



Illinois Department
Of Human Services

Master Patient Index

User Manual

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MASTER PATIENT INDEX
USER MANUAL

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INTRODUCTION

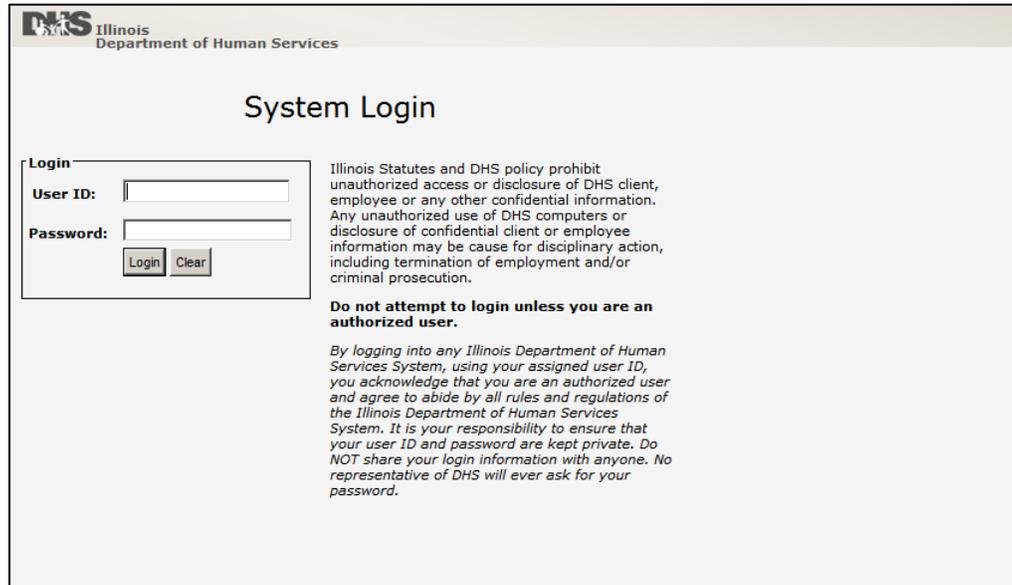
The Master Patient Index System was originally developed to support the Department's requirement to uniquely identify recipients of Department services. The benefits to both the Department and recipients of services in being able to support historical medical records are obvious. By using unique identification numbers, episodes of services and the supporting medical records can be linked throughout the continuum of service to a respective recipient.

The Master Patient Index System utilizes a technique to catalog or file names in such a way that names of like spelling as well as names that sound alike can be filed as a group (next to each other), making retrieval a much simpler task. The Department's service recipient ID file contains more than 500,000 records. If names were filed in alphabetical order, it would be a difficult task to locate a name simply because of the variety of spellings that names which sound alike have.

Although this technique is an invaluable aid in the management and use of name files, it certainly does not replace the common sense and good judgment of the system user. As with any filing technique, exceptions do exist. Even with exceptions, you will find that the Master Patient Index System coupled with experience and judgment will prove to be an extremely useful tool.

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LOGIN



The Master Patient Index System application may be accessed by entering (or copying) the URL www.mpi.dhs.illinois.gov/mpisecure/mpi in the address line of your browser.

NOTE: All users must be registered and have a valid User ID to access the system.

1. A Registered user should type in his/her Master Patient Index User ID.
2. After entry of a valid User Name, the user should type in his/her unique Password. When the password is entered, it will not be visible.
 - The user must not login to the Master Patient Index System again, unless the user has followed the logout procedures. The user should only have one active session of the Master Patient Index System running at a time. The user will be logged out of the system after 30 minutes of inactivity.

This manual was written to encompass information for three types of users, **Administrative Users** – (both regular and super administrator) as well as a **System User**.

The **System User** is authorized to only view Patient/Alias information.

The regular **Administrative User** is authorized to view, add/update Patient or add/update Alias information.

The super **Administrative User** is authorized to view, add/update Patient or add/update Alias information as well as activate/inactivate Patient or Alias Names.

Unless otherwise specified the information in this manual will pertain to all types of users.

