

TRI-SERVICE WORKFLOW TEAM

Standardize to Optimize

TSWF MHSPHP AIM Form Training



**Tri-Service Workflow Team
Office of the Chief Information Officer
Defense Health Agency
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Why Use the TSWF MHSPHP AIM Form?

- This presentation is intended for TSWF MHSPHP AIM form users
 - Training consists of a series of screenshots
 - All data on the screenshots are fictitious
- The form assists MTFs to capture HEDIS-related test results from sources which are not already captured by the MTF
 - Use the form only for cancer screenings (breast, cervical, and colorectal cancer screenings), HgbA1c results, LDL results, HPV results and Chlamydia results
 - Results properly entered will be automatically added to the numerator as your MTF's HEDIS metrics are updated monthly
- Instructions on form use are included in the form itself
- For questions, contact your local trainer or provide feedback to the TSWF Team via email: TSWFaim@gmail.com, Milsuite: <https://www.milsuite.mil/book/groups/tswf> or Twitter: @TSWFTeam
- Special thanks to the MHSPHP Team for updating this tool.



General Considerations

- **Before implementing the template, consider existing processes for obtaining and documenting out-of-network results**
- **Develop processes that do not result in the PCM having to sign off on results twice**
- **A copy of the patient's test result report **must** be scanned into HAIMS or AHLTA Clinical Notes for proper documentation, in accordance with Service policy**
 - **A matching scanned report is an auditable item by NCQA for HEDIS**
- **Use of this template is optional**



How to add the MHSPHP template to your Favorites

- This is a one time task and if done correctly, all updates to the MHSPHP form will occur automatically
 - Click on + sign alongside “Tools.” Then, click on Template Management.

The screenshot shows a web-based application window titled "USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System". The interface includes a menu bar (File, Edit, View, Go, Tools, Actions, Help) and a toolbar with various icons. The main content area displays a table of appointments for "All Providers in Selected Clinics for Today only".

Provider	Appt. Date/Time	Patient	Status	Reason for Visit	FMP/SSN
USER, TEST	13 Oct 2012 1450	ALEXANDER, VIOLET W	Waiting		20/202455743
USER, TEST	13 Oct 2012 1450	SMITH, JOSHUA O	CheckedIn		03/000000210
USER, TEST	13 Oct 2012 1451	BERG, OLAF V	CheckedIn	Lower Back Pain	20/245638943
USER, TEST	13 Oct 2012 1453	CRUZ, SUSAN A	CheckedIn	Stress & depression	20/579156453
USER, TEST	13 Oct 2012 1454	RICE, KENNETH	CheckedIn	Removal of stitches	20/458642344

In the 'Folder List' on the left, the 'Tools' folder is highlighted with a red box and the number '1'. The 'Tools' folder contains several sub-items, including 'Template Management', which is also highlighted with a red box.

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Locating the MHSPHP template

1. Select “Expanded Search”
2. Type MHSPHP in the Template Name field
3. Click on arrow and change from PERSONAL to ENTERPRISE under “Owner Type.”
4. Click on SEARCH

