# IBCCP ONLINE CORNERSTONE TRAINING REVISED 09/23/2022

## COMMUNITY HEALTH TRAINING CENTER

### You must complete these scenarios to receive a certificate.

- A. Enter all the data for the Kathy scenario. Use your last name for this example.
- B. Enter all the data for the Jackie scenario. Use your last name for this example.
- C. Enter all the data for the Daisy Day One scenario and make sure to complete all the data for the Daisy Day One scenario on the first day of training. Use your last name for this example.
- D. Enter all the data for the Cindy scenario. You will receive an assigned last name for this example.
- E. Enter all the data for the Melinda scenario. You will receive an assigned name for this example.
- F. Enter all the data for the Jamie scenario. Use your last name for this example.
- G. Enter all the data for the Ruth scenario. Use your last name for this example.
- H. Enter all the data for the Karen scenario. Use your last name for this example.
- I. Enter all the data for the Susan scenario. Use your last name for this example.
- J. Enter all the data for the Daisy Day Two scenario and make sure to complete the data for the Daisy Day Two scenario on the second day of training. Use your last name for this example.

### **Contents**

| AGENDA: DAY ONE IBCCP ONLINE |     |
|------------------------------|-----|
| CORNERSTONE TRAINING         | 3   |
| AGENDA: DAY TWO IBCCP ONLINE |     |
| CORNERSTONE TRAINING         | 4   |
| SCENARIO: KATHY              | 5   |
| SCENARIO: JACKIE             | 29  |
| SCENARIO: DAISY DAY ONE      | 51  |
| SCENARIO: CINDY              | 94  |
| SCENARIO: MELINDA            | 112 |
| SCENARIO: JAMIE              | 125 |
| SCENARIO: RUTH               | 146 |
| SCENARIO: KAREN              | 168 |
| SCENARIO: SUSAN              | 193 |
| SCENARIO: DAISY DAY TWO      | 204 |

### AGENDA: DAY ONE IBCCP ONLINE CORNERSTONE TRAINING

#### 9:00 AM - 4:00 PM

#### Introduction

- Ground Rules
- GoToWebinar

#### CHTC PowerPoint Presentation

- Overview of Citrix
- Cornerstone Screens

#### **IBCCP PowerPoint Presentation**

- Reminder
- Eligibility Review
- Review of types of clients (traditional, navigation only and High deductible)
- Review of State and Federal Funds

#### Scenarios

- Kathy
- Jackie

#### **IBCCP PowerPoint Presentation**

- Review of a Screening cycle
- Review of Breast Cancer Screening
- Review of Cervical Cancer Screening

#### Morning Break (15 minutes)

#### Scenarios

- Daisy
- Cindy
- Melinda

#### Lunch (1 Hour)

- Independent data entry
- Technical support available

### AGENDA: DAY TWO IBCCP ONLINE CORNERSTONE TRAINING

#### 9:00 AM - 4:00 PM

Overview of the day and review from Day One

#### **IBCCP PowerPoint Presentation**

- High Risk for Breast Cancer Screening
- High Risk for Cervical Cancer Screening

#### Scenarios

- Jamie
- Ruth
- Karen

#### Morning Break (15 minutes)

#### Scenarios

- Susan
- Daisy
- Reports

#### **IBCCP PowerPoint Presentation**

- Review of Treatment Act
- Review of a Forms
- Review of RN Role
- Review of Charts and Medical Records
- Review of QA and MDE Errors
- Review of a Reports
- Section 10 Cornerstone

#### Lunch (1 Hour)

- Independent data entry
- Technical support available

SCENARIO: KATHY

PARTICIPANT LOOKUP (PA01)

ENROLLMENT (PA03)

**ADDRESS** – RESIDENCE

ELIGIBILITY/PROGRAM INFORMATION (PA15)
A-CDC BCCP

IBCCP HEALTH IBCCP HEALTH ASSESSMENT (AS06) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION BREAST & CERVICAL CANCER DATA (PA30)

**TYPE OF SERVICE - BCS & CCS** 

BILLING INFORMATION - RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING)

PROCEDURE SPECIFIC (**SV01**)

99202 OV NEW PT- (20 MIN)

PROCEDURE SPECIFIC (**SV01**)

77067 DIGITAL SCREENING MAMMOGRAM BILAT (TC FEE)

SERVICE ENTRY (SV01) BCS1 (BREAST CANCER SCREENING)

PROCEDURE SPECIFIC (**SV01**)

77067 DIGITAL SCREENING MAMMOGRAM BILAT (26 FEE)

SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING)

PROCEDURE SPECIFIC (**SV01**)

99202 OV NEW PT- (20 MIN)

PROCEDURE SPECIFIC (**SV01**)

88142 PAP TEST, LIQUID BASED, THIN PREP

PROCEDURE SPECIFIC (**SV01**)

**87624 HPV TESTING** 

PROCEDURE **HISTORY** (SV06)

REVIEW ALL SERVICES ENTERED

BREAST & CERVICAL DATA (PA30)

REVIEW AND UPDATE BCS & CCS

**CASE NOTES (CM04)** 

### PARTICIPANT LOOK- UP (PA01) - KATHY [TRAINEE'S LAST NAME]

- Step 1: The CORNERSTONE MAIN MENU will appear.
- Step 2: Select **PART** and the PARTICIPANT PULL DOWN MENU will appear.
- Step 3: Select **Participant Look Up** from the PARTICIPANT PULL DOWN MENU.
- Step 4: The **(PA01) Participant Look Up** Screen will appear.
- Step 5: The cursor is in the **Last Name** field. Type in **Your Last Name**.
- Step 6: Press **<Enter>** to go to the **First Name** field. Type in **Kathy**. Press **<Enter>** past the **Part. ID LOOK-UP** field.
- Step 7: A message **No Records Found** will appear.
- Step 8: Press **<F9>** to go to the **(PA03) Enrollment screen**.

### **ENROLLMENT (PA03) - KATHY [TRAINEE'S LAST NAME]**

- Step 1: The **(PA03) Participant Enrollment** Screen will appear.
- Step 2: Press **<F5>** to add a new participant.
- Step 3: Press <Tab> to go to the **Birth Date** field. Type in {TODAY'S DATE MINUS 55 YEARS}.
- Step 4: The cursor is in the **Sex** field. Type in **F**
- Step 5: Press **<Enter>** to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to the **Annual Income**. Type in **42,000**.
- Step 7: Press **<Enter>** to go to the **Registration date** field. Type in **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}**.
- Step 8: Press **<Enter>** to go to the **Referral Source** field. Press **<F1>** to view codes. Highlight **CE Community Event** and press **<Enter>** to select.
- Step 9: Press **<Enter>** to go to the **Hispanic Origin** field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 10: Press **<Enter>** to go to **Races**. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go the **Residential Status** field. Press **<F1>** to view codes. Highlight **01 DOMICILED** and press **<Enter>** to select.
- Step 12: Press **<Enter>** to go to the **Marital Status** field. Press **<F1>** to view codes. Highlight **02 MARRIED** and press **<Enter>** to select.
- Step 13: Press < Enter> to go to the Education field. Press < F1> to view codes. Highlight E012 YEAR 12-HIGH SCHOOL (GED EQ) and press < Enter> to select.

- Step 14: Press **<Enter>** to go to the **Employment Status** field. Press **<F1>** to view codes. Highlight **EPT EMPLOYED PART-TIME** and press **<Enter>** to select.
- Step 15: Press **<Enter>** to go to the **Pregnant** field. Type in **N No.**
- Step 16: The cursor is in the **Primary Care Provider**. Press **<F1>** and the **Service Provider Look up** window appear. Type in **Carle**. Press **<Enter>** past the **County Served field**. **A Building Provider list... Please be patient list** will appear. Carle Clinic Association is highlighted. Press **<Enter>** to select.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press **<Enter>** to go to the **Current Services** field. Press **<F1>** to view codes. Highlight **29 PRIVATE PHYSICIAN and** press **<Enter>** to select.
- Step 19: Press <**F4>** to save the information. A message **Record added** will appear in the top right corner of the screen.
- Step 20: The **Potential Program Eligibility Pop Up Window** will appear.
- Step 21: Press **<Esc>** to remove the **Potential Program Eligibility Pop Up Window.**
- Step 22: An Add Residential **Address** pop box with the message **No**residential **Address exists for this participant. Would you**like to add one now? will appear. Select **Yes** to complete
  Address Information.

### ADDRESS - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press **<F1>** to view codes. Highlight **R-RESIDENCE** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **3535 S STATE ST.**
- Step 4: Press **<Enter>** to go to the **Apt. No.** Type in **201**
- Step 5: Press **<Enter>** to go to the **City** field. Type in **Springfield**.

#### **KEYPOINT:** The State automatically defaults to IL.

- Step 6: Press **<Enter>** to go to the **Zip Code** field. Type in **62701.**
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type 2**17- 225-4287.**
- Step 9: Press **<F4>** to save the information and a message **Record added** will appear.
- Step 10: Stay on this screen to add an emergency **Address**.

