MX Access Frequently Asked Questions (FAQs)

1. How do I filter data within tabs?

There are five different ways you can filter data:

- *Toggling between clinical and claims radio buttons*
- *Sorting data by primary and secondary fields*
- *Filtering by date*
- *Grouping data*
- *Using the search box*

Note: Not all tabs include all five functionalities. To see a detailed list of tab functionalities, please refer to the MX Access Manual.

2. What do the clinical and claims radio buttons do within tabs?

Data can be filtered to display only clinically sourced data or claims-sourced data by toggling between the radio buttons. The radio buttons filter data within the entire tab, not just one table. For example, clicking "Claims-sourced Encounters Only" will display claims data only in the Hospital and ED tables and the Outpatient table.

3. What does the search box do?

The search box allows you to enter text to search for keywords or results. To search within a table, enter at least one character in the search box and click enter. Search results will be highlighted in yellow and all data that does not meet the search criteria will be hidden. To see all data, remove the text from the search box and click enter.

4. How do the primary and secondary sort options work?

Primary and secondary columns can sort data. When a primary sort option is selected, data within the table will be displayed according to that field. The secondary sort will take over for items with the same value within the primary sort column. For example, the data will first be sorted by start date (primary sort), then for a given date, it will be sorted alphabetically by medications (secondary sort).

Current Medications					
Medication ⇅	Dose	Frequency	Status ⇅	Source	Start Date ⇅
Metformin 850 mg	1	Daily	Executed		01/20/2016 11:00
Slow FE 18mg	1	Daily	Executed		02/21/2017 12:00
Magnesium Oxide 200 mg	1	Daily	Executed		03/24/2018 13:00
Furosemide 40 mg	1	Daily	Executed		09/25/2019 14:00
Potassium Chloride 40 mEq	1	Daily	Executed		09/25/2019 14:00
Metformin 850 mg	1	Daily	Executed		10/21/2020 10:20

5. What does grouping data do?

Grouping allows you to adjust how data is displayed. For example, if multiple entities have reported encounters for a patient, you can display encounter data within the Outpatient table according to reporting entities. The additional benefit to grouping is that you can condense the data for facilities you're not interested in viewing.

Outpatient								
Date of Service ⇅	Specialty ⇅	Service Provided ⇅	Diagnosis ⇅	Reporting Entity ⇅	Clinician ⇅	Source ⇅	Insurance ⇅	Encounter/Claim # ⇅
> Arrowhead Regional Medical Center								
⌄ Loma Linda Murrieta - Cerner								
05/10/2018		-Diabetic foot exam	-Chest pain on breathing	Loma Linda Murrieta - Cerner	Keith D Curtis	Clinical	⋮	3175661RPN
> Pomona Valley Hospital Medical Center								

6. What tabs allow you to group data?

Two tabs allow you to group data:

- a. *Encounters tab*
    - i. *Hospital and ED table by Patient Class or Reporting Entity*
    - ii. *Outpatient table by Reporting Entity*
- b. *Procedures tab by Procedure Description or Reporting Entity*

7. What does filter by date do?

*Filtering by date allows you to display data for a certain period. For example, if you want to see lab results for September 2023 only, you will click on the **Date From** field, select 09/01/2023, click on the **Date To** field, and select 09/30/2023, resulting in lab results showing for September.*

8. What tabs allow you to filter by date?

Two tabs allow you to filter data by date: Labs and Documents.

9. **What is the difference between the Lab Results Tabular View table and the Lab Results [Across All Episodes] table in the labs tab?**
The Lab Results Tabular View table displays the order item name and result date, allowing you to see if multiple tests were run and, if so, gives you the option to view results in a cumulative view. The Lab Results [Across All Episodes] table displays lab test details such as the results, units, flag, reference range, and more without having to click on the lab details.

10. **Does MX Access reflect Sexual Orientation and Gender Identity information?**
Yes. If available, patient SOGI data can be found by clicking on the "More Demographics" panel within the clinical viewer. SOGI data can also still be found in patient summaries.

Should you have additional questions about MX Access, please contact your Customer Success Account Manager or customersuccess@manifestmedex.org.