OCCUPATIONAL HEALTH SYSTEMS, INC.

CREATORS OF MEDITRAX™ SOFTWARE
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CONFIGURATION AND DEPLOYMENT OF MEDITRAX

Congratulations on your decision to obtain MediTrax software for your Employee Health data management. The following steps will allow you to "go live" in the shortest possible time:

SERVER CONFIGURATION

After your facility has signed and returned the MediTrax End User License Agreement (EULA), you'll be ready to proceed. Your IT staff will need to create a file share on your server where the application and its data tables will reside. This may be a physical file share or a virtual share: MediTrax fully supports VMWare virtual servers, as well as Microsoft Windows Server 2008 / 2012 / 2016 / 2019. We recommend a 10 GB or larger file share.

Your IT staff will need to grant access rights to the file share, to all individuals who will use MediTrax. Most facilities simply create a Security Group for these users, and grant them Read / Write / Modify / Execute privileges.

Additional technical information is available at www.meditrax.com/system.html and www.meditrax.com/hardware.html.

WORKSTATION CONFIGURATION

MediTrax requires a Windows OS. The application supports Windows 7 / 8 / 10 configurations.

DATABASE CONFIGURATION

You'll want to check that you've requested and received a signed Business Associate Agreement (BAA) before exchanging any data. MediTrax staff can provide support for creating a data table containing employee demographic information extracted from your HR database (such as Lawson, Kronos or Epic), to avoid the necessity to enter records manually. Your HR or IT staff should utilize the template available at www.meditrax.com/HRDownloadTemplate.xlsx to create this extract, and should save the spreadsheet as a CSV (MS-DOS) file.

When the extract is complete, you may send it in an encrypted email to support@meditrax.com for review. We will check to ensure that all fields (columns) are formatted correctly, and will then upload the records into a MediTrax data table.

MediTrax staff can also provide support for importing existing electronic clinical records (immunizations, titers, tests, respirator clearances, *etc.*) into appropriate data tables. This will require scheduling one or more webinars to extract the data, followed by the time required to arrange it in a consistent format and import it into MediTrax.

SOFTWARE INSTALLATION

Once your MediTrax data tables have been configured, we will schedule a webinar to transfer all necessary files to your server. We will show you how to create desktop shortcuts to the MediTrax application for all your users. Your Employee Health director may grant data-access privileges within the application by following the guidelines described at www.meditrax.com/authorizedusers.html.

Within the file share on your server, we will create two folders: Live and Training. Copies of your data tables will be installed in both folders. The Training folder enables users to "practice" using MediTrax without affecting your live data.

At that time, we'll schedule one or more webinars to review the software with your Employee Health staff so they can begin using MediTrax right away. Prior to the pandemic, we visited each new user facility in person and provided one to two days of on-site user training; at this time, we're providing that training remotely via webinars.