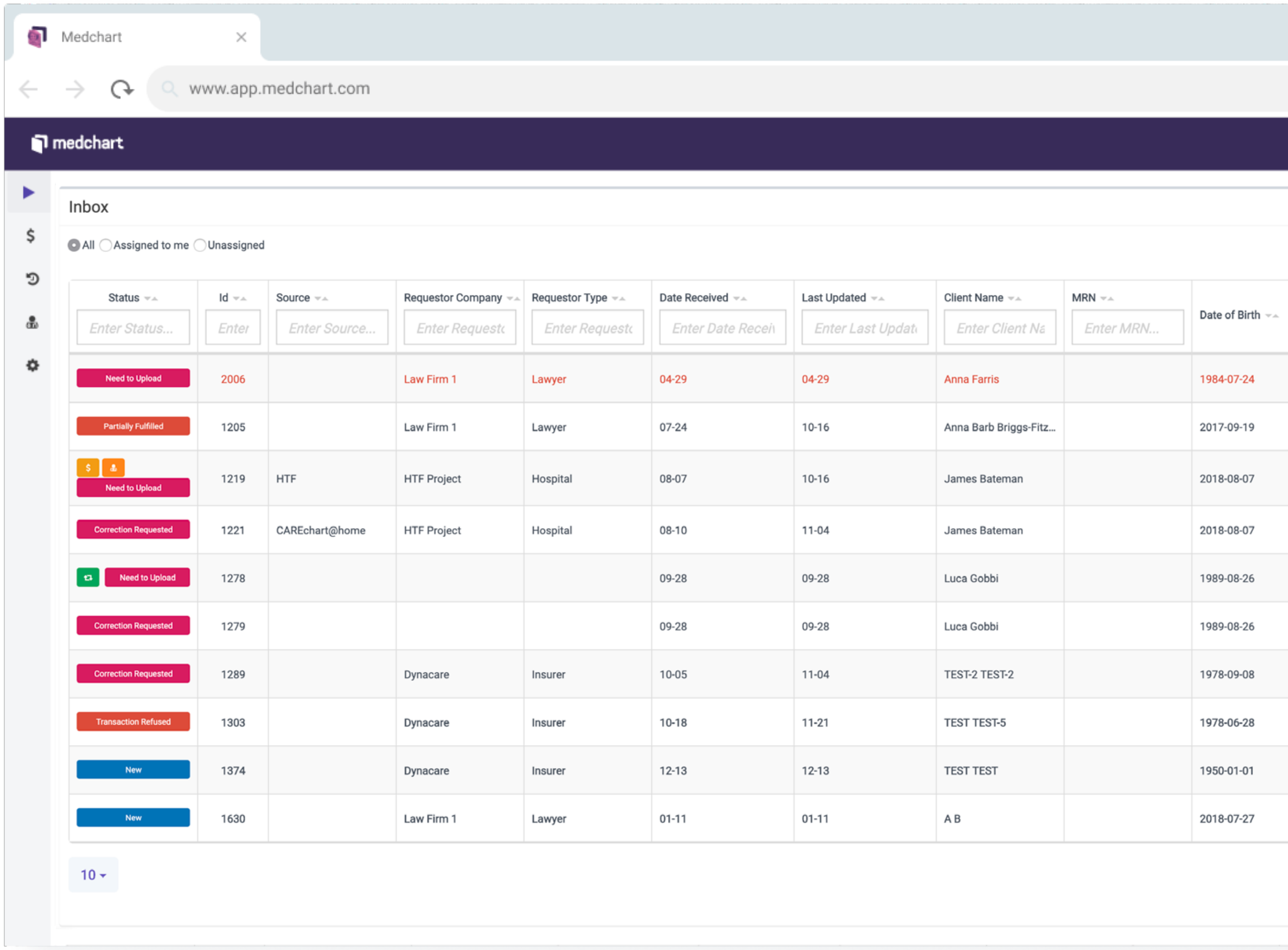

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2019 Chart Assist User Guide

[CONFIDENTIAL]

Foreword

We are thrilled you have chosen to use Medchart to release your requests for health information and medical imaging.

Our team has created this booklet to help you navigate and succeed while using Medchart. It can be used as both a simple reference guide to flip through for clarification on a process or as an integral resource for quickly setting up new employees on Medchart.

If you are still having trouble, please feel free to reach out to our team at: support@medchart.ca or call Medchart @ **1-888-399-7789 x 1** (hospitals and clinics)

1.0 Contents

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Make use of our resources

At Medchart, your success is our success. If you are unsure of a process, have questions about a request, or have an issue with your records, you are encouraged to reach out to us!

2.0 Claim your user

Claim your user

Your institution's **Admin user** will issue an email invitation for you to join Medchart and claim your account.

You will receive an email to "**Confirm your Medchart User**".

1. Please open the email and click "**Login to Medchart**" to claim your account.

2. Enter your user name (your email) and your desired password, accept the terms of use and click "**Submit**" to finish claiming your account.

Note: **This invitation link will expire after 7 days** and can not be used to log in after you have successfully claimed your account.

If your invitation link expired before you claimed your account, contact your institution's Admin user to have a new invitation sent to you.

If you have already claimed your account, simply go to Medchart.ca and use the "**Login**" button. If you have forgotten your password, click "**Forgot your Password**" to reset it.

