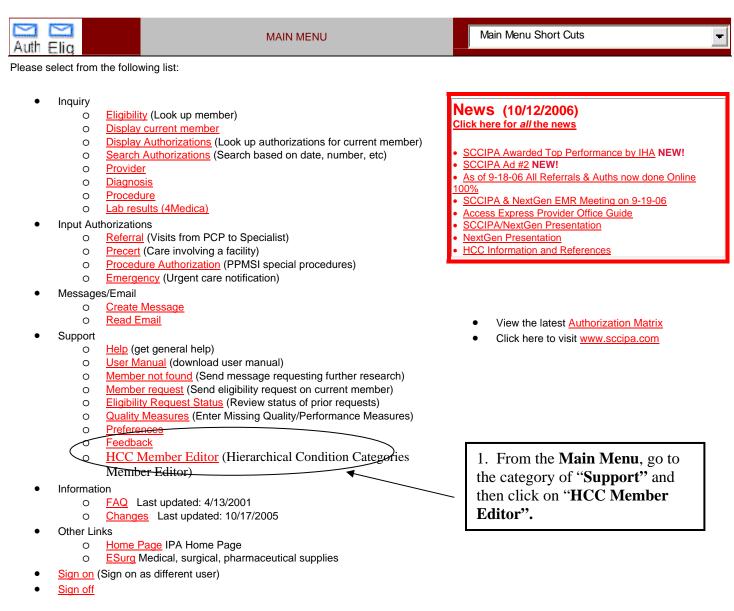# *Manual of HCC Member Editor*

Go to www.ppmsi.com/login and then log in. If you have forgotten your user name and/or password or if you have any questions about the HCC Member Editor, please call the Online Help Desk at 1-877-258-4357.

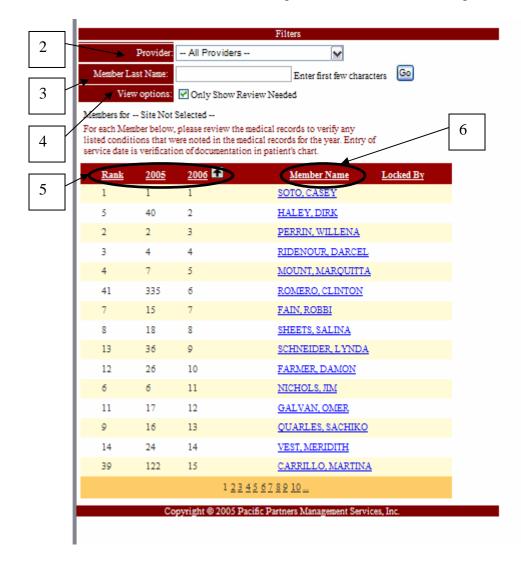1. From the Main Menu, go to the category of "Support" and then click on "HCC Member Editor".

Auth Eliq	**MAIN MENU**	Main Menu Short Cuts ▾

Please select from the following list:

- Inquiry
    - Eligibility (Look up member)
    - Display current member
    - Display Authorizations (Look up authorizations for current member)
    - Search Authorizations (Search based on date, number, etc)
    - Provider
    - Diagnosis
    - Procedure
    - Lab results (4Medica)
- Input Authorizations
    - Referral (Visits from PCP to Specialist)
    - Precert (Care involving a facility)
    - Procedure Authorization (PPMSI special procedures)
    - Emergency (Urgent care notification)
- Messages/Email
    - Create Message
    - Read Email
- Support
    - Help (get general help)
    - User Manual (download user manual)
    - Member not found (Send message requesting further research)
    - Member request (Send eligibility request on current member)
    - Eligibility Request Status (Review status of prior requests)
    - Quality Measures (Enter Missing Quality/Performance Measures)
    - Preferences
    - Feedback
    - HCC Member Editor (Hierarchical Condition Categories Member Editor)
- Information
    - FAQ   Last updated: 4/13/2001
    - Changes   Last updated: 10/17/2005
- Other Links
    - Home Page IPA Home Page
    - ESurg Medical, surgical, pharmaceutical supplies
- Sign on (Sign on as different user)
- Sign off

News (10/12/2006)
Click here for *all* the news

- SCCIPA Awarded Top Performance by IHA **NEW!**
- SCCIPA Ad #2 **NEW!**
- As of 9-18-06 All Referrals & Auths now done Online 100%
- SCCIPA & NextGen EMR Meeting on 9-19-06
- Access Express Provider Office Guide
- SCCIPA/NextGen Presentation
- NextGen Presentation
- HCC Information and References

