

CLIN ADVANCED CLINICALS REPORTING

Learn to define and run many of the new reports from the Advanced Clinical applications as we examine the Supervisor Worksheet, Discharge Summary, Shift Worksheet, and more. Participants will leave ready to install and use this function to its fullest.

Audience: Anyone needing to access and report on MS4 clinical application data.

CLIN ADVANCED CLINICALS SETUP AND TROUBLESHOOTING

Get the upper hand on the Advanced Clinicals applications with this workshop that offers tips and techniques for installing and using MedSeries4 PC software. Learn from the instructors and each other as you gain practical experience in setting up, troubleshooting, and managing these applications.

Audience: IT and Clinical Coordinators responsible for implementation and ongoing support of the Advanced Clinicals applications.

CLIN ASSESSING YOUR ASSESSMENTS

Don't just automate paper clinical documentation. Come see how to build new online forms and uncover ways of looking at current practices to convert them into online assessments. Bring examples of existing clinical documentation forms for discussion in class.

Audience: Beginner – Clinical Informaticists.

****NEW****

CLIN CLINICAL SUITE EXPERIENCE

Are you planning to move forward to MS4's new suite of clinical applications, but aren't sure what they are? Would you like to see them in action? Spend time with us exploring the user side of this new Web-based application set, and discover the intricacies of making it all work.

Audience: Beginners interested in automated clinical workflow.

****Activity****

****NEW****

CLIN METRICS – YOU ACCOMPLISH WHAT YOU MEASURE

Explore methods to establish pertinent metrics by documenting current workflow, and measuring manual effort before embarking on clinical system design and deployment, or advancing existing technology. Define return on investment (ROI) for your organization while exploring a variety of tangible and intangible ROI opportunities. Participants will be provided real-world examples of Time & Motion Study, Return on Investment, Workflow Analysis, and other critical measurement tool formats.

Audience: No prior MS4 clinical product knowledge required. Beneficial to executives, operations, finance, clinicians, and physicians attempting to understand the use of metrics in clinical IS deployment.

Workshop Instructor: Rebecca Quammen, The Quammen Group

Rebecca Quammen is an accomplished senior executive in healthcare information systems, combining extensive healthcare administration, software vendor, and consulting practice experience. She has over 25 years experience in healthcare to include business development, sales, strategic and tactical planning, operations and organizational development, product development and delivery, and emerging healthcare initiatives.

CLIN POLICIES AND PROCEDURES

Policies and Procedures is now a Web-based application. This workshop addresses the steps necessary for creating, reviewing, approving, and submitting policies for review. Quizzes and new workflow options are available for assessing the reader's understanding and setting up workflow, establishing user preferences, and archiving. With all the recent upgrades and enhancements, this will be a class you won't want to miss.

Audience: Database administrators and those involved with establishing, maintaining, and distributing hospital policies and procedures.

CLIN WEBCONNECT – WHAT'S IN YOUR INBOX TODAY?

Help physicians manage the large amount of patient detail by tailoring their inbox to specific preferences. Learn the nuances of file maintenance and user-defined settings of this powerful function.

Audience: Intermediate – Clinical Informaticists.

CLIN YOUR REPOSITORY, YOUR FRIEND

Be on a first name basis with your MS4 Clinical Repository. Understand the files and fields that make up the clinical database and learn how these determine what displays on the screen.

Audience: Excellent for Clinical Informaticists responsible for extracting data from this vast expanse of information.

GEN BUSINESS WRITING SKILLS

Whether you're creating a formal memo, a casual email, a newsletter or Web article, or a visual presentation, good writing is essential to connecting with your audience.

If you're concerned about sending the right message but feeling overwhelmed by all those "English rules," join us for a casual, hands-on approach to improving your business writing skills. We'll leave the grammar primers on the shelf in favor of exploring the more practical concerns of how purpose, audience, and delivery method influence what and how we write at work. In this workshop, you will learn to:

- Organize information for optimal impact
- Format content for effective reading
- Craft sentences with conciseness and clarity
- Select an appropriate style and tone
- Avoid common spelling, punctuation, and word choice problems

Audience: Anyone who wants to take his or her writing skills to the next level.

GEN DID YOU KNOW? - PC

Is your PC a germ magnet for viruses? Would you like to understand the "kewl leetspeek" (lingo) your colleagues and kids are using? What about synchronizing that MP3 player or your PDA?

This hands-on class offers tips and techniques for restoring workhorse machines back to health and keeping them there. The presentation covers PC maintenance from both stand-alone and networked environments focusing on the MS Windows operating system.

Audience: Everyone who has to work with a computer; but isn't quite comfortable doing it.

****Activity****

****NEW****

GEN GRANT WRITING

If you are looking for local or government funding to bring an idea to life, learning to how to ask is one of the first steps toward success.

Bring an idea or project with you and learn basic tips and techniques for developing a fundable request. We'll work out your idea on paper and give you a take-home CD with a working set of grant templates. By workshop's end, you will have the start of a grant proposal for future use.

