If medication not listed: enter text in “Other” or try searching via generic name</p>	<p>If medication is not found, try generic name</p> 
<p>Note</p> <p>User enters all mandatory fields on the screens</p> <p>User clicks the Finalize button. Clicking the Finalize button will:</p> <ol style="list-style-type: none"> 1) Send out alerts 2) Make the document Read Only 	<p>Medications follow MassHealth Formulary</p> 
<p>Note</p>	<p>User may not have authorization to finalize report. If not authorized to finalize, user will see/click on “Save.”</p> <p>Staff Person’s Name is not viewable by anyone outside of the Filing Agency.</p>