

Ohio Living  
MatrixCare Accessing and Navigating - Physician

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**Accessing MatrixCare and Logging In**

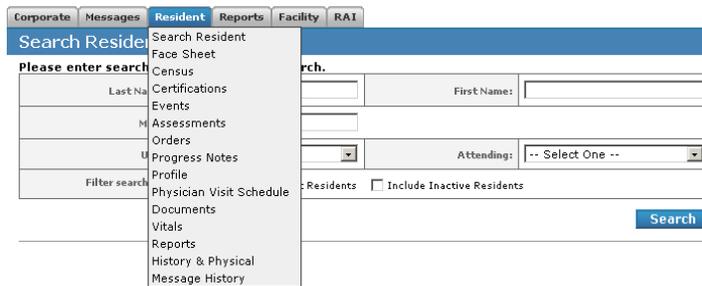
1. The MatrixCare web site can be accessed at this address: <https://oprs.matrixcare.com>
2. Logon to the system using your first initial and last name as your logon, and the password you created the first time you logged on.



 Tip: Be careful logging in. If you strike out 3 times, you will be locked out of the system. If you are locked out, call the Ohio Living Service Desk at 800-686-7800 or 614-212-1122 (after hours) to have your password reset. If you think you can remember your password, close out after the second attempt and restart. This will avoid the locked issue.

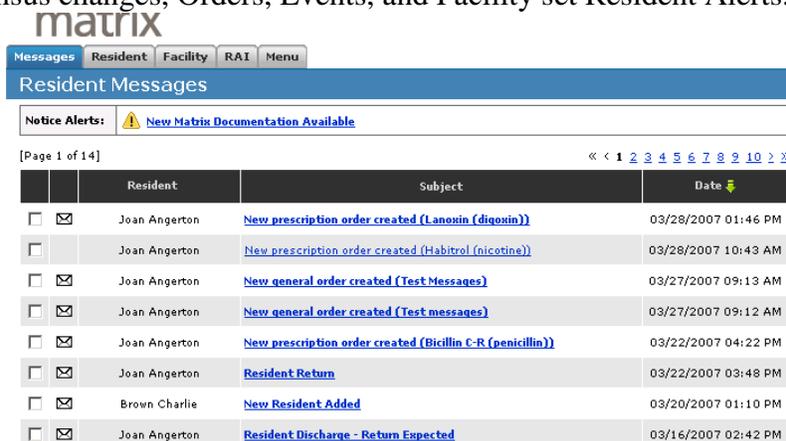
**Navigating MatrixCare**

1. MatrixCare organizes information under Tabs, just like a file drawer. Under each Tab you will see a selection list. You can highlight and click on any selection.



**Resident Messages**

1. Once you have logged on, the system will display Messages. Messages are triggered by Census changes, Orders, Events, and Facility set Resident Alerts.



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 Tip: Any blue underlined word is a link to move through the system. Click once on it to go to that area.

- When a line does not display a closed envelope, it means that someone has opened the message. All messages automatically archive after 3 weeks. If you click on the message description, you can view more information, with the option to click on [More info](#) to see all the detail. Archived messages are attached to each resident and can be accessed under the Resident Tab.

Messages		Resident	Facility	RAI	Menu
View Message					
<b>From:</b>	System Generated	<b>Date:</b>	03/28/2007 10:43 AM		
<b>Resident:</b>	Joan Angerton				
<b>Subject:</b>	New prescription order created (Habitrol (nicotine))				
<b>Message:</b>	A new prescription order (Habitrol (nicotine)) was submitted for this resident. Please review the order. <a href="#">More info...</a>				
<input type="button" value="Back"/> <input type="button" value="Archive"/>					

 Tip: The most recently created message is listed first. Resident Messages can be sorted by Resident Last Name, Resident First Name, Subject or Creation Date.

### Search Resident

Any Resident Function accessed will require you to Search Resident first if you have not already done so.

- Key in the first few letters of the resident's last name. You can also search by first name, Medical Record number, Unit or Attending Physician.
- Check the appropriate Status box (Active, Inactive, Outpatient or Outpatient Discharged). If the resident has been discharged/expired or has not been admitted to a bed, you must check Include Inactive Residents to be able to view them. If they have become an Outpatient, you must check the Outpatient box or the Outpatient Discharged box as appropriate.

