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Document Exchange ADT Alerts

About this User guide

ADT (admission and discharge) alerts are now available on NaviNet. This new feature will allow providers to see when our members have either been treated at an emergency room or admitted to the hospital within the last 7 days.

There are two types of alerts; **emergency room** and **inpatient**. You can access ADT alerts through four NaviNet functionalities:

- Activity Tab
- Patient Clinical Documents workflow
- Eligibility and Benefits workflow
- Member Clinical Summary workflow

This user guide provides step-by-step instructions on how to access your ADT alerts in all four functionalities.

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Activity Tab

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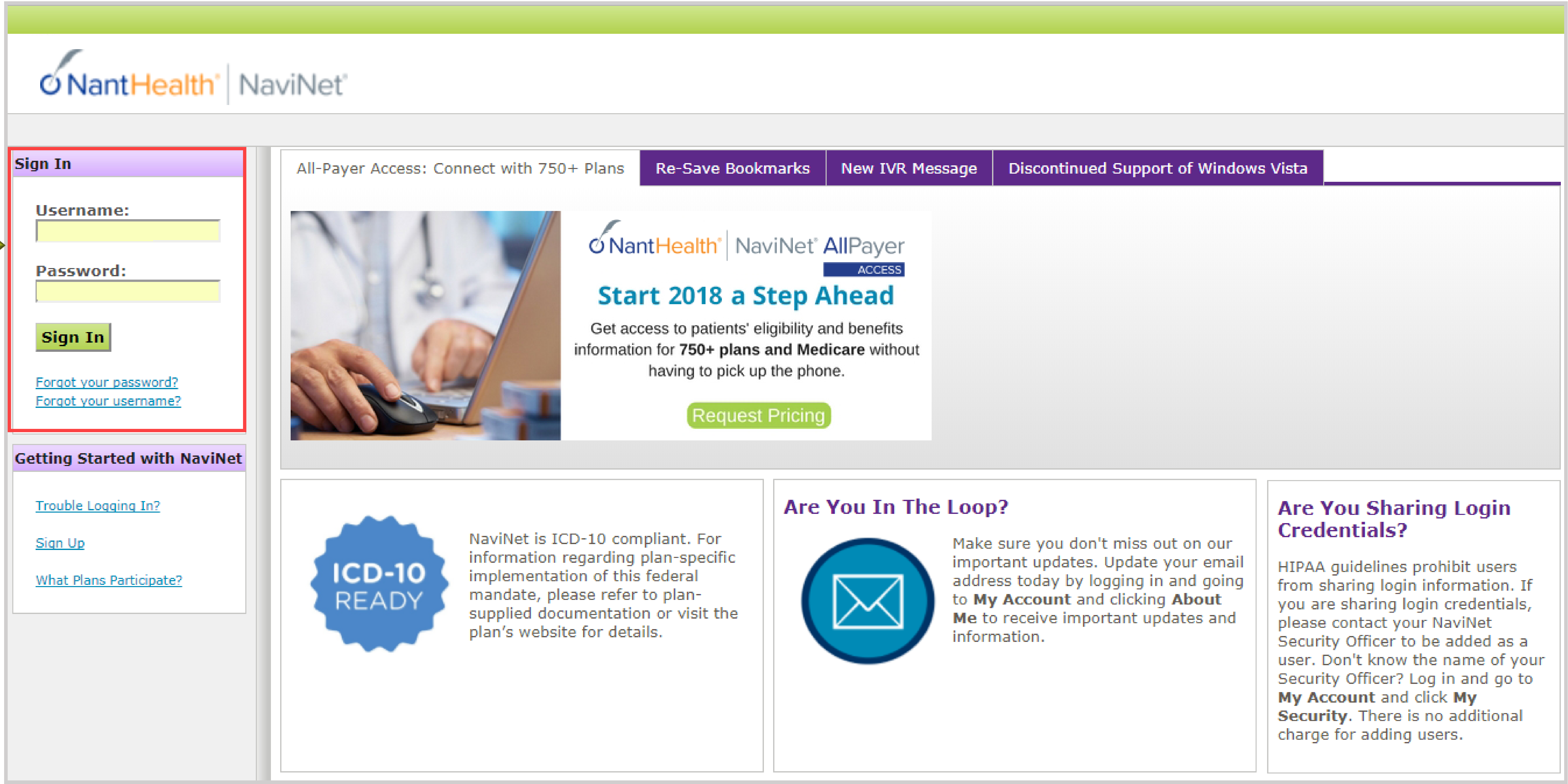
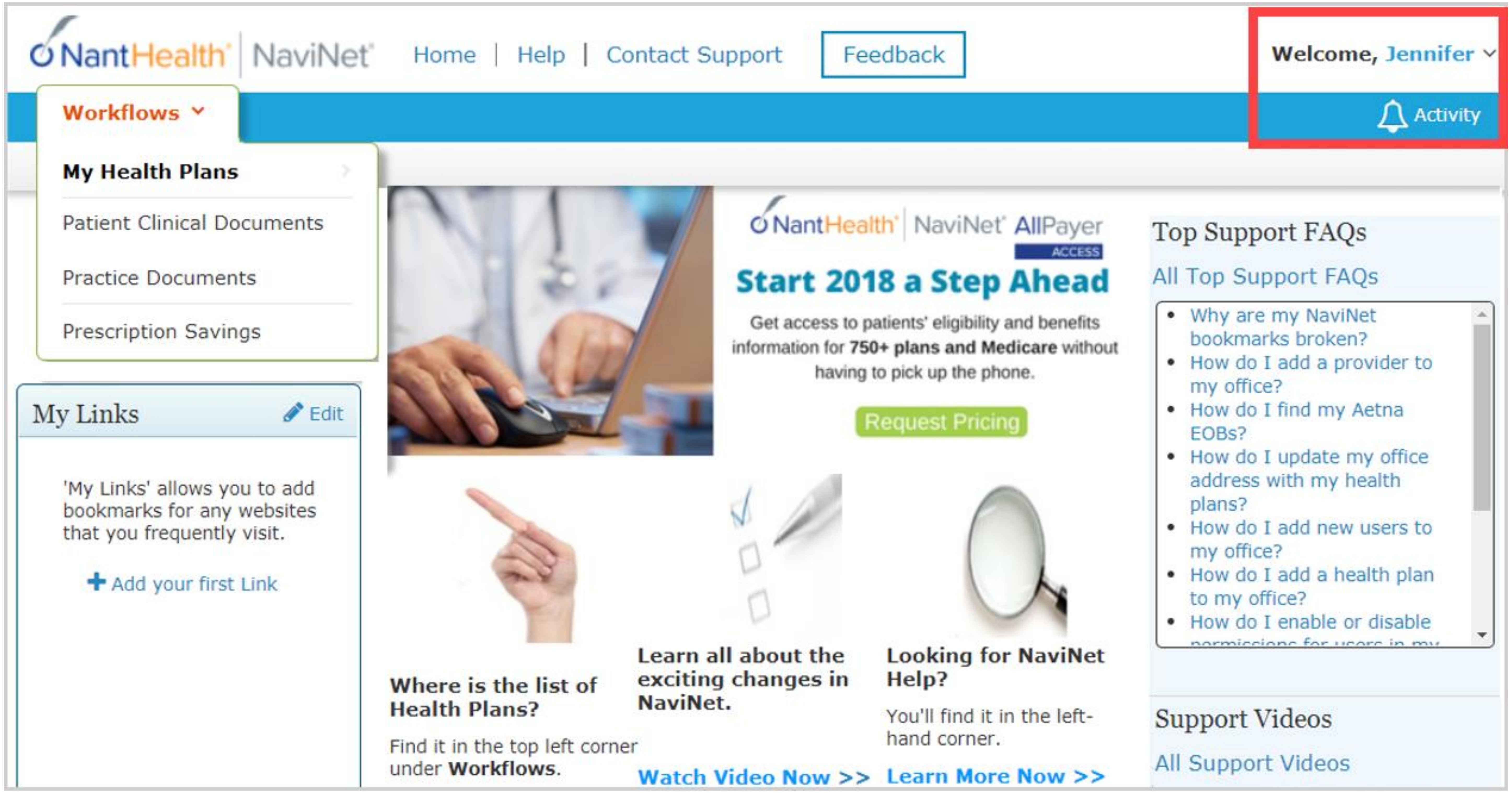
Sign in to NaviNet