Audience: Anyone looking for project funding from your local or federal government.

Workshop Instructor: Jan Abramson, University of Utah College of Nursing

Jan is project administrator for the Clinical Faculty Associate (CFA) Model Program at the University of Utah College of Nursing. The program is one of twelve grants funded under the President's High Growth Job Training Initiative and is a \$1.4 million dollar grant designed to create a collaborative, innovative, clinical teaching model for practicing RNs.

Ms. Abramson's extensive background in grant writing and grant management includes successful grants for Guadalupe Schools, the Utah Cultural Alliance, the United Way of Salt Lake, Art Access, Children's Dance Theatre, Another Language Performing Arts Company, HEAL Utah, Salt Lake ACT, and the Utah Cultural Celebration Center. Additionally, she has taught grant writing workshops around the state of Utah for the Utah Arts Council and has consulted individually with local nonprofit organizations.

****Activity****

****NEW****

GEN IMPROVE YOUR MEMORY

When you lose your car keys, do you have to whistle to activate the key finder? Do you jot down notes on the palm of your hand in order to retain important information? If so, don't forget to register for this workshop.

We'll examine methods for understanding and enhancing your memory. The presentation details how to overcome everyday forgetfulness, how to use mnemonic devices, and how to manage information. You will look at how lifestyle can affect memory performance and learn to recognize factors that affect how well you remember information. Since most of us have to deal with daily stress, the workshop will also identify the affect stress can have on your memory.

The workshop offers tips and tools you can practice:

- Recognize how to associate and personalize information to enhance your memory.
- Identify actions that can help you overcome absentmindedness.
- Differentiate among the link method, loci technique, acrostics, and peg lists.
- Identify how managing information prevents information overload.

Audience: I can't remember.

GEN MICROSOFT ACCESS

Improve the way you organize, access, and share information. This introductory class teaches how to build and manage a relational database system as you define database files, build data entry screens, and generate reports over the stored data.

Audience: Beginners interested in learning Microsoft Access.

GEN MICROSOFT EXCEL

Develop better ways to transform data into information that can be analyzed, communicated, and shared. Learn tips and tricks to help get the most from the spreadsheet application as you use Excel tools such as auto commands, wizards, and templates to automate routine tasks and customize toolbars for more efficiency as you work with common tasks.

Audience: Beginners to intermediate.

****Activity****

GEN PRESENTATION SKILLS

Great presentations don't just happen. They develop from a variety of skills that no software wizard can reproduce. Join this "lively" discussion to explore a host of valuable topics that will create impact and motivation in your presentation. We will cover adult learning theory, visual aid rules and choice of color, facets of learning styles, setting the stage for your opening, 15 rules for speaking with impact, and other valuable suggestions.

Audience: Anyone who might find themselves speaking in front of a group.

Workshop Instructor: Kathleen Dahlgren

Kathleen Dahlgren has 35 years experience in healthcare with a strong focus on Coding/Reimbursement, Compliance and Patient Financial Services.

In her career she has instructed coding at the college level and provided coding and compliance training at local, state, and regional levels. Her passion is to share her experiences with others, providing them opportunities for personal and career growth.

Kathleen's background in education has allowed her to master the "what," "when," and "how" of meaningful training at any level. She can provide you with tips, tools, and techniques to make your presentation interesting, exciting, and meaningful.

****Activity****

GEN PROJECT MANAGEMENT HUDDLE

As a project manager, you are familiar with project management fundamentals. This workshop explores selected techniques to build and tone your skills and help you score a touchdown. Expect to discuss such topics as time estimation, earned value, risks vs. issues, and agile development. The emphasis will be on how to make such techniques work in your environment.

Are there specific topics you would like to discuss? Sign up for the seminar and send your instructor an email at: lorraine.milliron@siemens.com

Audience: Individuals responsible for monitoring and delivering projects on time and on budget.

****Activity****

****NEW****

GEN STRESS MANAGEMENT

Is goal-setting keeping you up at night? Are your teammates rebelling because of your mood swings or do you feel unusually short after that pounding you took in the department meeting? Come learn the difference between positive and negative stress; understand some of the physical, mental, and emotional causes and effects of excessive stress, and become familiar with techniques to combat internal and external sources of stress in your personal, social, and professional life.

NOTE: Some gentle physical activity will be included, so wear comfortable clothing.

Audience: Anyone with a job, spouse, children, roommate, neighbor . . . get the picture?

****Activity****

****NEW****

GEN TEAM BUILDING

Few tasks are more difficult than managing the efforts of a department, work group, or committee. Achieving organization goals through effective and successful teamwork is essential to an organization's progress. Discover ways to build teams by utilizing individuals' strengths, handling conflict, and instilling motivation – all toward the common goal of achieving successful outcomes.

Audience: Anyone who builds, manages, or belongs to a team.