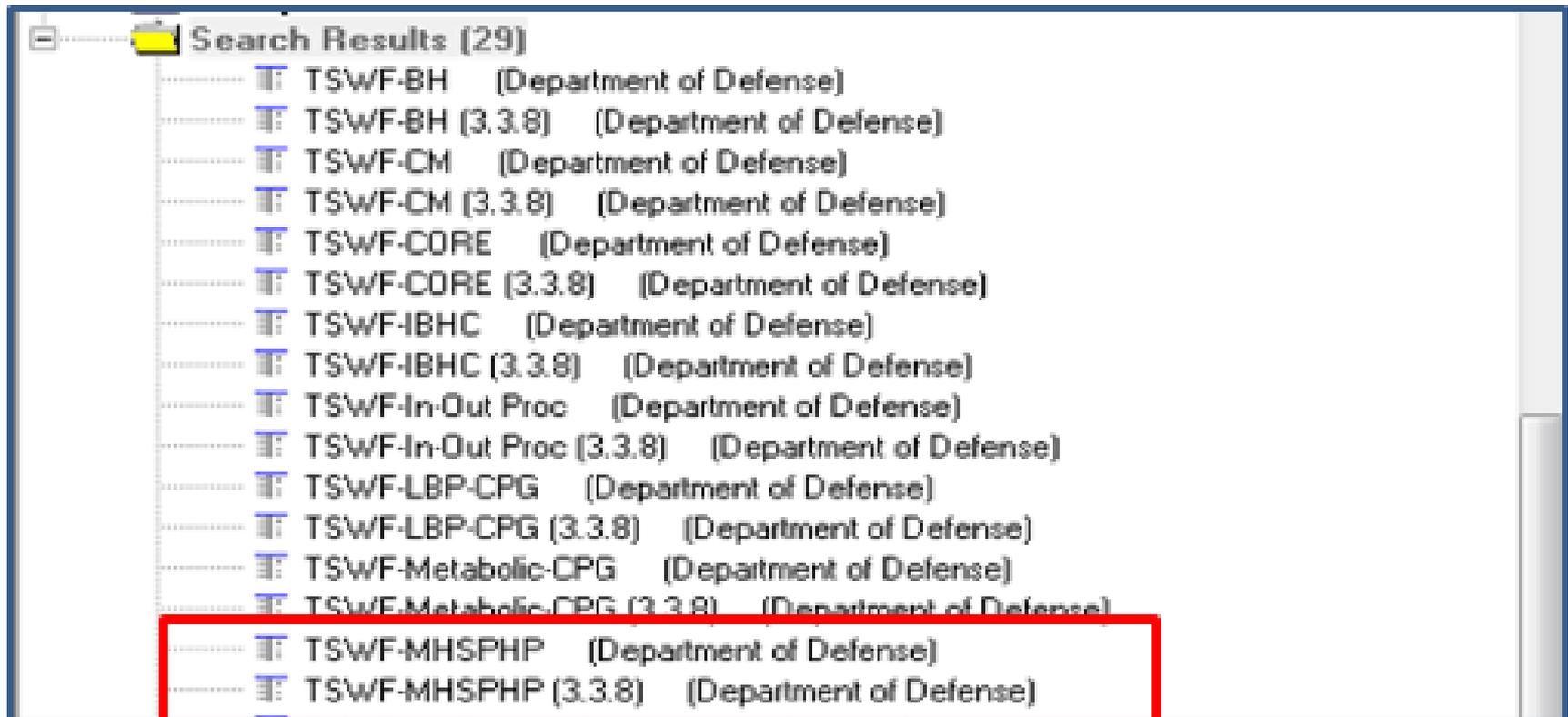
The screenshot displays the 'Template Management' window. At the top, there are tabs for 'Appointments', 'Current Encounter', 'S/O', and 'Template Management'. Below the tabs, there is a search bar labeled 'Name Contains:' and three buttons: 'Find Now', 'Expanded Search', and 'Folders'. The 'Expanded Search' button is highlighted with a yellow box and the number '1'. Below the search bar, there are radio buttons for 'Begins With', 'Contains', and a checked 'Case Insensitive' checkbox. On the left side, there is a tree view of folders including 'My Favorites', 'My Standalone Order Sets', 'AMBULATORY PROCEDURE UNIT', 'CHCS II ITT DENTAL', 'CHCS II ITT SRTSII', 'CHCSII Test Clinic', 'Emergency Clinic', 'GENERAL SURGERY SAME DAYC', 'Training Facility (CHCSII ITT Facility)', and 'Enterprise Folders'. A 'Template Search' dialog box is open in the foreground. It has a title bar with a yellow box and the number '2'. Inside the dialog, there is a 'Template Name' field containing 'TSWF'. Below it are radio buttons for 'Begins With', 'Contains', and a checked 'Case Insensitive' checkbox, along with a 'Select from my favorites only' checkbox. The 'Owner Type' dropdown menu is set to 'Enterprise' and is highlighted with a yellow box and the number '3'. Below the dropdown is an 'Owners' field with 'Add' and 'Remove' buttons. At the bottom of the dialog, there are radio buttons for 'Replace Search Results' (checked) and 'Add to Search Results'. The 'Search' button is highlighted with a yellow box and the number '4'. Other buttons include 'Clear' and 'Cancel'.

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Loading the Correct Template

Ensure the correct MHSPHP template is added for the AHLTA version your site is currently on. Forms annotated with 3.3.8 behind the name may only be used if the site has AHLTA 3.3.8 loaded



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Selecting the MHSPHP form

1. Left click ONE time to highlight the appropriate MHSPHP form
2. Right click and select “ADD FAVORITE.” After clicking ADD FAVORITE, the form will appear in your the favorites list

The screenshot displays a search results window titled "Search Results (29)". The list contains various forms from the Department of Defense, including TSWF-BH, TSWF-CM, TSWF-CORE, TSWF-IBHC, TSWF-In-Out Proc, TSWF-LBP-CPG, TSWF-Metabolic-CPG, and TSWF-MHSPHP. The "TSWF-MHSPHP (Department of Defense)" form is highlighted with a red box and a yellow "1". A right-click context menu is open over this form, with the "Add Favorite" option highlighted by a red box and a yellow "2".