- View the latest Authorization Matrix
- Click here to visit www.sccipa.com

1. From the **Main Menu**, go to the category of "**Support**" and then click on "**HCC Member Editor**".

File Version: 3/7/2006

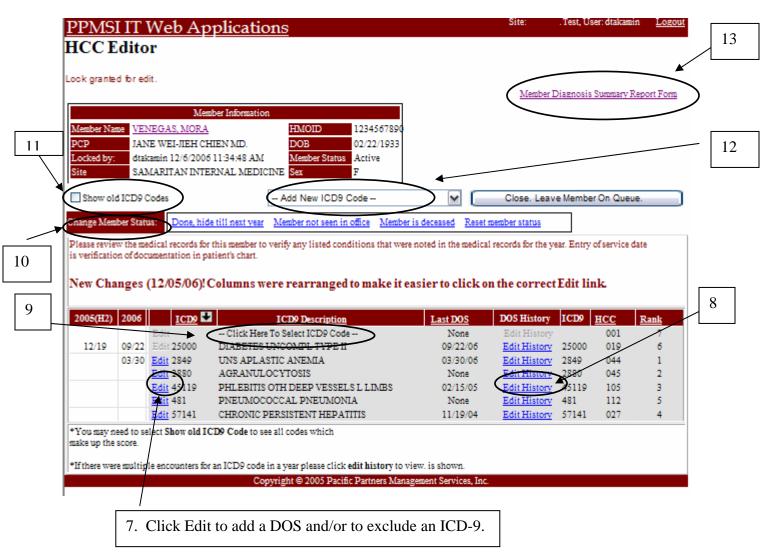***You will need to make sure that your <u>pop up blocker is turned off</u>.**

This <u>will</u> bring up a separate screen.

You will now be looking at the "***Member Health Profile Editor***" screen. This will show you all of the SCCIPA Senior patients that are assigned to your office.

2. If there is more than 1 provider in your office, you can click on the "***Provider***" area and it will drop down a list of all of your providers. You can then do a search by a specific physician or leave on the default of "All Providers".

3. You have the ability to search by a "***Member's Last Name***".

4. The "***View Options***" will allow you to sort by ***"Review Needed", "Review Done" and "Excluded Members".***
   a. The default setting for the "***View Options***" is to see the patients that have a "***Review Needed***". You do have the option to see the patients that have had their review done or view excluded Members" (see additional instruction under #9d).

5. By clicking on one of the Rank columns you have the ability to change it to ascending or descending order.
   - The default patient listing has the patients with the highest *Rank* (most missing DOS) for the current year on top. The **Rank** column combines both years.

6. Click on ***Member Name***" to change it to an A-Z or Z-A listing.

		Filters			
	Provider:	-- All Providers --			
	Member Last Name:		Enter first few characters	Go	
	View options:	☑ Only Show Review Needed			

Members for -- Site Not Selected --

For each Member below, please review the medical records to verify any listed conditions that were noted in the medical records for the year. Entry of service date is verification of documentation in patient's chart.

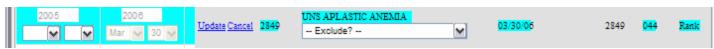| Rank	2005	2006 ⬆	Member Name	Locked By
1	1	1	SOTO, CASEY	
5	40	2	HALEY, DIRK	
2	2	3	PERRIN, WILLENA	
3	4	4	RIDENOUR, DARCEL	
4	7	5	MOUNT, MARQUITTA	
41	335	6	ROMERO, CLINTON	
7	15	7	FAIN, ROBBI	
8	18	8	SHEETS, SALINA	
13	36	9	SCHNEIDER, LYNDA	
12	26	10	FARMER, DAMON	
6	6	11	NICHOLS, JIM	
11	17	12	GALVAN, OMER	
9	16	13	QUARLES, SACHIKO	
14	24	14	VEST, MERIDITH	
39	122	15	CARRILLO, MARTINA	

1 2 3 4 5 6 7 8 9 10 ...

Once you have chosen your patient you will now be at the "*Member Information*" screen.