### 2ND ADDRESS TYPE- EMERGENCY - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. E -EMERGENCY and press <Enter> to select E -EMERGENCY.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **1154 W Elm St.**
- Step 4: **Press <Enter>** to go to the **City** field. Type in **Springfield**.

#### **KEYPOINT:** The State automatically defaults to IL.

- Step 5: Press **<Enter>** to go to the **Zip Code** field. Type in **62708**.
- Step 6: press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type **217-789-0323**.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type **Sally**, **Trainee's Last Name**.
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight **DA Daughter** and press **<Enter>** to select it.
- Step 10: Press **<F4>** to save and a message **Record added** will appear.
- Step 11: Press **<F10>** to go to the **(PA15) Program Information** screen.

### PROGRAM INFORMATION (PA15) - KATHY [TRAINEE'S LAST NAME]

- Step 1: The **(PA15) Program Information** screen will appear. A message **No program records found** will appear in the top right corner of the screen.
- Step 2: Press **<F5>**.
- Step 3: Press <F1> to view codes. Highlight BCCP BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press **<Enter>** to go to the **Proof On File** field. Press **<F1>** to view codes. Highlight **06 CURRENT CHECK STUBS** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Date of Initial Contact** field. Type in **{1**<sup>ST</sup> **DAY OF PREVIOUS MONTH}**.
- Step 6: Press <F4> to save the record. A message Record added will appear in the top right corner of the screen. Please notice the category is now filled in. The **Program Status** now reads **ACTIVE**.
- Step 7: Press <Ctrl> & <F9> and type AS06 to go the IBCCP Health Assessment screen.

### IBCCP HEALTH ASSESSMENT- BCCP - KATHY [TRAINEE'S LAST NAME]

- Step 1: The **(AS06) IBCCP Health Assessment** screen will appear.
- Step 2: Press **<F5>** to **Add**.
- Step 3: The cursor is in the **Assessment Date** field. Type in **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** to view codes. Highlight **BCCP-BREAST/CERVICAL CANCER-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Kathy's assessment responses. For **Question #43**, select **02 TRANSPORTATION** and **07 FINANCIAL**.

#### **IBCCP Health Assessment**

Name: Kathy [Your last name] Date: 1st day of month CERVICAL HEALTH QUESTIONS YES YES NO **BREAST HEALTH QUESTIONS** 27. Have you ever had a Pap test? 1. Do you routinely check your breasts for changes?  $\boxtimes$  $\boxtimes$ 28. If yes, list provider where Pap test 2. Have you noticed a lump in your breasts?  $\boxtimes$ was done: If yes, which breast? Right Left Dr. Whalen 29. If yes, date of last Pap test:  $\boxtimes$ 4. Have you noticed any breast tenderness or pain? (before this current visit).01/30/2016 5. If yes, did the breast tenderness or pain increase 30. If date unknown, was it more than 10 years ago? Please guess and around the time of your menstrual period? write the date in #29. 6. If you answered yes to question #4, which breast?  $\boxtimes$ 31. Were your last Pap test results Right\_\_\_\_\_ Left \_\_ 32. What was the date of your last 7. Have you noticed any spontaneous discharge (not from  $\boxtimes$ menstrual period? stimulation or squeezing) from your nipples? \_\_/\_\_ 8. If yes, which breast? Right \_\_\_\_\_ Left \_\_  $\boxtimes$ 33. Are you pregnant?  $\boxtimes$ 9. Have you noticed any other symptoms related to your  $\boxtimes$ 34. Have you had a hysterectomy? 35. If yes, was your cervix removed? breasts? If yes, explain: I do not know 10. Have you ever had a breast exam done by a doctor or  $\boxtimes$ П 36. If you had a hysterectomy, was it due to a past history of cervical disease or cervical cancer? 11. If yes, list provider/clinic where breast exam was done: 37. Were you exposed to  $\boxtimes$ Diethylstilbestrol (DES)? 12. If yes, date of last exam (before this current visit): 38. Is your immune system weakened 01/30 /2019 in any way? (Medication, HIV, organ 13. Have you ever had a mammogram?  $\boxtimes$ transplant or other health condition) 14. If yes, list provider/clinic where mammogram was done: **TOBACCO QUESTIONS**  $\boxtimes$ 39. Do you smoke cigarettes? 40. If yes, are you ready to quit П 15. If yes, date of your last mammogram (before this current smoking? 41. If yes, are you interested in being referred to the Illinois Tobacco 16. If unknown was it more than 5 years? П Quitline? 17. Have you ever had breast cancer? Shaded area for IBCCP office use)  $\boxtimes$ 42. What date was the referral sent 18. Has your mother, father, sibling (sister/brother), daughter to the Tobacco Quitline?  $\boxtimes$ or son had breast cancer? If no, go to question 22. / / QUESTIONS 19. If yes to #18, who **Barrier Assessment** 20. Are they BRCA positive (if unknown leave blank)?  $\boxtimes$ 43. from Eligibility Determination form **Breast Cancer Risk Assessment** 21. If yes to #18, at what age?\_\_\_\_\_ years old (from Summary Office Visit form) 22. Do you have a breast implant or implants? 44. Life time risk 12  $\boxtimes$ 45. High risk for breast cancer 23. Have you ever had a breast biopsy, breast cyst aspiration  $\boxtimes$ ☐ yes, client is high risk or surgery on your breast? □ no, client is not high risk ☐ not assessed/unknown 24. If yes, which breast? Right\_\_\_\_\_ Left \_\_\_ Cervical Cancer Risk Assessment 25. If yes, list the provider who performed the procedure 46. High risk for cervical cancer ☐ yes, client is high risk ⊠ no, client is not high risk 26. Have you ever had radiation to the chest area?  $\boxtimes$ ☐ not assessed/unknown 

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) - KATHY [TRAINEE'S LAST NAME]

### For Breast Cancer Screening (BCS)

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** to view codes. Highlight **A Asymptomatic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** and go to **Next Screening Date**. Type in **{THE SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.**
- Step 6: Press **<Enter>** to go to **Indication for Initial Mammogram**Press **<F1>** to view codes. Highlight **IM1 Routine Screening Mammogram** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P3 Diagnostic Work-Up plan not yet determined** and press **<Enter>** to select.
- Step 8: Press **<F4>** to save the record.

### For Cervical Cancer Screening (CCS)

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **CCS -CERVICAL CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** view codes. Highlight **A Asymptomatic** and press **<Enter>** to select.
- Step 5: Press < Enter > and go to Next Screening Date. Type in {THE SCREENING CYCLE DATE PLUS FIVE YEARS AND ONE DAY}.
- Step 6: Press **<Enter>** to go to the **Indication for Pap Test.** Press **<F1>** view codes. Highlight **IP1 Routine Pap Test** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go the **Indication for HPV Test.** Press **<F1>** to view codes. Highlight **IH1 Co-Testing.** Press **<Enter>** to select.
- Step 8: Press **<Enter>** to go to the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P3 Diagnostic Work-Up plan not yet determined** and press **<Enter>** to select.
- Step 9: Press **<F4>** to save the record.
- Step 10: Press **<F9>** to go to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - BCS - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date in {1<sup>ST</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. **A Building Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **BCS – OFFICE VISIT CBE & MAMM.**
- Step 7: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 8: Press **<F10>** to go to the **Procedure Specific Information**

### PROCEDURE SPECIFIC INFORMATION - BCS - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 99202- OV NEW PT (20 MIN)
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **B1 Normal/Exam** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Procedure Charge** field. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 6: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION - BCS - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 77067 Digital Screening Mammogram (Bilat) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** fields. Press **<F1>** to view codes. Highlight **M1 Negative (BI-RADS 1)** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Recommendations Field**. Press **<F1>** to view codes. Highlight **RB1 Routine Re-screen In 1 Year** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP Breast and Cervical Cancer** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to **Procedure Charge** field.
- Step 7: Type in **\$50.00.**
- Step 8: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 9: Press **<F3>** to return to the **(SVO1) Service Entry screen.**

### SERVICE ENTRY (SV01) -BCS1 -KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}** appears for the **Service Completed Date**.
- Step 3: Press **<Enter>** to go to the **Type of Service** field. Type in **BCS1** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service.** Press **<F1>** to view codes. Select **3 Doctors Office** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to **Service Provider** field. Press **<F1>** and the **Service Provider Look Up** window will appear. Type in **Robert** and press **<Enter>** through **County Served** field. **A Building Provider list... Please be patient list** will appear. Highlight **Robert Niemann** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments field.** Type **Mammogram-Screening (Bilat) Radiologist Assessment.**
- **KEYPOINT:** Remind trainees to complete the Comments line to indicate the tests Entered in the Procedure Specific section.
- Step 7: Press <F4> to save the record. Message: Record added.

