**2020 Web Data Entry Tool Training Guide**

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Accessing your dashboard

<mark>***Google Chrome is the most compatible web browser with DataDerm.</mark>

➢ Please click on the link (https://dataderm.aad.org/Dashboard/login.aspx) to be taken to the dashboard. Login to the screen below using your AAD member ID credentials.

➢ After logging in you will be brought to the following page. To access the Web Data Entry Tool, you will click on the **Data Entry** icon below.

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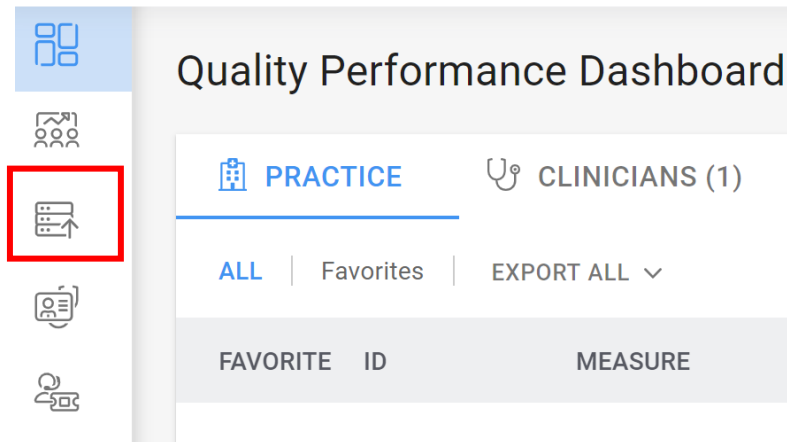
➢ The **Data Entry** icon will expand and you will need to click on the icon below (hover over will read 'Quality').

➢ You will then see the page below which will include: the year you are reporting (2020) and your practice. You will need to **select your clinician** from the dropdown list (<u>Continue to page 7</u> if your provider has been selected).
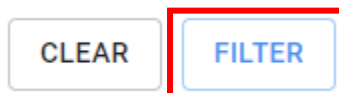

Then click '**Filter**' on the top right of the page

If your clinician is not included in the dropdown list. You will need to create a service request to add a clinician. **Go to page 14 for instructions on how to add a clinician.

➢ After selecting your clinician, you will need to select your measures. You can do so by clicking the '**Select/Deselect preferred measures'** button.

➢ A new page will appear as shown below. You will need to click the '**Edit**' button in order to select your measures (top right corner of the page).

Measures Management

Select Year *
2020

Select Clinician *
1740307073 - Provider Two

🔍 e.g. Measure ID or Title or Tags

No Result Found

You have not selected any preferred measures. Please click on Edit button to select preferred measures.

> ➢ Measures will display below. You will need to select which measure(s) you would like to report on by placing a check mark in the box to the left of the corresponding measure. Then click '**save**'.

Measures Management

Select Year *
2020

Select Clinician *
1740307073 - Provider Two

🔍 e.g. Measure ID or Title or Tags

☐	ID	MEASURE	
☐	QPP 137	Melanoma: Continuity of Care – Recall System	ⓘ 🄿 ↑
☑	QPP 265	Biopsy Follow-Up	ⓘ 🄿 ↑
☐	QPP 337	Psoriasis: Tuberculosis (TB) Prevention for Patients with Psoriasis, Psoriatic Arthritis and Rheu...	ⓘ 🄿 ↑
☐	QPP 410	Psoriasis: Clinical Response to Systemic Medications	ⓘ 🄿 ↑

** Under the 'tags' label, specific measures are marked as 'High priority' and/or 'Outcome'.

TAGS

High Priority

High Priority

High Priority

Outcome   High Priority

5

➤ The list of your selected measures will appear. You can click the 'X' to close out of this box.

