

Document #18

BP Entry for walk in, non-diagnosed clients vs. SHAPP joint managed clients.

Referring to information provided by Jan Poole on 3/28/08
(see attached email and print screens)

Remember:

“A true SHAPP patient has to have a diagnosis of hypertension, at least 18 years of age, etc.”

BP AH Walk in Encounter Visit: (refer pages 178-179 M&M VHN Fall_07 release)

1. When a client who walks in to the clinic for a BP check, and they have not been diagnosed with Hypertension, they will be entered into the AH Encounter screen.
2. Appointment built as AH.
3. Clinic nurse updates encounter.
4. Visit type as appropriate visit #
5. General Office Visit 99211-no charge
6. Diagnosis V81.1 Hypertension screen
7. Procedure should be left blank
8. refer/educate as needed (you can pick these from education tab if you want)
9. Put provider initials and close
10. record vital signs under Vitals

BP SHAPP Encounter for **diagnosed Hypertension client joint managed by HD** visit:
Refer to pages 182 and 183 M&M VHN Fall_07 release (included in this document)
and/or pages 182-189 for all information regarding SHAPP VHN encounter,

References:

VHN print screens are from the M&M Fall 1007 VHN Manual Release
(VHN WebFall07_GAweb.pdf)

You can also reference the newest VHN8.1 Fall 2008 release notes (though there are no new changes from the Fall 1007): Walk in BP-pages228-229
SHAPP entry joint managed-pages 232-239

From: Jan Poole

To: ANM's; CNM; Dickey, Kristi; SHAPP ; Weaver, Doris

CC: Jones, Jenny; Lucius, Lori; Sewell, Sherry

Date: 3/28/2008 1:46 PM

Subject: Instructions for entering SHAPP patients and walk in BP checks

I am working with IT regarding the new VHN manual and entering SHAPP patients and walk in BP checks. The manual can be a little confusing, so here is the condensed instructions. Please start entering using the following instructions effective 3-28-08.

Remember, a true SHAPP patient has to have a diagnosis of hypertension, at least 18 years of age, etc.

To enter SHAPP patient:

1. Refer to page 182 through 189 in the NEW vhn web manual. Follow the detailed outline of instructions. The new version was emailed 3-27-08 to all office managers, nurse managers, area managers, and computer liaisons.

To enter Walk-in BP checks:

1. Refer to page 178 and 179. Steps 1, 2, 3, 4, 10, and 11 are required fields. The others are optional.

Thanks for all you do in this and all programs.

Jan Poole

Jan Poole, RN

SHAPP Coordinator, ANM

667 Thompson Street

Homer, GA 30547

706-677-2296 - Office

706-654-6051 – Cell

Clinical Encounter Screen for Adult Health services

This encounter is used for B12 visits, BP checks, SSI, OSHA, Foster parent physicals, Height/Weight checks.

A service slip should have been printed before clinic staff enters information regarding the clinical encounter.

From the *Clinical Summary Screen*, click the button *Encounter*

1. Click *Update* to start data entry.

2. Enter *Visit Type*
3. Enter *Office Visit* by clicking *General* ✓ to select office visit. Check off one type visit. Select the office visit that will generate the charge. Usually the 99211 is what is used for the miscellaneous services.

Code	Description	Select
99201	NEW PT PROBLEM FOCUSED	<input type="checkbox"/>
99202	NEW PT EXP PROB FOCUSED	<input type="checkbox"/>
99203	NEW PT DETAILED VISIT	<input type="checkbox"/>
99204	NEW PT COMP MOD	<input type="checkbox"/>
99205	NEW PT HIGH COMPLEX	<input type="checkbox"/>
99211	MOV-SSI, B12,BP,HD CHCK, HTWT, VISION, ETC	<input type="checkbox"/>
99212	EST PT PROB FOCUSED	<input type="checkbox"/>
99213	EST PT EXPANDED PROB FOCUSED	<input type="checkbox"/>
99214	EST PT DETAILED	<input type="checkbox"/>
99215	PHYSICAL-FOSTER PAR, OSHA, ETC	<input type="checkbox"/>
99999	NO CHARGE VISIT	<input type="checkbox"/>


4. Click *Diagnosis* ✓ . Check off diagnosis if diagnosis is listed. If the Diagnosis is not in list, use *Browse* feature to find Diagnosis by entering

Enter dx code or partial description


diagnosis code or description to find additional diagnoses to choose.

