

# ***TRI-SERVICE WORKFLOW TEAM***

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*Standardize to Optimize*

## **TSWF Military Health System Population Health (MHSPHP) AIM Form Training**



**Tri-Service Workflow Team  
Office of the Chief Information Officer  
Defense Health Agency**

**June 2 4**



# ***What is the TSWF MHSPHP AIM Form?***

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**The MHSPHP AIM form populates the Military Health Systems Population Health Portal**

- **Collects population health data which is not already captured by our clinical information systems**
  - **Cancer screenings (breast, cervical, and colorectal cancer screenings)**
  - **HPV and Chlamydia results**
  - **Lab results (e.g., HgbA1c, LDL)**
- **Improves HEDIS reporting**



# *Who Uses It?*

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- **Disease/Case Managers**
- **Health Care Integrators**
- **MTF- Designated Clinical Staff**





# *Recommended Workflow*

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- **Before implementing the template, evaluate existing processes for obtaining and documenting out-of-network results**
- **Develop processes to prevent duplication of efforts**
- **Scan the patient's test result into HAIMS or AHLTA Clinical Notes in accordance with Service policy/NCQA requirements**



# *Preparatory Steps*

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- **These are one time tasks and if done correctly, will not have to be repeated each time you use the MHSPHP**
  - **Adding the MHSPHP Template to Your Favorites**
  - **Adding a Diagnosis to Your Favorites List**
  - **Setting Priorities in your Diagnoses “Favorites” List**



# How to Add the MHSPHP Template to Your Favorites

The screenshot shows a web application interface with a menu bar (File, Edit, View, Go, Tools, Actions, Help) and a toolbar (Load, New, Save As, Edit, Delete, Refresh, Import, Export, Add Favorite, Remove Favorite, Move To Folder, Copy To Folder, Close). The main content area is titled 'Template Management' and contains a search bar and a list of folders. A callout box highlights the 'Tools' menu item in the left sidebar, which is expanded to show 'Template Management' as a sub-option.

- Click on Tools to open choices
- Click on Template Management

This is a one time task and if done correctly, all updates to the TSWF MHSPHP Form will occur automatically.

**Note: All screen shots are simulated. No PPI or HPI is shown in this presentation!**



# Locating the MHSPHP Template

The screenshot shows a 'Template Search' dialog box with the following fields and options:

- Template Name: TSWF (highlighted with a red box)
- Search criteria:  Begins With,  Contains,  Case Insensitive
- Select from my favorites only:
- Owner Type: Personal
- Owners: USER, TEST
- Specialty: (empty)
- Replace Search Results:  Add to Search Results:
- Buttons: Clear, Search, Cancel

A red arrow points from the 'Expanded Search' button in the background interface to a text box containing the following instructions:

- Select Expanded Search
- Type “TSWF” in Template Name field



# Locating the MHSPHP Template

USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System

Template Search

Template Name: TSWF

Begins With  Contains  Case Insensitive

Select from my favorites only

Owner Type: Enterprise

Owners: [Empty list box]

Specialty: [Empty dropdown]

Replace Search Results  Add to Search Results

Buttons: Clear, Search, Cancel, Add, Remove, Find Now, Exp

Navigation: Patient List, Reports, Tools, Template Management, List Management, Questionnaire Setup, Immunizations Admin, Screening Notifications, Reminder Mapping, Reminders

Background List: CHCSIT Test Clinic, Emergency Clinic, GENERAL SURGERY SAME DAYC, Training Facility (CHCSUIT Facility)

**•Click on drop down arrow and change “Owner Type” from “Personal” to “Enterprise”**  
**•Click on Search**



# Adding the Correct Template

Search Results (29)

- TSWF-BH (Department of Defense)
- TSWF-BH (3.3.8) (Department of Defense)
- TSWF-CM (Department of Defense)
- TSWF-CM (3.3.8) (Department of Defense)
- TSWF-CORE (Department of Defense)
- TSWF-CORE (3.3.8) (Department of Defense)
- TSWF-IBHC (Department of Defense)
- TSWF-IBHC (3.3.8) (Department of Defense)
- TSWF-In-Out Proc (Department of Defense)
- TSWF-In-Out Proc (3.3.8) (Department of Defense)
- TSWF-LBP-CPG (Department of Defense)
- TSWF-LBP-CPG (3.3.8) (Department of Defense)
- TSWF-Metabolic-CPG (Department of Defense)
- TSWF-Metabolic-CPG (3.3.8) (Department of Defense)
- TSWF-MHSPHP (Department of Defense)**
- TSWF-MHSPHP (3.3.8) (Department of Defense)**

