



Medicaid Information Technology System

State & Local Government Solutions

Medicaid Information Technology System (MITS)

Introduction to MITS Participant Guide

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Course Overview

Objectives

After completing this course, you should be able to:

- Identify these components of the MITS page layout:
 - Header
 - Footer
 - Menus
 - Submenus
 - Panels
 - Subsystems
- Navigate in MITS
- Perform common tasks
- Access Help using two different methods

Agenda

Topic	Time in Minutes
Welcome and Introductions	10
Course Overview	5
MITS Page Layout	20
Subsystem Overview	30
Navigating in MITS	20
Break	15
Performing Common Tasks	55
Accessing Help	15
Review	10
Total	180

MITS Layout

Overview

In this topic, you learn to identify these MITS components:

- Header
- Footer
- Menus
- Submenus
- Panels

Relevance

By learning MITS components, you can navigate and locate information more quickly and efficiently.



MITS Main Layout

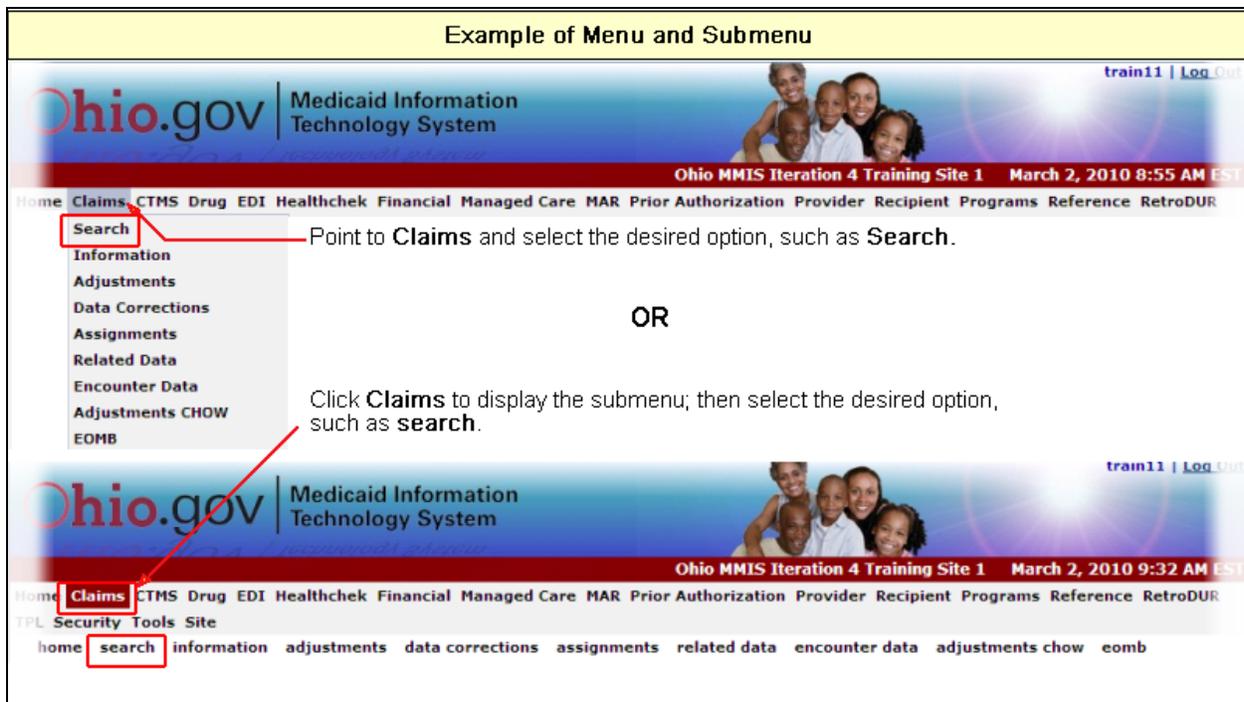
The MITS layout contains these components:

- Header bar at the top of the window that remains static as you navigate to different pages, and contains the:
 - MITS banner
 - Current session information
 - Subsystem menus
- Work area that changes as you navigate and displays submenus or panels
- Footer at the bottom of the window that remains static as you navigate to different pages

From the MITS Home page, you can navigate to MITS subsystems. Access to subsystems is based on your MITS security role. If you do not have access to a subsystem, its menu is either grayed out or hidden.