ID	MEASURE		TAGS
QPP 265	Biopsy Follow-Up	ⓘ 🄰 ↑	High Priority
QPP 410	Psoriasis: Clinical Response to Systemic Medications	ⓘ 🄰 ↑	Outcome High Priority
QPP 130	Documentation of Current Medications in the Medical Record	ⓘ 🄰 ↑	High Priority
QPP 402	Tobacco Use and Help with Quitting Among Adolescents	ⓘ 🄰 ↑	
QPP 110	Preventive Care and Screening: Influenza Immunization	ⓘ 🄰 ↑	

➤ Then the '**Add Profile & Visit**'.

✎ SELECT/DESELECT PREFERRED MEASURES   👤+ ADD PROFILE & VISIT

➤ The Patient Profile and Visit Details box will appear. You will need to input all required fields:

Patient Profile And Visit Details   ✕

Select Year*
2020   ⌄

Select Clinician*
1740307073 - Provider Two   ⌄

Search from patient list
Search patients by MRN   ▼

MRN *

First Name

Last Name

Gender   ▼

DOB *   📅

Insurance Type *   ▼

Visit Date & Time *   📅

Location *   ▼

> - Click '**Save & Proceed to Measure Details**'.
>   - • If you click '**Save**' you will be brought back to your visit list page which will display your previous entered patient profile list.

| SAVE | SAVE & PROCEED TO MEASURE DETAILS |

> - You will be taken to the following page where you will answer designated questions for each of your chosen measures.

Measure Questionnaire ✕

| 2020 | Web Demo practice | 1740307073 - Provider Two |

MRN - 30   🎂 02/02/1988   Age - 31 Years   Visit Date & Time - 01/14/2020 00:00   Location - ztestaddress - 5654645654   Insurance Type - **Medicaid** - Alabama

🔍 e.g. Measure ID or Title   Please answer the measure questionnaire

QPP 265	🗋	**Measure Details** High Priority 📄 ↑
QPP 410	🗋	**Biopsy Follow-Up**
QPP 130	🗋	Percentage of new patients whose biopsy results have been reviewed and communicated to the primary care/referring physician and patient
~~QPP 402~~	🗋	Achieved 95.88% ▼ 0 % 🔄
QPP 110	🗋	Performance ▲ 83.49%

Patient had biopsy procedure on qualifying encounter during the performance period without telehealth modifier (GQ, GT, 95, POS 02). ⓘ

○ Yes
○ No

| CLEAR & SAVE | RESET | SAVE |

***Please note that the questions on the right are designed to test patient eligibility for the selected measures on the left. You will need to check each bubble next to each statement that applies to the patient in order to be able to choose the corresponding reporting code at the bottom of each measure set. Depending on your selection of answers to each question, you may be prohibited from answering the remaining questions.

➢ After answering the designated question for your measure, you will need to click '**Save**'.

Was there a system reason(s) documented for not entering patient's information into a recall system (e.g., melanoma being monitored by another physician provider)?

○ Yes

◉ No

DELETE   RESET   SAVE

**Once the measure questionnaire is completed for a measure, a green icon next to the measure number will be displayed.

QPP 130 ✅

➢ If you are reporting on multiple measures, you can navigate to the next measure by clicking on the measure number listed on the left hand side.

Measure Questionnaire

| 2020 | Web Demo practice | 1740307073 - Provider Two |

MRN - 30   🎂 02/02/1988   Age - 31 Years   Visit Date & Time - 01/14/2020 00:00   Location - ztestaddress - 565464

🔍 e.g. Measure ID or Title

QPP 137	📄
QPP 265	📄
QPP 337	📄
QPP 410	📄
QPP 130	✅

Measure Details

Melanoma: Continuity of Care – Recall System
Percentage of patients, regardless of age, with a current diagnosis of melanoma or a histo
within a 12 month period, into a recall system that includes:
• A target date for the next complete physical skin exam, AND
• A process to follow up with patients who either did not make an appointment within the

Achieved
Performance

➢ After answering/saving all the designated questions for your measure(s), you can exit out of the measure questionnaire by clicking the 'X' in the right corner. You will be brought to the **Visit List** as shown below. All the previously entered patient information can be found under this portion (Visit List) of the dashboard.

