



Documentation EZLink Step-by-Step  
Sending Sterilization and Hysterectomy  
Consent Forms

State of Michigan Department of Community Health



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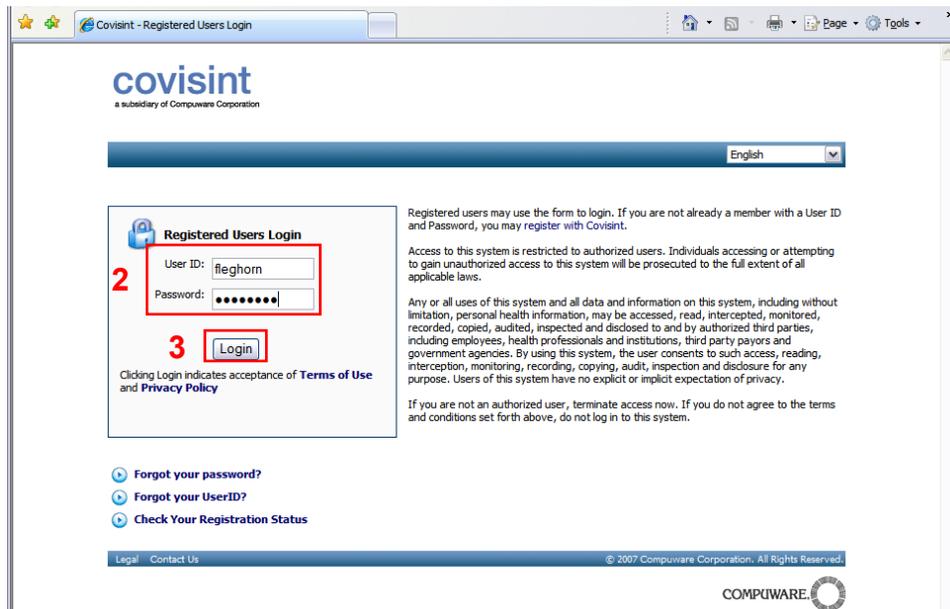


# Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

## Accessing Documentation EZLink On-Line

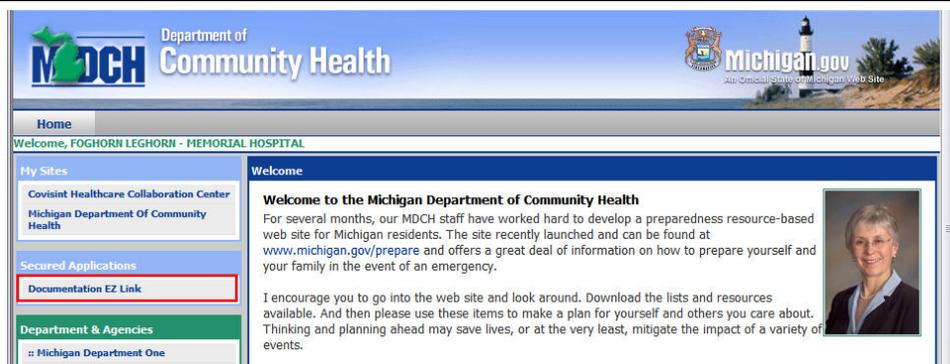
1) Enter the following address into your web browser:

<https://healthcare.covisint.com/portal/private/mdch>



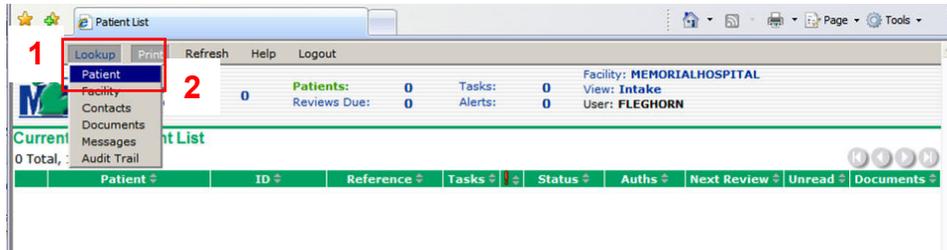
2) Enter your username and password.