Sign in to NaviNet at https://navinet.navimedix.com with your user name and password



Accessing ADT Alerts via the Activity Tab

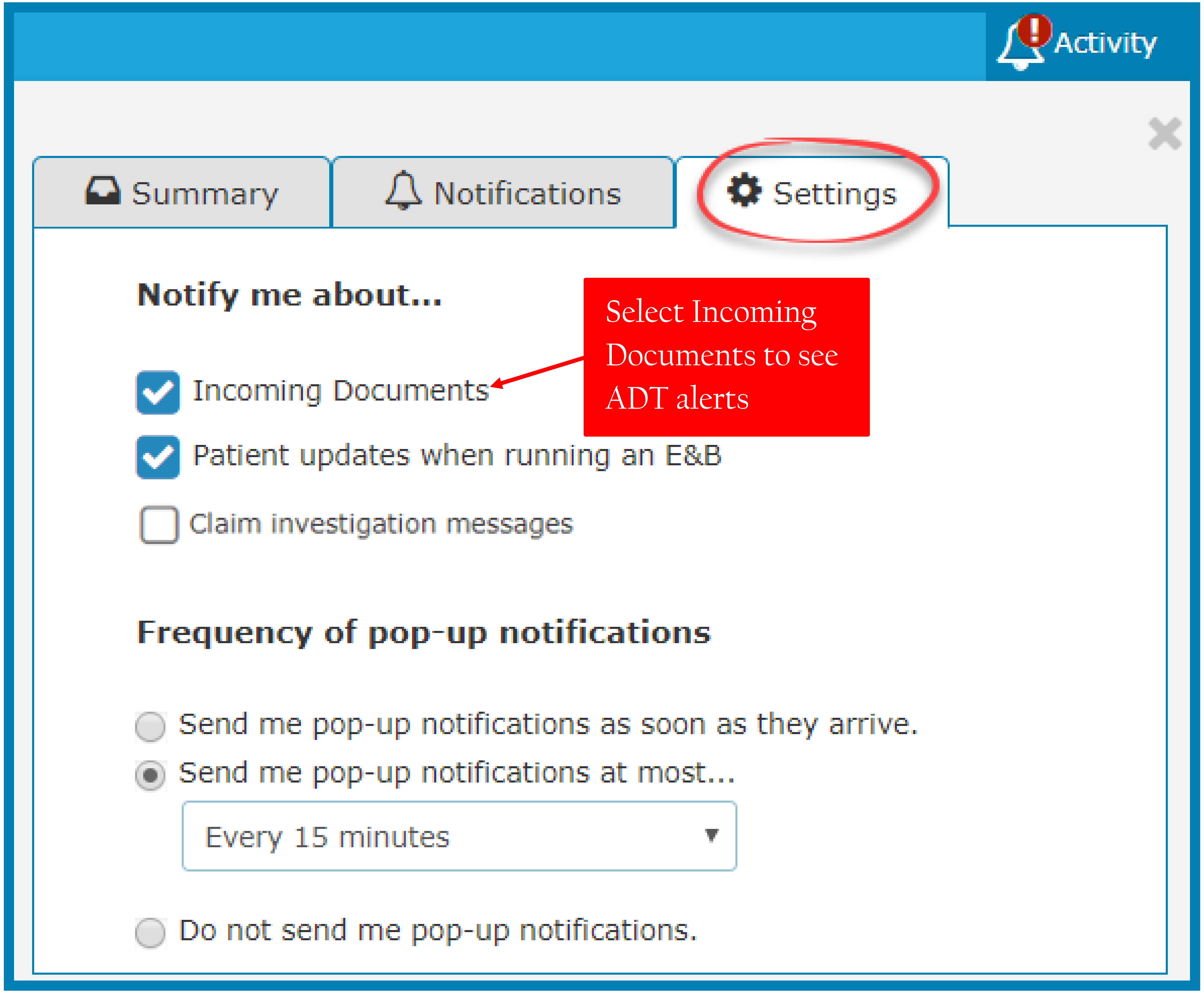


Click on the Activity Tab in the upper right hand corner of your screen.

TURN ON YOUR NOTIFICATIONS

Notifications must be turned on in order to see ADT and other alerts. Turning your notifications on is easy. First, select the “Settings tab”.

Next, select the type of notifications you would like to see and how often you would like to see them.