GFS AP/MM FILE INTERACTIONS

Explore the inner workings of Accounts Payable and Materials Management. Learn how these “married” applications communicate and how they never go to sleep angry at one another. We'll examine the effects that each application has on the other through Master File maintenance, invoice and purchase order creation, receiving of goods, and the matching process. We'll also review enabling the interface between AP and AR to generate patient refunds.

Audience: Accounts Payable and Materials Management managers and staff.

GFS ADVANCED GENERAL LEDGER

Discover the power of General Ledger as we introduce tips and tricks for reconciling subsystems with GL and look at loading year-end budget information and creating reports using the GL Report Writer. Learn the beginning and advanced features and functions of the General Ledger Report Writer, including column and row pointers, and creating your own report of General Ledger data.

Audience: General – accounting and controller staff.

GFS DID YOU KNOW? – PAYROLL/HUMAN RESOURCES

This presentation combines a soup-to-nuts review of “wonder what I've forgotten?” topics with “wow, I didn't know it could do that!” revelations. Take some of these little treasures back to your hospital and try them out.

Audience: This workshop is for staff that works with the MS4 Payroll/HR suite of applications.

GFS EDI

As more and more businesses get connected to the Internet, Electronic Data Interchange (EDI) is becoming increasingly important as an easy mechanism for companies to buy, sell, and trade information. This workshop focuses on the electronic data interchange of purchase orders, purchase order acknowledgements, and invoices. We will review basic EDI concepts, and discuss working with vendors when setting up an EDI system, reading raw data, and handling errors that may be encountered along the way.

Audience: Individuals should have a working knowledge of the MS4 EDI application.

GFS MANAGER CONNECT

Manager Connect is a tool that allows viewing of general ledger accounts as well as employee payroll master files. Learn the security process and how to navigate through the detail transaction files of this application and see how General Ledger and Payroll screens can be viewed. Join us as we share ideas for rolling this out within your organization.

Audience: General Accounting staff and any department head responsible for departmental expenses.

****NEW****

GFS MATERIALS MANAGEMENT – IT'S A MATERIALS WORLD

The Materials Management department is the quiet giant of the hospital. In the course of saving lives, hospitals must purchase millions of products and services each year. Those products must be identified, priced, negotiated, ordered, inventoried, distributed, analyzed, and managed. With such a large volume of activity, even the best people and systems can benefit from process improvements.

Attend this hands-on workshop to examine case studies through to resolution. We'll combine IBM Query, Excel, downloading, and system reports to address such topics as usage analysis, identification of purging candidates, PO aging, paring down nursing station carts, pricing downloads for vendor updates, and Master File reviews.

Audience: Basic – Intermediate MM users, although advanced users may enjoy a good review.

INTF HL7 SETUP

Are you trying to fit the square peg in the HL7 round hole? If your hospital has special HL7 interfacing requirements, you will be relieved to know the MS4 HL7 Interface has a standard method for handling custom requirements. Discover how to keep MS4 HL7 Interface programs vanilla and load standard enhancement releases while still meeting the special mapping needs of your system.

Audience: IT technical staff involved with HL7 transactions.

INTF HL7 TROUBLESHOOTING

This workshop provides hands-on experience with interface troubleshooting using the MS4 HL7 IFTOOLS menu options. Learn methods for tracing outbound events through trigger, build, and communications processes, as well as how to determine if inbound events have been received and successfully posted. Checking and managing the status of interface jobs and communications connections will also be discussed.

Audience: IT technical staff involved with HL7 transactions.

INTF OPENLINK™ BASE SERVICES

Join an in-depth discussion of advanced Siemens OPENLink Base Services topics. Learn about new inbound archiving functionality and enhanced archive search capability and explore advanced functionality of Siemens OPENLink test server beyond the capability provided on the Write tab. Delve into Siemens OPENLink acknowledgements including secondary ACK and understand when to use immediate, queued, and complete timing for acknowledgments. Finally, learn to configure email alerts to ensure optimal and timely notification of interface and system issues.

Audience: IT technical staff responsible for system interfaces.

INTF OPENLINK™ TOOLKIT

Discover what is in the advanced Siemens OPENLink Toolkit as we discuss how to use the latest features, including Repeat Transaction User Exit to create multiple transactions with unique instances of repeating segments, and use of User-list User Exit to create dynamic tables. Learn OPL_ERROR and how you can use it to your advantage.

In-depth coverage of the map action box items will provide real life examples of how to apply many of these features, including queue options such as Group. Take a look at complex mapping scenarios such as mapping non-repeating fields and segments to repeating fields and segments, mapping a non-XML transaction to an XML transaction, and conversely, mapping an XML transaction to non-XML transaction.

Audience: IT technical staff responsible for system interfaces.