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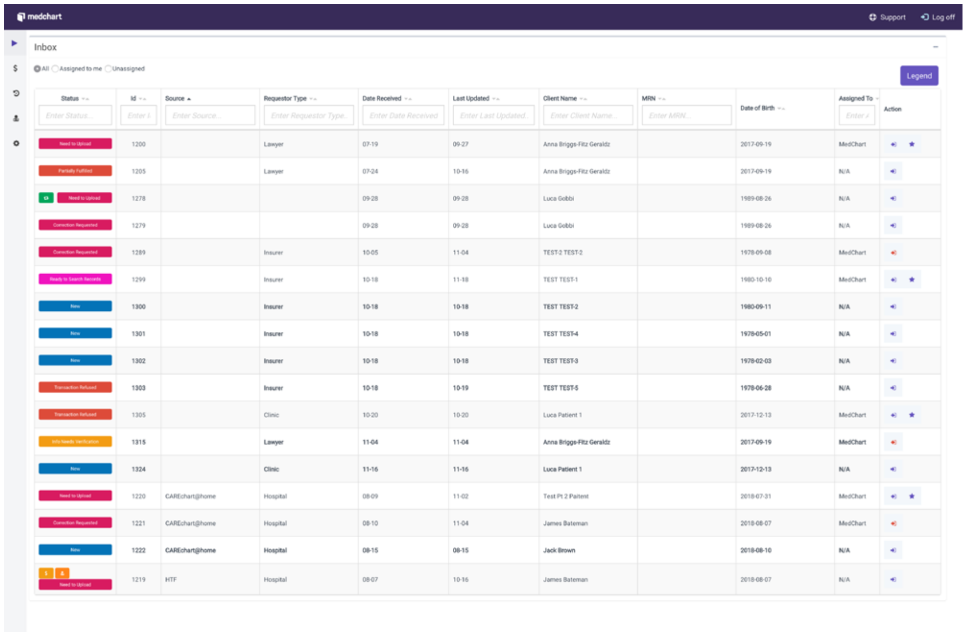
3.0 Introduction

Your Active Requests

Welcome to your **Active Requests**. This where you will see an overview of all the pending requests for release of health information at your practice. Your “**Inbox**” table shows basic information regarding requests, including:



Status	Id	Source	Requestor Type	Date Received	Last Updated	Client Name	MRN	Date of Birth	Assigned To	Action
Need to Upload	1200		Lawyer	07-19	09-27	Anna Briggs-Fitz Geraldz		2017-09-19	MedChart	
Partially Fulfilled	1205		Lawyer	07-24	10-16	Anna Briggs-Fitz Geraldz		2017-09-19	N/A	
Need to Upload	1278			09-28	09-28	Luca Gobbi		1989-08-26	N/A	
Correction Requested	1279			09-28	09-28	Luca Gobbi		1989-08-26	N/A	
Correction Requested	1289		Insurer	10-05	11-04	TEST-2 TEST-2		1978-09-08	MedChart	
Ready to Search Records	1299		Insurer	10-18	11-18	TEST TEST-1		1980-10-10	MedChart	
New	1300		Insurer	10-18	10-18	TEST TEST-2		1980-09-11	N/A	
New	1301		Insurer	10-18	10-18	TEST TEST-4		1978-05-01	N/A	
New	1302		Insurer	10-18	10-18	TEST TEST-3		1978-02-03	N/A	
Transaction Refused	1303		Insurer	10-18	10-19	TEST TEST-5		1978-06-28	N/A	
Transaction Refused	1305		Clinic	10-20	10-20	Luca Patient 1		2017-12-13	MedChart	
Info Needs Verification	1315		Lawyer	11-04	11-04	Anna Briggs-Fitz Geraldz		2017-09-19	MedChart	
New	1324		Clinic	11-16	11-16	Luca Patient 1		2017-12-13	N/A	
Need to Upload	1220	CAREchart@home	Hospital	08-09	11-02	Test Pt 2 Paitent		2018-07-31	MedChart	
Correction Requested	1221	CAREchart@home	Hospital	08-10	11-04	James Bateman		2018-08-07	MedChart	
New	1222	CAREchart@home	Hospital	08-15	08-15	Jack Brown		2018-08-10	N/A	
Need to Upload	1219	HTF	Hospital	08-07	10-16	James Bateman		2018-08-07	N/A	

Status: The status of a request in the release process;

ID: The unique identifier of the request in the Medchart system;

Source: The organization making the request;

Requester Type: Identifies the type of organization making the request (e.g., lawyer, insurance, hospital, patient, etc);

Date Received: The date the request was first submitted to your system;

Last Update: The date of the last action or update taken regarding the request;

Patient Name: The patient’s name that the request pertains to;

MRN: Medical record number – your internal ID for the patient’s medical record;

DOB: The date of birth of the patient the request pertains to;

Assigned To: Who the request is assigned to;

Every request has a status that notifies you where in the fulfillment process a particular request stands. Here is a complete list of all statuses available in Medchart:

Status	Legend
New	This is a a new request that is not assigned to anyone.
Info Needs Verification	The consent form and request details need verification.
Ready to Search Records	The consent and request are valid, and records can be searched.
Need to Upload	Records have been found for this patient and must still be uploaded.
Fulfilled	The records have been uploaded and the request has been fulfilled.
Correction Requested	A correction was requested from the Requestor.
Cancelled	The request has been cancelled.
	A refund has been issued to the Requestor for this request.
$	A request for HIC fees has been sent to the Requestor.
$ Fulfilled	Records will be automatically released once the HIC fees are paid.

New: This is a new request that is not assigned to anyone;

Info Needs Verification: The consent form and request details need verification;

Ready to Search Records: The consent and request are valid, and records can be searched;

Need to Upload: Records have been found for this patient but not yet uploaded and/or released;

Fulfilled: The records have been uploaded and the request has been fulfilled;

Correction Requested: A request for a correction has been sent to the Requester;

Canceled: The request has been canceled.

These statuses are updated automatically by the system whenever an action regarding the request is taken either by you or the Requester.

This list of possible statuses for requests can by found by clicking the “**Legend**” button in the top-right hand corner above your “**Active Requests”** table (navigate to that table using the left-hand side menu).

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Button legend

Here are the various buttons you will encounter while using Medchart and their corresponding meanings. To understand what a button does while using Medchart, hover your cursor over the button and wait; a title will appear for the button.

Navigation Menu

Active Requests - Your inbox for all the active requests for your institution;

Transactions - All refunds and fee payment requests for your institution;

Complete Requests - All completed/canceled requests for your institution;

Configurations - Manage email notification settings and password reset for your account.