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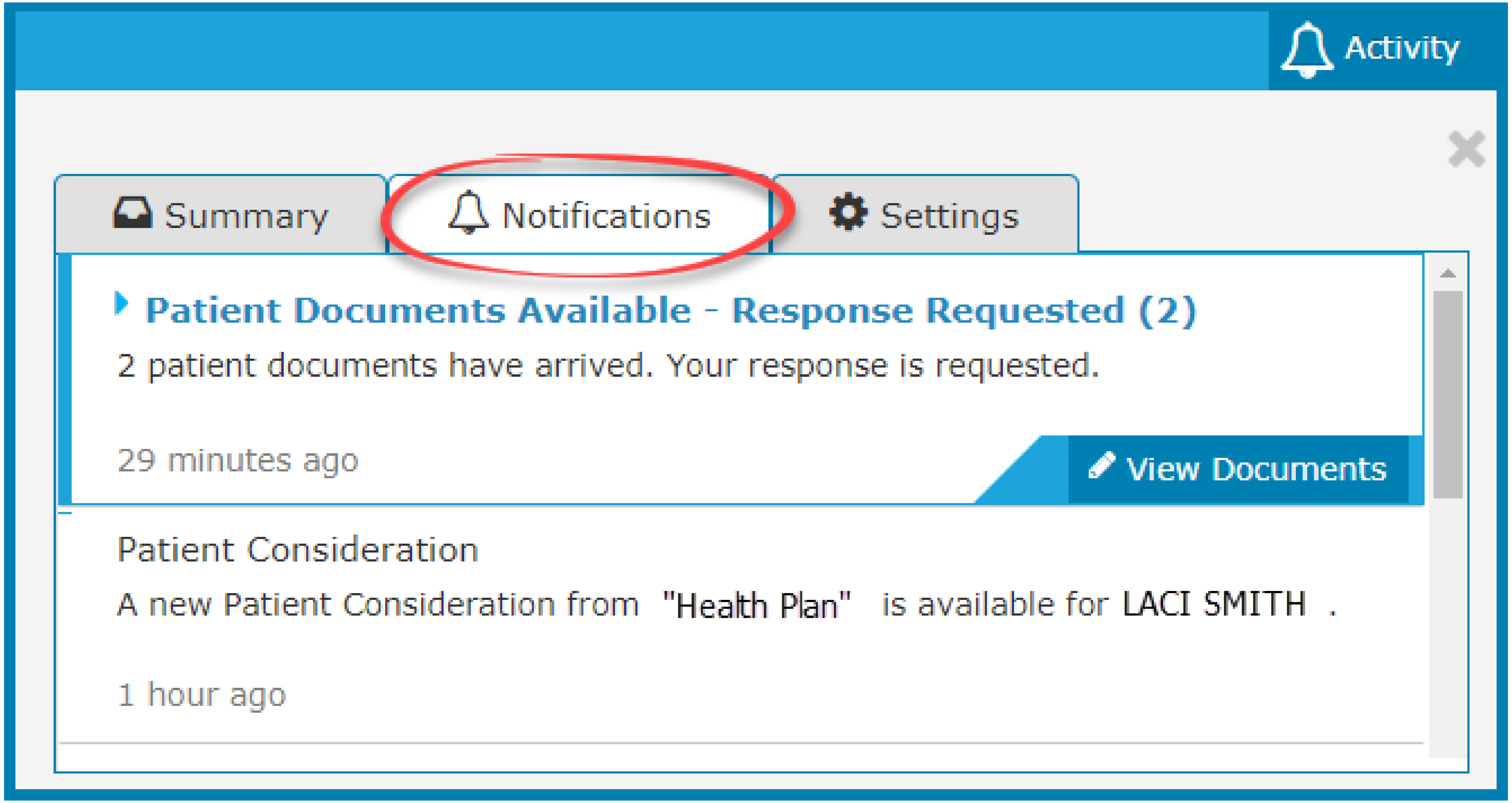
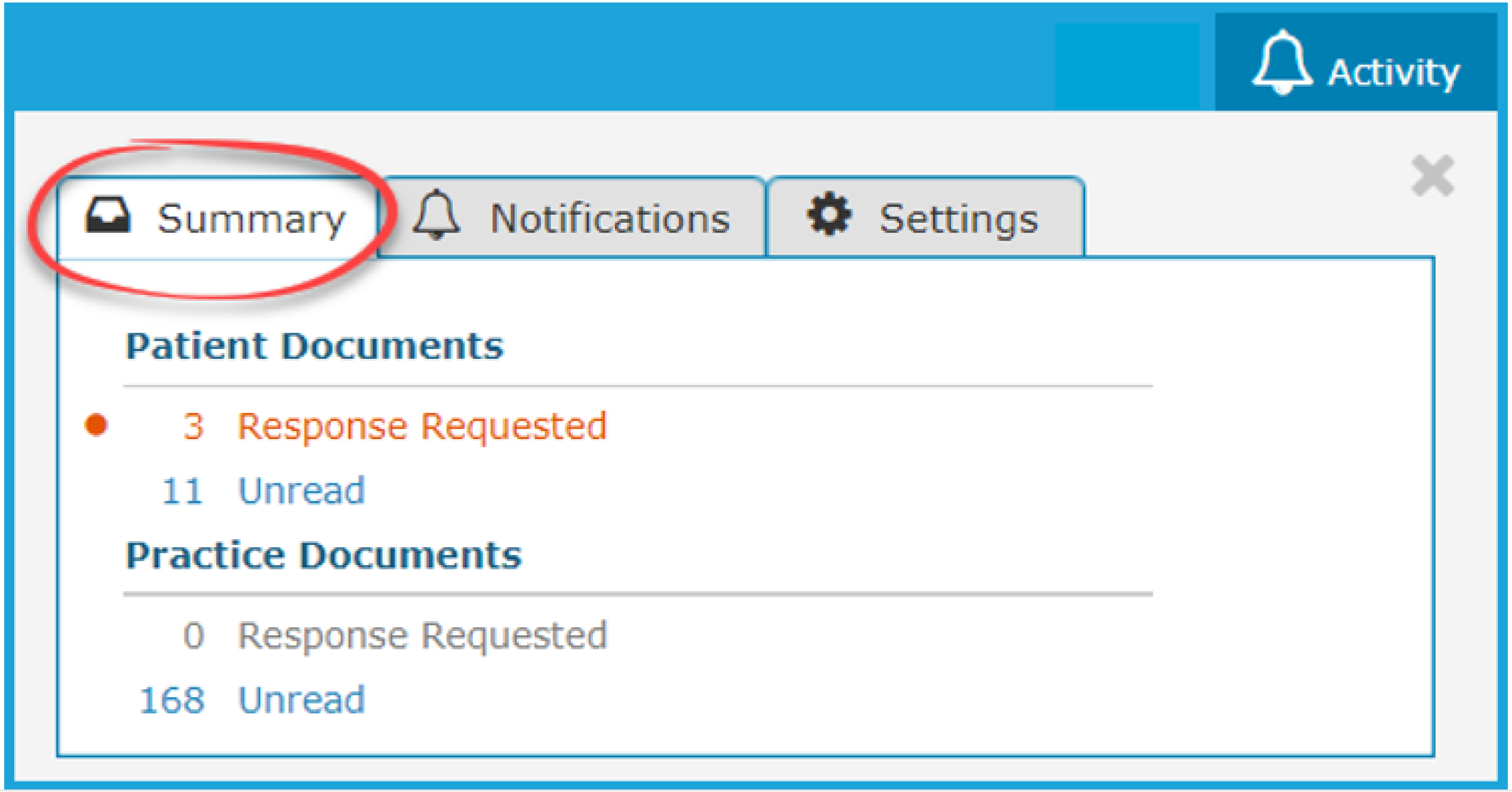
Next, select the “Notifications Tab”.

Hover over the bottom section of the notification and a “View Documents” tab will pop up. Click on the tab to view or print your ADT alerts.



The Summary tab will advise you how many notifications you have received.

Click on the selection you are interested in to see the entire notification previously displayed under the notifications tab.



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EXAMPLE OF AN ADT ALERT

Toolbar -

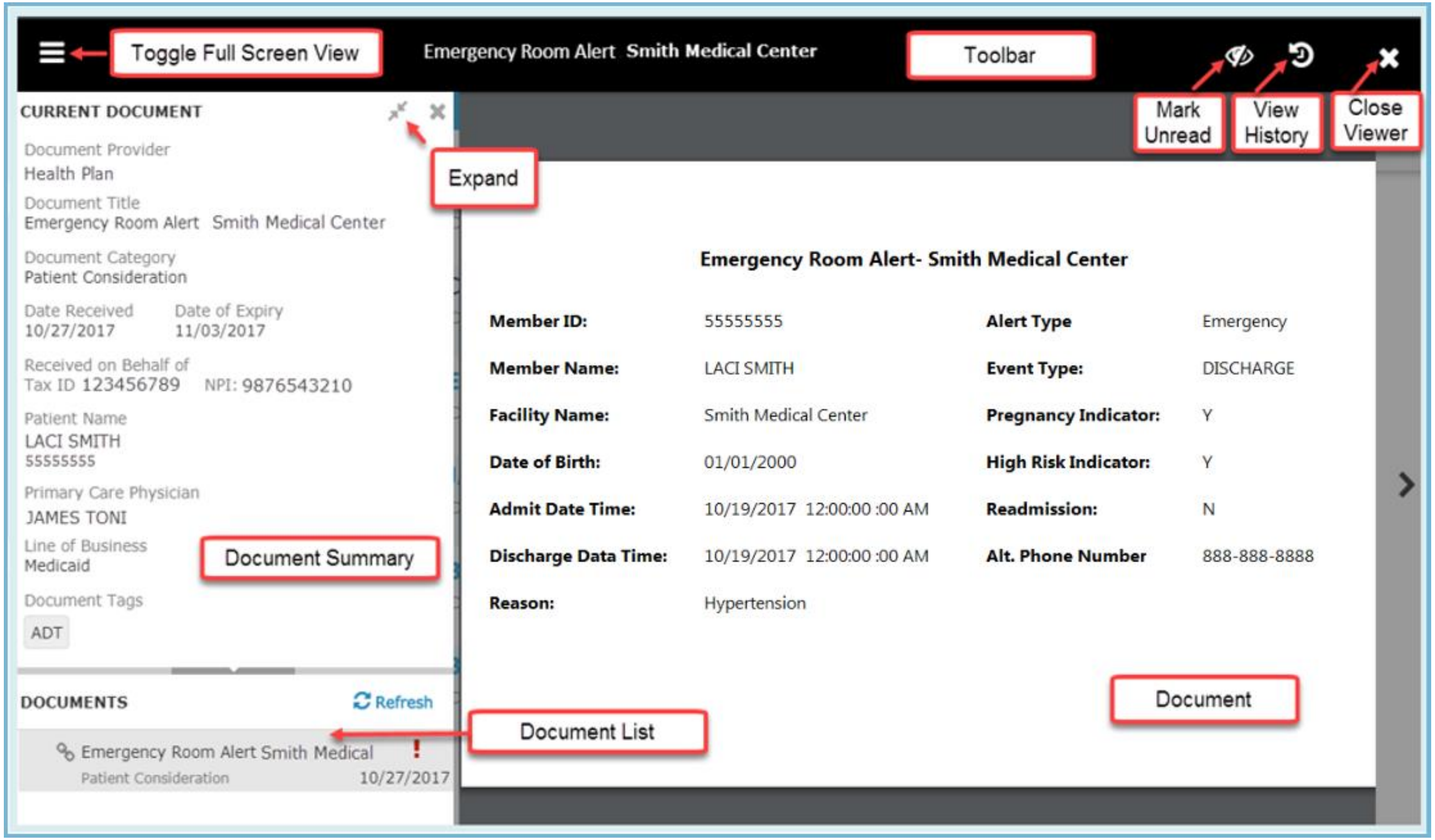
- The left side of the toolbar allows the user to toggle for a full screen view and shows the current document's file type and title. The right side allows the user to mark the current document as unread.

