

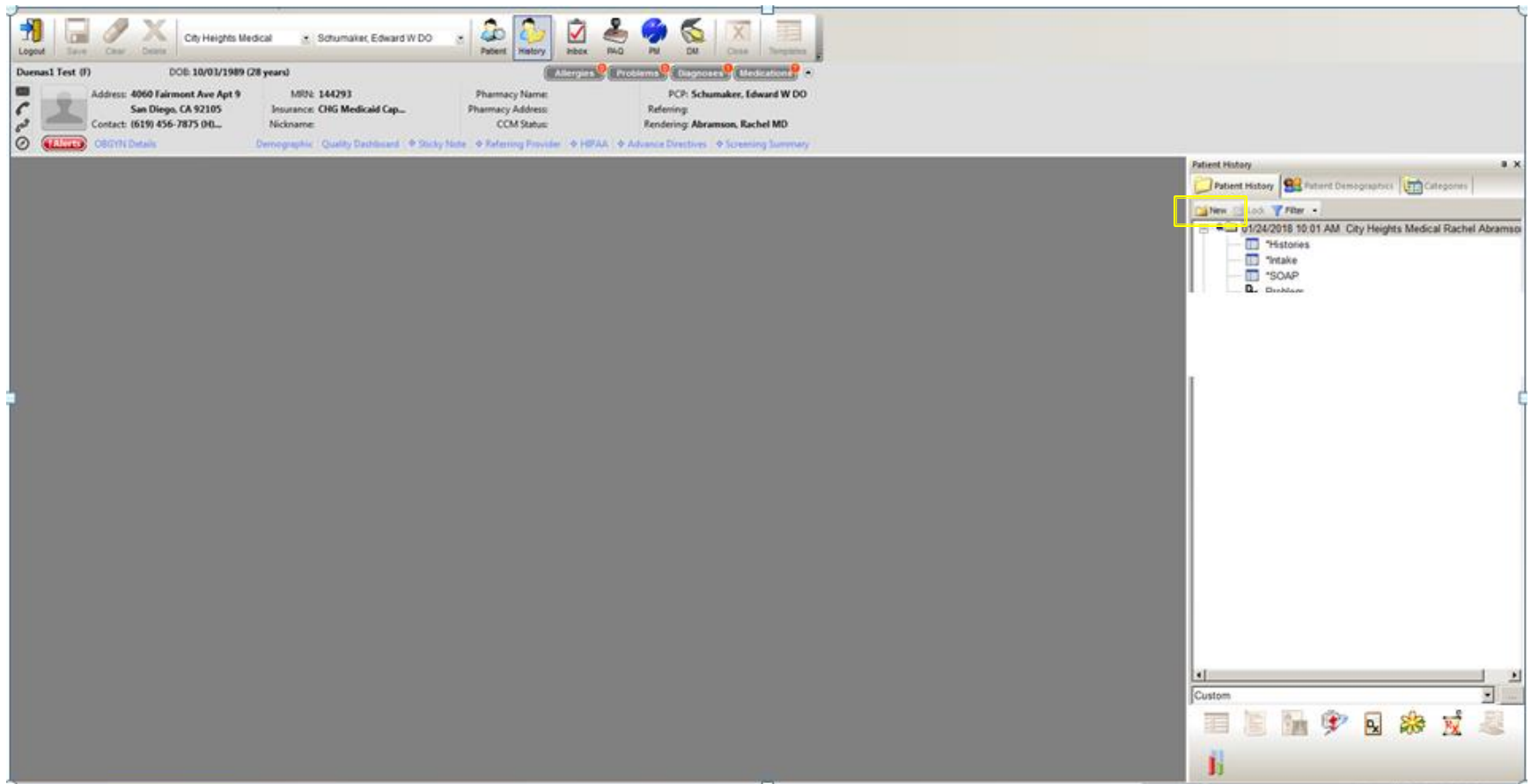
# PRAPARE

Protocol for Responding to and Assessing Patient's Assets, Risks and Experience

# Please verify the 4 point check Correct Location, Provider (PCP), Patient and Encounter

The screenshot displays a medical software interface. At the top, a navigation bar includes icons for Logout, Save, Clear, and Delete, followed by a dropdown menu showing 'City Heights Medical' and 'Schumaker, Edward W DO'. Below this, a toolbar contains icons for Patient, History, Inbox, RQ, IM, DM, and Check. The main content area shows patient details for 'Duenas Test (F)' with a birth date of 3/10/1989 and age of 28 years. The address is 1060 Fairmont Ave Apt 9, San Diego, CA 92105, with contact number 619 456-7875. Insurance is CHG Medicaid Cap... and the PCP is Schumaker, Edward W DO. A 'Patient History' window is open on the right, showing a list of encounters for 01/24/2018 10:01 AM at City Heights Medical, with sub-items for Histories, Intake, SOAP, and Discharge. A 'Custom' toolbar is visible at the bottom right.