  Service is Medicaid Claimable will appear in the upper right-hand corner.
- Step 8: Press **<F10>** to go to **Procedure Specific Information.**

### PROCEDURE SPECIFIC INFORMATION – BCS1 - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add information on this screen.
- Step 2: Press <F1> to view codes. Highlight 77067 -Digital Screening Mammogram (Bilat) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field.
- Step 4: Press <F1> view codes. Highlight M1 Negative (BI-RADS 1) and press <Enter> to select.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RB-1** Routine Rescreen In 1 Year and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP Breast and Cervical Cancer** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to the **Procedure Charge** field. Type in **\$50.00**
- Step 8: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 9: Press **<F3>** to return to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - CCS - KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date in {1<sup>ST</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCS'** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. **A Building Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **CCS – Pelvic Exam and Pap Test and HPV Test.**
- Step 7: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 8: Press **<F10>** to go to the **Procedure Specific Information.**

### PROCEDURE SPECIFIC INFORMATION - CCS -KATHY [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 99202-OV NEW PT-(20 MIN) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **1 Normal/Negative** and press **<Enter>** to select.
- Step 4: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - KATHY [TRAINEES' LAST NAME]

- Step 1: Press < **F5**> to add.
- Step 2: Press **<F1>** to view codes. Highlight **88142 Pap Test, Liquid Based, Thin Prep** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight PT21 Negative for Intraepithelial Lesion or Malignancy. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC9 Rescreen in 5 years**
- Step 6: Press < Enter> to go to the Payor Code field. Press < F1> to view codes. Highlight BCCP Breast and Cervical Cancer and press < Enter> to select.
- Step 7: Press < Enter> to go to Procedure Charge. Press < F1> to view Acceptable Charge and press < Enter> to select.
- Step 8: Press < F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - KATHY [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press **<F1>** to view codes. Highlight **87624 HPV TESTING** and press **<Enter>** to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C22 HIGH RISK HPV NOT DETECTED. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC9-Rescreen in 5 years**.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP Breast and Cervical Cancer** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 8: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 9: Press **<Ctrl> & <F9>** and type in **SV06** to go to the **PROCEDURE HISTORY** screen.

### PROCEDURE HISTORY SCREEN (SV06) - KATHY [TRAINEE'S LAST NAME]

Step 1: The **(SV06) Procedure History** screen will appear.

Step 2: Press **<Ctrl> & <F9>** and type **PA30** to go to the **BREAST AND CERVICAL DATA** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) UPDATE - BCS/CCS - KATHY [TRAINEE'S LAST NAME]

- Step 1: The **PA30** record dated in **{1<sup>ST</sup> DAY OF PREVIOUS MONTH}** with a service type code of **CCS** will appear.
- Step 2: Press **< F6>** to edit the record.
- Step 3: Press <**Tab>** to go the **Notification Date** field. Type in **{5**<sup>TH</sup> **DAY OF PREVIOUS MONTH}**.
- Step 4: Press **<Tab>** to go to the **Diagnostic Work-Up** field. Press **<F1>** to view codes. Highlight **P2 Diagnostic Work-Up not Planned** and press **<Enter>** to select.
- Step 5: Press **F4**> to save the record.

### Stay on this screen to update the Breast Cancer screening record for this participant.

- Step 6: <Page Down> to locate the PA30 record dated {1<sup>ST</sup> DAY OF PREVIOUS MONTH} with a service type code of BCS.
- Step 7: Press **<F6>** to edit the record.
- Step 8: Press < Tab > to go the Notification Date field. Type in {5<sup>TH</sup> DAY OF PREVIOUS MONTH}.
- Step 9: Press **<Tab>** to go to the **Diagnostic Work-Up** field. Press **<F1>** to view codes. Highlight **P2 Diagnostic Work-Up not Planned** and press **<Enter>** to select.
- Step 10: Press **<F4>** to save the record.
- Step 11: Press **<Ctrl> & <F9>** and type **CM04** to go to the **CASE NOTES** screen.

### CASE NOTES (CM04) - KATHY [TRAINEE'S LAST NAME]

Step 1: The **(CM04) Case Notes** screen will appear.

Step 2: Press **<F5>** to add. Press **<Enter>.** The {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the **Enter**ed by field will populate with the user's id #.

Step 3: Press **<Enter>** again and type in the **Case Notes**.

#### **BCCP**

The doctor discussed with client to "know your breasts" and watch for changes. Education materials were given to her on risk factor reduction. Kathy should return yearly for her breast cancer screening and 5 years for her cervical cancer screening

Trainee's full legal name/title or credentials

**KEYPOINT:** Make sure you type your full legal name and title/credentials after the last sentence.

Step 4: Press <F4> to save the record. A Confirm Box with the message Are you sure? (Y/N) will appear. Select Yes. The message Record added will appear.

Step 5: Press **<Ctrl> & <F9>** and type in **PA01** to go to the **Participant Lookup** screen.

### **SCENARIO: JACKIE**

#### **CLINICAL NAVIGATED INSURED**

PARTICIPANT LOOKUP (PA01)
ENROLLMENT (PA03)
ADDRESS - RESIDENCE
ELIGIBILITY/PROGRAM INFORMATION (PA15)
A-CDC BCCP

IBCCP HEALTH IBCCP HEALTH ASSESSMENT (AS06) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION
BREAST & CERVICAL CANCER DATA (PA30)
TYPE OF SERVICE – BCS & CCS

BILLING INFORMATION - RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **CNIB** (CLINICAL NAVIGATED INSURED)

SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99203 - OV NEW PT BREAST & PELVIC/CONSULT (30 MIN)
PROCEDURE SPECIFIC (SV01)

77067 - DITIGAL SCREENING MAMMOGRAM, (BILATERAL)

SERVICE ENTRY (**SV01**) **CNIC** (CLINICAL NAVIGATED INSURED)

SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99203 - OV NEW PT BREAST & PELVIC/CONSULT (30 MIN)
PROCEDURE SPECIFIC (SV01)

88142 - PAP TEST, LIQUID BASED, THIN PREP

PROCEDURE **HISTORY** (SV06) REVIEW **CASE NOTES**(**CM04**)

### PARTICIPANT LOOK- UP (PA01) – JACKIE [TRAINEE'S LAST NAME]

- Step 1: The (PA01) Participant Look Up Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in **Your Last Name**.
- Step 3: Press **<Enter>** to go to the **First Name** field. Type in **Jackie**. Press **<Enter>** past the **Part. ID LOOK-UP** field.
- Step 4: A message **No Records Found** will appear.
- Step 5: Press **<F9>** to go to the **(PA03) Enrollment screen**.

### PARTICIPANT ENROLLMENT (PA03) – Jackie [Trainee's Last Name]

- Step 1: The **(PA03) Participant Enrollment** Screen will appear.
- Step 2: Press **<F5>** to add a new participant.
- Step 3: Press <Tab> to go to the **Birth Date** field. Type in {TODAY'S DATE MINUS 60 YEARS}.
- Step 4: The cursor is in the **Sex** field. Type in **F**
- Step 5: Press **<Enter>** to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to the **Annual Income**. Type in **43,000**.
- Step 7: Press **<Enter>** to go to the **Registration date** field. Type in **{3<sup>rd</sup> DAY OF PREVIOUS MONTH}**.
- Step 8: Press **<Enter>** to go to the **Referral Source** field. Press **<F1>** to view codes. Highlight **P- PRIVATE PHYSICIAN** and press **<Enter>** to select.
- Step 9: Press **<Enter>** to go to the **Hispanic Origin** field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 10: Press **<Enter>** to go to **Races**. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go the **Residential Status** field. Press **<F1>** to view codes. Highlight **01 DOMICILED** and press **<Enter>** to select.
- Step 12: Press **<Enter>** to go to the **Marital Status** field. Press **<F1>** to view codes. Highlight **04 DIVORCED** and press **<Enter>** to select.
- Step 13: Press < Enter> to go to the Education field. Press < F1> to view codes. Highlight E012 YEAR 12-HIGH SCHOOL (GED EQ) and press < Enter> to select.

- Step 14: Press **<Enter>** to go to the **Employment Status** field. Press **<F1>** to view codes. Highlight **EPT EMPLOYED PART-TIME** and press **<Enter>** to select.
- Step 15: Press **<Enter>** to go to the **Pregnant** field. Type in **N No.**
- Step 16: The cursor is in the **Primary Care Provider**. Press **<F1>** and the **Service Provider Look up** window appear. Type in **SIU**. Press **<Enter>** past the **County Served field**. A Building **Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press **<Enter>** to go to the **Current Services** field. Press **<F1>** to view codes. Highlight **29 PRIVATE PHYSICIAN and** press **<Enter>** to select.
- Step 19: Press <**F4>** to save the information. A message **Record added** will appear in the top right corner of the screen.
- Step 20: The **Potential Program Eligibility Pop Up Window** will appear.
- Step 21: Press **<Esc>** to remove the **Potential Program Eligibility Pop Up Window.**
- Step 22: An Add Residential **Address** pop box with the message **No**residential **Address exists for this participant. Would you**like to add one now? will appear. Select **Yes** to complete
  Address Information.

### **ADDRESS - Jackie [Trainee's Last Name]**

- Step 1: Press **<F5>** to add.
- Step 2: Press **<F1>** to view codes. Highlight **R-RESIDENCE** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **3535 S STATE ST.**
- Step 4: Press **<Enter>** to go to the **Apt. No.** Type in **201**
- Step 5: Press **<Enter>** to go to the **City** field. Type in **Springfield**.

