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This sample documentation represents a WIP (work in process) revision, not a finalized version.

File maintenance procedures

Introduction

File maintenance involves adding, changing, and deleting files in your Ng database.

Ng stores all of your organization's files in an electronic database. Ng uses your database to perform function, such as maintaining personnel records, scheduling patient visits, and billing for services. Your database must be accurate and current for Ng to perform these functions correctly. Ng provides simple procedures to perform these file maintenance tasks.

Adding a doctor to the Nightingale database

To add a new doctor into the Ng database, you first must visit the Massachusetts Board of Registration web site and obtain a Physician Profile printout, which provides you with the doctor's information.

Therefore, adding a doctor into the Ng system is a two part process:

Obtaining the doctor's Physician Profile from the State's web site

1. Log into the Massachusetts Board of Registration web site.
2. In the State's database, fend the doctor you wish to add into Ng.
3. Print the Physician Profile report.

Adding the doctor's information to your Ng database

4. Choose the Doctors option.
5. Create a doctor ID.
6. Enter the doctor's data into the **Main Information** tab.
7. Enter the doctor's contact information into the **Contact** tab.
8. Verify that the new doctor record exists in the database.

File maintenance procedures

Adding a doctor to the Nightingale database
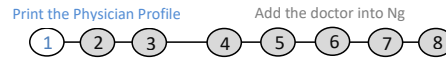
Step 1 Log into the Massachusetts Board of Registration
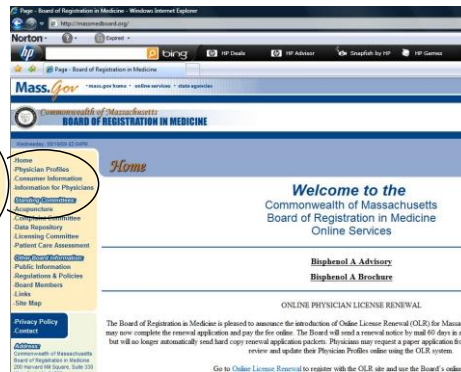
1. Open Internet Explorer.
2. In the address bar type the web address:

   Massmedboard.org

   Save this web site in your browser's Favorites for future use.

3. Hit ENTER on the keyboard to open the Massachusetts Board of Registration in Medicine web page.
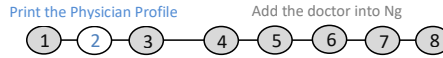

4. Click the Physician Profiles link.

   A new browser window opens with a web form that allows you to search for the doctor you wish to add to Ng.

   Depending on your browser configuration, the web page may appear in a new tab of the existing browser, instead of opening a new browser window.

Adding a doctor to the Nightingale database

Step 2 Find the doctor in the State's database

You must search the State's database to locate the information for the doctor you wish to add to Ng.

1. Enter all of the information that you possess into the fields of the database search page.
   - You must enter information into at least one search field, but adding more information will yield better search results.

   - This search page contains text fields for you to type the doctor's name and location as well as two pulldown menus to further refine your search.

   - Three check boxes allow you to include or exclude certain types of doctors in the search results.

2. Click the **Find Physician** button, and the search results appear in the browser (see next page).

<div style="border:1px solid #000; padding:4px;">

Welcome _{to the}

d a Profile   Massachusetts Board of Registration in Medicine
e Verification   On-Line Physician Profile Site

Database Last Updated: 2/10/2010 3:02:35 AM

Enter Search Criteria to Find a Physician's Profile
(Enter as much or as little information as you know to find a physician, and then click the Find Physician button.)

Last Name:

[sharma]   ☑ Show Active Physicians

First Name: ☑ Show Medical Doctors (MD)

[ ]   ☑ Show Osteopathic Doctors (DO)

Town/City:

[ ]

Specialty:

[▾]

Hospital Affiliation:

[▾]

[Find Physician]   [Reset]

Physician P

Massachusetts was the f
comprehensive program
access to information ab
training, and experience
physicians.