Action Buttons

View - This opens a condensed request overview and history;

Work - Opens the full request for you to work on immediately;

Force Unassign Item - Unassigns an item from the current assigned user;

Details - Open the details of the request, transaction or item;

Search - Search items based on your inputted criteria;

View Details - Open the details of the request, transaction or item;

View Transaction - Open the transaction to view;

Resend Invitation Email - Resend the email for a staff user to setup their account;

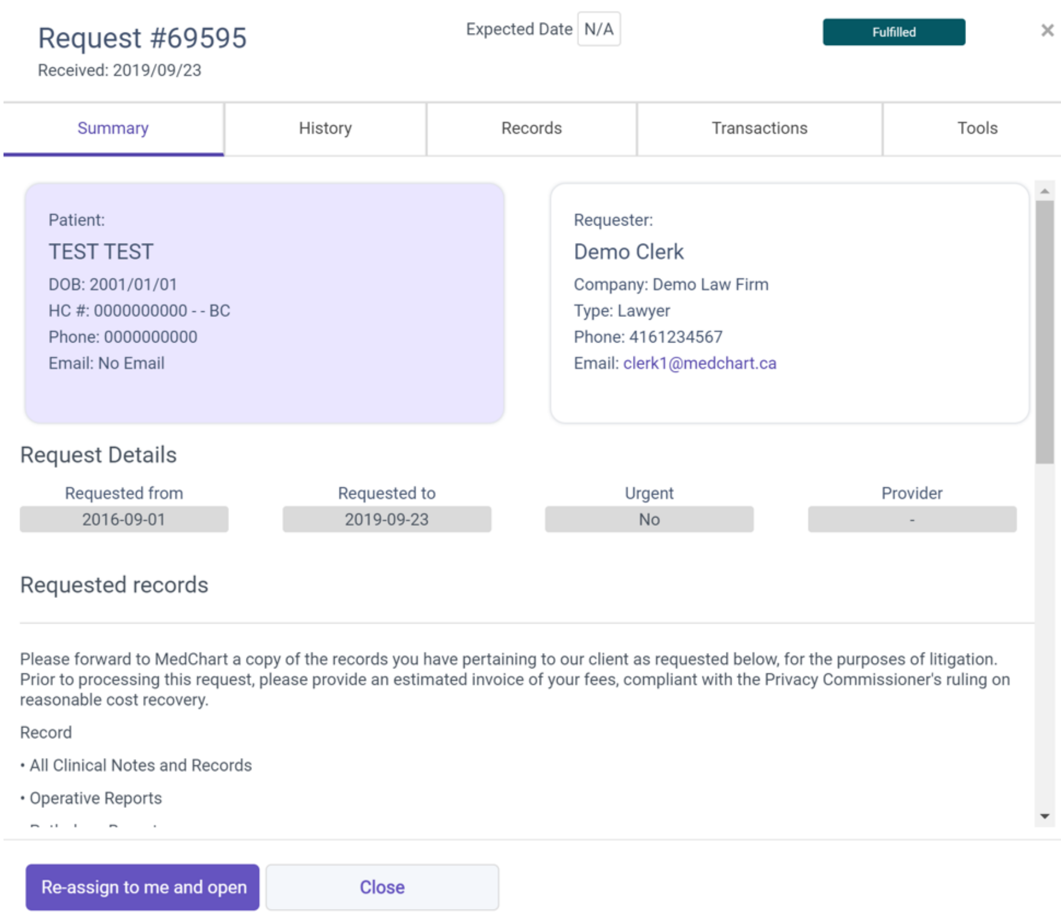
Remove - Remove an item or record from the current request;

Update/Edit - Edit or update information or records regarding a request.

Request details overview

1. Click on the “**View**” button for any request. It does not matter whether the request is assigned to you or not.

2. This will open a summary overview of the request details including:



Summary - The associated patient, requester, and request information;

History - An automatically tracked log of every action taken on the request;

Records - Any records that were uploaded to the request;

Transactions - A transaction history of all fee payments, statuses, and refunds;

Tools* - Modify the status of this request due to a non-standard development.

*Not visible for requests with a status of “New”

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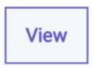
4.0 Managing requests

Assign a request to yourself

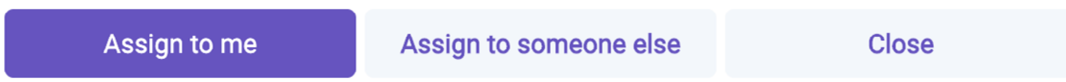
Login to Medchart using your account and open your "**Active Requests**". To view or manage a request, navigate to the "**Action**" column within your "**Active Requests**" table.

Status	ID	Source	Requester Co...	Requester Typ...	Date Received...	Last Updated...	Patient Name...	MRN	Date of Birth...	Assign...	Action
Enter Statu	Ent	Enter Sou	Enter Rec	Enter Rec	Enter Dat	Enter Las	Enter Pat	Enter MR	Enter Dat	Ent	
New	75113	Web	Kimble and Ki...	Lawyer	10-21	10-21	Courtney Rad...		1990-08-10	N/A	View

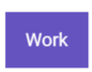
1. Choose a request you would like to view and click the "**View**" button in the row pertaining to that request.



2. The request details will open for review. If you will be managing this request, select the "**Assign to Me**" option using the purple button at the bottom of the pop-up.



3. Once a request is assigned to you, you can navigate back to the "**Action**" column and click the "**Work**" button to begin the fulfillment process.

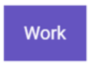


This will open the request management page where you can take actions regarding this request.

Hurray! You have assigned a request to yourself.

How to fulfill a record request

1. Locate the request you would like to work on in your “**Active Requests**” and click the “**Work**” button to begin reviewing the request.

