Occupational Health Group

iSystoc Step-By-Step Instructions

- Go to www.ohgonline.org
- Click on *iSystoc* Login

  A different window will open

- Login with the User ID and Password that was given to you by OHG's *iSystoc* Administrator

To search for patients

- Click on Patient Search
- Under Patient Name, type the last name first followed by a , then the first name
- Employees can also be located by typing in their Social Security #s

After the patient's name appears under Search Results:

- Choose the correct patient and click on the patients name
- Once patients name is clicked look to the left of the screen
- Choose either Chart Notes History or Work Status History

Any of these can be printed for your records

Patient Activity Report

Activity Reports can be pulled by putting in the From Date and the To Date.

All Service types can be picked but can be broken down to individual services. (i.e., Drug Screen, Cert Exam, Pre-Placement, etc…)

All Visit types can be picked but can be broken down to individual visits, (i.e., Exam, New Injury, Recheck, etc…)

If uncertain on service type and visit type select <All>

If there are any questions or concerns please contact our *iSystoc* Administrator at 256-265-0063.

FAQ

What is *iSystoc*?

iSystoc is a web-enabled tool for employers. iSystoc provides the tools and flexibility to meet your needs. iSystoc allows printing of protocol and instruction worksheets, current and historical patient activity reports and a variety of standard and custom detailed patient reports.

Work Status and patient information is available to you 7 days a week, 24 hours a day and 365 days a year.

How do I get access to login to *iSystoc?*

The iSystoc user will be given a password by the OHG iSystoc Administrator. The iSystoc user is responsible for information obtained using their login. iSystoc users are responsible for keeping all login user IDs and passwords secure. Logins are not to be shared under any circumstances. The iSystoc user is responsible for notifying iSystoc Administrator promptly when login information has been compromised.

How do I access *iSystoc?*

Go to www.ohgonline.org and Click on *iSystoc Login*

What if I forget my password and or user ID?

Contact the iSystoc administrator at 256-265-0063 or via email at debbie.mcculley@hgala.org.

What if someone who has a login leaves my company?

The employer will notify OHG of all employee terminations. This will allow OHG to remove the iSystoc user ID and password.

Who all needs access to *iSystoc* in my company?

Employers will be responsible for letting OHG know who they would like to designate for iSystoc access.

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Who do I call for *iSystoc* support?

Contact the iSystoc administrator at 256-265-0063 or via email at debbie.mcculley@hgala.org.

What type of browser do I need to request reports?

This site works with Microsoft Internet Explorer 5.5 or greater, a JavaScript enabled browser. Please note that this site has only been tested with Microsoft Internet Explorer.

Do I need to use a Windows based platform?

You should be able to use any operating system or CPU combination that can view pages using Microsoft Internet Explorer. The web pages were developed for a display grid of 800x600 256 color.

Is any special software required?

Only Microsoft Internet Explorer v 5.5 and above.