# Notice of Admission Workqueues

The Notice of Admission SOC Review Needed Workqueue is the responsibility of the Clinic Manager.

The HH – Patient Missing NOA Document Workqueue is the responsibility of the Clinic Manager. It should be completed the day after the Start of Care.
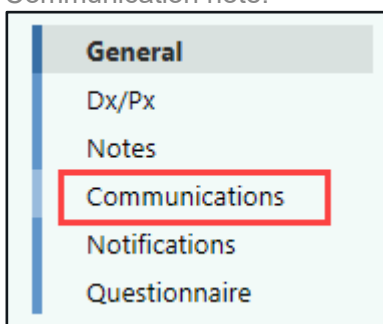
Notice of Admission SOC Review Needed

The Notice of Admission SOC Review Needed WQ is in the **Referral/Authorization** workqueue tab.

1. From within the WQ, click on a patient. The reason that the patient is in the WQ will appear in the Workqueue Information box.
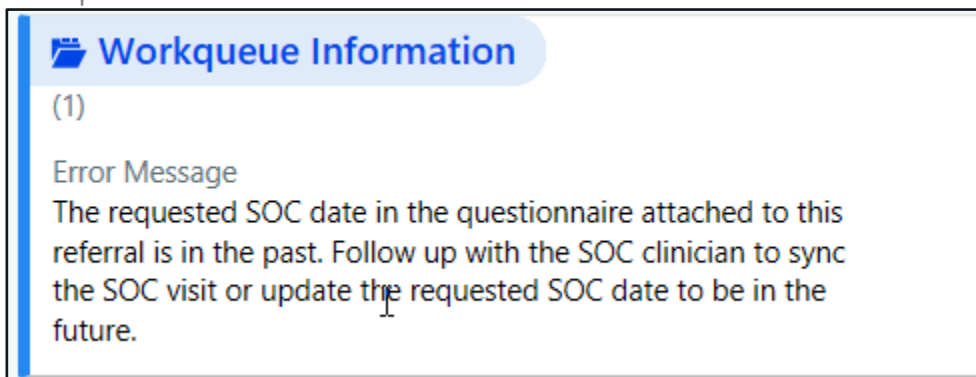
2. Double click on the patient line to access the referral.
3. Click on the **Communications** form to view previously documented Communications and to enter a new Communication note.

4. Review previous documentation:

5. Click ➕ **Communication** to create a new Communication note.
6. Document the fields regarding the communication. The method field is required documentation.

7. Completed example of documentation:

8. Click ✔ **Accept**.
9. Click the Questionnaire form.
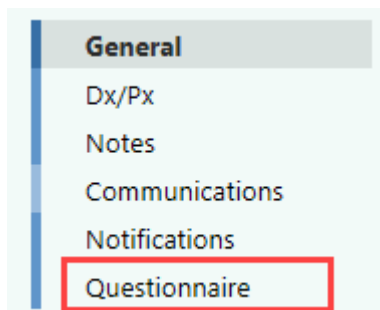
10. Scroll down to the Updated SOC Date field and enter the new SOC date.
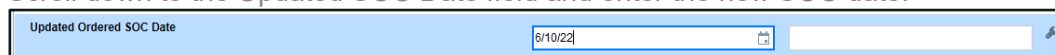
11. Click **Accept** to exit the Referral. The patient will be removed from the workqueue.

## HH – Patient Missing NOA Document [9310] Workqueue

The HH – Patient Missing NOA Document [9310] Workqueue is in the **Patient** Workqueue Tab. This work should be reviewed and completed the day after the SOC.

Patient Has NOA Document in Documents Table

1. Open the HH – Patient Missing NOA Document [9310] workqueue.
2. Highlight the patient.
3. The reason the patient is in the workqueue appears in the Errors section of the report.
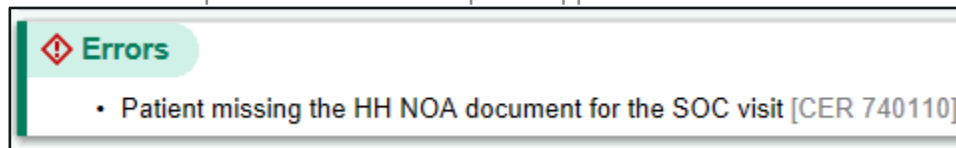
4. Click 🔁 **Intake**.
5. Click **Additional Info**.
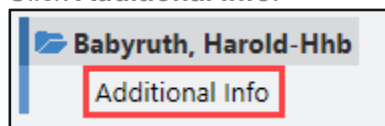
6. Review the documents in the Documents table.