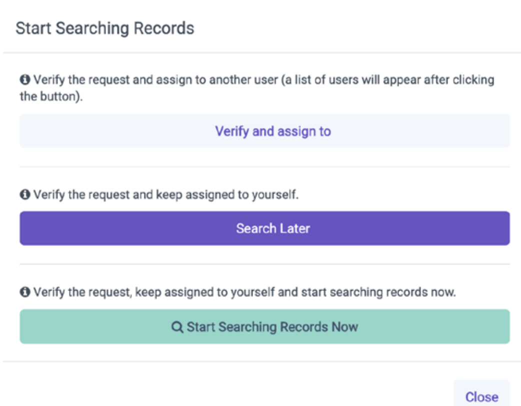


2. The request page will open and present the patient information and submitted authorization for your verification.

Please carefully verify that the patient information provided matches with a patient record available within your EMR and that the correct authorization, direction, and supporting documentation is enclosed. Click “**Verify**” if satisfied with both the patient information and requester information provided.

If either the patient information is incorrect or the authorization is not complete or includes incorrect information, click “**Wrong Information**” to either request a correction or cancel the request.

4. Once you have verified all request and authorization details you will be prompted to start searching for records. You have three options from this prompt:



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Verify and assign to: This option will assign the request to a different user to find records, request payment, and fulfill the request;

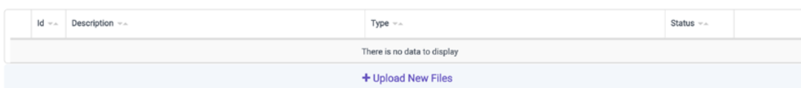
Search later: This option will take you back to you Inbox and set the request information to “**Info Verified**”. The request will stay assigned to you;

Start searching records now: This will take you to Step 5 in the fulfillment workflow.

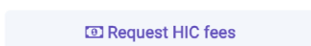
5. It is now time to assemble the patient’s health information. If the records or imaging are found, click the “**Records Found**” button to continue.

If records or imaging are not found, click “**Records Not Found**” where you can choose the reason why the records or imaging were not found.

6. However, if the records are found you are now able to upload the patient’s records and imaging using the “**+ Upload New Files**” button.

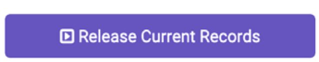


7. You can request a custodian fee before releasing records by clicking the “**Request HIC Fee**” button.

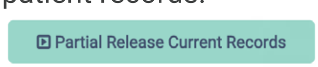


You will be prompted with a screen to choose a fee amount and add any special notes relating to the reasoning for the fee. Once complete, click “**Send Notice to Requester**”.

8. Finally, if payment has already been made, click “**Release Current Records**” to fulfill the request.



Option 2 – Partial Release Current Records:
If you have assembled part of the record you can release that portion without “closing” or completing the request. This action will release all currently uploaded records; however, the request will remain open for you to continue assembling the patient records.



Option 3 – Release Records Upon Payment:
If you have requested additional payment from the requester but have already assembled all records you can choose this option to finalize the request for release. The records will be released automatically once payment is complete.

How to fulfill an APS request

Along with requests for health information and medical imaging you may also receive Dynacare Attending Physicians Statement (APS) requests through Medchart.

1. When you receive a Dynacare request it will appear in your “**Active Requests**” like any other request. Under the “**Requester Company**” you will see “**Dynacare**” to denote the request origin.

New	41527	Connect API	Dynacare	Insurer	04-24	04-24	JOANNE TESTER

2. Start the fulfillment of this request just like any other record request. Ensure you verify the authorization and information provided by Dynacare.

3. After verifying all the information and starting the “**Record(s) Search**” stage of fulfillment you will notice a new section called “**Fillable Forms**”.

Fillable Forms

Name	Description	Status	Action
FP10E	FP10E	In Progress	

4. This is a digital APS form that needs to be completed in order to fulfill the Dynacare request. Two options to complete the form (manually or electronically).

i. Manually:

a. Click the “**Download Blank Form**” button to download and open the form on your computer

b. Print out the form and give to the physician to fill out

c. Once completed, scan the form and click the “**Upload Filled Form**” button to upload it back into the request URL to copy and send to the attending physician.

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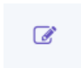
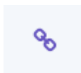
ii. Electronically:

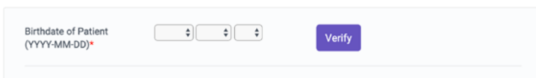
a. **Physician with login:** click the “Fill Form Online” button. This will open a browser page for them to complete the form online.



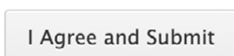
b. **Physician without login:** click the “View Form Link” button. This gives you a URL to copy and send to the attending physician.



6. To open the form please enter the patient’s date of birth. Once open, please follow the steps indicated in the online form.

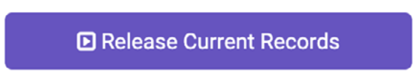


7. Once the form is completed, the physician must click “I Agree and Submit” to finalize the form.



8. Immediately after completed, the “Status” of the APS form in the release request will update to “Completed at [date stamp]”.

9. You may now complete the request like any other request for health information. Ensure the appropriate records have been uploaded to the request and lick “Release Current Records”.



Pre-payment and top-up payments

There are two ways to charge requesters for the cost of releasing personal health information. The included configurable “**Pre-payments**”, and ad-hoc “**Top-Up Payments**”:

Prepayments

Prepayments are decided by your administrator during the initial account setup and are automatically charged when a request is submitted - depending on the type of request.

To view each payment in a record release:

1. Find a request in your Records Processing Inbox or the Transactions table.

2. Click the “**View Details**” button in the “**Action Column**”.

3. Click the “**History**” tab at the top of the Request Details pop-up.

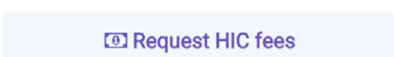
4. Any prepayment charged will appear as “**Payment Completed**” at the same time stamp as when the request was originally submitted. If a “Payment Completed” detail does not appear a prepayment was not charged.

