

## Inborn Errors of Metabolism – Information System (IBEM-IS) Quick Reference

<p style="text-align: center;"><b>DATA ENTRY: NEW PATIENT ENROLLMENT</b> <b>(Example: MCAD Deficiency)</b></p>
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Go to: <https://patient.docsite.com/>

Enter User Name and Password, click on [sign-in](#)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**

Pull down **Sites** menu located on left side of the page, select your specific metabolic center site, click on [Add](#) link below the **Sites** menu, the **Demographics** page then pops up

The following elements are *REQUIRED* for entry on the **Demographics** page (other fields are useful but optional): **Last Name, First Name, Date of Birth, Gender, Race, Preferred Language, Ethnicity, Principal Managed Condition, MRN** (enter Unique Registry ID number in the MRN field). After data is entered, click the [Add](#) link on the bottom left of the page, the main face sheet then pops up

Click on the [Add](#) link to the right of the **Managed Conditions** menu (about ½ ways down the page)

Pull down the **Managed Condition** menu, select MCADD Enrollment, click [save](#), the main face sheet then pops up again

Click on the [Add](#) link to the right of the **Managed Conditions** menu, again

Pull down the **Managed Condition** menu again and select MCADD Interval Update, click [save](#)

The main face sheet page pops up again and now you should see both MCADD Enrollment *and* MCADD Interval Update under the **Managed Conditions** section

Scroll down main face sheet to **Surveys** section, click on the [Add](#) link to the right of the **Surveys** menu

Pull down **Survey** menu, select MCADD Enrollment, click [save](#)

The main face sheet pops up again, click on the [Add](#) link to the right of the **Surveys** menu again

Pull down the **Survey** menu, select MCADD Interval, click [save](#)

The main face sheet pops up again and you should see both MCADD Enrollment *and* MCADD Interval under the **Surveys** section

Go to the tool bar across the top of the main face sheet page and pull down the **Patient Data** menu, select **Data (Measure) Entry 4**, click on **Survey Entry**

Pull down **Providers** menu, click on the primary metabolic provider for the patient

Next to the “**Select a survey:**” prompt, choose **MCADD Enrollment** option, the Enrollment data entry screen pops up

### CAUTION!

**YOU MUST SAVE DATA LESS THEN EVERY 15 MINUTES DURING DATA ENTRY OR DATA WILL BE LOST.** To save, scroll down to the end of the survey and click on [Save](#) (last set of saved data entered will appear at the end of the survey so you will know where you left off). There is a HIPAA privacy timeout countdown clock in the upper righthand corner of the screen. The clock resets to 15 minutes each time you save.

Next to the “**Measure Date**” box, click on the calendar to select the patient’s date of enrollment into the IBEM-IS, to the right of the calendar click on **Set all dates**. You will see that all date fields automatically populate below.

### Quick Tip - Answer Types

Check boxes: check all that apply

Pull down menu: choose 1 answer only

Open text box: enter brief free text answer

All others: follow prompts for each specific question on survey

Click on the first box under **Value** column, begin entering data starting with Unique registry ID (this answer should be the same as the MRN you previously assigned)

Hit Enter button on the keyboard to advance to the next answer box

If patient also had a metabolic outpatient visit on the day of IBEM-IS enrollment, go to the tool bar across the top of the main face sheet page and pull down the **Patient Data** menu, select **Data (Measure) Entry 4**, click on **Survey Entry**

Pull down **Providers** menu, click on the primary metabolic provider for the patient

Next to the “**Select a survey:**” prompt, choose **MCADD Interval** option, the Enrollment data entry screen pops, enter data and save frequently

**DATA ENTRY: ESTABLISHED PATIENT INTERVAL VISIT  
(Example: MCAD Deficiency)**

Go to: <https://patient.docsite.com/>

Enter User Name and Password, click on [sign-in](#)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**

Pull down **Sites** menu located on left side of the page, select your specific metabolic center site

To pull up a list of all enrolled patients, click on [search](#) right below **Patient Search** menu, and leave all search boxes blank, a list of all enrolled patients pops up, click on the patient you want to work on

To find a specific patient without viewing all enrolled patients, type in any field of the Patient Search menu (last name, MRN/unique registry number, DOB, etc), click on [search](#) or hit Enter button on your keyboard and it will pull up anyone enrolled that matches that information)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**, the main face sheet for that patient pops up

Scroll down the main face sheet to make sure MCAD Interval Update shows up under the **Managed Conditions** section and that MCAD Interval shows up under the **Surveys** section (if not go to NEW PATIENT instructions above and follow steps to add those options).

Go to the tool bar across the top of the main face sheet page and pull down the **Patient Data** menu, select **Data (Measure) Entry 4**, click on **Survey Entry**

Pull down **Providers** menu, click on the primary metabolic provider for the patient

Next to the “**Select a survey:**” prompt, choose **MCADD Interval** option, the Interval Update data entry screen pops up

**CAUTION!**

**YOU MUST SAVE DATA LESS THEN EVERY 15 MINUTES DURING DATA ENTRY OR DATA WILL BE LOST.** To save, scroll down to the end of the survey and click on [Save](#) (last set of saved data entered will appear at the end of the survey so you will know where you left off). There is a HIPAA privacy timeout countdown clock in

the upper righthand corner of the screen, the clock resets to 15 minutes each time you save.

Next to the “**Measure Date**” box, click on the calendar to select the patient’s interval visit date (date of that particular outpatient metabolic visit) into the IBEM-IS, then to the right of the calendar click on **Set all dates**. You will see that all date fields automatically populate below.

