Documentation EZLink Step-by-Step

Sending Sterilization and Hysterectomy Consent Forms

State of Michigan Department of Community Health

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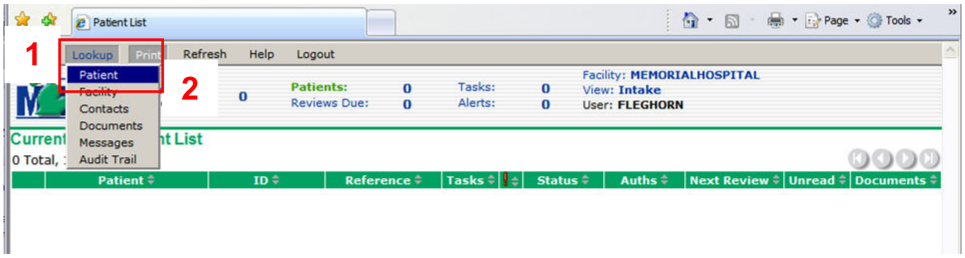
Accessing Documentation EZLink On-Line

1) Enter the following address into your web browser:
   https://healthcare.covisint.com/portal/private/mdch

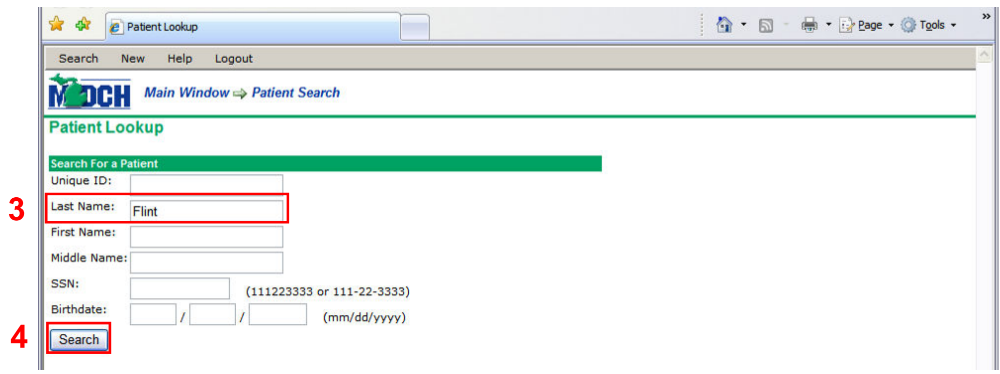
2) Enter your username and password.
3) Click the Login button.

4) Select **Documentation EZLink** from the menu on the left side of your screen.

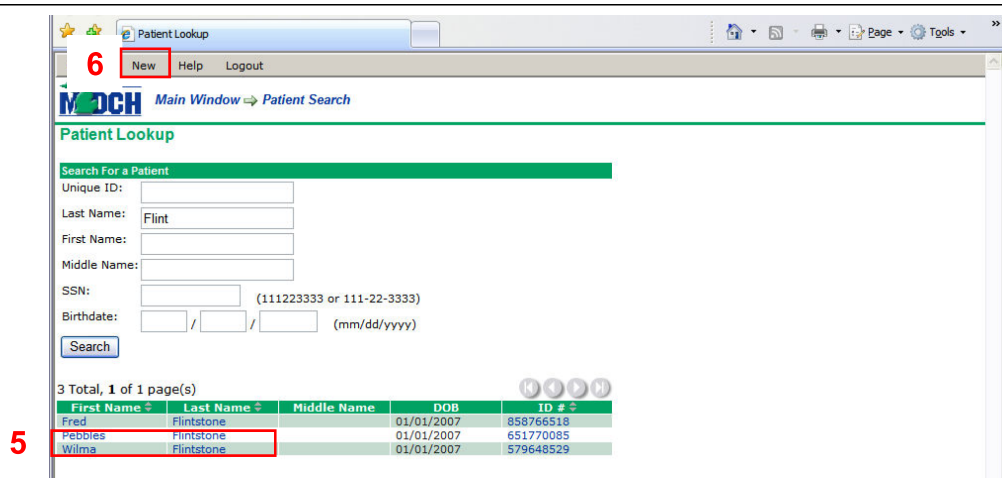
Finding or Creating a Patient Record



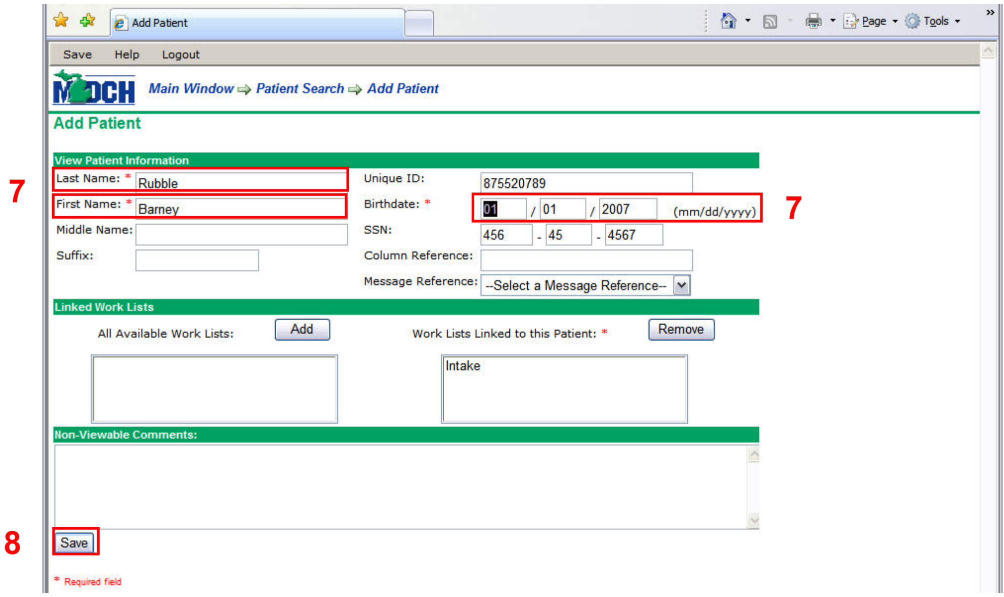
1) Click on the **Lookup** menu.
2) Select **Patient**.



