

### **CLIN                    ADVANCED CLINICALS REPORTING**

Learn to define and run many of the new reports from the Advanced Clinical applications as we examine reports such as 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   ▲                    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.

### **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.

### **CLIN   ■ ▲                    IMPLEMENTATION 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.

### **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                    REPOSITORY & HL7 TROUBLESHOOTING**

Get the upper hand on the MS4 Repository as you gain practical experience in deciphering the magical world of HL7 transactions.

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

**CLIN                      WEBCONNECT – PHYSICIAN INBOX**

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 setting up and extracting data from this vast expanse of information.

**GEN      ■                      DEVELOPING TRAINING MATERIALS**

So your facility has completed the implementation of a new system or module, and you've been asked to roll it out house-wide. The "train the trainer" approach sounded fine, until you realized that now you're the trainer. Now what? Come learn how to develop tools for identifying and training your audience. Learn the value of setting objectives, creating practice exercises, and measuring training effectiveness.

**Audience:** Application leads, IT trainers, or anyone responsible for end user education

**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.

### **GEN      PROJECT MANAGEMENT FUNDAMENTALS**

You may want the results of your project to be out of this world, but achieving those goals needs to be down to earth. Can you take control of that project and bring it in on time? Learn the pragmatic basics of project management.

This workshop provides strategies for overcoming project constraints, allowing your project to successfully reach completion. We will focus on defining scope and writing clear requirements, as well as developing project planning strategies and constructing a clear change control process. We will also discuss planning for and mitigating risks using basic risk management. Become aware of factors affecting your success – learn how to consistently bring your projects to completion on time and within budget.

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

### **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?

### **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.

## **GEN TIME / WORK MANAGEMENT**

Are you fed up with letting your day control you? Would you like to work fewer hours per day yet accomplish more? Would you like your peers to become more efficient so they don't waste your time? From this class you'll take away ideas about organizing your day, accomplishing what matters most, handling interruptions, putting out the "fires," and still finding the time to have a quality personal life.

**Audience:** Just about everyone.

## **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 GENERAL LEDGER - ADVANCED**

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 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.

## **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 ORDERS, RESULTS, AND CHARGES**

In this workshop we will cover both outbound and inbound orders (ORM), inbound results (ORU), outbound order response messages (ORR), inbound charges (DFT) and the order trigger process used to prompt outbound orders. We will first discuss interface implementation considerations, followed by hands-on interface setup and the chance to create outbound order messages. We will review the difference between triggering outbound orders and receiving inbound orders, and the intricacies of setting up an OC interface with your specific order formats. We will also cover the pros and cons of receiving single charges or charge batches. And if that's not enough, we'll then develop an interface test plan and put together a list of troubleshooting tips for order trigger issues.

**Audience:** IT technical staff involved with HL7 transactions.

### **INTF                    HL7 OVERRIDES AND CUSTOM EXITS**

Trying to fit square pegs into the round holes provided by HL7 standards and your vendor system interfaces? If your hospital has special HL7 interfacing and mapping requirements, you will be relieved to know that the MS4 HL7 interface has a standard method for handling those custom mapping requirements.

This HL7 workshop will show you how to keep your MS4 HL7 interface programs vanilla, and be able to load standard enhancement releases, while still meeting the special mapping needs of both your outbound and inbound interfaces.

**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 covered.

**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 the new 23.5 feature for the linking of inbound transactions, how to configure it, and what benefits it will provide. Explore the usage of the email adapter that permits the emailing of transactions. Learn now to configure an HTTP connection. Finally, learn about the new trace functionality and how it can help you troubleshoot your interfaces. Additional Siemens OPENLink Base Services functionality will be discussed

**Audience:** IT technical staff responsible for system interfaces.

## **INTF            OPENLINK™ TOOLKIT**

Discover what's new in Siemens OPENLink Toolkit. You will learn how to use the latest features, including Import Schema to create XML transaction definitions. An in-depth discussion on creating XML interfaces with Siemens OPENLink will include topics such as Attributes on Top Nodes and configuration of support for CDATA within an XML transaction. This expanded functionality will help you define HL7 v3 and CDA transactions. As a continuation from last year's discussion, you will also learn about some more commonly used User Exits and how they can help you. Finally, to tie the Toolkit together, learn what really happens to a transaction, step by step, as it makes its way through Siemens OPENLink. Additional advanced Siemens OPENLink Toolkit functionality will also be discussed.

**Audience:** IT technical staff responsible for system interfaces.

## **MIRA / PFS ▲ 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 ▲ 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 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 ▲ MS4 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.

**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).

**PFS ACTS – PART A**

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. In Part A of this workshop, attendees will receive an overview of the application, instruction in basic file maintenance, and processing activities utilized during collection and follow up.

**Audience:** Business Office managers, credit and collection staff, and IT support staff.

**PFS ACTS – PART B**

Part B is a continuation of ACTS - Part A. This workshop offers attendees hands-on experience with the ACTS master files. Users will be given the chance to build a basic ACTS environment for a facility and learn tips for identifying and addressing file maintenance issues. Participation in this workshop will require prior knowledge of ACTS file maintenance, or participation in ACTS – Part A.