PATIENT MRN & NAME	GENDER	DATE OF BIRTH	CLINICIAN	VISIT DATE & TIME	LOCATION	UPDATED DATE ↓	ACTIONS
Testmrn11 - **Testf2 Testf2**	Female	11/15/1954	1013028711 - inactive test	01/23/2020 00:00	ztestaddress - 5654645654	02/10/2020	
TESTMRN - **TESTF TEST**	Male	08/05/2019	1013028711 - inactive test	01/01/2020 12:00	ztestaddress - 5654645654	01/14/2020	
545454 -		02/02/1954	1013028711 - inactive test	01/08/2020 00:00	ztestaddress - 5654645654	01/14/2020	

Editing Previously Entered Patient Profiles:

- ➤ If you need to edit patient information this can be done under the **List Visit** portion of your dashboard. All previously entered patients' details will be displayed in a list.

- ➤ To edit the patient profile and visit, select

PATIENT MRN & NAME	GENDER	DATE OF BIRTH	CLINICIAN	VISIT DATE & TIME	LOCATION	UPDATED DATE ↓	ACTIONS
30 -		02/02/1988	1740307073 - Provider Two	01/14/2020 00:00	ztestaddress - 5654645654	02/13/2020	
111 - test test	Male	08/13/1994	1790723302 - testprovider testlname	01/16/2020 22:08	testaddress11 - 5654645654	02/10/2020	

- ➤ You will then be brought to the Patient Profile and Visit details. You can edit any of the designated fields (MRN, Date of Birth, Insurance Type, Visit Date, etc.)

- ➤ Then click '**Save**'.

Patient Profile And Visit Details

MRN No *	First Name *	Last Name *
20	John	Smith

Gender *	DOB *	Insurance Type *
Male	11-03-2014	Medicaid

Visit Date & Time *	Location *
03-07-2019 05:29	5654645654 ⊗

- ➤ You will then be redirected to the Measures Questionnaire. If all measure details are correct, you can exit the measure questionnaire. Then go back to **Visit List** and view your patient edits.

Editing Previously Entered Patient Measure Details:

➢ If you need to edit patient measure answers, this can be done under the **List Visit** portion of your dashboard. All previously entered patients' details will be displayed in a list.

➢ To edit measure details, select

Select Year*	Select Clinician*						
2020	ALL						
MRN	First Name		Last Name			CLEAR	FILTER

PATIENT MRN & NAME	GENDER	DATE OF BIRTH	CLINICIAN	VISIT DATE & TIME	LOCATION	UPDATED DATE ↓	ACTIONS
30 -		02/02/1988	1740307073 - Provider Two	01/14/2020 00:00	ztestaddress - 5654645654	02/13/2020	
111 - test test	Male	08/13/1994	1790723302 - testprovider testlname	01/16/2020 22:08	testaddress11 - 5654645654	02/10/2020	

➢ You will then be brought to the Measure Questionnaire for the patient selected. You can edit any of the measures on the left side.

➢ Then click '**Save**' after each measure edit (Scroll down on the bottom of each measure to find the save button).

MRN - **222**   John Smith   03/18/2013   Gender - **Male**   Age - **5 Years**   Date of Visit - **03/05/2019 13:12**   Location - **5654645654**   Insurance Type - **Medicare**

Please answer the measure questionnaire

265
46

Biopsy Follow-Up

Percentage of new patients whose biopsy results have been reviewed and communicated to the primary care/referring physician and patient

Please select if the current patient visit falls under the category of any of the given listed visits (without telehealth modifiers like GQ, GT, 95 or POS 02 attached to them)

○ Office or Other Outpatient Visit

○ Outpatient Consultation

Did the pathologist perform the biopsy on the patient?

○ Yes

○ No

If yes, please specify the date of biopsy

Deleting Patient Visits:

➢ Deleting Patient Visits this can be done under the **Visit List** Portion of your dashboard.

➢ Click the trashcan icon to delete a patient visit and patient information.

