

### **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 IMPLEMENTATION METRICS**

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            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? Want the opportunity to see new functions and enhancements close up? Spend time with us exploring the user side of this Web-based application set, and all it can provide your facility.

**Audience:** Beginners interested in automated clinical workflow.

### **CLIN            GETTING READY FOR MEDS MANAGEMENT**

Recent enhancements to Clinical Suite include processes to support the management of medications. These include Codified Allergies, online Medication Administration Documentation, and Medication Ordering. Come review the steps you can be taking now to get ready to implement these functions, including decisions to be made, early process changes that can be implemented, and planning activates you need to be prepared for.

**Audience:** Beginning – Clinical analysts interested in getting a head start on Medication Management implementation activities.

### **CLIN            INTRODUCTION TO CLINICAL FILES**

Come unravel the maze that is the clinical database. Learn how clinical data is stored, how the different applications and files interrelate, and where to find various parts and pieces of patient data. Will include handouts of data file relationships and file layouts

**Audience:** Intermediate – Requires understanding of MS4 Clinical applications and iSeries objects.

### **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 polices 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                    e-LEARNING**

The Siemens e.Learning Center provides access to some of the online, self-paced training courses that are available through the Siemens Medical Academy. Attend this workshop to access topics that cover Siemens Medical surround applications and tools, business and professional development, information technologies, and desktop

applications. Select courses qualify for continuing education credit upon completion and associated testing. The best news? You can sign up for multiple e-classes, then either finish them during the workshop time, or complete them from home over the next 10 days.

**Audience:** Intended for the inquisitive, or those responsible for facility 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 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.

### **GEN VISUAL LISTENING**

Become a VP in your organization (Visual Practitioner, that is). There's a saying, "I don't know what I mean until I see what I say." Graphic facilitation is a style of group communication that uses visualization to draw out and portray group thinking about patterns of organization and group process. Research states that as much as 87% of the North American population is visual thinkers, and it's the visual practitioner who helps these people "see" what they "mean."

Even art-phobes will enjoy this workshop as we learn to doodle creatively and constructively. We'll learn about graphic facilitation, and then spend much of the hands-on session learning how to create graphic components in your work with individuals and groups. We'll finish with some ideas on integrating your graphics repertoire with some of the most common group dynamics, including meetings, presentations, brainstorming, conferences, and more.

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

### **GFS EXECUTIVE REPORTING FOR MEDSERIES4 WITH NGS**

Get some hands on experience with NGS's MedSeries4 financial reporting and analysis system. The NGS software for MedSeries4 includes a Web portal, executive dashboards, multi-dimensional models, and reports all built to run over a specially designed MedSeries4 data model and your MedSeries4 database. See how the application is

designed and how you can use NGS's tools to meet your executive reporting requirements.

**Audience:** General – accounting and controller staff.

### **GFS                    MATERIALS MANAGEMENT / EDI**

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.

We'll also address 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:** Basic – Intermediate MM users, although advanced users may enjoy a good review.

### **INTF                    HL7 ORDERS, RESULTS, AND CHARGES**

In this workshop we will cover the maintenance and support of 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 whether 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™ INTRODUCTION TO BASE AND TOOLKIT**

This hands-on introductory workshop will introduce the Siemens OPENLink user to the basics of monitoring Siemens OPENLink Operations functions including defining basic alerts. In addition, connectivity concepts such as connection and protocol definitions will be introduced. Finally, it will introduce the user to the basics concepts of building a Siemens OPENLink Toolkit interface.

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

### **INTF            OPENLINK™ ADVANCED BASE AND TOOLKIT**

This hands-on workshop is geared to experienced Siemens OPENLink users. You will learn how to use the newest Siemens OPENLink Base services features such as Inbound HTTP, the email adapter, and the ODBC adapter. The Toolkit portion of the workshop will cover advanced Map Action Box concepts, the use of user exits, and other advanced toolkit functions.

**Audience:** Intermediate to Advanced analysts and developers. Assumes the attendee has completed the Siemens corporate-based OPENLink Base Services and OPENLink Toolkit education.

### **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.

### **PFS                    837 EDITORS**

MS4 has developed new 837I and 837P Editors, mirroring the 837 Institutional and Professional Data Stream files. These Editors are in addition to the existing U4 and H4 Editors. This workshop will be an introduction to the 837 Editors, their screen formats and functionality. The file maintenance for the 837 Editors and their corresponding Datastream files will also be reviewed. Come learn the benefits of using these tools during the billing process. Be the first to get a sneak peek - you'll be glad you did!

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

### **PFS                    ACTS – PART 1**

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 1 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 2**

Part 2 is a continuation of ACTS - Part 1. 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 1.