You can either point to a menu to display the list of options or click a menu to display the submenu.



Panels

Depending on the context, panels display when you click a submenu item. In panels, you can perform a wide variety of tasks for your role, such as submitting claims, researching information, and updating demographics.

The majority of panel interactions should be familiar to you from your previous computer experience, such as using drop-down lists and web-style buttons.

Access to panels is based on your MITS security role. If you do not have access to a panel, it is either grayed out or hidden.

Example of Search Panel			
Claim Search [?] [X]			
Provider ID	<input type="text"/>	[Search]	ICN
Recipient ID	<input type="text"/>	[Search]	TCN
FDOS	03/02/2009	Status	<input type="text"/>
TDOS	03/02/2010	Claim Type	<input type="text"/>
Records	20		
			<input type="button" value="search"/>
			<input type="button" value="clear"/>
			<input type="button" value="adv search"/>

This is an example of searching by a Provider ID only. You can narrow the results further by completing as many other fields as possible.

To search, type or select information in the desired fields and click **search**.

Example of Searching			
Claim Search [?] [X]			
Provider ID	8641211040	[Search]	ICN
Recipient ID	<input type="text"/>	[Search]	TCN
FDOS	03/02/2009	Status	<input type="text"/>
TDOS	03/02/2010	Claim Type	<input type="text"/>
Records	20		
			<input type="button" value="search"/>
			<input type="button" value="clear"/>
			<input type="button" value="adv search"/>

Type the desired Provider ID, press **Tab**, then click **search**.

This is an example of claims search results using a Provider ID. From here, you can display either Physician Claim panels or Recipient Information panels.

Example of Search Results

Click anywhere on a row, other than the Recipient ID field, to display the Physician Claim panels.

Records 20 adv search

ICN	Recipient ID	Provider ID	EDOS	TDOS	Claim Type	Status	Date Paid	Amount Billed	Amount Paid	
4009169003688	859400156066	8641211040	NPI	05/22/2009	05/22/2009	CMS 1500 XOVER CLAIMS	PAID	06/24/2009	\$370.00	\$45.14
4009084119335	850953714566	8641211040	NPI	03/20/2009	03/20/2009	CMS 1500 CLAIMS	PAID	04/01/2009	\$106.50	\$52.96
4009106076932	850953714566	8641211040	NPI	04/08/2009	04/08/2009	CMS 1500 CLAIMS	PAID	04/22/2009	\$106.50	\$52.96
4009119153558	850953714566	8641211040	NPI	04/22/2009	04/22/2009	CMS 1500 CLAIMS	PAID	05/06/2009	\$205.50	\$104.48
4009162085921	850953714566	8641211040	NPI	06/05/2009	06/05/2009	CMS 1500 CLAIMS	PAID	06/17/2009	\$106.50	\$52.96
4009170027229	850953714566	8641211040	NPI	06/15/2009	06/15/2009	CMS 1500 CLAIMS	PAID	06/24/2009	\$106.50	\$52.96
4009093069809	850670823766	8641211040	NPI	03/16/2009	03/16/2009	CMS 1500 CLAIMS	PAID	04/08/2009	\$316.50	\$93.28
4009141624821	851133533866	8641211040	NPI	04/23/2009	04/23/2009	CMS 1500 XOVER CLAIMS	PAID	05/28/2009	\$370.00	\$45.14
4009089111370	852807882366	8641211040	NPI	03/04/2009	03/04/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$646.00	\$74.93
4009089111373	852807882366	8641211040	NPI	03/09/2009	03/09/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$358.00	\$43.06
4009089111374	852807882366	8641211040	NPI	03/09/2009	03/09/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$358.00	\$43.06
4009092127018	852807882366	8641211040	NPI	03/13/2009	03/13/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$658.00	\$76.30
4009092127019	852807882366	8641211040	NPI	03/16/2009	03/16/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$658.00	\$88.87
4009092127021	852807882366	8641211040	NPI	03/16/2009	03/16/2009	CMS 1500 XOVER CLAIMS	PAID	04/08/2009	\$358.00	\$43.06
4009097120851	852807882366	8641211040	NPI	03/18/2009	03/18/2009	CMS 1500 XOVER CLAIMS	PAID	04/15/2009	\$658.00	\$76.30
4009124173915	852807882366	8641211040	NPI	04/03/2009	04/03/2009	CMS 1500 XOVER CLAIMS	PAID	05/13/2009	\$658.00	\$76.30
4009134127413	852807882366	8641211040	NPI	04/06/2009	04/06/2009	CMS 1500 XOVER CLAIMS	PAID	05/20/2009	\$658.00	\$88.87
4009113533254	852200382566	8641211040	NPI	04/14/2009	04/14/2009	CMS 1500 CLAIMS	PAID	04/29/2009	\$472.00	\$93.09
4009169103663	853439928966	8641211040	NPI	05/31/2009	05/31/2009	CMS 1500 XOVER CLAIMS	PAID	06/24/2009	\$448.00	\$67.65
4009155096713	854940953566	8641211040	NPI	05/17/2009	05/17/2009	CMS 1500 XOVER CLAIMS	PAID	06/10/2009	\$406.00	\$51.39