3) Type in a few letters of the patient's last name.
4) Click the Search button.



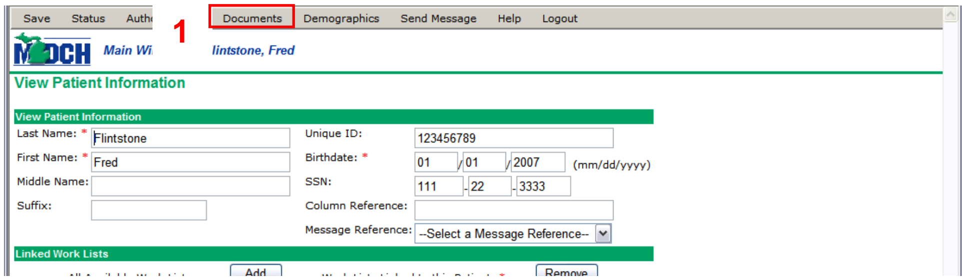
5) If the patient record exists in Documentation EZLink it will appear at the bottom of the screen. Click on the patient name in the resulting list to open the patient record. Skip Steps 6-8.
6) If the patient record does not appear a new record must be created. Click on **New**.



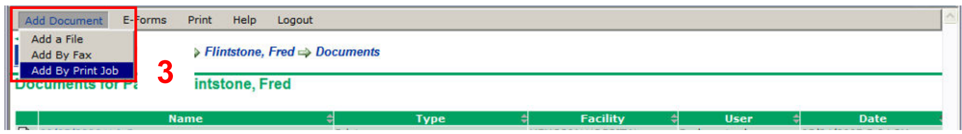
7) The minimum information required to create a patient is the last name, first name and date of birth. Fill in the remaining information if you have it.
8) Click the Save button.

Note: The red asterisks (*) denote required fields.

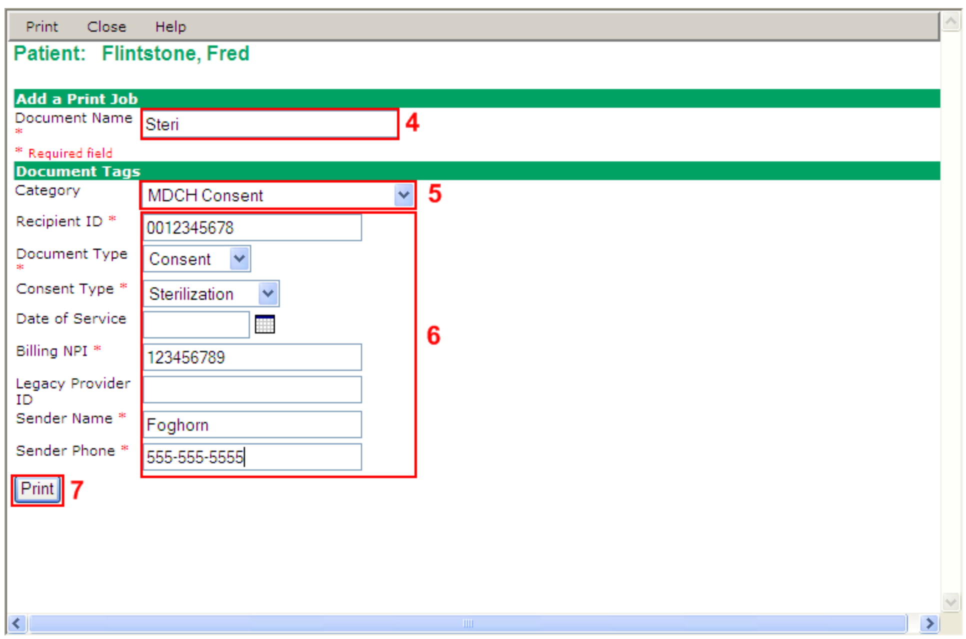
Adding an Electronic Document to a Patient Record



1) Select **Documents**.

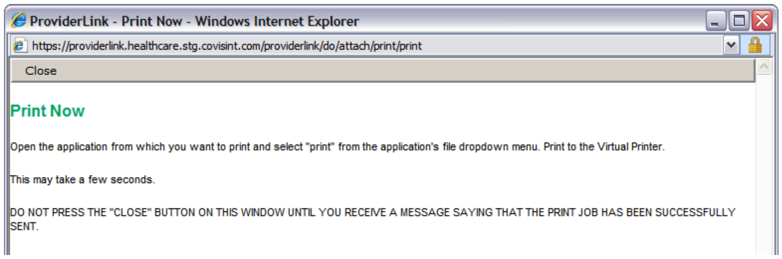


2) Click on the **Add Documents** menu.
3) Select **Add by Print Job**.