3) Click the **Login** button.

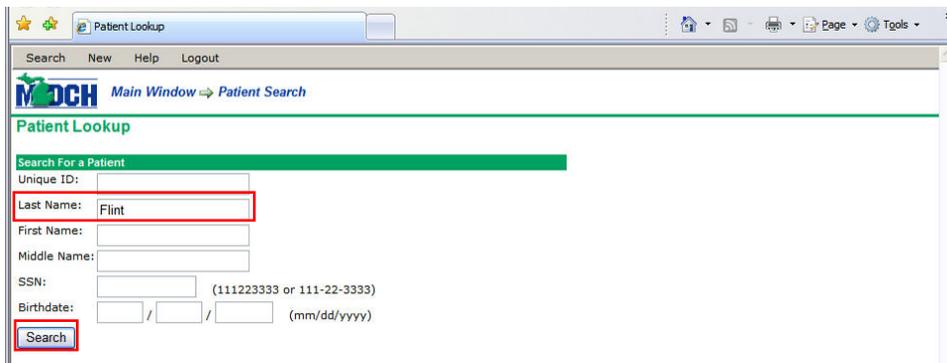


4) Select **Documentation EZLink** from the menu on the left side of your screen.

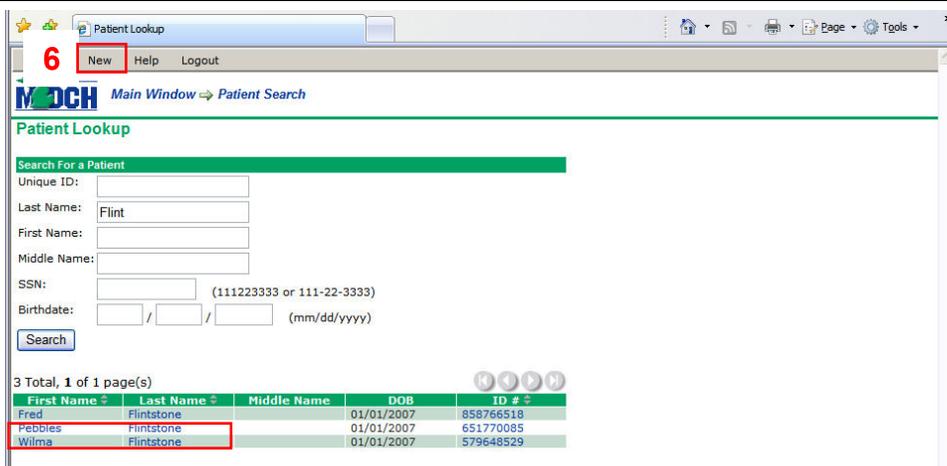
## Finding or Creating a Patient Record



- 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**.



# Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

**7**

**7**

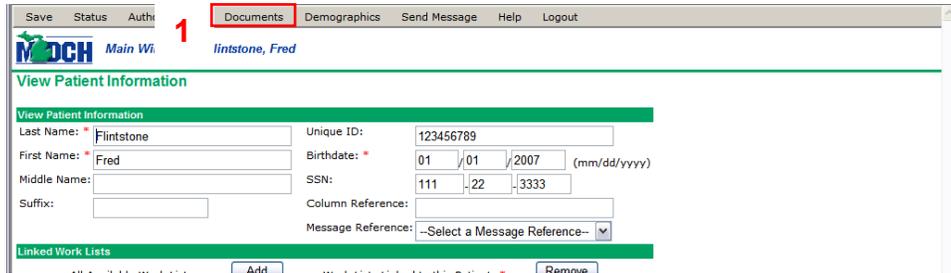
**8**

\* Required field

- 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.