Form Name	Organization
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



How to Load a Diagnosis to your Favorites List

V68.89 can be used as an administrative diagnosis to close the encounter. Consider adding the diagnosis to your favorites list.

Click on +TOOLS to expand your selection

<No Patient Selected>

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**

Appointments

Change Selections ... Appointments for All Providers in Selected Clinics for Today only Any Status.

Provider	Appt. Date/Time	Patient	Status	Reason for Visit	FMP/SSN	CheckIn Time	Type
USER, TEST	30 Oct 2012 0819	ALEXANDER, VIOLET W	InProgress		20/202455743	30 Oct 2012 0820	ACUTE APPT
USER, TEST	30 Oct 2012 0838	ALEXANDER, VIOLET W	InProgress	Chest pain	20/202455743	30 Oct 2012 0838	ACUTE APPT

Click on + to expand TOOLS selection

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Finding a Favorite

1. Click on “List Management”
2. Click on “My Diagnoses”
3. Click on “Add”

3

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 Manage
 - List Management**
 - Questionnaire Setup
 - Immunizations Admi
 - Screening Notificatio
 - Reminder Mapping

Appointments List Management

List Management

My Favorites

2 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

My Procedures

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

This Clinic Favorites

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

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Searching for a Favorite

1. Type V68.89 into the SEARCH box and click “SEARCH”
2. Click on the + in front of the first code listed to expand the selection
3. Click to highlight V68.89
4. Click “OK”

The screenshot displays the 'List Management' window in a medical software application. On the left, a 'Folder List' pane shows a tree view with categories like 'Notifications', 'Appointments', and 'Tools'. The 'List Management' pane is active, showing a tree view under 'My Favorites' with 'My Diagnoses' expanded. A 'Select Diagnosis' dialog box is overlaid on the right. It has a 'Search' field containing 'v68.89'. Below the search field, a list of diagnosis codes is shown, with 'other specified visit for: administrative purpose V68.89' highlighted in red. At the bottom of the dialog, the 'OK' button is highlighted with a yellow box. The text 'UNCLASSIFIED' is visible in the bottom left corner of the software window.



Setting the priority in your Favorites List

You can opt to move this code to the top of your list for easy selection. Click on the code to highlight and click “MOVE UP” to move the code to the desired location in your pick list

The screenshot shows a software interface with a menu bar (File, Edit, View, Go, Tools, Actions, Help) and a toolbar with buttons for Add, Delete, Move Down..., Move Up..., Refresh, and Close. The 'Move Up...' button is highlighted with a red box. Below the toolbar is a 'Folder List' on the left and a 'List Management' window on the right. The 'List Management' window has tabs for 'Appointments' and 'List Management'. Under 'My Favorites', there are two sections: 'My Diagnoses' and 'My Procedures'. The 'My Diagnoses' section is a table with columns for 'Diagnoses' and 'ICD9'. The 'My Procedures' section is a table with columns for 'Procedures' and 'CPT4/HCPCS'.

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

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

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Documenting using the MHSPHP form in a tel-con

Create a new tel-con in the appropriate clinic, following Service recommendations

The screenshot displays the MHSPHP software interface. The title bar reads "USER, TEST: AHLTA (Privacy Act of 1974/FOUO) - Training System". The menu bar includes "File", "Edit", "View", "Go", "Tools", "Actions", and "Help". The toolbar contains buttons for "Refresh", "New Telcon", "Open", "Cancel", "Transfer", "View Comments", "Edit Phone #", "Providers", "Sign Encounters", and "Close". A dropdown menu is open over the "New Telcon" button, showing "Create new Telcon". The main window has a green header with "<No Patient Selected" and "Create new Telcon". Below this is a "Folder List" pane on the left, showing a tree structure with folders like "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 "Telephone Consults (6)" folder is selected. The main pane shows a table with columns: "Telcon Date/Time", "Status", "Patient", "CallBack Phone", "Reason for Call", "Urgency", "Clinic", "MEPRS Code", and "Home Phone". The table is currently empty. The status bar at the bottom of the main pane reads "My Telcons in All My Clinics for Today only (Any Status)".