1 2 3 4 5 6 7 8 9 10 ... Next >

Click the Recipient ID link to display the Recipient Information panels.

Use these buttons to navigate to other search-result pages.

In panels, you can view information and perform numerous tasks.

Example of Panels

Information icons are available for some fields. Click the icon to display associated detail information for the field. You can perform searches using the Search bar.

Next Search By: search clear adv search

Physician Claim		*Status		Details	
ICN	4009169003688	Claim Type	CMS 1500 XOVER CL	*Status	PAID
Prev ICN	<input type="text"/>	*Prov ID	8641211040 NPI [Search]	*FDOS	05/22/2009
*Recipient ID	859400156066 [Search]	Prov Type	82-AMBULANCE	*TDOS	05/22/2009
Last Name	COBLE	Prov Spec	AMBULANCE SERVICES	Hosp FDOS	
First Name	EVIA	*Ref Prov1 ID	<input type="text"/> [Search]	Hosp TDOS	
DOB	10/06/1960	*Ref Prov2 ID	<input type="text"/> [Search]	Accident Date	
Medicaid ID	859400156066	Signature	NO	*Date Billed	06/18/2009
Cert #	<input type="text"/>	Accident	NO	Copay Code	
MRN	095421	PAN	<input type="text"/>	Date Paid	06/24/2009
RA Number	214714	Submitter ID	<input type="text"/>	Attachment	NO
Referral Number		PA Number	<input type="text"/>	Txn Type	
				ClaimDiagnosis	1 - 877.1

Physician Claim					Prefs Top Bot ? A X	
Select an area to add or modify						
PhysicianClaim --DetailInformation	Additional Claim Information	Adjustment Information	Attachment	CAS Inquiry	Maintenance Panel: Click these links to add panels to the bottom of the page.	
	Cash Disposition	Check	Claim Certification Information	Data Correction Note		
	Decision Rules	Diagnosis	Display TCN	EOB		
	Error	Expecting Date	Health Program	Location		
	Medicare Information	Misc Information	Prior Auth/Referral	Prior Authorization		
	Related History	Submitted Data				
<input type="button" value="adjust"/>	Click to display Adjustment panels.					