- **Select the correct MHSPHP template for the AHLTA version your facility is currently using**
- **If you are unsure of which version your facility is using, please check with your local trainer**
- **Forms annotated with 3.3.8 behind the name may only be used if your facility is using AHLTA 3.3.8**



# Selecting the MHSPHP form

- Left click ONE time to highlight the appropriate MHSPHP form
- Right click and select Add Favorite
- After choosing Add Favorite, the form will appear in your favorites list

Enterprise Folders

Search Results (29)

- TSWF-BH (D
- TSWF-BH (3.3
- TSWF-CM (D
- TSWF-CM (3.3
- TSWF-CORE (Department of Defense)
- TSWF-CORE (3.3.8) (Department of Defense)
- TSWF-IBHC (Department of Defense)
- TSWF-IBHC (3.3.8) (Department of Defense)
- TSWF-In-Out Proc (Department of Defense)
- TSWF-In-Out Proc (3.3.8) (Department of Defense)
- TSWF-LBP-CPG (Department of Defense)
- TSWF-LBP-CPG (3.3.8) (Department of Defense)
- TSWF-Metabolic-CPG (Department of Defense)
- TSWF-Metabolic-CPG (3.3.8) (Department of Defense)
- TSWF-MHSPHP (Department of Defense)**
- TSWF-MHSPHP (3.3.8) (Department of Defense)**



# How to Add a Diagnosis to Your Favorites List

USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System

File Edit View Go Tools Actions Help

Refresh Open Appt New Appt Print Appts Patient Labels View Comments Cancel Transfer Providers Check-In Check-Out

ALEXANDER, SAMANTHA R 04/202-45-5743 2yo F FM: Col DOB:28 Mar 2012

Folder List

- Appointments
- Telephone Consults (6)
- Search
- New Results (16)!
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools

Appointments

- V68.89 can be used as an administrative diagnosis when you close the encounter
- Consider adding this diagnosis to your favorites list
- Click on Tools to expand your selection



# Adding a Favorite Diagnosis

File Edit View Go Tools Actions Help

Add Delete Move Down... Move Up... Refresh Close

Folder List

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (6)!
- Search
- New Results (16)!
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools
  - Template Management
  - List Management

Appointments List Management

List Management

My Favorites

- My Diagnoses
  - Diagnoses ICD9
  - ALLERGIC RHINITIS 477.9
  - ESSENTIAL HYPERTENSION 401.9
- My Procedures
  - Procedures CPT4/HCPCS
  - Destruction Of Flat Warts By Cryosurgery Up To 14 Lesions 17110
- This Clinic Favorites
  - CHCSII Test Clinic: Diagnoses
  - CHCSII Test Clinic: Procedures
  - CHCSII Test Clinic: Complaints

**Click on List Management**

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# Adding a Favorite Diagnosis

File Edit View Go Tools Actions Help

Add Delete Move Down... Move Up... Refresh Close

**Click on My Diagnoses**

Folder List

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (6)!
- Search
- New Results (16)!
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools
  - Template Management
  - List Management

Appointments List Management

List Management

**My Favorites**

Diagnoses	ICD9
ALLERGIC RHINITIS	477.9
ESSENTIAL HYPERTENSION	401.9

**My Procedures**

Procedures	CPT4/HCPCS
Destruction Of Flat Warts By Cryosurgery Up To 14 Lesions	17110

**This Clinic Favorites**

- CHCSII Test Clinic: Diagnoses
- CHCSII Test Clinic: Procedures
- CHCSII Test Clinic: Complaints



# Adding a Favorite Diagnosis

**Click on Add**

Diagnoses	ICD9
ALLERGIC RHINITIS	477.9
ESSENTIAL HYPERTENSION	401.9

  

Procedures	CPT4/HCPCS
Destruction Of Flat Warts By Cryosurgery Up To 14 Lesions	17110



# Searching for a Favorite Diagnosis

**Folder List**

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (3) !
- Patient Search
- New Results (16) !
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools
  - Template Management
  - List Management
  - Questionnaire Setup
  - Immunizations Admin
  - Screening Notifications
  - Reminder Mapping

