



# MedAxcess 3.0

## Tutorial Guide and Quick Tips

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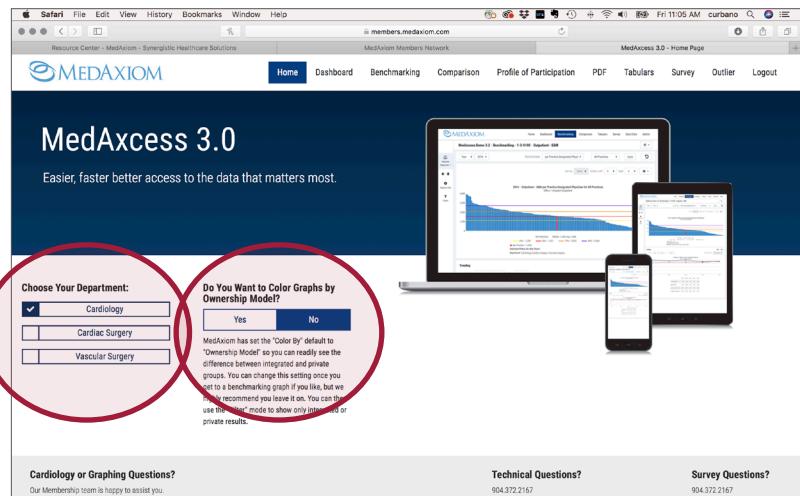
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# Homepage

Start by choosing your department. You can choose one or a combination of Cardiology, Cardiac Surgery, and Vascular Surgery.

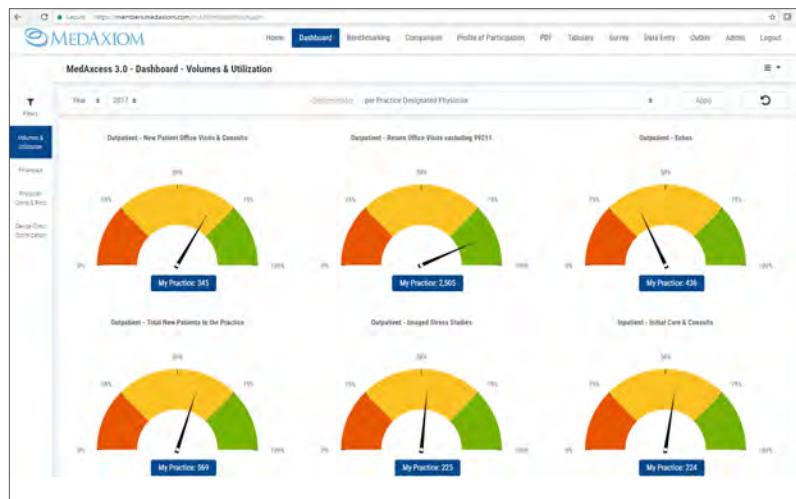
You can also choose to color graphs by Ownership Model so you can readily see differences between integrated and private groups. You can change this setting on a benchmarking graph, but we highly recommend you leave it on. You can then use the "Filter" mode to show only integrated or private results.



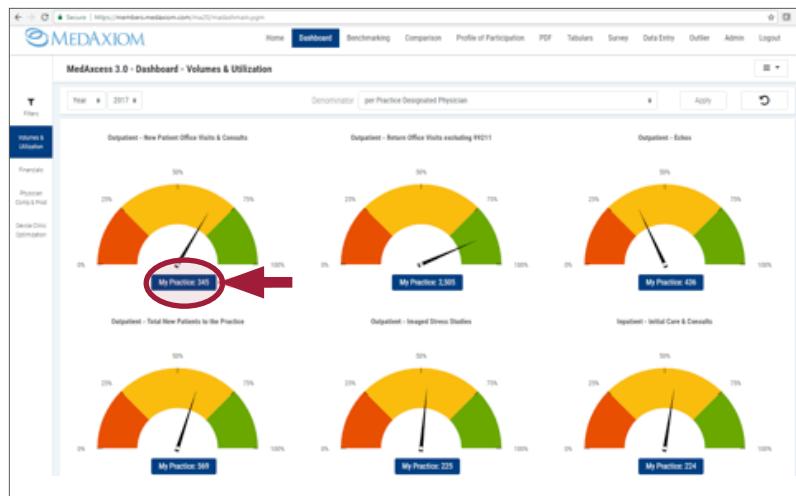
The screenshot shows the MedAxcess 3.0 homepage. At the top, there is a navigation bar with links for Home, Dashboard, Benchmarking, Comparison, Profile of Participation, PDF, Tabulars, Survey, Outlier, and Logout. The main content area features a dark blue header with the text "MedAxcess 3.0" and "Easier, faster better access to the data that matters most." Below this, there are two sections: "Choose Your Department:" and "Do You Want to Color Graphs by Ownership Model?". The "Choose Your Department:" section contains three buttons: Cardiology (selected), Cardiac Surgery, and Vascular Surgery. The "Do You Want to Color Graphs by Ownership Model?" section has two buttons: Yes (selected) and No. A red circle highlights the "Choose Your Department:" section, and another red circle highlights the "Do You Want to Color Graphs by Ownership Model?" section. To the right of these sections, there is a text block with a detailed description of the ownership model feature. On the far right, there are images of a laptop, a tablet, and a smartphone displaying the MedAxcess interface. At the bottom, there are three links: "Cardiology or Graphing Questions?", "Technical Questions?", and "Survey Questions?".

# Dashboard

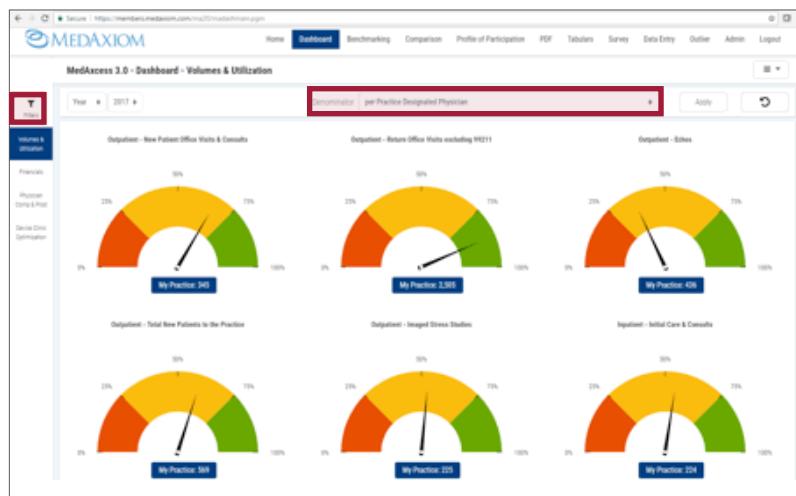
The Dashboard allows users to see a high level overview of measures associated with each KPI.



Measures associated with each KPI will show your practice value in the blue button underneath each dial and your percentile ranking compared to others in the database.



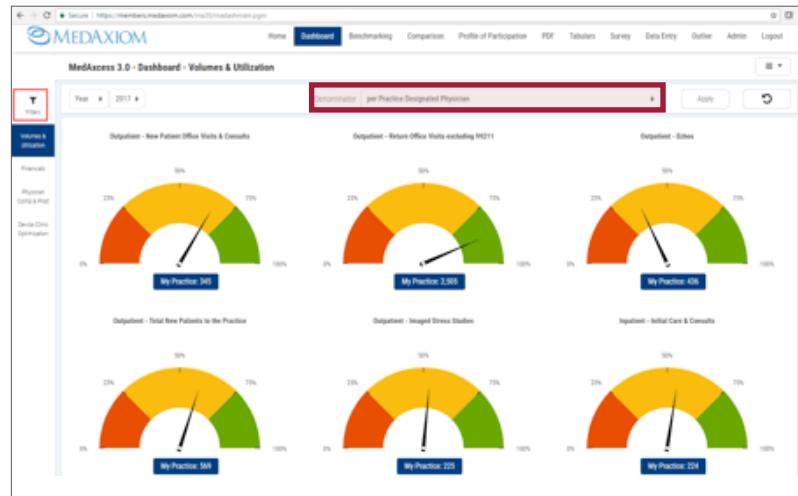
You can also change your denominator and filter options from the dashboard. All dials will update based on your denominator and filter changes.



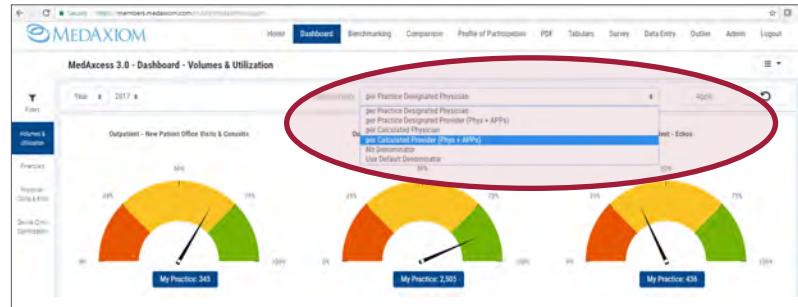
# Dashboard

## How to Use the Dashboard Tab

1. Click on the Denominator drop menu.



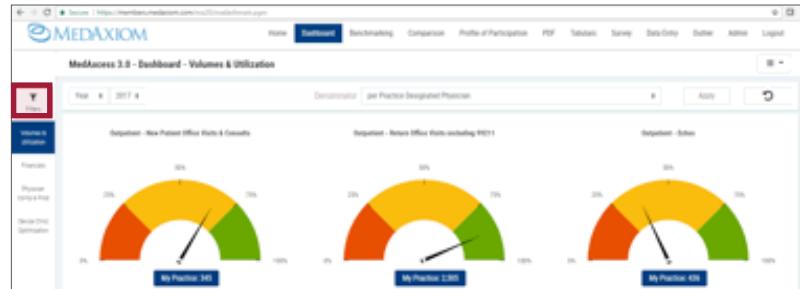
2. Select and click on your **preferred Denominator** and click **Apply**.



# Dashboard

## How to Use the Dashboard Tab Filtering While on a KPI Button

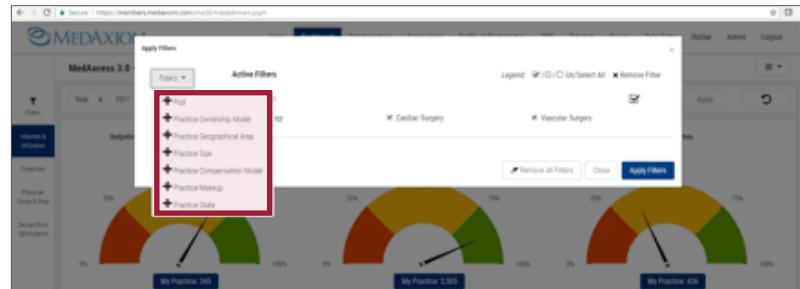
1. Click on the **Filters** icon in the left navigation.