#### **KEYPOINT:** The State automatically defaults to IL.

- Step 6: Press **<Enter>** to go to the **Zip Code** field. Type in **62701.**
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type 2**17- 225-4287.**
- Step 9: Press **<F4>** to save the information and a message **Record added** will appear.
- Step 10: Stay on this screen to add an emergency **Address**.

### 2nd ADDRESS TYPE- EMERGENCY – Jackie [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Press **<F1>** to view codes. **E -EMERGENCY** and press **<Enter>** to select **E -EMERGENCY**.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **1154 W Elm St.**
- Step 4: **Press <Enter>** to go to the **City** field. Type in **Springfield**.

#### **KEYPOINT:** The State automatically defaults to IL.

- Step 5: Press **<Enter>** to go to the **Zip Code** field. Type in **62708**.
- Step 6: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type **217-789-0323**.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type **Sally**, **Trainee's Last Name**.
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight **DA Daughter** and press **<Enter>** to select it.
- Step 10: Press **<F4>** to save and a message **Record added** will appear.
- Step 11: Press **<F10>** to go to the **(PA15) Program Information** screen.

### PROGRAM INFORMATION (PA15) - Jackie [Trainee's Last Name]

- Step 1: The **(PA15) Program Information** screen will appear. A message **No program records found** will appear in the top right corner of the screen.
- Step 2: Press **<F5>** to add.
- Step 3: Press <F1> to view codes. Highlight BCCP BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press **<Enter>** to go to the **Proof On File** field. Press **<F1>** to view codes. Highlight **06 CURRENT CHECK STUBS** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Date of Initial Contact** field. Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}**.
- Step 6: Press <F4> to save the record. A message Record added will appear in the top right corner of the screen. Please notice the category is now filled in. The **Program Status** now reads ACTIVE.
- Step 7: Press **<Ctrl>** & **<F9>** and type **AS06** to go to the **IBCCP Assessment** screen.

### IBCCP HEALTH ASSESSMENT- BCCP - Jackie [Trainee's Last Name]

- Step 1: The **(AS06) IBCCP Health Assessment** screen will appear.
- Step 2: Press **<F5>** to **Add**.
- Step 3: The cursor is in the **Assessment Date** field. Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** to view codes. Highlight **BCCP-BREAST/CERVICAL CANCER-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Jackie's assessment responses. For Question #43, select 02 TRANSPORTATION and 10 MAKING APPOINTMENT.

#### **IBCCP Health Assessment**

Name: Jackie [Your last name] Date: 3<sup>rd</sup> day of month CERVICAL HEALTH QUESTIONS YES YES NO **BREAST HEALTH QUESTIONS** 27. Have you ever had a Pap test? 1. Do you routinely check your breasts for changes?  $\boxtimes$  $\boxtimes$ 28. If yes, list provider where Pap test  $\boxtimes$ 2. Have you noticed a lump in your breasts? was done: 3. If yes, which breast? Right\_\_\_\_\_ Left\_ Dr. Smith 29. If yes, date of last Pap test: 4. Have you noticed any breast tenderness or pain? (before this current visit).03/18/2019 5. If yes, did the breast tenderness or pain increase 30. If date unknown, was it more than 10 years ago? Please guess and around the time of your menstrual period? write the date in #29. 6. If you answered yes to question #4, which breast?  $\times$ 31. Were your last Pap test results Right \_\_\_\_\_ Left \_\_\_\_\_ 
... and any shontaneous discharge (not fr normal? 32. What was the date of your last

| $\boxtimes$ | 7. Have you noticed any spontaneous discharge (not from         |             | 32. What was the date of your last                                     |
|-------------|---|-------------|--|
|             | stimulation or squeezing) from your nipples?                    |             | menstrual period?  |
|             | 8. If yes, which breast? Right Left                             | $\boxtimes$ | 03/ 01/ 2015 /<br>33. Are you pregnant?                                |
| $\square$   | Have you noticed any other symptoms related to your             | $\boxtimes$ | 34. Have you had a hysterectomy?                                       |
|             | breasts? If yes, explain:                                       |             | 35. If yes, was your cervix removed?                                   |
|             |   |             | I do not know  |
|             | 10. Have you ever had a breast exam done by a doctor or nurse?  |             | 36. If you had a hysterectomy, was it                                  |
|             |   |             | due to a past history of cervical disease or cervical cancer?          |
|             | 11. If yes, list provider/clinic where breast exam was done:    | $\boxtimes$ | 37. Were you exposed to  |
|             | Dr. Smith   |             | Diethylstilbestrol (DES)?  |
|             | 12. If yes, date of last exam (before this current visit):      | $\boxtimes$ | 38. Is your immune system weakened                                     |
|             | 03/15 /2020<br>13. Have you ever had a mammogram?               |             | in any way? (Medication, HIV, organ                                    |
|             | 14. If yes, list provider/clinic where mammogram was done:      |             | transplant or other health condition) TOBACCO QUESTIONS                |
|             | SIU   | $\boxtimes$ | 39. Do you smoke cigarettes?   |
|             | 15. If yes, date of your last mammogram (before this current    |             | 40. If yes, are you ready to quit                                      |
|             | visit): 03/18/2019  |             | smoking? 41. If yes, are you interested in being                       |
|             | 16. If unknown was it more than 5 years?                        |             | referred to the Illinois Tobacco                                       |
|             | · ·   |             | Quitline?  |
| $\boxtimes$ | 17. Have you ever had breast cancer?                            |             | (Shaded area for IBCCP office use) 42. What date was the referral sent |
| $\boxtimes$ | 18. Has your mother, father, sibling (sister/brother), daughter |             | to the Tobacco Quitline?   |
|             | or son had breast cancer? If no, go to question 22.             |             | /  |
|             | 19. If yes to #18, who  |             | QUESTIONS  |
|             | 20. Are they BRCA positive (if unknown leave blank)?            |             | Barrier Assessment   |
|             | 20. Are they block positive (if unknown leave blank):           |             | 43. from Eligibility Determination form  Breast Cancer Risk Assessment |
|             | 21. If yes to #18, at what age? years old                       |             | (from Summary Office Visit form)                                       |
|             | 22. Do you have a breast implant or implants?                   |             | 44. Life time risk 3   |
|             | 23. Have you ever had a breast biopsy, breast cyst aspiration   |             | 45. High risk for breast cancer  |
|             | or surgery on your breast?                                      |             | ☐ yes, client is high risk ☑ no, client is not high risk               |
|             |   |             | □ not assessed/unknown   |
|             | 24. If yes, which breast? Right Left                            |             | Cervical Cancer Risk Assessment  |
|             | 25. If yes, list the provider who performed the procedure       |             | 46. High risk for cervical cancer                                      |
|             |   |             | ☐ yes, client is high risk   |
|             | 26. Have you ever had radiation to the chest area?              |             | ⊠ no, client is not high risk  |
|             | 25. Tate jes stor had radiation to the check and                |             | ☐ not assessed/unknown   |
|             |   |             |  |
|             |   |             |  |

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) - Jackie [Trainee's Last Name]

### For Breast Cancer Screening (BCS)

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** to view codes. Highlight **A ASYMPTOMATIC** and press **<Enter>** to select.
- Step 5: Press **<Enter>** and go to **Next Screening Date**. Type in **{THE SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.**
- Step 6: Press **<Enter>** to go to **Indication for Initial Mammogram**Press **<F1>** to view codes. Highlight **IM1 ROUTINE SCREENING MAMMOGRAM** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go the **Notification Date** field. Type in **{8th DAY OF PREVIOUS MONTH}**.
- Step 8: Press **<Enter>** to go the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P2 DIAGNOSTIC WORK-UP PLAN NOT PLANNED** and press **<Enter>** to select.
- Step 9: Press **<Enter>** to go to the **Navigation Only** field. Type **Y** for **Yes**.
- Step 10: Press **<F4>** to save the record.

### For Cervical Cancer Screening (CCS)

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **3<sup>rd</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **CCS -CERVICAL CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** view codes. Highlight **A ASYMPTOMATIC** and press **<Enter>** to select.
- Step 5: Press < Enter > and go to Next Screening Date. Type in {THE SCREENING CYCLE DATE PLUS THREE YEARS AND ONE DAY}.
- Step 6: Press **<Enter>** to go to the **Indication for Pap Test.** Press **<F1>** view codes. Highlight **IP1 ROUTINE PAP TEST** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to the **Indication for HPV Test**. Press **<F1>** to view codes. Highlight **IH3- TEST NOT DONE** and press **<Enter>** to select.
- Step 8: Press **<Enter>** to go the **Notification Date** field. Type in **{8th DAY OF PREVIOUS MONTH}**.
- Step 9: Press **<Enter>** to go to the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P2 Diagnostic Work-Up plan not planned** and press **<Enter>** to select.
- Step 10: Press **<Enter>** to go to the **Navigation Only** field. Type **Y** for **Yes**.
- Step 11: Press **<F4>** to save the record.
- Step 12: Press **<F9>** to go to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - CNIB - Jackie [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}** for the **Service Completed Date**.
- Step 3: The cursor is in the **Type of Service** field. Type in **CNIB** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service** field. Press **<F1>** to view codes. Highlight **8-IBCCP LEAD OR CONSORTIA** and press **<Enter>** to select.
- Step 5: Press **<F4>** to save the record.