MIRA, PFS, CLIN AUDITING

MedSeries4 applications have a mandate to address the responsibility of guarding data integrity, confidentiality, and availability. This includes the processes that control and monitor patient protected health information (PHI) access. MS4's Auditing feature complements existing hospital-specific policies and procedures through use of the General Purpose (GP) Audit Master file, the GP Audit Log Transaction file, and the GP Audit Log Purge program. Additionally, AR/ADT and MIRA applications have begun rolling out their ties to the GP Auditing feature.

This presentation provides a review of all components of the General Purpose Auditing feature, including specifics of the audit trail that can be captured and potentially used to facilitate a security audit, and technical and end user information. Participants will be able to execute specific AR/ADT and MIRA features and track their steps in the audit log.

NOTE: The workshop does not focus on specific AR/ADT or MIRA functionality, but teaches users how specific functions in those applications capture audit information.

Audience: HIPAA compliance officers, as well as any user who electronically accesses protected health information (PHI).

MIRA DID YOU KNOW? - MIRA

Nothing improves memory more than trying to forget. The "Did You Know? - MIRA" workshop combines a full review of "Wonder what I've forgotten?" topics with "Wow, I didn't know it could do that!" revelations. Take some of these little treasures back to your hospital and try them out.

Audience: Anyone who works with Medical Records.

MIRA EUC/UC

The EUC/UC workshop examines all there is to know about Enhanced Unit Consolidation, including information about file setup, and report generation and review. We'll leave time for discussion of the dos and don'ts as you discover the powerful impact this application can have on your files.

Audience: Beginners to advanced.

MIRA MIRA ASM

Join us to learn (or review) how to use the MIRA ASM (Abstract Screen Maintenance). Follow the steps to build your own screen, move fields, and change colors to personalize the abstract screens. Discover how to create custom edit rules for your own hospital abstract and learn how to build abstracts for individual users as well as groups.

Audience: Medical Records staff, either new to MS4 or in need of a refresher course.

MIRA MIRA FILE ANALYSIS

Discuss how MIRA files relate to one another as well as to files in related applications, such as AR/ADT. Learn to use the available database analysis tools to identify and maintain data file consistency. We'll also discover how report information ties to the data file elements.

Audience: Must have a working knowledge of MIRA.

MIRA PRIVACY ADMINISTRATION

How well are you managing patient privacy policies and procedures? Are you overwhelmed with insurmountable requests for information? Come for hands-on learning of the Privacy Administration package and see how to successfully implement it at your hospital.

Audience: Medical Records and Business Office staff. Clinicians, unit secretaries or anyone who discloses protected health information (PHI).

MIRA REPORT WRITER

Improve how you turn data into information when you use Report Writer to analyze, communicate, and share results. Receive instructions on setting up the universal Report Writer for multiple environments and learn math computation functions and how to concatenate fields. Although this tool is standard for Medical Records departments, this workshop illustrates how it can apply to any MS4 application.

Audience: Anyone needing to access and report on MS4 application data.

PFS ACTS

ACTS is MedSeries4's Automated Collection and Tracking System. It is designed to assist healthcare institutions in employing more efficient ways of lowering AR days, collecting receivables, and increasing Business Office efficiencies. The ACTS workshop covers topics on the basic file maintenance and processing activities used to address the increasing number of accounts requiring collection.

Audience: Business Office managers and credit and collection staff.

****NEW****

PFS CONFRONTING THE CRISES OF SELF-PAY – A PARTICULARLY INSIGHTFUL VIEW OF THE BACK-END

Come learn how to strengthen and streamline the collection process while generating optimum financial results by using the CCI/MS4 interface. Healthcare patient accounting continues to change with overall economic conditions dictating much of the climate. Self-pay continues to grow which presents on-going opportunities for providers to maximize the human and system resources they have. MS4 offers a unique Computer Credit, Inc. (CCI)/MS4 interface, where accounts automatically select, transfer, update, and return with minimal involvement from the user. In addition, hospitals receive implementation and training services along with ongoing

customer support and complete management reporting from CCI, allowing continuous evaluation of the effectiveness of the service.

Audience: Business Office staff responsible for credit and collections.

PFS AR FILE DEPENDENCIES

What is a file dependency? Depends....

The AR File Dependencies class works through key master files used by the MS4 Accounts Receivable database, showing their impact on other applications. Gain file management knowledge to promote changes that will benefit data flow between the applications within your system.

Audience: Anyone interested in or dependent upon the decisions made in the AR master files. This includes people from the Business Office, Medical Records, Case Mix users, and Reimbursement Management staff.

PFS AR REPORTS

Can you recite the 180+ standard AR reports by heart? For most of us the AR Reports universe may not be a familiar subject. This presentation looks at many of the hidden gems in AR reporting and discusses ways of getting the most from their content.

Audience: Business Office staff that review and analyze AR data.