Search Residents <span style="float: right;">Teach Me </span>					
Please enter search criteria and select search.					
Last Name:	<input type="text" value="sh"/>	First Name:	<input type="text"/>		
MR#:	<input type="text"/>				
Unit:	<input type="text" value="-- Select One --"/>	Attending:	<a href="#">Select One</a>		
Associated Payer Type: 	<input type="text" value="-- Select One --"/>	Associated Payer Name:	<input type="text" value="-- Select One --"/>		
<b>Status:</b>	<input checked="" type="checkbox"/> Active <input checked="" type="checkbox"/> Inactive <input type="checkbox"/> Outpatient <input type="checkbox"/> Outpatient Discharged <a href="#">Check All</a>   <a href="#">Clear All</a>				
<input type="button" value="Search"/>					
Search Results - 2 Residents <span style="float: right;"><a href="#">Add resident</a></span>					
Name 	MR# - Visit#	Unit	Room	Primary Payer	Status
<a href="#">Shaw, Brutus</a>	1501845-02	Skilled Nursing North	243/A	Payment Plan	In House
<a href="#">Shaw, Cooper</a>	1501648-02	Skilled Nursing West	Not Assigned	Medicare A	Discharged

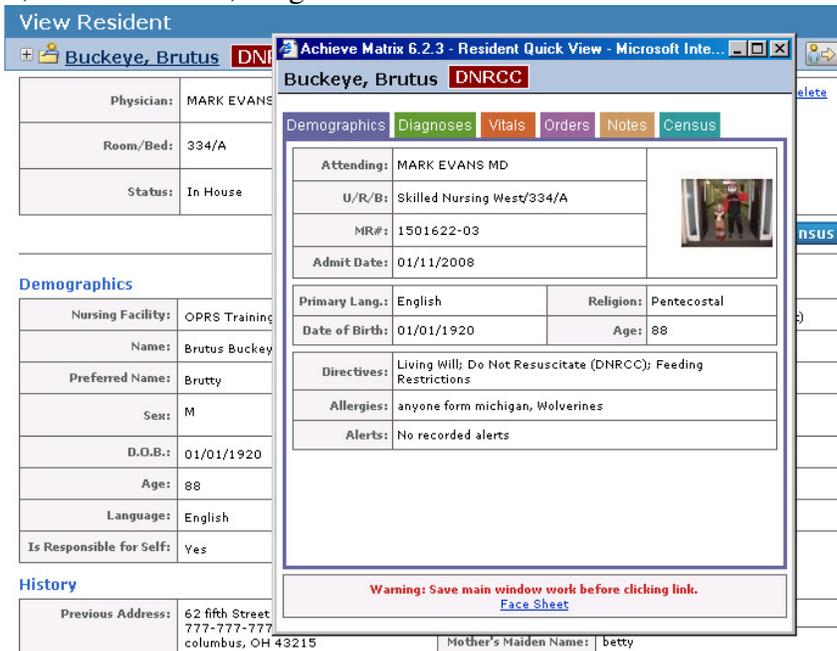
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## Shortcuts to Resident Information

1. If you click on the + sign that appears on every screen next to the resident's name, some brief basic resident information will appear.



2. If you click on the Folder next to the resident name, you will see the Resident Quick View, which gives you access to the resident Demographics, Diagnoses, most recent Vitals, Current Orders, Progress Notes and Census.



## Resident Face Sheet:

The Face Sheet contains Resident Demographics, Contacts, Providers, Allergies and Diagnosis codes.

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View Resident			
<b>Shaw, Cooper C</b> <span style="background-color: red; color: white; padding: 2px;">DNRCC</span> Hospice			
Physician:	JOHN PHYSICIAN MD	Photo:	<a href="#">Update</a>   <a href="#">Delete</a>
Unit/Room/Bed:	Skilled Nursing East/149/A		
Status:	In House		
		<span style="background-color: #4F81BD; color: white; padding: 2px 5px;">Report</span> <span style="background-color: #4F81BD; color: white; padding: 2px 5px; margin-left: 10px;">Census</span>	

### Demographics

Name:	Cooper C Shaw	Race:	Unknown
Preferred Name:	Coop	Religion:	Disciples of Christ
Sex:	M	Marital Status:	Never Married
D.O.B.:	05/02/1930	Language:	
Age:	84	Is Responsible for Self:	No

### Census Summary

Facility:	SNF OPRS Training Facility	Last Qualifying Hospital Stay:	
Admit Date:	02/18/2010 10:49 PM (current)	Admitted From:	
		Referral Source:	
Discharged:		Discharged To:	
Primary Discharge Diagnosis:		Discharge Reason:	
		Condition on Discharge:	

### History

Previous Address:	121 Pine Drive Findlay, OH 45218	Military Service:	
		Veteran Elig (10-5588):	No
		Service Connected Disability & Percentage:	No 0.0 %
County:		Last Branch of Military Service:	
Previous Occupation:		Last Military Service From Date:	
Mother's Maiden Name:		Last Military Service To Date:	
		VA Claim Number:	
		Service Number:	

### Payer Information

Primary Payer:	Medicare A	SSN:	050301930
Medical Record #:	1501648-03	Medicare A #:	050301930A
Medicare B #:		Medicaid #:	

### Insurance Information

Insurance	Group Name	Group #	Insured's ID #	Payer Address	Payer Phone
No Insurance Information.					