7. Click the 📎 icon to view the document.
8. Click **Accept** to close the document viewer.
9. Click **Accept** to close Intake.
10. Document a note in the New Note.

11. Click ➕**Add**.
12. Click ✖**Remove** to remove the patient from the workqueue.
13. Click **Remove** on the Remove Patient Contacts window.

Patient has NOA in Media Tab
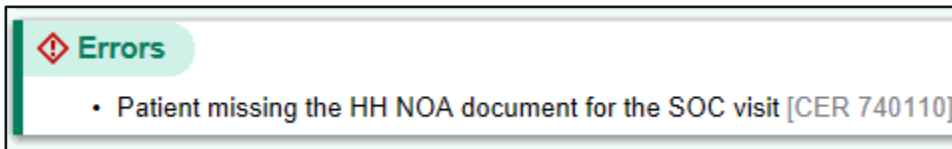
1. Open the HH – Patient Missing NOA Document [9310] workqueue.
2. Highlight the patient.
3. The reason the patient is in the workqueue appears in the Errors section of the report.
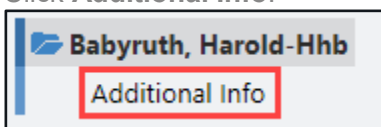
Tips&Tricks

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⚠ **Errors**

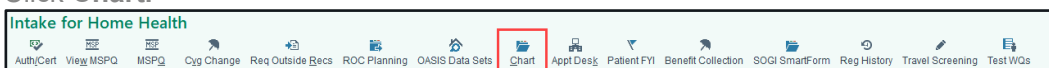- Patient missing the HH NOA document for the SOC visit [CER 740110]

4. Click ⤵ **Intake**.
5. Click **Additional Info**.

📁 **Babyruth, Harold-Hhb**

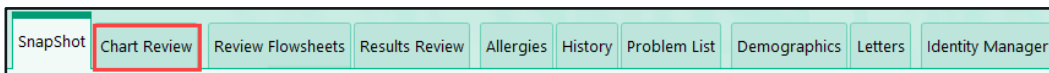   **Additional Info**

6. Review the documents in the Documents table.
7. Click **Chart.**

Intake for Home Health
Auth/Cert   View MSPQ   MSPQ   Cvg Change   Req Outside Recs   ROC Planning   OASIS Data Sets   Chart   Appt Desk   Patient FYI   Benefit Collection   SOGI SmartForm   Reg History   Travel Screening   Test WQs

8. Click **Chart Review**.

SnapShot   Chart Review   Review Flowsheets   Results Review   Allergies   History   Problem List   Demographics   Letters   Identity Manager

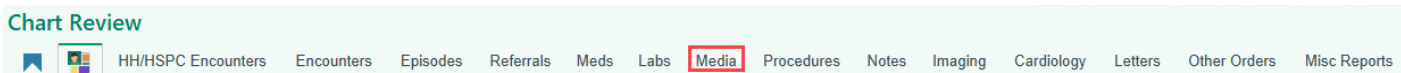9. Click **Media**.

Chart Review
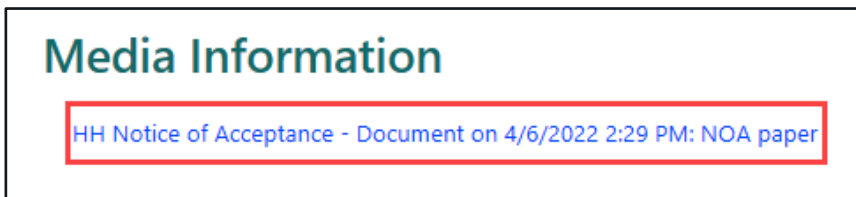HH/HSPC Encounters   Encounters   Episodes   Referrals   Meds   Labs   Media   Procedures   Notes   Imaging   Cardiology   Letters   Other Orders   Misc Reports