Select Year*	Select Clinician*						
2020	ALL						
MRN		First Name		Last Name			CLEAR FILTER

PATIENT MRN & NAME	GENDER	DATE OF BIRTH	CLINICIAN	VISIT DATE & TIME	LOCATION	UPDATED DATE ↓	ACTIONS
30 -		02/02/1988	1740307073 - Provider Two	01/14/2020 00:00	ztestaddress - 5654645654	02/13/2020	
111 - test test	Male	08/13/1994	1790723302 - testprovider testlname	01/16/2020 22:08	testaddress11 - 5654645654	02/10/2020	

➢ The following pop-up will appear. You will need to click on '**Yes**' to delete the patient visit.

Confirmation of Delete Visit

Are you sure you want to delete visit for Patient Name (Test test) with MRN (1231) and visit date (01/16/2019 18:00)?

NO YES

Adding a Clinician/ Add a Service Desk Ticket

➢ If your clinician is not available on the dropdown list. You will need to create a service request. Service requests can be made by clicking the Service Request icon.

➢ Then click '**+ Add New Ticket'** on the top right corner of the page.

➢ The following pop-up will appear. You will need to input all the required fields.

Add New Ticket   *Mandatory Fields

🚫 DO NOT ENTER ANY PHI UNLESS YOU FIRST SELECT THE "SELECT TO
ADD PHI" BUTTON BELOW AND ENTER IT INTO THE "PHI DESCRIPTION
FIELD". ANY SUPPORTING DOCUMENTS OR OTHER INFORMATION THAT
MAY CONTAIN PHI SHOULD BE ENTERED **ONLY IF THE "SELECT TO ADD
PHI" BUTTON IS PRESSED.** PLEASE CLICK HERE TO VIEW PHI
IDENTIFIERS. FIGMD IS NOT LIABLE FOR ANY PHI SENT TO US IN ERROR.

Ticket Category*

Practice Id*

6

Summary*

Description*

☐ Select to add PHI

**Please include ALL information when adding a clinician:

- Ticket category: **Practice/Provider Missing**
- Practice ID: (this should auto generate)
- Summary: Add Provider
- Description:
    - Provider's First and Last Name
    - NPI
    - AAD ID
    - Designation Title (e.g. Dermatologist, Physician Assistant, etc.)
    - Provider email contact

Add New Ticket

*Mandatory Fields

ADD PHI" BUTTON BELOW AND ENTER IT INTO THE "PHI DESCRIPTION FIELD". ANY SUPPORTING DOCUMENTS OR OTHER INFORMATION THAT MAY CONTAIN PHI SHOULD BE ENTERED **ONLY IF THE "SELECT TO ADD PHI" BUTTON IS PRESSED.** PLEASE CLICK HERE TO VIEW PHI IDENTIFIERS. FIGMD IS NOT LIABLE FOR ANY PHI SENT TO US IN ERROR.

Ticket Category*

Dashboard - Practice/Provider Missing

Practice Id*

6

Summary*

Add Provider

Description*

John Smith
NPI: 123456789

☐ Select to add PHI

CANCEL   CREATE

Example of Service Request Ticket for Adding a Clinician

➢ After inputting all required fields, click '**Create**'. A summary of your ticket will appear. It will include: ticket type, ticket subtype, summary, description, status, and action. FIGmd will inform practices when the provider has been added and the service ticket is closed.

TICKET TYPE	TICKET SUBTYPE	SUMMARY	DESCRIPTION	STATUS	ACTION
Service Request	Dashboard - Web Tool - Web Tool Query	**Add New Provider**	Practice Id: 283603 Name: Dr. John Smith NPI: 0000000000 AAD ID: 0000 Designation Title: Dermatologist	Open	VIEW DETAILS

➢ Click the '**View Details'** to view information for that specific request. You can also chat with FIGmd by adding a comment. Then clicking the send icon.

STATUS	ACTION
Open	VIEW DETAILS
Closed	VIEW DETAILS

SUMMARY:
Q2 Data not visible

DESCRIPTION:
Practice Id: 283603
Dashboard Period which is not available: 4/1/2019-8/31/2019
Q1 data available within the dashboard. Q2 data not displayed within the dashboard.

1

Chat history

No comments found.

Add Comment *

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