



Hospice Admissions on Member File in CaseTrakker

Please remember to update the **Hospice Admissions** section on the Member File in CaseTrakker for any member admitted to Hospice. All instances of Hospice Admissions should be entered here, as this is the source for Hospice reporting. Also, please examine your caseload for members already admitted to Hospice and update the Hospice Admissions section on the Member Files as needed.

As you can see from the screenshot below, when logging Hospice Admissions, you are asked to provide the Start Date as well as any pertinent notes. If you are not sure of the admission date, you may contact the Hospice to confirm. If a member is disenrolled/discharged from Hospice, you would then need to update the End Date on the Hospice Admissions entry. In cases of death, please also update the **Cause of Death** and **Place of Death** fields on the Member File and follow the procedures for Closing a Member Record.

The screenshot displays the CaseTrakker Member File interface. At the top, there are several information panels: 'Member Information' (Gender: Female, Birth Date: 08/16/1925, Age: 89, Language: English, Ethnicity: SSN), 'Eligible Status' (Active), 'Current Rate Cell' (CND, Community Nhc, Dual Non-Boston), 'Primary Owner' (Sandy Coffin - Case Management (617) 599-3075), and 'Care Level' (Level 4 NHC). Below these is the 'Hospice' section, which currently shows 'There are no Hospice Admissions for this Member.' and a link to 'Click here to add Hospice Admissions'. A form for adding admissions is visible, with fields for 'Start Date', 'End Date', and 'Notes', and 'Cancel' and 'Submit' buttons. The bottom navigation bar includes 'Member File', 'Activity Log Summary', 'Letters & Attachments', 'Assessment Summary', 'Authorization Summary', and 'Medications/Medical History'.

Thanks,

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