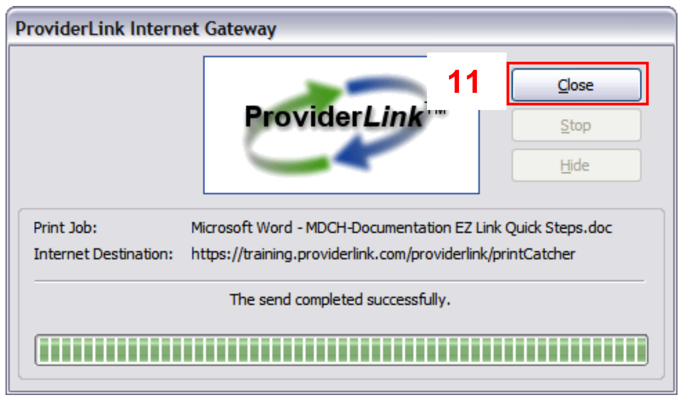
4) Name the document based on the consent type form name. (Steri or Hyst)
5) Select the **MDCH Consent** Category and fill in all of the required information.
6) Click the Print button.

Note: The red asterisks (*) denote required fields.

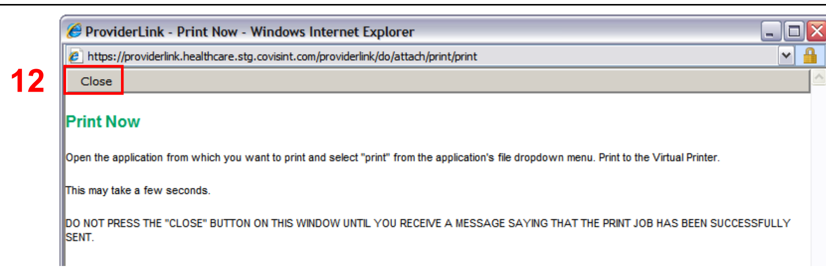


7) The **Print Now** window must remain open until you have printed the document.

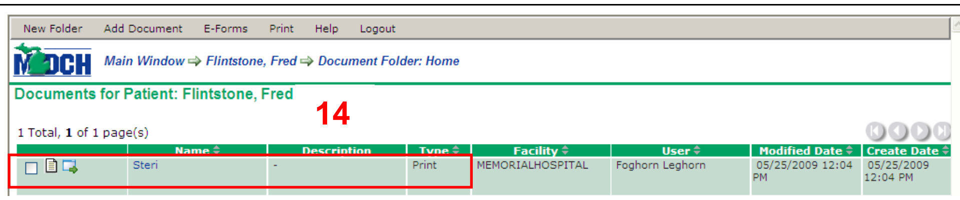
8) Open the program containing the document you wish to attach to the patient record.
9) Print the document.
10) Select the **ProviderLink Printer**.



11) Click the Close button.

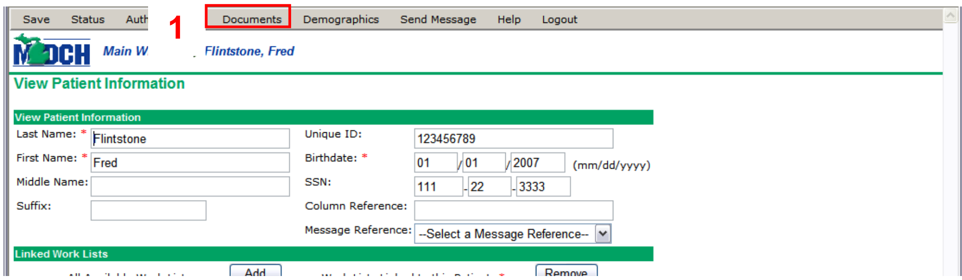


12) Switch to the **Print Now** window.
13) Select Close.

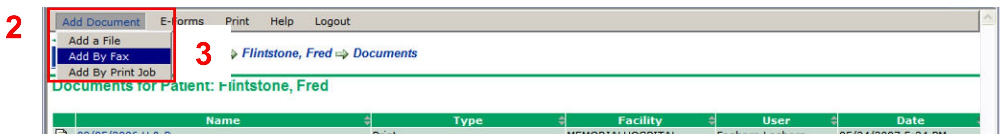


14) The document is now attached to the patient record. Note the **Type** shows **Print**.

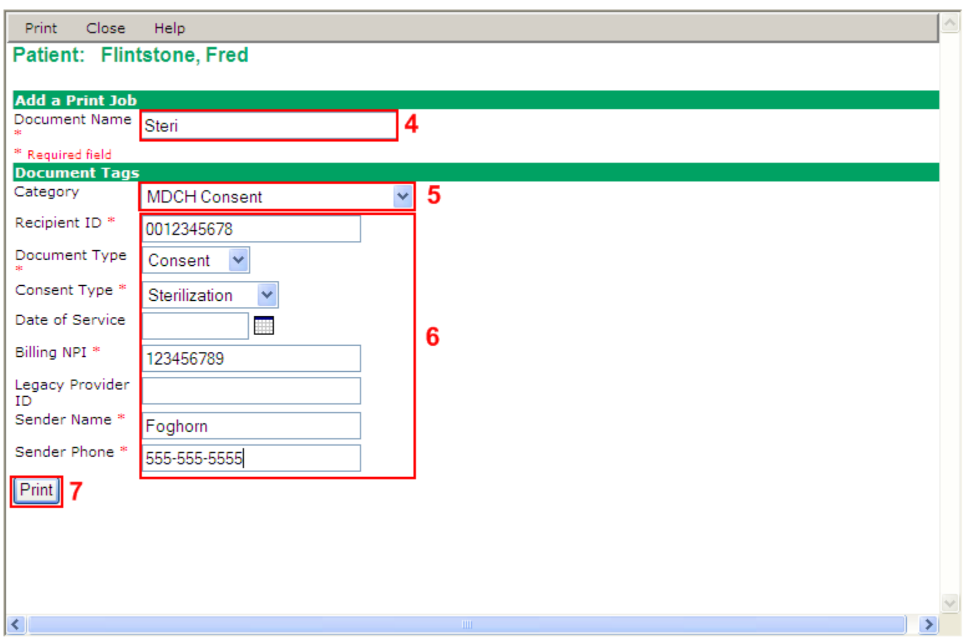
Adding an Paper Document to a Patient Record