Document List

- Shows the documents you have selected. Clicking a document row displays the document in the document viewer.
- Unread documents are highlighted with a blue bar and text.
- Documents for which a response is requested are marked with a red exclamation point.

Current Document Summary

- Gives information on the current document, such as the health plan that sent the document, provides the document category, line of business, document name, and received and expiry dates. Document routing and tag information is also displayed. Users can expand the window to see any hidden information.



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Sensitive Health Information Disclaimer

- **When a member has a sensitive health condition, The disclaimer, "State and Federal laws preclude the inclusion of information related to behavioral health, HIV-related and or drug and alcohol medications and treatments addiction." will appear in the alert and the "reason" for admission will display as blank.**

- **If the HIE does not provide a diagnosis, and diagnosis is unknown, the reason will also display as blank but the disclaimer will not appear.**

Emergency Room Alert- Smith Medical Center

Member ID:	55555555	**Alert Type**	Emergency
Member Name:	LACI SMITH	**Event Type:**	DISCHARGE
Facility Name:	Smith Medical Center	**Pregnancy Indicator:**	Y
Date of Birth:	01/01/2000	**High Risk Indicator:**	Y
Admit Date Time:	10/19/2017 12:00:00 :00 AM	**Readmission:**	N
Discharge Data Time:	10/19/2017 12:00:00 :00 AM	**Alt. Phone Number**	888-888-8888
Reason:			

If this member was seen for a sensitive health related condition the "Reason" for admission would display as blank

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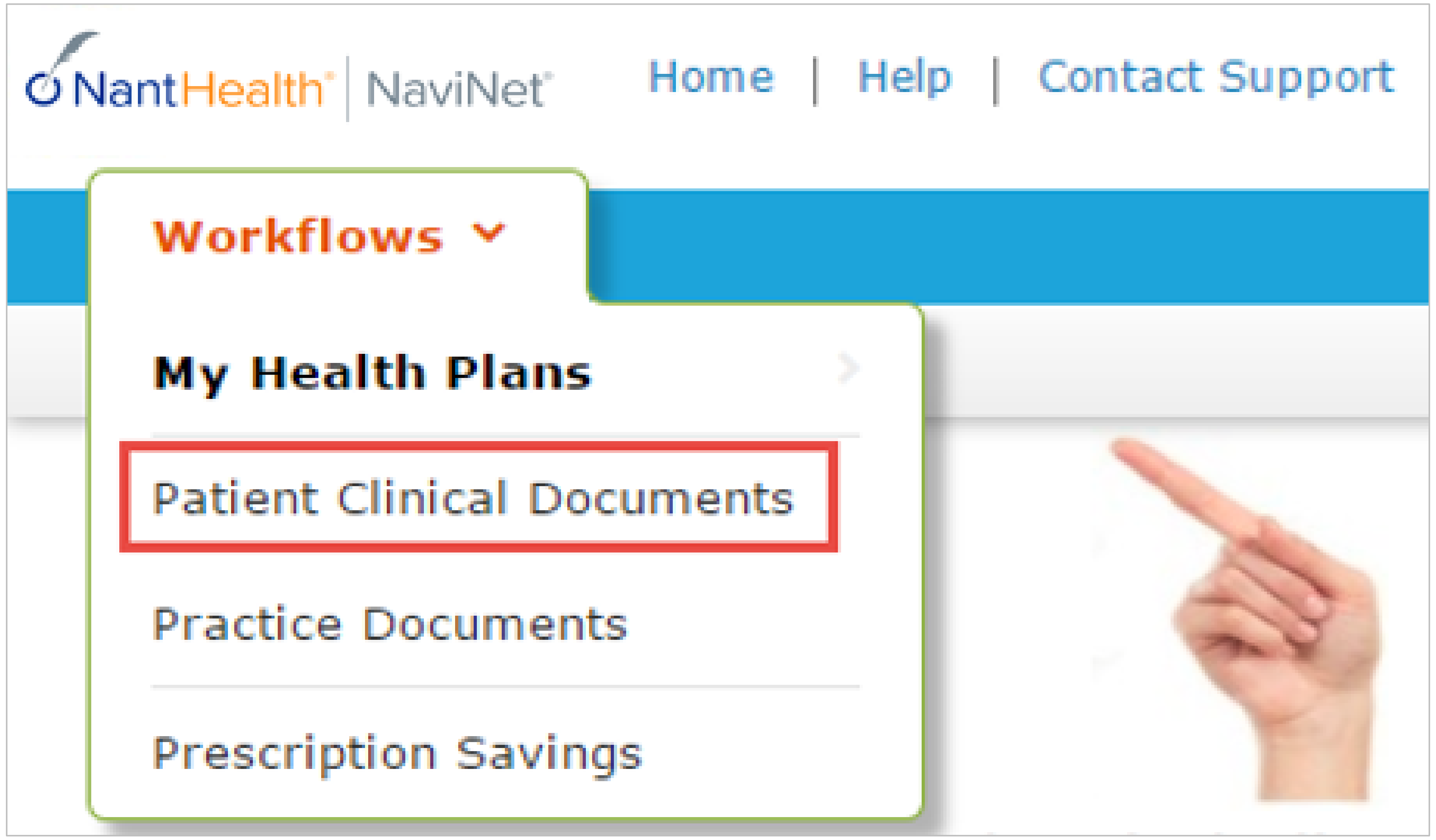
Patient Document Workflow

Accessing ADT Alerts via Patient Clinical Documents Workflow

NaviNet Home → Workflows Menu → Patient Clinical Documents Screen → Patient Clinical Documents Viewer

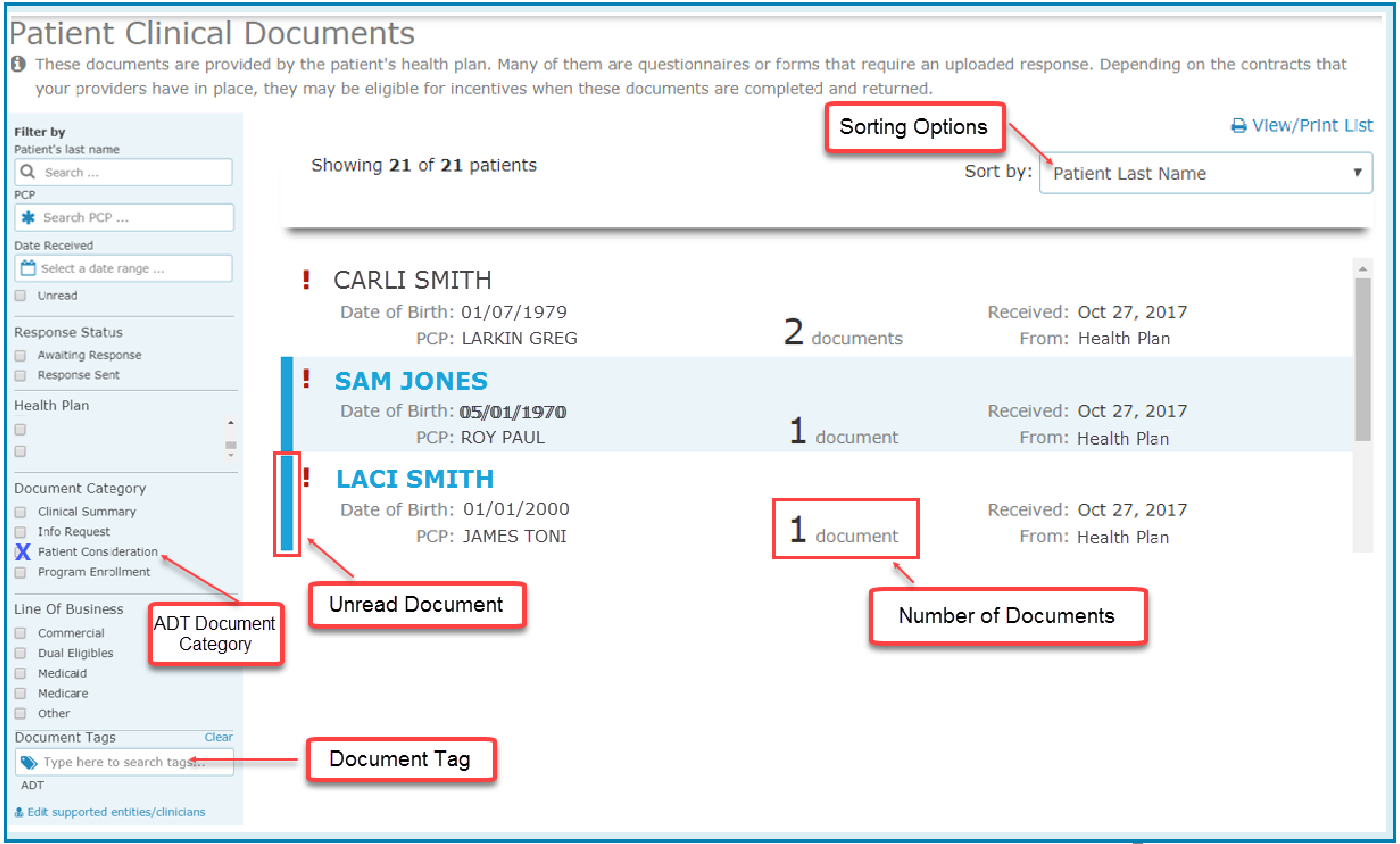
Select Patient Clinical Documents to see patient alerts.