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Finding the patient

Select the appropriate patient

The screenshot shows a software interface for patient search. On the left is a 'Folder List' with categories like Desktop, Notifications, Telephone Calls, Search, New Results, Tasking, Co-signs, Sign Orders, Consult Log, Patient List, Reports, and Tools. The main area is titled 'Patient Search' and contains several input fields: Quick Search, Last Name, First Name, DOB, UIC, SSN, FMP, Sponsor SSN, and Sex. There are buttons for 'Find', 'New Search', 'All Patients', 'Patient Details', and 'Search CHCS'. A checkbox is checked for 'Find only patients enrolled in this facility.' Below the search fields is a table of search results.

Patient Name	SSN	FMP/Sponsor SSN	DOB	Sex	Home Phone
CHANG, INDIRA L	000-00-0026	02-732-67-9231	04/29/2012	F	(123)-999-0000
CHANG, JON S	732-67-9231	20-732-67-9231	02/25/1977	M	(123)-999-0000
CHANG, MAMDOUH R	789-56-5577	01-732-67-9231	03/05/2007	M	(123)-999-0000
CLOUD, APRIL	000-00-0028	03-645-21-0058	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	
FLANAGAN, PAULA Z	803-72-1115	20-803-72-1115	04/10/1981	F	
JACKSON, BILL C	000-00-0202	02-000-00-0200	04/15/2000	M	

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Setting your Workload

1. Ensure WORKLOAD is set to “NO”
2. Click on CURRENT ENCOUNTER tab

The screenshot shows a medical software interface with the following elements:

- Navigation Tabs:** Appointments, Telephone Consults, **Current Encounter** (highlighted with a yellow box and the number '2'), Telcon Entry.
- Header Fields:** H: [], W: [], Call Back Number [], Clinic [CHCSII Test Clinic(HC)], Assigned Owner [USER, TEST], Urgency [High, **Medium**, Low].
- Note:** A large text area for entering notes.
- Diagnoses:** Includes buttons for 'Clinic List', 'Problem List', a search field, and a 'Find' button. Below is a table with columns for ICD and Diagnosis.
- Follow Up:** Includes checkboxes for 'With PCM' and 'PRN', and fields for 'When' and 'For Tx'.
- Discussed:** Includes checkboxes for 'All Items Discussed', 'Diagnosis', 'Medication(s)/Treatment(s)', 'Potential Side Effects', and 'Alternatives', along with a dropdown for 'indicated understanding'.
- Admin:** Includes a dropdown for 'Meets Outpt Visit Criteria (Workload)?' set to 'No' (highlighted with a yellow box and the number '1'), a question mark icon, and a dropdown for 'E & M: 99441 Telephone Services (5-10 minutes)'.
- Disposition:** A dropdown menu.
- Comments:** A text area labeled 'Comments (not written to encounter)'.

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Documenting your encounter

1. Click on S/O

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

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 **1**

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Load the MHSPPH template

The screenshot shows a software interface with a 'Folder List' on the left and a main workspace on the right. The workspace has tabs for 'Appointments', 'Current Encounter', and 'S/O'. A dropdown menu is open over the 'S/O' tab, listing several options. A red arrow points to the option 'AJM - TSWF-MHSPPH'. Below the dropdown, there are fields for 'Duration (numeric)', 'Onset', and 'Modifier', along with 'Value' and 'Unit' fields. A blue callout box with white text is overlaid on the right side of the interface, containing the following text:

Click on your dropdown menu in the S/O as shown above. Select TSWF-MHSPPH template and click to load

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Instructions on using the MHSPHP form

To document a procedure performed, click into the Onset box and document the date the procedure was PERFORMED. You do not need to click on the “X”.

When entering the lab values for A1C, ensure you enter the value with a decimal point. For example, instead of <8> enter <8.0>.

For any colonoscopy/sigmoidoscopy/fecal analysis performed, you can document in this section of the form OR on the lower portion of the form if there is a documented CPT code on the report.

Chlamydia/HPV and FOBT 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



Documentation of Results

Users have the option of documenting results two different ways. On the top part of the form are procedures and labs currently available to be documented. If the CPT code is coded within the report, users may document the service on the bottom half of the form where the procedures with codes are listed. Documentation of a procedure in either area will have the same result.