2. Click the **Filters** drop menu.



3. Click on your preferred filter(s) from the list; filters must be selected one at a time.

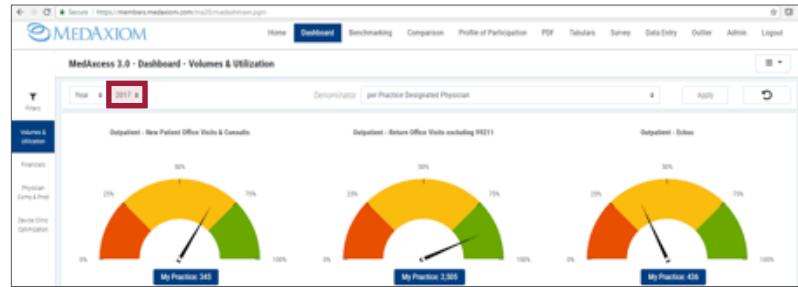


4. Click the **Apply Filters** button after you have chosen all your filter options.

# Dashboard

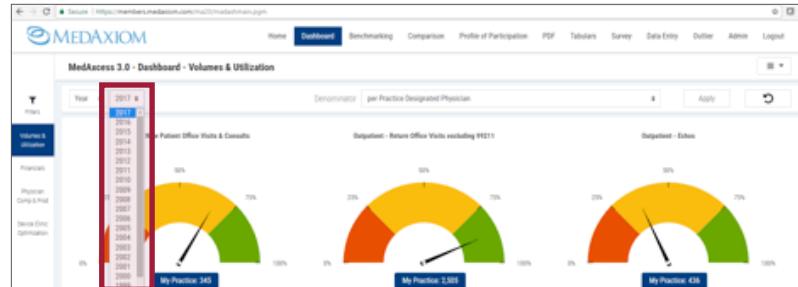
## How to Use the Dashboard Tab Change Year While on a KPI Button

1. Click on the **Year** drop menu.



2. Select and click your preferred year from the drop menu.

3. Click the **Apply** button.

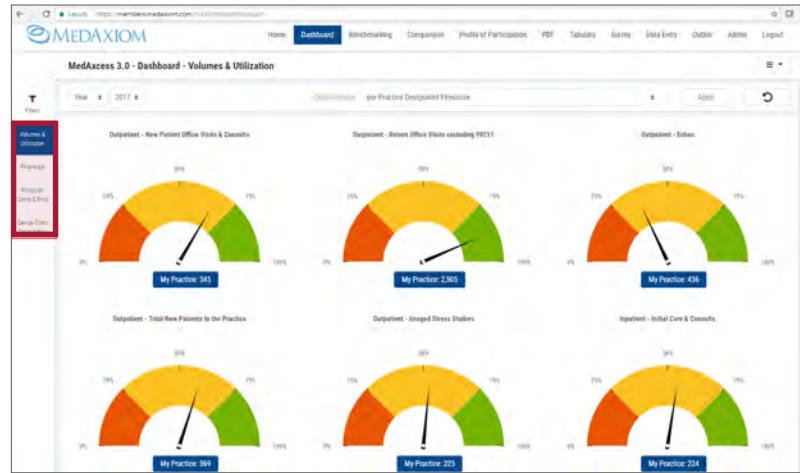


# Dashboard

## How to Use the Dashboard Tab

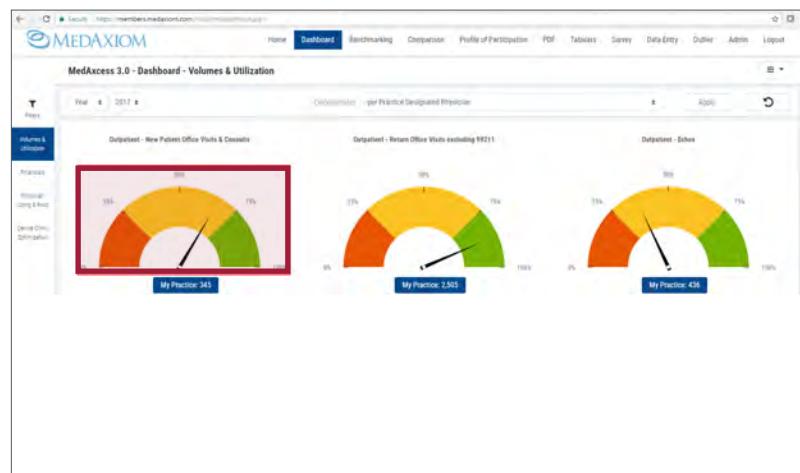
### Viewing Other KPI Measures

You may switch to other KPI buttons from the left navigation.



### Drilling Down from KPI Measure to Benchmarking

Click on the KPI measure dial to drill down to the benchmarking and trending graphs of the specific KPI measure.



# Benchmarking

All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Adding Measures to Your Selected Measures List

1. Click on the **Measure Set** icon in the left navigation.



2. Click on the **Book/Section** tab.

3. Click on your **Book** preference.

4. Click on your **Section** preference.

5. Click the checkbox next to each measure you want to add to your Measure List.

**Note:** Click the plus icon (+) next to the Section name to add all measures from a Section.

6. Click the **Apply Measure Set** button.

# Benchmarking

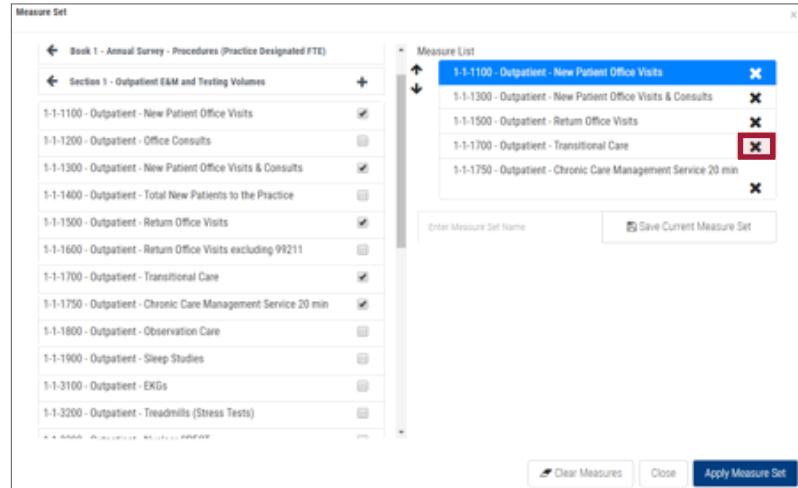
All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Removing Measures from Your Selected Measure List

1. Click on the **Measure Set** icon in the left navigation.



2. Click the **X** next to the measure in your Measure List.
3. Click the **Apply Measure Set** button.

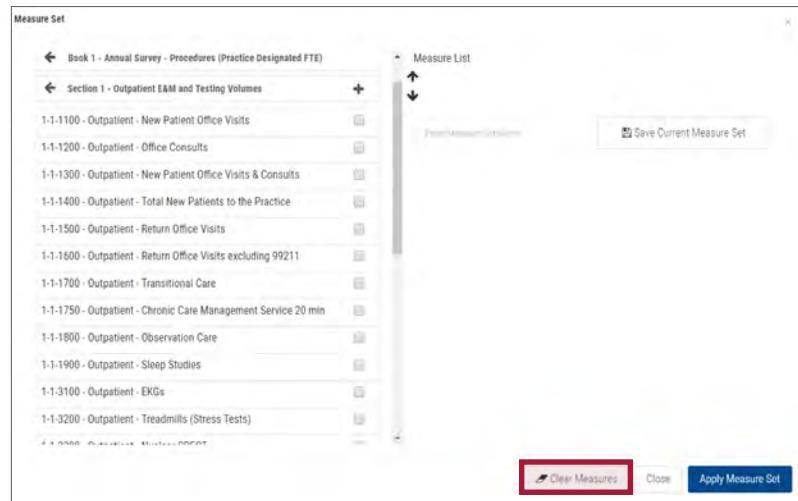


## Clear All Measures from Your Selected Measures List

1. Click on the **Measure Set** icon in the left navigation.



2. Click the **Clear Measures** button.



# Benchmarking

All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Changing the Order of Measures in Your Selected Measures List

1. Click on the **Measure Set** icon in the left navigation.



2. Click on the up/down arrows to change the measure order in the Measure List.

3. Click the **Apply Measure Set** button.

Measure
1-1-1400 - Outpatient - Total New Patients to the Practice
1-1-1500 - Outpatient - Return Office Visits
1-1-1600 - Outpatient - Return Office Visits excluding 99211
1-1-1700 - Outpatient - Transitional Care
1-1-1750 - Outpatient - Chronic Care Management Service 20 min
1-1-1800 - Outpatient - Observation Care
1-1-1900 - Outpatient - Sleep Studies
1-1-3100 - Outpatient - EKGs
1-1-3200 - Outpatient - Treadmills (Stress Tests)
1-1-3300 - Outpatient - Nuclear SPECT
1-1-3400 - Outpatient - Echos
1-1-3500 - Outpatient - Stress Echos
1-1-3600 - Outpatient - TEEs
1-1-3700 - Outpatient - Imaged Stress Studies
1-1-4000 - Outpatient - PET

## Adding KPI Measures to Your Selected Measures List

1. Click on the **Measure Set** icon in the left navigation.



2. Click on the **Predefined** tab.

Measure
1-1-3400 - Outpatient - Echos

3. Click on a **KPI button** (Easy Button).

**Note:** All measures associated with the KPI button will be added to your Measure List.

4. Click the **Apply Measure Set** button.

Measure
1-1-3400 - Outpatient - Echos
3-1-4100 - Physician Actual Compensation (no benefits)
3-4-0100 - Work RVUs
3-4-0600 - Physician Days Off per Year
3-4-0400 - Number of Half Days by Physician

# Benchmarking

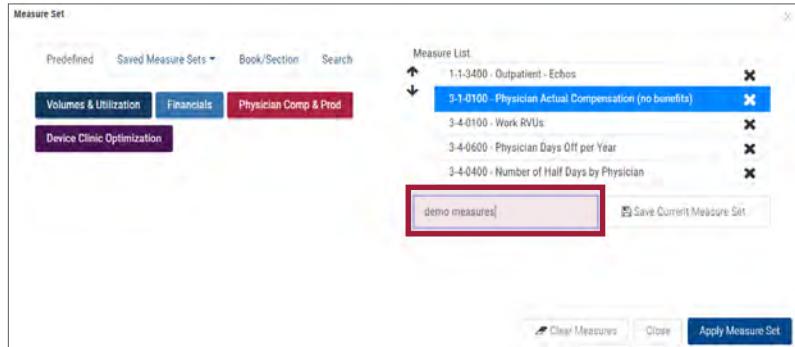
All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Saving your Measure Set from Your Selected Measure List

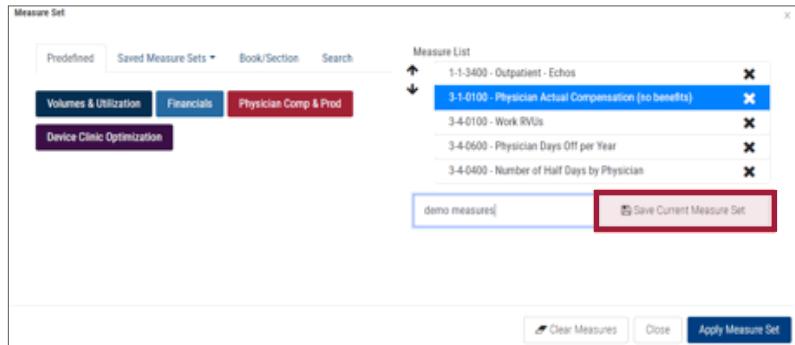
1. Click on the **Measure Set** icon in the left navigation.



