

STEP 1: CREATE/VERIFY PT RECORD

Patients Menu
Intake Referral Submenu
Function – Create/Verify Pt Record

Patient Referral
Patient ID
Patient Name

Address/Phones
Address Effective Date
County
Phone Number

Demographics
Date of Birth
Sex

Diagnosis Codes
Sequence # (controls order)
Code/Description
Onset/Exacerbation Date

Surgical Codes
Surgery Description
Date

Medications
Status
Effective Date
Freq/Med/Rout

Allergies
Allergy Name

DME
Equipment Description

Physician
Attending Status

Patient Insurance
Payor/Plan Selection
HIC/Policy

Family Caregiver
Name
Primary Status

Advance Directives
Directive
Date

Patients Menu
Admission/Discharge

Admission
Admit/Pending Status
Do not Admit

Orders Tab
Function- Create Asses/Eval Order

To schedule an admission visit, create an Assess/Eval 1D1 order for the Orders tab for the patient. This will also allow selection of an Admission visit on the P Page of the SOC assessment. If patient is not admitted and no SOC completed, the scheduled visit can be changed =Patient Not Admitted

STEP 2: CREATE/LOCK SOC OASIS

Documents Tab
Click New/Select ReCert 2.00
Function –Create Recert Oasis

T- Clinical Trending
CPS- Care Plan Summary
Page 1- Will pull data from the pt record. Verifying the menu segments listed in column 1 ensures this page populates accurately
Page 2- Clinical Record Items Patient History/Diagnosis
Page 3- Patient History
Page 4- Patient Diagnosis
Page 5- Living Arrangements
Page 6- Sensory/Living Arrangements
Page 7- Sensory continued
Page 8- Pain
Page 9- Wound(s)
Page 10- Braden Scale
Page 11- Integumentary
Page 12- Respiratory Status
Page 13- Cardiac and Elimination
Page 14- Gastro/Endocrine/Neuro
Page 15- Neuro/Emotional/Behavior
Page 16- Psychosocial/ADLs
Page 17- ADLs cont'd
Page 18- Fall Risk Multi-Factor/TUG
Page 19- Medications
Page 20- Care Mgmt/Therapy
Page 21- Nutrition/Plan of Care
Page 22- Teaching
Page 23- SN Assess Summary/Goals
Page 24- HB Status, Progress Toward Goals, Plan for Next Visit, D/C Planning, Care Coordination

485- Additional 485 questions
S1- Clinical, Func, Serv Points
P- Time In/Time Out; Mileage

Follow agency policy to complete and/or lock the Oasis Assessment

Patients Menu
Admission/Discharge Submenu

PPS Episodic Periods

Upon Locking of the SOC, a PPS Episodic Period is created for the episode. Patient Schedule will be shaded in light blue for the PPS Episodic Period.

Homecare Start of Care Process Flow

STEP 3: COMPLETE INITIAL ORDERS/FREQ

Orders Tab
Order for Wound/Teaching from Oasis
Create Additional Orders – Click New/Select Order

The SOC Assessment has two pages that can trigger creation of a ReCert Order for the discipline completing the ReCert
Page 9- Wounds 1-3
Page 22- Teaching

Once the order has been triggered from the SOC, it can then be reviewed/edited from the Orders Tab.

The Orders Tab is where you would not only edit the order but also key the frequencies to the order and generate the visits to the schedule for assignment.

Initial orders for all necessary disciplines are also created here.

STEP 4: CREATE/COMPLETE 485 RECERT

Documents Tab – Homecare Certification 485
Function – Create 485 which pulls from previous documentation steps

As the Homecare Certification 485 is created, the page will populate form the patient record, the SOC Oasis and the Orders Tab. A series of Refresh Buttons appear at the top of the page and can be used to 'refresh' from any of the 3 segments populating the 485

Locater 1-14, 24	Patient Record
Locater 15-20, 22	SOC Oasis
Locater 21	Orders Tab
Locater 23	Populates upon Locking document