

### Introduction

This job aid is intended for University Hospitals approved Occupational Health clients and covers important details about, and access to, the iSYSTOC Web Portal Link. iSYSTOC provides view-only access to applicable SYSTOC data via the internet.

Introduction	1
Accessing iSYSTOC via the Web Portal Link	2
Automatic Logout / Refresh	
Icons in iSYSTOC	
iSYSTOC Home Screen	4
Horizontal Tabs	
Injury Tab	
Treatment Tab	
Trend Analysis	
Drug Screens	9
Other Results	
Recalls	
Immunizations	
TB Screenings	
Documents	





### Accessing iSYSTOC via the Web Portal Link

- 1. Enter <u>http://isystoc.uhhospitals.org</u> in the address bar.
  - □ The iSYSTOC Web Portal login screen appears.

$\rightarrow$	CVCTOC
L	515100
	Login:
	Username:
	Password:

- 2. Enter your iSYSTOC Username.
- 3. Enter your **iSYSTOC Password**.

Note ►	The password field is case sensitive.
Note ►	The clinic sets an expiration date for every password it issues. Thirty days prior to the expiration date, a reminder message appears on the login screen.
	Your password will expire in 28 days. Please contact UH Occupational Health.

- 4. Click the Log In button.
  - □ The iSYSTOC home screen appears.



# Automatic Logout / Refresh

iSYSTOC automatically logs out the current user after 20 minutes of inactivity.

You will see a Login screen with the message "Your session expired. Please login below." This feature is designed to keep your data secure and protected from unauthorized access.

Depending on your activity level, you may be asked to refresh your browser. To do this in Chrome, click the **Reload** button. Typically the **F5** key on your keyboard will also perform this function.

## Icons in iSYSTOC

Each screen in iSYSTOC has five icons in the upper right corner.

	The Home icon returns you to the main option menu screen of iSYSTOC.
	The Print icon opens the print dialog box and allows you to print the contents of the data area.
	The Help icon shows additional information and instructions for using iSYSTOC. These display in a separate browser window.
t	The About icon displays copyright and version number information for iSYSTOC. Use the vertical scroll bar to see the information at the bottom of the window.
<b>1</b>	The Logout icon ends your iSYSTOC session and returns you to the login screen with blank Username and Password fields.

### **iSYSTOC Home Screen**

### **Horizontal Tabs**

The **Horizontal Tabs** on the home screen differ based on your user profile. Each tab offers that same search functionality based on the respective tab.

Injury Treatment Trend Analysis Drug Screens Other Results Recalls Immunizations TB Screenings Documents

#### Injury Tab

- 1. Click the **Injury** tab.
  - □ The Injury tab appears. Search by Injury Date is the default setting.

Injury Treatment	Trend Analysis	Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents
Search By: Injury Date	First Visit Date Pa	tient <u>All Injuries</u>					
Injury Search by: I	njury Date					Au	gust 07, 2017 09:21:27AM
Start Date: 08/06/2017	End	Date: 08/07/2017					
Status:      All      Open	O Closed Emplo	oyer: University Hos	pitals				
Expanded View							

# Note You can search by Injury Date, First Visit Date, Patient or All Injuries.

Injury	Treatment	Trend Analysis	D	Drug Screens		
Search By:	Injury Date	First Visit Date	Patient	All Injuries		

Tip ► When searching by employee, you can search by Patient Name (first, last, or both) or by Social Security Number. For best results, enter a minimum of three numbers of the Social Security Number or letters of the name. Or, enter a few of the alphanumeric characters that are contained anywhere within the name or SSN, using the percentage sign (%) as a "wild card" or placeholder for the missing characters. For example, an entry of %885% would find all SSNs that contain those numbers. If you a looking for a name that ends with "bell," an entry of %bell would find all names (first and last) such as Campbell, Maybell, Isabell, etc.

2. Enter a Start and End Date.



3. Choose the appropriate **Status**.



4. Optional: If you want detailed results, select Expanded View.



- 5. Click the **Search** button. OR Press **enter** on your keyboard.
  - Your search results appear. The results offer a snapshot of the current diagnosis and work status as of a particular date.