**Audience:** Business Office managers, credit and collection staff and IT support staff.

**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                    AR/ADT FOR BEGINNERS**

Wow! You have just implemented that powerhouse of an application, MS4's AR/ADT, and are trying to recall all the system functionality you learned during user training. Or you have just landed that most desirable job in the hospital business office and are overwhelmed with all the options at your fingertips. Whether you're new to the application or just need a refresher course, join this class for a thorough, basic introduction to all that MS4 AR/ADT has to offer.

**Audience:** New users of the AR/ADT patient accounting application.

**PFS                    COLLECTION LETTERS**

This workshop will focus on working with the collection letters provided through Document Processing. This workshop will help you understand how collection letters work with datamailer tracks, and how they can improve your accounts receivable and manage your bad debt. You'll receive valuable tips on file maintenance, process workflow, and reporting. There will be time to discuss individual concerns and potential solutions.

**Audience:** Business office employees responsible for accounts receivable and collections.

**PFS                    CPT4 CODES**

Nothing is more critical to outpatient reimbursement than accurate and complete CPT/HCPCS coding. In this workshop you will learn the flow of these codes through the AR, MIRA, and Editor applications. Learn how to troubleshoot issues and perform the necessary file maintenance to correct CPT problems.

**Audience:** Billing managers and staff, Medical Records staff , or those responsible for file maintenance.

**PFS                    DATAMAILERS**

This workshop will help you understand the use of datamailers, datamailer tracks, and how they interact with your patient accounts. This workshop will also help you understand how datamailers and collection letters can be used to improve your accounts receivable and manage your bad debt. You'll receive valuable tips on file maintenance, process workflow, and reporting. There will be time to discuss individual concerns and potential solutions.

**Audience:** Business office employees responsible for accounts receivable and collections.

**PFS                    DATASTREAM**

To support electronic claims, MS4 provides a data stream feature in the base Billing Editor (EC) and AR/ADT model products. This workshop offers you tips and techniques to help you gain an understanding of the MS4 Data Stream and how it relates to the 837

4010A1 format. You will learn about file maintenance, troubleshooting techniques, and sources of information you will need to produce an error free MS4 Data Stream file. Come increase your understanding of billing transaction requirements and standards.

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

**PFS DENIAL MANAGEMENT & MEDICAL NECESSITY**

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. (Premier Software, an MS4 allied partner, will demo their Denial Management and Medical Necessity compliance products as part of this session.)

**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. Users should have 6 to 12 months experience using the AR system.

**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.

**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.

**PFS                    MS4 SCHEDULING**

MS4's 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.

**PFS                    PRE-BILLING EDITS**

Pre-Billing Edits – You did the minimum file building necessary for that upgrade but now you are interested in fully utilizing all the features to produce cleaner claims. This is the workshop for you! We will talk you through the file maintenance and system reports to enable you to customize this application to fit your specific facility needs. 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                    PATIENT FRIENDLY BILLING®**

PATIENT FRIENDLY BILLING® is a nationwide initiative to make financial communications to patients clear, concise, and correct. The Healthcare Financial Management Association (HFMA) leads the initiative, in partnership with the American Hospital Association (AHA), the Medical Group Management Association, and other leading providers, consulting, and technology organizations including Siemens. This workshop will enable you to incorporate these standards into your facility processes on a departmental level (Clinical, ER, Admissions, Patient Accounting, Collections, Customer Service) as well as look at MS4 tools such as datamailers, letters, and maintenance options.

**Audience:** Business office personnel responsible for hospital billing activities.

**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                    UB04 AND 1500 EDITORS**

Discover the functionality available in the MS4 Billing Editors to produce clean claims and ultimately result in timely payment. This class covers the MedSeries4 UB and HF Editors. Learn how to work claims, manage process flows, and understand the file maintenance that controls or impacts the Billing Editors.

**Audience:** Billing managers and staff

**QRY                    ADVANCED TOPICS – SEQUEL Data Access & Reporting -  
Help/Systems (formerly known as Advanced Systems Concepts)**

Do you want better Information Analysis of your iSeries data? Do you want to create dashboards for your users that contain graphs and drill down?

Help/Systems provides hands-on instruction for using their SEQUEL application, a leading data access and reporting solution for the iSeries (AS/400).

The workshop will provide better ways to analyze your data through the use of Grouping views, the Tabler, the Client Tabler and dashboards. See how easy it is to incorporate run-time prompting and to drill down through the data using dynamic regroup and the application builder.

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

**Workshop Instructors: Steve Spieler and Karen DiGrazia, Help/System**

Steve Spieler has been with Help/Systems for 4 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.

Karen DiGrazia has been with Help/Systems for 20 years where she is a Regional Sales Manager. 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

### **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.

### **QRY                    NGS-IQ MS4 QUERY, REPORTING, & ANALYSIS STARTER KIT**

Learn how to use the NGS-IQ query, reporting, and analysis system and take advantage of the new MedSeries4 data mart and starter kit of pre-defined MS4 management dashboards from NGS.