2. After you have selected your measures, type your measure set name in the **Measure Set Name** input field next to **Save Current Measure Set** button.



3. Click the **Save Current Measure Set** button.



4. Click the **Apply Measure Set** button.

# Benchmarking

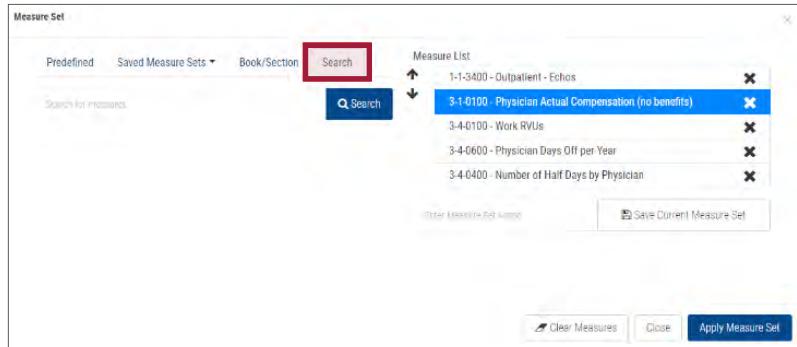
All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Search for Measures Using Keywords

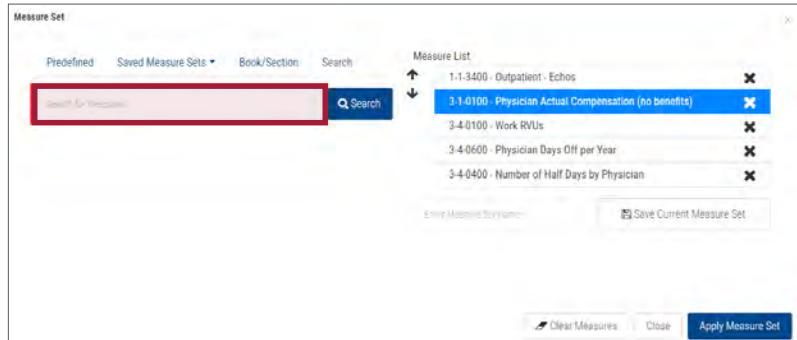
1. Click on the **Measure Set** icon in the left navigation.



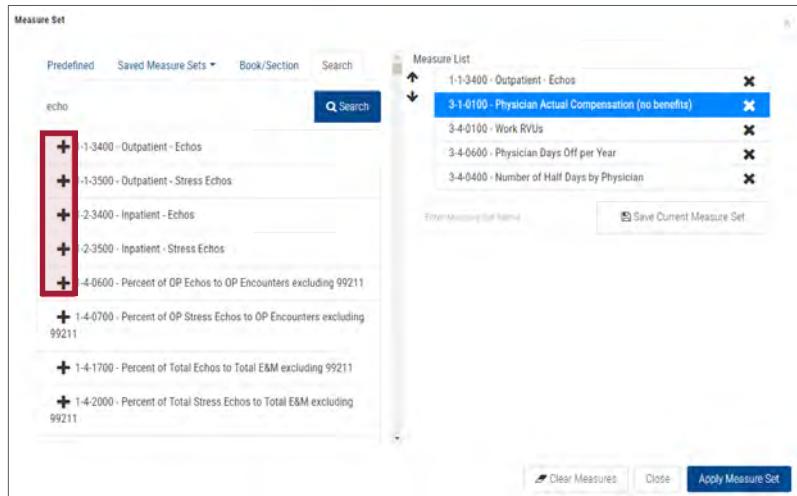
2. Click the **Search** tab.



3. Enter your keyword in the **Search for Measures** input field.



4. Click the **Search** button.



5. Click the plus icon (+) next to each measure you want to add to your Measure List.

6. Click the **Apply Measure Set** button.

# Benchmarking

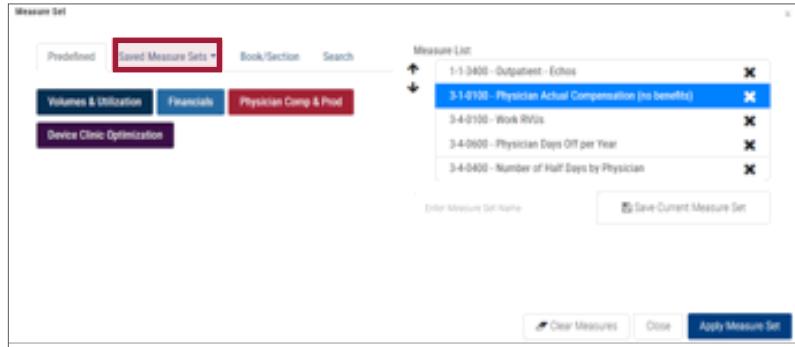
All actions taken in the **Measure Set** area will only be applied when the **Apply Measure Set** button is clicked.

## Accessing Your Saved Measure Set

1. Click on the **Filters** icon in the left navigation.



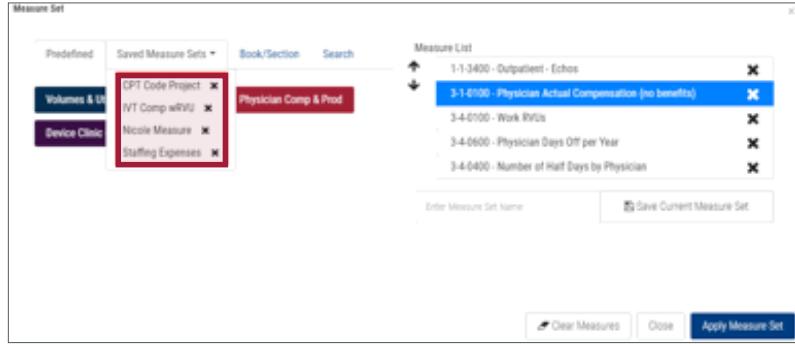
2. Click on the **Saved Measure Sets** drop menu.



3. Click on one of your **Saved Measure Sets**.

**Note:** You should notice the measures added to your Measure List from your Saved Measure Set.

4. Click the **Apply Measure Set** button.



# Benchmarking

## View Other Measures:

### OPTION 1

1. Click the **Selected Measures** icon in the left navigation.



2. Select and click on the measure from the list you want to view.

101-1-10100 - New Patient Office Visits & Consults(Office + HOPD)

101-1-10200 - Total New Patients to the Practice

101-1-10300 - Outpatient - Event & Holter Monitors

101-1-10400 - Outpatient - ICD Checks

101-1-10500 - Outpatient - Pacemaker Checks

101-1-10600 - Patient Panel Size

101-1-10700 - Total New Patients to the Practice per Patient Panel Size in Thousands

101-1-10800 - Return Office Visits excluding 99211 per Patient Panel Size in Thousands

101-1-10900 - PCIs per Patient Panel Size in Thousands

### OPTION 2

1. Click the left or right arrows in the left navigation.



# Benchmarking

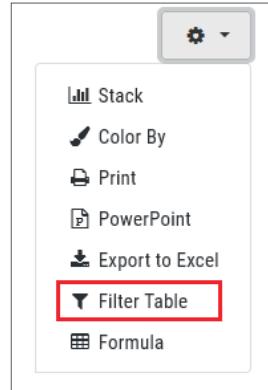
## Show Filter Table Details

Note: Measure must be filtered before data will display in the Filter Table.

1. Click the **Cog** drop menu icon in the upper right corner.



2. Click the **Filter Table** option from the Cog drop menu.



Your filter table details will display below the trending graph after you have clicked the **Filter Table** option.

Filter Table														
2016						2017								
My Practice		330				345								
Total # of Practices		174				169								
#	%	25th %	50th %	75th %	90th %	Avg	#	%	25th %	50th %	75th %	90th %	Avg	
Practice Ownership Model														
Integrated (Employed and PSA) and Academic	140	80.46%	202	284	348	429	201	147	86.98%	198	277	363	466	288
Private	33	18.97%	276	335	420	538	356	22	13.02%	294	359	457	505	379
Not Designated	1	0.57%	197	197	197	197	197							
Practice Geographical Area														
Northeast	29	11.49%	205	276	379	424	270	21	12.43%	261	301	393	457	307
South	90	51.72%	208	301	382	497	305	102	60.36%	198	303	400	496	307
Midwest	28	16.09%	228	268	295	319	252	20	11.83%	254	273	290	332	262
West	34	19.54%	238	292	363	474	310	26	15.38%	211	283	397	476	292
Not Designated	2	1.15%	197	547	547	547	372							
All Practices (No Filtering)														
	174	100.00%	213	287	364	434	295	169	100.00%	211	287	383	483	300

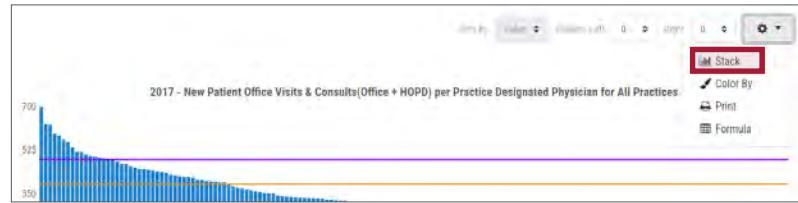
# Benchmarking

## Stack Multiple Measures: Left Y Axis Only

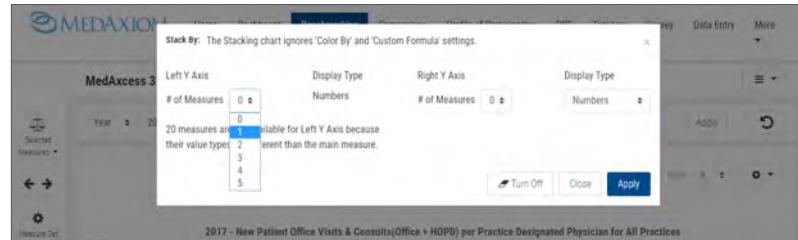
1. Click the **Cog** drop menu in the upper right corner of the benchmarking graph.