1) Select **Documents**.



2) Click on **Add Document**.
3) Select **Add by Fax**.



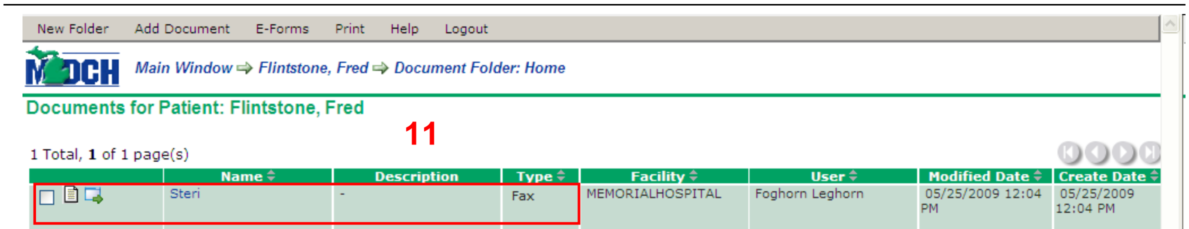
4) Name the document based on the consent type form name. (Steri or Hyst)
5) Select the **MDCH Consent** Category and fill in all of the required information.
6) Click the Print button.

Note: The red asterisks (*) denote required fields.

7) Select **Print**.
8) Select **Close**.
9) Place the printed Fax Cover Page on top of your paper document.
10) Fax it to the number listed at the top of your Fax Cover Page.

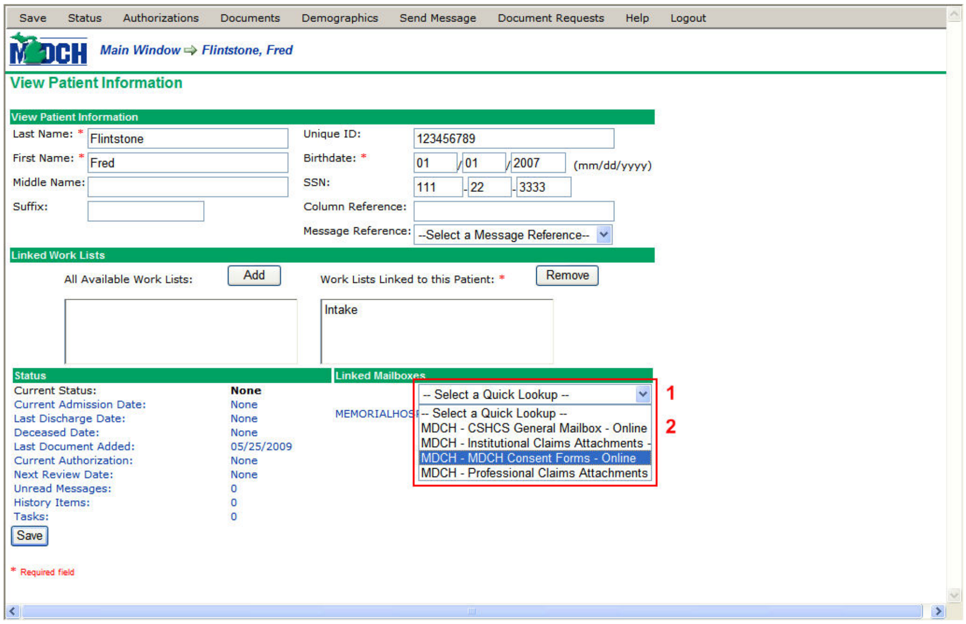
Note: Make sure the bar code on the Fax Cover Page is clearly legible with no streaks.

Note: Faxing a document to this number will convert the paper to an electronic document for your patient. This is NOT sending any information to MDCH.