PFS DATAMAILERS, COLLECTION LETTERS, AND SCRAMBLE CODES

When datamailer, collection letter, and scramble codes are in synch, they turn into a formidable collections operation. One little file maintenance hiccup, however, and you're backed up like an airport security line. Come see how to orchestrate these critical file maintenance activities to improve accounts receivable. Learn valuable tips on file maintenance, process workflow, and reporting, as we discuss individual concerns and potential solutions.

Audience: Intermediate level users.

PFS DENIAL MANAGEMENT

What are the most common reasons for claims denials and how much are they costing your hospital? This presentation helps you analyze the hospital's current denial costs, and offers proven solutions using MedSeries4 and its allied partner tools. Learn to meet Medical Necessity requirements, use your claims editor more effectively to produce accurate claims, process remittance advices, and more easily implement ANSI HIPAA requirements.

Audience: Individuals who are seeking a solution to recording and managing claim denials.

PFS DID YOU KNOW? - AR

Are you ready to fine-tune your accounts receivable, or have you forgotten how to implement a certain feature? The "Did You Know? - AR" workshop combines a complete review of "Wonder what I've forgotten?" topics with "Wow, I didn't know it could do that!" revelations. Take some of these little treasures back to your hospital and try them out.

Audience: All who are responsible for patient accounting functions.

PFS EDITOR - PART A

This is Part A of a full day workshop, which will be offered in three continuous sessions. Attend all three workshop classes (A, B, C) to gather the knowledge needed to fully utilize the MS4 Billing Editors for clean claims and timely payment. Each workshop builds on the previous presentation and material will not be repeated. Bring questions and issues for each class discussion.

This all day class covers the MS4 UB92 and 1500 Editors, an online electronic format of the UB92 and HCFA 1500 paper claim forms. Discover the functionality and features of both Billing Editors, how to work claims using screen and user functions, manage process flows, and the file maintenance that controls the Billing Editors. Learn the file maintenance from other applications that interface and affect the Billing Editors and gain an understanding of the file maintenance in the Editors and Accounts Receivable that produces an error free MS4 Datastream file.

Audience: Beginning through advanced users involved with the patient billing process.

PFS EDITOR – PART B

This is Part B of an all day workshop that will be offered in three workshop sessions. Plan on attending all three classes to get all of the information needed to fully utilize the MS4 Billing Editors to get clean claims and timely payment. Each workshop builds on the previous discussion. Material will not be covered in more than one class. Bring questions and issues for discussion.

Audience: See Editor Part A for a course description.

PFS EDITOR – PART C

This is Part C of an all day workshop that will be offered in three workshop sessions. Plan on attending all three classes to get all of the information needed to fully utilize the MS4 Billing Editors to get clean claims and timely payment. Each workshop will build on the previous discussion. Material will not be covered in more than one class. Bring questions and issues for discussion.

Audience: See Editor Part A for a course description.

****Activity****

****NEW****

PFS HEALTH DATA EXCHANGE (HDX)

Do you have insurance eligibility concerns or wonder if your HDX response is mapping all the potential data into your insurance fields? Come learn how to read the 271-response, and map this information for posting to the Insurance record with the press of a function key. Gain hands-on experience with worksheets and evaluate responses from HDX/Payers.

Audience: Business Office staff dealing with insurance verification.

PFS MANAGING AR DAYS

Are AR days keeping you up at night? Join us as we offer practical ways of collapsing the time between patient discharge and a zero account balance.

Audience: Business Office managers and credit and collection staff.

PFS MANAGING THE CHARGE MASTER

An essential part of Revenue Cycle Management (RCM) is the Charge Description Master (CDM). Come walk through considerations as you set-up or expand the CDM. Gain knowledge of the CDM, field by field, as we build charges in the system and develop an understanding of other Master File dependencies such as GL Distribution, Proration, and Expanded Proration. See processes to keep your CDM compliant and in synch as we discuss multi-tiered pricing, the Price History file, and mass price updates.

Audience: Business Office or IT staff responsible for maintenance of the CDM.

****NEW****

PFS MS4 SCHEDULING

MS4's new scheduling application is an integrated appointment management system that offers a strong complement to the MedSeries4 clinical suite. This hands-on class focuses on all aspects of setting up and using the scheduling system, including review of terminology and system components, scheduling records and referrals, scheduling options and scenarios, surgery management, and insurance authorization and charging.

Audience: Anyone responsible for clinical scheduling within the facility.

****NEW****

PFS ON-LINE BILL PRESENTMENT

Find out through case studies how national healthcare hospitals and clinics using MedSeries4 are outsourcing the printing and mailing of patient statements, along with completely integrating online bill enrollments and ACH/credit card payments without internal IT resources. See the complete workflow of how a patient receives enrollment information, online statements and bills, and complete history of payments. Cost savings as a result of reduced internal costs and shorter receivables cycle will be presented.

Audience: Business Office billing and collections staff.

Workshop Instructor: Susan Haugland, BestBill®

Susan is owner and president of BestBill, a national, full service, billing company that delivers exceptional documents that allow customers to achieve faster payment results and increased customer satisfaction.