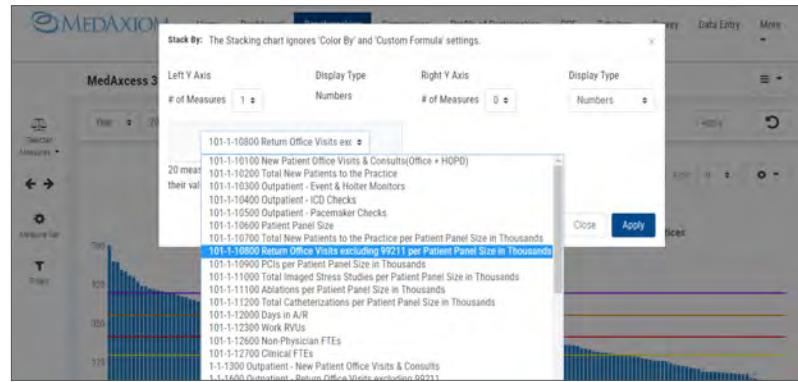
2. Click the **Stack** option from the Cog drop menu.



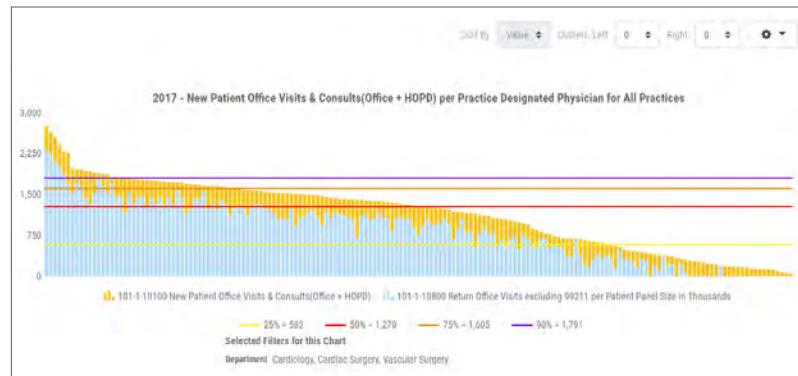
3. Select the number of measures you want to stack for the **Left Y Axis**.



4. Select your measure from the drop menu or each drop menu if you selected more than one measure.



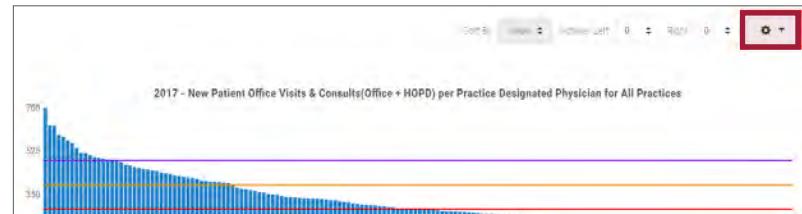
5. Click the **Apply** button.



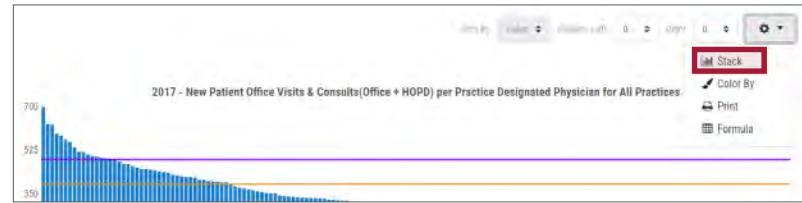
# Benchmarking

## Stack Multiple Measures: Right Y Axis Only

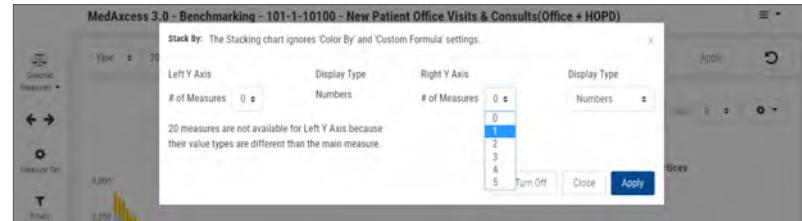
1. Click the **Cog** drop menu in the upper right corner of the benchmarking graph.



2. Click the **Stack** option from the Cog drop menu.



3. Select the number of measures you want to stack for the **Right Y Axis**.



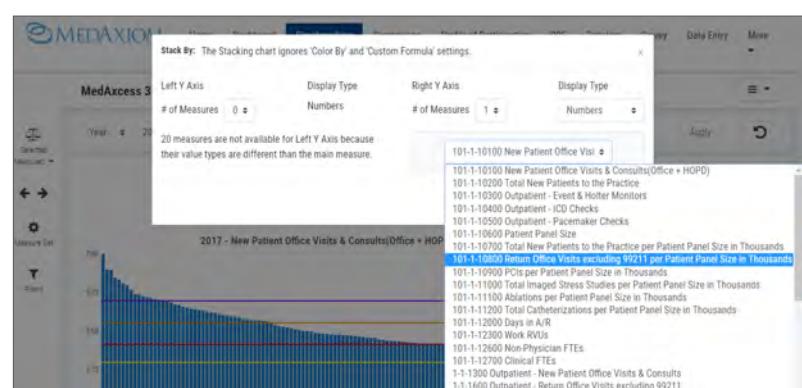
4. Click the **Display Type** drop menu to change your Display Type of measure(s) you want to display in the **Right Y Axis**.

**Note:** The Display Type will only allow you to select measures with the specific display type.



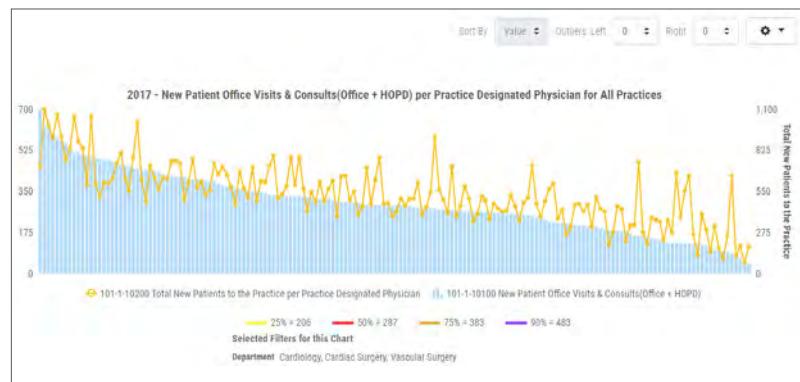
5. Select your measure from the drop menu or each drop menu if you selected more than one measure.

6. Click the **Apply** button.



# Benchmarking

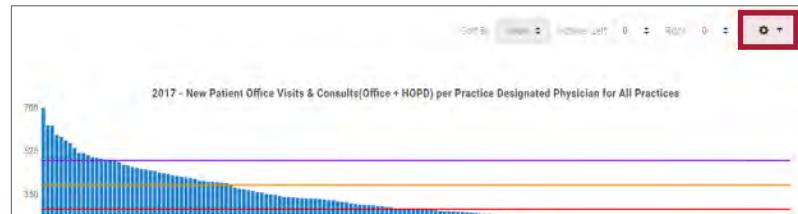
Stacked measures results.



# Benchmarking

## Stack Multiple Measures: Left and Right Y Axis (Dual Y Axis)

1. Click the **Cog** drop menu in the upper right corner of the benchmarking graph.

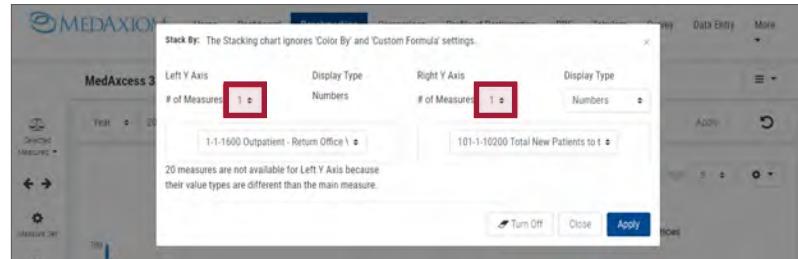


2. Click the **Stack** option from the Cog drop menu.



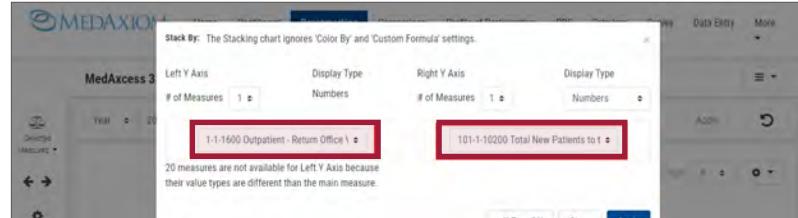
3. Select the number of measures you want to stack from the **Left Y Axis and Right Y Axis**.

**Note:** The Display Type for the Right Y Axis will only allow you to select measures with the specific display type.



4. Select your measure(s) from the **Left and Right Y Axis** drop menu or each drop menu if you selected more than one measure.

5. Click the **Apply** button.



Stacked measures results.



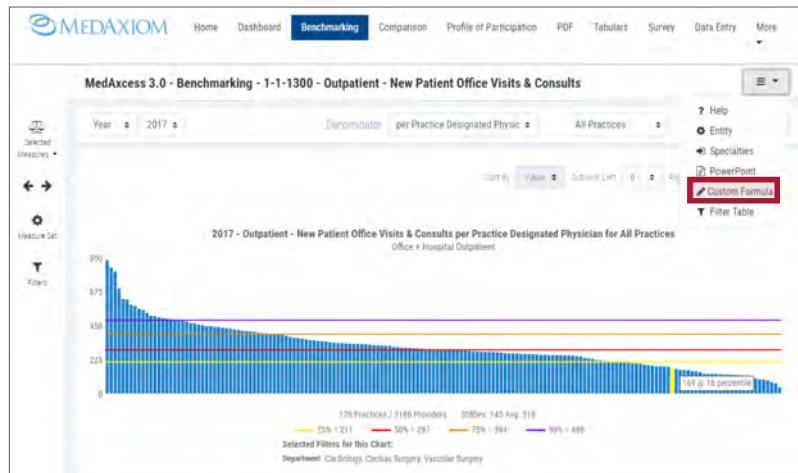
# Benchmarking

## Exclude Metrics from a Measure

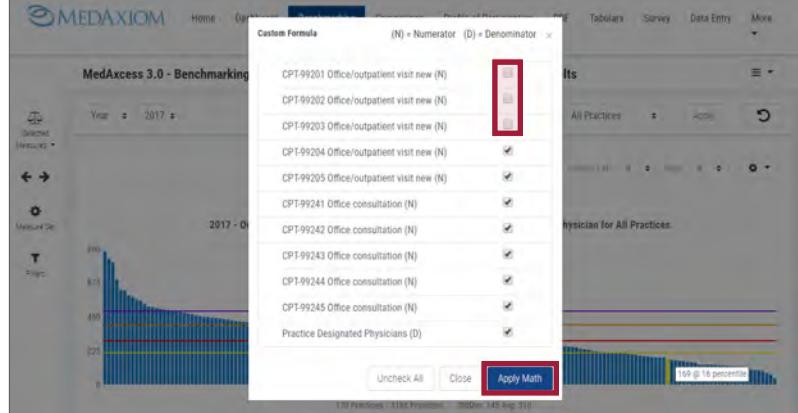
1. Click the **hamburger** drop menu icon in the upper right corner.