When you are ready to enter in missing encounter dates that are supported by chart information by clicking on the "*Edit"* link
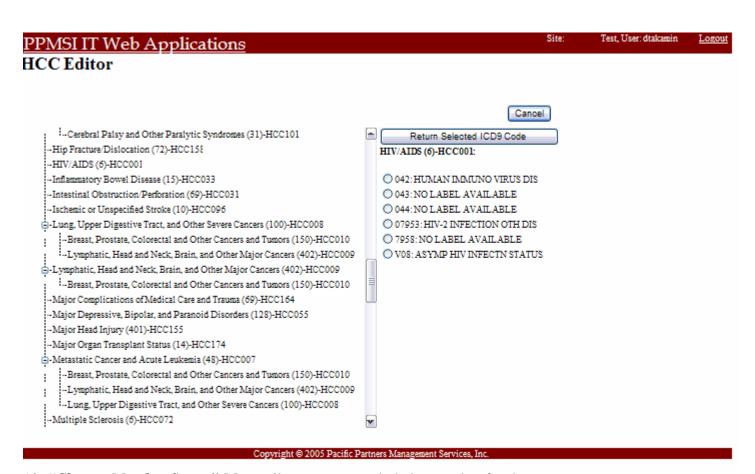
7. *"Edit"* permits you to enter a Date of Service (DOS) for an ICD9 Code for the last 2 years. To enter in the DOS you will use the drop down to choose the Month and the Day under the specific year you are entering in information on. When done entering Date(s) of service, click on "**Update**".

- Once a date of service has been entered, you must use Edit History to modify, if needed.
- While in this mode, you may choose to exclude the code if it is no longer appropriate. The "*Exclude*" options are "*Code is old or no longer relevant*", "*Code is incorrect*" and "*Reset Code Status*".

When you have completed all work for the patient, click on "**Close. Leave Member on Queue**".

8. **Edit History** permits you to enter all service dates for a particular ICD9 code. You may change a DOS only if it was not entered by your office. Select this option if you need to enter a DOS of more than 2 years ago or multiple dates in one year. To modify a DOS you must first delete the date then reenter the correct DOS.

9. If the insurance company only provided SCCIPA with only the HCC category, you will be prompted to select a diagnosis code from the specific category. "**Click Here to Select ICD9 Code**" will take you to the screen that describe the HCC Category and will list all qualifying diagnosis codes within the category. Click on the circle next to the correct diagnosis code and then click on "**Return Selected ICD9 Code**".

10. "**Change Member Status" Menu** allows you to excluded a member for these reasons:
    a. **Hide till next year** marks this member as done for the year and will not show on the default member list until next year.
    b. **Member not seen in office** marks this member as not seen in this office and will not show on the default member list until next year.
    c. **Member is deceased** marks this member as deceased and will not show on the member default member list.
    d. **Reset member status** will reset the member status and will show on the default member list.
        i. The patients that were excluded can be researched by going back to the "**Member Health Profile Editor**" screen. Click on "**View Options**" area and then click on "**Review Done**" and/or "**Excluded Members**". These will be identified with icons: = Member review done hide till next year. = Member not seen in this office. = Member was marked as permanently exclude.

11. "*Show Old Diagnosis*" will show you any of the ICD-9 codes that were previously excluded.

12. *Add New ICD9 Code"* permits you to add a new ICD9 code by number/description or by traversing the HCC Category tree.
    a. By clicking on "Add New ICD9 Code" this will take you to the "*HCC Diagnosis Picker*" screen.
        i. You can search by entering in the first few characters of the ICD-9 code or the complete ICD-9 code in the field provided.
        ii. You can search by entering a few characters of the "description" (example: for Diabetes Mellitus just type in "diabetes").
            1. Once you have clicked on "*Find"* the system will bring back the results of your query. If there is more than one diagnosis, you can locate it by clicking on the arrow to drop down the entire list.
            2. When you have located the correct ICD-9 click on it to confirm it is correct and then click on "**Return Selected ICD9 Code**".
            3. This will add your new ICD-9 code to the existing "*Member Information*" screen and you can now enter in a DOS for that new code.

HCC Diagnosis Picker

b. *"**Add New ICD9 Code – By HCC Category**"* will allow you research by HCC Category instead of by ICD-9 code. The list is alphabetical and will describe each diagnosis code within the category. You may need to scroll through the listings. It looks like this:

- Once you are done entering in DOS for this member click on *"**Close. Leave member on Queue.**"*
  - This will bring you back to the "***Member Health Profile Editor**"* screen.
  - You can continue to enter in DOS, add new ICD-9 codes and/or excluded members.

13. You can print an updated "Diagnosis Summary Report Form" whenever needed. It is specific to the patient that you are working on.

When you are done click on "***Logout**"* in the upper right hand corner. Then click on the "X" in the upper right hand corner to close this screen.