

▲ = CEU
■ = LECTURE

CLIN ADVANCED CLINICALS REPORTING
W84

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
W30, W79

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
W57

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
W43

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 INTRODUCTION TO CLINICAL FILES
W01

Come unravel the maze that is the clinical database. Learn how clinical data is stored, how the different applications and files inter-relate, 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 INTRODUCTION TO PATIENT CARE MANAGEMENT
W06

Come see MS4's new care plan product, Patient Care Management! Explore all the exciting features and functions of this Web-based application. Learn "tricks" for naming the care elements to assist in the organization of the care plan and see how it can be used as a great patient activity tracking tool. Learn how to incorporate assessments into the plan and how to make it truly interdisciplinary. Get valuable hands-on experience with file maintenance and create your very own care set!

Audience: Beginners interested in automated clinical plans of care.

CLIN PATIENT CARE MANAGEMENT - MAKING IT WORK FOR
YOU
W20

Continue to explore Patient Care Management. Learn how to utilize various "models" of care planning. Learn how you can use Patient Care Management in combination with other MS4 applications to assist your facility in efforts to meet National Patient Safety Goals, collect core measures, replace the paper form used for shift report while standardizing the end-of-shift handoff process, utilize charting-by-exception concepts, and provide clinical guidelines, reminders and checklists. Hands-on exercises will let you experience the flexibility of this tool in supporting clinical practice in your facility.

Prerequisite – Introduction to Patient Care Management, W06.

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

CLIN MEDICATION MANAGEMENT
W62

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 activities for which you need to be prepared.

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

CLIN POLICIES AND PROCEDURES **W55**

The Policies and Procedures application enables you to manage your institution's existing policies. Come see the many changes and improvements to this web-based application. We'll learn about many of the features, including:

- Routing for review and approval
- Assigning to readers
- Administration of quizzes for each policy
- Tracking the history of the policy
- "On Demand" reporting
- "Branch & Merge" function
- MS Word editor

We'll also cover how to track and monitor policies as well as make sure your policies are tied to JCAHO and HIPAA standards.

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

CLIN REPOSITORY & HL7 TROUBLESHOOTING **W71**

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 **W29**

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 **W15**

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/MIRA/PFS/CLIN AUDITING **W34**

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.

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 application functionality, but teaches users how specific functions in those applications capture audit information.

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

GEN ▲ DEVELOPING A TRAINING PROGRAM **W56**

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 **W27**

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
W69

Develop better ways to transform data into information that can be analyzed, communicated, and shared. See how easy it is to download data from the iSeries directly into an active Excel worksheet. Learn tips and tricks to help get the most from the spreadsheet application as you use Excel XP tools such as auto commands, chart wizard, and templates to automate routine tasks for more efficiency as you work with common tasks.

Audience: Beginners to intermediate

GEN INTRO TO POWERPOINT
W59

Turn on the power in your PowerPoint and energize your presentations.

The Introduction to PowerPoint workshop plugs you in to some commanding ways to dress up your visual presentations. The session starts with a discussion of elements of good design, and then continues with hands-on learning and working with text and visual elements, animation, slide transitions, and speaker's notes.

Audience: Novice PowerPoint users or anyone who needs a refresher course.

GEN POWERPOINT TO "WOW" POINT
W13

Death by PowerPoint may be fast becoming the next leading killer around the world. It's estimated that 18 million PowerPoints are given daily, with few of them

being great. This workshop offers some hope of turning your “slideuments” into engaging presentations by learning to design them around the story you want to tell, not the production of infernal bullet lists you feel compelled to recite.

Good design is the foundation for any good presentation and we continue the workshop with a short lecture on visualization and design theory. We will apply this knowledge with a class analysis of a recent political PowerPoint. The balance of the workshop focuses on the presentation as we explore ways of honing those skills in combination with solid design. We'll finish the session with some hands-on tips and techniques, then share our group exercises for everyone's viewing pleasure.

NOTE: A good follow-on class is “Visual Listening,” W28.

