

Reviewing Data Entered into IBEM-IS

To review previously entered data follow these steps.

Note: The patient-specific “visit planner” pdf may contain some (most recently entered data for certain types of questions), but will not contain all of the previously entered data.

1. Log-in to IBEM-IS <https://patient.docsite.com/>
2. Click on *Patient Data* tab, pull down menu and select *Patient Information*.
3. Select desired patient.
4. Click on *Patient Data* tab again, pull down menu and select *Measure Review*.
 - A listing of all previously entered data for that patient will appear under the title *Measure Review – Showing all data* (regardless of which/whether managed conditions or condition specific surveys are selected for that patient).
 - To edit information previously entered on this patient, click on the blue edit link in the right-hand column associated with that particular data element, edit the answer in the “value” box only (ignore goal, int days, and due date fields), click “save.” This will direct you back to the *Measure Review – Showing all data* form again.
 - To sort through previously entered data by certain parameters (date entered, name of data element/question, value/answer), drag the “**Name**”, “**Date**”, or “**Value**” caption up one row to the “*drag a column header here to group by that column*” field. Green arrows appear to show you where to drop it.

For example, if you drag and drop the “**Date**” field, you will then see a list of all dates for which data was previously entered, you can then select the date of interest to narrow the search for associated data. Drag the caption back to the original position to return to the normal format of the *Measure Review* page.

Dragging the “**Name**” caption shows the data elements/questions only. Double click on any item to expand it to see all previous answers on all previous dates for that particular question.

Dragging the “**Value**” caption shows the previously entered answers only. Double click on any answer to expand it to see all previous answers on all previous dates.

- To view only the data entered today, click on the blue link *show data entered today*.
5. To exit the *Measure Review*, Click on *Patient Data* tab, pull down menu and select *Patient Information*.