Top-Up Payments

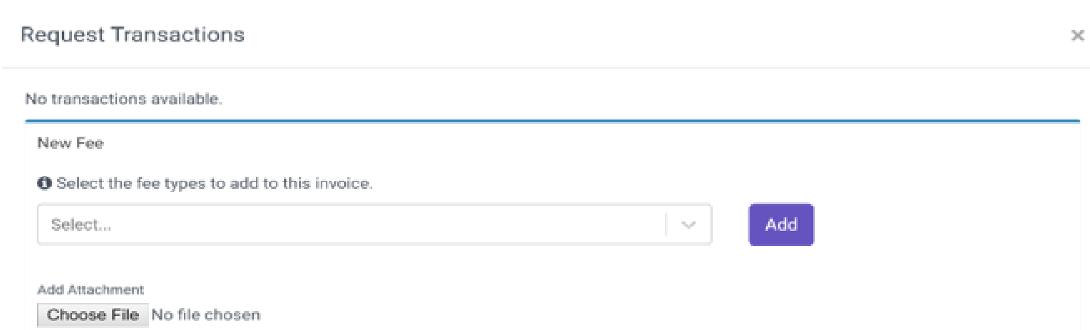
1. To request a top-up payment (e.g. for a high page count) click “**Work**” on the request.

2. Navigate to the “**Upload Records**” stage of the release process.

3. Scroll to the bottom of the page and click “**Request HIC Fees**”.



4. Use the drop-down at the bottom of the pop-up to select a fee type and click “**Add**” to complete.



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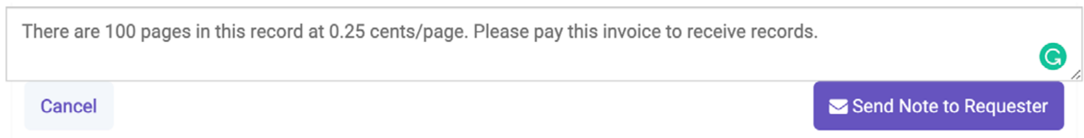
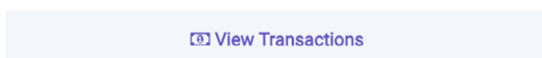
5. The fee type you select will automatically add the correct fee amount. If there is a page count required to calculate the fee, please input the page count.

6. Finally, complete a short (maximum 100 character) note to the requester informing them of the reason for the charge.



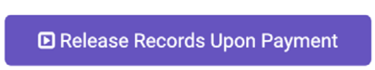
7. Click “**Send Note to Requester**” to complete.

8. To view this charge and its payment status click “**View Transactions**” in the top-right “**Actions**” menu above “**Summary**”.



9. Until the payment is complete, the charge will show a status of “**Payment Pending**”. Once the payment has been made, the status will automatically update to “Paid”.

10. If all records are uploaded to the request and there are no further actions needed you can click “**Release Record Upon Payment**”. This will automate the process of releasing records when payment is received.



This does not change the status or appearance of the request to the requester until payment has been completed. Records are not accessible until the payment has been made.

Request a correction or reject a request

Sometimes you will need to request a correction to a release request or reject the release request entirely. Below are the instructions on when and how to do it.

1. Click the “**Work**” button in the “**Action**” column of a request. This will open the request on your screen.

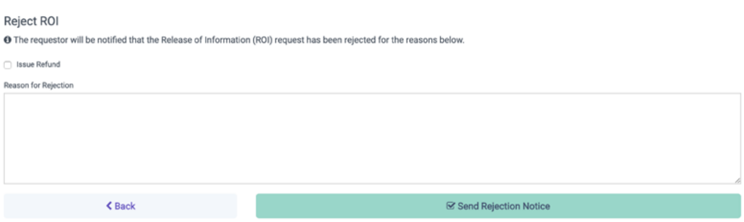
2. Verification happens in two steps. If the authorization and direction, supporting documentation, or request details contain an error, omission, or are inadequate – click the “**Wrong Information**” button.

3. You have the option to either recject the request outrigh using “**Reject ROI**”; or can ask for an updated consent/information using “**Request a Correction**”:

i. Reject Release of Information (ROI):

In cases where a correction does or would not suffice, click “**Reject ROI**”.

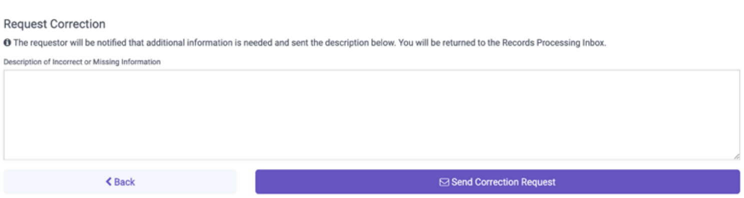
Choose whether to issue a refund and enter the “**Reason for Rejection**”. This message will be sent verbatim to the requester.



Click “**Send Rejection Notice**” to complete the action.

ii. Request Correction:

For most requests you can request a correction. Enter your concerns in the “**description of Incorrect or Missing Information**” box to inform the requester of the necessary corrections to their request.
*This message will be sent verbatim to the requester.



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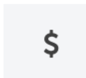
How to view/manage fees and refunds

1. Hover your cursor over the left-hand side menu and click “**Transactions**”.



You will be taken to the “**Transactions**” page which contains all information regarding outstanding fees, paid fees, and refunds. The “Transaction” table contains 3 filters along its top-left corners:

All: Includes all HIC fee and refund requests.

Approval Pending: Includes refunds requests for refunds (may need approval);

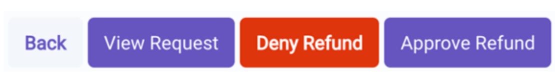
Client Payment Pending: Includes fees charged to requesters;

2. Choose a fee or refund you would like to manage*

*Please note you will require specific admin permissions to approve/deny refund requests.

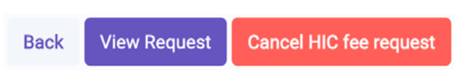
i. Refund:

To manage a refund request, click the “**View Transaction**” button. You can either “Deny Refund” or “**Approve Refund**” using the below buttons.