Filter by Dep	t: All Depts	~						
Injury List								
Note: privacy :	status cases are	not displayed individually, b	ut are included	I in the Trend Anal	ysis.			
Injury Date	First Visit	Patient Name	Diagnosis	Work Status	<u>As Of</u>	Birth Date	Med Rec #	Department Name
08/04/2017	08/04/2017	Test-Gomez, Jose				12/19/1971		UH Medical Group Inc
		Note: This sumn	nary pertains to	o only the injuries you specified.	listed abo	ve based on the	e criteria	
		Number of Injurie	s: 1		Cas	es Open:	1	
		Capacity Out-of-\	Vork: 0		Esti	mated Days Lo	st: 0	
		Capacity Lt. Duty	r: 0		Esti	mated Days Lt	Duty: 0	
		Capacity Full Dut	y: 0					



You can sort each column by clicking the blue column header.

Expanded View of the same results.

Injury Search by	: Injury Date	•			
Start Date: 08/01/2	017	End Date: 08/07/20	17		
Status:      All      O	pen OClosed	Employer: University H	ospitals		
Expanded View Search					
Filter by Dept: All D	Depts	~			
Note: privacy status c	ases are not disp	layed individually, but are	e included in t	he Trend Analysis.	
Patient Name:	Test-Gomez, J	ose		Employer:	University Hospitals
Birth Date:	12/19/1971			Department:	UH Medical Group Inc
Date of Injury:	08/04/2017			Work Capacity:	
				Work Status Date:	
Diagnosis:					
Accident Description:					
Case Status:	OPEN			Estimated Days Lost:	0
Next Appt Date:				Estimated Days Lt. Dut	y: 0 8/4/2017
пехі Аррі Туре.				Estimated as of.	0/4/2017
		Note: This summary	Injury pertains to on	Y Case Summary ly the injuries listed above	e based on the criteria
			لا	ou specified.	
		Number of Injuries:	1	Case	s Open: 1
		Capacity Out-of-Work	: 0	Estim	nated Days Lost: 0
		Capacity Lt. Duty:	0	Estim	nated Days Lt. Duty: 0
		Canacity Full Duty:	0		

Note Both searches yield an Injury Case Summary at the bottom of the screen.

6. From the search results, click the Injury Date hyperlink.

Injury List			
Note: privacy stat	us cases are not di	isplayed individually, but are i	nclude
Injury Date	First Visit	Patient Name	Diagn
08/04/2017	08/04/2017	Test-Gomez, Jose	

□ The selected Injury Detail screen appears.

Back to Search Resul	ts						
Injury Detail	-						
August 07, 2017 12:1	8:19PM						
Patient Name:			Test-Gomez, Jose	Employer:	University Hospitals		
Birth Date: Date of Injury:			12/19/1971 8/4/2017	Department: Insurance Co: Claim Number:	UH Medical Group Inc UH Disability Management Services		
Patient Description of	Accident	:					
Diagnosis:							
Work Status: Case Status: Next Appt:			OPEN	Days Lost: Days Lt. Duty:	0 0		
Documents:							
No documents a	available	for this injury.					
Visit History:							
Date	<u>Time</u>	Arrived - Out	Status	Details			
08/04/2017			Appointment	Practitioner: Laura Fernandez , RN Location: UH Cleveland Employee Health Treatment: Rest, ice, compression, elevation. Restrictions: No prolonged standing more than 2 hrs/day No prolonged walking more than 1 hrs/day			
Back to Search Resul	ts						

**Tip** Links are located at the top and bottom of each page to return to the search results.

#### Treatment Tab

1. Click the **Treatment** tab.

□ The Treatment tab appears. Search by Treatment Date is the default setting.