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SECTION 1 - SEARCH PATIENTS

1.1 Patient Search

The screenshot shows the 'Patient Search' interface. At the top, there is a menu bar with '(MPI) Search Patients', 'Help', and 'Logout'. Below the menu bar is the title 'Patient Search'. The main search area contains the following fields and controls:

- ID Number:
- Search type:
- Last Name:
- First Name:
- Middle Initial:
- Birth Date Range:
- Status:
- Birth Date (mm/dd/yyyy):
- Gender:
- Social Security Number:

There are two callout boxes with arrows pointing to specific fields:

- A yellow box labeled 'Begin With Sounds Like Exact Match' points to the 'Search type' dropdown.
- A yellow box labeled 'Both Active Inactive' points to the 'Status' dropdown.

At the bottom of the search area are two buttons: 'Search' and 'Clear'.

The **Patient Search** is displayed after entering a *User ID* and *Password* and logging into the Master Patient Index System.

The Menu Bar contains buttons for **Search Patients**, **Help** and **Logout**. The **Search Patients** button will return the User to the above page from any point in the system. The **Help** button will display information about the MPI (Master Patient Index system) and a user manual. **Logout** will log the User out of the system.

A Patient Search may be conducted by using *ID Number*, *Last Name*, *First Name*, *Social Security Number* or any combination of these.

The search can also be restricted by using a **Search type** of **Begin With**, **Sounds Like** or an **Exact Match** on the *Last Name* or *First Name*. A specific Status of **Both** (meaning both active and inactive), **Active** or **Inactive** can also limit the search. When using a *Birth Date* the *Last Name* must be entered as well. A *Birth Date Range* of **Exact Match** or a range of years on either side of the entered *Birth Date* may be selected.

After search criteria has been entered click on **Search** to locate a Patient or **Clear** to remove the search criteria.

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1.1 Patient Search – continued

The screenshot displays the 'Patient Search' interface within the 'NIS Illinois Department of Human Services' system. The search criteria are as follows:

- ID Number:
- Search type:
- Last Name: First Name: Middle Initial:
- Birth Date Range: Status:
- Birth Date: (mm/dd/yyyy) Gender:
- Social Security Number:

Buttons:

No Matches Were Found For Your Search

After a search has been conducted and it has been determined that the Patient does not exist in the system the **Patient Search** page will be displayed with the message *"No Matches Were Found For Your Search"*. Click on the **Add Patient** button to add a new Patient to the system or **Clear** to clear the screen and conduct a new search.

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1.1 Patient Search – continued

The screenshot displays the 'Patient Search' interface. At the top, it shows the 'NIS Illinois Department of Human Services' logo and navigation links for '(MPI) Search Patients', 'Help', and 'Logout'. The main heading is 'Patient Search'. Below this is a search form with the following fields: 'ID Number' (text input), 'Search type' (dropdown menu set to 'Begins With'), 'Last Name' (text input with 'duck'), 'First Name' (text input with 'donald'), 'Middle Initial' (text input), 'Birth Date Range' (dropdown menu set to 'all years'), 'Status' (dropdown menu set to 'BOTH'), 'Birth Date (mm/dd/yyyy)' (text input), 'Gender' (dropdown menu), and 'Social Security Number' (text input). There are 'Search', 'Clear', and 'Add Patient' buttons. Below the search form is the 'Patient Results' section, which contains a table with the following data:

Name	ID Number	Birth Date	Gender	SSN	Status	Status-Alias
DUCK, DONALD	1000092	04/12/1947	M	102030405	A	A - DUCK, DONNY I

Below the table, a yellow box contains the text 'Patient and Alias Names are Links.' with two arrows pointing to the 'Name' and 'Status-Alias' columns of the table.

When a search criterion was entered and a match found the above page will be displayed with a list of the Patient(s) matching the criteria. The Patient Results display *Name*, *ID Number*, *Birth Date*, *Gender*, *SSN*, *Status* and *Status-Alias*. The *Name* and *Status-Alias* fields are hyperlinks which can be clicked on to view the specific information for a Patient.

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SECTION 2 - PATIENT NAMES

2.1 Patient Add

The screenshot shows the 'Patient Add' form. At the top, there is a header for 'Illinois Department of Human Services' with a logo. Below the header is a navigation bar with '(MPI) Search Patients', 'Help', and 'Logout'. The main title 'Patient Add' is in large blue font. The form fields are: Last Name: DUCK, First Name: DONALD, Middle Initial: (empty), Birth Date: (empty), Gender: (dropdown menu), Social Security Number: (empty). There are 'Save' and 'Cancel' buttons at the bottom left of the form area.