### Additional Fields

Previous Phone Number :	Entrance Fee Type :
Long Term Care Ins Name :	Respite Care (Y/N) :
Fincl Disc Updated (MM/DD/YY) :	Direct Depst/Credit Card (Y/N) :
Primary Care Physician :	Dr. Scott Riggs

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## Advanced Directives

Check all that apply:	Notes:	Copy on file?	Check all that apply:	Notes:	Copy on file?
<input type="checkbox"/> *Living Will			<input checked="" type="checkbox"/> *Do Not Resuscitate (DNRCC)		
<input type="checkbox"/> Full Code			<input type="checkbox"/> Do Not Intubate (DNI)		
<input type="checkbox"/> *Organ Donation			<input type="checkbox"/> *Do Not Hospitalize		
<input type="checkbox"/> *Autopsy Request			<input type="checkbox"/> *Feeding Restrictions		
<input checked="" type="checkbox"/> Hospice			<input type="checkbox"/> *Medication Restrictions		
<input type="checkbox"/> Other			<input type="checkbox"/> *Other Treatment Restrictions		

\*Items pull to MDS 2.0 question A10

## Alerts

Alerts:	None Specified
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## Face Sheet Notes

Notes:	Wears bilateral hearing aids. Allergy Alert - Celebrex causes rash
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**Update**

## Providers ?

**Add Provider**

Type	Provider	Phone	
Physician	<a href="#">JOHN PHYSICIAN MD - Attending</a>	(111) 111-1111	
	<a href="#">AYSER HAMOUDI MD - Alternate</a>	(614) 486-9461	<a href="#">Delete</a>
Funeral Home	<a href="#">Behm Family Funeral Homes Inc</a>	(440) 428-4401	<a href="#">Delete</a>
	<a href="#">Bolin Funeral Home</a>	(740) 452-4551	<a href="#">Delete</a>
Hospice	<a href="#">Senior Independence</a>	(614) 433-0031	<a href="#">Delete</a>
Lab	<a href="#">MedLab</a>	(800) 522-7556 (800) 750-6720 Fax	<a href="#">Delete</a>
NP/PA	<a href="#">Nancy Nursepractitioner</a>	(111) 233-5555	<a href="#">Delete</a>
Pharmacy	<a href="#">Skilled Care</a>	(513) 459-8484 (513) 459-8278 Fax	<a href="#">Delete</a>
Radiology	<a href="#">Mobilex USA</a>	(800) 932-2222 (866) 250-2872 Fax	<a href="#">Delete</a>

## Contacts ?

**Add Contact**

Relationship	Name	Responsibilities	Call Order	Phone	Notes
Brother	<a href="#">Ian Shaw</a>	Legal Guardian Responsible Guardian	1	(555) 555-6700 Primary	Notes here

## Allergies

**Add Allergy**

Category	Allergy	Start Date	Screen		
Drugs	Celebrex	02/18/2010	<input checked="" type="checkbox"/>	<a href="#">Edit</a>	<a href="#">Delete</a>
	Celebrex (rash)	02/18/2010		<a href="#">Edit</a>	<a href="#">Delete</a>
	Penicillin	08/28/2009		<a href="#">Edit</a>	<a href="#">Delete</a>

[View allergies history](#)

## Current ICD-9 Diagnoses

**Add Diagnosis**

ICD-9	Description	Prelim?	Date Diagnosed	
733.96	<a href="#">Stress fracture, femoral neck</a>		01/25/2009	<a href="#">Remove</a>

Not most descriptive code available

Facility customized

Obsolete diagnosis

[View diagnosis history](#) | [AR claims sequencing](#) | [Clinical sequencing](#)

Session will expire in approximately 24 minutes.

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## Census

1. Selecting the Census button toward the top of the View Resident (Face Sheet) screen will permit you to view all the census activity for the resident. This includes transfers to hospitals, discharges and admissions.

Resident Census					
Angerton, Joan DNRCC					
Census Records					
Date/Time	Census Type	Level of Care	Payer	Unit/Room/Bed	
03/22/2007 03:47 PM	Return	None	Medicare A - Training Sys Medicare Part A	Skilled Nursing East / 133-A SNF Semi-Private	
03/13/2007 02:41 PM	Discharge - Return Expected	None	Medicare A - Training Sys Medicare Part A		
02/08/2007 05:20 PM	Information Change	None	Medicare A - Training Sys Medicare Part A	Skilled Nursing East / 140-A SNF Semi-Private	
02/08/2007 05:17 PM	Information Change	None	Medicare A - Training Sys Medicare Part A	Skilled Nursing East / 131-A SNF Semi-Private	
01/02/2007 09:10 AM	Admission	None	Medicare A - Training Sys Medicare Part A	Skilled Nursing East / 131-A SNF Semi-Private	

## My Profile

This is found under the Facility Tab. It provides access for joining a Physician Group, which gives rights to see all the residents with the attending physicians in that group. It also gives access to change your password.