**Reminders**

**Appointments** | **Template Management** | **List Management**

**My Favorites**

- My Diagnoses
  - Diagnoses
    - ESSENTIAL HYPERTENSION
    - DIABETES MELLITUS
    - UPPER RESPIRATORY INFECTION
    - ANKLE SPRAIN RIGHT
    - ANKLE SPRAIN LEFT
  - My Procedures
    - Procedures
      - Biopsy Skin
      - Electrocardiogram
- This Clinic Favorites
  - CHCSII Test Clinic: Diagnoses
  - CHCSII Test Clinic: Procedures
  - CHCSII Test Clinic: Procedures
- My Other Clinics
  - AMBULANCE
  - CHCS II
  - CHCS I
  - Emergency
  - GENERAL

**Select Diagnosis**

Search

My Favorites Search:

V68.89

Search

- visit for: administrative purpose V68.9
  - issue medical certificate V68.09
  - issue repeat prescription V68.1
  - request expert evidence V68.2
  - refer patient without examination or treatment V68.81
  - other specified visit for: administrative purpose V68.89

OK Cancel

- Type V68.89 into the Search box and click Search
- Click on the + in front of the first code listed to expand the selection



# Searching for a Favorite Diagnosis

USER: TEST: ANETA (Privacy Act of 1974/FOUO) - Training system

File Edit View Go Tools Actions Help

Add Delete Move Down... Move Up... Refresh Close

Folder List

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (3) !
- Patient Search
- New Results (16) !
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools
  - Template Management
  - List Management
  - Questionnaire Setup
  - Immunizations Admin
  - Screening Notifications
  - Reminder Mapping

Reminders

Appointments Template Management **List Management**

**My Favorites**

- My Diagnoses**
  - ESSENTIAL HYPERTENSION
  - DIABETES MELLITUS
  - UPPER RESPIRATORY INFECTION
  - ANKLE SPRAIN RIGHT
  - ANKLE SPRAIN LEFT
- My Procedures**
  - Biopsy Skin
  - Electrocardiogram
- This Clinic Favorites**
  - CHCSII Test Clinic: Diagnoses
  - CHCSII Test Clinic: Procedures
  - CHCSII Test Clinic: Complaints
- My Other Clinic Favorites**
  - AMBULATORY PROCEDURE UNIT
  - CHCS II ITT DENTAL
  - CHCS II ITT SRTSII
  - Emergency Clinic
  - GENERAL SURGERY SAME DAYC

Select Diagnosis

Search

Medcin Search:  
V68.89 Search

- visit for: administrative purpose V68.9
  - issue medical certificate V68.09
  - issue repeat prescription V68.1
  - request expert evidence V68.2
  - refer patient without examination or treatment V68.81**
  - other specified visit for: administrative purpose V68.89**

OK Cancel

- Click to highlight V68.89
- Click to choose OK



# Setting Priorities in your Diagnoses “Favorites” List

- Click on the code to highlight V68.89
- Chose Move Up to move the code to the top of your list or your desired location in your pick list for easy selection

File Edit View Go Tools Actions Help

Add Delete Move Down... Move Up...

Folder List

- Desktop
- Notifications (2)
- Appointments
- Telephone Consults (6)
- Search
- New Results (16)!
- Tasking (1)
- Co-signs (3)
- Sign Orders
- Consult Log
- Patient List
- Reports
- Tools
  - Template Manage
  - List Management
  - Questionnaire Setup
  - Immunizations Admi

My Favorites

My Diagnoses

Diagnoses	ICD9
ESSENTIAL HYPERTENSION	401.9
DIABETES MELLITUS	250.00
UPPER RESPIRATORY INFECTION	465.9
ANKLE SPRAIN RIGHT	845.00
ANKLE SPRAIN LEFT	845.00
Visit for: administrative purposes	V68.89

My Procedures

Procedures	CPT4/HCPCS
Pulmonary Function Tests Peak Expiratory Flow	
Biopsy Skin	11100
Electrocardiogram	93000



# ***NOW LET'S GET STARTED***

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## ***DOCUMENTING IN THE TSWF MHSPHP FORM***