2. Click the **Custom Formula** option in drop menu.

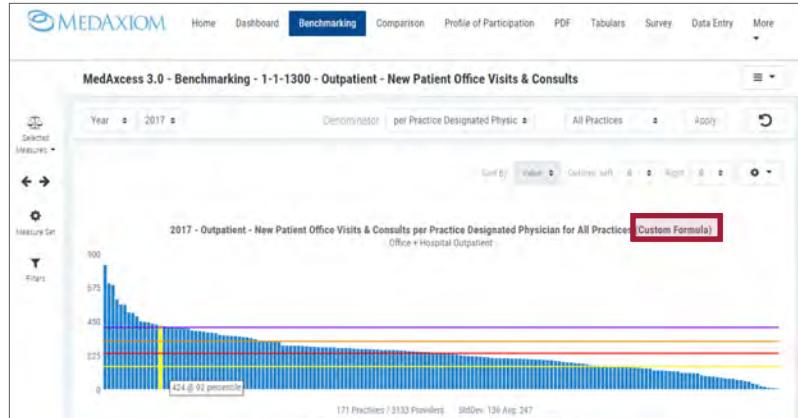


3. Uncheck the box next to each measure you want to exclude, then click the **Apply Math** button.



Custom Formula results.

**Note:** Your benchmarking and trending graph will display (Custom Formula) in the graph title.



# Benchmarking

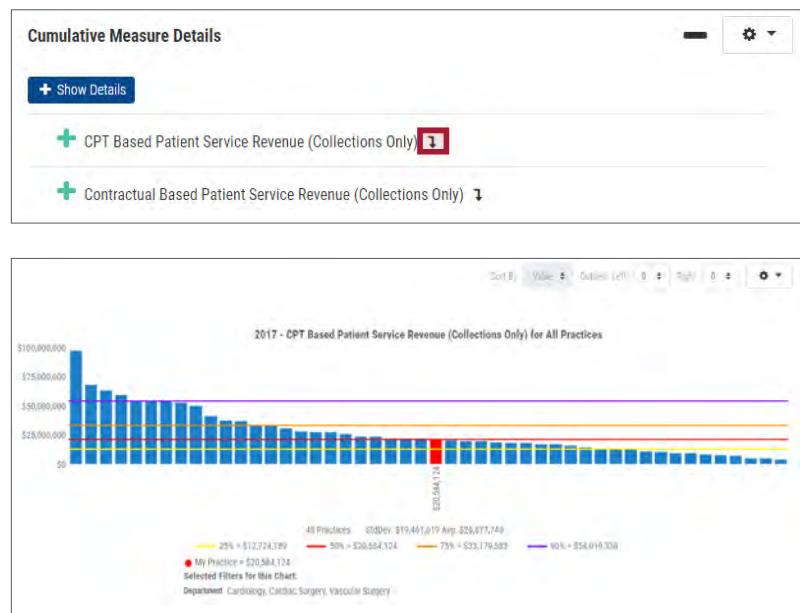
## Drill Down from Cumulative Measures

Click on the **slider graph** to drill down to view the benchmarking and trending graph.



## Drill Down from Cumulative Measures Details

Click on the **drill down** icon to the right of the measure to view the benchmarking and trending graph.

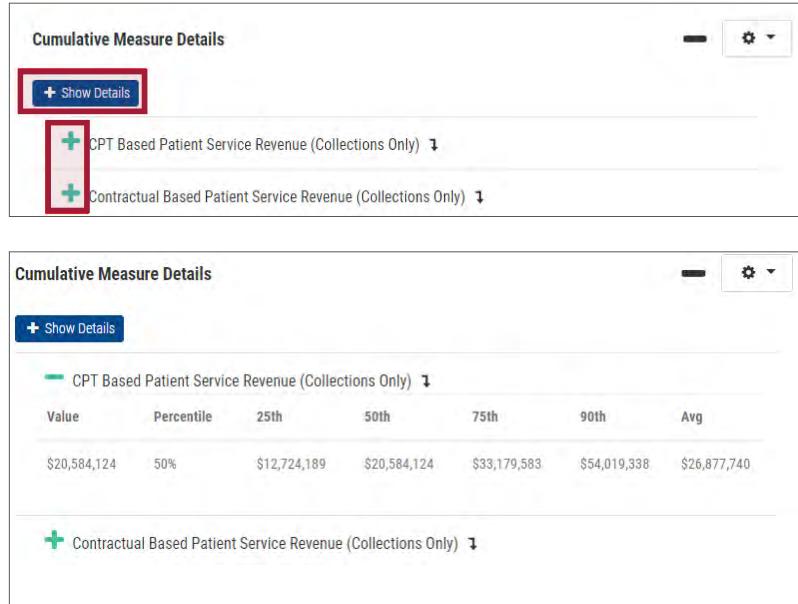


# Benchmarking

## Show Cumulative Measures Details

Click the plus icon (+) next to each measure to expand cumulative measure details for the specific measure.

Note: Click the Show Details button to expand all cumulative measure details.



**Cumulative Measure Details**

**Show Details**

**CPT Based Patient Service Revenue (Collections Only)**

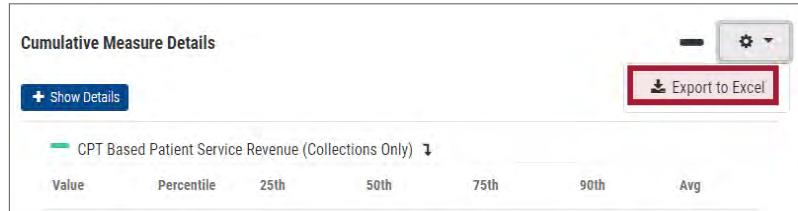
**Contractual Based Patient Service Revenue (Collections Only)**

## Export Cumulative Measure Details

1. Click the **Cog** drop menu in the upper right corner of Cumulative Measure Details.



2. Click **Export to Excel** option from the Cog drop menu



**Cumulative Measure Details**

**Show Details**

**Export to Excel**

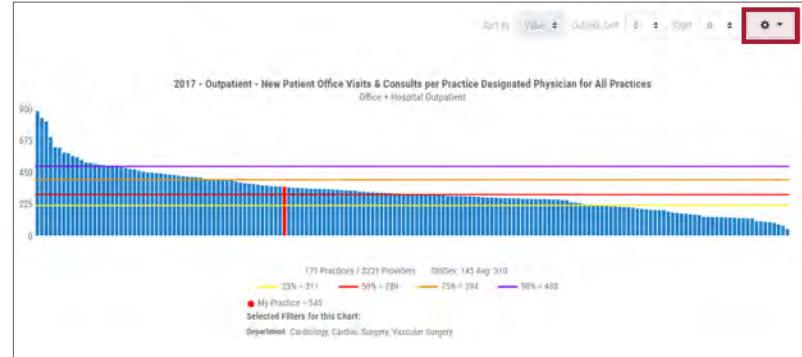
**CPT Based Patient Service Revenue (Collections Only)**

Value	Percentile	25th	50th	75th	90th	Avg
\$20,584,124	50%	\$12,724,189	\$20,584,124	\$33,179,583	\$54,019,338	\$26,877,740

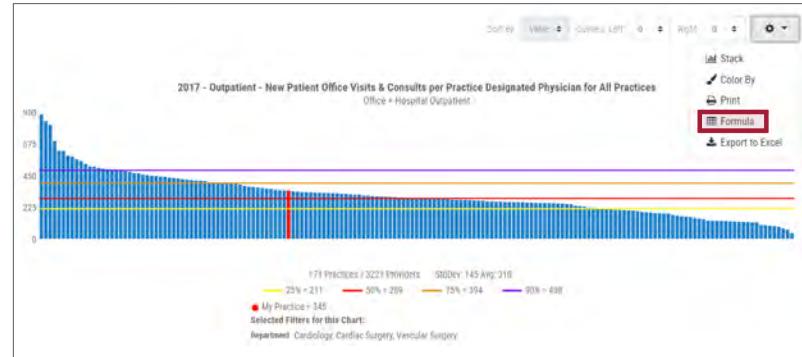
# Benchmarking

## Formula Option: Display the Calculated Formula of a Measure

1. Click the **Cog** drop menu in the upper right corner of benchmarking graph.



2. Click the **Formula** option in the drop menu.



Formula details will display under your benchmarking graph.



# Filters

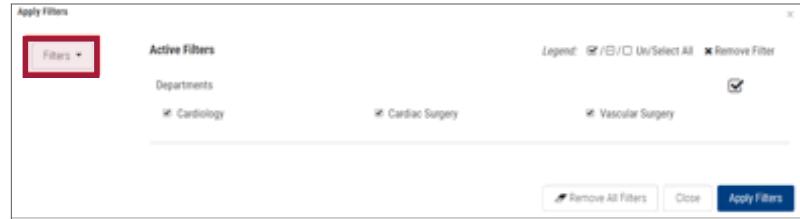
All actions taken in the **Filters** area will only be applied when the **Apply Filters** button is clicked.

## Adding Filters

1. Click on the **Filters** icon in the left navigation.



2. Click the **Filters** drop menu.



3. Click on your preferred filter(s) from the list; filters must be selected one at a time.

4. Click the **Apply Filters** button after you have chosen all of your filter options.

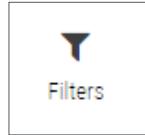


# Filters

All actions taken in the **Filters** area will only be applied when the **Apply Filters** button is clicked.