Please note the special instructions for documenting HPV/Chlamydia

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 *
<input checked="" type="checkbox"/>	<input type="text" value="Onset"/>	Flexible Sigmoidoscopy *
<input 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)

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

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

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

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

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Documentation of Procedures with codes

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

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

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

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Documentation of Chlamydia/HPV with codes

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

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

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Completing the A/P

1. Click on “FAVORITES”
2. Double click on V68.89 to add diagnosis to encounter
3. Click on “DISPOSITION”

Preview Save Delete Template Mgt S/O Drawing **3** Disposition Sign Modifiers Submit All Options Close

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

Priority	ICD	Diagnosis	Chronic/Acute	Type
----------	-----	-----------	---------------	------

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

<< >> Home <No Template Selected> Favorites **1** Search Find Now

Patient Problem List / DxPromot Selections		Templates / Search Results	
ICD	Diagnosis	ICD	Diagnosis
<input type="checkbox"/>	DxPro	<input type="checkbox"/>	User
<input checked="" type="checkbox"/>	477.9 Allergic rhinitis	<input checked="" type="checkbox"/>	V68.89 Visit for administrative purposes
		<input type="checkbox"/>	401.9 ESSENTIAL HYPERTENSION

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Completing the DISPOSITION

1. Ensure WORKLOAD is set to “NO”
2. Ensure code is set to “99499” or “Blank”
3. Click “SIGN”

Save Providers S/O Drawing **3** Sign Cancel Clear All Options Close

Disposition: [Dropdown]

Encounter Context:
 Related to Injury/Accident? ... Patient Pregnant ...

Billing and Admin
Billing Chief Complaint: [V68.89 - Visit for: administrative purposes] ...
Appt Class: Outpatient Observation
 Convalescent leave
Meets Outpt Visit Criteria (Workload)? No [?] **1**

Follow Up:
 With PCM When: [] ... For Tx: [] ...
 PRN In Clinic: [Dropdown]
Comments: [Text Area]

Discussed:
 All Items Discussed
 Diagnosis Potential Side Effects
 Medication(s)/Treatment(s) Alternatives
[Dropdown] indicated understanding
Comments: [Text Area]

Calculated | Selection | Additional E&M Coding

E&M Category: [Telcons] ... Selection E&M Code: 99499 (Unlisted E&M) **2**

E&M Codes:

E&M	Evaluation & Management
99441	Telephone Services (5-10 minutes)
99442	Telephone Services (11-20 minutes)
99443	Telephone Services (21-30 minutes)
99444	On-Line Medical Evaluation
99499	Unlisted E&M

E&M Description:
Nurse telephone triage is considered a telephonic communication for the assessment of a medical condition using a protocol approved by the Medical Staff, with the intent of providing healthcare advice to the caller. Collection of nurse telephone triage data.

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Closing the encounter

1. Enter your AHLTA password
2. Check the co-signer box and select appropriate provider, per Service policy
3. Click "SIGN"

Sign Encounter

Patient: FLANAGAN, PAULA Z Date: 27 May 2014 1712 EDT Appt Type: T-CON*
Treatment Facility: CHCSH ITT Facility Clinic: CHCSH Test Clinic Provider: USER, TEST
Patient Status: Outpatient Call Back Phone:

AutoCites Refreshed by USER, TEST @ 27 May 2014 1736 EDT

Problems: No Problems Found. Allergies: No Allergies Found.

SO Note Written by USER, TEST @ 27 May 2014 1759 EDT

Previous tests:
Blood Chemistry:
Endocrine Laboratory Tests:
Hemoglobin A1c - Value: 8.0% Date: May 6, 2014
*** MHSPP Test Performed Outside of -
the MTF and not Captured Through Routine Data -
Sources

A/P Written by USER, TEST @ 27 May 2014 1822 EDT
I. Visit for: administrative purposes

Disposition Written by USER, TEST @ 27 May 2014 1834 EDT

Enter Your Password: **1** Taxonomy: Physicians/Allopathic/Osteopathic/Fa Sensitive **3** Sign
 Cosigner Required DOCTOR, DAVID Search **2** Auto-Print Cancel

Comment:

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

Standardize to Optimize



Documenting in conjunction with a provider's visit

You can also document on this form during a [provider visit](#). In order to do so, the provider must not have signed/closed the encounter. Double click on S/O. When prompted, click ADD ADDITIONAL S/O NOTE. Click on dropdown and select MHSPHP. Document as shown in previous slides

The screenshot shows the 'Encounter S/O Notes' dialog box with the following table:

Note#	Type	Date	Author
1	Structured	08 Mar 2013 10:24 EDT	USER, TEST

The dialog box also contains buttons for 'Edit My S/O Note (Update Note; changing date/time stamp)', 'Delete Note', and 'Cancel'. A red box highlights the 'Add Additional S/O Note (New entry with new date/time stamp)' button. A red arrow points from the 'S/O' dropdown menu in the background to this button. A blue callout box at the bottom contains the following text:

Click on your dropdown menu in the S/O as shown above. Select MHSPHP to load template



Questions



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