The "Physician Profiles"
tool patients can use to
health care decisions. Pa
encouraged to use the ph
information to foster bett
with a physician.

Who Should Use Phys

What's On a

What's NOT On

Using Physician

</div>

Commented [S1]: the original doc had two previous steps that did not seem to be required when I performed the procedure.

"Step 2 You need to log in…"
and
"Step 3" username/password/verify…

Commented [S2]: I did not use the original text here. I believe it adds no value to say "click into the field marked Last Name and type the last name."

The interface is clear. In this case, we cannot make it clearer by restating the obvious. (I believe) ;-)

Adding a doctor to the Nightingale database

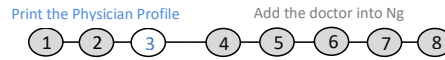3. In the search results click on the doctor whom you wish to add to Ng.

    The search results list all of the doctors in the State's database that match the search criteria you entered in the previous step. In the search results list, click on the doctor you are looking for.
    The browser displays the information for the doctor you selected (next page).

File maintenance procedures
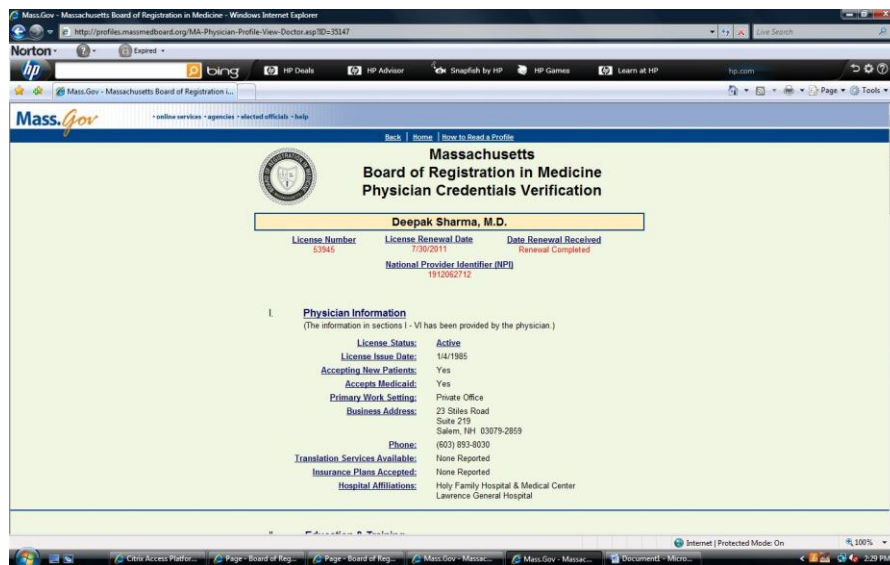
Adding a doctor to the Nightingale database

Step 3 Print the report

Once the doctor's information appears in the browser, you may print the report and use it to add this doctor into the Ng database.

1. In the Internet Explorer browser, choose **File menu** > **Print** option to print the report.
2. Click **OK** in the Print Dialog box that appears.

This Physician Profile report contains all of the information that you need to correctly add this doctor to your Ng database.
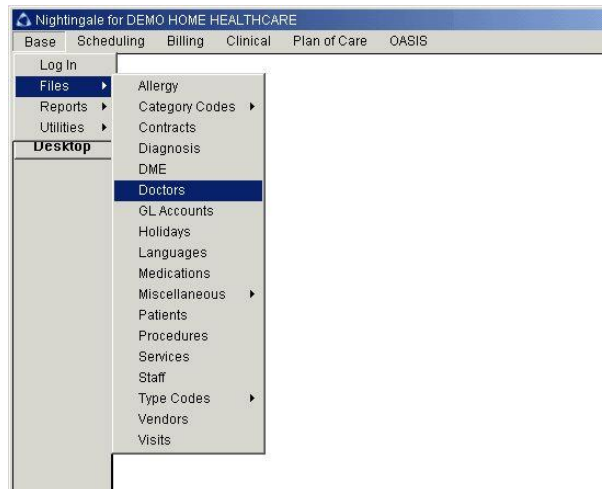
Adding a doctor to the Nightingale database

## Step 4 In Ng, choose the Doctors option from the Base module, File menu.

1. If you are not yet logged into Ng, login now.

   See the document *Ng Quickstart* for instructions on logging onto the Citrix server and the Ng application.