Audience: Advanced PowerPoint users who are ready to move to the next level.

GEN ▲ VISUAL LISTENING **W28**

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.

NOTE: A good precursor class is “PowerPoint to ‘Wow’ Point,” W13.

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

GEN ▲ PROJECT MANAGEMENT FUNDAMENTALS **W14**

You may want the results of your project to be extraordinary, but achieving those goals may require down to earth focused effort. Can you navigate safely through choppy seas and reach your project destination? 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
W70

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
W68

Few tasks are more rewarding, though challenging, 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
W42

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 MATERIALS MANAGEMENT / EDI
W67

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 CUSTOM USER EXITS
W31

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 ORDERS, RESULTS, AND CHARGES
W73

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 TROUBLESHOOTING
W81

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
W16

This hands-on introductory workshop will introduce the Siemens OPENLink user to the basics of building a Siemens OPENLink interface, connection and protocol and basic alerts. Users will learn how to monitor Siemens OPENLink Operations functions. Finally, it will introduce the user to the basic concepts of building a Siemens OPENLink Toolkit interface. Users will learn how to build an HL7 transaction and map between different transaction types. MS4 HL7 examples will be used where possible.

Audience: IT technical staff responsible for system interfaces

INTF OPENLINK™ ADVANCED BASE AND TOOLKIT
W44

T 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 file processing including the use of secure file processing capabilities, an introduction Inbound HTTP, HTTP SOAP Headers and as well as other advanced Base Services topics. The Toolkit portion of the workshop will cover advanced Map Action Box concepts including multi-map, comments on map relations, the use of the new Subtract Dates 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  EUC/UC
W41

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**
W52

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**
W05, W83

MS4 released the 837I and 837P Editors, mirroring the 837 Institutional and Professional Data Stream files, in the Summer 08 (28.20) release. These Editors are in addition to the existing U4 and H4 Editors. This workshop will discuss the 837 Editors, their screen formats and functionality, along with file maintenance. For those who are not yet using the 837 Editors, we will also review the necessary set-up to implement them. Come and learn the benefits of using these new Editors to enhance your billing process!

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

PFS **ACTS – PART 1**
W11

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**
W25

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
W09, W65, W78

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
W24

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
W10

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 BILLING – BEFORE AND AFTER
W39

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.

After the billing process, 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 workflow. 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

W18

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

W47, W75

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

W04

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

W37, W72 and W51, W80

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 EC DESCRIPTION KEYS AND TABLE FILE
W19

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
W32

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 file maintenance that controls the Billing Editors. Learn 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
W46

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
W60

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
W02

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
W66

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
W07, W45

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 REVENUE RECLASSIFICATION / GL DISTRIBUTION
W38

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
W64

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 INTRO TO MS4 FILE STRUCTURES
W22, W86

MedSeries4 applications contain more than 40,000 fields, each one a little packet of potential information. Understanding and utilizing this huge database of information can be a daunting task without an understanding of the design logic behind 25 years of MedSeries4 application development. Like a genome, MS4 application data is built from a simple-to-complex arrangement of data, each with its own distinguishing characteristics and attributes. Our workshop starts at the highest level and dissects database structures down to their most atomic characteristics and concludes with a hands-on introduction to the Query/400 Reporting 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
W21, W49