### My Profile

**System Access**

<b>Security Template:</b>	Physician
<b>Coder Group:</b>	[REDACTED]

**User Information**

<b>Name:</b>	[REDACTED] MD	<b>Status:</b>	Active
<b>Address:</b>	[REDACTED] Columbus, OH 43215	<b>Primary Phone:</b>	(111) 111-1111
<b>System Email:</b>	None Listed	<b>Pager:</b>	None Listed
		<b>Fax:</b>	None Listed

**Physician/NPPA Details:**

<b>Clinic/Med. Center:</b>	None Listed	<b>Current Digital Signature:</b>	Declined <a href="#">View signature</a>
<b>Uses Matrix:</b>	No	<b>Medicaid Number:</b>	None Listed
<b>UPIN:</b>	F58939	<b>Medicare Number:</b>	None Listed
<b>DEA Number:</b>	None Listed	<b>Tax ID Number:</b>	None Listed
<b>License Number:</b>	None Listed	<b>Vacation Start Date:</b>	None Listed
<b>National Provider ID (NPI):</b>	None Listed	<b>Vacation End Date:</b>	None Listed
<b>Physician Backup:</b>	None Listed		
<b>Taxonomy Code:</b>	None Listed		

**Associations**

<b>Associated Facility:</b>	TRAINING - Westminster-Thurber Nursing OPRS Training Facility
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**Security Information**

<b>Login Name:</b>	[REDACTED]
<b>Security Question:</b>	None Listed
<b>Security Answer:</b>	None Listed

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1. To change your password, click on the Change Password button and follow the instructions for the format of your password.

Associations

Associated Facility:	TRAINING - Westminster-Thurber Nursing OPRS Training Facility
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Security Information

Login Name:	██████████@D
Security Question:	None Listed
Security Answer:	None Listed

[Change Password](#)

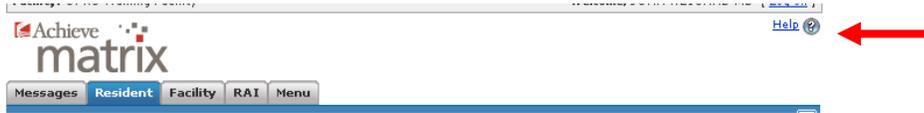
### Tips

1. Use the roller on your mouse to scroll up and down on a page, but be sure to click outside of a dropdown box or your scrolling will be limited to that box.
2. The **Tab** key moves you through the responses to each question. This includes date fields, short descriptions, drop-down lists, text fields, radio buttons, check boxes, etc.
3. For radio buttons, use the cursor keys to move up and down the answer selections. Use the **Tab** key, when in a radio button question, to move to the next question.
4. For check boxes, use the **Tab** key to move up and down and the space bar to answer selections.
5. Unless you do not have a Back option on the screen you are viewing, NEVER use the Back button on Internet Explorer bar.
6. For questions with a drop-down selection, fill in numbers using the number pad or the letters on the keyboard.
7. **Shift+Tab** moves you back to the previous questions and within the checkbox selections.
8. Use the **End** key on your keyboard to move to the bottom of a page. Use **Home** to move to the top of a page. To move up or down a page in smaller increments, you can use the **PgUp** and **PgDn** keys.
9. **Bolded** Field Names indicate required fields. You cannot save a screen unless you complete all required fields.
10.  Anytime you see the ABC box, it indicates that spell checking is available. Spell check includes medical terms.
11. Pop-up Blockers will prevent you from viewing many reports in the system. They must be disabled to view reports. Contact the Corporate Help Desk for assistance in turning off your pop-up blockers.

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12. Adobe Acrobat Reader must be installed on a pc to successfully run and view reports. Contact the Corporate Help Desk for assistance in installing or upgrading your Adobe Acrobat Reader.

13. Help information can be accessed by clicking on [Help](#) There is a complete Help manual available.



14. Some screens make available a Teach Me button, that is an animated version of Help. Please keep in mind that information included here is not specific to OPRS.



15. When you want to select a different Resident, click on the  icon. This will return you to the Resident Search screen.

16. The Save button should only be clicked once. Double clicking can result in duplicate Assessments, Events etc. being created.

17. Please always log off by clicking on [Log off](#) to the right of your name at the top of the screen. The system will time out after 29 minutes of not being used. If it times out and you have not saved your work, it will be lost.