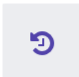
ii. Payment:

To manage a payment request, click the “**View Transaction**” button in the “**Action**” column of the request. You can view the request or cancel the fee request by clicking “**Cancel HIC Fee Request**”.



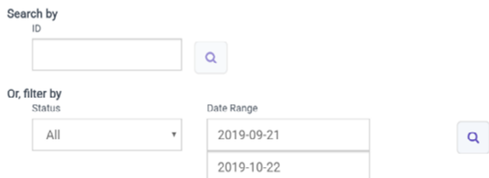
View fulfilled and canceled requests

1. Hover your cursor over the left-hand side menu and click “**Active Requests”**.



You will be taken to the “**Active Requests”** page which contains a complete log of all completed requests that were either fulfilled or canceled.

2. Use the “**Search Tools**” (located above the “**History**” table) to filter the history shown in the table. You can filter by ID or Status + Date Range:

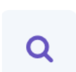


ID: The unique ID number of a request you are searching for;

Status: You can filter by the “**Fulfilled**” or “**Canceled**” status;

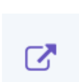
Date Range: This date range filter applies to both the date received field as well as the date of last updated field.

3. Once you have selected your search criteria, click the “**Search**” button beside the search tools to update the table results.



4. If you want to change the search criteria simply select the criteria you inputted in the “**Search Tools**” field and delete it, then ensure to click the “**Search**” button to update your table.

5. In a case where you would like to view the details of a fulfilled or canceled request, simply locate the row that pertains to the desired request, navigate to the “**Action**” columns of that row, and click the “**View Details**” button.



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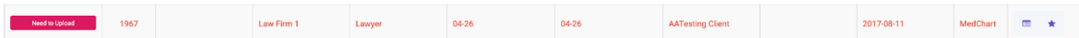
When a request turns “red”?

There are two scenarios when a request in your inbox would “**turn red**” as shown below:



i. Urgent Request:

If a request has been marked as “**Urgent**” by the requester it will be immediately highlighted with red text in your inbox;

ii. Request is over 60 days outstanding:

If a request has been outstanding for more than 60 days it will be highlighted with red text in your inbox.

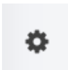
In both scenarios a request highlighted in red requires **IMMEDIATE ATTENTION.**

5.0 Settings and admin tasks

Adding a new staff user

****This function is only available to admin users at your institution.**

1. Hover your cursor over the left-hand side menu and click “**Configurations**”



2. Click the “**Users**” tab at the top of the page. You will be taken to the Users and Roles page where you will access to all accounts created within your organization.

3. Click the purple “**+ Add another user**” button at the bottom of the User table

+ Add another user

You will be prompted with a new page. Please complete the requested information for the user you would like to create.

4. Please select the permissions you would like to assign to the user by checking the relevant boxes under “**Record Processing Module**” **

**This function is only available to admin users at your institution.

Here are the permissions available to users:

Request History - Allows user to view request history

Request Inbox - Allows user to view request inbox

Working Item - Allows user to work on a request

Working Item Notes - Allows user to add notes to a working item

Force Unassign - Allows user to unassign other staff members’ working items

Cancel Request - Allows user to cancel any request at anytime

View Transactions - Allows user to view all transactions

Manage Payment Refunds - Allows user to approve refunds

Re-route to Medchart - Allow user to send an item to Medchart staff if it’s not meant for your facility

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5. Once you have completed the account information and permission settings, click "**Create**" at the bottom of the page

You're all done! Medchart will automatically send an email to the address provided in the email field for the user to set up their account.

Changing your notification settings

1. Hover your cursor over the left-hand side menu and click “**Configurations**”

2. Click the “**Personal Settings**” tab at the top of the page. You will be taken to the Password and Notification settings page where you will have access to change your password as well as subscribe and unsubscribe from email alerts.

Personal Settings

Change your password:

a. Click the “**Change Password**” link under the “**Password**” title.

Change Password

b. A new page will prompt you to enter your old password as well as your desired password. Please fill in the provided fields.

c. Once you have inputted the change password information, click the “**Change Password**” button to complete your password change.

Change Password

You will receive an instant verification email that the password change was successful.

Changing your notification settings:

a. Under the “**Notification settings for your user**” title, you can select all notifications you would like to receive email alerts for, and deselect all notifications you do not want to receive email alerts. **

** You will only receive alerts and notifications for the groups your account has access to (if applicable)

Continued on next page -->

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Notifications you can subscribe to in Medchart include:

i. New request is created;

ii. Item assigned to me was updated or a new item was assigned to me;

iii. Top-up (HIC Fee) is paid;

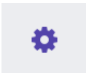
iv. Records were auto-released after top-up payment.

b. Once you have selected your desired notifications, please click the "**Save Changes**" button directly below the notification list to apply your changes.

Configure your account

Your Medchart account includes the ability to customize your organization's specific payments and branding. Simply navigate to the configurations menu.

1. Hover your cursor over the left-hand side menu and click "**Configurations**"



Within your configuration menu you can update these key settings:

Account: Here you can customize the URL pages that host your request forms. Here are some of the settings you can change.

1. Update the colours and logo to meet your brand requirements
2. Specify the URL that hosts your unique request forms
3. Add custom links and legal text to appear at the bottom of your page (such as a fee schedule or privacy policy)

Pre-Payments: Set the pre-payments charged to requesters based on the specific type of request submitted.

Fees: This tab allows you to set the top-up charges available in your drop down menu when using the "**Request HIC Fee**" button. You can set 3 types of fees.

Flat - this is a set fee that is pre-determined and never changes
Unit - this fee is based on an unit requested (ex. Pages)
Variable - this fee type allows you to assess a custom fee when requesting

Attention Items: This tab allows you to select the specific health information, records and imaging available at your facility for request.