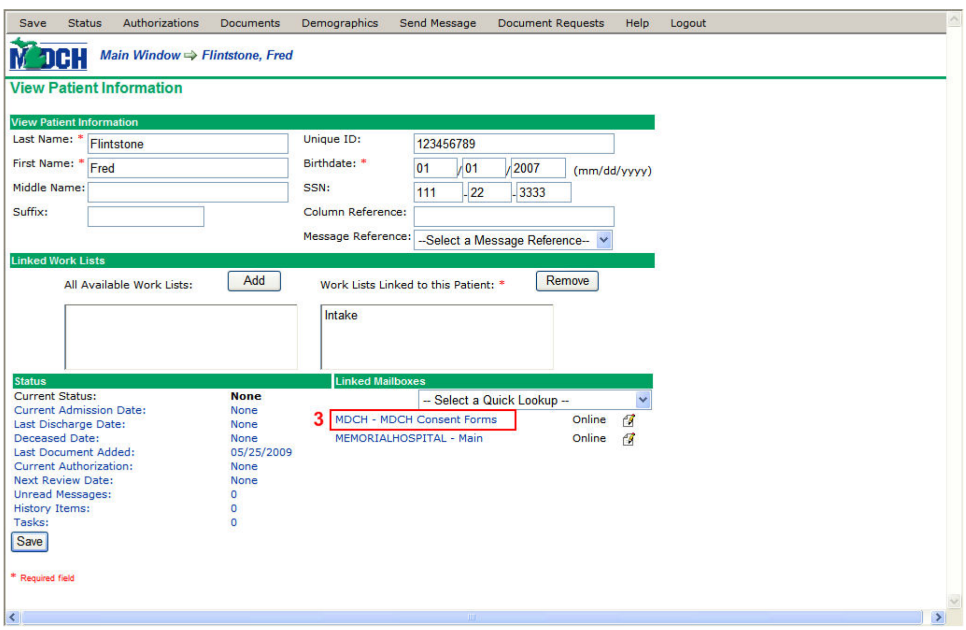


11) The document is now attached to the patient record. Note the **Type** shows **Fax**.

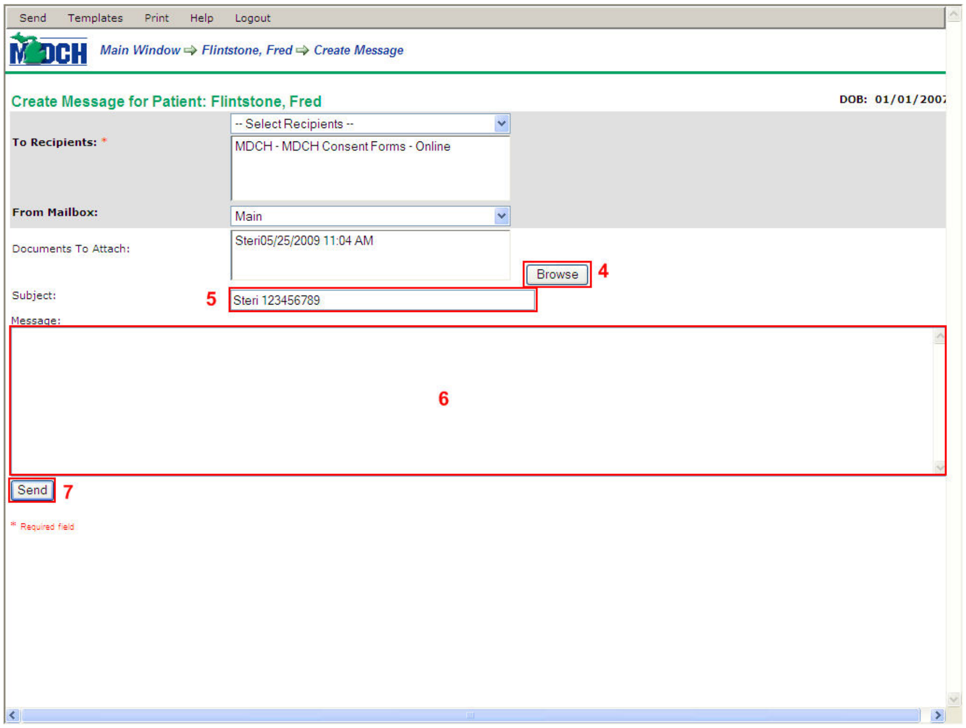
Sending Consent Forms to MDCH



1) Click on the **– Select a Quick Lookup –** drop down list.
2) Select **MDCH – MDCH Consent Forms - Online**.

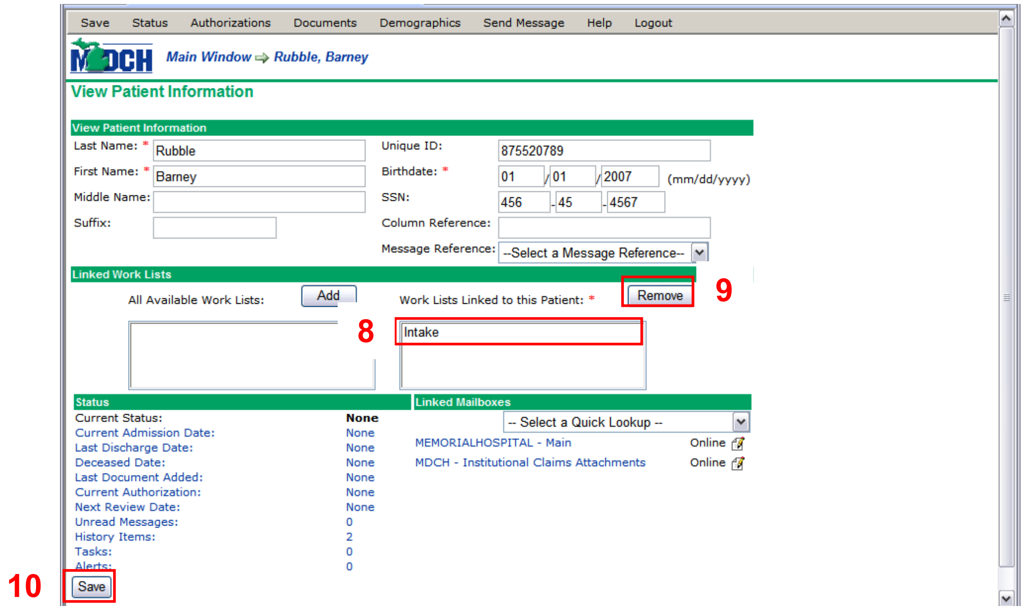


3) From the patient record select **MDCH – MDCH Consent Forms.**



4) Click the Browse button and select the desired documents from the list. Once selected the documents will appear in the **Documents to Attach:** area.
5) Enter the type of document (Steri or Hyst) you are sending to MDCH followed by your Billing NPI number.
6) Add text in the **Message** area if you have special instructions for MDCH.
7) Click the Send button.