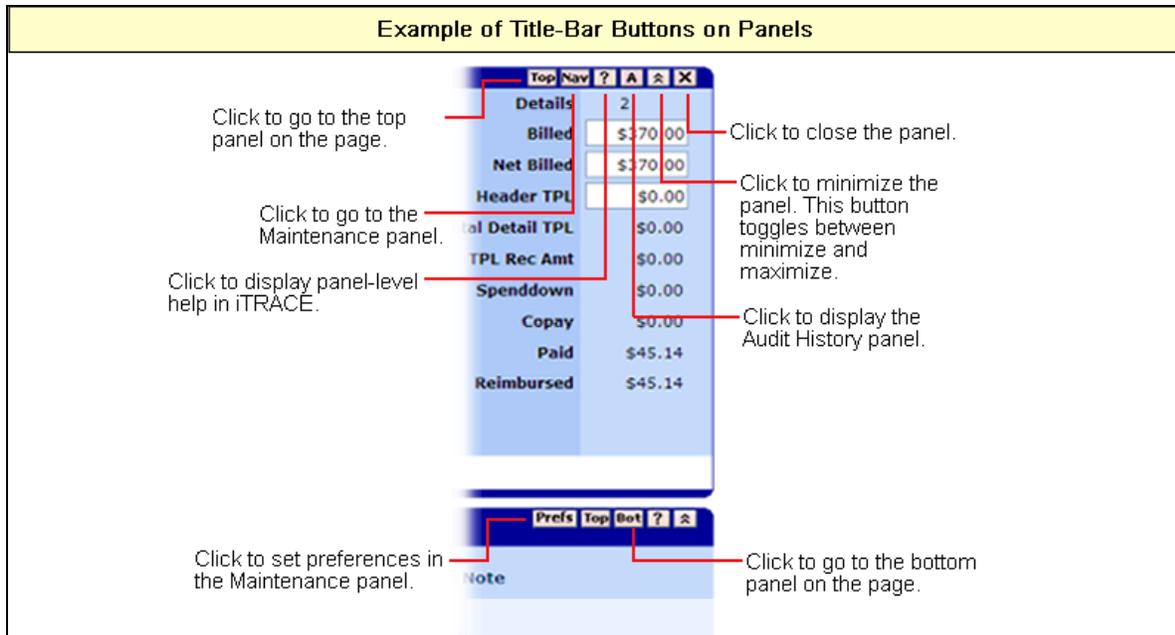
Claim Detail							Top Nav ? A X	
Detail Number	1	Status	PAID	FDOS	05/22/2009	Billed Amt	\$346.00	
Procedure	A0428	Diagnosis Ind	1	TDOS	05/22/2009	TPL Submitted Amt	\$0.00	
Units Billed	1.00	Modifier1	NH	POS	41	Allowed Amt	\$0.00	
Units Allowed	1.00	Copay Amt	\$0.00	Modifier2		Send Prov ID	8641211040 NPI	

Title-bar buttons allow you to navigate among panels, set preferences, or access online help in iTRACE.

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Ohio | Medicaid Information Technology System

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Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

Which component of MITS remains static as you navigate?

- A. Panel
- B. Submenu
- C. Header
- D. None

Panels display on every page.

- A. True
- B. False

Which of the following is NOT a component of the MITS page layout? (select all that apply)

- A. Footer
- B. Tablet
- C. Panel
- D. Video

Summary

In this topic, you learned to identify these components of the MITS page layout:

- Header
- Footer
- Menus
- Submenus
- Panels

Subsystem Overview

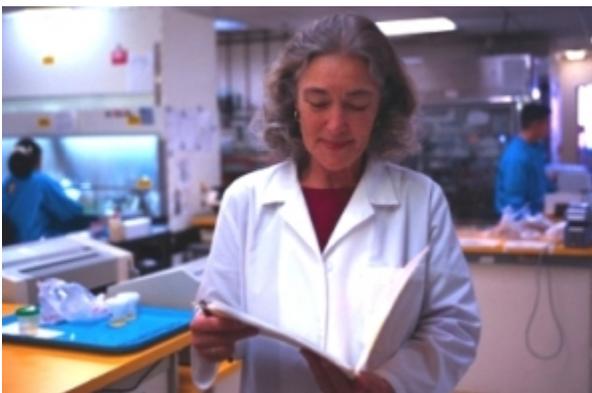
Overview

In this topic, you learn the primary purpose of these MITS subsystems and how they support the Medicaid program:

- Administration
- Business Intelligence Analytical Reporting (BIAR)
- Claims
- Drug
- Electronic Data Interchange (EDI)
- Healthchek (Early and Periodic Screening, Diagnosis and Treatment, or EPSDT)
- Financial
- Managed Care
- Management and Administrative Reporting (MAR)
- Prior Authorization (PA)
- Provider
- Recipient
- Reference
- Retrospective Drug Utilization Review (RetroDUR)
- Security
- Site
- Surveillance and Utilization Review (SUR)
- Third Party Liability (TPL)
- Tools

Relevance

By learning the subsystems contained in MITS, you can locate and use the subsystems you need for your role.