In addition to ADT alerts, there are also Care Gaps and Intensive Case Summary alerts. All three alerts will be displayed in Patient Clinical Summary.



Navigating the Patient Clinical Documents Screen

Click on the name of the person to see alerts for that patient.



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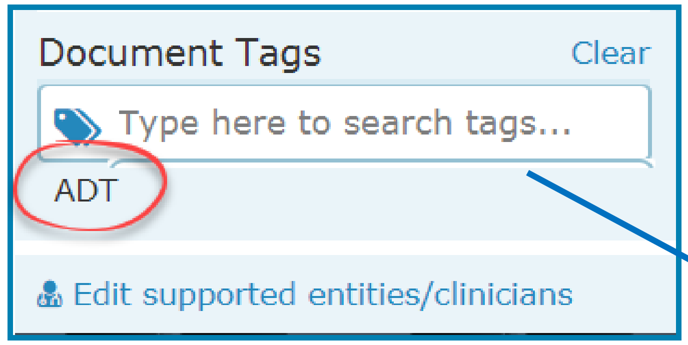
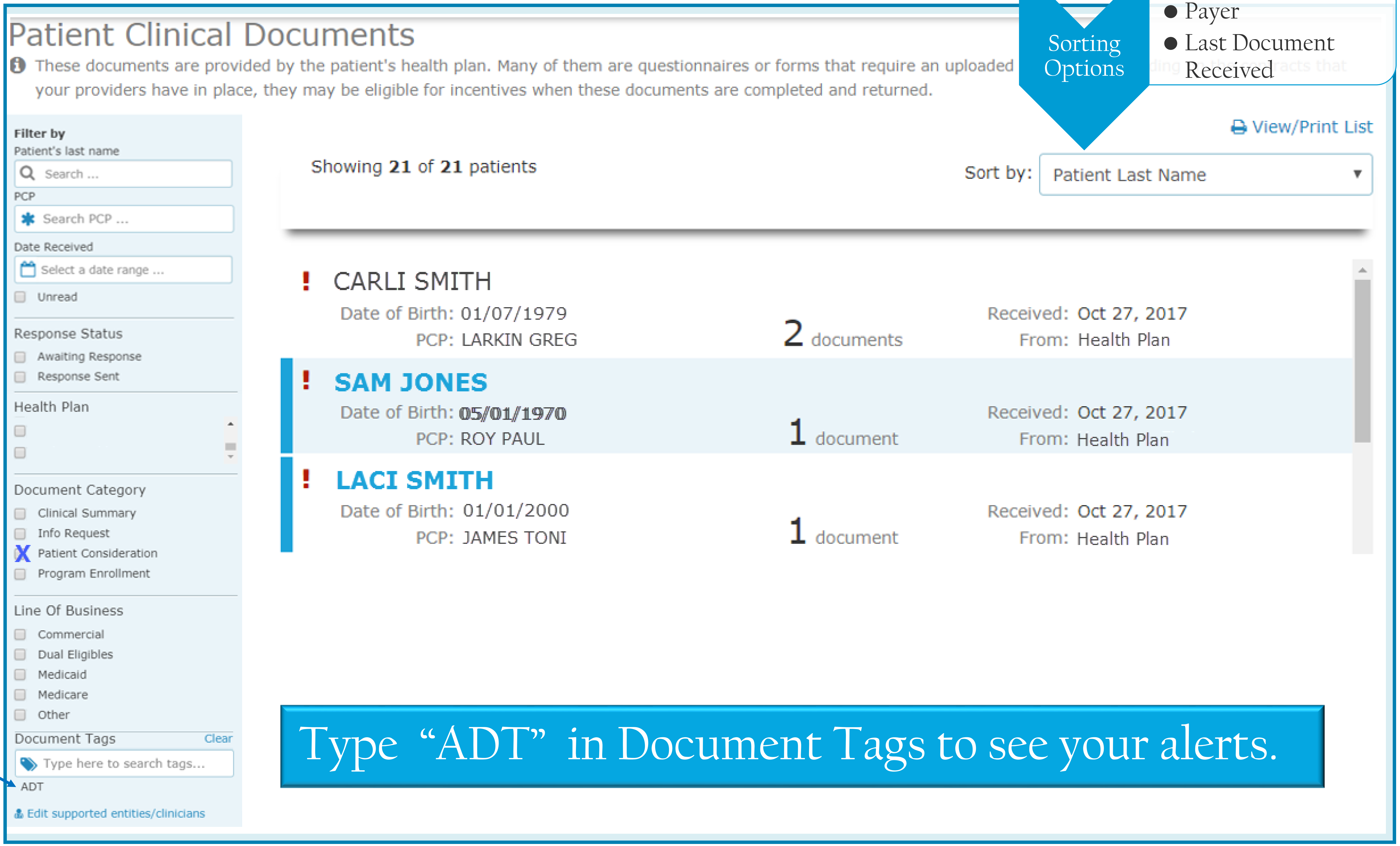
You can filter by the following categories:

- Patient's last name
- PCP
- Date Received
- Response Status
- Health Plan
- Document Category
- Line of Business
- Document Tags



Sorting Options

- Patient Last Name
- Payer
- Last Document Received



Type "ADT" in Document Tags to see your alerts.

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Eligibility and Benefits Workflow

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NaviNet Home → Plan Central → Eligibility & Benefits Search → Click Clinical Documents within E&B Results

