

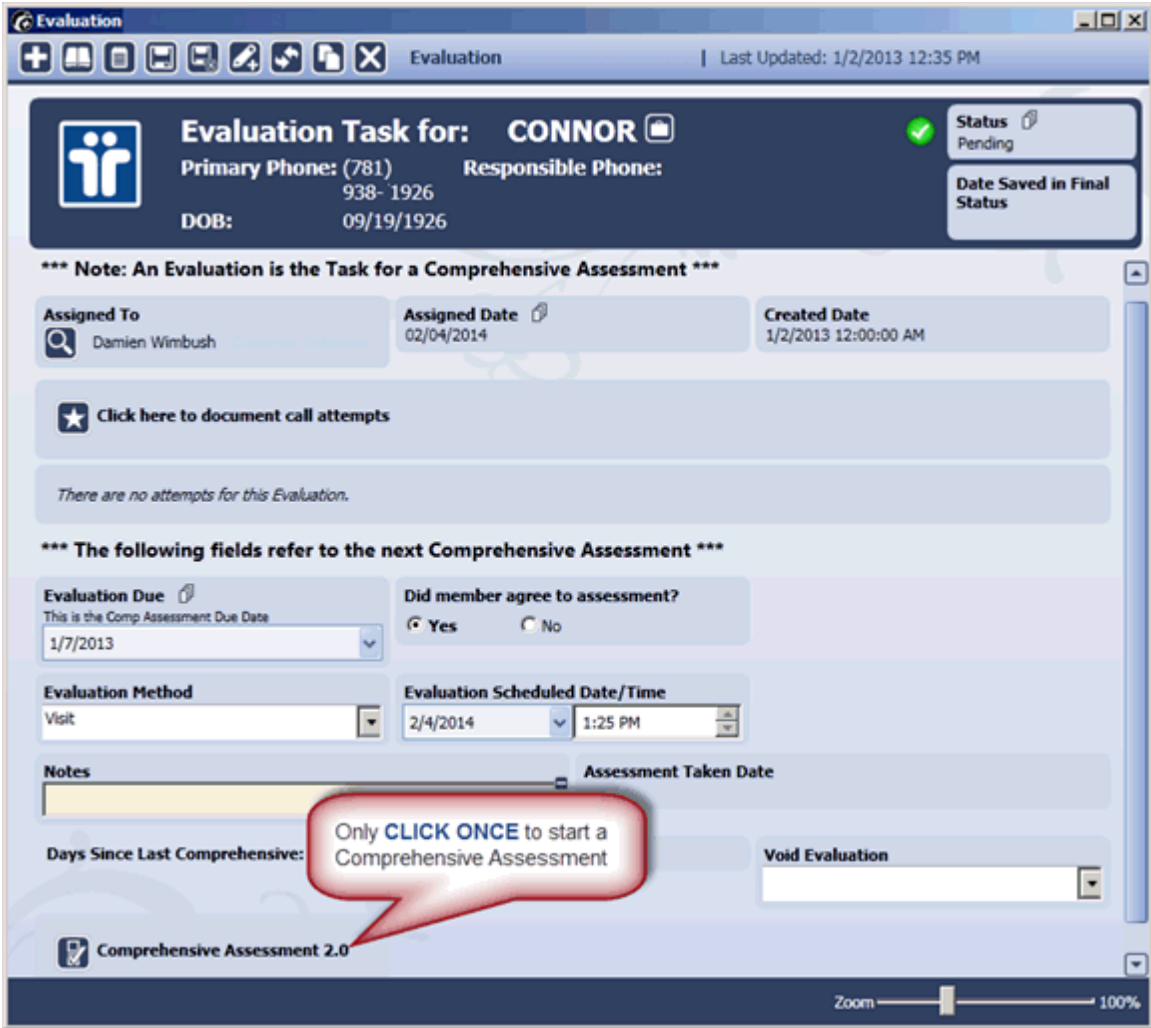
Sent: February 4, 2014



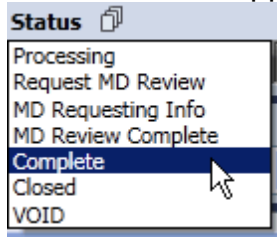
Here are today's tips devised by the Tufts Health Plan SCO Care Management team. Please let me know if you have any questions.

- 1. **Before making a home visit:**
 - Remember to check eligibility status and look for a termination date to be sure member is active
 - Review the notes in the Activity Log for any communication that has occurred since your last visit

- 2. Please **DO NOT** double-click the Comprehensive Assessment button within the Evaluation Task - this will result in the opening of multiple Comprehensive Assessments. If you do this by mistake, just close any additional Comprehensive Assessments without saving the changes.



3. When working in an Outpatient Event, remember to change the status to "Complete" so that the service will appear on the IPC letter.



Thanks,
Damien

Damien Wimbush

Clinical Training Specialist
SCO Care Management

[Tufts Health Plan](#) | 705 Mount Auburn Street | Watertown, MA 02472

Phone: 617-972-9400 ext. 8203 | **E-mail:** damien_wimbush@tufts-health.com