**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                    CLAIM HISTORY INQUIRY – PAYMENT MATCHING**

Claim History Inquiry enables a facility to match a payment to a specific claim generated in the Editor and review the information in the 835 remittance file. Come for a full review of the maintenance, screens, reports, and work flow. Learn how to customize the maintenance for the specific needs of your facility. Limited hands-on, but plenty of how-to.

**Audience:** Experienced AR/Editor users, systems analysts and A/R managers.

### **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                    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 - PARTS 1 & 2**

To support electronic claims, MS4 provides a data stream feature in the base Billing Editor (EC) and AR/ADT (PH) 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 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 EC DESCRIPTION KEYS AND TABLE FILE**

Discover the functionality available in the MS4 Billing Editors to produce clean claims and ultimately result in timely payment. This class will provide an in-depth discussion of the UB04 Description Keys and Table File, and the H4 Description Keys. This is the workshop you have been waiting for!! The entire workshop will be dedicated only to details about Description Keys and the UB04 Table File.

**Audience:** Billing managers and staff.

**PFS EDITORS – PART 1**

This is Part 1 of a full day workshop, which will be offered in three continuous sessions. Attend all three workshop classes (1, 2, 3) 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 UB04 and H4 Editors, an online electronic format of the UB04 and HCFA 1500 (08-05) 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 EDITORS – PART 2**

This is Part 2 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 1 for a course description.

**PFS                    EDITORS – PART 3**

This is Part 3 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 1 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                    REVENUE RECLASSIFICATION / GL DISTRIBUTION**

This workshop will enable those facilities with GL Distribution to use the Revenue Reclassification tools to correctly reflect changes to the patient record. We will review the maintenance, screens, and reports for a complete understanding of this useful tool. With its many options and exclusions, come see how Revenue Reclassification can work for your facility.

**Audience:** Business office personnel responsible for patient accounting functions.

### **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    MEDSERIES4 FILE STRUCTURES AND AD-HOC REPORTING TOOLS**

It's a jungle out there. Creating timely and accurate information when and where you need it can be a daunting task. This workshop will steer you through some of the more challenging aspects of MedSeries4's database environment.

The workshop combines lecture with some hands-on. We'll start with a look at more efficient ways of utilizing data as we introduce concepts from information and database theory. Next, we'll examine IBM's Universal Database (UBD2) and how it's employed as part of the MedSeries4 database model. This part of the workshop addresses naming conventions, field attributes, file types, file integration, IFS (integrated file system), and some of the issues arising from the use of a relational database.

Part of the workshop is reserved for hands-on practice and familiarization with several file utilities and test-runs of the various IBM query tools, including Query/400, Query Manager, SQL, and its newest addition, Web Query. These exercises will let you stick your toe in the water, as well as see the strengths of each tool.

**Audience:** Anyone with a desire to understand MedSeries4 database structures and reporting tools. 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 - 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.

### **QRY                    SEQUEL DATA ACCESS & REPORTING – Help/Systems**

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.

**QRY                    ADVANCED TOPICS – SEQUEL DATA ACCESS & REPORTING - Help/Systems**

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.

**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 - CONTRACT MANAGEMENT**

Contract terms can be complex and confusing. Attend the "maintenance" workshop to gather the necessary knowledge to establish accurate contract definitions. The workshop will review each component of contract establishment including complex terms that are often hidden in the contract narrative. The workshop will include explanations of processing flow and hierarchal terms, inter-application dependency issues, and touch on auditing techniques that can assist you in tracking payments.

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

## **TECH CLINICAL SECURITY**

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 for Advanced Clinicals (GUI) and Clinical Suite (Web) functions and data. There will be practical examples and practice time. This class will focus on learning to use the Security File Maintenance process in Advanced Clinicals File Maintenance. We will also discuss the file maintenance and user functions associated with setting preferences.

**Audience:** Beginners class focused on new clinical users responsible for the decisions and processes required to maintain security in MS4's GUI and Web applications.

## **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 and 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 and replace/delete using multiple search arguments
- Instant access to data base relations allowing selection
- On-line file layouts for field selection and 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 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                    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                    WEBSHERE FOR CLINICAL SUITE**

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                    IBM WEBSHERE APPLICATION SERVER EXPRESS V6.0 ADMINISTRATION ON SYSTEM i**

This 12-hour class, taught by IBM, will span four workshop sessions. Learn how to install and configure WebSphere Application Server (WAS) Express on iSeries. Learn to deploy and install business applications, perform regular administration task, determine problems and backup and recover WAS configuration, Web applications, and data. Skills taught:

- Introduce iSeries developer roadmap
- Evaluate WAS architecture overview
- Compare WAS different versions and packaging
- Install and configure WAS Express on iSeries
- Analyze the overview of IBM Business Solutions
- Describe J2EE and WAS security
- Utilize WAS problem determination overview
- Utilize WAS backup recovery overview

**Audience:** IT technical staff.