Susan's goal is simple: to build a great company – a company that customers want to work with and employees want to work for, and one that is focused on excellence. She oversees the strategic direction and business planning of the company, provides direction for sales and marketing, and leads the organizational performance of the company.

PFS PRE-BILLING EDITS

Have you loaded release 23.30? Are you aware of the newest features that offer enhanced functionality to produce cleaner claims? We will talk you through planning, implementation, file maintenance, and system reports and will look at the mandatory edits and those you can tailor for use within your own facility. See the positive impact on AR when you accurately report AR status classification. Discover how the report is used for problem resolution and how it can assist you with employee education. Gather troubleshooting tips to help work these edits.

Audience: Anyone working with billing file maintenance and reports.

PFS ROOM AND BED FILE

The Nursing Station and Room and Bed files contain codes that allow nursing stations to manage licensed beds. These files also control a host of information that regulates census management, nursing station records, and account charges. This workshop puts into practice all you need to know to build and manage your facility's bed count.

Audience: Anyone involved with the bed assignment process.

PFS TRANSACTIONS FOR DUMMIES

Designed to assist you in reading, understanding, and applying the Implementation Guide of the ANSI 837 Transaction Set, this workshop will enable you to read and troubleshoot an ANSI 837 transaction and use the MS4 Datastream manuals to setup file maintenance in Editors and Accounts Receivable applications to produce an error free MS4 Datastream billing transaction.

Audience: Anyone responsible for setting up, maintaining, and troubleshooting billing transactions.

QRY CRYSTAL REPORTS

Improve the way you turn data into information using tools to analyze, communicate, and share results. Learn the basics of this report-writing software including sorts, selection criteria, group creation, summary fields, drill-downs, section formatting, and creating formulas. Instruction also covers the basics of database linking as it relates to PC and ODBC databases.

Audience: Anyone needing to access and report on MS4 application data.

****NEW****

QRY INTRODUCTION TO FILE STRUCTURES & QUERY METHODS

Knowing how to design a Query is one thing, finding the needed file data is another. The MedSeries4 database contains hundreds of transaction files that may be hiding the information you need.

A combination of discussion and hands-on exercises allows participants to explore the MedSeries4 application database and discover ways of accessing data. Gain introductory knowledge of database-naming conventions, file types, file integration, field attributes, and usage to use Query/400 and SQL to define and run a basic listing. The workshop concludes with an examination of utilities available for locating field information and an overview of IBM's Query family.

Audience: Anyone with a desire to understand the MS4 file structure. This workshop is a pre-requisite for upper division Query classes.

****NEW****

QRY NGS-IQ DATA ACCESS & REPORTING – NEW GENERATION SOFTWARE

Are you facing limitations in leveraging the value of reporting tools in the more complex, graphical environments and need more from Query/400? Are you looking at building a greater presence in the area of decision support?

New Generation Software provides hands-on instruction for using their business intelligence suite, a leading data access and reporting solution for the iSeries (AS/400). See how a growing number of MedSeries4 hospitals are using powerful new products to enhance their ad-hoc reporting potential.

The workshop begins with elements of building Query definitions using the NGS-IQ application and continues with an introduction to the tools used to send query results to Word, Excel, and other programs. We will also explore working with drill-down and graphs using MedSeries4 database content.

Audience: Anyone (technical or non-technical) who needs to access data from MedSeries4 and other iSeries databases.

QRY, PFS QUERY - AR/ADT

Wouldn't it be nice to run a scheduled AR Status report that includes some of your own calculations and fields? MedSeries4 Patient History and Accounting systems contain significant data that can be extracted and reworked in ways different from standard reports.

Come learn to use Query/400 to create complex, custom reports with data from the MS4 Patient History and Accounting database as you work with joined files, result fields, and other complex Query functions. Bring sample reports or ideas to use.

Audience: Anyone with basic knowledge of Query/400 who has a need to report and access MS4 AR/ADT applications.

QRY QUERY - BEGINNING

Query/400 lets you quickly design ad-hoc reports to organize and report information, test data, or create data for external use. The Query Beginning workshop offers a basic, hands-on overview of IBM's Query/400 utility. This tool is not specific to any application and emphasizes designing, formatting, and running a Query definition. There will also be class time for individual exercises.

Audience: Anyone needing to access and report on MS4 application data.

QRY, CLIN QUERY - CLINICALS

Taught by a Clinical Informaticist, this workshop will teach you to use Query/400 to create a myriad of reports, from daily worklists to aggregate studies - all from existing MS4 clinical applications. The class utilizes files from Order Communications and MS4 Repository, and shows how they can integrate with AR/ADT.

Audience: Advanced Clinical Informaticists.