#### **Quick Tip - Answer Types**

Check boxes: check all that apply

Pull down menu: choose 1 answer only

Open text box: enter brief free text answer

All others: follow prompts for each specific question on survey

Click on the first box under **Value** column, begin entering data

Hit Enter button on the keyboard to advance to the next answer box

Repeat process for every future outpatient metabolic visit for this enrolled patient

<b>DATA ENTRY: NEUROPSYCH RESULTS</b>
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Go to: <https://patient.docsite.com/>

Enter User Name and Password, click on [sign-in](#)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**

Pull down **Sites** menu located on left side of the page, select your specific metabolic center site

To pull up a list of all enrolled patients, click on [search](#) right below **Patient Search** menu, and leave all search boxes blank, a list of all enrolled patients pops up, click on the patient you want to work on

To find a specific patient without viewing all enrolled patients, type in any field of the Patient Search menu (last name, MRN/unique registry number, DOB, etc), click on [search](#) or hit Enter button on your keyboard and it will pull up anyone enrolled that matches that information)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**, the main face sheet for that patient pops up

Scroll down main face sheet to **Surveys** section, click on the [Add](#) link to the right of the **Surveys** menu

Pull down **Survey** menu, select Children's Metabolic Disorders Neuro-Psych Score Matrix, click [save](#)

The main face sheet pops up again and you should see Children's Metabolic Disorders Neuro-Psych Score Matrix under the **Surveys** section

Go to the tool bar across the top of the main face sheet page and pull down the **Patient Data** menu, select **Data (Measure) Entry 4**, click on **Survey Entry**

Pull down **Providers** menu, click on the primary metabolic provider for the patient

Next to the “**Select a survey:**” prompt, choose Children's Metabolic Disorders Neuro-Psych Score Matrix option, the data entry screen pops up

**CAUTION!**

**YOU MUST SAVE DATA LESS THEN EVERY 15 MINUTES DURING DATA ENTRY OR DATA WILL BE LOST.** To save, scroll down to the end of the survey and click on [Save](#) (last set of saved data entered will appear at the end of the survey so you will know where you left off). There is a HIPAA privacy timeout countdown clock in the upper righthand corner of the screen, the clock resets to 15 minutes each time you save.

Next to the “**Measure Date**” box, click on the calendar to select the patient’s date of neuropsych testing into the IBEM-IS, then to the right of the calendar click on **Set all dates**. You will see that all date fields automatically populate below.

Click on the first box under **Value** column, begin entering data starting with Unique registry ID (this answer should be the same as the MRN you previously assigned)

Scroll down the page and enter data based on tests done for that particular patient

Hit Enter button on the keyboard to advance to the next answer box

<b>PRINTING A VISIT PLANNER (PAPER FORM OF ELECTRONIC SURVEY)</b>
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Enter User Name and Password, click on [sign-in](#)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**

Pull down **Sites** menu located on left side of the page, select your specific metabolic center site

Select the patient (demographic patient data must already have been entered to print a visit planner associated with a particular patient – see DATA ENTRY: NEW PATIENT ENROLLMENT instructions above for details on entering demographic data for patient)

To pull up a list of all enrolled patients, click on [search](#) right below **Patient Search** menu, and leave all search boxes blank, a list of all enrolled patients pops up, click on the patient you want to work on

To find a specific patient without viewing all enrolled patients, type in any field of the Patient Search menu (last name, MRN/unique registry number, DOB, etc), click on [search](#) or hit Enter button on your keyboard and it will pull up anyone enrolled that matches that information)

Go to the tool bar across the top of the page that pops up after sign-in, pull down the **Patient Data** menu, select **Patient Information**, the main face sheet for that patient pops up

You must follow steps 1, 2 and 3 below in order to print a visit planner with Enrollment only or Interval Update only data elements on it (otherwise the visit planner will include all data elements, Enrollment and Interval Update).

1. Scroll down to the **Managed Conditions** section on the main face page

To print an MCAD Enrollment visit planner: **ONLY THE MCAD ENROLLMENT OPTION SHOULD BE LISTED UNDER MANAGED CONDITIONS.** If other conditions appear on that menu the visit planner will print all enrollment and interval update data elements. To delete other conditions that appear on the Managed Conditions menu, click on the corresponding [delete](#) link to the right of that managed condition (this deletes the managed condition from the list but NOT the data associated with it.

To print an MCAD Interval Update visit planner: **ONLY THE MCAD INTERVAL UPDATE OPTION SHOULD BE LISTED UNDER MANAGED CONDITIONS.** If other conditions appear on that menu the visit planner will print all enrollment and interval update data elements. To delete other conditions that appear on the Managed

Conditions menu, click on the corresponding [delete](#) link to the right of that managed condition (this deletes the managed condition from the list but NOT the data associated with it).

2. Next scroll down to the **Surveys** section on the main face page

To print an MCAD Enrollment visit planner: ONLY THE MCAD ENROLLMENT OPTION SHOULD BE LISTED UNDER SURVEYS. If other surveys appear on that menu the visit planner will print all enrollment and interval update data elements. To delete other conditions that appear on the **Surveys** menu, click on the corresponding [delete](#) link to the right of that survey (this deletes the survey from the list but NOT the data associated with it).

To print an MCAD Interval Update visit planner: ONLY THE MCAD INTERVAL UPDATE OPTION SHOULD BE LISTED UNDER SURVEYS. If other conditions appear on that menu the visit planner will print all enrollment and interval update data elements. To delete other conditions that appear on the **Surveys** menu, click on the corresponding [delete](#) link to the right of that survey (this deletes the survey from the list but NOT the data associated with it).

Go to left side of the main face page and click on [Visit Planner](#) link, visit planner should open, print (defaults to pdf format, other formats can be chosen just above the [Visit Planner](#) link)