### SERVICE ENTRY (SV01) – BCS - Jackie [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}** for the **Service Completed Date**.
- Step 3: The cursor is in the **Type of Service** field. Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. A Building **Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field. Type in **CBE AND MAMM**.
- Step 7: Press **<F4>** to save the record.
- Step 8: Press **<F10>** to go to the **Procedures Specifics** screen

## **PROCEDURE SPECIFIC INFORMATION - BCS - Jackie**[Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 99203- OV NEW PT BREAST & PELVIC/CONSULT (30 MIN) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **B1 NORMAL/EXAM** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **O-OTHER** and press **<Enter>** to select.
- Step 5: Press **<F4>** to save the record.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION - BCS - Jackie [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 77067 DIGITAL SCREENING MAMMOGRAM, BILATERAL and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** fields. Press **<F1>** to view codes. Highlight **M1 NEGATIVE (BI-RADS 1)** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Recommendations Field**. Press **<F1>** to view codes. Highlight **RB1 RE-SCREEN IN 1 YEAR** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go the **Payor Code** field. Press **<F1>** to view codes. Highlight **O-OTHER** and press **<Enter>** to select.
- Step 6: Press **<F4>** to save the record.
- Step 7: Press <F3> to return to the (SVO1) Service Entry screen.

### SERVICE ENTRY (SV01) - CNIC - Jackie [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Type in **{3<sup>RD</sup> DAY OF PREVIOUS MONTH}** for the **Service Completed Date**.
- Step 3: The cursor is in the **Type of Service** field. Type in **CNIC** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service** field. Press **<F1>** to view codes. Highlight **8-IBCCP LEAD OR CONSORTIA** and press **<Enter>** to select.
- Step 5: Press **<F4>** to save the record.

### SERVICE ENTRY (SV01) - CCS - Jackie [Trainee's Last Name] Cont.

- Step 1: Press **<F5>** to add.
- Step 2: The date in {3<sup>RD</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCS and** press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. A Building **Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 7: Press **<F10>** to go to the **Procedure Specific Information.**

## **PROCEDURE SPECIFIC INFORMATION - CCS - Jackie**[Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 99203- OV NEW PT BREAST & PELVIC/CONSULT (30 MIN) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **1-NORMAL/NEGATIVE** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **O-OTHER** and press **<Enter>** to select.
- Step 5: Press **<F4>** to save the record.

## PROCEDURE SPECIFIC INFORMATION - CCS -Jackie [Trainee's Last Name]

- Step 1: Press <**F5**> to add.
- Step 2: Press **<F1>** to view codes. Highlight **88142 PAP TEST, LIQUID BASED, THIN PREP** and press **<Enter>** to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight PT21 NEGATIVE FOR INTRAEPITHELIAL LESION OR MALIGNANCY. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC4 RESCREEN IN 3 YEARS**
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **O-OTHER** and press **<Enter>** to select.
- Step 8: Press **F4**> to save the record.
- Step 9: Press **<Ctrl> & <F9>** and type **SV06** to go to the **Procedure History** screen.

# PROCEDURE HISTORY SCREEN (SV06) – Jackie [Trainee's Last Name]

Step 1: The **(SV06) Procedure History** screen will appear.

Step 2: Press **<Ctrl> & <F9>** and type **CM04** to go to the **Case Notes** screen.

### **CASE NOTES (CM04) - Jackie [Trainee's Last Name]**

Step 1: The **(CM04) Case Notes** screen will appear.

Step 2: Press **<F5>** to add. Press **<Enter>.** The {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the **Enter**ed by field will populate with the user's id #.

Step 3: Press **<Enter>** again and type in the **Case Notes**.

#### **BCCP**

The client was contacted and educated on what a medical home was and where she needed to complete her screenings. She was assisted in getting her CBE, mammogram, pelvic and pap appointments scheduled. Client contacted and discussed the negative test results and rescreening schedule was reviewed. Transportation was arranged with her sister and directions were printed to assist her in getting to her appointments on-time.

Trainee's full legal name/title or credentials

Step 4: Press <F4> to save the record. A Confirm Box with the message Are you sure? (Y/N) will appear. Select Yes. The message Record added will appear.

**KEYPOINT:** Once saved, you cannot edit or delete that note. You can, however you can add another note if needed.

Step 5: Press **<Ctrl> & <F9>** and type in **PA01** to go to the **Participant Look Up** screen.

#### SCENARIO: DAISY DAY ONE

PARTICIPANT LOOKUP (PA01)

ENROLLMENT (**PA03**)

ADDRESS - RESIDENCE ADDRESS - EMERGENCY

ELIGIBILITY/PROGRAM INFORMATION (PA15)
A-CDC BCCP

IBCCP HEALTH ASSESSMENT (AS06) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION
BREAST & CERVICAL CANCER DATA (PA30)
TYPE OF SERVICE- BCS & CCS

BILLING INFORMATION - RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99202 OV NEW PT- (20 MIN)

SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99202 OV NEW PT- (20 MIN)

PROCEDURE SPECIFIC (**SV01**)

88164 PAP TEST, LIQUID BASED, THIN PREP

PROCEDURE SPECIFIC (**SV01**)

**87624** HPV TESTING

SERVICE ENTRY (**SV01**)-**BCS** (BREAST CANCER SCREENING)

PROCEDURE SPECIFIC (**SV01**)

77066 DIGITAL DIAGNOSTIC MAMMOGRAM, BILATERAL (TC FEE)

PROCEDURE SPECIFIC (**SV01**)

G0279 DIAGNOTIC DIGITAL BREAST TOMOSYNTHESIS, UNILATERAL OR BILAT (TC FEE)

SERVICE ENTRY (**SV01**) **BCS1** (BREAST CANCER SCREENING)

PROCEDURE SPECIFIC (**SV01**)

77066 DIGITAL DIAGNOSTIC MAMMOGRAM BILATERAL (26 FEE)

PROCEDURE SPECIFIC (**SV01**)

G0279 DIAGNOSTIC DIGITAL BREAST TOMOSYNTHESIS, UNILATERAL OR BILAT (26 FEE)

SERVICE ENTRY (**SV01**) **BCD** (BREAST CANCER DIAGNOSTIC INFORMATION)

PROCEDURE SPECIFIC (**SV01**)

76641 ULTRASOUND COMPLETE UNILATERL (TC FEE)

SERVICE ENTRY (**SV01**) **BCD1** (BREAST CANCER DIAGNOSTIC INFORMATION)

PROCEDURE SPECIFIC (**SV01**)

**76641 ULTRASOUND COMPLETE UNILATERAL- (26 FEE)** 

SERVICE ENTRY (**SV01**) **BCD** (BREAST CANCER DIAGNOSTIC INFORMATION)

PROCEDURE SPECIFIC (**SV01**)

99203 - SURGICAL CONSULT

SERVICE ENTRY (**SV01**) **BCD** (BREAST CANCER DIAGNOSTIC INFORMATION)

PROCEDURE SPECIFIC (SV01)

**19120 EXCISION** 

PROCEDURE SPECIFIC (SV01)

**88305 SURGICAL PATHOLOGY** 

REVIEW PROCEDURE **HISTORY** (SV06)

EDIT ENTRY OF MEDICAL INFORMATION
BREAST & CERVICAL CANCER DATA (PA30)
REVIEW AND UPDATE BCS & CCS

EDIT ENTRY OF BILLING SERVICE ENTRY (SV01) UPDATE PAYOR CODE & AMOUNT

CASE NOTES (CM04)

PROGRAM INFORMATION (PA15)

T-TERMINATED

PARTICIPANT PROFILE (PA02)

## PARTICIPANT LOOK- UP (PA01) - Daisy [Trainee's Last Name]

- Step 1: The (PA01) Participant Look-Up Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in Your **Last Name**.
- Step 3: Press **Enter**> to go to the **First Name** field. Type in **Daisy**.
  - Press < Enter> past the Part. ID LOOK-UP field.
- Step 4: A message **No Records Found** will appear.
- Step 5: Press < F9 > to go to the (PA03) Enrollment screen.