# Create a new encounter



# Highlight the new encounter Launch the PRAPARE template

The screenshot displays a medical software interface for a patient named Doenas1 Test (F), born 10/03/1989 (28 years). The patient's address is 4060 Fairmont Ave Apt 9, San Diego, CA 92105. The primary care physician (PCP) is Schumaker, Edward W DO. The interface includes tabs for Allergies, Problems, Diagnoses, and Medications. A 'Select Template' dialog box is open, showing a list of templates under the 'Demographics' tab. The 'PRAPARE' template is highlighted in blue. Below the list, there are radio buttons for 'All' (selected) and 'Preferred', and a checkbox for 'Categories'. The background shows a 'Patient History' window with a list of encounters, including one on 02/02/2018 and another on 01/24/2018. A blue arrow points from the 'PRAPARE' template in the dialog box to the 'Custom' icon in the bottom right corner of the software interface.

# Open up each panel

## Ask patient the questions and input the answer

The screenshot shows a web browser window with the following elements:

- Browser Tab:** 07/09/2017 02:43 PM : "PRAPARE" x
- Page Header:**
  - PRAPARE** (with a help icon)
  - [www.nachc.org/prapare](http://www.nachc.org/prapare)
  - Protocol for Responding to and Assessing Patients' Assets, Risks, and Experiences**
  - Save & Close** button
  - Generate Document** button
- Panel Control:** Toggle (dropdown), left arrow, right arrow, Cycle, and refresh icon.
- Panel List:** A list of panels, each with a dropdown arrow on the right:
  - Personal Characteristics
  - Family and Home
  - Money and Resources
  - Barriers to Care
  - Social and Emotional Health
  - Optional Questions - Non-Confidential
  - Optional Questions - Confidential
  - Referrals
  - Circle of Care
- Footer:**
  - Generate Document** button
  - Save & Close** button

# How to answer the questions

# Highlight the question then click in the Answer field to select from the picklist then click Add

The entry will appear within the grid

The screenshot shows a software interface with a sidebar on the left containing menu items: Personal Characteristics, Family and Home, Money and Resources, Barriers to Care, Social and Emotional Health, Optional Questions - Non-Confidential, and Incarceration History. The main area displays a question: "In the past year have you spent more than 2 nights in a row in a jail, prison, detention center, or juvenile correctional facility?". Below the question is a table with columns: Date, Question, Answer, and # Asked. The table contains one row with the question text. To the right of the question is an "Answer:" field with a dropdown menu. A yellow box highlights the "Answer:" field. A dialog box titled "ngkbn Measure Answersinc" is open, showing a list of options: "Answer", "Yes", and "No". A blue arrow points from the "Answer:" field to the "Yes" option in the dialog box. The dialog box has "Refresh", "OK", and "Cancel" buttons. A yellow box highlights the "OK" button. Below the table are three buttons: "Add", "Update", and "Remove". A yellow box highlights the "Add" button.

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Panel Control:

**Personal Characteristics**

**Family and Home**

**Money and Resources**

**Barriers to Care**

**Social and Emotional Health**

**Optional Questions - Non-Confidential**

**Incarceration History:**

Question: In the past year have you spent more than 2 nights in a row in a jail, prison, detention center, or juvenile correctional facility? Answer: [ ]

Most Recent  Historic

Date	Question	Answer	# Asked
	In the past year have you spent more than 2 nights in a row in a jail, prison, detention center, or juvenile correctional facility?		

Refresh OK Cancel

Add Update Remove

# How to order a Referral



# Click the Add button within the Referral panel

The screenshot shows a software window titled "07/09/2017 02:43 PM : 'PRAPARE'". The interface features a sidebar with several menu items, each with a dropdown arrow: "Money and Resources", "Barriers to Care", "Social and Emotional Health", "Optional Questions - Non-Confidential", "Optional Questions - Confidential", and "Referrals". The "Referrals" item is selected and expanded, showing a table with the following columns: "Status", "Ordered Date", "Completed Date", "Reason", "Interpretation", and "Report Details". The table is currently empty, with a "0" in the bottom right corner. Below the table, there are two buttons: "Add" and "Edit". The "Add" button is highlighted with a yellow rectangular box.