MITS Subsystems

MITS subsystems allow you to view and input information, perform transactions, and receive data. Access to subsystems is based on your MITS security role.

These subsystems are contained in MITS:

Subsystem	Description
Administration	Used by the system administrator to establish access to the site and to update and adjust settings to manage the system.
Business Intelligence Analytical Reporting (BIAR)	Generates reports that range from simple queries to more complex reporting and data analysis. General users can manage reports through InfoView and super users can create and modify ad hoc reports in Desktop Intelligence.
Claims	Responsible for claims processing in MITS. Claims processing generally describes the series of activities and processes that occur to facilitate the accurate adjudication of a claim. This involves all phases of the claim cycle, including: receipt, entry, front-end processing, suspense, adjudication to payment or denial, and reporting.
Drug	Extracts claims data containing physician-administered drug information to send to the Pharmacy Benefits Management (PBM) system for rebating purposes.
Healthchek (Early and Periodic Screening, Diagnosis and Treatment, or EPSDT)	Serves the state of Ohio in support of Healthchek programs by identifying and tracking EPSDT services, referrals, and costs for eligible consumers. It also generates EPSDT informational and screening letters to eligible recipients.
Electronic Data Interchange (EDI)	An interface to MITS for Trading Partners. It allows Trading Partners to submit transactions using standardized communication protocols and data structures.
Financial	Encompasses claims payment processing, accounts receivable and payables

Subsystem	Description
	processing, cost settlement tracking, and all associated financial transaction processing. It ensures that all funds are appropriately disbursed for claims payments and that all post-payment transactions are accounted for and applied accurately.
Managed Care	<p>Designed to assure recipients access to necessary medical care, while at the same time, controlling medical assistance program costs.</p> <p>The two primary Managed Care assignment plans (programs) supported by MITS are Covered Families and Children (CFC) and Aged, Blind, or Disabled (ABD).</p>
Management and Administrative Reporting (MAR)	Provides financial and statistical reports (both scheduled and on-request) to assist the state and federal governments with fiscal planning, new program and policy development, and monitoring and control of state medical assistance programs.
Prior Authorization	Used to review, assess, and pre-approve or deny selected non-emergency medical services prior to payment. PA serves as a cost-containment and utilization-review mechanism, enabling payment for only those treatments and services that are medically necessary, appropriate, and cost-effective.
Provider	<p>Maintains comprehensive, current, and historical information about providers eligible to participate in the state's medical assistance program. This includes the establishment and maintenance of a single provider data repository with provider demographic, certification, rate, and summary financial information.</p> <p>This subsystem supports accurate and timely claims processing, enhanced management reporting, utilization review reporting, surveillance activities, and provider training.</p>
Recipient	Provides an accurate, current, and historical source of eligibility and demographic information on individuals eligible for

Subsystem	Description
	medical assistance. This subsystem also supports data analysis of recipient information.
Reference	Maintains a consolidated source of reference information that is accessed by MITS during performance of claims and adjustment processing functions, prior authorization functions, and third party liability (TPL) processing. This subsystem also supports MITS reporting functions.
Retrospective Drug Utilization Review (RetroDUR)	Identifies potential drug therapy problems for intervention when necessary to help improve quality of care.
Security	Allows/grants access to MITS. This subsystem provides single sign-on, user provisioning, and authorization based on security roles.
Site	Contains each user's personal settings.
Surveillance and Utilization Review (SUR)	Provides the ability to identify over- and under-utilization of services and to discover potential fraud and/or abuse candidates.
Third Party Liability (TPL)	Manages private health, Medicare, and other third-party resources of Medicaid consumers to ensure that Medicaid is the payer of last resort.
Tools	Allows you to customize your dashboard and to use and view these functions based on your MITS security role: key survey, letter search, report distribution, worklist, and sending faxes.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

MITS contains only five subsystems.

- A. True
- B. False

Which of these subsystems is contained in MITS? (select all that apply)

- A. Reference
- B. Claims
- C. Help
- D. Prior Authorization

The Reference subsystem maintains a consolidated source of reference information.