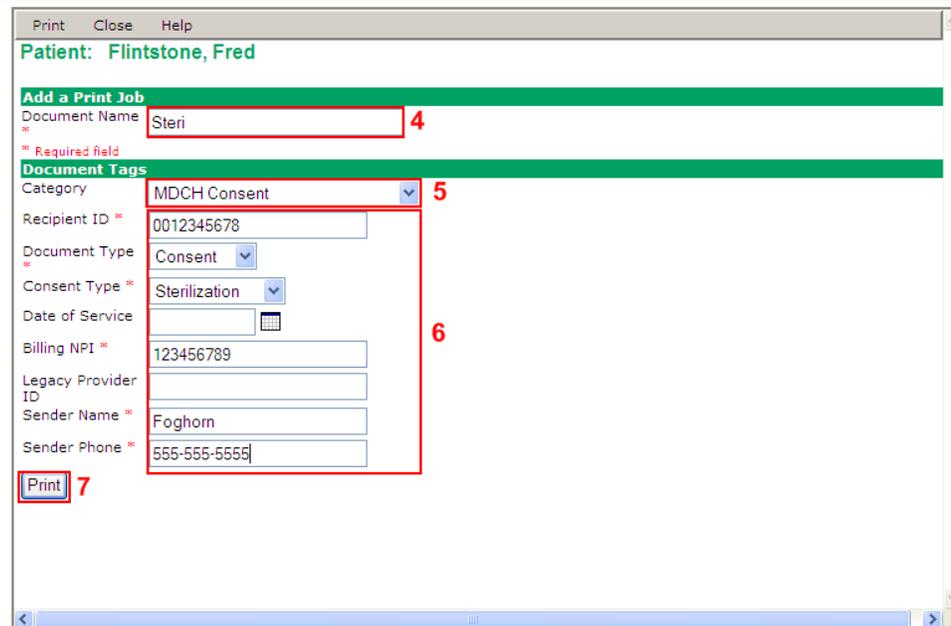
## Adding an Electronic Document to a Patient Record



1) Select **Documents**.

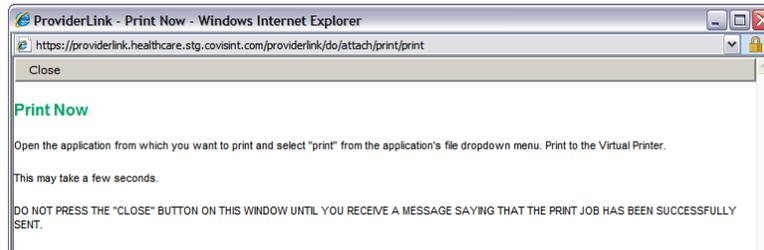


- 2) Click on the **Add Documents** menu.
- 3) Select **Add by Print Job**.



- 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.

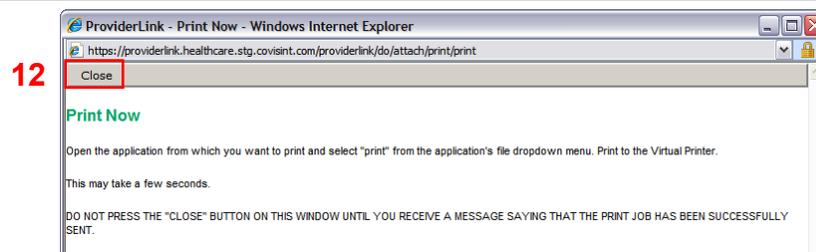
**Note:** The red asterisks (\*) denote required fields.



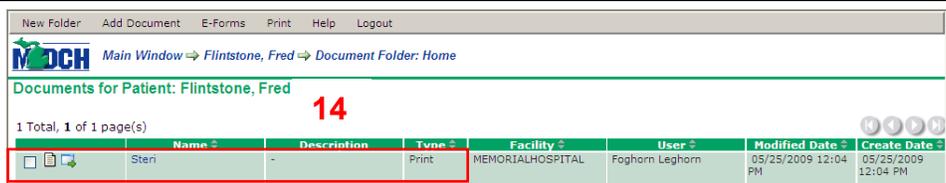
- 7) The **Print Now** window must remain open until you have printed the document.
- 8) Open the program containing the document you wish to attach to the patient record.
- 9) Print the document.
- 10) Select the **ProviderLink Printer**.