Status	Ordered Date	Completed Date	Reason	Interpretation	Report Details
--------	--------------	----------------	--------	----------------	----------------

0

Add Edit

The Referrals template will appear select the Circle of Care Services radio button once the picklist appears select the type of service

The screenshot shows a software interface for creating a referral. The main window is titled "Referrals Order - LM PRAPARE". It contains several input fields: "Insurance name: CHG Medicaid Cap", "Policy #: 11111L", and "To:". Below these is a "Circle of Care Services:" section with a radio button selected for "Circle of Care Services". A blue arrow points from this radio button to a pop-up picklist window titled "PRAPARE - Circle of Care Services". The picklist contains a list of service types: adult education, blossom, community garden, dental, eligibility & enrollment, food pantry, generation, health education, housing, imaging, job training, legal advocacy, mental & behavior health, microcredit, ob/gyn, optometry, pharmacy, primary care, translation, and transportation. A yellow box highlights the "Close" button at the bottom of the picklist. The main form also includes fields for "Reason for service:", "Time limit:", "Comments:", and "Referrals ordered this encounter:". At the bottom left, there is a table with columns for "Code", "Diagnosis", and "Order".

Insurance name: CHG Medicaid Cap      Policy #: 11111L

To: \_\_\_\_\_

Circle of Care Services      \_\_\_\_\_

Reason for service: \_\_\_\_\_      Time limit: \_\_\_\_\_

Comments: \_\_\_\_\_

Referrals ordered this encounter: \_\_\_\_\_

Code	Diagnosis	Order

**PRAPARE - Circle of Care Services**

- adult education
- blossom
- community garden
- dental
- eligibility & enrollment
- food pantry
- generation
- health education
- housing
- imaging
- job training
- legal advocacy
- mental & behavior health
- microcredit
- ob/gyn
- optometry
- pharmacy
- primary care
- translation
- transportation

Close

Add      Send Task

Quick Task      Edit

Close

Please fill out the Reason, time, timeframe, and comments then click Add (Note: The Tasking window will display just click Cancel)

Referrals Order - LM PRAPARE

Referrals

Insurance name: CHG Medicaid Cap Policy #: 11111L

To:

Circle of Care Services: dental

Note: This specialty will not meet the requirement for Meaningful Use.

Reason for service: teeth problems and gum Time limit: within Timeframe: 2 weeks

Comments: has not seen the dentist in 4 years.

Referrals ordered this encounter:

Add Send Task

Code	Diagnosis	Order	Order Comments	Comments

Quick Task Edit Close

(The entry will appear within the grid)

# Click Close

Referrals Order - LM PRAPARE

Referrals

Insurance name:  Policy #:

To: \_\_\_\_\_

Circle of Care Services:

Reason for service:  Time limit:  Timeframe:

Comments:

Referrals ordered this encounter:

Code	Diagnosis	Order	Order Comments	Comments
		Referrals: dental	PRAPARE	has not seen the dentist in 4 years.

# How to update the Referral status

# Highlight the referral and click the Edit

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Barriers to Care



Social and Emotional Health



Optional Questions - Non-Confidential



Optional Questions - Confidential



Referrals



Status	Ordered Date	Completed Date	Reason	Interpretation	Report Details	
ordered	07/09/2017	/ /	teeth problems and gum			R M

Add

Edit

# Update the status then click Save and Close

"Referrals - Orders" - [1 of 1]

Order: Referrals: dental Code: [ ]

Reason (for referral?): teeth problems and gum

Clinical information/ comments: [has not seen the dentist in 4 years.]

Attachments/ description: [ ]

**Authorization:**  
Authorization req'd:  No  Yes  
Authorization #: [ ] Effective: [ // ] Expiration: [ // ] # Visits: [ ]

Performed

Consent:  
 Performed On: [ // ] Reason/comment: [ ]

**Scheduling**  
 Performed On: [ // ] Reason/comment: [ ]

Timeframe: [within 2 Weeks] Appt: [ // ] Hr: [ ] Min: [ ] Location: [ ]  
 AM  PM

**Obtained/Performed/Placed:**  
 Performed: On: [ // ] Reason/comment: [ ]

Seq:	Strength:	Dose:	Units:	Route:	Side:	Site:	Position:
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Lot #: [ ] Expiration: [ // ] Brand name: [ ] Qty: [ 1 ] Reaction: [ ]

Clear Manufacturer: [ ]

Why do some fields appear to be locked?