## Removing Filters

1. Click on the **Filters** icon in the left navigation.



**Note:** Click the Remove All Filters button to remove all filters.

2. Click on the (X) next to the filter you want remove.

3. Click the **Apply Filters** button.

Legend:  /  Un>Select All  Remove Filter

Active Filters

Departments

Cardiology  Cardiac Surgery  Vascular Surgery

Practice Ownership Model

Integrated (Employed and PSA) and Academic  Private  Not Designated

Practice Geographical Area

Northeast  South  Midwest

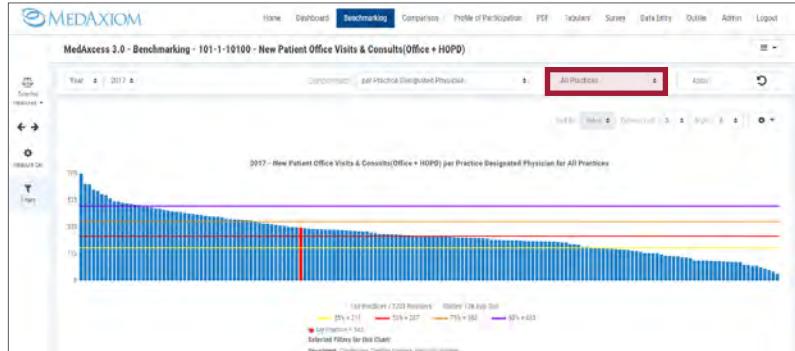
West  Not Designated

Remove All Filters  Close  Apply Filters

# Chart Type

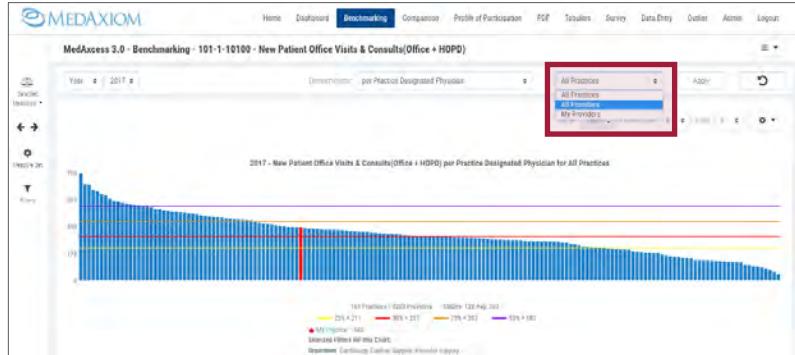
## Change Your Chart Type

1. Click on the **Chart Type** drop menu.



2. Select and click your preferred chart type.

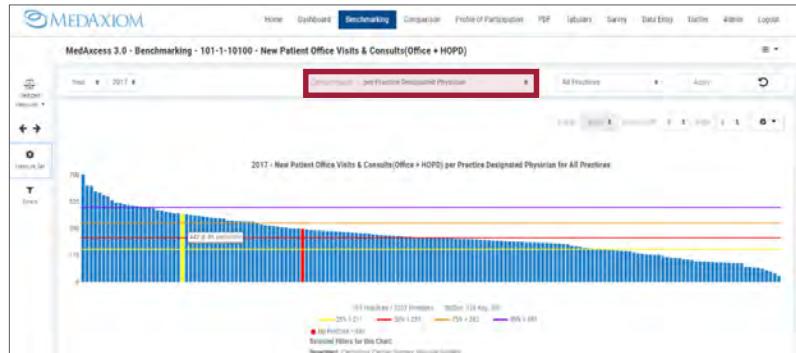
3. Click the **Apply** button.



# Denominator

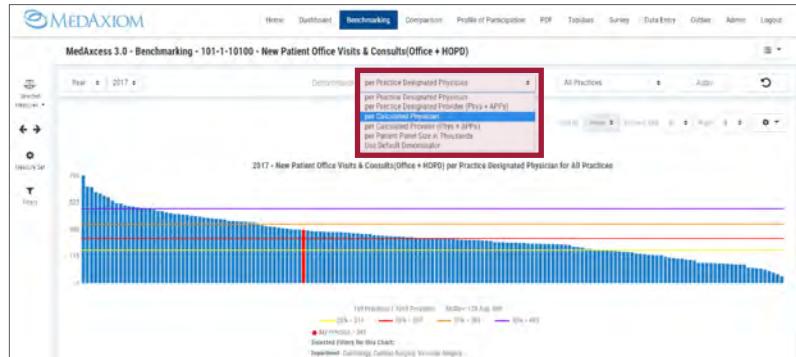
## Change Your Denominator

1. Click on the **Denominator** drop menu.



2. Select and click on your preferred denominator.

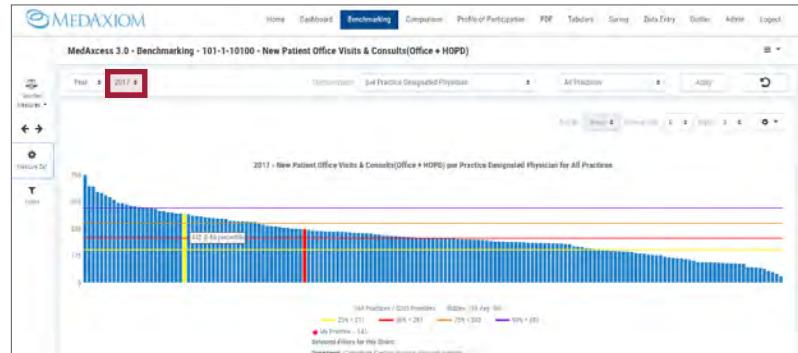
3. Click the **Apply** button.



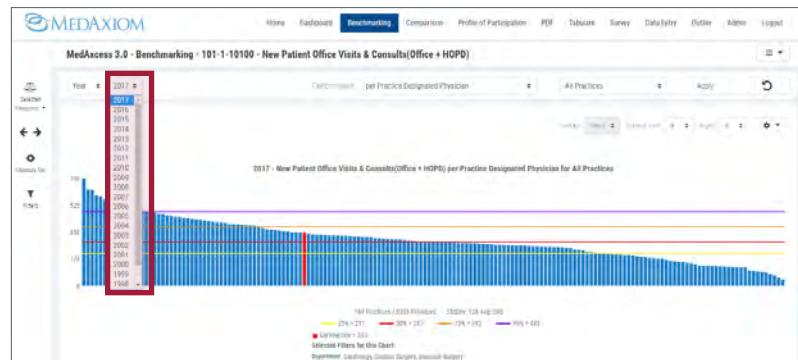
# Time Grain

## Change Year

1. Click on the **Year** drop menu.



2. Select and click your preferred year from the drop menu.

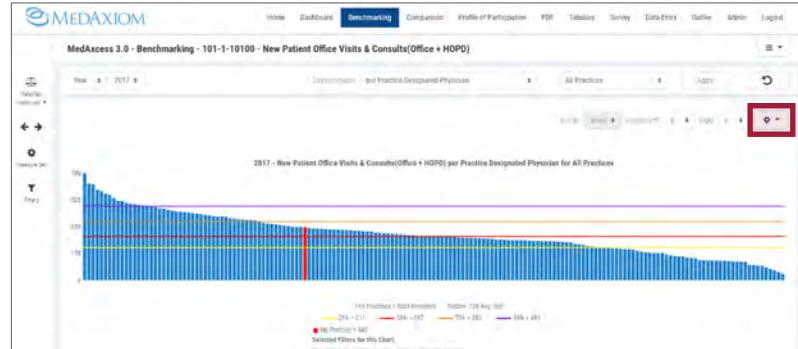


3. Click the **Apply** button.

# Color By

## Color by a Filter Option

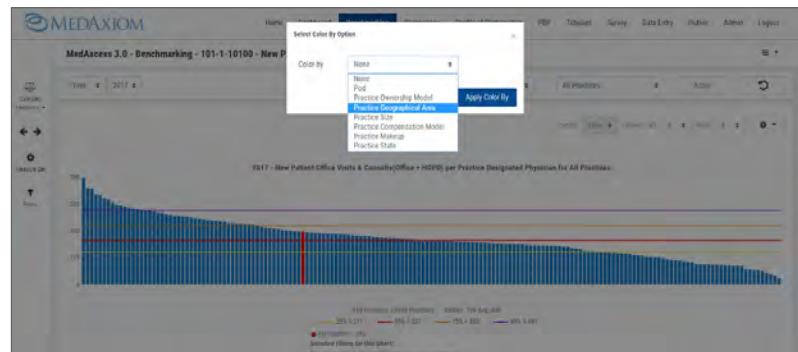
1. Click the Cog drop menu.



2. Click the **Color By** option from the drop menu.



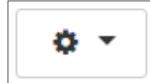
3. Select your Color by filter, then click **Apply Color By**.



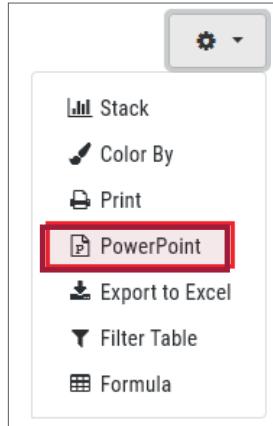
# Exporting, Printing and Custom PDFs

## Export Benchmarking and Trending Graphs to PowerPoint

1. Click the **Cog** drop menu icon in the upper right corner.

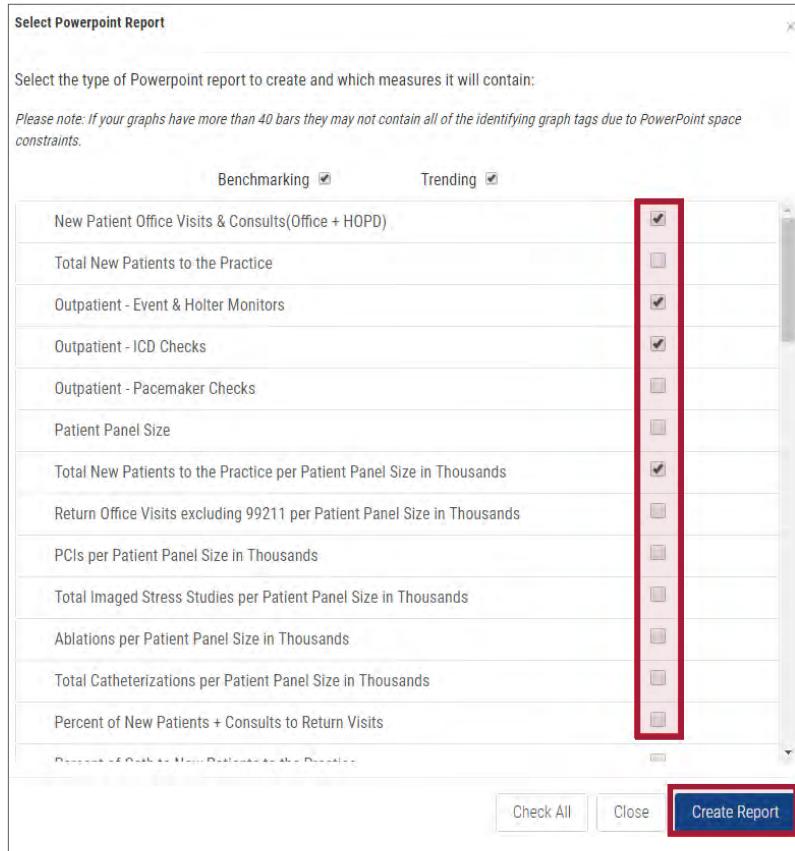


2. Click the **PowerPoint** option in the menu.



3. Click the checkbox next to each measure you want to export to PowerPoint, then click **Create Report**.

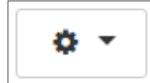
**(Note:** This last step applies to Benchmarking graphs only.)



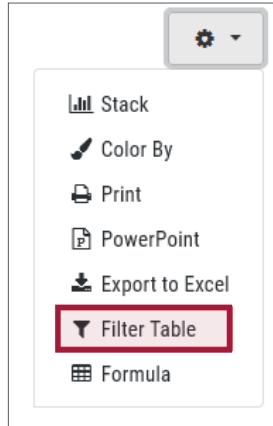
# Exporting, Printing and Custom PDFs

## Export Filter Table Details to Excel

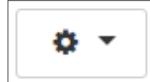
1. Click the **Cog** drop menu icon in the upper right corner.