# Documenting in the MHSPHP Form

The screenshot displays the MHSPHP software interface. At the top, the title bar reads "R, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System". Below this is a menu bar with "Edit", "View", "Go", "Tools", "Actions", and "Help". A toolbar contains several icons, with the "New Telcon" icon (a document with a plus sign) highlighted in blue. Below the toolbar is a green header bar with "Patient" and "Create New Telcon" buttons. The main window has tabs for "Appointments" and "Telephone Consults". A search bar contains the text "My Telcons in All My Clinics for Today only (Any Status)". Below the search bar is a table header with columns: "Telcon Date/Time", "Status", "Patient", "CallBack Phone", "Reason for Call", "Urgency", "Clinic", "MEPRS Code", and "Home Ph". On the left side, there is a navigation pane with categories: "Desktop", "Notifications [2]", "Appointments", "Telephone Consults [6]", "Search", "New Results [16]!", "Tasking [1]", "Co-signs [3]", "Sign Orders", "Consult Log", "Patient List", "Reports", and "Tools". The "Tools" category is expanded, showing sub-items: "Template Manage", "List Management", "Questionnaire Setup", "Immunizations Admi", "Screening Notificatio", and "Reminder Mapping". A red arrow points from a text box to the "New Telcon" button in the toolbar.

**Create a New Telcon in the appropriate clinic, following service branch recommendations**



# Finding the Right Patient

Refresh New Telcon Open Cancel Transfer View Comments Edit Phone # Providers Sign Encounters Close

## SMITH, KAREN Patient Search

Quick Search:  SSN:  Find

Last Name:  FMP:  New Search

First Name:  Sponsor SSN:

DOB:  Sex:  All Patients

UIC:  Patient Details

Find only patients enrolled in this facility. Search CHCS

Patient Name	SSN	FMP/Sponsor SSN	DOB	Sex	Home Phone
CHANG, INDIRA			04/29/2012	F	(123)-999-0000
CHANG, JON S			02/25/1977	M	(123)-999-0000
CHANG, MAMDOU			03/05/2007	M	(123)-999-0000
CLOUD, APRIL			10/29/2012	F	(123)-444-4444
CLOUD, HEATHER	645-21-0058	20-645-21-0058	03/15/1977	F	(123)-444-4444
CLOUD, LANCE	877-32-8112	02-645-21-0058	03/20/2004	M	(123)-444-4444
CLOUD, ROSE	536-65-2118	01-645-21-0058	03/25/1999	F	(123)-444-4444
CRUZ, SUSAN A	579-15-6453	20-579-15-6453	04/05/1974	F	
<b>FLANAGAN, PAULA Z</b>	<b>803-72-1115</b>	<b>20-803-72-1115</b>	<b>04/10/1981</b>	<b>F</b>	
JACKSON, BILL C	000-00-0202	02-000-00-0200	04/15/2000	M	
JACKSON, JENNIFER M	000-00-0000	02-000-00-0000	04/10/1981	F	

Select the appropriate patient

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# Setting Your Workload

USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System

File Edit View Go Tools Actions Help

Save A/P Forward Task Sign Templates Mgt Cancel Close

ALEXANDER, EVELYN L 03/5743 1299990085 2yo F FM: COLONEL DOB:10 Jan 2012

Folder List

- Screening Notification
- Reminder Mapping
- ALEXANDER, EVELYN L
  - Demographics
  - Health History
  - Problems
  - Meds
  - Allergy
  - Wellness
  - Immunizations
  - Vital Signs Review
  - Readiness
  - Patient Questionnaire
  - Lab
  - Radiology

Reminders

- Adequate Calcium Counseling
- Anti-Tobacco Counseling
- Blood Pressure Screen
- Mammogram Screening
- Regular Activity Counseling
- Total Cholesterol Screen

Appointments Template Management List Management Telephone Consults **Current Encounter** Telcon Entry

Call Back Number: (123)-333-3333 Email: No current email consent form on file

H: (123)-333-3333 W:  Email consent form on file

Note

Diagnoses

ESSENTIAL HYPERTENSION 401.9  
DIABETES MELLITUS 250.00  
UPPER RESPIRATORY INFECTION 465.9  
ANKLE SPRAIN RIGHT 845.00

Priority	ICD	Diagnosis	Add to Problem List?	Type
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Meets Outpt Visit Criteria (Workload)? No

E & M: 99441 Telephone Services (5- Yes

USER, TEST in CHCSII Test Clinic at CHCSII ITT Facility

- Ensure Workload is set to No

- Click on Current Encounter



# Documenting Your Encounter in the MHSPHP Form

FLANAGAN, PAULA Z 20/803-72-1115 31yo F Capt DOB:10 Apr 1981

Folder List

Appointments Telephone Consults **Current Encounter** Telcon Entry

Date: 30 Oct 2012 0908 EDT Status: **In Progress** Treatment Facility: CHCSII ITT Facility  
Primary Provider: USER, TEST Type: T-CON\* Clinic: CHCSII Test Clinic  
Patient Status: **Outpatient**