### **ENROLLMENT (PA03) - Daisy [Trainee's Last Name]**

- Step 1: The (**PA03**) **Enrollment Screen** will appear.
- Step 2: Press **<F5**> to add a new participant.
- Step 3: Pres <**TAB**> to move to the **Birth Date** field. Type in {TODAY'S DATE PLUS 50 YEARS}.
- Step 4: The cursor is in the **Sex** field. Type in F.
- Step 5: Press **<Enter>** to go to the **Household Size** field. **Household Size** defaults to 1.
- Step 6: Press **<Enter>** to go to **Annual Income** field. Type in **32,000**.
- Step 7: Press **Enter**> to the **Registration date** field. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 8: Press < Enter> to go to Referral Source field. Press < F1> to view codes. Highlight CE Community Event and press < Enter> to select.
- Step 9: Press **<Enter>** to go to the **Hispanic Origin** field. Press **<F1>** to view codes. Select a code.
- Step 10: Press **<Enter>** to go to the **Race** field. Press **<F1>** to view codes. Select a code.
- Step 11: Press < Enter > to go to the Residential Status field. Press < F1 > to view codes. Highlight 01 DOMICILED and press < Enter > to select.
- Step 12 Press < Enter> to go to the Marital Status field. Press < F1> to view codes. Highlight 03 WIDOWED and press < Enter> to select.
- Step 13: Press **<Enter>** to go to **Education** field. Press **<F1>** to view codes. Highlight **E014 Year 14** and press **<Enter>** to select.

- Step 14: Press < Enter> to go to Employment Status field. Press < F1> to view codes. Highlight EPT Employed Part Time and press < Enter> to select.
- Step 15: Press < Enter > to go to the Pregnant field. Type in N No
- Step 16: The cursor is in the PCP (Primary Care Provider) field. Press <F1> and the Service Provider Look up window appear. Type in Carle. Press <Enter> past the County Served field. A Building Provider list... Please be patient message will appear. Carle Clinic Association is highlighted. Press <Enter> to select.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press < Enter> to move to the Current Services field. Press < F1> to view codes. Highlight 29 PRIVATE PHYSICIAN and press < Enter> to select.
- Step 19: Press <**F4**> to save. A message **Record added** will appear.
- Step 20: The **Potential Program Eligibility** Pop-Up Window will appear. Press **<Esc>** to remove.
- Step 22: An **Add Residential Address** pop up box with the message **No** residential **Address exists for this participant. Would you** like to add one now? will appear. Select **Yes**.

### **ADDRESS - Daisy [Trainee's Last Name]**

- Step 1: Press <**F5**> to add.
- Step 2: Press <**F1**> to view codes. Highlight **R-RESIDENCE** and press <**Enter**> to select.
- Step 3: Press **<Enter>** to go to the **Address** field. Type in **2220 W**Market ST.
- Step 4: Press **Enter** to go to the **Apt. No** field. Type in **201**.
- Step 5: Press **<Enter>** to go to the **City** field. Type in **Springfield**
- KEYPOINT: The State automatically defaults to IL.
- Step 6: Press **Enter**> to go to the **Zip Code** field. Type in **62708**.
- Step 7: Press < Enter> to go to the County field. Press < F1> to view codes. Highlight 167 SANGAMON and press < Enter> to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type in **217-789-0204.**
- Step 9: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 10: Stay on this screen to add an emergency **Address**.

### 2nd ADDRESS TYPE- EMERGENCY - Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: Press <**F1**> to list types. Highlight **E -EMERGENCY** and press <**Enter**> to select.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **1154 W Wacker.**
- Step 4: Press **<Enter>** to **City**. Type in **Springfield**.

#### **KEYPOINT:** The State automatically defaults to IL.

- Step 5: Press **<Enter>** to go to **Zip Code**. Type in **62708**.
- Step 6: Press **<Enter>** to go to **County**. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type in **217-789-3323.**
- Step 8: Press < Enter> to go the Contact Person. Type in Stacy, Trainee's Last Name.
- Step 9: Press < Enter> to go to the Relationship field. Press < F1> to view codes. Highlight DA Daughter and press < Enter> to select it.
- Step 10: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 11: Press **<F10>** to go to the **(PA15) Program Information** screen.

## PROGRAM INFORMATION (PA15) - Daisy [Trainee's Last Name]

- Step 1: The (PA15) Program Information screen should appear. A No program records found message will appear in the top right corner of the screen.
- Step 2: Press < **F5**> to add.
- Step 3: Press <F1> to view choices. Highlight BCCP BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press < Enter > to go to Proof On File. Press < F1 > to view codes. Highlight 06 CURRENT CHECK STUBS and press < Enter > to select.
- Step 5: Press < Enter > to go to the Date of Initial Contact field. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 6: Press < F4> to save the record. A message **Record added** will appear.
- Step 7: Press **<Ctrl>** and **<F9>** and type **AS06** to go to the **IBCCP Health Assessment** screen.

### IBCCP HEALTH ASSESSMENT- BCCP - Daisy [Trainee's Last Name]

- Step 1: The (AS06) IBCCP Health Assessment screen will appear.
- Step 2: Press <**F5**> to Add. The cursor is in the **Assessment Date** field. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** view codes. Highlight **BCCP- BREAST/CERVICAL CANCER-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Daisy's assessment responses. For **Question #43**, select **02 TRANSPORTATION** and **07 FINANCIAL**.

#### **IBCCP Health Assessment**

Name: Daisy [Your last name] Date: 1st day of month CERVICAL HEALTH QUESTIONS YES YES NO **BREAST HEALTH QUESTIONS** 27. Have you ever had a Pap test? 1. Do you routinely check your breasts for changes?  $\boxtimes$  $\boxtimes$ 28. If ves. list provider where Pap test 2. Have you noticed a lump in your breasts?  $\boxtimes$ was done: 3. If yes, which breast? Right Left X Dr. Montgomery 29. If yes, date of last Pap test: 4. Have you noticed any breast tenderness or pain?  $\boxtimes$ (before this current visit).03/012015 5. If yes, did the breast tenderness or pain increase 30. If date unknown, was it more than 10 years ago? Please guess and around the time of your menstrual period? write the date in #29. 6. If you answered yes to question #4, which breast?  $\boxtimes$ 31. Were your last Pap test results Right\_\_\_\_ Left X normal? 32. What was the date of your last 7. Have you noticed any spontaneous discharge (not from  $\boxtimes$ menstrual period? stimulation or squeezing) from your nipples? 08 20/ 2022 / 8. If yes, which breast? Right \_\_\_\_\_ Left \_  $\boxtimes$ 33. Are you pregnant? 9. Have you noticed any other symptoms related to your 34. Have you had a hysterectomy? 35. If yes, was your cervix removed? breasts? If yes, explain: I do not know 10. Have you ever had a breast exam done by a doctor or  $\boxtimes$ П 36. If you had a hysterectomy, was it due to a past history of cervical disease or cervical cancer? 11. If yes, list provider/clinic where breast exam was done: 37. Were you exposed to  $\boxtimes$ Dr. Montgomery Diethylstilbestrol (DES)? 12. If yes, date of last exam (before this current visit): 38. Is your immune system weakened 03/01 /2018 in any way? (Medication, HIV, organ  $\boxtimes$ 13. Have you ever had a mammogram? transplant or other health condition) 14. If yes, list provider/clinic where mammogram was done: **TOBACCO QUESTIONS**  $\times$ 39. Do you smoke cigarettes? Seattle Grace 40. If yes, are you ready to quit  $\boxtimes$ 15. If yes, date of your last mammogram (before this current smokina? visit): 03/01/2018 41. If yes, are you interested in being referred to the Illinois Tobacco 16. If unknown was it more than 5 years? П Quitline? 17. Have you ever had breast cancer? Shaded area for IBCCP office use)  $\Box$  $\boxtimes$ 42. What date was the referral sent 18. Has your mother, father, sibling (sister/brother), daughter  $\boxtimes$ to the Tobacco Quitline? or son had breast cancer? If no, go to question 22. QUESTIONS 19. If yes to #18, who Sister **Barrier Assessment**  $\boxtimes$ 20. Are they BRCA positive (if unknown leave blank)? 43. from Eligibility Determination form **Breast Cancer Risk Assessment** 21. If yes to #18, at what age? 35 years old (from Summary Office Visit form) 44. Life time risk 33 22. Do you have a breast implant or implants?  $\boxtimes$ 45. High risk for breast cancer 23. Have you ever had a breast biopsy, breast cyst aspiration  $\boxtimes$ ☑ yes, client is high risk or surgery on your breast? no. client is not high risk ☐ not assessed/unknown 24. If yes, which breast? Right\_\_\_\_\_ Left \_\_ **Cervical Cancer Risk Assessment** 46. High risk for cervical cancer 25. If yes, list the provider who performed the procedure ☐ yes, client is high risk ⊠ no, client is not high risk 26. Have you ever had radiation to the chest area?  $\boxtimes$ ☐ not assessed/unknown 

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) BCS-Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is at the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS- BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** to view codes. Highlight **S-Symptomatic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Next Screening Date**. Type in **{SCREENING CYCLE** DATE PLUS ONE YEAR AND ONE DAY}.
- Step 6: Press < Enter > to go to the Indication of Initial Mammogram field. Press < F1 > to view codes. Highlight IM2 Positive CBE or previous abnormal Mammogram and press < Enter > to select.
- Step 7: Press < Enter > to go to the Diagnostic Work-Up field. Press < F1 > to view codes. Highlight P1 Diagnostic Work-Planned.
- Step 8: The cursor is at the **Status of Final Diagnosis/Imaging** field. Press **<F1>** to view codes. Highlight **F2-Diag Work-up Pending**.
- Step 9: Press **F4**> to save the record.
- Step 10: Stay on this screen to **Enter** a **PA30** for the CCS record.