2. In the Ng application, choose Base > Files > Doctors.

The **Doctor Maintenance** windows appears so that you can add the doctor to the Ng database (next page).

Adding a doctor to the Nightingale database

Print the Physician Profile   Add the doctor into Ng

①—②—③   ④—⑤—⑥—⑦—⑧
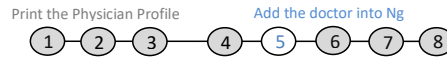
## Step 5 Create an ID for the Doctor in Ng.

Before you can add any information about a new doctor into Ng, you must establish a record for the doctor in your database by creating a Doctor ID. Once you create the Doctor ID in Ng, you may add the doctor's information, which you find in the Physician Profile printout.

A Doctor ID consist of four characters: two letters and two numbers, for example: SH01. To create a Doctor ID, you use the first two letters of the doctor's last name and a two-digit identifier. Since Doctor IDs must be unique, you must increment the two-digit identifier if you wish to use letters that are already assigned to another Doctor ID in the database.

1. In the **Doctor ID** field, type the first two letters of the doctor's name and the digits "01".

   For Example, to create a Doctor ID for Dr. Deepak Sharma you would type "SH01".

2. Hit Enter. Ng searches the database to see if the ID you entered already exists for another doctor.
   - If the ID already is assigned in the database, Ng retrieves the existing doctor's information and displays it in the tab fields. Click the Cancel button to clear the tab fields and enter another Doctor ID by using the same letters and incrementing the digits. For example: "SH02", "SH03", etc.

   - When you enter an ID that is available to use, the **Doctor ID** field becomes grayed out (inaccessible) and all the other data fields in the tab become empty. You may now enter the doctor's information from the Physician Profile printout into the corresponding fields of the **Main Information** tab.

Hit ENTER after typing text into a field.
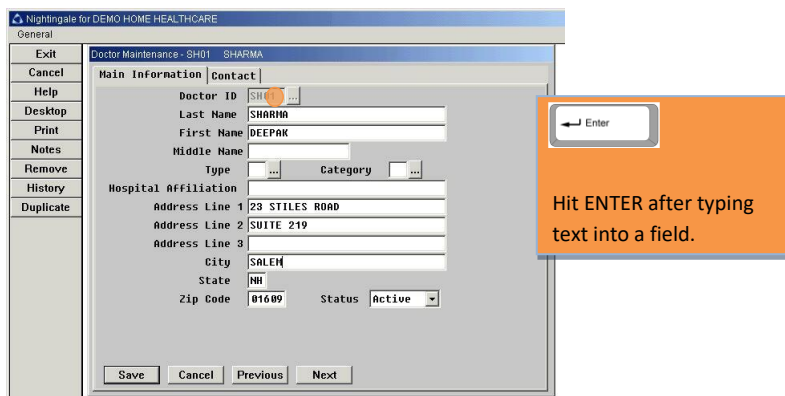
Adding a doctor to the Nightingale database
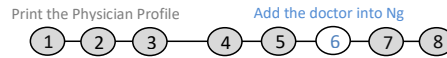
Step 6 Enter the Physician's Profile data into the Main Information tab

1. The data fields in the **Main Information** tab correspond to the information in the Physician Profile that you printed. Enter the doctor's data into each field:
   − Hit ENTER after typing data into any text field to confirm the data entry

   > Use the ENTER key to cycle through each field in the Ng application. Hitting the ENTER key causes Ng to accept the data you entered in the field and moves the cursor to the next field in the window.