- 11) Click the **Close** button.

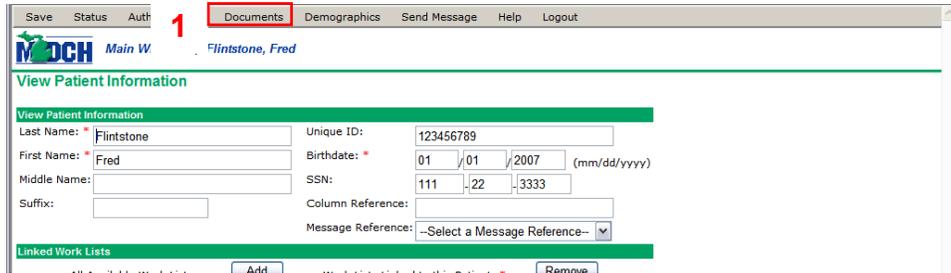


- 12) Switch to the **Print Now** window.
- 13) Select **Close**.

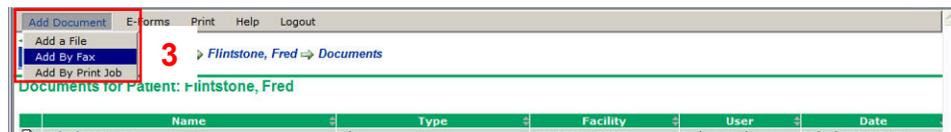


- 14) The document is now attached to the patient record. Note the **Type** shows **Print**.

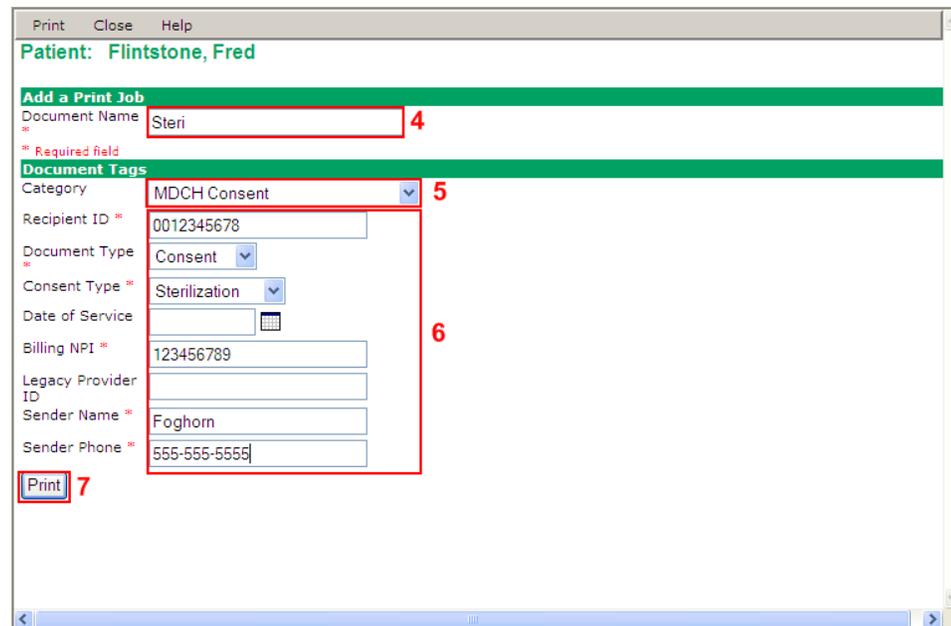
## Adding an Paper Document to a Patient Record



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.



## Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

7   8

Fax Cove

10 Fax to: 1-800-563-9620

All pages (up to 40 pages) following this cover page will become a document on patient:  
**Flintstone, Fred**  
This document will be named:  
**Steri**



\*K27W24\*

- 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.