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) CCS- Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: Press **<Enter>** to go to **Screening Cycle** Date. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **CCS- CERVICAL CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** to view codes. Select **A-Asymptomatic** and press **<Enter>** to select.
- Step 5: Press < Enter > to go to Next Screening Date field. Type in {SCREENING CYCLE DATE PLUS FIVE YEARS AND ONE DAY}.
- Step 6: Press < Enter> to go to the Indication for Initial Pap Test field. Press < F1> to view codes. Highlight 1P1 Routine Pap Test (Screening) and press < Enter> to select.
- Step 7. Press < Enter > to go the Indication for HPV Test. Press < F1 > to view codes. Highlight IH1-CO-TESTING and press < Enter > to select.
- Step 8: Press **<Enter>** to go to the **Diagnostic Work-Up** field. Press **<F1>** to view codes. Highlight **P3 Diagnostic Work-Up** not yet determined.
- Step 9: Press **<F4>** to save the record.
- Step 10: Press **<F9>** to move to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - BCS - Daisy [Trainee's Last Name]

- Step 1: The (**SV01**) Service Entry Screen will appear.
- Step 2: Press < **F5**> to add.
- Step 3: Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH} for the **Service Completed Date.**
- Step 4: The cursor is in the **Type of Service** Type in **BCS** and press <**Enter**> to select.
- Step 5: Press **<Enter>** to go to **Place of Service**. Press **<F1>** to view codes. Highlight **6 CLINIC** and press **<Enter>** to select.
- Step 6: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 7: Press **Enter**> to go to the **Comments** field and type, CBE/Office Visit.
- Step 8: Press <**F4**> to save the record. Message: **Record added**.
- Step 9: Press **F10** to document **Procedure Specific Information**.

## PROCEDURE SPECIFIC INFORMATION - BCS Daisy [Trainee's Last Name]

- Step 1: Press **F5** to Add.
- Step 2: Press <F1> view codes. Highlight 99202- OV NEW OT (20 MIN) and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight B3 DISCRETE PALPABLE MASS-DIAGNOSTIC EVALUATION NEEDED and press < Enter > to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 5: Press < Enter> to go to the Procedure Charge field. Press < F1> to view Acceptable Charge and press < Enter> to select.
- Step 6: Press < F4> to save the record. Message: Bill Received? Y or N will appear. Press Y for Yes.
- Step 7: Press **<F3>** to return to the **Service Entry** screen.

## SERVICE ENTRY (SV01) - CCS - Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The date {1<sup>ST</sup> DAY OF PREVIOUS MONTH} appears for the **Service Completed Date**.
- Step 3: Type in **CCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service**. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type in **Office Visit -Pelvic and Pap and HPV.**
- Step 7: Press <**F4**> to save the record. Message: **Record added**.
- Step 8: Press **F10** to document **Procedure Specific Information**.

## PROCEDURE SPECIFIC INFORMATION - CCS - Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: Press <F1> to list the **Procedure Code** codes. Highlight **99202 OV NEW PT (20 MIN)** and press <**Enter**> to select.
- Step 3: Press < Enter > down to the Procedure Results field. Press < F1 > view codes. Highlight 1 Normal/Negative and press < Enter > to select.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.
- Step 5: Stay on this screen to add information to the **Procedure Specific Information** screen.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - Daisy [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 88142 Pap Test, Liquid Based, Thin Prep and press <Enter> to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight PT21 Negative for Intraepithelial Lesion or Malignancy. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC9 Rescreen in 5 years**
- Step 6: Press < Enter > to go to the Payor Code field. Press < F1 > to view codes. Highlight BCCP Breast and Cervical Cancer and press < Enter > to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 8: Press <F4> to save the record. A Confirm Box message will appear Bill Received? Yes or No. Press Y for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - Daisy [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <**F1**> to view codes. Highlight **87624 HPV TESTING** and press <**Enter**> to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C22 HIGH RISK HPV NOT DETECTED (NEGATIVE). Press <Enter> to select it.
- Step 5: Press **<Enter>** to go the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC9-Rescreen** in 5 years.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP Breast and Cervical Cancer** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 8: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? **Yes or No.** Press **Y** for **Yes**.
- Step 9: Press **<F3>** to return to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - BCS - Daisy [Trainee's Last Name]

- Step 1: Press <**F5**> to add.
- Step 2: Type in {10<sup>TH</sup> DAY OF PREVIOUS MONTH} for the Service Completed Date.
- Step 3: Type in BCS for the **Type of Service** field and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6-Clinic**. and press **<Enter>** to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **DX Mamm & Tomo.**
- Step 7: Press <**F4**> to save the record. Message: **Record added**.
- Step 8: Press **F10** to go to **Procedure Specific Information**.

#### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press <**F5**> to Add.
- Step 2: Press <F1> to view codes. Highlight 77066 Digital Diagnostic Mammogram, Bilateral and press <Enter> to select.
- Step 3: Press < Enter > down to the Procedure Results field. Press < F1 > view codes. Highlight M4 Susp. Abnormality-Biopsy (BI-RADS 4) and press < Enter > to select.
- Step 4: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RB5 -Ultrasound** and press **<Enter>** to select.
- Step 5: Press <**F4**> to save the record. Message: **Bill Received**? Y or N will appear. Press **N** for **NO**.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION

- Step 1: Press < **F5**> to add.
- Step 2: Press <F1> to view codes. Highlight G0279 DIAGNOSTIC DIGITAL BREAST TOMOSYNTHESIS, UNILATERAL OR BILAT and press <Enter> to select.
- Step 3: Press < Enter > down to the Procedure Results field. Press < F1 > view codes. Highlight M4 SUSP ABNORMALITY (BI-RADS 4) and press < Enter > to select.
- Step 4: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RB5 Ultrasound** and press **<Enter>** to select.
- Step 5: Press < F4> to save the record. Message: Bill Received? Y or N will appear. Press N for NO.
- Step 6: Press <**F3**> to return to the **(SVO1) Service Entry screen**.

# SERVICE ENTRY (SV01) - BCS1 - Daisy [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The date {10<sup>TH</sup> DAY OF PREVIOUS MONTH} appears for the **Service Completed Date**.
- Step 3: Type in BCS1 and press **Enter**> to select.
- Step 4: Press < Enter> to go to Place of Service. Press < F1> to view codes. Highlight 3 Doctor's Office and press < Enter> to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in Robert. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. Highlight Robert Nieman. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **Mamm & Tomo Radiologist Assessment.**
- Step 7: Press < F4> to save the record. Message: Record added.
- Step 8: Press **F10**> to go to **Procedure Specific Information**.

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press <**F5**> to add.
- Step 2: Press <F1> view codes. Highlight 77066- Digital Diagnostic Mammogram, Bilateral and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight M4 Susp. Abnormality-Biopsy (BI-RADS 4) and press < Enter > to select it
- Step 5: Press < Enter> to go to the Recommendations field. Press < F1> to view codes. Highlight RB5 Ultrasound and press < Enter> to select.
- Step 8: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press N for NO.
- Step 9: Press **<F3**> to return to the (SVO1) Service Entry screen.

#### ADDITIONAL PROCEDURE SPECIFIC INFORMATION

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> view codes. Highlight G0279 -Diagnostic Mammogram tomosynthesis add-on (Bilat) and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **M4 Susp. Abnormality- Consider Biopsy** and press **<Enter>** to select it
- Step 4: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RB5 Complete Ultrasound** and press **<Enter>** to select.
- Step 5: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **NO**.
- Step 6: Press <**F3**> to return to the (SVO1) **Service Entry** screen.

# SERVICE ENTRY (SV01) - BCD - Daisy [Trainee's Last Name]

- Step 1: Press <**F5**> to add.
- Step 2: The date {10<sup>TH</sup> DAY OF PREVIOUS MONTH} appears in the **Service Completed Date**.
- Step 3: Type in **BCD** in the **Type of Service** field and press **<Enter>** to select.
- Step 4: Press < Enter > to go to Place of Service field. Press < F1 > to view codes. Highlight 2 OUTPATIENT HOSPITAL and press < Enter > to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient list will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **Ultrasound**.
- Step 7: Press < F4> to save the record. Message: Record added. Service Medicaid Claimable.
- Step 8: Press **F10** to document **Procedure Specific Information**.

### **PROCEDURE SPECIFIC INFORMATION - BCD**

- Step 1: Press **F5** to Add.
- Step 2: Press <**F1**> to view codes. Highlight **76641 Ultrasound** and press <**Enter**> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight US4 BI-RADS 4 (Suspicious Abnormality.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **NO**.
- Step 6: Press **<F3>** to return to the **Service Entry** screen.