Injury	Treatment	Trend Analysi	is Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents	
Search By:	Treatment D	ate Patient	All Treatments						
Treatm	ent Search	n by: Treatm	ent Date						August 07, 2017 12:32:34PM
Start Da	ate: 08/06/201	7	End Date: 08/07	/2017					
Status:	● All ○ Ope	en OClosed	Employer: University	Hospitals					
Search	h								

#### **Note** You can search by **Treatment Date**, **Patient** or **All Treatments**.

Injury	Treatment	Trend Anal	ysis	Drug Screens
Search By:	Treatment Da	ate Patient	<u>All</u> 1	Treatments

2. Enter a Start and End Date.



3. Choose the appropriate Status.



- 4. Click the **Search** button. OR Press **enter** on your keyboard.
  - Your search results appear. The results offer a snapshot of the current diagnosis and work status as of a particular date.

Treatment List										
Note: privacy status cases are not displayed individually, but are included in the Trend Analysis.										
Date	Time	Patient Name	Description	Status	Birth Date	Med Rec #	Department Name			
08/04/2017		Test-Gomez, Jose	Rest,, ice, compression, elevation.	Appointment	12/19/1971		UH Medical Group Inc			

**Tip** You can sort each column by clicking the blue column header.

#### 5. From the **search results**, click the **Treatment Date** hyperlink.

ſ	Treatment List										
	Note: privacy status cases are not displayed individually, but are included in the Trend Analysis.										
	Date	<u>Time</u>	Patient Name	Description							
	08/04/2017		Test-Gomez, Jose	Rest,, ice, compression, elevation.							

□ The selected Injury Detail screen appears.

Deale to Ocean b Deale					
back to Search Res	uits				
Injury Detail					
August 07, 2017 12:	18:19PM				
Patient Name:			Test-Gomez, Jose	Employer:	University Hospitals
Birth Date:			12/19/1971	Department:	UH Medical Group Inc
Date of Injury:			8/4/2017	Insurance Co: Claim Number:	UH Disability Management Services
Patient Description of	of Acciden	t:			
Diagnosis:					
Work Status:				Days Lost:	0
Case Status:			OPEN	Days Lt. Duty:	0
Next Appt:					
Documents:					
No documents	available	for this injury			
No documente	avanabic	for this injury.			
Visit History:					
Date	Time	Arrived - Out	Status	Details	
08/04/2017			Appointment	Practitioner: Laura Fernand	ez , RN
				Location: UH Cleveland	Employee Health
				Treatment: Rest,, ice, com	pression, elevation.
				Restrictions: No prolonged s	standing more than 2 hrs/day
				No prolonged v	walking more than 1 hrs/day
Back to Search Res	ults				

Tip 🕨

Links are located at the top and bottom of each page to return to the search results.

### **iSYSTOC Web Portal Link**

7

#### **Trend Analysis**

This tab provides a statistical analysis for all the injured employees from your company. This analysis provides great information based on injury and associated costs. This information may lead to some workplace modification and education.

- 1. Click the Trend Analysis tab.
  - □ The Trend Analysis tab appears. Search by Injury Date is the default setting.

Injury         Treatment         Trend Analysis           Search By:         Injury Date         First Visit Date	Drug Screens (	Other Results	Recalls	Immunizations	TB Screenings	Documents
Injury Analysis for: University Ho Injury Analysis by: Injury Date	ospitals				Augus	t 07, 2017 12:55:21PM
Start Date: 08/06/2017 I Status:   All Open Closed Empl Search	End Date: 08/07/20 oyer: University Hos	17 spitals				

Note ► You can search by Injury Date or First Visit Date.



2. Enter a Start and End Date.



3. Choose the appropriate **Status**.



Your search results appear. The results offer an average for Visits, Light Days, Lost Days and Average Cost based on the number of Cases.