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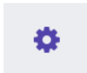
Setting up your remittance

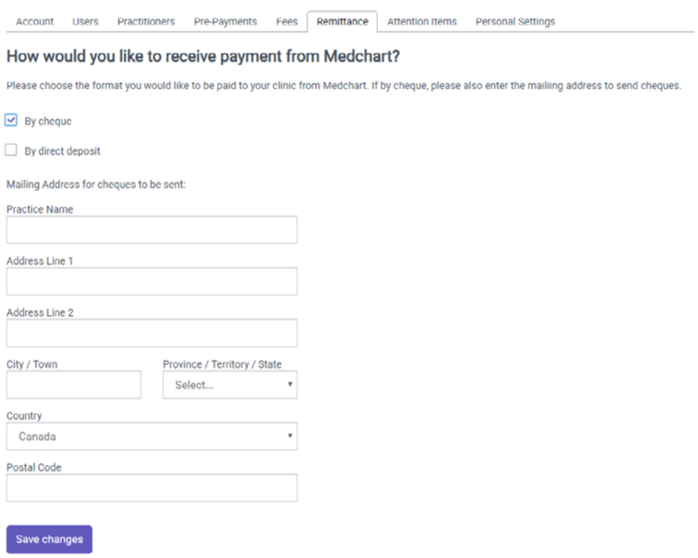
1. Hover your cursor over the left-hand side menu and click “Configurations”.



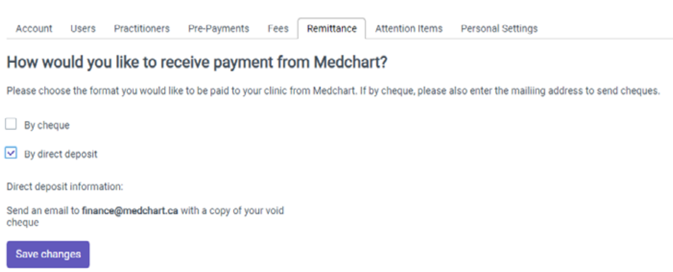
2. Click the “**Remittance**” tab at the top of the page. You will be taken to the Remittance page where you can opt to be paid via:

a. cheque or;
b. direct deposit.

3. If choosing cheque, please enter your Practice Name and the mailing address the cheques will be sent to:



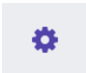
4. If choosing direct deposit, please follow the directions listed to provide us with your direct deposit information.



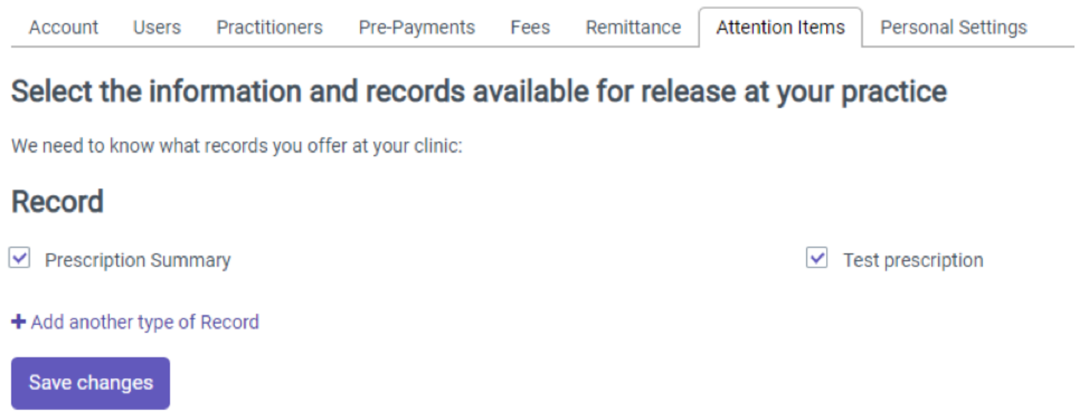
5. Once you have completed your choice, click “**Save Changes**”.

Set what records can be requested

1. Hover your cursor over the left-hand side menu and click “**Configurations**”.



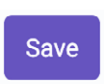
2. Click the “**Attention Items**” tab at the top of the page. You will be taken to the Records page where you can add/select/un-select the information and records available for release at your practice.



3. To add a record, click the purple “**+ Add another type of Record**” button at the bottom of the page fill in a Record Type you will be offering

4. To remove a Record Type from your offering list, uncheck the box beside that Record Type.

5. When finished please ensure to click, “**Save Change**”



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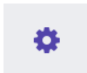
Adding a practicioner

1. Hover your cursor over the left-hand side menu and click “**Configurations**”

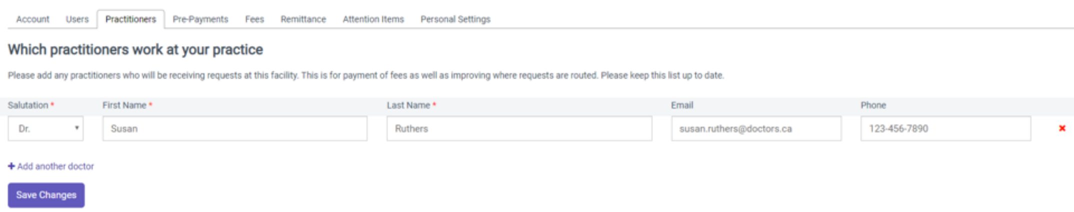


2. Click the “**Practitioners**” tab at the top of the page. You will be taken to the Practitioners page where you can add any practitioners who will be receiving requests at your facility.

3. Click the purple “**+ Add another doctor**” button at the bottom of the Practitioner table.

+ Add another doctor

Please fuill out the practicioner’s first name, last name and salutation. You may also add an email and phone number for the practicioner. If these feilds are left blank they will default to the account’s contacti nformation.



4. Once you have completed the requested information, click “Save Changes”.

Save

6.0 Direct requesters to submit online

How to convert requests from offline sources

One of Medchart's many values is enabling a centralized intake of requests to your single account. This means it is important to educate requesters and patients on the benefits and importance of requesting online.

