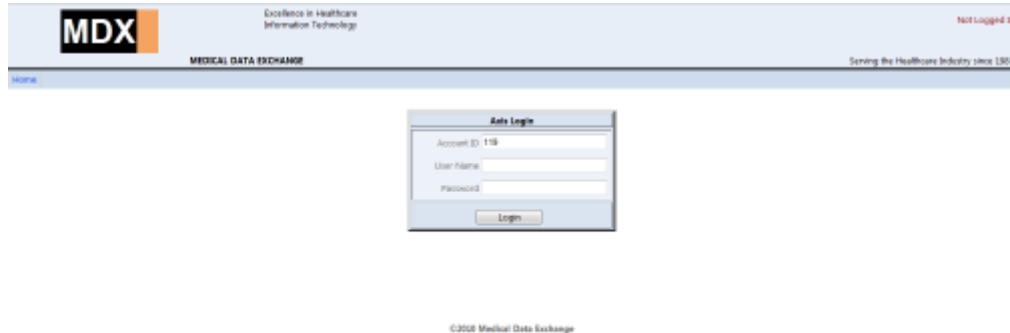


# MDX INSTRUCTIONS

## How to log into MDX

1. Type <https://axis.mdxnet.com/Login.aspx> into your Internet Browser



2. Enter account ID 119
3. Enter your User Name
4. Enter your Password
5. Click "Login" Button

## How to print your membership MDX forms

1. Type in your members' last name, member ID OR Date of Birth and click the "Search" button in the Search Criteria section.

Allowed Values (Last Name, Member ID, Date of Birth) - Separate Multiple Values with a Semicolon

Search Criteria  Search

For example:

Allowed Values (Last Name, Member ID, Date of Birth) - Separate Multiple Values with a Semicolon

Search Criteria  Search

2. Make a selection from the above list by clicking on the member(s) you want to generate forms for.
3. You are given the default option to view 10 members per page. If you would like to view more membership, simply click on the drop down menu at the bottom right of your Portal labeled "Results per Page" to choose a different amount of membership to view per page.
4. You can select multiple members by holding down the "CTRL" button and clicking on the members you would like to select.
5. Once you have selected your member(s) click on the "Annual Visit Form" button on the bottom left of your Portal Page to view or print the members Annual Visit Form. If you would like to view the Member Information Profile, click on "Member Information Profile."

[Annual Visit Form](#)

[Member Information Profile](#)

6. A "File Download" box will pop up, click on the "Open" button to access your forms. If you would like to save your forms, click the "Save" button and choose the destination you would like to save your forms to.

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# MDX INSTRUCTIONS

## EMR Instructions

If your office uses Electronic Medical Records (EMR) you do not need to print up an Annual Visit Form to submit. Simply print up the Member Information Profile and submit it with your Electronic Medical Record (EMR). In order for the EMR to be payable all chronic conditions on the Member Information Profile must be assessed in your EMR.

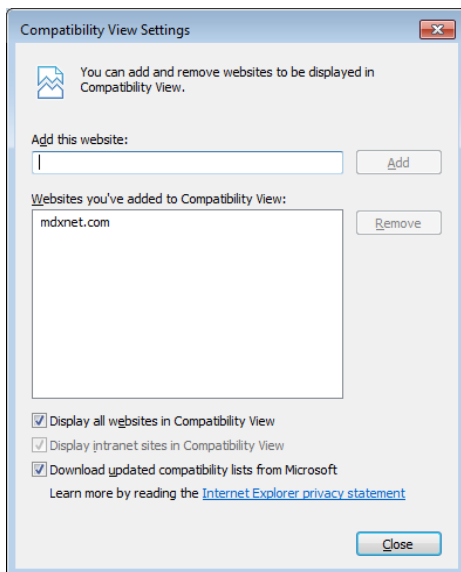
See example below:

Diagnosis History					
DX Code	Description	Date of Service Year DX Received			
		2015	2014	2013	2012
345.90	EPILEPSY, UNSPECIFIED, WITHOUT MENTION OF INTRACTABLE EPILEPSY		Yes		
362.03	NONPROLIFERATIVE DIABETIC RETINOPATHY NOS		Yes	Yes	
362.52	EXUDATIVE SENILE MACULAR DEGENERATION OF RETINA		Yes	Yes	
411.81	ACUTE CORONARY OCCLUSION WITHOUT MYOCARDIAL INFARCTION		Yes		
496	CHRONIC AIRWAY OBSTRUCTION, NOT ELSEWHERE CLASSIFIED		Yes	Yes	
780.39	OTHER CONVULSIONS		Yes	Yes	
799.4	CACHEXIA			Yes	

## IE Compatibility

For versions 10 and 11 in Internet Explorer, you will need to add the MDX website in Compatibility View Settings. To do so, please follow these instructions:

1. Open Internet Explorer
2. At the toolbar, click the "Tools" tab and click "Compatibility View Settings"
3. The Compatibility View Settings screen displays.
4. In the section that says "Add this website:" type in [mdxnet.com](http://mdxnet.com) and click "Add."
5. [Mdxnet.com](http://Mdxnet.com) should move down to the section that says "Websites you've added to Compatibility View:"
6. Make sure the "Display all websites in Compatibility View" is checked and click "Close"
7. Before clicking "Close" your screen should look like the following:



8. After clicking "Close" close out Internet Explorer to allow the settings to apply.

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# MDX INSTRUCTIONS

## Please print AV forms as needed

Please print all AV forms within one week of intended use. MDX was designed to be used as an up-to-date system. If an AV form is printed and is not used we could be missing vital information pertinent to the members overall health. MDX is updated weekly with new claims and RX data. If new data becomes available and the form was printed too far in advance, we will be missing information we could have captured if the AV form was printed within a week.

## AV Form Diagnoses that populate on the MDX form

MDX is designed to pull information that populates on our current AV form from current and historical data from 2012 to current. For example, if a member was diagnosed with Congestive Heart Failure in 2012, it will pre-populate on the Diagnosis History portion of the AV form. This allows the provider to assess this condition. Suspected conditions are populated by algorithms using the historical diagnosis codes as well as medication history. For example if a member is on an ACE/ARB but does not have a diagnosis of diabetes, a suspect of diabetes will now be pre-populated under suspected conditions.

## How to search for multiple members

Allowed Values (Last Name, Member ID, Date of Birth) - Separate Multiple Values with a Semicolon

Search Criteria

You can search for multiple members in MDX. In the "Search Criteria" of the Provider Portal you can type in several members' last name, Member ID or Date-of Birth separated by a semicolon with **NO** space between the semicolon and next search item. Once you have all the members typed in and you are ready to search, simply click on the "Search" button to the right of the "Search Criteria." If you would like to sort these members using the header options just simply click on the header you would like the list to be sorted by:

Last Name	First Name	DOB	Gender	Member #	Carrier	PCP	IPA	Eff From	Eff Thru ▲
-----------	------------	-----	--------	----------	---------	-----	-----	----------	------------

## MDX ICD-10 Look-Up:

MDX also has a great feature that allows you to crosswalk the current ICD-9 code into the ICD-10 code. On your MDX Provider Portal you will see a tab "DX Lookup"

The screenshot shows the MDX Medical Data Exchange interface. At the top left is the MDX logo, and to its right is the text "Excellence in Healthcare Information Technology". Below this is the text "MEDICAL DATA EXCHANGE". A navigation bar contains two tabs: "Member Search" and "DX Lookup", with "DX Lookup" circled in black. Below the navigation bar is a search input field with the placeholder text "Allowed Values (Last Name, Member ID, Date of Birth) - Separate" and "Search Criteria".

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# MDX INSTRUCTIONS

A "DX Code Lookup" box will appear. Type in the ICD-9 code in the DX Code section and click "Search"

The screenshot shows a search form titled "DX Code Lookup". It includes a "DOS Year" dropdown set to 2016, a "Model" dropdown set to MA Part C, a "Description" field, and a "Search" button. Below these are a "DX Code" input field, a "DX Code Type" dropdown set to ICD9, and an "HCC Code" dropdown. The "DX Code" and "Search" fields are circled in red.

The next box will give you the diagnosis description and the ICD-10 Equivalent code.

