interactive Asthma Action Plan (iAAP)
User & Administrative Functions Guide
Network/ Electronic Health Record (E.H.R) /Desktop

Downloadable versions of the iAAP have a site administration screen that allows one or more individuals to act as System Administrators. Since these individuals have access to patient sensitive information as well as user information, we suggest you limit access to a few selected individuals.

Access the System Administrative screen the first time by logging into the system with this information:
User: **admin**
Password: **bronchiole**
*Once a System Administrator has been created, be sure to immediately change the password.

1. ***System Administrators have access to the following functions***:

- Create new users or delete existing users: Doctor/providers, Health aides or additional System administrators.
    - i. Doctors/providers are the **only** discipline that can input patient encounter data and proceed beyond the patient demographic entry screen.
    - ii. Health Aides – access is limited to the input of patient demographic information and creating new patient records which the provider can access when beginning an encounter. They may also search for patients and print previous asthma action plans (AAP's).
- Create new patient records by entering demographics or modify existing demographic information. Administrators may not input *clinical* assessment data.
    - i. Create new patients and add additional address or phone number information.
        1. click the 'add address' icon, enter information and save. You can add multiple addresses. Select the correct address from the main demographic screen.
        2. Designate a clinic specific ID that matches the E.H.R. import files

**Note – Be sure the patient ID# matches the record number that will be used for the E.H.R import/export files.*

- Search patient records and print out old AAP's
    - i. Select 'search for patients', 'search', locate the patient name and click on 'view/print' last AAP icon. Print the last available AAP.
- Create/add new facilities
    - i. Click on the facilities line under system administration and enter new facility information.
- Add different Icon's to printed AAP's and to appear on each user screen inside the application (lower left of each screen).
    - i. Click on installation and integration configuration line. Upload icons as directed. Images should be small: no more than 130 pixels in width and 60 pixels in height.
- Update reference data when MDH has updated the reference data base.
    - i. Whenever there is an update, MDH will send an email to the email address we received when your iAAP application was downloaded.
    - ii. Access the URL provided in the email and input the checksum number to upload the new reference information.

  **We suggest you make a copy of your patient database before each update is downloaded.*
- eRx Export – The iAAP application can export a prescription to an internal site with each encounter.

i. Go to the installation and integration configuration line and input a location for eRx messages to be sent.
ii. The prescription export process will start five minutes after the application is started. After running to completion it will wait 15 minutes before executing again.

- Quality Measures Report - is a preset report with 3 time periods and year to select. Information will push out onto a static report document.
  i. Click on Quality Measures Report, select your time period and year, and run the report.
- Export Report - allows you to build a custom report with information extracted from the iAAP. All data information fields entered are available according to individual patient and/or provider extracted into an excel file. You can build quality data tables according to your facilities unique needs by pulling from the following reports. Simply click on the file and open or save it in whatever format you want.
  i. Patient Profiles
  ii. Triggers
  iii. Control/ severity assessment components
  iv. ACT (Asthma Control Test) Questionnaires
  v. Treatment plan selections
  vi. Medication selections

Network/ E.H.R version only:

- E.H.R Import & Export Directories - If set, when each new encounter is complete, E.H.R. records will be pulled from and written to these locations.
  **We suggest System Administrators work with their IT personnel to determine the correct location sites for each.*
  i. Go to the installation and integration confirmation line and click on 'more information' for details.
- E.H.R. Import & Export Logs – **See specific Integration logs for more information.*
  i. After enabling the E.H.R. **import**, patient data will be periodically imported from XML files in the E.H.R. Input Location. Files in the E.H.R. Input Location will be processed only once. As processing of each file is completed, each file will be identified as "processed" by touching a marker file.
  ii. After enabling the E.H.R**. export**, encounters will be exported to subdirectories named by date. The export process will start 10 minutes after the application is started. After running to completion it will wait 15 minutes before executing again.

2. Doctors/ Providers:

- **May create their own unique login and password by clicking on the 'create a new account' option.**
- **May create new patients by entering demographic information and proceeding to complete a patient encounter.**
- **May complete a patient encounter by logging in and searching for previously entered patient demographics.**
  i. Click on 'search' and select patient or
  ii. Create a new patient by entering demographic information as requested. Be sure to click 'save' and enter address and phone number information.
  iii. Designate a clinic specific ID that matches the E.H.R. import files

**Note – Be sure the patient ID# matches the record number that will be used for the E.H.R import/export files.*

- Individuals designated as a doctor/provider are the only ones allowed to input patient-specific assessment information and complete the encounter by assigning a treatment plan, selecting medications, and applying those selections to the printed AAP.
- Selections made through the iAAP assessment process are automatically input onto the individualized AAP and a prescription is sent to a pre-selected internal processing site. A printed prescription, asthma triggers control sheet, and (for under 18yo) a Consent to Share Patient Asthma Information document is also provided. With the exception of the prescriptions, all documents are available to print in English or Spanish.

3. **Health Aides/ Assistants –**

- Access is limited to the input of patient demographic information which the provider can access when beginning an encounter. Aides may also search for patients and print previous AAP's.
- Create new patient records by entering demographics or modify existing demographic information. Aides may not input *clinical* assessment data.

i. Create new patients and add additional address or phone number information.
    i. Click the 'add address' icon, enter information and save. You can add multiple addresses. Select the correct address from the main demographic screen.
    ii. Designate a clinic specific ID that matches the E.H.R. import files

**Note – Be sure the patient ID# matches the record number that will be used for the E.H.R import/export files.*

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