10. Find the NOA Document.

04/01/2022   HH Notice of Acceptance   NOA paper   04/01/2022   04/01/2022 Home
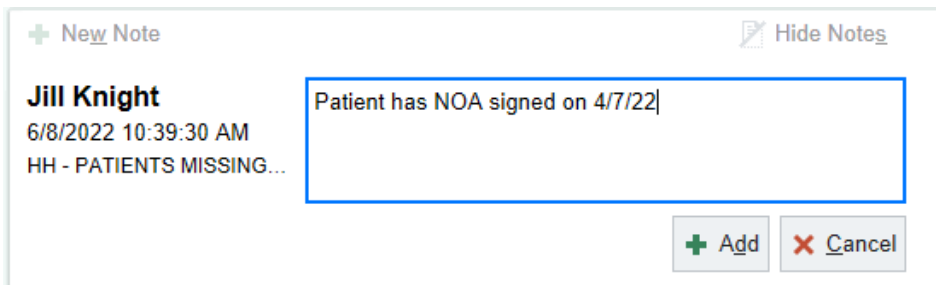
11. Click on the blue link to review the NOA document.

Media Information

HH Notice of Acceptance - Document on 4/6/2022 2:29 PM: NOA paper

12. Close the document viewer.
13. Close the patient's chart.
14. Click **Finish** to close Intake.
15. Document a note in the New Note.
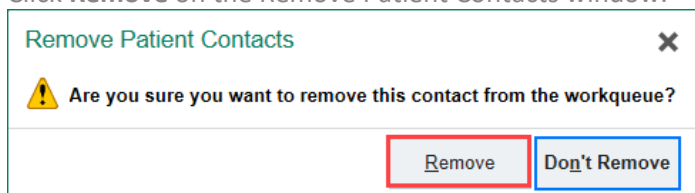
➕ New Note   📝 Hide Notes

Jill Knight   Patient has NOA signed on 4/7/22
6/8/2022 10:39:30 AM
HH - PATIENTS MISSING...

                                               ➕ Add   ✖ Cancel
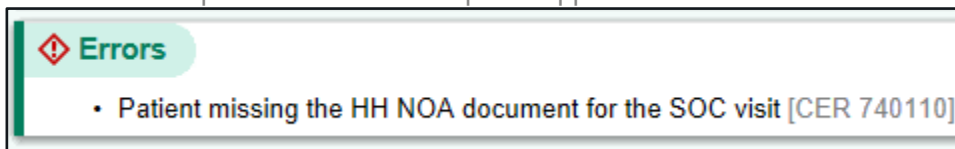
16. Click ➕**Add**.
17. Click ❌**Remove** to remove the patient from the workqueue.
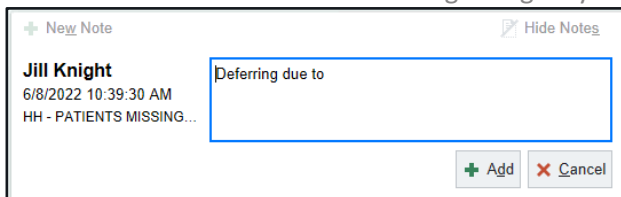18. Click **Remove** on the Remove Patient Contacts window.

Defer the Patient

1. Open the HH – Patient Missing NOA Document [9310] workqueue.
2. Highlight the patient.
3. The reason the patient is in the workqueue appears in the Errors section of the report.

4. Document a note in the New Note regarding why the patient will be deferred.

5. Click ➕**Add**.
6. Click ⏱ **Defer**.
7. Document the Reason, Date, and enter a Comment.

Tips&Tricks

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Defer ✕

Reason

| Waiting for Information | 🔍 |

Until Time

| 6/9/2022 | 📅 | 12:00 AM | 🕐 | **1d** | 7d | 14d | 30d |

☐ Preserve deferral if transferred

Comment

🔍 abc | ↶ ↷ | ? ? ➕ | ▣ | ⬅ ➡ ✎ More ▼

| |
| |

| ⟲ **Defer** | Do**n**'t Defer |

8. Click ⟲ **Defer**.