

## Security

- Know when changes have been made to the system and by whom

- Track changes on a patient, practice, and system level

- Edit user access

- Copy access from one user to another

- Search for text-specific entries within individual logs

- Track claim activity by user, such as changing responsibility or deleting a claim

**T**hree logs make it possible to track information in MICROMD: the Patient Log, the Practice Log, and the System Log.

**P**atient Log: The Patient Log tracks activity that occurs in the patient's account. The following information is tracked in this log:

- Deleting a transaction (a procedure that has been posted)
- Deleting a patient's plan
- Changing a patient's plan (plan ID, policy number, group number, plan type, effective dates)
- Deleting a sub-account
- Deleting a sequence
- Merging sequences
- Deleting a Day Sheet

The user can even search for text-specific entries to make searching easier.

**P**ractice Log: This log tracks and displays information relating to changes made within the practice. This log tracks the following information:

- Deleting a guarantor
- Deleting a procedure code specific to the practice
- Deleting a diagnosis code specific to the practice
- Deleting a sequence or transaction

Like in the Patient Log, the user can search for entries based on specific text. The user can access the System Log by clicking the "System" button.

**Patient Log - SMITH, ANTHONY I**

Note Text:  Show All

Print Del Trans

Date	Log Message Text
05/30/2002	DAVID - Added OHIO BUREAU WORKERS COMP to set 08W/C.
04/27/2002	DAVID - changed patient plan columns in line_no 3
04/26/2002	DAVID - changed patient plan columns in line_no 1
04/26/2002	DAVID - changed patient plan columns in line_no 2
04/26/2002	MARY - changed patient plan columns in line_no 3
05/01/2001	DAVID - inserted patient plan ACORDIA BENEFIT SERVICES* id# 12
05/01/2001	DAVID - changed patient plan columns plan_policy from 345345345 to 345345345234, in line_no 4
05/01/2001	MARY - deleted patient plan ACORDIA BENEFIT SERVICES* id# 12

Rows: 8

**Deleted Transactions - SMITH, ANTHONY I**

Print

Patient No	Seq	Line	POS	Procedure	Posting	Service	Description	Fee	Total
1001.0	1	1	11	99211	5/14/02	08/28/2001	EST PT DV MINIMAL	\$20.00	\$20.00
1001.0	1	2	11	85025	5/14/02	08/28/2001	CBC W/ DIFF	\$20.00	\$40.00
1001.0	1	7	PO	3	5/28/02	09/11/2001	PAYMENT MEDICARE	(\$9.84)	\$30.16
1001.0	1	8	W1	43	5/28/02	09/11/2001	W/D MEDICARE	(\$20.00)	\$10.16
1001.0	1	9	PO	10	6/26/02	10/10/2001	PAYMENT COMMERCIAL	(\$8.00)	\$2.16
1001.0	1	10	PO	2	6/17/02	06/17/2002	PAYMENT CK #	(\$2.16)	\$0.00
1001.0	4	1	11	99211	6/16/02	05/29/2002	OFFICE VISIT-EST PT MINIM	\$21.00	\$21.00
1001.0	4	2	11	73100	6/16/02	05/29/2002	XRAY WRIST (2VIEWS)	\$48.00	\$69.00
1001.0	4	3	CR	41	6/16/02	05/29/2002	ADJUST-REDUCE CHARGE	(\$21.00)	\$48.00

**Practice Log**

Dates: [RANGE] From 01/01/2001 To 06/30/2002 Search System Close

Note Text:  View Trans Print

Date	Log Message Text
06/17/2002	KIM - deleted patient account 878 GAYDOS, CHRISTOPHER
01/22/2002	MARY - deleted patient account 13 RINDY, ROSE
08/09/2001	KIM - deleted diagnosis MENINGISM id# 781.6
08/09/2001	MARY - deleted procedure ORHTOPANTOGRAM id# 70355
05/01/2001	MARY - deleted patient account 180 SIKORA, MICHAEL

**Deleted Transactions**

Print

Patient No	Seq	Line	POS	Procedure	Posting	Service	Description	Fee	Total
4.5	17	5	PO	2	6/8/02	09/22/2001	PAYMENT CK #32229	(\$53.50)	(\$0.00)
4.5	18	1	11	99212	3/27/02	07/18/2001	EST PT DV FOCUSED	\$35.00	\$35.00
4.5	18	2	PO	10	5/4/02	08/18/2001	STAFFORD HOLDING COMF	\$0.00	\$35.00
4.5	18	3	W1	50	5/4/02	08/18/2001	W/D COMMERCIAL	(\$1.06)	\$33.94
4.5	18	4	PO	2	6/8/02	09/22/2001	PAYMENT CK #72229	(\$33.94)	(\$0.00)
1001.0	1	1	11	99211	5/14/02	08/28/2001	EST PT DV MINIMAL	\$20.00	\$20.00
1001.0	1	2	11	85025	5/14/02	08/28/2001	CBC W/ DIFF	\$20.00	\$40.00
1001.0	1	7	PO	3	5/28/02	09/11/2001	PAYMENT MEDICARE	(\$9.84)	\$30.16
1001.0	1	8	W1	43	5/28/02	09/11/2001	W/D MEDICARE	(\$20.00)	\$10.16