ADT Alerts via E&B Workflow

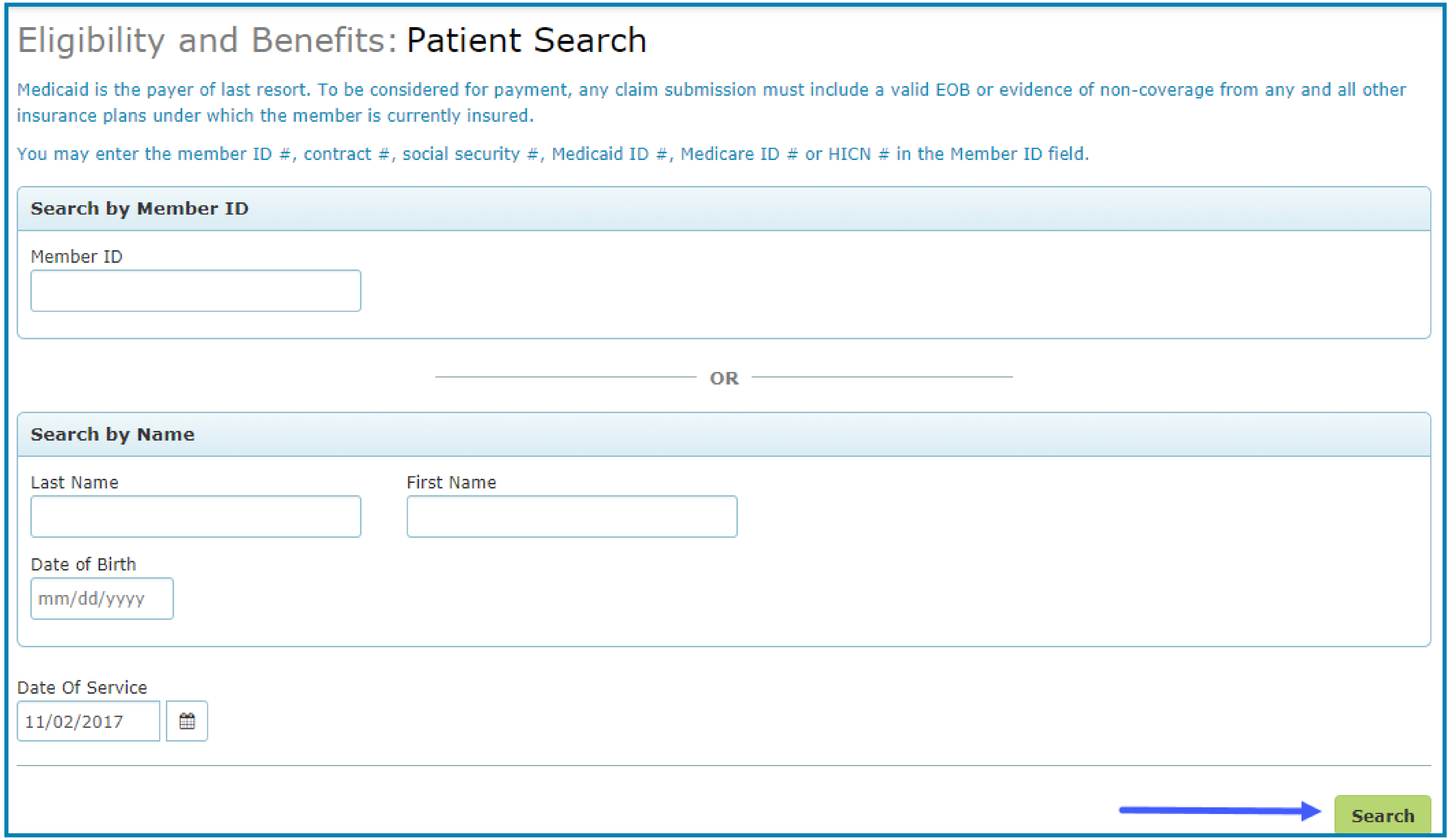
Search the member's health plan

Click Eligibility and Benefits under the work flow for this plan.

Workflows for this Plan

Eligibility and Benefits

Search Patient by Member ID or full name and date of birth


Eligibility and Benefits: Patient Search

Medicaid is the payer of last resort. To be considered for payment, any claim submission must include a valid EOB or evidence of non-coverage from any and all other insurance plans under which the member is currently insured.

You may enter the member ID #, contract #, social security #, Medicaid ID #, Medicare ID # or HICN # in the Member ID field.

Search by Member ID

Member ID

OR

Search by Name

Last Name

First Name

Date of Birth

mm/dd/yyyy

Date Of Service

11/02/2017

Search

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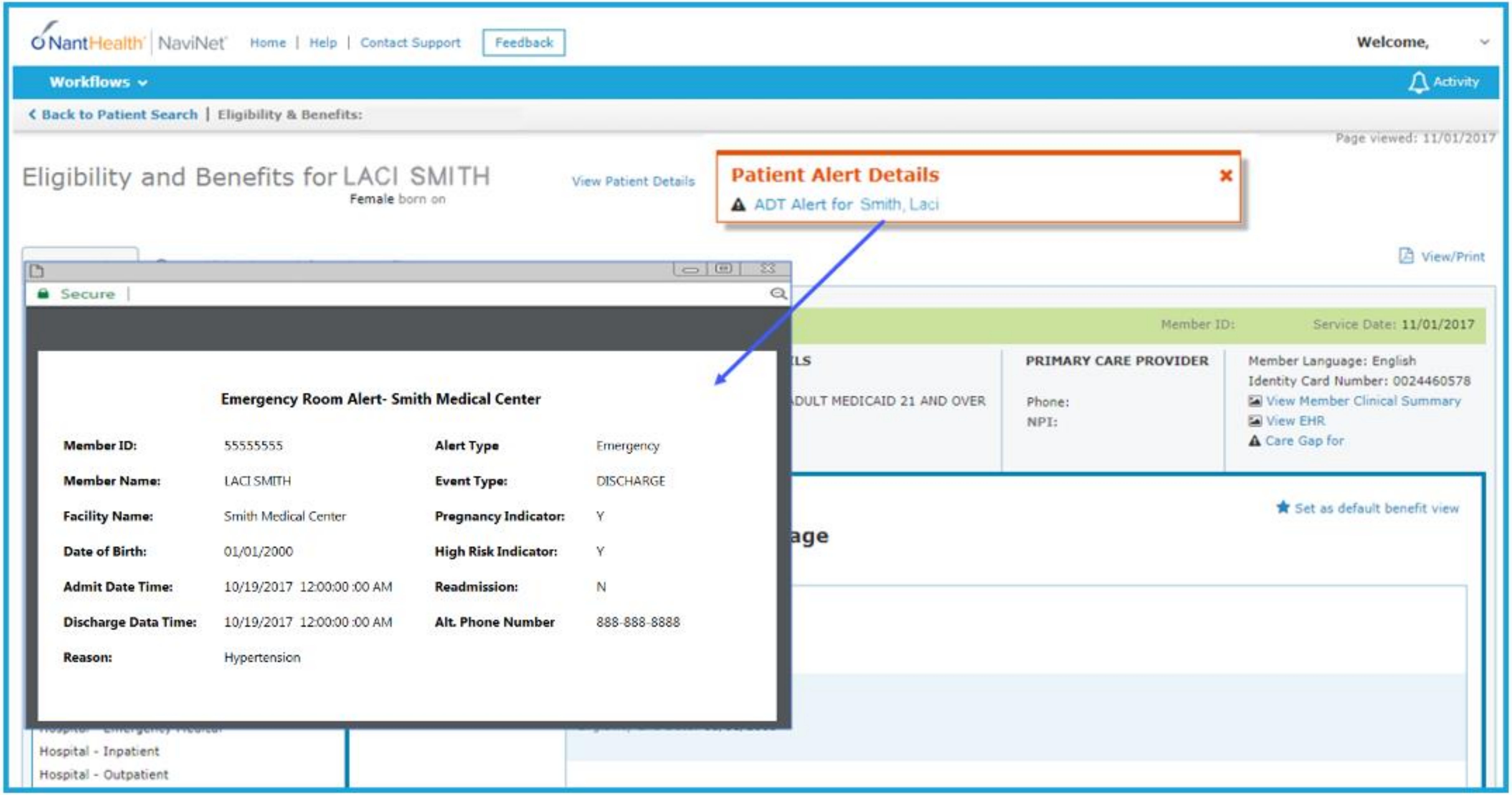
NantHealth | NaviNet
Home | Help | Contact Support
Feedback
Welcome,
Workflows
Activity
Back to Patient Search | Eligibility & Benefits:
Page viewed: 11/01/2017
Eligibility and Benefits for LACI SMITH
Female born on
View Patient Details
Patient Alert Details
ADT Alert for Smith, Laci
View/Print
Secure
Member ID:
Service Date: 11/01/2017
PRIMARY CARE PROVIDER
Member Language: English
Identity Card Number: 0024460578
DULT MEDICAID 21 AND OVER
Phone:
NPI:
View Member Clinical Summary
View EHR
Care Gap for
Set as default benefit view
Emergency Room Alert- Smith Medical Center
Member ID: 55555555
Alert Type Emergency
Member Name: LACI SMITH
Event Type: DISCHARGE
Facility Name: Smith Medical Center
Pregnancy Indicator: Y
Date of Birth: 01/01/2000
High Risk Indicator: Y
Admit Date Time: 10/19/2017 12:00:00 :00 AM
Readmission: N
Discharge Data Time: 10/19/2017 12:00:00 :00 AM
Alt. Phone Number 888-888-8888
Reason: Hypertension
Hospital - Inpatient
Hospital - Outpatient