AutoCite... **AutoCites** Refreshed by USER, TEST @ 30 Oct 2012 0909 EDT

**Allergies**  
No Allergies Found.

**Reason for Telephone Consult:** Written by USER, TEST @ 30 Oct 2012 0908 EDT  
PLACE SERVICE/MTF DIRECTED REASON FOR APPOINTMENT

Screening  
Vitals  
S/O

**Click on S/O**

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# Locating the MHSPHP Template

The screenshot displays a software interface for managing medical encounters. At the top, there are tabs for 'Appointments', 'Current Encounter', and 'S/O'. Below these, a dropdown menu is open, showing a list of templates. The template 'AIM - TSWF-MHSPHP' is highlighted in blue. A red arrow points to this option. The interface also features a sidebar with various medical categories and a list of encounter background information items.

Category	Item
Encounter Background Information:	systemic symptoms
	head symptoms
	neck symptoms
	eye symptoms
	otolaryngeal symptoms
	breast symptoms
	cardiovascular symptoms
	pulmonary symptoms
	gastrointestinal symptoms
	genitourinary symptoms
	endocrine symptoms
	hematologic symptoms
	musculoskeletal symptoms
	neurological symptoms
	psychological symptoms
	skin symptoms
	pediatric screening
	allergic/immunologic symptoms
	Nursing not licensed
	other reporting data

- Click on dropdown menu
- Select TSWF-MHSPHP template





# Documenting Procedures

Appointments | Current Encounter | S/O

AIM - TSWF-MHSPHP | AutoNeg | Undo | Details | Browse | Shift Browse | Note View

TSWF-MHSPHP | Outline View

- If result does have CPT code listed on report, then select appropriate code from the list or codes on the lower portion of this page. Only check boxes on the lower portion of the screen if the CPT code is documented and do NOT check the result in the common procedures.
- The Colon CT option is available to help track colon cancer screenings, but it will not count towards...

**Common Procedures** X=Performed, P=Positive, N=Negative

	Procedure Date	Procedure
<input checked="" type="checkbox"/>	Onset	Screening Mammography, Bilateral
<input checked="" type="checkbox"/>	Onset	Screening Mammography, Unilateral
<input checked="" type="checkbox"/>	Onset	Cervical Cancer Screening, Cytopathology
<input checked="" type="checkbox"/>	Onset	Complete Colonoscopy *
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy *
<input type="checkbox"/> <input type="checkbox"/>	Onset	Fecal Analysis - Occult Blood (e.g. Guaiac)
<input checked="" type="checkbox"/>	Onset	CT Colon - Virtual (non-HEDIS procedure)

- Document colonoscopy, sigmoidoscopy, or fecal analysis in the upper portion of the form if there is no known CPT code
- Use lower portion of the form if there is a documented CPT code on the report

\* If Procedure is documented here, no need to document below

**Additional Procedures/Labs** X=Performed, P=Positive, N=Negative

	Procedure Date	Procedure	Code
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy, Diagnostic	45330
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Foreign Body Removal	45332
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Polyp Removal	45333
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Control of Bleeding	45334
<input checked="" type="checkbox"/>	Onset	Flex Sigmoidoscopy with Directed Submucosal Injection	45335

	Procedure Date	Procedure	Code
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Lesion Ablation	44393
<input checked="" type="checkbox"/>	Onset	Colonoscopy Thru Stoma w/ Lesion Removal by Snare	44394
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Transendoscopic Stent Placement	44397
<input checked="" type="checkbox"/>	Onset	Intraoperative Colonoscopy	45355
<input checked="" type="checkbox"/>	Onset	Colonoscopy for Foreign Body Removal	45379

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# Documenting Lab Values

Browse Shift Browse Note View

IM Form (Version 2Q2014)

MTF and not Captured Through Routine Data Sources

TSWF Feedback >>> ?

are, VA, other health insurance sources

PHP/HEDIS data sources. This must be the date of  
at date. For Hemoglobin A1c and LDL, enter result v  
lower portion of this page. Only check boxes on th

DIS measures as per NCGA criteria.