Note: Documents can be removed from the message by double clicking them in the Documents to Attach: area.

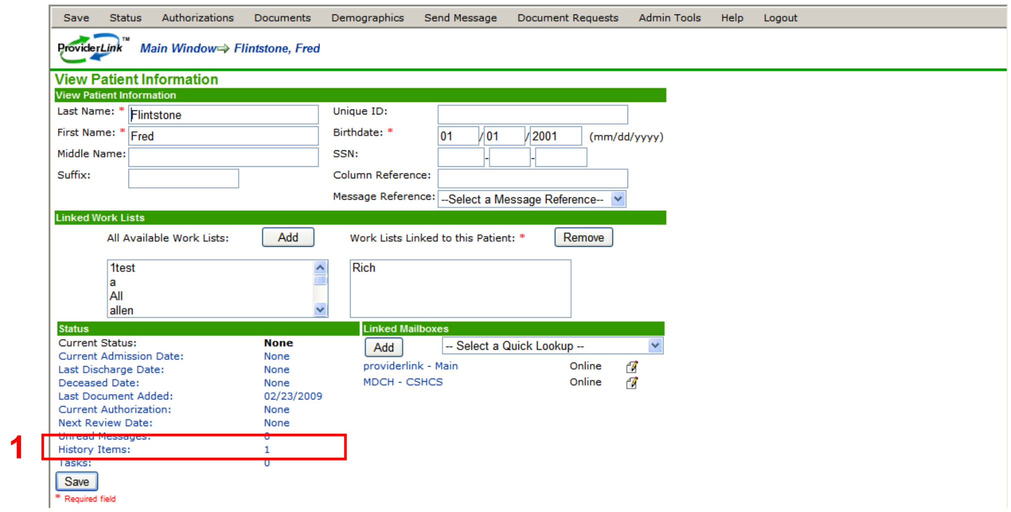


8) Click **Intake** in the **Work Lists Linked to this Patient** area.
9) Click the Remove button.
10) Click the Save button.

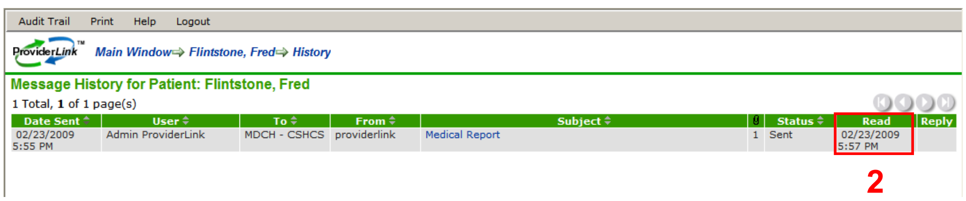
Note: This removes the patient form your worklist but DOES NOT remove them from Documentation EZLink. You can access this patient and all associated documentation at any time by searching. (See Finding or Creating a Patient Record beginning on page 5)

Note: The patient will reappear on your worklist if MDCH sends you a message regarding documentation.

Tracking Messages



1) Click on History Items.

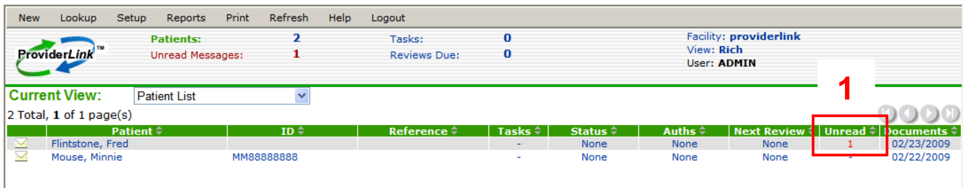


2) If there is information in the Read column, MDCH has read the message.

IMPORTANT: DO NOT click on the Subject to open the message if it has not been read by MDCH. This will mark the message as being read by you and thus will NOT register when MDCH opens it.

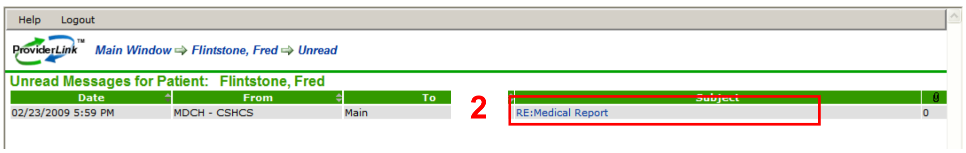
Note: Newer messages appear at the top of the list.