Member Clinical Summary

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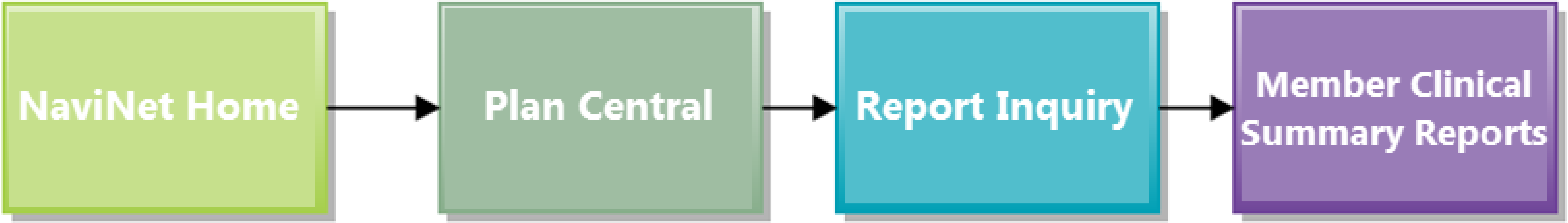
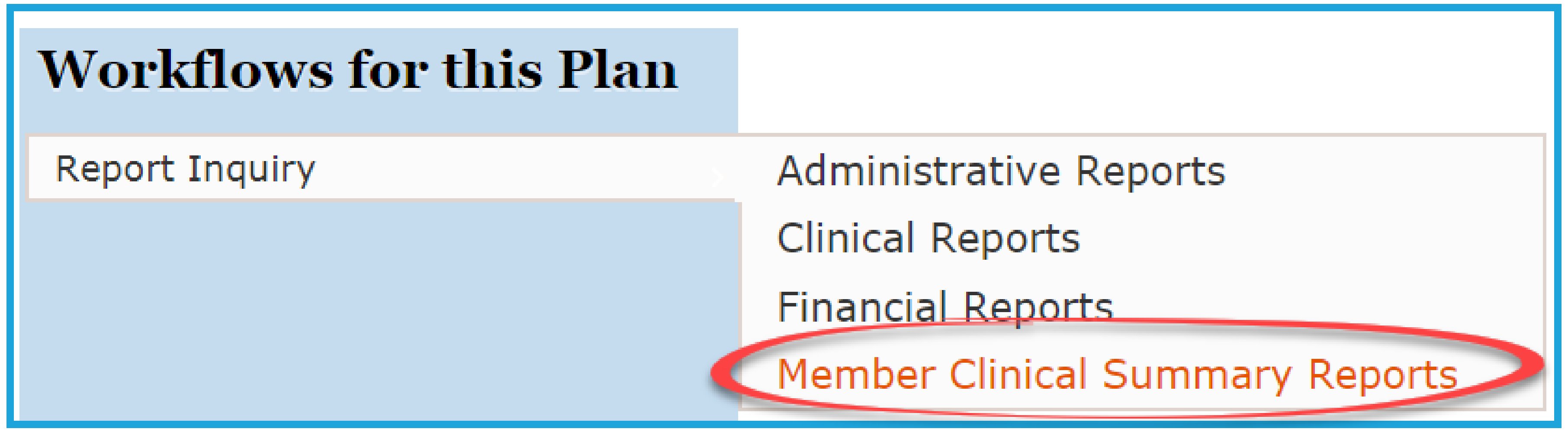
ADT Alerts via Member Clinical Summary Workflow

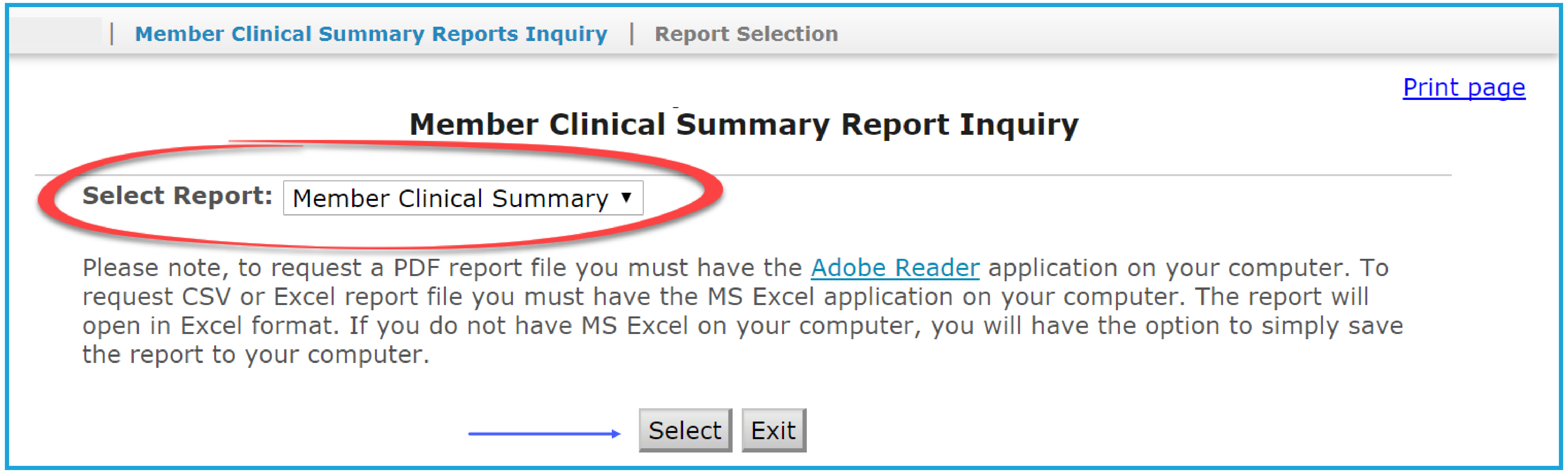
Each member's Member Clinical Summary will automatically updated with hospital admissions and discharges.



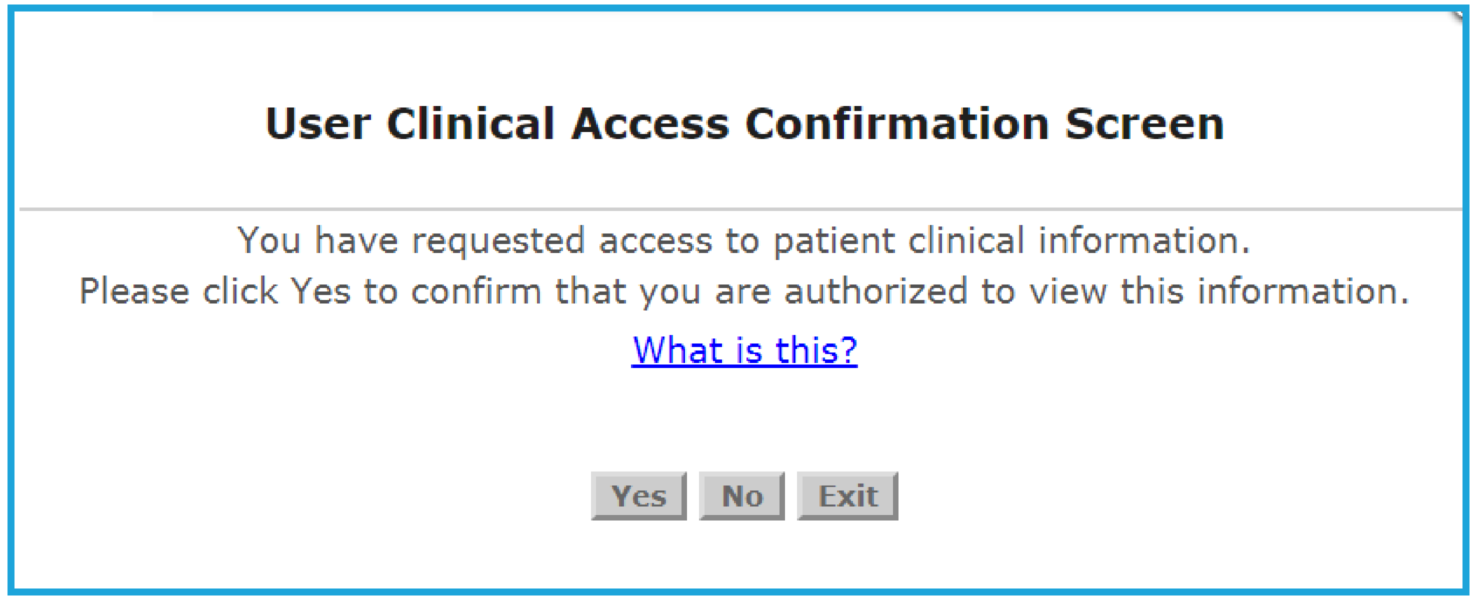
Hover over Report Inquiry and select Member Clinical Summary