Enter decimal points with lab values

For example, enter '8.0' instead of '8'

**\* NOTE \* User must select 'N' for negative result, otherwise AHLTA will select 'P' as a default.**

	Lab Date		Lab
<input type="checkbox"/> P <input type="checkbox"/> N	Onset		Chlamydia trachomatis NAAT *
<input type="checkbox"/> P <input type="checkbox"/> N	Onset		Human Papillomavirus NAAT
<input type="checkbox"/> P <input type="checkbox"/> N	Onset		HPV Nucleic Acid Direct Probe
	Lab Date	Value	Lab
<input type="checkbox"/> !	Onset	8.0	Hemoglobin A1C
<input type="checkbox"/> !	Onset		Serum LDL Cholesterol

**\* If Procedure is documented here, no need to document below**

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# Documenting Chlamydia/HPV Results

- Chlamydia/HPV selections will default to a POSITIVE finding when you enter the date performed in the Onset box
- If the result is NEGATIVE, click on the “N” to ensure correct documentation

	Lab Date	Lab	
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis NAAT	
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Human Papillomavirus NAAT	
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	HPV Nucleic Acid Direct Probe	

	Lab Date	Value	Lab
<input type="checkbox"/> !	<input type="text" value="Onset"/>	<input type="text"/>	Hemoglobin A1C
<input type="checkbox"/> !	<input type="text" value="Onset"/>	<input type="text"/>	Serum LDL Cholesterol

\* If Procedure is documented here, no need to document below

Procedure	Procedure	Code
----		



# Documenting Fecal Analysis

- FOBT selection will default to a POSITIVE finding when you enter the date performed in the Onset box
- If the result is NEGATIVE, click on the “N” to ensure correct documentation

Common Procedures **X=Performed, P=Positive, N=Negative**

	Procedure Date	Procedure
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Screening Mammography, Bilateral
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Screening Mammography, Unilateral
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Cervical Cancer Screening, Cytopathology
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Complete Colonoscopy <b>X</b>
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Flexible Sigmoidoscopy <b>X</b>
<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text" value="Onset"/>	Fecal Analysis - Occult Blood (e.g. Guaiac)
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	CT Colon - Virtual (non-HEDIS procedure)



# Documenting Results

Additional Procedures/Labs **X=Performed, P=Positive, N=Negative**

	Procedure Date	Procedure	Code
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy, Diagnostic	45330
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Foreign Body Removal	45332
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Polyp Removal	45333
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Control of Bleeding	45334
<input checked="" type="checkbox"/>	Onset	Flex Sigmoidoscopy with Directed Submucosal Injection	45335
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy Decompression of Volvulus	45337
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy for Lesion Removal by Snare	45338
<input checked="" type="checkbox"/>	Onset	Flex Sig for Lesion Unamenable to Forcep Removal	45339
<input checked="" type="checkbox"/>	Onset	Flex Sigmoidoscopy with Balloon Dilatation of Stricture	45340
<input checked="" type="checkbox"/>	Onset	Flexible Sigmoidoscopy with Endoscopic Ultrasound	45341
<input checked="" type="checkbox"/>	Onset	Flex Sig with Endoscopic Ultrasound Guided Biopsy	45342
<input checked="" type="checkbox"/>	Onset	Flex Sig with Transendoscopic Stent Placement	45345
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma	44388
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma, with Biopsy	44389
<input checked="" type="checkbox"/>	Onset	Colonoscopy Thru Stoma with Foreign Body Removal	44390
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Control of Bleeding	44391
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Polypectomy	44392

	Procedure Date	Procedure	Code
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Lesion Ablation	44393
<input checked="" type="checkbox"/>	Onset	Colonoscopy Thru Stoma w/ Lesion Removal by Snare	44394
<input checked="" type="checkbox"/>	Onset	Colonoscopy Through Stoma with Transendoscopic Stent Placement	44397
<input checked="" type="checkbox"/>	Onset	Intraoperative Colonoscopy	45355
<input checked="" type="checkbox"/>	Onset	Colonoscopy for Foreign Body Removal	45379
<input checked="" type="checkbox"/>	Onset	Colonoscopy with Biopsy, Single or Multiple	45380
<input checked="" type="checkbox"/>	Onset	Colonoscopy with Directed Submucosal Injection	45381
<input checked="" type="checkbox"/>	Onset	Colonoscopy for Control of Bleeding	45382
<input checked="" type="checkbox"/>	Onset	Colonoscopy - Lesion Unamenable to Forcep Removal	45383
<input checked="" type="checkbox"/>	Onset	Colonoscopy for Ablation of Lesions	45384
<input checked="" type="checkbox"/>	Onset	Colonoscopy for Polyp Removal	45385
<input checked="" type="checkbox"/>	Onset	Colonoscopy with Balloon Dilatation of Stricture	45386
<input checked="" type="checkbox"/>	Onset	Colonoscopy with Transendoscopic Stent Placement	45387
<input checked="" type="checkbox"/>	Onset	Colonoscopy with Endoscopic Ultrasound	45391
<input checked="" type="checkbox"/>	Onset	Colonoscopy w/ Endoscopic Ultrasound Guided Biopsy	45392
<input checked="" type="checkbox"/>	Onset	Fecal Analysis - Occult Blood (e.g. Guaiac)	82270
<input checked="" type="checkbox"/>	Onset	Fecal Occult Blood by Immunoassay	82274