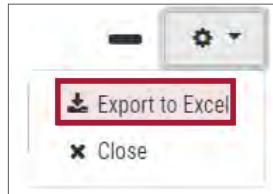
2. Click the **Filter Table** option from the Cog drop menu.



3. Click the **Cog** drop menu icon in the upper right corner in the **Filter Table** section.



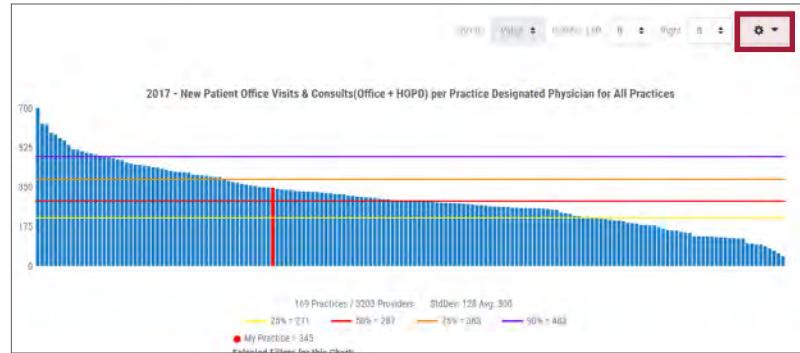
4. Click the **Export to Excel** option from the Cog drop menu.



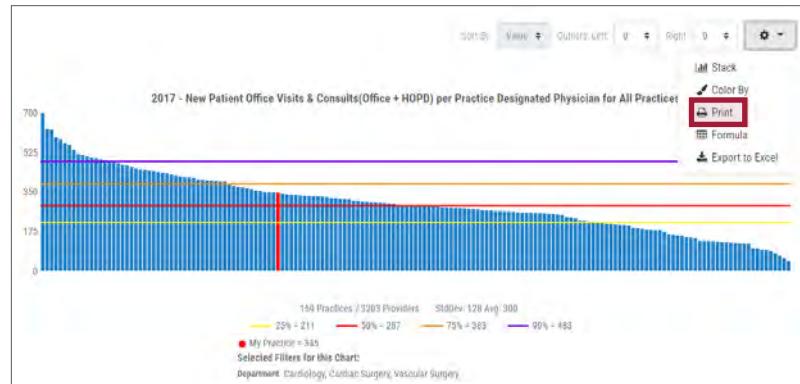
# Exporting, Printing and Custom PDFs

## Print Graph

1. Click the **Cog** drop menu in the upper right corner of the benchmarking or trending graph.

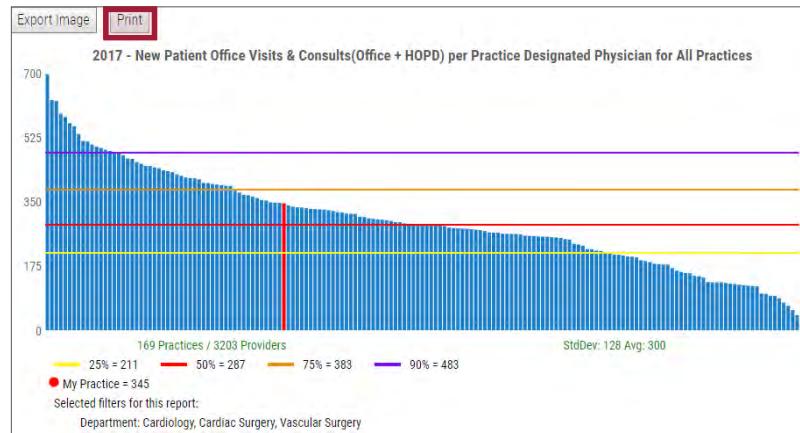


2. Click the **Print** option from the menu.



3. From print view page, click the **Print** button.

**Note:** You can also export the graph to an image by clicking the Export Image button from the print view page.



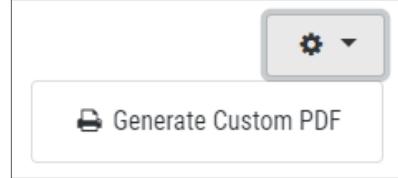
# Exporting, Printing and Custom PDFs

## Generate a Custom PDF Report

1. Click the **Cog** menu in the upper right corner.



2. Click the **Generate Custom PDF** option.



3. Enter your page title in the **Cover Page Title** input box.

Generate Custom PDF

Measures to be Included in PDF:

Current Measure Set

1-1-1100 Outpatient - New Patient Office Visits  
1-1-1300 Outpatient - New Patient Office Visits & Consults  
1-1-1600 Outpatient - Return Office Visits excluding 99211  
1-1-3400 Outpatient - Echos  
1-1-1400 Outpatient - Total New Patients to the Practice  
1-1-3700 Outpatient - Imaged Stress Studies  
1-2-1500 Inpatient - Initial Care & Consults  
1-2-1700 Inpatient - Visits  
1-2-3400 Inpatient - Echos  
1-2-3800 Inpatient - Imaged Stress Studies

Chart Selection Criteria:

Departments:  Cardiology  Cardiac Surgery  Vascular Surgery

Chart: All Practices

Graph Type:  Benchmarking  Trending

Time: Year 2017

Denominator: per Practice Designated FTE

Color by: None

Filter: None

Filter Action:  Highlight Selected Bars  Show Only Selected Bars

PDF Details:

Cover Page Title

Cover Page Footer

Share:  Everyone in my practice  Only viewable by me

Generate PDF

4. Enter your page footer in the **Cover Page Footer** input box.

Generate Custom PDF

Measures to be Included in PDF:

Current Measure Set

1-1-1100 Outpatient - New Patient Office Visits  
1-1-1300 Outpatient - New Patient Office Visits & Consults  
1-1-1600 Outpatient - Return Office Visits excluding 99211  
1-1-3400 Outpatient - Echos  
1-1-1400 Outpatient - Total New Patients to the Practice  
1-1-3700 Outpatient - Imaged Stress Studies  
1-2-1500 Inpatient - Initial Care & Consults  
1-2-1700 Inpatient - Visits  
1-2-3400 Inpatient - Echos  
1-2-3800 Inpatient - Imaged Stress Studies

Chart Selection Criteria:

Departments:  Cardiology  Cardiac Surgery  Vascular Surgery

Chart: All Practices

Graph Type:  Benchmarking  Trending

Time: Year 2017

Denominator: per Practice Designated FTE

Color by: None

Filter: None

Filter Action:  Highlight Selected Bars  Show Only Selected Bars

PDF Details:

Cover Page Title

Cover Page Footer

Share:  Everyone in my practice  Only viewable by me

Generate PDF

5. Select your desired **Chart Selection Criteria** (i.e. Denominator, Filter, or Color by).

6. Click the **Generate PDF** button.

Generate Custom PDF

Measures to be Included in PDF:

Current Measure Set

1-1-1100 Outpatient - New Patient Office Visits  
1-1-1300 Outpatient - New Patient Office Visits & Consults  
1-1-1600 Outpatient - Return Office Visits excluding 99211  
1-1-3400 Outpatient - Echos  
1-1-1400 Outpatient - Total New Patients to the Practice  
1-1-3700 Outpatient - Imaged Stress Studies  
1-2-1500 Inpatient - Initial Care & Consults  
1-2-1700 Inpatient - Visits  
1-2-3400 Inpatient - Echos  
1-2-3800 Inpatient - Imaged Stress Studies

Chart Selection Criteria:

Departments:  Cardiology  Cardiac Surgery  Vascular Surgery

Chart: All Practices

Graph Type:  Benchmarking  Trending

Time: Year 2017

Denominator: per Practice Designated FTE

Color by: None

Filter: None

Filter Action:  Highlight Selected Bars  Show Only Selected Bars

PDF Details:

Cover Page Title

Cover Page Footer

Share:  Everyone in my practice  Only viewable by me

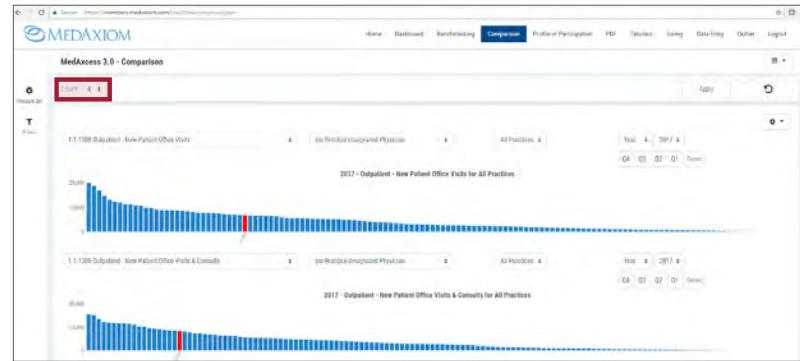
Generate PDF

# Comparison

This allows users to view multiple benchmarking graphs at one time. Users can compare measures with different denominators and chart types, and can identify practice bars in other measures when using the quartile feature. Note: Only practices within your Pod are identified by name in the Pod Members table below the graphs.

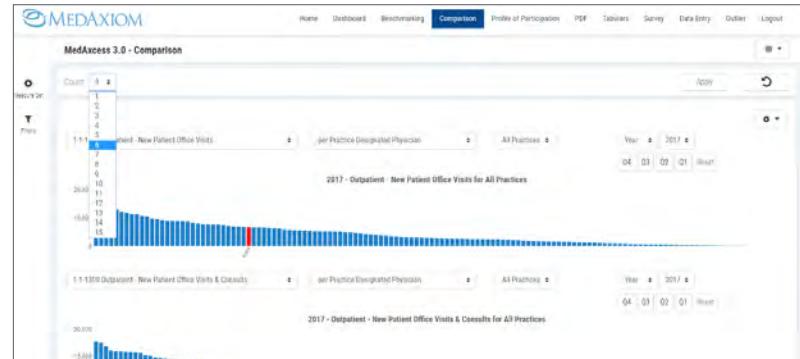
## Increase the Number of Graphs to Compare

1. Click the **Count** drop menu



2. Select the number of graphs you want to display at one time.

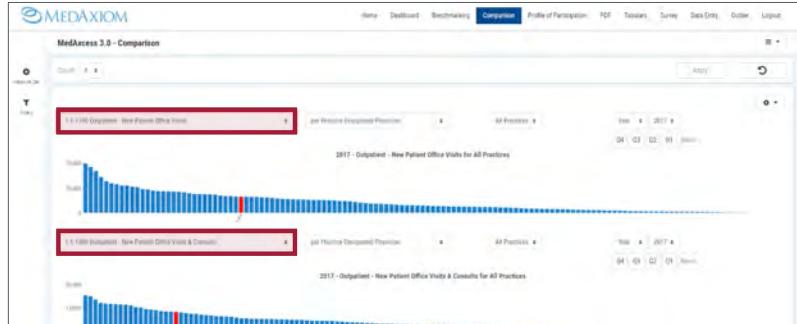
3. Click the **Apply** button.