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
W35, W85

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.


```
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
W33

“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
W61

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
W53

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
W76

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
W08

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
- Have instant access to data base relations allowing selection
- Access 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 FAST START TO MS4 & IBM
W23, W74

Your brand new System i has arrived, and your MS4 software was just loaded. Now what? Join the Fast Start workshop to get acquainted with the System i, as well as how MS4 utilizes this versatile hardware. We'll learn about MS4 object nomenclature, performance concepts, maintenance procedures, journaling, tools, installations, and much, much more.

Audience: IT Operations personnel

TECH FREE FORM RPG – BEGINNING
W03

Positional-formatted style RPG programs are a thing of the past! V5R1 offered programmers freedom from fixed column C specs! Any programmer who would like information on the free-format style of coding should find everything they need to know in this free format RPG workshop. We will cover the rules and syntax of free format coding. We will discuss 'Unsupported Operations' and their Free-Style counter parts. Learn about date-related functions, date arithmetic, file access enhancements, and many other %BIF functions.

Audience: Intended for programmers who are experienced users of the RPG/400 language (RPG III or RPGIV syntax) and want to learn the syntax and features of the Free Form RPG ILE language. While class handouts and documentation will be useful to pass along to programmers, those not familiar with the RPG language would find class difficult.

TECH FREE FORM RPG – ADVANCED
W17

This class is a continuation of W03 – Free Form RPG – Beginning, where the topic was introduced. The advanced class will cover modularized coding, external functions and subroutines, more %BIFs, tips and tricks, and using RPG to access an IBM API.

Audience: Intended for programmers who are experienced users of the RPG/400 language (RPG III or RPGIV syntax) and want to learn the syntax and features of the Free Form RPG ILE language. While class handouts and documentation will be useful to pass along to programmers, those not familiar with the RPG language would find class difficult.

TECH GP TRIGGERS
W36

Triggers are great little time savers that ensure updated or new data gets put in all the right places. They are programs attached to a database event that run automatically when the event occurs.

The GP Triggers workshop gives you an understanding of how MS4's GP triggers operate and what they can do. This session offers hands-on work with the Trigger Master file, associated job descriptions, attaching and removing triggers, and managing trigger errors.

Audience: IT staff responsible for maintaining triggers

TECH OPTIMIZING DAYEND
W82

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 multitenancy environment for training and testing, and experience how to run Automated Dayend with or without prompts.

Audience: IT staff who execute or support Dayend processes.

TECH SQL PERFORMANCE AND DATABASE ADMINISTRATION
W58

Set sail on an amazing journey into the uncharted waters of SQL and Database performance monitoring. SQL is used more and more by applications to retrieve and process data. Learn how this happens and why it is important for you to know how to monitor SQL behavior. This information can help you keep your IT ship moving full steam ahead rather than just treading water.

Among other things, this workshop covers:

- Understanding SQL
 - What is it?
 - How does it affect me?
- SQL Performance Monitoring
 - Learn how SQL is affecting the iSeries performance.
 - What is balancing workloads?
 - What is the value of an index?
 - How to detect and avoiding full table scans
- Database Monitoring
- iSeries Navigator
 - What is it?
 - How can this tool help me with SQL?
- Visual Analyzer.
 - How to use this tool
 - What can it tell me?
- DBMON – Database Monitoring tool
- What to do when you encounter problems

We'll also discuss how MedSeries4 is utilizing SQL in its applications.

Audience: Intermediate. It is best if students have some experience working in an iSeries environment, and exposure to SQL.

TECH SYSTEM i DATABASE TRIGGERS PROGRAMMING
W54

Trigger programs can be a programmer's friend. Learn how to make database triggers work for you, custom tailored to your hospital's requirements. Create your own trigger program processes to extract and feed information real time to downstream applications outside of MS4; or build an extract "on the fly," scheduled for transmittal to another application at a scheduled date or time. Understand the analysis required to ensure the integrity of the MS4 GP Trigger processing methods are not interrupted or infringed upon. Troubleshooting tips and techniques will be presented in conjunction with performance hints and the affect on the MS4 DB2 database.

Audience: This class is intended for advanced RPG programmers.

TECH WEBSHERE ADMINISTRATION ON SYSTEM i
W40

Learn how to install and configure WebSphere Application Server (WAS) Express on iSeries. Learn to deploy and install business applications, perform regular administration tasks, and troubleshoot problems. Skills covered in this workshop are:

- Introduce iSeries developer roadmap
- Evaluate WAS architecture overview
- Compare WAS different versions and packaging
- Install and configure WAS Express on iSeries
- Describe J2EE and WAS security
- Utilize WAS problem determination overview

Audience: IT technical staff

TECH SETTING UP MS4 WEB APPLICATIONS
W12

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
W26

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