Workshop Instructor: Cathy Delmain, RN – Siemens, MedSeries4

Cathy brings her strong clinical background to the world of clinical informatics. In her career with Siemens/MS4, she has been a lead installer of clinical applications, a lead analyst on all the MS4 clinical development efforts, the beta development liaison, as well as the development representative to the Patient Care Focus Group. Cathy's experience makes her an expert in understanding how to use IT as a tool to enhance a clinician's ability to efficiently provide high quality patient care.

QRY, GFS QUERY - GENERAL FINANCIALS

Wouldn't it be nice to run an Employee Leave Bank report that includes your own calculations and fields, or a Materials Invalid Issue Unit report? MedSeries4 General Financial applications contain substantial data that can be extracted and reworked in ways different from standard reports. Work with joined files, result fields, and other complex Query functions to create complex, custom reports with data from the MS4 financial database. Bring sample reports or ideas to use in class.

Audience: Anyone with basic knowledge of Query/400 who needs to access and report from MS4 General Financial applications.

QRY QUERY - INTERMEDIATE

Use more sophisticated techniques to turn up the heat a notch in Query definitions. Building on skills learned in Beginning Query, the Intermediate Query workshop continues work with joined files, result fields, and other complex Query functions. There will also be class time for individual exercises.

Audience: Users with a basic knowledge of Query/400 who need to access and report on MS4 application data.

QRY QUERY - ADVANCED

Is there life after Query/400? IBM thinks so and we went looking to prove them right. This hands-on class examines ways of extending your Query investment by borrowing a few tools from other iSeries applications and using them with our Queries:

- SQL to create views similar to a logical file
- Query Manager to pass parameters to your Query
- Integrated File System to store and download data to PC applications

The workshop also offers ways of enhancing existing Query/400 definitions:

- Construct a recursive file join
- Build complex result and timestamp expressions
- Display output with multiple detail lines
- Summarize and aggregate data for analysis

The class finishes with a discussion of Query object control and management.

Audience: Users with a good knowledge of Query/400, and a working knowledge of SQL and MS4 database structures.

****NEW****

QRY SEQUEL DATA ACCESS & REPORTING – ADVANCED SYSTEMS CONCEPTS

Do you struggle with Query/400? Do you hit limits, have to run multiple queries to complete a single task, or have to write programs to do reports? Would you prefer an easy-to-use and powerful tool with a graphical Windows interface?

Advanced Systems Concepts provides hands-on instruction for using their SEQUEL application, a leading data access and reporting solution for the iSeries (AS/400). See how a growing number of MedSeries4 hospitals are using powerful new products to enhance their ad-hoc reporting potential.

The workshop begins with an overview of creating views, reports, tables, and dashboards using SEQUEL's graphical, point-and-click user interface and concentrates on specific examples using the MedSeries4 database. It concludes with instruction on how to run useful tasks such as downloading and emailing data from the MedSeries4 database.

Audience: Technical and non-technical users who need to access data from MedSeries4 and other iSeries databases.

Workshop Instructors: Karen DiGrazia and Steve Spieler, Advanced Systems Concepts

Karen DiGrazia has been with Advanced Systems Concepts for 19 years where she is a Senior Product Specialist. She has provided support in the sales and support area and has had the pleasure of working with SEQUEL since it was first introduced in 1988.

Steve Spieler has been with Advanced Systems Concepts for four years, where he is a Sequel Trainer/Product Technical Support Specialist. He has been working with information delivery on the iSeries since 1989 and has provided education, application development, and implementation consulting internationally.

QRY SQL ADVANCED

`SELECT * FROM BrainOfInstructor WHERE CATEGORY='TECH' & CLASS = 'SQL ADVANCED'`

SQL Advanced is a where you will learn more complex SQL tricks including table joins, creating and dropping tables and indexes, and query optimization. Explore the case statements and functions that can make your SQL statements more powerful than most people realize and make the data manipulation/ management much easier.

Audience: Advanced SQL users.

RECM CASE MIX MASTER FILES AND REPORTS

"Where does this data come from, which files control how this data is processed, and where can I see the results of these processes?" Receive answers to these questions and more as we begin with an explanation of the Case Mix system and a review of the origin of the data, then move through the essential master files of the system to learn how to avoid the most common mistakes. Finally we review the Case Mix Report Writer, Log Report Writer, and Standard Reports to show how to use the available data.

Audience: Anyone responsible for managing Case Mix master files and data analysis.

RECM REIMBURSEMENT MANAGEMENT - MAINTENANCE

Contract terms can be complex and confusing. Come gather the necessary knowledge to establish accurate contract definitions, including Package Term and Stop/Loss setup, and review each component for contract establishment. Also included are explanations of processing flow and hierarchal terms, as well as discussion of inter-application dependency issues.

Audience: Basic/Intermediate Reimbursement Management users and advanced users who would like a review.

RECM REIMBURSEMENT MANAGEMENT - PROCESSES

This advanced workshop teaches how to interpret and establish the complicated terms that are often hidden in the contract detail. It focuses on creative file building and tools available to help you manage the maintenance, and reviews auditing techniques that will assist you in tracking payment variances.

