

## How To Log Into MDX

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

MDX  
MEDICAL DATA EXCHANGE

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Information Technology

Login Access

Account Id

Username

Password

Log in

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

## How To Print Your Memberships’ MDX Forms

### AV Form or Member Information Profile Form

1. Type in your member’s Last Name, Member ID OR Date of Birth and click the “Search” button in the Search Criteria section.

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Members Search Reports Dx Search Help

Standard Search

Search Member by

Last, Member No, Birthdate

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

Search

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For Example:

Make a selection from the list by clicking on the member(s) you want to generate forms for.

Show 10 entries

Select	Last	First	DOB	Gender	Member No	Carrier	PCP	IPA	Eff From	Eff Thru
<input checked="" type="checkbox"/>	Doe	Jane	01/02/1900	F	R123456FM1	HEALTH NET	Schwietzer, Albert	Greater Tri Cities IPA	9/1/2015	
<input type="checkbox"/>	Smith	John	01/02/1900	M	12345678X	SHARP	Livingstone, David	Greater Tri Cities IPA	7/1/2015	
<input checked="" type="checkbox"/>	Mouse	Mickey	4/1/1985	F	W12345678901	AETNA	Spock, Benjamin	Greater Tri Cities IPA	3/1/2016	

2. 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 “Show XX Entries” to choose a different amount of membership to view per page.
3. You can select multiple members by clicking on the “Select” box next to the members’ names. Once you have selected your member(s), click on the button to the right of the member’s name to view or print the members Annual Visit, Member Information Profile, or Prevalence Guideline Form.

4. 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.

**EMR Instructions**

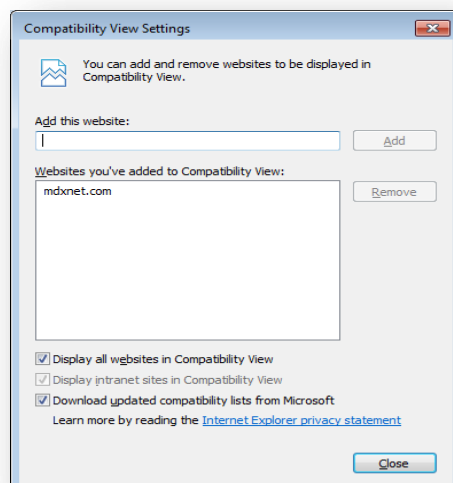
If your office uses Electronic Medical Records (EMR) you do not need to print up an Annual Visit Form to submit. Simply print up the Member Information Profile and submit it with your Electronic Medical Record (EMR). In order for the EMR to be payable all chronic conditions on the Member Information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

Diagnosis History					
DX Codes	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 and click “Add.”
5. 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:



**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.

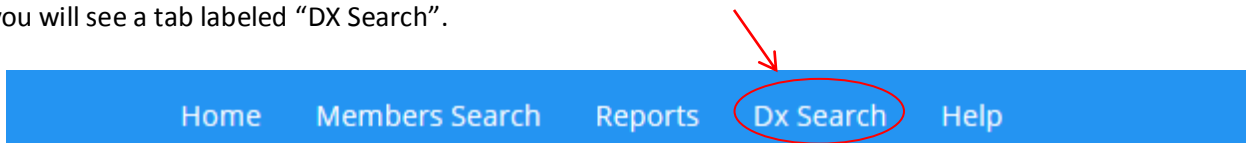
**How To Search For Multiple Members**

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 DOB 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 ▲
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**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 labeled “DX Search”.



A “DX Search” box will appear. Type in the ICD-9 code in the DX Code section, select ICD9 from the dropdown and click “Search”

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

Code	ICD10-Equivalent	Description	HCC Code	HCC Desc	RAF	Chronic
250.00	E11.9	DIABETES MELLITUS WITHOUT MENTION OF COMPLICATION, TYPE II OR UNSPECIFIED TYPE, NOT STATED AS UNCONTROLLED	19	Diabetes without Complication	0.118	True

Showing 1 to 1 of 1 entries

**No AV Report:**

MDX allows providers to check outstanding Annual Visits that still need to be submitted to Greater Tri-Cities IPA.

When you log into your MDX Provider Portal you will see a tab that says “Reports”:

The screenshot shows the MDX Medical Data Exchange portal navigation bar. The 'Reports' tab is circled in red with a red arrow pointing to it. Other tabs include Home, Members Search, Dx Search, and Help. The main content area shows a 'Select Report' section with a table listing reports, including 'No Annual Visit List' with a 'Run Report' button.

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

**No Annual Visit List**

Displays all members who have not had an Annual Visit during the user selected year. Criteria: Required: No Visits From, No Visits Thru and Current Enrollment Only. Optional: Region, IPA, PCP, and Product Line.

Adobe Acrobat (PDF) [Generate Report](#)

**Required Fields**

No Visits From: 5/25/2016

No Visits Thru: 5/25/2016

Current Enrollment Only: Yes

PCP: [dropdown]

**Optional Fields**

Region: [dropdown]

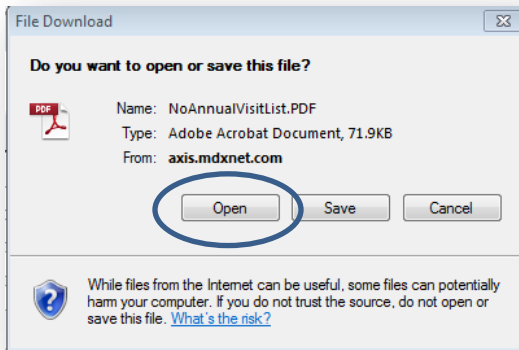
IPA: [dropdown]

Product Line: Senior

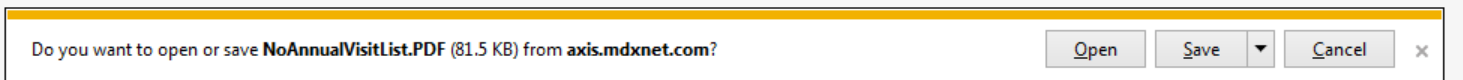
Fill in all required fields.

1. Make sure current year is entered. We suggest Jan 1<sup>st</sup> to Dec 31<sup>st</sup> of the current year.
2. Please leave current enrollment set to “Yes.” If you change it to “No” you will receive terminated members populating on your No AV report.
3. Select your name in the PCP field.
4. The Region is ‘Physicians DataTrust’
5. Select your IPA
6. Leave the Product Line as ‘Senior’

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”



**OR**



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 Report’.\*\***

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:

Great Tri-Cities IPA at (760)477-2909

Or mail to:

Physicians DataTrust

Attn: Risk Adjustment Dept.

161 Thunder Dr., Suite 212

Vista, CA 92083

If you have any questions, please contact your Greater Tri Cities IPA Provider Representative,  
Renee LaMarsh at 800-458-2307