Diagnosis: [ ] Code: [ ]

**Result/Report:**

Received On: [ // ] Reason/comment: [ ]

Completed On: [ // ] Reason/comment: [ ]

Interpretation: [ ]

Result details: [ ]

**Education/Instructions:**  
 Performed On: [ // ] Instruction(s) provided: [ ]

Task

**Additional Information:**  
 Continuity of Care Document/Record sent

Ordering provider: Rachel Abramson MD

Ordered Performed: 07/09/2017 Reason/comment: PRAPARE

Verbal/ standing order Performed: [ // ] Reason/comment: [ ]

Cosigned/ signed off Performed: [ // ] Reason/comment: [ ]

Canceled Performed: [ // ] Reason/comment: [ ]

Navigation: << < Clear For Add Delete Save Close >> >>

# The status of the referral will change

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Add Update Remove

- Family and Home
- Money and Resources
- Barriers to Care
- Social and Emotional Health
- Optional Questions - Non-Confidential
- Optional Questions - Confidential
- Referrals

Status	Ordered Date	Completed Date	Reason	Interpretation	Report Details	
scheduled	07/09/2017	/ /	teeth problems and gum			R: M

Add Edit



If patient refused the Services

# If patient refused the Care Services please document within the Circle of Care panel

Check off Refused and input comments

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**Optional Questions - Confidential** ▼

**Referrals** ▼

**Circle of Care** ▲

	Refused	Comments		Refused	Comments
Adult Education	<input type="checkbox"/>	<input type="text"/>	Job Training	<input type="checkbox"/>	<input type="text"/>
Blossom	<input type="checkbox"/>	<input type="text"/>	Legal Advocacy	<input type="checkbox"/>	<input type="text"/>
Community Garden	<input type="checkbox"/>	<input type="text"/>	Mental & Behavioral Health	<input type="checkbox"/>	<input type="text"/>
Dental	<input type="checkbox"/>	<input type="text"/>	Microcredit	<input type="checkbox"/>	<input type="text"/>
Eligibility & Enrollment	<input type="checkbox"/>	<input type="text"/>	OB/GYN	<input type="checkbox"/>	<input type="text"/>
Food Pantry	<input type="checkbox"/>	<input type="text"/>	Optometry	<input type="checkbox"/>	<input type="text"/>
Generation	<input type="checkbox"/>	<input type="text"/>	Pharmacy	<input type="checkbox"/>	<input type="text"/>
Health Education	<input type="checkbox"/>	<input type="text"/>	Primary Care	<input type="checkbox"/>	<input type="text"/>
Housing	<input type="checkbox"/>	<input type="text"/>	Translation	<input type="checkbox"/>	<input type="text"/>
Imaging	<input type="checkbox"/>	<input type="text"/>	Transportation	<input type="checkbox"/>	<input type="text"/>

[Generate Document](#)

[Save & Close](#)





Once you are completely done documenting  
Click Generate Document  
then click Save & Close

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# PRAPARE










[www.nachc.org/prapare](http://www.nachc.org/prapare)

**Protocol for Responding to and Assessing Patients' Assets, Risks, and Experiences**

Panel Control:  Toggle   Cycle 

Save & Close

Generate Document

Personal Characteristics	
Family and Home	
Money and Resources	
Barriers to Care	
Social and Emotional Health	
Optional Questions - Non-Confidential	
Optional Questions - Confidential	
Referrals	
Circle of Care	

1. Generate Document

2. Save & Close

# Make sure to lock the encounter

**Janel Test (F)**      DOB: 10/24/1973 (43 years)      Weight: 195.00 lb (88.45 Kg)

**Alerts**      OBGYN Details      Demographic      Quality Dashboard      Sticky Note      Referring Provider      HIPAA      Advance Directives      Screening Summary

Address: PO BOX 258  
Seldovia, AK 99663  
Contact: (619) 000-0000 (H)

MRN: 131871  
Insurance: CHG Medicaid Cap  
Nickname:

Pharmacy Name: La Maestra  
Pharmacy Address: 4060 Fairmount A...  
CCM Status:

PCP: Alvarez, Ruth PA  
Referring:  
Rendering: Abramson, Rachel MD

Allergies 2      Problems 0      Diagnoses 52      Medications 7

Patient History

- Patient History
- Patient Demographics
- Categories

New      Lock      Filter

- 07/09/2017 02:43 PM City Heights Medical Ra
  - PRAPARE
  - Prapare
- 07/06/2017 09:37 AM C
  - \*Intake
  - \*SOAP
  - Problem
- 07/05/2017 03:33 PM C
  - Documents and Le
  - Missed Appointme
  - Letter\_Missed\_Appt
- 07/05/2017 03:26 PM City Heights Medical Edward W.
  - Telephone Call

Custom