5. Click *Procedure* ✓ . Check off all appropriate procedures provided patient. Optional

6. Enter *Ed Topics* ✓ if applicable. Optional

7. Click Lab Button to order Lab.  . Enter any labs done at Health Department.

8. Click *Rx* button to go to Pharmacy screen to enter any drugs dispensed.

9. Click Return Appointment button  to project when the patient should return for services. This will insert an appointment order into the appointment system without actually making the appointment.

10. Enter all *Provider Codes*.

11. After completing encounter, click Close, to save encounter and create all service records.

SHAPP & DIABETES-Alternate Version

This module is only used by Classic (Text) VHN and GUI VHN clients in Georgia and VHNWEB clients who do not use the new SHAPP encounter.

The adult health record has been developed for patients enrolled in SHAPP and /or Diabetes.

- The record allows the user to maintain an enrollment record, multiple visit records, retina exams, foot exams and follow ups.
- Lab tests are marked as done in the visit screen but the results are posted in the general lab table. The results can be viewed from the visit summary screen.
- All the screens can be printed. From the patient's visit record a lab report can be printed after lab results have been posted in the general lab file.

New Adult Health Patient Admission

Adult Health Enrollment	
Patient No <input type="text"/> - <input type="text"/>	Center No <input type="text"/>
Last Name <input type="text"/>	Age <input type="text"/>
First Name <input type="text"/>	Sex <input type="text"/>
Chart No <input type="text"/>	Race <input type="text"/>
Enrollment Details	
Date SHAPP Diagnosis <input type="text"/>	Date Diabetes Diagnosis <input type="text"/>
SHAPP System No <input type="text"/>	Diabetes System No <input type="text"/>
Active in SHAPP Program <input type="checkbox"/>	Active in Diabetes Program <input type="checkbox"/>
Discharge Details	
Discharge Date <input type="text"/>	Discharge Reason <input type="text"/>
Provider Details	
Name of Physician <input type="text"/>	
Annual P.E. Due Date <input type="text"/>	
Date New Orders Due <input type="text"/>	
Medical Details	
Smoker <input type="checkbox"/>	Blood Pressure at Diagnosis <input type="text"/> / <input type="text"/>
Weight at Program Entry <input type="text"/> lbs	Blood Pressure at Enrollment <input type="text"/> / <input type="text"/>
BMI at Program Entry <input type="text"/>	
Height at Program Entry <input type="text"/> inches	
Ideal Body Weight <input type="text"/> lbs	

New Patient

When a patient is **new** to the clinic the following steps should be followed on the first visit.

- From the *Clinical Encounter/Summary screen*, select *Adult*.
- Click *Enrollment* button.
- Click *Add*, enter *patient number*
- Enter the *Shapp Diag date*, *Shapp System #*:(OPTIONAL) 9, Year (2 digits), County #, Computer #
- *Date Diabetic Diag date: 4 digit (Year)* (only applies in Albany district, optional elsewhere)
- *Diabetic System #*: (OPTIONAL) 2, Year (2 digits), County #, Computer # (only applies in Albany district)
- Check if active SHAPP and/or Diabetic patient.
- Leave *D/C Reason* blank (Used only if discontinued from program).
- *Name of Dr*: Enter *Last name of private physician*
- *Annual P.E. Due Date* enter as mmddyyyy
- *Date New Orders Due* enter as mmddyyyy
- *Smoker* (Choose answer from comment line at bottom of screen)
- *Weight and height at Program Entry* Enter *today's weight and height*. **After saving record BMI will calculate.**
- *Ideal Body Weight* See Adult Health Manual to compute. **This is very important for visit screen.**
- *Blood Clickure When Diagnosed* Enter if known; if not, leave blank.
- *Blood Clickure at Program Entry* *Blood Clickure today*. Click *OK* to save.
- Click **Exit** to return to Adult Health visit main *screen*. Now proceed to setting up Medication order for this patient.