Please follow these crucial steps to pro-actively convert requests:

- Send out a newsletter or bulletin to patients and past requesters to inform them of a change in process at your hospital;

- Update social media platforms and your patient portal with information and links to the correct online request forms;

- Update your website with information regarding the online request process and with links to the request forms for patients and third parties;

- Update your voicemail to direct requesters to the online request forms. **If you receive a request over fax, mail, phone, or in-person follow these steps:**

1. Contact the requester and inform them of a change to the record request process;

i. "Our facility has implemented a new streamlined online request portal for ALL requests. This system makes your workflow more convenient.";

ii. "Please resubmit your request using the portal at [your institutions personalized URL]";

iii. Inform them that they "receive improved service, fewer rejections, and tracking of requests through the online method".

2. Provide them with information on how to make a request online. Medchart has provided both digital and paper informational material to distribute

3. If a requester is adamant that their request be fulfilled manually, comply as a final resort with the disclaimer that "manual requests may incur service delays and increased risk of rejection due to mission information or data quality concerns".

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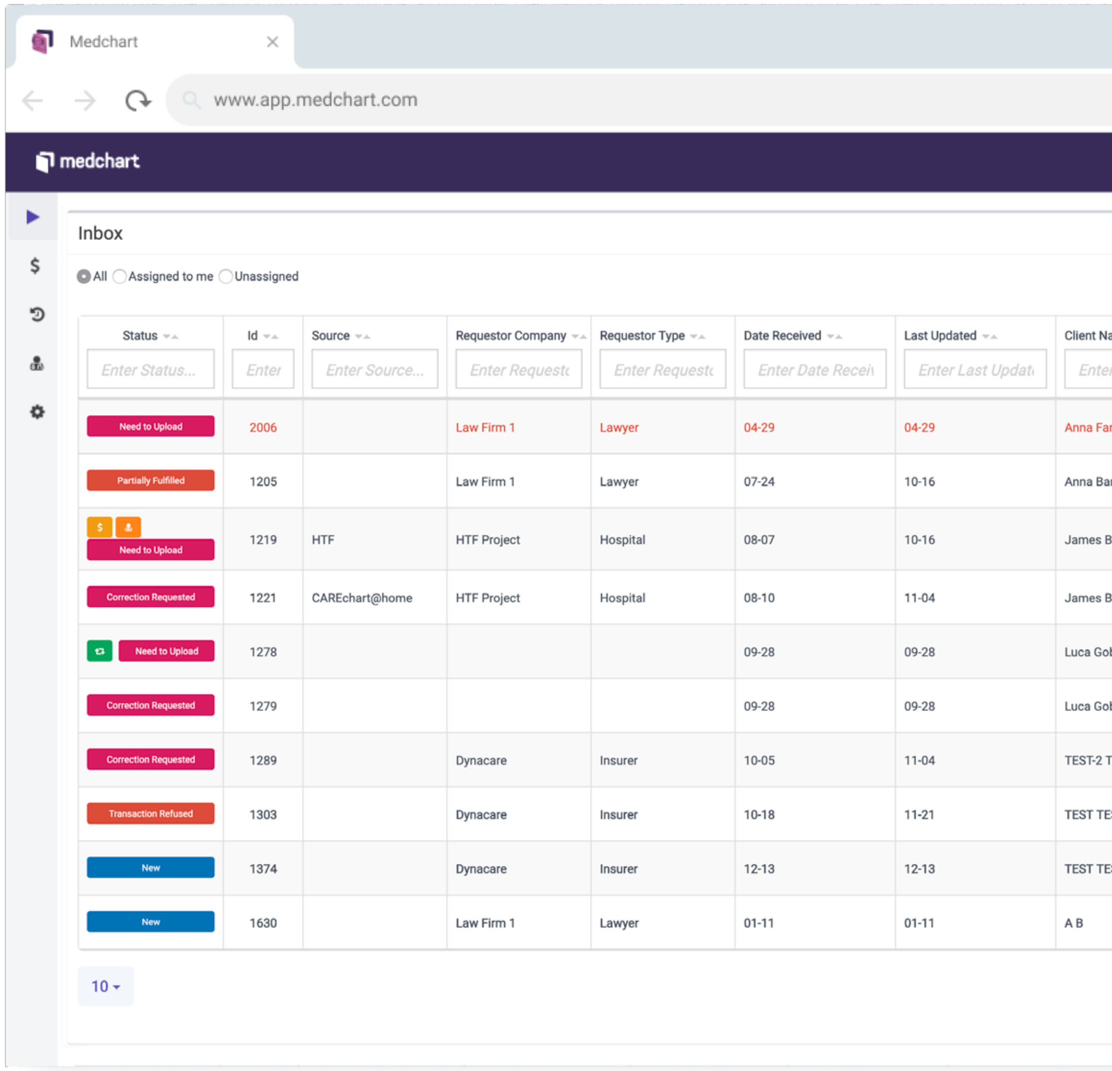
Medchart
www.app.medchart.com
medchart
Inbox
All
Assigned to me
Unassigned

Status	Id	Source	Requestor Company	Requestor Type	Date Received	Last Updated	Client Na
Need to Upload	2006		Law Firm 1	Lawyer	04-29	04-29	Anna Fa
Partially Fulfilled	1205		Law Firm 1	Lawyer	07-24	10-16	Anna Ba
Need to Upload	1219	HTF	HTF Project	Hospital	08-07	10-16	James B
Correction Requested	1221	CAREchart@home	HTF Project	Hospital	08-10	11-04	James B
Need to Upload	1278				09-28	09-28	Luca Go
Correction Requested	1279				09-28	09-28	Luca Go
Correction Requested	1289		Dynacare	Insurer	10-05	11-04	TEST-2 T
Transaction Refused	1303		Dynacare	Insurer	10-18	11-21	TEST TE
New	1374		Dynacare	Insurer	12-13	12-13	TEST TE
New	1630		Law Firm 1	Lawyer	01-11	01-11	A B

10