Local Authorized Reseller:  
**Professional Medical Systems, LLC**  
 P.O. Box 7446  
 Cross Lanes, WV 25356

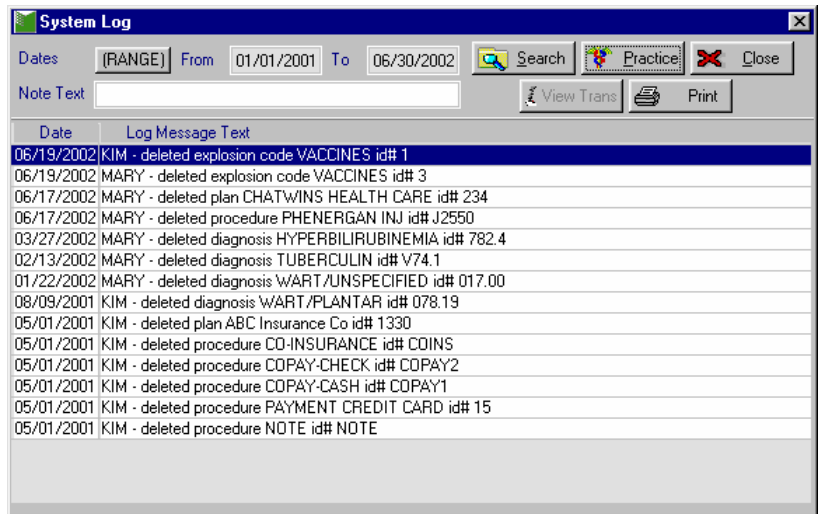
304-776-3317 • 304-776-8495/FAX  
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# Security...Continued

**S**ystem Log: This log can be viewed by clicking the "System" button at the bottom of Practice Log window. This log tracks information about deleting:

- Plans
- Procedure codes universal to the system
- Diagnosis codes universal to the system
- Service facilities
- Referring doctors
- Explosion codes
- Employers

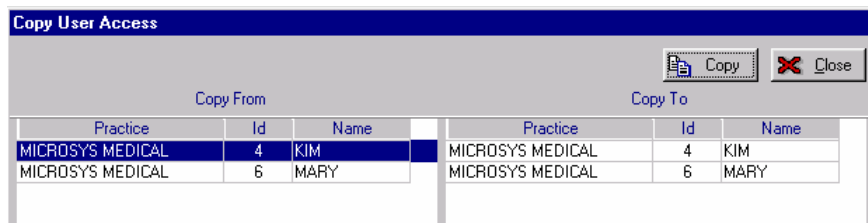
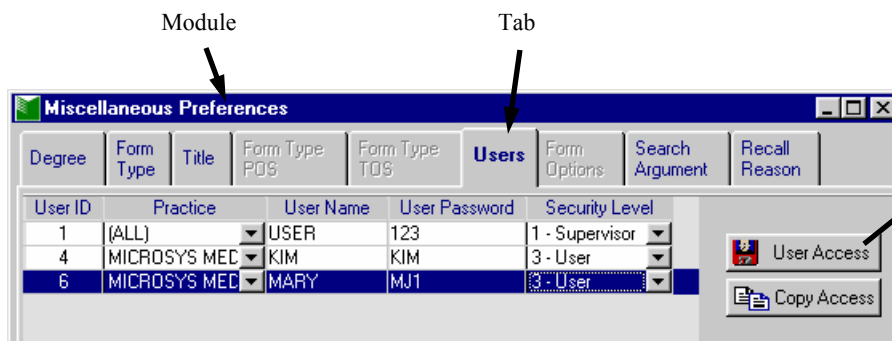
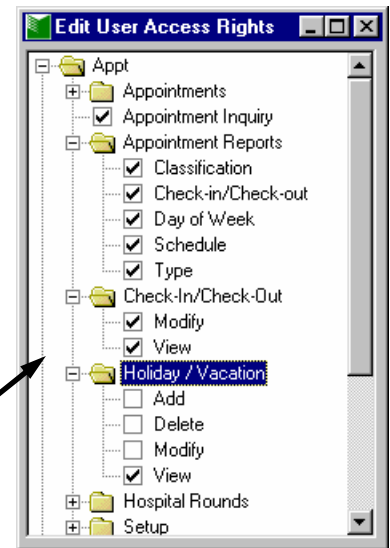
Again, a text search option makes searching the log entries easier.



The user can view the Practice Log by clicking the "practice" button.

**U**ser access can be edited, so you determine what parts of the program users can access and what they can do in that part of the program.

Every module and individual tab of the program is listed under the security feature. Users can be assigned different levels of access (such as add, delete, modify, and view) to each module of the program.



**A**ccess levels can be copied from one user to another, so editing security levels is quick and easy with a lower chance of errors.