

Notice of Admission Workqueues

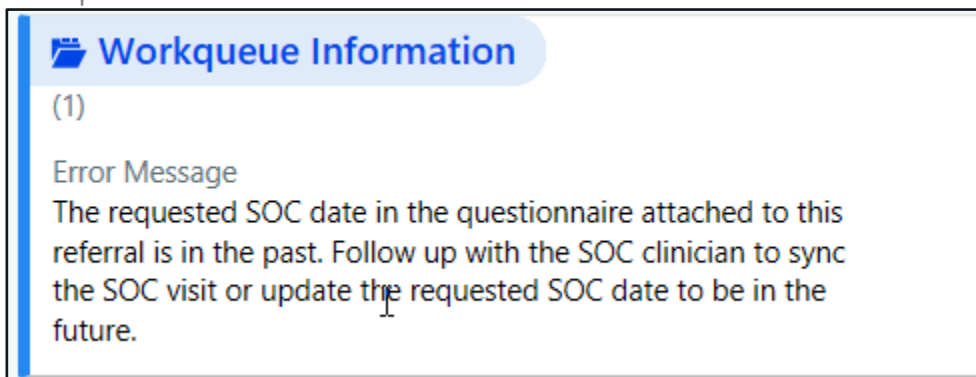
The Notice of Admission SOC Review Needed Workqueue is the responsibility of the Clinic Manager.

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.

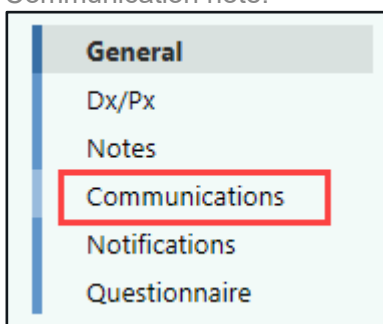
Notice of Admission SOC Review Needed

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:

Tips & Tricks

+ Communication						
Date/Time	Communication type	Communication outcome	Contact type	Name	Number	Created By
05/08/2022 10:10:29 AM	Telephone (Telephone)	Left Message	Provider (WHITECOAT, WALT)			Administrator Homehealth
LM for provider to discuss a delayed SOC for patient.						
05/18/2022 10:11:20 AM	Telephone (Telephone)	Left Message	Provider (WHITECOAT, WALT)			Administrator Homehealth
Left message for provider regarding delayed SOC for patient.						
06/08/2022 10:11:56 AM	Telephone (Telephone)		Patient (AIRHEAD,ALEX-HHI)			Administrator Homehealth
Called patient to discuss SOC date.						

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

Communication

Date: Time: Type:

Contacting: Contact:

Contact name:

Method:

Outcome:

Comments:

- Completed example of documentation:

Communication

Date: Time: Type:

Contacting: Contact: Provider:

Contact name:

Method: Phone number:

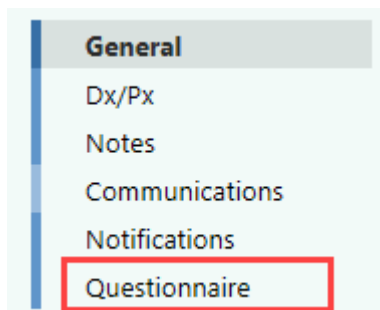
Outcome:

Comments:

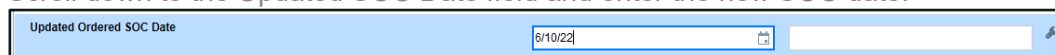
- Click **Accept**.
- Click the Questionnaire form.

Tips & Tricks

TuftsMedicine
EpicEdge
Defining the edge of what's possible. Together.



10. Scroll down to the Updated SOC Date field and enter the new SOC date.



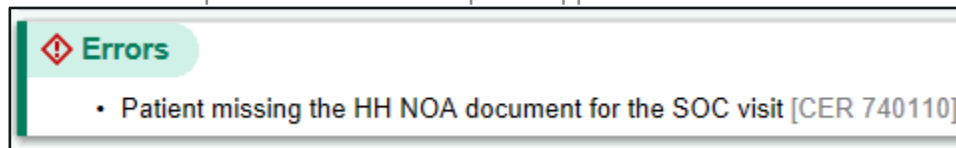
11. Click **Accept** to exit the Referral. The patient will be removed from the workqueue.

HH – Patient Missing NOA Document [9310] Workqueue

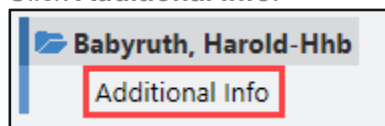
The HH – Patient Missing NOA Document [9310] Workqueue is in the **Patient** Workqueue Tab. This work should be reviewed and completed the day after the SOC.

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.

Tips & Tricks

Type of Document	Description	Status	Date Received
HIPAA Notice of Priv		Signed [100000]	5/18/2022
HH Notice of Accept	NOA paper	Signed [100000]	4/7/2022
Advance Directives a		Not Received [11	

Expand Scan E-Sign Delete Show all documents

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.

+ New Note Hide Notes


Jill Knight
6/8/2022 10:39:30 AM
HH - PATIENTS MISSING...