injury A	Analysis for: University Hospitals					August 07, 2	2017 01:24:42PI
Injury A	Analysis by: Injury Date						
Start D	ate: 08/01/2016 End Date: 08/07/201	17					
Status: Searc	:	pitals					
Note: priva	acv status cases are not displayed individually, but are included	in the Trend Analysis.					
in the second second							
<u>Code</u>	Description	<u>Cases</u>	<u>%</u>	<u>Avg.</u> Visits	Avg. Lt Days	<u>Avg.</u> Lost Days	<u>Avg.</u> Cost
<u>Code</u> 719.46	Description Pain in joint; lower leg	<u>Cases</u> 1	<u>%</u> 25.00%	Avg. Visits 3	Avg. <u>Lt Days</u> 20	<u>Avg.</u> Lost Days 0	Avg. Cost \$263.04
Code 719.46 845.00	Description Pain in joint; lower leg Sprains/strains of ankle; unspecified site	Cases 1 1	% 25.00% 25.00%	Avg. Visits 3 3	Avg. Lt Days 20 47	Avg. Lost Days 0 0	Avg. Cost \$263.04 \$500.34
Code 719.46 845.00 846.0	Description Pain in joint; lower leg Sprains/strains of ankle; unspecified site Sprains/strains; lumbosacral (joint) (ligament)	Cases           1           1           1           1	% 25.00% 25.00% 25.00%	Avg. Visits 3 3 3	Avg. 20 47 20	Avg. Lost Days 0 0 9	Avg. Cost \$263.04 \$500.34 \$310.84

**Tip** You can sort each column by clicking the blue column header.

#### **Drug Screens**

This tab is used to obtain DOT drug screen results and Hair testing results. Non-dot urine drug screens will be obtained from Medtox.

- 1. Click the Drug Screens tab.
  - □ The Drug Screens tab appears. Search by Injury Date is the default setting.

Injury	Treatment	Trend	Analysis	Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents
Search By:	Exam Date	Patient	All Results						
Drug So	creens Sea	rch by:	Exam Da	ate					
Start Da	ate: 08/01/2017	7	End	Date: 09/07/2017	,				
Employ	er: University H	lospitals							
Searc	h								

**Note** You can search by **Exam Date**, **Patient** or **All Results**.

Injury	Treatment	Trend	Analysis
Search By:	Exam Date	Patient	All Results

2. Enter a Start and End Date.







You can sort each column by clicking the blue column header.

4. To view a more detailed result, click the Exam Date hyperlink.

Exam Date	Patient Name
08/07/2017	Test-Gomez, Jose

 $\blacksquare$  The selected result appears.

Back to Search Results	Back to Search Results							
Drug Screen Result	Drug Screen Results Detail							
Sentember 07, 2017 08:05:55AM								
Name:	Test-Gomez, Jose							
Birth Date:	12/19/1971							
Social Security #:	843-12-3980							
Driv. Lic #:	fdsd							
Collection Date/Time:	8/7/2017							
Date CCF Received:								
Specimen ID #:								
Drug Test Profile:	10 Panel+Nicotine Drug Screen							
Drugs Tested for:								
Collection Site:								
Collector:								
Laboratory:	MedTox							
	P.O. Box 8107							
	Burlington, NC 2/215							
Test Reason:	Pre-Employment							
Medical Review Officer:	Paul Miotto , MD							
Address:	39000 Center Ridge Road							
	440-329-7490							
Result	Pending							
MRO Verified on:								
Results Released on:								
Back to Search Results								

#### **Other Results**

This tab provides results on selected testing in SYSTOC.

- 1. Click the **Other Results** tab.
  - □ The Other Results tab appears. Search by Exam Date is the default setting.

Injury Search B	Treatment Exam Date	Trend An Patient	alysis [ All Results	Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents
Other	Results Sea	arch by:	Exam D	Date				August	09, 2017 08:31:49AM
Start Emplo Sear	Date: 08/01/2013 oyer: University F rch	7 Hospitals	E	and Date: 08/09/2	2017				

**Note** You can search by **Exam Date**, **Patient** or **All Results**.

Injury	Treatment	Trend A	nalysis	Dri
Search By:	Exam Date	Patient	All Resul	Its

2. Enter a Start and End Date.



- 3. Click the Search button. OR Press enter on your keyboard.
  - ☐ Your search results appear.