NOTE: The session will not include every component of basic file building. Students with limited exposure to Reimbursement Management may find it beneficial to attend the Reimbursement Management Maintenance workshop as well.

Audience: Intermediate/Advanced Reimbursement Management users.

****NEW****

TECH ALDON CHANGE CONTROL

MedSeries4 releases are becoming increasingly complex. Regulatory, Bundle, Beta, and GA all require a precise orchestration of the entire move to production process. Learn how this most important step in the software lifecycle process is managed and how it affects hospitals as they integrate their legacy investments with the new GUI and Web applications.

Audience: IT technical staff, especially those who apply MS4 releases or participate in internal software development.

****NEW****

TECH CITRIX – HOW AND WHY

Thinking of moving to a thin-client solution? St. Joseph Hospital converted several years ago for the majority of their MS4 connectivity. With an upgrade to Windows 2003 Terminal Services and Citrix 4.0, they implemented Citrix Access Gateway to provide remote connectivity to their systems, and Citrix Password Manager to provide single signon.

Come learn the benefits of Microsoft and Citrix solutions and the issues in migrating to a thin-client solution. In particular, the presentation addresses getting the IBM client to resolve to a central server acting as the client. The class provides detailed instructions to help avoid the learning curve and concludes with a discussion on the costs and potential return on investment that influenced the decision to migrate.

Audience: IT technical staff and decision makers.

****Activity****

****NEW****

TECH GETTING CURRENT ON RELEASES

Learn to become current on MS4 software releases, including evaluation of your custom code. Take away a proven methodology, as well as templates that will help accomplish this task quickly and effectively.

Audience: IT staff with iSeries familiarity.

TECH GP SECURITY

Are you responsible for your facility's Homeland Security? Have you been baffled by all the settings, keys, and tables used to secure patient information?

Come learn the steps to securing patient data, while still providing users with the functionality they need to do their job. We'll cover security for individual users and equivalents, GUI and Web functions and data, and provide you practical examples and practice time.

Audience: Individuals responsible for the decisions and processes required to maintain security in MS4's GUI and Web applications.

****NEW****

TECH IT ENVIRONMENT SECURITY

Just when you think you've heard everything, something even weirder pops up on your security radar - like the hacker named "fearwall" who thought it would be fun to post an auction for an un-patched exploit in Microsoft Excel to eBay.

Could this happen in your facility? Probably not, but it's not to say that a hundred other nasty little variants in today's connected world won't crop up and try to bite you. This workshop explores methods of securing the IT environment using physical, internal, and external controls. Instruction begins with an exploration of iSeries security concepts and concludes with a discussion of physical security considerations.

Audience: Those responsible for iSeries and data center security.

TECH OPTIMIZING DAYEND

Master the art of using the Automated Dayend Monitor and the IBM Job Scheduler. Work with the Save While Active function, learn how to maintain a multientity environment for training and testing, and experience how to run Automated Dayend with or without prompts.

Audience: IT staff that execute or support dayend processes.

TECH PREPARATION FOR WEBSHERE

As MS4 moves toward Web-enabled applications, the technical aspects increase in complexity. This workshop introduces steps for setting up WebSphere and HTTP servers for MS4 Clinical Suite, and other technical "gotchas."

Audience: IT staff with intermediate iSeries knowledge.

****NEW****

TECH READING SYSTEM OUTPUT

Do you sometimes feel like your iSeries is speaking a foreign language? Delve into the many areas of system output: interpreting program dumps, reading joblogs, deciphering compile listings, and more. Discover roadmaps to assist you in finding the answer to that common question, "The program compiled. Why doesn't it work?"

Audience: IT technical staff.

TECH SETTING UP MS4 WEB APPLICATIONS

The move from green screen to browser interface need not be painful. This presentation covers the planning and requirements needed to install MedSeries4's new Web user interface over existing Patient Accounting and General Financial legacy applications and reviews MS4 Web applications, navigating in the browser, application-specific concepts, and troubleshooting.

Audience: IT technical staff.

TECH UPGRADE WHILE ACTIVE (UWA)

What if you could completely install and test an upgrade before moving it into your live production environment? Upgrade While Active is an application that installs your updates and enhancements without taking users off the system. Join us to learn how this powerful application can cut downtime and improve your operation.

Audience: IT technical staff responsible for installing MS4 application releases.

****NEW****

TECH USING e-FORMS – ACCESS e-FORMS

Electronic or e-forms are eliminating pre-printed forms. Access's e-Form software offers a healthcare solution that allows a person to design and integrate data from multiple operating systems, including OS/400. Instruction covers the preparation of hospital documents and the routing to any point for printing, faxing, emailing, and archiving. It also examines improving hospital document processes by automatically determining the most appropriate delivery format for each of your documents based on conditions in the data.

Audience: Anyone interested in how, when, or where hospital forms or reports are printed.