

Read Only Access

The cost of Read Only Access is \$250 a month, and will continue to charge your account on a monthly basis until AdvancedMD is notified.

Please note that request to completely terminate office key must be received to ce@advancedmd.com 10 days prior to the end of a month, and must be sent from the admin email address.

To Export Data in Read Only:

- **PM Data:** Utilities->Data Export.
- **EHR Data:** Tools->Data Portability Export.
- **EHR individual patient information:** Open a patient chart, use Chart Print for exporting one patient at a time.
- Visit this link for more information on AMD's data services. [AdvancedMD's Data and Export Retrieval Services](#)

For more information on the export feature, press the F1 key on your keyboard when the Data Export screen is open.

When an office key is in Read-Only Access, users cannot **add** or **modify** patient information. Users can view, print, and download certain data.

PM

Normal function is available to the following:

- **Utilities:** Audit History, Data Storage, User Management
- **Billing:** Payment Search

View only access is available to the following:

- **Billing:** Batch Entry, End of Day Wizard, Online Charge Slips, Online Charge Entry, Patient Checkout, Quick Charge, Quick Pay, Institutional Charge Entry, Check Search
- **System Settings:** Claim Inspector Rules, Custom Claim Data Setup, Diagnosis Codes, ERA Rules, Transaction Codes
- **Utilities:** System Defaults
- **File:** Batch print, Batch reprint, General Files, Dashboard
- **Demographics:** Patient Info, Responsible Party, Subscriber, Patient Insurance, Transaction Entry, Financial History, Notes, Chart File
- **Modules:** Scheduler, AR Control Center, Denial Tracking, ICD Crosswalk, Provider Invoicing
- **Reports in the following report categories:** Appointments, AR Control Center, Audit, Billing, Carrier, Charge Slip Printing, Claim Inspector, Diagnosis Code, Financial Class, Financial Totals, Health Agencies, HIPPA Security, Marketing, System Settings, Patient Listings, Patient Management, Period Reports, Procedure Codes, Providers/Groups, Referring Provider, Transcription
- **System Settings:** Appointments, AR Control Center, Carriers, Custom Data Setup, Departments, Diagnosis Codes, Employers, Facilities, Fee Schedules, Financial Classes, Follow-up Instructions, HIPPA Situational Fields, Health Agency Accounts, Messaging, Note Types, Patient, Patient Billing, Payment, Providers/Groups, Recall Defaults, Referral Sources, Referral Status Codes, Referring Provider, Submitter Types, Templates, Transaction Codes, Zip Codes
- **Tasks**

The following access will not be available in Read Only:

- **Payments:** ERA (eRemittance), Payment Entry in Transaction Entry, Payment Entry through Quick Pay, Responsible Party Payment Entry, Scheduler->Collect Copay
- **Claims Center:** Charge Review, Claim Inspector, Claims Submission, Unbilled, Exclusions, EDI Reports
- **Demand Claims:** Transaction Entry-> Demand, Patient History->Charge item->Demand
- **Billing:** Refund Checks, Period Close
 - Insurance Billing: Demand Claim, Episode, Rebill Claims
 - Patient Billing: Patient Billing Wizard (Patient Statements), Patient Billing Finance Charges, Patient Billing History
- **Modules:** AR Control Center Recalculate Worklists, AdvancedFax, Telemedicine, Document Scanning, AdvancedInsight, Health Agencies
- **Reports:** Payment Plans, Payment Plans with Outside Charges, EDI Reports, Patient Billing Hold, Pre-collections Summary, Scheduled Report Sets, Report Depository
- **System Settings:** Carriers Purge, Carriers Management, Carriers Review, Rooming, Procedure Code Import Defaults
- **Utilities:** Portal Acct Maintenance, Recalculate Buckets, Message Distribution Lists

EHR

Normal function is available to the following:

- **Admin:** Audit
- **Tools:** Patient Reporting, Outbound CIE, Provider Lookup, Provider Lookup
- **Chart:** Find Chart Item, Find Patient

View only access is available to the following:

- **Home:** Dashboard, Schedule, Demographics
- **Patient Chart:** Notes, Medications, Immunizations, Growth Chart, Flowsheets, Chart Print
- **Reports:** Patient Reporting
- **Tools:** Inbound CIE, User Preferences
- **Admin:** Healthwatcher, Orders, System Setup, Templates

The following access will not be available in Read Only:

- **Tools:** Bulk Upload, Chart Reassign, Result Upload, Result Linker, Rx Renewal Request
- **Admin:** Global Settings, Prescriptions
- **Modules:** AdvancedFax, Rooming, Telemedicine
- **Reports:** eSend Status, Order Manifest, Result Viewer

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