Reading and Replying to Messages from MDCH

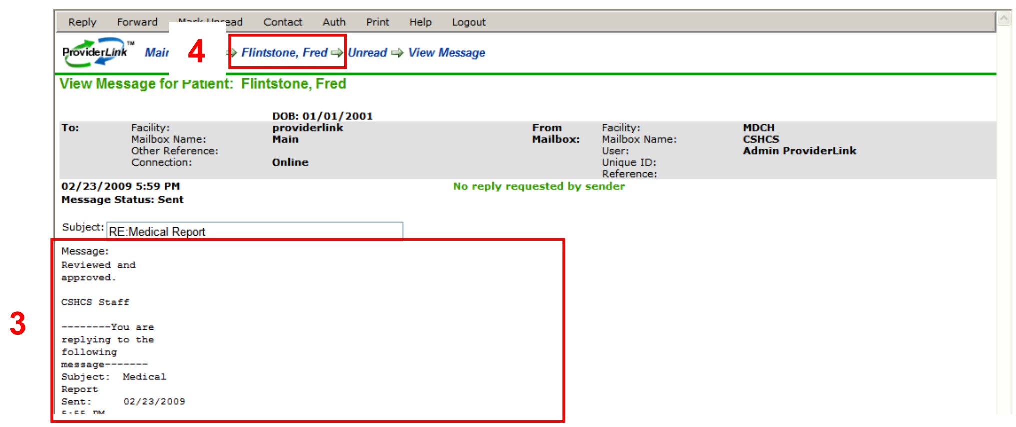


1) Click on the red number in the **Unread** column.

Note: Patients will reappear on your worklist if MDCH replies to your message regarding their claim attachments.

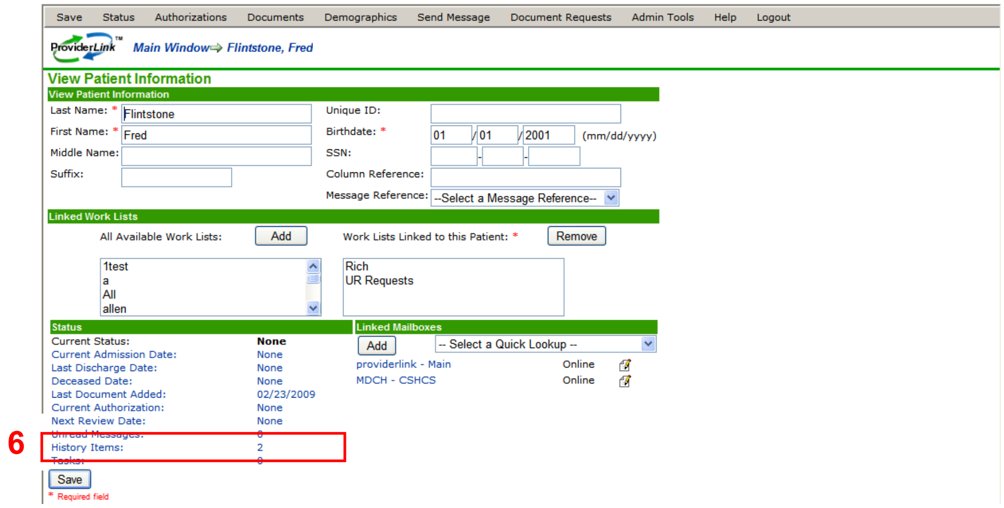


2) Click on the subject of the message.

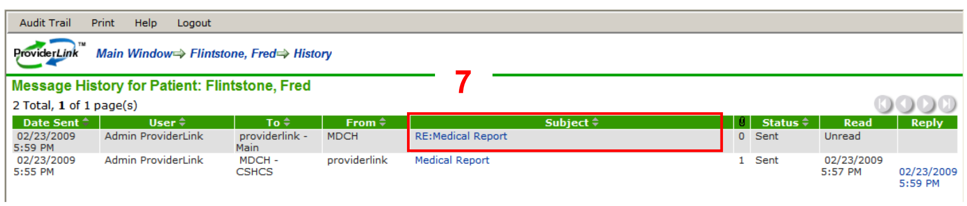


3) Read the response from MDCH and take any appropriate actions.
4) Click on the patient's name to return to the Patient Information screen.

Note: The patient should remain on your worklist until you address any issues identified.



5) Resolve any issues identified by MDCH.
6) Click on **History Items**.



7) Click on the subject of the message from MDCH.