The screenshot shows the results of the search. The "DX Code" field is circled in red. Below the search form is a table with the following data:

DX Code	DX Description	HCC Code	HCC Description	RAP	Chronic	ICD-10 Equivalent
496	CHRONIC AIRWAY OBSTRUCTION, NOT ELSEWHERE CLASSIFIED	111	Chronic Obstructive Pulmonary Disease	0.346	<input checked="" type="checkbox"/>	J44.9

## No AV Report:

MDX allows providers to check outstanding Annual Visits that still need to be submitted to St Vincent's IPA. When you log into your MDX Provider Portal you will see a tab that says "Reports":

The screenshot shows the MDX Provider Portal navigation menu. The "Reports" tab is circled in red. The menu includes "Member Search", "Reports", and "DX Lookup". Below the menu is the text "Allowed Values (Last Name, Member ID, Date of Birth) - Separate Multiple V".

Once you click on "Reports" you will see the following screen

The screenshot shows the "Reports" page. The "Report Name" field is circled in red and contains the text "No Annual Visit List". The "Run Report" button is also circled in red.

Click on the button that says "Run Report." You will see the following screen.

The screenshot shows the "Report Prompts" page. The "Report Name" field is circled in red and contains the text "No Annual Visit List". The "Generate Report" button is also circled in red. The page includes a "Return to Report Listing" button and a "Report Prompts" section with the following fields:

- Required Fields:
  - No Visits From: [input field]
  - No Visits Thru: [input field]
  - Current Enrollment Only: Yes [dropdown]
  - PCP: [dropdown]
- Optional Fields:
  - Region: [dropdown]
  - IPA: [dropdown]
  - Product Line: Senior [dropdown]

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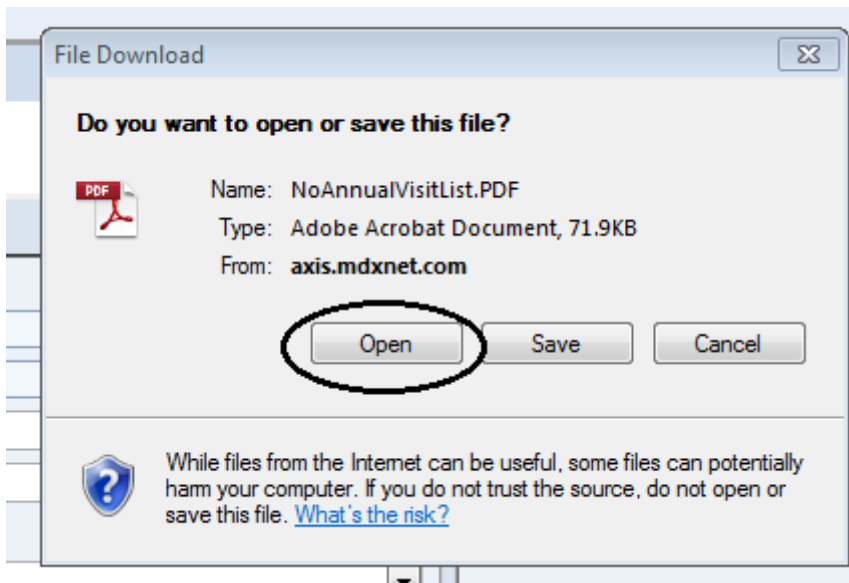
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# MDX INSTRUCTIONS

Fill in all required fields.

1. Please use the current calendar year to run the report.
2. Make sure current year is entered. We suggest 01/01/20xx to 12/31/20xx
3. Please leave current enrollment set to "Yes." If you change it to "No" you will receive terminated members populating on your No AV report.
4. Region

Once all required fields are entered click the "Generate Report" button to your right. You will see the following screen or something similar asking you if it is OK to open the report on your computer. Click "OPEN"



This will give you all AV's that still need to be submitted to the IPA. Please remember that if you have members on your "AV Pend Report," they will still populate on your No AV Form. Also, remember that there is about a 3-4 week delay from when you submit your AV to when the member will be removed from this report.

Please fax in all completed AV forms to:

St Vincent IPA – 562.207.6512

Or mail them to:

Physician DataTrust  
Attn: Risk Adjustment Dept.  
161 Thunder Dr., Suite 212  
Vista, CA 92083

**If you have any questions, please contact your provider representative.**

St Vincent IPA- 562-860-8771 x107 or 112

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