The **Patient Add** page is displayed after selecting **Search Patients** from the menu bar and then conducting a search for a Patient and clicking on the **Add Patient** button.

Birth Date and *Gender* are required fields but it is recommended to fill in all information that is available. When entering the *Social Security Number* do not include the dashes. Select the appropriate *Gender* from the drop down list.

Select **Save** to add the Patient information. After the information has been added, the system will display the **Patient Was Added** screen (below) which contains an **Edit** button as well as a button to **Add Alias**.

The screenshot shows the 'Patient Was Added' confirmation screen. It has the same header and navigation bar as the previous screen. The main title 'Patient Was Added:' is in large blue font. The form area contains the following information: ID Number: 1000092, Last Name: DUCK, First Name: DONALD, Middle Initial: I, Birth Date: 04/12/1947, Gender: M, Social Security Number: 102030405. There are 'Add Alias' and 'Edit' buttons.

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2.2 Update\Inactivate Patient

Illinois Department of Human Services
(MPI) Search Patients Help Logout

Update/Inactivate Patient

Please make your data changes and click on the Update Patient Information button

Patient ID: 1000133 Last Name: DUCK First Name: DONALD Middle Initial:

Birth Date: (mm/dd/yyyy) 04/12/1978 Gender: MALE Social Security Number: 456789123 Status: A

Comment (used when inactivating Patient ID only): 499 characters left

Update Patient Information Cancel Add Alias Inactivate Activate Return to List

Alias Name
A - DUCK, BIG
A - DUCK, DONNIE
A - DUCK, YELLOW

Inactivate and Activate buttons are only visible for specific administrators.

NOTE: This screen is only accessible to Super and Regular Administrator roles.

The **Update/Inactivate Patient** page is displayed when Edit was selected on the **Patient Was Added** screen or after a **Patient Search** has been conducted and a Patient was selected from the list of **Patient Results**.

The Super Administrator is the only role that will have the **Inactivate** and **Activate** buttons visible. The **Comment Box** will only be visible to the Regular Administrator role if the Patient was previously inactivated.

A comment must be entered by the Super Administrator when a Patient is to be inactivated. It is recommended to note why the Patient was inactivated. If the Patient is being inactivated and entered with a new ID, enter the new ID in the comment box.

The **Return to List** button will take user back to the original search screen displaying all the Patients in the previous list.

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2.2 Update/Inactivate Patient – continued

The screenshot shows the MPI system interface for the Illinois Department of Human Services. The header includes the logo and navigation links for '(MPI) Search Patients', 'Help', and 'Logout'. The main message is 'Patient was Updated:'. Below this, a yellow box contains the following patient information:

ID Number:	1000092
Last Name:	DUCK
First Name:	DONALD
Middle Initial:	I
Birth Date:	04/12/1947
Gender:	M
Social Security Number:	102030405
Status:	A

An 'Edit' button is located at the bottom left of the yellow box. To the right of the yellow box, the text 'No Aliases Found' is displayed above an 'Add Alias' button.

NOTE: This screen is only accessible to Super and Regular Administrator roles.

This screen is displayed after a Patient's record has been updated using the **Update/Inactivate Patient** screen (shown on previous page). This screen contains an **Edit** button to update the Patient information as well as a button to **Add Alias**. If the Patient had aliases which were previously entered they would also be displayed on this screen.

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SECTION 3 - ALIAS NAMES

3.1 Add Alias

DHS Illinois Department of Human Services
(MPI) Search Patients Help Logout

Add Alias

Patient ID:	1000092	Patient Last Name:	DUCK	Patient First Name:	DONALD	Patient Middle Initial:	
Alias Last Name:		Alias First Name:		Alias Middle Initial:			

Save Cancel

The **Add Alias** page is displayed after clicking on the **Add Alias** button on the **Update/Inactivate Patient** screen or from the screen displayed when a Patient has been updated (previous page).

Enter the *Alias Last Name* and *Alias First Name* as well as the *Alias Middle Initial* if known. Select **Save** to add the Alias information. After the information has been added, the system will display the **Alias Added** screen (below) which contains an **Edit** button to edit the Patient information and an Alias Name link to edit the Alias as well as an **Add Alias** button to add another Alias.

