
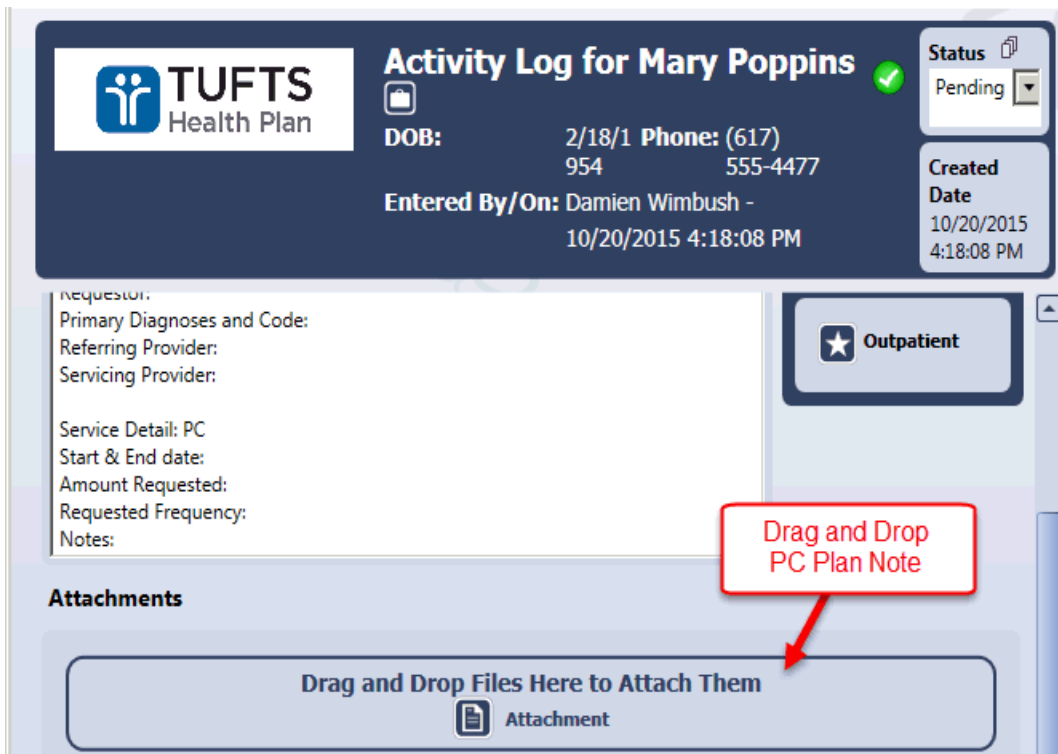



New Outpatient Event (OPE) Process (RNCMs only)


Please remember that the new OPE process (Admins creating OPEs) implemented last week only applies to the initiation of new services. Meaning, you should not task the SCO CM Admins to create OPEs to extend or close exiting OPEs - this is the RNCM's responsibility. E.g., if a 90-day notification OPE has been created for ADH or PCA by the Clinical Consultants for a new effective member, **DO NOT** task the SCO CM Admins to create a new OPE or to extend the service beyond the 90 days. In this case, the RNCM should extend OPE and create any required referral forms (with the new date range) and place in "Ready to Send" status. The RNCM in the case will also need to create the IPC and IPC Cover Letter (if needed). The SCO CM Admins will only create IPCs and IPC Cover Letters for initial/new OPEs.

Reminder - process for tasking SCO CM Admins for initial/new OPEs.

- I. Create Activity Log from plus sign 
- II. Complete Clinical Note and adds HCBS OPE template macro(s) as needed (please delete any repetitive info)
- III. If requesting PC services, please complete and attach PC Plan Note to the Activity Log



TUFTS Health Plan Activity Log for Mary Poppins 

Status Pending 

DOB: 2/18/1954 **Phone:** (617) 555-4477

Entered By/On: Damien Wimbush - 10/20/2015 4:18:08 PM


Created Date 10/20/2015 4:18:08 PM

requestor:
Primary Diagnoses and Code:
Referring Provider:
Servicing Provider:

Service Detail: PC
Start & End date:
Amount Requested:
Requested Frequency:
Notes:

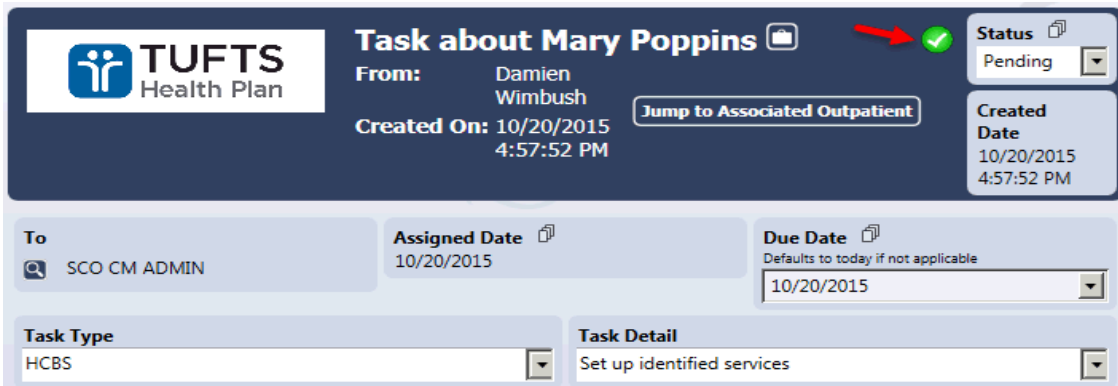
Outpatient


Attachments

Drag and Drop Files Here to Attach Them  Attachment

Drag and Drop PC Plan Note

- IV. Click green check mark on Activity Log entry to send task to SCO CM Admin group and another to the GSSC to initiated service(s)



TUFTS Health Plan **Task about Mary Poppins**  **Status** Pending

From: Damien Wimbush **Jump to Associated Outpatient**

Created On: 10/20/2015 4:57:52 PM **Created Date:** 10/20/2015 4:57:52 PM

To: SCO CM ADMIN **Assigned Date:** 10/20/2015 **Due Date:** Defaults to today if not applicable 10/20/2015

Task Type: HCBS **Task Detail:** Set up identified services

- V. Admins will create OPE(s), any Referral Forms, IPC, and IPC Cover Letter (only for initial/new services)

On Annual review, RNCM will close or extend OPEs.