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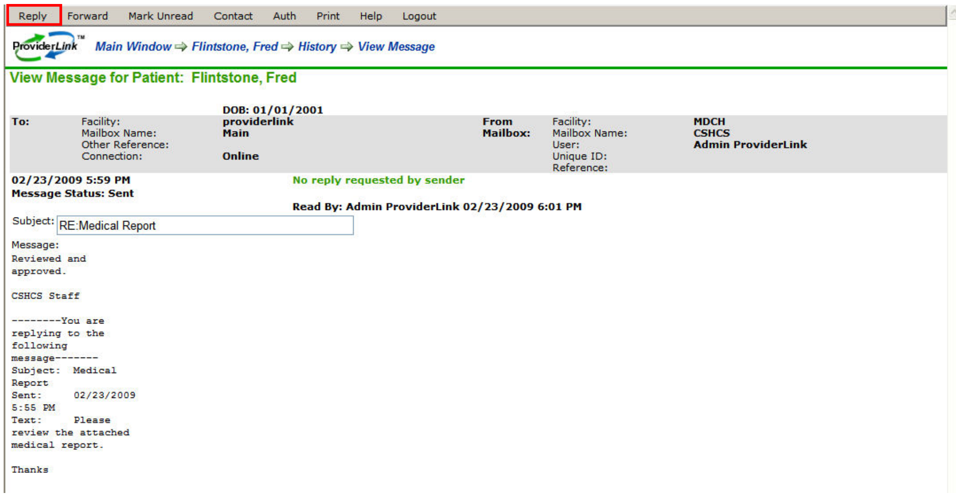
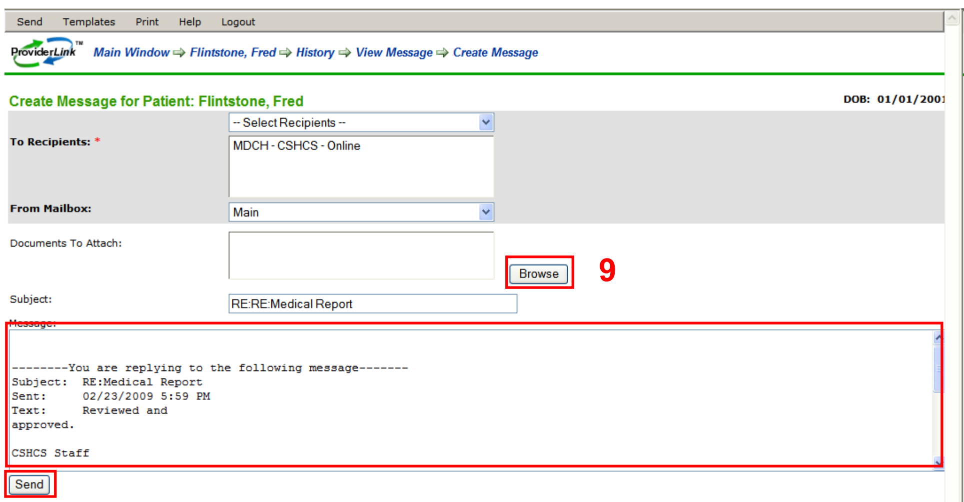


8) Click Reply.



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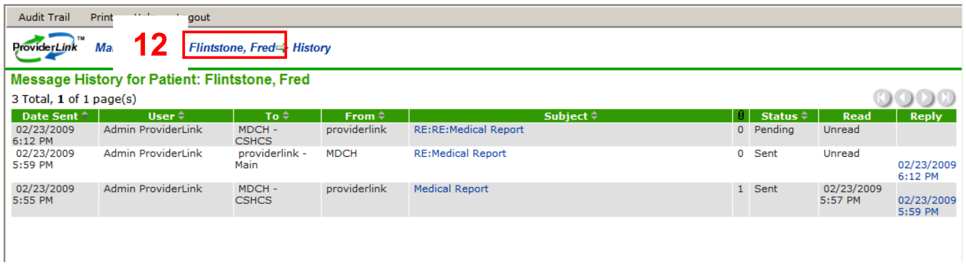
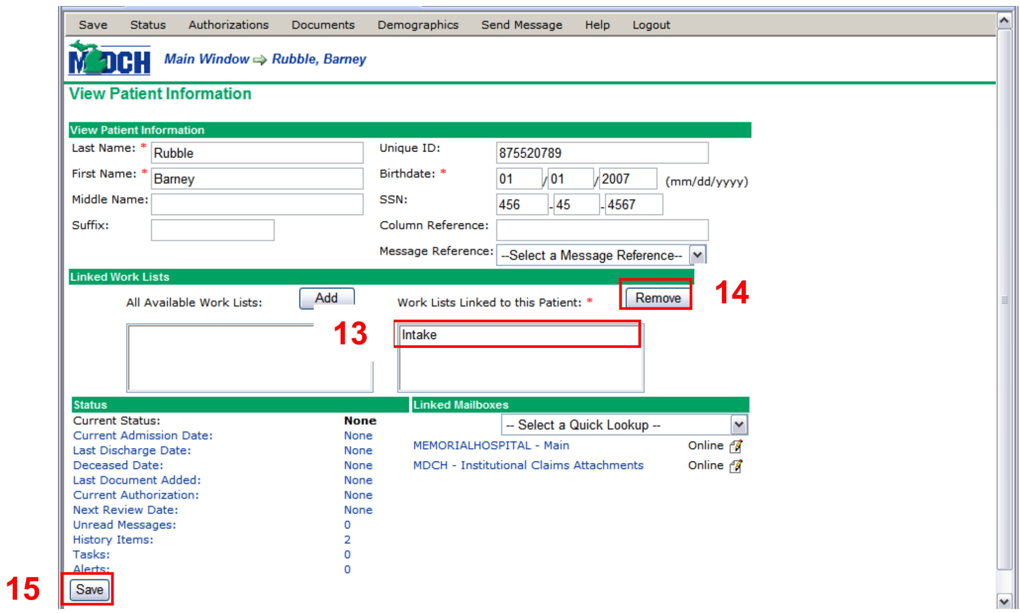
9) Attach any additional documents by clicking the Browse button and selecting from the resulting list.
10) Enter the text of any message you would like to send to MDCH.
11) Click the Send button.

Note: You DO NOT need to send all of the documents to MDCH again. Only attach any documentation you have made changes to or added to the patient record.



12) Click on the patient name.



13) Click **Intake** in the **Work Lists Linked to this Patient** area.
14) Click the Remove button.
15) Click the Save button.

Note: This removes the patient form your worklist but DOES NOT remove them from Documentation EZLink. You can access this patient and all associated documentation at any time by searching. (See Finding or Creating a Patient Record beginning on page 5)

Note: The patient will reappear on your worklist if MDCH sends you any additional messages regarding their documentation.