- A. True
- B. False

Summary

In this topic, you learned the primary purpose of these MITS subsystems and how they support the Medicaid program:

- Administration
- Business Intelligence Analytical Reporting (BIAR)
- Claims
- Drug
- Electronic Data Interchange (EDI)
- Healthchek (Early and Periodic Screening, Diagnosis and Treatment, or EPSDT)
- Financial
- Managed Care
- Management and Administrative Reporting (MAR)
- Prior Authorization (PA)
- Provider
- Recipient
- Reference
- Retrospective Drug Utilization Review (RetroDUR)
- Security
- Site
- Surveillance and Utilization Review (SUR)
- Third Party Liability (TPL)
- Tools

Navigating in MITS

Overview

What

In this topic, you learn how to navigate in MITS.

Who

All MITS users must be able to navigate.

When

Navigate in MITS whenever you want to access a system component.

Relevance

By learning how to navigate in MITS, you can locate and work with subsystems and panels more quickly and efficiently.

Requirements

Your MITS security role determines which subsystems you can access. If you do not have access to a subsystem, its menu is either grayed out or hidden.

If you must have access to a subsystem that is not available to you, contact your system administrator.

How To

Follow these steps from the MITS Home page to navigate:

TO go to a:	THEN do this:
Subsystem	Click the desired menu in the MITS header.
Page	<ol style="list-style-type: none"> Click the desired menu in the MITS header. Select the desired option from the submenu.
Panel	<ol style="list-style-type: none"> Click the desired menu in the MITS header. Select the desired option from the submenu. Scroll to the desired panel. <p>Note: Use the panel title-bar navigation buttons to jump to the top, bottom, or Maintenance panels on the page.</p>



Depending on the context, panels display when you select a submenu option. Panels allow you to view information and perform numerous tasks for your role.

Practice

Navigate in MITS from the Home page using this information:

- 1) Search for the Provider ID you received from your instructor.
- 2) In the Reference subsystem, search for Procedure Code **0197T**.
- 3) **Compare** your Procedure Information panel with the image at the end of this practice session.
- 4) Use at least two navigation buttons to navigate among panels on the page.
- 5) Search for the Recipient ID you received from your instructor.
- 6) Return to the Home page.

Procedure Information Panel Example:

Procedure Information			
Procedure	0197T	Description	INTRAFRACTION TRACK MOTION
CMS Add Date	01/01/2009	Long Description	INTRA-FRACTION LOCALIZATION AND TRACKING OF TARGET OR PATIENT MOTION DURING DELIVERY OF RADIATION THERAPY (EG, 3D POSITIONAL TRACKING, GATING, 3D SURFACE TRACKING), EACH FRACTION OF TREATMENT
CMS TOS		Lay Description	
CMS Termination	12/31/2299	EOMB	INTRAFRACTION TRACK MOTION
Medicare Coverage			

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

Which is the correct sequence to display a panel if you have access?

- A. Submenu>menu>panel
- B. Home page>panel
- C. Menu>submenu>panel
- D. None of these responses

Which of these buttons helps you navigate among panels on a page? (select all that apply)

- A. Top
- B. Bot
- C. Nav
- D. Pref

How can you ensure specific panels display each time you visit a page?

- A. Set up preferences
- B. You cannot do this
- C. Bookmark the page
- D. Request this feature

Summary

In this topic, you learned how to navigate in MITS.

Performing Common Tasks

Overview

What

In this topic, you learn how to perform these common tasks in MITS:

- View and add a panel
- Add, modify, and delete data
- Set preferences

Access to these functions is based on your MITS security role. If you do not have security rights to perform specific functions, the buttons and links are either grayed out or hidden.

Who

All MITS users must be able to perform common tasks based on their security role(s).

When

You perform common tasks whenever you use MITS subsystems for your role.

Relevance

By learning how to perform common tasks in MITS, you can apply these skills to your role to conduct tasks more easily and quickly.

How to

Follow these steps in the desired subsystem:

TO:	THEN do this:
View a panel	<ol style="list-style-type: none"> Click the desired option from the submenu. Scroll to the desired panel on the page.
Add a panel	<ol style="list-style-type: none"> Click the desired option from the submenu. Scroll to the Maintenance panel. Click the desired link.