Other Res	ults Search by: E	xam Date		August 09, 2017 08:48:59AI	
Start Date: Employer: U Search	08/01/2017 Jniversity Hospitals	End Date	08/07/2017		
Exam Date	Patient Name	Birth Date	Department Name	Service Provided	Result
08/07/2017	Test-Gomez, Jose	12/19/1971	UH Medical Group Inc	Physical Bus (T8)	Applicant passed unconditionally

4. To view a more detailed result, click the **Exam Date** hyperlink.



#### □ The selected result appears.

Back to Search Results			
Results Detail			
August 09, 2017 08:35:40AM	Л		
Patient Name:	Test-Gomez, Jose	Employer:	University Hospitals
Birth Date:	12/19/1971	Department:	UH Medical Group Inc
Exam Date:	08/07/2017 12:20		
Practitioner:	Nurse		
Service Provided:	Physical Bus (T8)		
Result:	Applicant passed unconditionally		
Comment:			
Back to Search Results			

#### Tip Links are located at the top and bottom of each page to return to the search results.

#### Recalls

This tab provides a list of upcoming treatment services due for your employees.

- 1. Click the **Recalls** tab.
  - □ The Recalls tab appears. Search by Recall Date is the default setting.

Injury Treatment Trend Analysis Search By: <u>Recall Date</u> Patient All Re	Drug Screens sults	Other Results	Recalls	Immunizations	TB Screenings	Documents
Recalls Search by: Recall Dat	e				August	07, 2017 03:46:55PM
Start Date: 8/7/2017 Employer: University Hospitals Search	End Date: 9/6/20	17				

Note You can search by Recall Date, Patient or All Results.

Injury	Treatment	Trend Ar	Drug	
Search By:	Recall Date	Patient	All Resu	ilts

2. Enter a Start and End Date.



Recalls Search by: Recall Date						
Start Date: 8/7/2017 End Date: 9/6/2017 Employer: University Hospitals Search						
Filter by Dept: A	I Depts 🔹					
Recall Date	Patient Name	Department Name	Description	Comment		
08/31/2017	Test-Gomez, Jose	UH Medical Group Inc	Second Hepatitis B Vaccine			

Tip ► You can limit your view of search results to the members of a particular department by selecting the department name from the drop-down list in Filter by Dept. The default setting is All Depts.

Employer: University Hospitals	
Search	
Filter by Dept: All Depts	~

#### Immunizations

This tab displays employees' immunization records, but does not include TB-related data, which is shown separately on the TB Screenings tab.

- 1. Click the **Immunizations** tab.
  - The Immunization tab appears.

Injury Treatm	ent Trend Ana	lysis Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents
Search By: Immunia	ation Date Patier	nt <u>All Results</u>					
Immunizations	Search by: Im	munization Date				August	08, 2017 07:22:54AM
Start Date: 08/01	/2017	End Date: 8/8/2017					
Employer: Univers	ity Hospitals						
Search							

**Note** You can search by **Immunization Date**, **Patient** or **All Results**.

Injury	Treatment	Tre	end Analysi	S	Drug	Sc
Search By:	Immunization [	Date	Patient	All	Results	

2. Enter a Start and End Date.



Immunizations Se	arch by: Immunization Date					
Start Date: 8/1/2017 Employer: University Search	End Date: 8/8/2017 Hospitals	,				
Filter by Dept: All Depts						
Patient Name	Department Name	Immunization Description	Immunization Date			
Test-Gomez, Jose	UH Medical Group Inc	HEPB1 - First Hepatitis B Vaccine	08/04/2017			

Tip 🕨

You can limit your view of search results to the members of a particular department by selecting the department name from the drop-down list in Filter by Dept. The default setting is All Depts.



#### **TB Screenings**

This tab displays employee TB screening records. A single tuberculosis record is used to document both the injection and the result of the test when the employee returns to have it read. The details of another test or surveillance event (such as the second step in the 2-step series required for pre-placement, results of periodic questionnaire, etc.) are captured in separate records.

#### 1. Click the **TB Screenings** tab.

□ The TB Screenings tab appears.