New Folder Add Document E-Forms Print Help Logout

MDCH Main Window ⇒ Flintstone, Fred ⇒ Document Folder: Home

Documents for Patient: Flintstone, Fred

11

1 Total, 1 of 1 page(s)

	Name	Description	Type	Facility	User	Modified Date	Create Date
<input type="checkbox"/>	Steri	-	Fax	MEMORIALHOSPITAL	Foghorn Leghorn	05/25/2009 12:04 PM	05/25/2009 12:04 PM

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



## Sending Consent Forms to MDCH

The screenshot shows the 'View Patient Information' form for a patient named Fred Flintstone. The 'Linked Mailboxes' section is highlighted with a red box, and a dropdown menu is open, showing the following options:

- Select a Quick Lookup --
- MEMORIALHOSPITAL -
- MDCH - CSHCS General Mailbox - Online
- MDCH - Institutional Claims Attachments -
- MDCH - MDCH Consent Forms - Online**
- MDCH - Professional Claims Attachments

Red numbers 1 and 2 are placed next to the first and second options respectively, indicating the steps to be followed.

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

The screenshot shows the same 'View Patient Information' form. The 'Linked Mailboxes' section is highlighted with a red box, and the dropdown menu is open. The option 'MDCH - MDCH Consent Forms - Online' is now selected and highlighted with a red box. A red number 3 is placed next to this option, indicating the third step to be followed.

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



## Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

Send Templates Print Help Logout

MDCH Main Window ⇒ Flintstone, Fred ⇒ Create Message

Create Message for Patient: Flintstone, Fred DOB: 01/01/2000

To Recipients: \* -- Select Recipients --  
MDCH - MDCH Consent Forms - Online

From Mailbox: Main

Documents To Attach: Steri05/25/2009 11:04 AM Browse 4

Subject: 5 Steri 123456789

Message: 6

Send 7

\* Required field

- 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.



## Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

The screenshot shows the MDCH EZLink interface for patient management. The top menu includes Save, Status, Authorizations, Documents, Demographics, Send Message, Help, and Logout. The main window title is "Main Window -> Rubble, Barney".

**View Patient Information**

**View Patient Information**

Last Name: Rubble Unique ID: 875520789  
First Name: Barney Birthdate: 01/01/2007 (mm/dd/yyyy)  
Middle Name: SSN: 456-45-4567  
Suffix: Column Reference: Message Reference: --Select a Message Reference--

**Linked Work Lists**

All Available Work Lists: Add Work Lists Linked to this Patient: Remove 9

Intake 8

**Status**

Current Status:	None	Linked Mailboxes	-- Select a Quick Lookup --
Current Admission Date:	None	MEMORIALHOSPITAL - Main	Online
Last Discharge Date:	None	MDCH - Institutional Claims Attachments	Online
Deceased Date:	None		
Last Document Added:	None		
Current Authorization:	None		
Next Review Date:	None		
Unread Messages:	0		
History Items:	2		
Tasks:	0		
Alerts:	0		

10 Save

- 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

Save Status Authorizations Documents Demographics Send Message Document Requests Admin Tools Help Logout

ProviderLink™ Main Window → Flintstone, Fred

### View Patient Information

View Patient Information

Last Name: \* Flintstone Unique ID:

First Name: \* Fred Birthdate: \* 01 / 01 / 2001 (mm/dd/yyyy)

Middle Name:  SSN:

Suffix:  Column Reference:

Message Reference: --Select a Message Reference--

### Linked Work Lists

All Available Work Lists:  Work Lists Linked to this Patient: \*

Test  
a  
All  
allen

Rich

### Status

Current Status: None  
Current Admission Date: None  
Last Discharge Date: None  
Deceased Date: None  
Last Document Added: 02/23/2009  
Current Authorization: None  
Next Review Date: None

### Linked Mailboxes

-- Select a Quick Lookup --

providerlink - Main Online

MDCH - CSHCS Online

Unread Messages: 0  
History Items: 1  
Tasks: 0

\* Required field

1) Click on History Items.