TO:	THEN do this:
Add data	a. Click the desired option from the submenu. b. Scroll to the desired panel on the page. c. Click add if available. d. In the appropriate field(s), type or select the applicable information. e. Click save .
Modify data	a. Click the desired option from the submenu. b. Scroll to the desired panel on the page. c. Select the desired row to modify. d. Click adjust if available. e. In the appropriate editable field(s), type or select the applicable information. f. Click save .
Delete data	a. Click the desired option from the submenu. b. Scroll to the desired panel on the page. c. Select the row you want to delete. d. Click delete . e. Click OK . f. Click save .
Set preferences	a. Click the desired option from the submenu. b. Scroll to the Maintenance panel. c. Click Pref . d. Select the panel(s) you want to display each time you open the page.

Success

You have successfully completed this task when you have performed these common functions in MITS:

- View and add a panel
- Add, modify, and delete data
- Set preferences

Practice

Perform common tasks in MITS using this information:

View a Panel:

- 1) Search for the Provider ID you received from your instructor.
- 2) View the Provider Maintenance panel on the Provider Information page.
- 3) **Remain on the page** and continue to the next task.

Add a Panel:

From the Provider Maintenance panel, add two panels of your choice.

Add Data:

- 1) Search for the Recipient ID you received from your instructor.
- 2) Add the **Copay Exemption Dates** panel.
- 3) Add a row in the Copay Exemption Dates panel using **12/31/2010** in the Copay Exemption End Date field.
- 4) Save the data.
- 5) **Compare** your Copay Exemption Dates panel with the image below.
- 6) **Remain on the page** and continue to the next task.

Copay Exemption Dates Panel Example:

Copay Exemption Dates			
Copay Exemption Begin Date	Copay Exemption End Date	Source	Last Update
03/18/2010	12/31/2010	ONL	03/18/2010
Copay Exemption Begin Date	<input type="text"/>	Source	
Copay Exemption End Date	<input type="text"/>	Last Update	

Modify Data:

- 1) Select the first row in the Copay Exemption Dates panel.
- 2) Type a different date of your choice in the Copay Exemption End Date field.
- 3) Save the data.
- 4) **Remain on the page** and continue to the next task.

Delete Data:

Delete a row in the Copay Exemption Dates panel.

Set Preferences:

- 1) Search for the Provider ID you received from your instructor.
- 2) Select two panel preferences of your choice.
- 3) Verify that the selected panels display the next time you visit the page:

Summary

In this topic, you learned how to perform these common tasks in MITS:

- View and add a panel
- Add, modify, and delete data
- Set preferences

Accessing Help

Overview

What

In this topic, you learn how to access MITS Help using two different methods: field-level Help and panel-level Help (iTRACE).

Who

All MITS users can access Help.

When

Access Help when you need more information about fields or panels to perform tasks.

Relevance

By learning how to access Help in MITS, you can discover answers and solutions more quickly and easily.