Setting up Medication Order for Patient

This screen is used to document medications issued by clinic to this patient for the treatment of Hypertension and/or Diabetes. It maintains the complete medication history and allows the user to mark current the medications the patient is currently taking for the treatment of Hypertension and/or Diabetes.

- From the Adult Health visit screen, click *Medmaint*, to go to the Adult Health Med Order History Screen. Type patient number and click *OK*.
- Click *Add*. Enter *patient number*,
- Enter *order date** on the Rx from M.D., press Tab key
- *Current* should be marked *Y* for medications patient is currently taking and issued by clinic.
- Procode is: **SH** for SHAPP **DM** for Diabetes
- Enter *Item Code* for the first medication ordered. If the user does not know the item code, type partial description of medication and press Tab key and pop up list of codes that match will appear. Use down arrow key to move to medication and click *OK* to select and pull medication into record. Tab to enter *next medication* or click *OK* to complete.
- After entering all medications, click *OK*
- Click *Exit* to return to the *Adult Health Visit Screen*.

The user is now ready to add today's visit.

Changing Medication Order for Patient with New Prescription

At Adult Health Visit screen, Click *Query* enter *patient number*, click *OK* .

- Click *Medmaint* (Adult Health Medication Order History).
- Click *Update*. Go to medication that has been discontinued and change the *Y* for *Current* to *N* or discontinued. Click *OK* to save. Repeat this step for each medication that has been discontinued.
- After discontinuing the medications, Click *Add* to enter new order.
- Enter *patient number*, tab and enter *order date** on the Rx from M.D.,
- *Current* should be marked *Y* for medications patient is currently taking and issued by clinic.
- *Progcodes* is: *SH* for SHAPP *DM* for Diabetes
- Enter *Item Code* for the first medication ordered. If the user does not know the item code, type partial description of medication and press Tab key and pop up list of codes that match will appear. Use down arrow key to move to medication and click *OK* to select and pull medication into record. Press Tab key to enter next medication or click *OK* to complete.
- After entering all medications, click *OK*
- Click *Exit* to return to the Adult Health visit screen

*

* *If date is entered incorrectly, press <shift tab> keys to go back to date field and enter new date.*

SHAPP/DIABETIC Clinic Visit

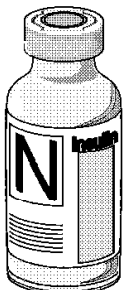
Each clinic visit is added each time.

- From the Adult Health visit screen, click **MedsMaint** to review medication orders. If they are correct, click **Exit** to return to Adult Health visit screen. If order is not current refer to section on *Setting Up Medication Order*.
- From the Adult Health visit screen, click **Add**, enter *patient number*, press Tab Key to go from field to field.
- **Visit date** will appear for *today*, the *log in code* will appear for the logged in user (change if not the user seeing the pt)
- Enter today's *1st Blood Pressure*, enter *2nd Blood Pressure* if measured, otherwise leave it blank. Average of two blood pressures will display
- **BP controlled** will appear **Y** or **N**
- **BP site** enter location of Blood Pressure
- **Smoker** check off if smoker
- **Visit Status/Type:** click drop down for choices to pop up.
- **Shapp Visit:** check off is yes
- **Diabetic Visit:** check off is yes

Counseling and Education			
Exercise	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medications	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Foot Care	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
High Blood Pressure	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Weight Management	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Smoking Cessation	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Alcohol	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hypo/Hyperglycemia	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Self Glucose Monitoring	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

- Check off **Referral to Nutrition** if nutritionist also see patient. Record *Nutritionist provider code*.
- If **Counseling** was provided, check off. This will pull up a screen for user to document necessary counseling provided. This is critical for quarterly reporting.
- If patient receives insulin, enter *# of vials* received in **Insulin Order Quantity** field
- **Shapp Joint/HD Managed**, enter **H** for 1st visit this fiscal year if health department managed, enter **J** if 1st visit this fiscal year if joint managed, **ALL** other visits mark **R**.
- Enter patient's *weight* from today's visit. **BMI** will display after moving to next field.
- Enter patient's *pulse*.
- Enter *pulse type* **Regular** or **Irregular**.
- Enter *date of next appointment*. Click Scheduler button to go to appointment system to make appointment or **calendar icon** to access calendar. If appointment made or date selected from 3 month calendar, the date will pull back to screen.
- **Drugs: Type I or D** (See bottom of screen.) (**I**ssued - Medications not inventoried in this county's pharmacy program, **D**ispensed - Medications dispensed through the pharmacy program).
- Click **OK** to go to next page.
- Enter lab IF NOT ALREADY ordered in lab module
- Click **OK** when complete to save record.
- Click **Exit** to return to Encounter Summary screen for another patient.