Injury Search Pr	Treatment	Trend	Analysis	Drug Screens	Other Results	Recalls	Immunizations	TB Screenings	Documents
TD Cor			Exem D	: )					
ID SCI	eenings sea	arch by.		ale				August	: 08, 2017 08:17:03AM
Start D	ate: 08/01/201	7	End	Date: 08/08/2017					
Employ	ver: University H	lospitals							
Sear	ch								

#### **Note** You can search by **Exam Date**, **Patient** or **All Results**.

Injury	Treatment	Trend Analysis	
Search By:	Exam Date	Patient	All Results

2. Enter a Start and End Date.

Start Date: 8/1/2017 🎽	End Date: 8/8/2017 🍝

TB Screenings Search b	by: Exam Date				
Start Date: 8/1/2017 Employer: University Hospitals Search	End Date: 8/8/2017				
Filter by Dept: All Depts	~				
Patient Name	Department Name	Reason Description	Result	Date Done	Date Read
Test-Gomez, Jose	UH Medical Group Inc	Annual		08/04/2017	



You can limit your view of search results to the members of a particular department by selecting the department name from the drop-down list in Filter by Dept. The default setting is All Depts.

Employer: University Hospitals	
Search	
Filter by Dept: All Depts 🧖	~

#### Documents

This tab displays PDF documents associated with visits. Documents are available in iSYSTOC after they are completed in SYSTOC. For example, you will use this tab to obtain Breath Alcohol Test results.

- 1. Click the **Documents** tab.
  - □ The Documents tab appears.

Injury         Treatment         Trend Analysis         Drug Screen           Search By:         Exam Date         Patient         All Results	s Other Results	Recalls	Immunizations	TB Screenings	Documents
Documents - Non-Injury Search by: Exam	Date			August	09, 2017 07:59:18AM
Start Date: 8/1/2017 End Date: 8/9 Employer: University Hospitals Search	2017				

You can search by Exam Date, Patient or All Results.

Injury	Treatment	Trend Analysis		Dri
Search By:	Exam Date	Patient	All Resu	<u>ts</u>

#### 2. Enter a Start and End Date.



Documents - Non-In	jury Search by: Exam Date			
Start Date: 08/01/2017 Employer: University Hos Search	End Date: 8/9/2017 pitals			
Filter by Dept: All	Depts •			
Patient Name	Department Name	Date	Description	Action
Fest-Gomez, Jose	UH Medical Group Inc	08/01/2017	Audiogram	view
Test-Gomez, Jose	UH Medical Group Inc	08/01/2017	Physical Bus (T8)	view

- 4. To view a document, in the **Action** column, click the **view** hyperlink.
  - $\blacksquare$  The selected document opens in a new tab.

http://uhsystoctapp01/Docume	ntsShared/DocumentVi 🔎 👻 🦉	University Hospitals	🥔 uhsystoctapp01 🦰 🛛 🗙	ଳ ହେ <u>ଚ</u>
	Audiometri	ic Exam		
Name: Jose Test-Gomez	Maiden/	Previous Name: Gomez		
Patient ID: 843-12-3980	DOB: 12/19/1971			
Company: Test Company	Dept:	Job:		
	Patient Completes	this Section		-
			Yes No	
1. Have you been exposed to lo	ud noises in the last 14 hours without	t hearing protection?*		
<ol> <li>Do you have a cold today?**</li> </ol>	c			
3. Have you ever been told or n	oticed that you are hard of hearing?			
4. Do you have ringing or buzz	ing in your ears?			
5. Do you have a history of ear	infections or surgery to your ears?			
6. Do you normally use hearing	protection at work? If so, what kind	?		
<ol> <li>History: Please list below an you used hearing protection</li> </ol>	y past exposure to noise including mi during these activities:	litary, jobs, hobbies or activ	ities and indicate whether	
* If yes to 1, baseline audiogram must	not be performed today ** If	ves to 2, it is suggested the a	udiogram be postponed	
Examiner/Staff completes this section	1			
1. Are ear canals obstructed?			Yes No	

5. To close the document, click the X on the browser tab.