Audit Trail Print Help Logout

ProviderLink™ Main Window → Flintstone, Fred → History

### Message History for Patient: Flintstone, Fred

1 Total, 1 of 1 page(s)

Date Sent	User	To	From	Subject	Status	Read	Reply
02/23/2009 5:55 PM	Admin ProviderLink	MDCH - CSHCS	providerlink	Medical Report	1 Sent	02/23/2009 5:57 PM	

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

Patient	ID	Reference	Tasks	Status	Auths	Next Review	Unread	Documents
Flintstone, Fred	MM8888888		-	None	None	None	1	02/23/2009
Mouse, Minnie			-	None	None	None		02/22/2009

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.

Date	From	To	Subject	0
02/23/2009 5:59 PM	MDCH - CSHCS	Main	RE:Medical Report	0

2) Click on the subject of the message.

Message:  
Reviewed and approved.  
CSHCS Staff  
-----You are replying to the following message-----  
Subject: Medical Report  
Sent: 02/23/2009  
c-c mw

- 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.



# Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

Save Status Authorizations Documents Demographics Send Message Document Requests Admin Tools Help Logout

ProviderLink™ Main Window → Flintstone, Fred

### View Patient Information

**View Patient Information**

Last Name: \* Flintstone Unique ID:   
First Name: \* Fred Birthdate: \* 01 / 01 / 2001 (mm/dd/yyyy)  
Middle Name:  SSN:   
Suffix:  Column Reference:   
Message Reference: --Select a Message Reference--

**Linked Work Lists**

All Available Work Lists:  Work Lists Linked to this Patient: \*

1test  
a  
All  
allen

Rich  
UR Requests

**Status**

Current Status: None  
Current Admission Date: None  
Last Discharge Date: None  
Deceased Date: None  
Last Document Added: 02/23/2009  
Current Authorization: None  
Next Review Date: None

**Linked Mailboxes**

-- Select a Quick Lookup --

providerlink - Main Online   
MDCH - CSHCS Online

6 Unread Messages: 0  
History Items: 2  
Papers: 0

\* Required field

- Resolve any issues identified by MDCH.
- Click on **History Items**.

Audit Trail Print Help Logout

ProviderLink™ Main Window → Flintstone, Fred → History

### Message History for Patient: Flintstone, Fred

2 Total, 1 of 1 page(s)

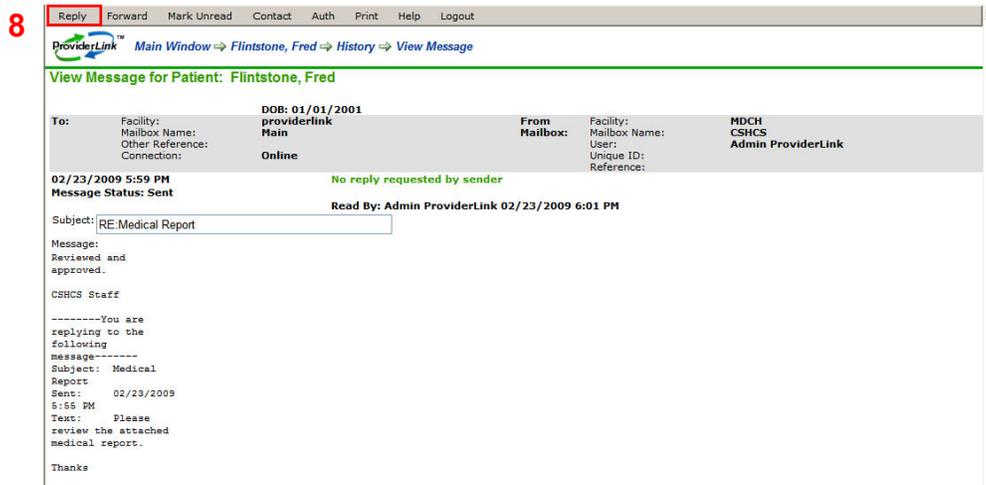
Date Sent	User	To	From	Subject	Status	Read	Reply
02/23/2009 5:59 PM	Admin ProviderLink	providerlink - Main	MDCH	RE:Medical Report	0 Sent	Unread	
02/23/2009 5:55 PM	Admin ProviderLink	MDCH - CSHCS	providerlink	Medical Report	1 Sent	02/23/2009 5:57 PM	02/23/2009 5:59 PM