- **Results can also be documented if the CPT code is coded within the report**
- **Document the service on the bottom half of the form where the procedures with codes are listed**
- **Documentation of a procedure in either area is acceptable**



# Documenting Chlamydia/HPV Results with CPT Codes

	Lab Date	Lab	Code
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis Culture - Cervical	87110
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis Culture - Vaginal	87110
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis Culture - Uterus	87110
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis Culture - Placenta	87110

	Lab Date	Lab	Code
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis - DFA	87270
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis - Enzyme Immunoassay	87320
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis - Nucleic Acid Direct Probe	87490
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia trachomatis - Nucleic Acid Quantification	87492
<input type="checkbox"/> P <input type="checkbox"/> N	<input type="text" value="Onset"/>	Chlamydia - Immunoassay Direct Observation	87810



# Completing the A/P

File Edit View Go Tools Actions Help

Preview Save Delete Template Mgt S/O Drawing Disposition Sign Modifiers Submit All Options Close

ALEXANDER, EVELYN L 03/5743 1299990085 2yo F FM: COLONEL DOB:10 Jan 2012

Folder List

- Problems
- Meds
- Allergy
- Wellness
- Immunizations
- Vital Signs Review
- Readiness
- Patient Questionair
- Lab
- Radiology
- Clinical Notes
- Previous Encounters
- Flowsheets
- Current Encounter
- Screening
- Vital Signs Entry
- S/O
- Drawing
- A/P

Reminders

- equate Calcium Counseling
- ti-Tobacco Counseling
- ood Pressure Screen
- mmogram Screening
- gular Activity Counseling
- tal Cholesterol Screen

Appointments Telephone Consults Current Encounter **A/P**

Priority	ICD	Diagnosis	Add to Problem List?	Type	Priority	Orders, Procedures & Injuries/Accidents

Diagnosis Order Sets Procedure Reminders Order Consults Order Lab Order Rad Order Med **Favorites** Other Therapies

<< >> <No Template Selected>

Patient Problem List / DxPrompt Selections

Dx Prompt  
Problem List

Template / Favorites / Search Results

- visit for: administrative purpose V68.9
- issue medical certificate V68.09
- issue repeat prescription V68.1
- request expert evidence V68.2
- refer patient without examination or treatment V68.81
- other specified visit for: administrative purpose V68.89**

- Click on Favorites
- Double click on V68.89 to add diagnosis to encounter



# Completing the Disposition

Preview Save Delete Template Mgt S/O Drawing **Disposition** Sign Modifiers Submit All Options Close

ALEXANDER, EVELYN L 03/5743 1299990085 2yo F FM: COLONEL DOB:10 Jan 2012

Folder List

Prio...	ICD	Diagnosis	Add to Problem List?	Type	Priority	Orders, Procedures & Injuries/Accidents
1	V68.89	Visit for: administrative purpose	No	New		

Plan/Comments

**Click on Disposition**

Diagnosis Order Sets Procedure Reminders Order Consults Order Lab Order Rad Order Med Other Therapies

<< >> <No Template Selected> Favorites Search

Patient Problem List / DxPrompt Selections

Dx Prompt  
Problem List

Template / Favorites / Search Results

- visit for: administrative purpose V68.9
  - issue medical certificate V68.09
  - issue repeat prescription V68.1
  - request expert evidence V68.2
  - refer patient without examination or treatment V68.81
  - other specified visit for: administrative purpose V68.89

adequate Calcium Counseling  
Anti-Tobacco Counseling  
Blood Pressure Screen  
Cancer Screening  
Cardiac Activity Counseling