DHS Illinois Department of Human Services
(MPI) Search Patients Help Logout

Alias Added

ID Number:	1000092
Last Name:	DUCK
First Name:	DONALD
Middle Initial:	I
Birth Date:	04/12/1947
Gender:	M
Social Security Number:	102030405
Status:	A

Edit

Alias Name
[A - DUCK, DONNY I](#)

Add Alias

Alias Name is a Link

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3.2 Update/Inactivate Alias

Illinois Department of Human Services

(MPI) Search Patients Help Logout

Update/Inactivate Alias

Patient ID: 1000133 Patient Last Name: DUCK Patient First Name: DONALD Patient Middle Initial:

Alias Last Name: DUCK Alias First Name: DONNIE Alias Middle Initial: Alias Status: A

Comment (used when inactivating Alias only): 499 characters left

Update Cancel Inactivate Activate Return to List

NOTE: This screen is only accessible to Super and Regular Administrator roles.

The **Update/Inactivate Alias** page is displayed when **Alias Name** was selected after a Patient Search was conducted and a Patient's Name or Alias Name is displayed.

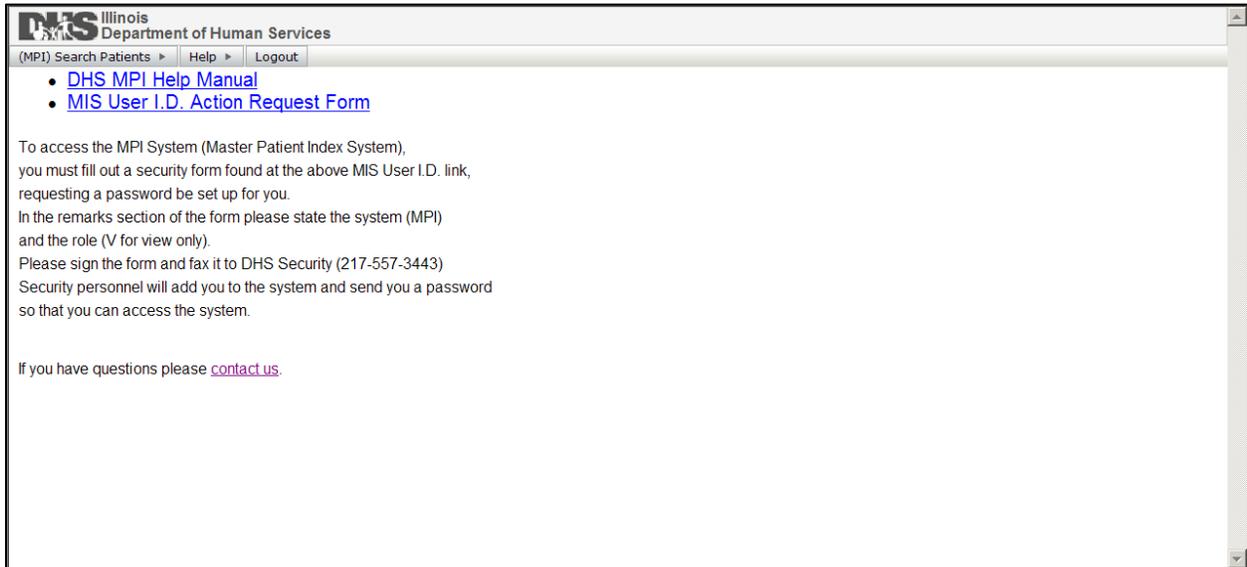
The Super Administrator is the only role that will have the **Inactivate** and **Activate** buttons as well as the comment box visible. The *Comment Box* will be visible only to the Regular Administrator role if the Alias was previously inactivated to display the reason an Alias was inactivated.

The **Return to List** button will take user back to the original search screen displaying all the Patients in the previous list.

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SECTION 4 - HELP

4.1 Helpful Links



This screen will display a link for a PDF document of this manual as well as a link to access the MIS User I.D. Action Request Form. If submitting the MIS User I.D. Action Request Form, sign and fax to DHS Security at 217-557-3443.

With questions regarding the MPI System click on "contact us" to send an email requesting technical support to DHS.MPI@illinois.gov.