Patient has NOA signed on 4/7/22

+ Add Cancel

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

Remove Patient Contacts ×

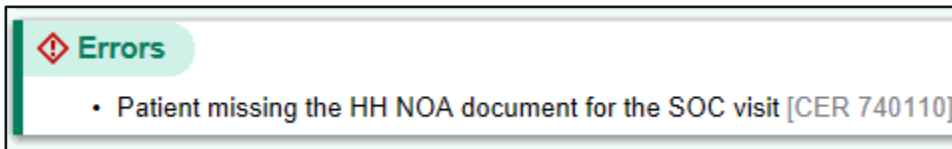
 **Are you sure you want to remove this contact from the workqueue?**

Remove Don't Remove

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.

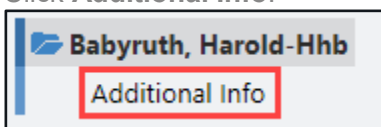
Tips & Tricks



Errors

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

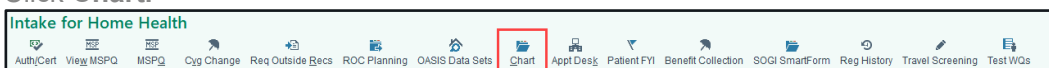
4. Click  Intake.
5. Click **Additional Info**.



Babyruth, Harold-Hhb

Additional Info

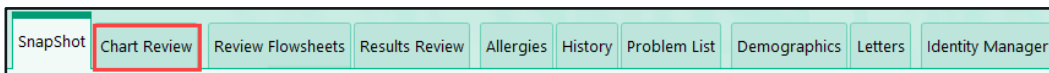
6. Review the documents in the Documents table.
7. Click **Chart**.



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 WGs

8. Click **Chart Review**.



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

9. Click **Media**.

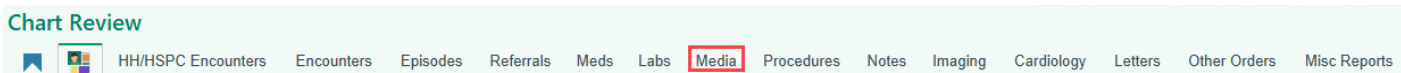


Chart Review

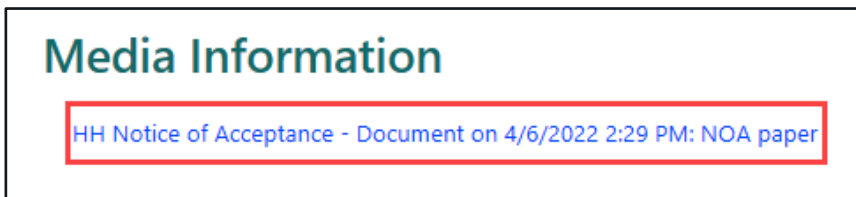
HH/HSPC Encounters Encounters Episodes Referrals Meds Labs **Media** Procedures Notes Imaging Cardiology Letters Other Orders Misc Reports

10. Find the NOA Document.



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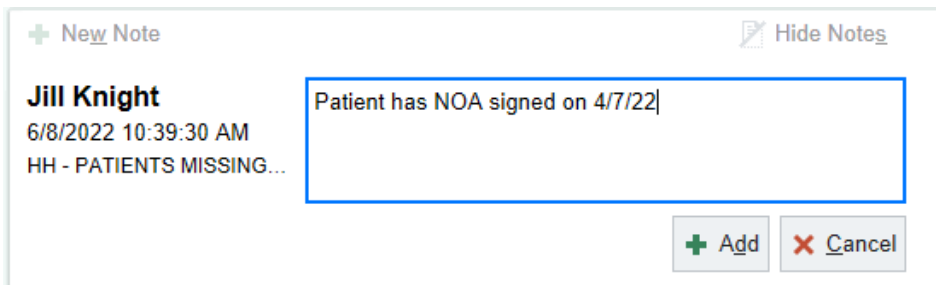
11. Click on the blue link to review the NOA document.




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

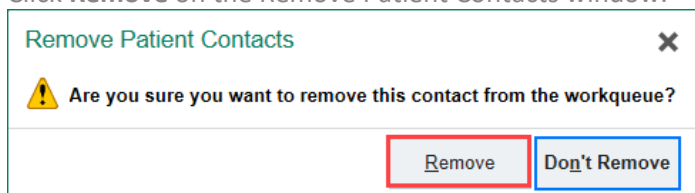
Jill Knight
6/8/2022 10:39:30 AM
HH - PATIENTS MISSING...

Patient has NOA signed on 4/7/22

+ Add X Cancel

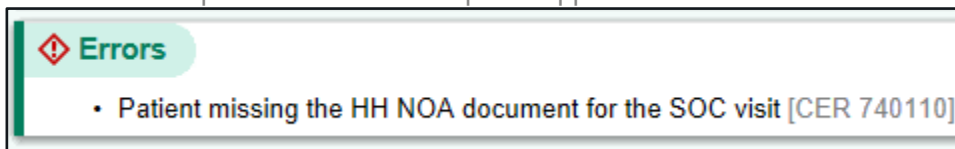
Tips & Tricks

16. Click **+ Add**.
17. Click **X Remove** to remove the patient from the workqueue.
18. Click **Remove** on the Remove Patient Contacts window.

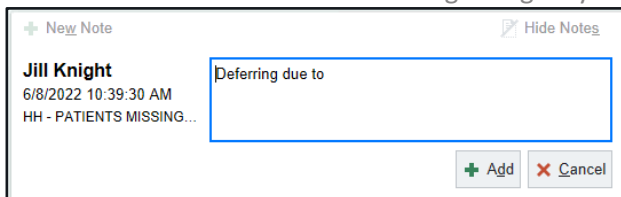


Defer the Patient

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

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 Don't Defer

8. Click  Defer.