NGS-IQ is a popular solution used by numerous MedSeries4 customers. It simplifies query development and lets you output query results to tools like Microsoft Excel, Word, and Access; NGS's own multi-dimensional analysis tool known as SmartView; web-based dashboards; and popular file formats like PDF, HTML, CSV, TXT, XML, DB2; and more.

In this class you will learn how to construct queries with NGS-IQ and gain and understanding of how NGS's new MedSeries4-based healthcare data mart and pre-defined set of queries and dashboards can help make critical patient and financial information readily available to the right people in your organization.

**Audience:** Current and prospective NGS customers, including people using IBM Query/400 who need more function, security and flexibility.

### **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.

This workshop combines discussion and hands-on exercises to offer the class an inside look at IBM's Universal Database (UBD2) and how MedSeries4 uses it as an application database. Discover ways of more efficiently using your data as you gain introductory knowledge on information theory, database theory, and integrated file systems. Then, learn how this applies to MedSeries4 as the workshop explores MS4 naming conventions, field attributes, file types, file integration, and issues arising from a relational database.

There will be plenty of time for hands-on with practice sessions using utilities available for locating field information and test runs of popular IBM query tools, Query/400, Query Manager, and SQL.

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

#### **QRY                    QUERY - BEGINNING**

Query/400 is an excellent tool that lets you quickly design ad-hoc reports for organizing and reporting information, testing data, or creating a database 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                    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 blending 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.

#### **QRY                    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 - CLINICAL**

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. You will work with files from Order Communications and MS4 Repository in complex Query functions. The workshop also demonstrates how the files can integrate with AR/ADT. Participants must already have advanced Query skills, and be able to independently write a Query that joins files. No instruction time will be spent on Query basics.

**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                    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                    SEQUEL Data Access & Reporting – Help/Systems (formerly known as 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?

Help/Systems 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, 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: Steve Spieler and Karen DiGrazia, Help/System**

Steve Spieler has been with Help/Systems 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.

Karen DiGrazia has been with Help/Systems for 20 years where she is a Regional Sales Manager. 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.

**QRY                    SQL ADVANCED**

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

SQL Advanced is 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**

"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                    CASE MIX REPORTS**

Have you ever wondered how to get information out of that deep, dark hole - commonly referred to as Case Mix? This workshop provides a review of the Case Mix Report Writer, Third Party Log Report Writer, and Standard Reports to show how to select desired population and interpret the output. You will be invited to generate your own report(s), modifying and adding selections as desired. You will also learn tips to incorporate and "gotchas" to avoid.

**Audience:** Anyone responsible for managing Case Mix master files and data analysis, including employees of finance, hospital administration, business office managers, and medical records directors.

## **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.

## **TECH DBU / DFU UTILITIES**

Not a programmer but you need to change the data in a protected field? Just found out that you used the wrong state abbreviation for Maine, and you just created 150 records? Take advantage of this workshop to learn how to access a data file, change, or delete the data within the file without a specific access program of two very powerful tools.

The data file utility (DFU), which is part of the iSeries™ Applications Development Tools package available from IBM®, is a program builder that helps you create programs to enter data, update tables, and make inquiries. It can be one of the best friends you'll make in the iSeries world.

One of the other best friends you can make is DBU. It is a utility that also lets you add, change, delete, and display records in a file without creating a program. With DBU you can:

- Add, change, delete and display records in any file
- Search & replace/delete using multiple search arguments
- Instant access to data base relations allowing selection
- On-line file layouts for field selection & documentation
- Complete user profile based security and audit logs

**Audience:** IT staff responsible for file and database management. Use of these powerful tools is not for the faint of heart.

## **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.

### **TECH                    MAINTAINING 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.

### **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                    PROGRAMMING – RPG/ILE**

This is a hands-on workshop focusing on the basics of RPG/ILE (Integrated Language Environment). Each participant will write a simple RPG program. The class will cover topics including:

- RPG IV Calculations and Opcodes
- BIFs in RPG IV
- Managing exceptions and errors
- Using date, time, and timestamp data types
- Using subprocedures
- Using Debug
- Converting RPG/400 to RPG IV

**Audience:** Programmers who are experienced users of the RPG/400 language (RPG III syntax) and want to learn the syntax and features of the RPG IV language.

### **TECH                    PROGRAMMING – CL**

Learn to write easy to use and efficient Control Language (CL) programs that require little or no involvement by system operators. Also, learn how to write user commands and modify commands provided by IBM. Practice these skills in hands-on exercises. Included topics are:

- Writing both interactive and batch programs
- Use of Debug for ILE and OPMs
- Write your own utility programs
- Create user defined commands
- Understanding how to use WRKACTJOB, DSPPFM, and FNDSTRPDM

- Describe parameters on the CRTCLPGM, CRTRPGPGM, CRTRPGMOD, DSPPGM, and UPDPGM commands

**Audience:** Application and system programmers

**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 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.