   − You may leave a field blank if it is not included on the Physicians Profile. A doctor's middle name, for example, may not be provided.

   − Type and Category fields.

   − Click in the **Status** dropdown list and select **Active**.

2. Click the **Save** button once you have entered all the data, to store the information in the database.

> **Commented [k3]:** What are these fields? In the sw, when I click on the lookup button, the display is blank. For each one.

Nightingale for DEMO HOME HEALTHCARE
General
Exit | Cancel | Help | Desktop | Print | Notes | Remove | History | Duplicate

Doctor Maintenance - SH01   SHARMA
Main Information | Contact

Doctor ID   SH01 ...
Last Name   SHARMA
First Name DEEPAK
Middle Name
Type   ...   Category   ...
Hospital Affiliation
Address Line 1   23 STILES ROAD
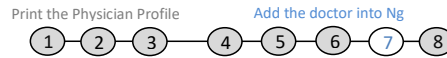Address Line 2   SUITE 219
Address Line 3
City   SALEM
State   NH
Zip Code   01609   Status   Active

Save | Cancel | Previous | Next

↵ Enter

Hit ENTER after typing text into any text field.

Save

Click the Save button once you have entered all the data.

Adding a doctor to the Nightingale database

Print the Physician Profile   Add the doctor into Ng

①—②—③   ④—⑤—⑥—⑦—⑧

Step 7 In the Contact tab, enter the Physician's contact information.

1. Click the **Contact** tab to open it.
2. Click in the **Phone Number** field.
3. Type the doctor's phone number and hit ENTER.

   You may type numbers with or without separators. Ng automatically adds separators after the area code and exchange once you hit ENTER.

4. Enter data into any of the other fields for which you have information. Hit ENTER after typing data into each field.
   − UPIN number: Unique Physician Identification Number

   − NPI: National Provider Identifier, a ten digit number listed at the top of the Physician Profile printout.

   − License Expiration Data:

   − Hospital Phone Number: This information may not be included on the Physician Profile report.

5. Click the **Save** button once you have entered all the data, to store the information in the database.

Commented [k4]: What is this? The old documentation doesn't mention it and I can't find it on the PP printout.

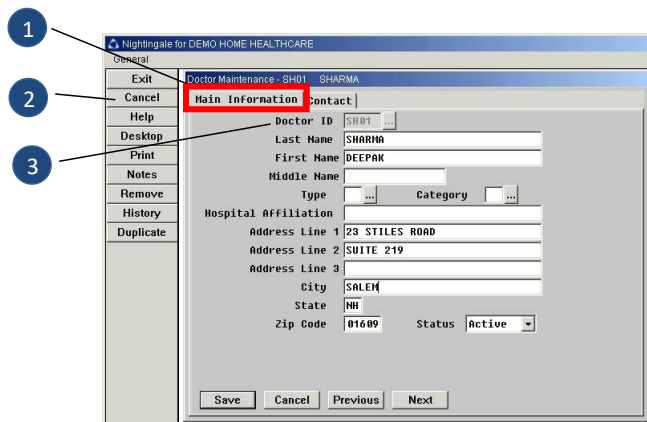**Commented [k5]:** I cannot find this number on the PP report I got.

Commented [k6]: I don't see this on any of the PP reports that I got.

Adding a doctor to the Nightingale database
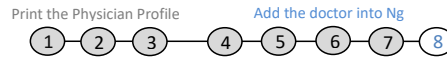
Step 8 Verify the new information in the database.

1. Click on the **Main Information** tab to open it.
2. Click the **Cancel** toolbar button to clear all of the fields in the window.

3. In the Doctor ID field, enter the Doctor ID you just created and hit RETURN.

   The Doctor ID field becomes grayed out (inaccessible), and the doctor's information fills the datafields in the window. Check the data that you entered to verify that it is correct.

4. Click the **EXIT** toolbar button to return to the main Ng menu.