7

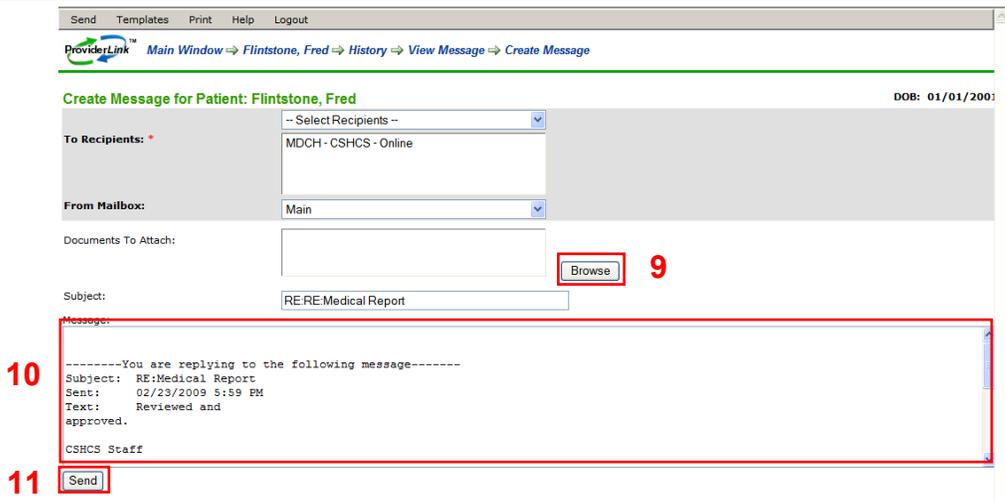
- Click on the subject of the message from MDCH.



# Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health



8) Click Reply.



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.



# Documentation EZLink Step-by-Step Sending Sterilization and Hysterectomy Consent Forms Michigan Department of Community Health

Date Sent	User	To	From	Subject	Status	Read	Reply
02/23/2009 6:12 PM	Admin ProviderLink	MDCH - CSHCS	providerlink	RE:RE:Medical Report	0 Pending	Unread	
02/23/2009 5:59 PM	Admin ProviderLink	providerlink - Main	MDCH	RE:Medical Report	0 Sent	Unread	02/23/2009 6:12 PM
02/23/2009 5:55 PM	Admin ProviderLink	MDCH - CSHCS	providerlink	Medical Report	1 Sent	02/23/2009 5:57 PM	02/23/2009 5:59 PM

12) Click on the patient name.

**View Patient Information**

Last Name: \* Rubble Unique ID: 875520789  
First Name: \* Barney Birthdate: \* 01 / 01 / 2007 (mm/dd/yyyy)  
Middle Name: SSN: 456 - 45 - 4567  
Suffix: Column Reference:  
Message Reference: --Select a Message Reference--

**Linked Work Lists**

All Available Work Lists: Add Work Lists Linked to this Patient: \* Intake Remove 14

**Status**

Current Status: None -- Select a Quick Lookup --  
Current Admission Date: None  
Last Discharge Date: None MEMORIALHOSPITAL - Main Online  
Deceased Date: None MDCH - Institutional Claims Attachments Online  
Last Document Added: None  
Current Authorization: None  
Next Review Date: None  
Unread Messages: 0  
History Items: 2  
Tasks: 0  
Alerts: 0

15 Save

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 from 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.