# Completing the Disposition

File Edit View Go Tools Actions Help

Save Providers S/O Drawing A/P Sign Cancel Clear All Options Close

ALEXANDER, EVELYN L 03/5743 1299990085 2yo F FM: COLONEL DOB:10 Jan 2012

Folder List

- Medications
- Allergy
- Wellness
- Immunizations
- Vital Signs Review
- Readiness
- Patient Questionnaire
- Lab
- Radiology
- Clinical Notes
- Previous Encounters
- Flowsheets
- Current Encounter
- Screening
- Vital Signs Entry
- S/O
- Drawing
- A/P
- Disposition

Appointments | Template Management | List Management | Telephone Consults | Current Encounter | **Disposition**

Disposition

Encounter Context

Related to Injury/Accident? ...  Patient Pregnant ...

Billing and Admin

Billing Chief Complaint: V68.9 - Visit for: administrative purpose

Appt Class: Outpatient  Observation

Meets Outpt Visit Criteria (Workload)? **No** ?

Follow Up

With PCM When: [ ] For Tx: [ ]

PRN  In Clinic (None)

Discussed

All Items Discussed

Diagnosis  Potential Side Effects

Medication(s)/Treatment(s)  Alternatives

Selection E&M Code : **99499 ( Unlisted E&M )**

E&M Category: Telcons

E&M Codes:

E&M Description:

adequate Calcium Counseling  
anti-Tobacco Counseling  
Blood Pressure Screen  
Cervical Cancer Screening  
Colonoscopy Screening  
Regular Activity Counseling  
Total Cholesterol Screen

- Ensure Workload is set to No
- Confirm code is set to 99499
- Click sign



# Closing the Encounter

USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System

File Edit View Help

Save

Folder

Reminders

adequate  
anti-Tob  
lood Pr  
flammo  
regular  
otal Ch

Sign Encounter

Patient: ALEXANDER, EVELYN L	Date: 22 Jun 2014 1011 EDT	Appt Type: T-CON*
Treatment Facility: CHCSII ITT Facility	Clinic: CHCSII Test Clinic	Provider: USER, TEST
Patient Status: Outpatient		Call Back Phone: (123)-333-3333

AutoCites Refreshed by USER, TEST @ 22 Jun 2014 1012 EDT

Problems No Problems Found.	Allergies •Sulfa-Drugs: Rash
--------------------------------	---------------------------------

- Enter your AHLTA Password
- Click the co-signer box & select appropriate provider as per service policy
- Click sign

Enter Your Password: [password field]    Specialty: Physicians/Allopathic/Osteopathic/Fa     Sensitive     Auto-Print    **Sign**    Cancel

Co-signer Required    <Search or Select>    Search

Comment: [text area]

Final workload will be set to: Non-count (Workload can be changed in Disposition prior to signing encounter)



# *Alternate Workflow*

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**If patient being seen for appointment today, you may use an alternate workflow for documenting in the TSWF MHSPHP Form:**

- **No need to open a telephone consult**
- **Open current encounter (must not be signed)**
- **When AHLTA prompt appears, choose “Add Additional S/O Note”**
- **Select the TSWF MHSPHP from the Template drop down list**
- **Complete documentation process (same as when completing documentation in telephone consult)**



# Documenting During a Provider's Encounter

Encounter S/O Notes

Select an existing note from the list to edit/delete it or click on the 'New Note' button to create a new Note.

- **Provider must not have signed or closed the encounter**
- **Double click S/O**
- **When prompted, choose Add Additional S/O Note**

Edit My S/O Note  
(Update Note;  
changing date/time stamp)

Add Additional S/O Note  
(New entry with new date/time  
stamp)

Delete Note

Cancel



# Documenting During Provider's Encounter

The screenshot shows a software interface with a dropdown menu open. The dropdown list includes several options, with 'AIM - TSWF-MHSPHP' highlighted in blue and enclosed in a red rectangular box. Below the dropdown, there are various medical history sections like 'Encounter Background Information', 'systemic symptoms', 'head symptoms', etc., each with a plus sign icon. A callout box on the right contains the following instructions:

- Click on dropdown
- Select TSWF MHSPHP Form
- Complete documentation



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***QUESTIONS???***



# *Additional Questions?*

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- **Contact your local trainer**
- **Provide feedback to the TSWF Team via email:  
TSWFaim@gmail.com**
- **Log onto Milsuite:  
<https://www.milsuite.mil/book/groups/tswf>**
- **Follow us on Twitter: @TSWFTeam**

**A special thanks to the MHSPHP Team for  
updating this tool!**