Select Member Clinical Summary as your report



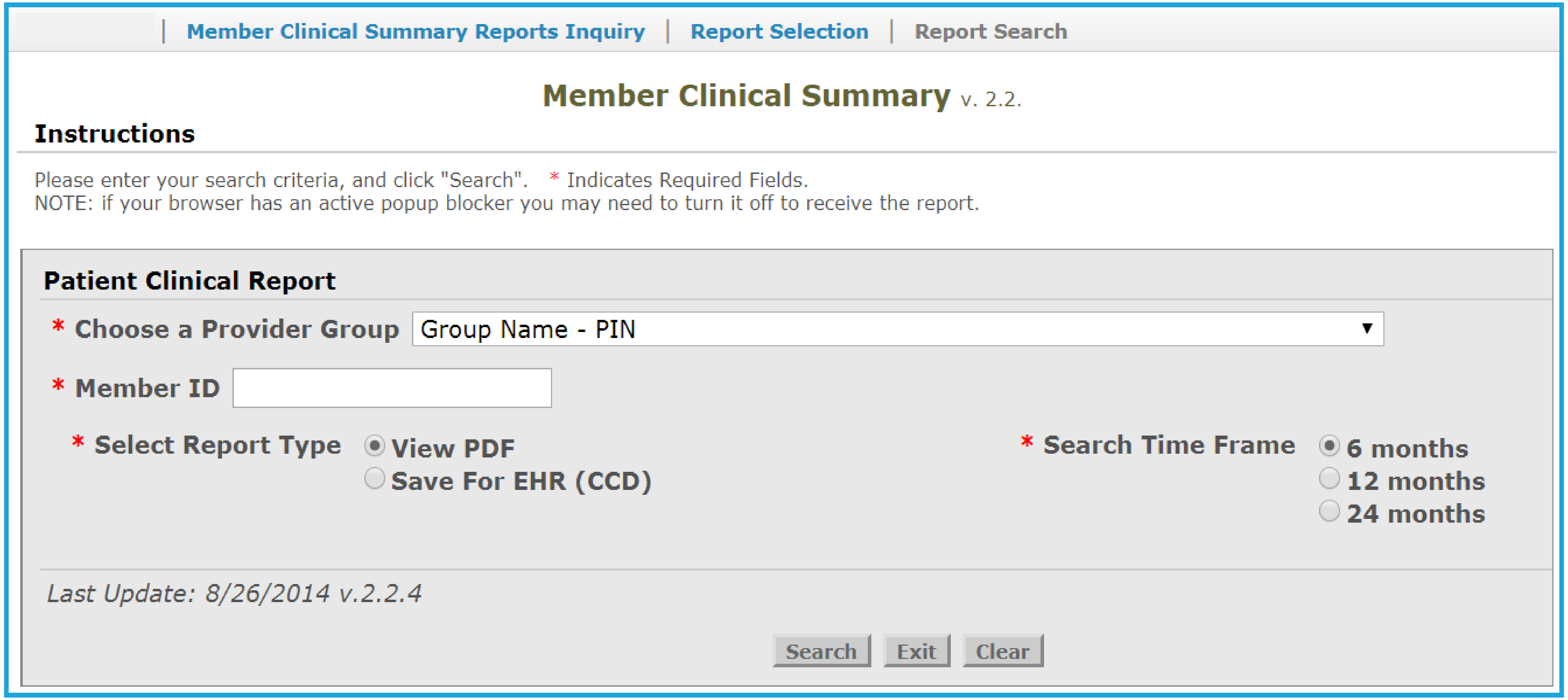
Confirm that you are authorized to view clinical information



You will be able to view ADT activity that has occurred over the last 3 months.

Enter your search criteria

- Choose your Provider Group
- Enter the Member ID and select either a PDF or an EHR as your report type.



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Member Clinical Summary Report

The sensitive health disclaimer will also appear on the member clinical summary if the member has been diagnosed with a sensitive health issue. The reason for the admission will appear as blank. If the HIE does not provide the diagnosis, the reason will also display blank but the disclaimer will not appear.

Updated hospital admissions and discharges

Member Clinical Summary

Date of Report 11/02/2017

Member Information

Name:	Laci Smith
Address1:	1234 Rutgers Blvd
Address 2:	
City/St/Zip:	Philadelphia, PA 19144
Phone:	888-888-8888
Gender:	F
DOB:	0 1/1/2000
Member ID:	5555555

PCP Information

Provider name:	JAMES TONI
Address1:	4321 Rams Blvd
Address 2:	
City/St/Zip:	Philadelphia, PA 19144
Phone:	999-999-9999

Care Manager Information

Please contact 777-777-7777 **for assistance**

Medications (Within past 06 months)

Fill date	Name & Strength	Days Supply	Prescribers Name	Pharmacy Name
10/31/2017	PRENATAL VITAMIN PLUS LOW IRON	90	JAMES TONI	PHARMACY COMPANY

Chronic Conditions

There are no data records available for this section

Social Determinants (Within past 12 months)

Category	Date Answered	Self-Reported Member Information
There are no data records available for this section		

Gaps in care (within 06 months)

Condition	Service	Status	Last Service	Next service	Rule
EPSDT	Annual Dental Visit 2 to 21 Years	Up-to-Date	2/21/2017	2/21/2018	At least once per year
EPSDT	Well Care	Due soon	10/25/2016	10/25/2017	At least once per year

Recent Hospital Notifications (Within past 03 months)

Admit Date Time	Discharge Date Time	Facility Name	Alert Type	Event Type	Reason	Alt. Phone Number	Pregnancy Indicator	High Risk Indicator	Readmission
10/19/2017 06:00:00 AM	10/19/2017 12:00:00 AM	Smiths Medical Center	Emergency	DISCHARGE	Hypertension	888-888-8888	Y	Y	N

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Member Clinical Summary

Date of Report 11/02/2017

Member Information		**PCP Information**	
Name:	Laci Smith	**Provider name:**	JAMES TONI
Address1:	1234 Rutgers Blvd	**Address1:**	4321 Rams Blvd
Address 2:		**Address 2:**	
City/St/Zip:	Philadelphia, PA 19144	**City/St/Zip:**	Philadelphia, PA 19144
Phone:	888-888-8888	**Phone:**	999-999-9999
Gender:	F		
DOB:	0 1/1/2000	**Care Manager Information**	
Member ID:	5555555	**Please contact** 777-777-7777 **for assistance**	

Medications (Within past 06 months)

Fill date	Name & Strength	Days Supply	Prescribers Name	Pharmacy Name
10/31/2017	PRENATAL VITAMIN PLUS LOW IRON	90	JAMES TONI	PHARMACY COMPANY

Chronic Conditions

There are no data records available for this section

Social Determinants (Within past 12 months)

Category	Date Answered	Self-Reported Member Information
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Condition	Service	Status	Last Service	Next service	Rule
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Recent Hospital Notifications (Within past 03 months)

Admit Date Time	Discharge Date Time	Facility Name	Alert Type	Event Type	Reason	Alt. Phone Number	Pregnancy Indicator	High Risk Indicator	Readmission
10/19/2017 06:00:00 AM	10/19/2017 12:00:00 AM	Smiths Medical Center	Emergency	DISCHARGE		888-888-8888	Y	Y	N

If this member was seen for a sensitive health related condition the "Reason" for admission would display as blank