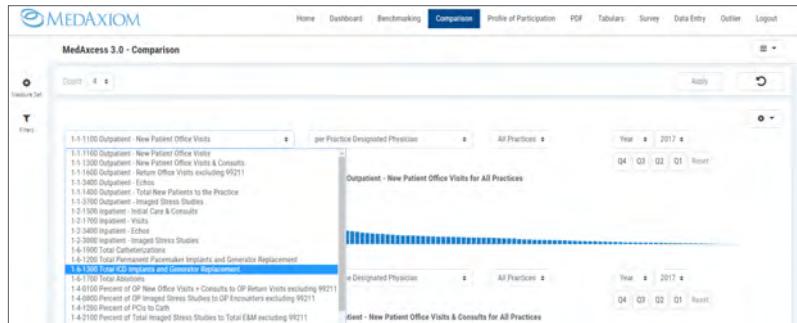
# Comparison

## Change Measures to Compare

1. Click on the **Measures** drop menu.

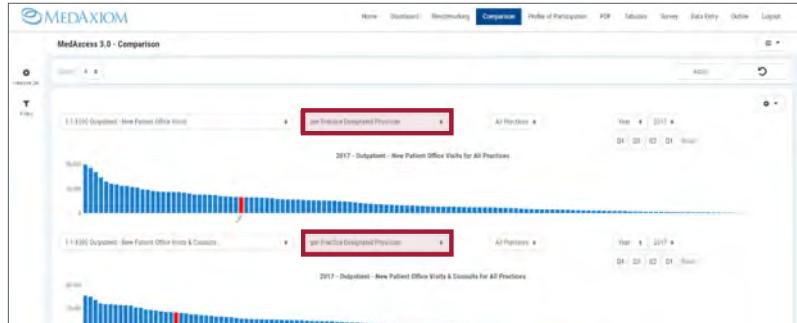


2. Select a measure from the drop menu.

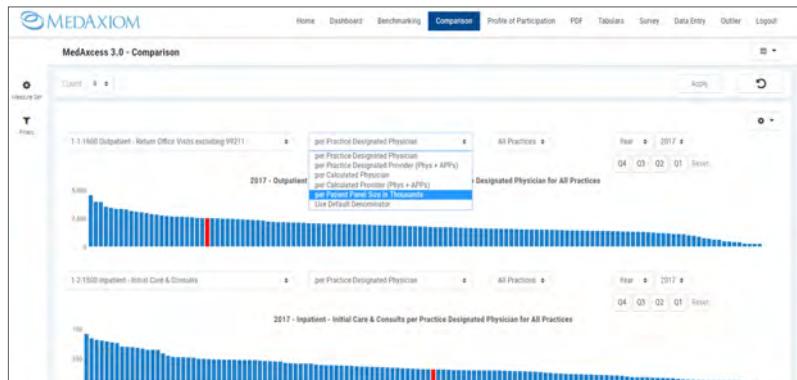


## Compare Measures by Denominators

1. Click on the **Denominator** drop menu.



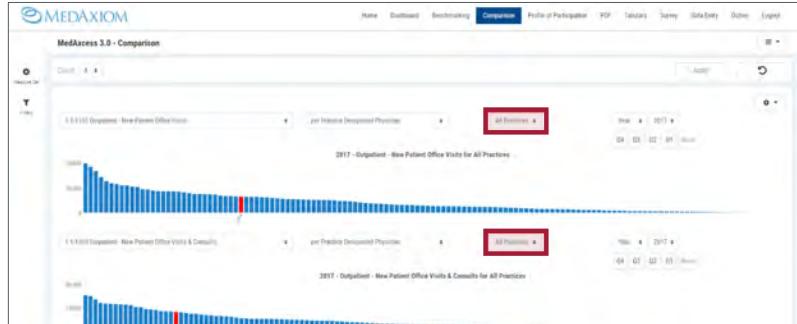
2. Select a denominator from the drop menu.



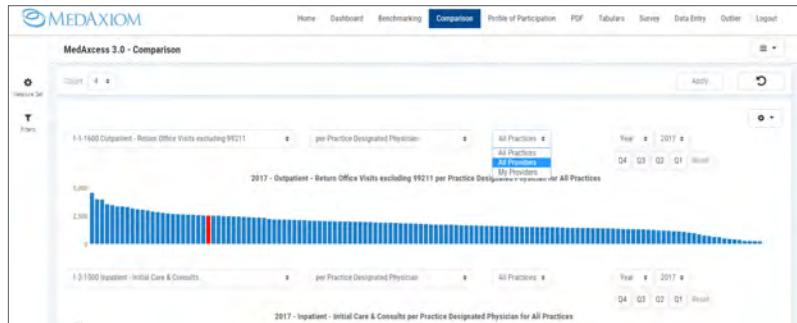
# Comparison

## Compare Measures by Chart Type

1. Click on the **Chart Type** drop menu.



2. Select a chart type from the drop menu.

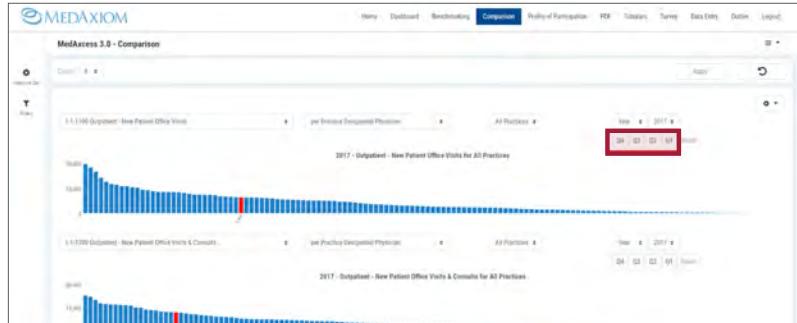


## Compare Practice Bars Using Quartiles

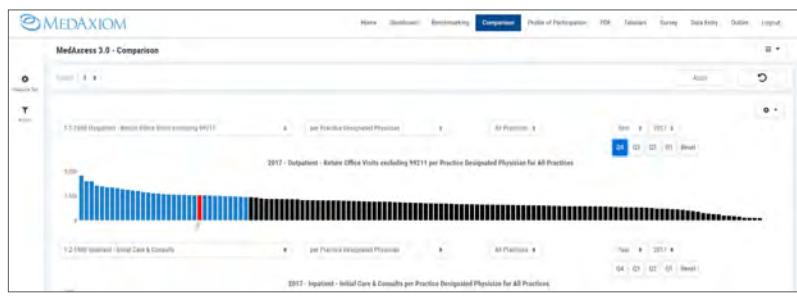
**Note:** The Quartile feature will be disabled unless all graphs are set to the same chart type. Only practices within your Pod are identified by name in the Pod Members table below the graphs.

**Q4** = Quartile 4   **Q3** = Quartile 3   **Q2** = Quartile 2   **Q1** = Quartile 1

1. Click on the **Quartile** button for the measure you want to show practices in a specific quartile and compare them in other measures displayed.



2. Click the **Reset** button to remove quartile settings for all graphs.



# Comparison

## Identify Practice Bars While in Quartile Mode

**Note:** The Quartile feature will be disabled unless all graphs are set to the same chart type. Only practices within your Pod are identified by name in the Pod Members table below the graphs.

1. Click on the blue bars you want to identify in other measures displayed.

**Note:** Users can identify up to nine (9) bars.



2. Click the **Reset** button to remove quartile settings for all graphs.

# Profile of Participation

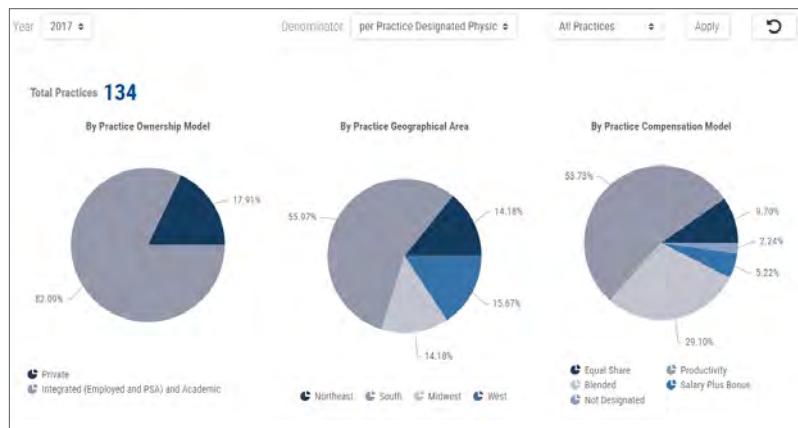
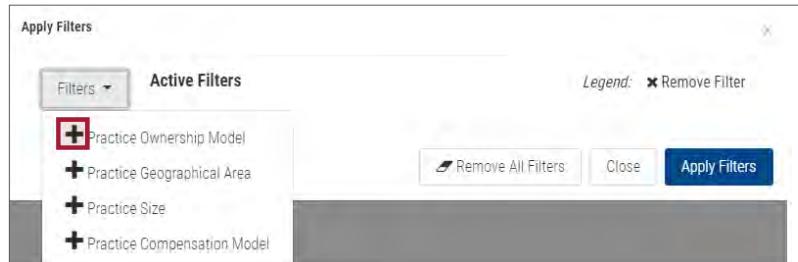
## Display Filter(s) for a Specific Measure

1. Click the **Filters** drop menu.



2. Click the plus (+) icon next the filter you want to display.

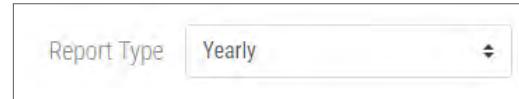
3. Click the **Apply Filters** button.



# Tabular

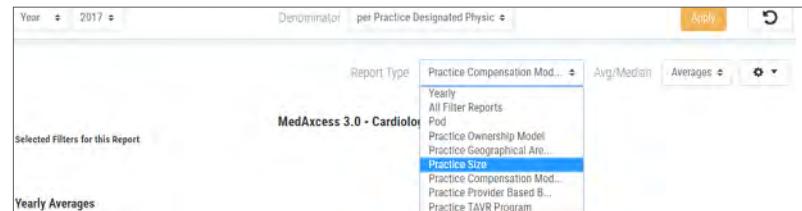
## Create a Tabular Report

1. Click the **Report Type** drop menu.



2. Select your report type.

3. Click the **Apply** button.



# Outlier

## Create an Outlier Report

1. Click the **Book** drop menu.



2. Select your desired book from the **Book** drop menu.



3. Click the **Apply** button.

## Filter your Outlier Report

1. Click the **Cog** menu in the upper right corner, then click the **Filter** option.



2. Uncheck the filter items you don't want to display, then click the **Apply Selection** button.