How To

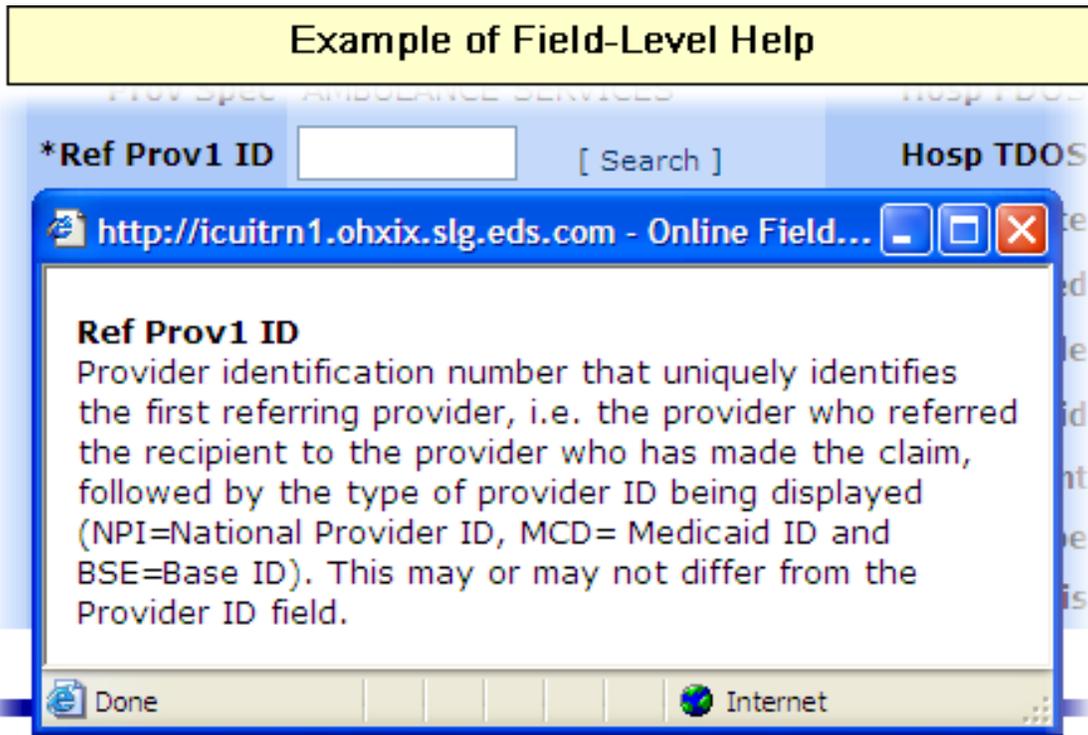
Follow these steps from the desired panel to access Help:

TO access:	THEN do this:
Field-level Help	<ol style="list-style-type: none"> Point to the desired field name. Click the field name. Review the information and close the window.
Panel-level Help in iTRACE	<ol style="list-style-type: none"> Click the Help button (?) in the panel's title bar. If prompted, enter your iTRACE logon ID and password. Review the information in iTRACE and close the window.

Success

You have successfully completed this task when you have accessed MITS Help using two different methods: field-level Help and iTRACE.

Compare your results with these images:



Example of Help in iTRACE

The screenshot displays the iTRACE web application interface. At the top, there is a yellow header with the text "Example of Help in iTRACE". Below this is a blue navigation bar with the Ohio Medicaid Information Technology System logo on the left and the iTRACE logo on the right. The navigation bar includes links for Developer, Analyst, Trainer, Platform Mgmt, Interactive Portal, Documentation, Cycle, Query, and Search. Below the navigation bar, there are two buttons: "ReAssign iCE Help Page" and "Unlink iCE Help Page". To the right of these buttons, the text "ICE Panel: IC_MMIS_Clm_WebUI_PhysicianCl" is visible. The main content area is titled "Physician Claim" and contains the following text:

Physician Claim
The Physician Claim panel displays the header information on a selected physician (CMS 1500) claim.

This panel is specific to physician claims and does not display for other claim types. The information panel for other

The panel is in view-only mode when accessed through Claims Information for inquiry. The panel is editable when a Corrections mode, an add button and a delete button will allow the user to add or remove details.

Navigation Path:

- Claims Main Menu > Information > Enter a physician claim ICN
- Claims Main Menu > Search > Enter criteria > Select a physician claim

Tables:

- CLM
- T_CLAIM_TYPE

Practice

Access MITS Help using this information:

- 1) Search for a claim using the Provider ID you received from your instructor.
- 2) Click the first claim in the search results.
- 3) Display field-level Help for a field of your choice.
- 4) Access panel-level Help for a panel of your choice.

Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

How can you obtain Help in MITS? (select all that apply)

- A. Click **Help** in the MITS header.
- B. Click the question-mark icon in a panel's title bar.
- C. Click **Help** in the MITS footer.
- D. Click a field name in a panel.

What level of Help can you obtain in MITS? (select all that apply)

- A. Field
- B. Panel
- C. Menu
- D. System

Field-level Help displays through iTRACE.

- A. True
- B. False

Summary

In this topic, you learned how to access MITS Help using two different methods: field-level Help and panel-level Help (iTRACE).

Review

Objectives

In this course, you learned how to:

- Identify these components of the MITS page layout:
 - Header
 - Footer
 - Menus
 - Submenus
 - Panels
 - Subsystems
- Navigate in MITS
- Perform common tasks
- Access Help using two different methods