Insulin Pick Up Visit



Use these instructions when patient is here for insulin pick up only and is only charged for the insulin not the office visit.

- Click *Medmaint* to make sure medications are current. If the order is current, click **Exit** to return to adult health visit screen. If order is not current refer to section on *Setting Up Medication Order*.
- At visit screen, click **Add** to add in the insulin visit
- Click Tab key until you get to *Visit Status*, enter in *00* so no fee will be charged the patient OR *HU* for Humalog insulin pick up. This will create additional charge for the Humalog in combination with number of Insulin vials given.
- Check off *Referral to Nutrition* if nutritionist also see patient. Record *Nutritionist provider code*.

Counseling and Education			
Exercise	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Medications	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Foot Care	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
High Blood Pressure	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Weight Management	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Smoking Cessation	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Alcohol	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Hypo/Hyperglycemia	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Self Glucose Monitoring	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

- If *Counseling* was provided, check off. This will pull up a screen for user to document necessary counseling provided. This is critical for quarterly reporting.
- At *Diabetic Visit*, enter *X*. At *Shapp Visit*, enter *N*.
- *Insulin Order Qty*, enter *the number of bottles of insulin* the patient is receiving today. (This creates Insulin bill.)
- Click Tab key down to *Drugs*. Note *I* if issued and current order will display or *D* if dispensed and user will be taken to pharmacy module to complete drug dispensing procedure.
- Click **OK** when complete and this will add the record and save the information.

Adult Health Lab Only Visit

Follow these steps when patient is here for a lab test and there is no charge for this office visit.

- From the *SHAPP Visit screen* select, Click **Add**, click Tab key. If *clinician's initials* are correct,
- Click Tab key to continue. If initials are not correct, enter correct initials for clinician; click Tab key to continue.
- Click Tab key to *Visit Status*. Enter *00* as visit choice so no fee will be charged the patient.
- Enter *Y* or *N* at *Diabetic Visit* and *Shapp Visit* fields.
- Click *OK* to go to next page to enter lab tests.
- If labs not already entered into the lab screen, check if lab provided.
- Click *OK* to save information and add record.
- Click *Exit* to return to *Patient Encounter Summary* screen.

Review Visit and Medication Pick Up Summary Record

The adult health visit screen option *summary* allows the user to view a summary of visits or medications given. From the visit summary screen, the user can print the lab result slip after all labs have been posted in the general lab program.

- *Query* patient at the Adult Health Visit Screen
- Click *Summary* command.
- At the summary screen *commands*, select *Summary* for visit summary screen or *Meds* from medication summary.
- The screen will appear for review. If more than one screen list of visits appears, use *View* to see all the visits.
- Click *OK* after review.

Changing Physical and New Order Due Dates

The clinician needs to change the physical and new order due dates at least annually.

- *Query* patient at the Adult Health Visit Screen
- Click **Enrollment** command to go to the Enrollment Record Screen.
- Click *Update*.
- Go to **Next P.E. Due** field and **New orders due** field and enter new dates.
- Click *OK* to save the changes to the record.
- Click *Exit* to return to *Patient Encounter Summary screen*.

Discharge a Patient from the SHAPP/DIABETIC Program

This is what is done to the patient's adult health record to discharge then from the adult health program.

- *Query* patient at the Adult Health Visit Screen
- Click *Enrollment*
- Click *Update*.
- Go to *Program Status* field; change the *Active* to *I* for Inactive.
- Enter *discharge reason* in the *D/C Reason* field.
- Click *OK* when complete to save changes to patient's record.
- Click *Exit* to return to adult health visit screen.
- Click *Exit* to return *Patient Encounter Summary screen*