# SERVICE ENTRY (SV01) – BCD1- Daisy [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: The date {10<sup>TH</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Type in **BCD1** for the **Type of Service** and press **<Enter>** to select.
- Step 4: Press < Enter > to go to Place of Service field. Press < F1 > to view codes. Highlight 2 OUTPATIENT HOSPITAL and press < Enter > to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in Robert. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. Highlight Robert Nieman. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **Ultrasound Radiologist assessment**
- Step 7: Press **<F4>** to save the record. Message: **Record added**. Service Medicaid Claimable.
- Step 8: Press <**F10**> to document **Procedure Specific Information.**

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **F5** to Add.
- Step 2: Press <**F1**> to view codes. Highlight **76641 Ultrasound** and press <**Enter**> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight US4 BI-RADS 4 (Suspicious Abnormality).
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **NO**.
- Step 5: Press **<F3>** to return to the **Service Entry** screen.

### **SERVICE ENTRY (SV01) – BCD Daisy [Trainee's Last Name]**

- Step 1: Press <**F5**> to add.
- Step 2: Type in {15<sup>TH</sup> DAY OF PREVIOUS MONTH} for the **Service Completed** Date.
- Step 3: Type in **BCD** for the **Type of Service** and press **<Enter>** to select.
- Step 4: Press < Enter> to go to Place of Service. Press < F1> to view codes. Highlight 3 Doctor's office and press < Enter> to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **Surgical Consult Risk Assessment.**
- Step 7: Press **<F4>** to save the record. Message: **Record added**.
- Step 8: Press <**F10**> to document the **Procedure Specific** Information.

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **F5** to Add.
- Step 2: Press <F1> to view codes. Highlight 99204 Consultation Visit 45 minutes and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight B11-Biopsy Recommended and press < Enter > to select.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **No**.
- Step 5: Press **<F3>** to return to the **Service Entry** screen.

### **SERVICE ENTRY (SV01) - BCD Daisy [Trainee's Last Name]**

- Step 1: Press <**F5**> to add.
- Step 2: Type in {20<sup>TH</sup> DAY OF PREVIOUS MONTH} for the **Service Completed** Date.
- Step 3: Type BCD in the **Type of Service** and press **<Enter>** to select.
- Step 4: Press < Enter> to go to Place of Service. Press < F1> to view codes. Highlight 2 OUTPATIENT HOSPITAL and press < Enter> to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press < Enter > to go to the Comments field and type Breast biopsy.
- Step 7: Press <**F4**> to save the record. Message: **Record added**.
- Step 8: Press **F10** to document **Procedure Specific Information**.

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press <**F5**> to Add.
- Step 2: Press <F1> to view codes. Highlight 19083 PLMT OF LOCLTN DEV AND IMG OF BPSY SPEC, PERC; ULTRA; FRST L and press <Enter> to select.
- Step 3: Press < Enter> to go to the Procedure Results field. Press < F1> to view codes. Highlight B64 Cancer, Invasive and press < Enter> to select.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **No**.
- Step 6: Stay on this screen to enter additional procedure specific data.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **F5** to Add.
- Step 2: Press <F1> to view codes. Highlight 88305 SURGICAL PATHOLOGY and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight B64 Cancer, Invasive and press < Enter > to select.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **No**.
- Step 5: Press **<Ctrl>** & **<F9>** and type in **SV06** to go to the **Procedure History** screen.

# PROCEDURE HISTORY SCREEN (SVO6) - Daisy [Trainee's Last Name]

Step 1: The Procedure **History** screen will appear.

Step 2: Press **<Ctrl>** & **<F9>** and type **PA30** to go to the **Breast and Cervical Cancer Data** screen.

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) UPDATE-CCS/BCS Daisy [Trainee's Last Name]

- Step 1: The **PA30** record dated {1<sup>ST</sup> DAY OF PREVIOUS MONTH} with a service type code of CCS will appear.
- Step 2: Press <**F6**> to edit.
- Step 3: Press **Tab**> to go the **Notification Date**. Type in {20<sup>TH</sup> DAY OF PREVIOUS MONTH}.
- Step 4: Press <**Tab**> to go to the **Diagnosis Work-Up** field. Press <**F1**> to view codes. Highlight P2 **Diagnosis Work-Up** not planned and press <**Enter**> to select.
- Step 5: Press **<F4>** to save the record.
- Step 6: Stay on this screen to update the Breast Cancer screening record for this participant.
- Step 7: <**Page Down**> to locate the **PA30** record dated {1<sup>ST</sup> DAY OF PREVIOUS MONTH} with a service code of BCS.
- Step 8: Press **< F6 >** to edit.
- Step 9: Press **Enter**> to go to the **Notification Date** field. Type in {20<sup>TH</sup> DAY OF PREVIOUS MONTH}.
- Step 10: Press <Tab> to move to the **Status of Final Diagnosis/Imaging**. Press <**F1**> to view codes. Highlight **F1**-**Work-Up complete** and press <**Enter**> to select.
- Step 11: Press < Enter> to go the Final Diagnosis field. Press < F1> to view codes. Highlight B2 Invasive Breast Cancer and press < Enter> to select.
- Step 12: Press **Enter**> to go to the **Final Diagnosis** Date. Type in {20<sup>TH</sup> DAY OF PREVIOUS MONTH}.

- Step 13: Press < Enter> to go to the Status of Treatment field. Press < F1> to view codes. Highlight 1 Treatment Started and press < Enter> to select.
- Step 14: Press < Enter > to go to the Date of Treatment Status field.

  Type in {1<sup>ST</sup> DAY OF CURRENT MONTH}.
- Step 15: The cursor is in the **Treatment Provided** field. Press <**F1**> to view codes. Highlight **B1 Mastectomy Unilateral** and press <**Enter**> to select.
- Step 16: Press **F4**> to save the record.
- Step 17: Press < Ctrl > & < F9 > and type in CM04 to go to the Case Notes screen.

### **CASE NOTES (CM04) – Daisy [Trainee's Last Name]**

- Step 1: The (CM04) Case Notes screen will appear.
- Step 2: Press <F5> to add. Press <Enter>. {TODAY'S DATE} will default to the **Date** field, the confidential field will default to N for No, and the **Entered by** field will populate with the user's id #.
- Step 3: Press **Enter** again and type in the **Case Notes**.

#### **BCCP**

Client had a lump detected in left breast. She was scheduled for diagnostic mammogram and ultrasound. A surgical consult was performed. A breast biopsy was performed and was examined by surgical pathology. Daisy was diagnosed with invasive cancer. RTTA was completed. Mastectomy scheduled. PAP/HPV testing negative. Rescreen in 5 years.

#### Trainee's full legal name, title, or credentials

- Step 4: Press <**F4**> to save the record. A **Confirm Box** with the message Are you sure? (Y/N) will appear. Select **Yes**. The message **Record added** will appear.
- Step 5: Press **<Ctrl>** & **<F9>** and type in **SV01** to go to the **Service Entry** screen.

### SERVICE ENTRY (SV01)-Daisy [Trainee's Last Name] UPDATE PAYOR CODE & AMOUNT

- Step 1: The (**SV01**) **Service Entry** will appear.
- Step 2: The cursor is on the **Service Completed Date** field.
- Step 3: <Page Down> to locate the first BCS record dated {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 4: Press **F10** to go to **Procedure Specific** screen.
- Step 5: Locate the **99202-OV NEW OT-(20 MIN)** procedure code.
- Step 6: Press **F6>** to edit.
- Step 7: **<Tab>** to the **Payor Code** field.
- Step 8: Delete the **BCCP** code.
- Step 9: <**Tab**> to the **Procedure Charge** field.
- Step 10: Delete amount.
- Step 11: Press  $\langle \mathbf{F4} \rangle$  to save.
- Step 12: A **Record Edited** message will appear.
- Step 13: Press **<F3>**to return to the **Service Entry** screen.

### SERVICE ENTRY (SV01)-Daisy [Trainee's Last Name] UPDATE PAYOR CODE & AMOUNT

- Step 1: The **(SV01)** Service Entry will appear.
- Step 2: The cursor is on the **Service Completed Date** field.
- Step 3: <Page Up> to locate the first CCS record dated {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 4: Press **F10** to go to **Procedure Specific** screen.
- Step 5: Locate the **87624-HPV TESTING** procedure code.
- Step 6: Press **F6>** to edit.
- Step 7: <**Tab**> to the **Payor Code** field.
- Step 8: Delete the **BCCP** code.
- Step 9: <**Tab**> to the **Procedure Charge** field.
- Step 10: Delete amount.
- Step 11: Press  $\langle \mathbf{F4} \rangle$  to save.
- Step 12: A **Record Edited** message will appear.
- Step 13: Press **Ctrl & F9**> and type in **SV06** to go to the **Procedure History** screen.

# PROCEDURE HISTORY SCREEN (SVO6) - Daisy [Trainee's Last Name]

- Step 1: The Procedure **History** screen will appear.
- Step 2: Press **<Ctrl>** & **<F9>** and type **PA15** to go to the **Program Information** screen.

# PROGRAM INFORMATION (PA15) -Daisy [Trainee's Last Name]

- Step 1: The (**PA15**) Program Information screen will appear. Press <**F5**> to Add. Press <**F1**> to view codes. Highlight **BCCP** and press <**Enter**> to select
- Step 2: Press < Enter> to go to the Program Status field. Press < F1> to view codes. Highlight T-Terminated and press < Enter> to select.
- Step 3: Press < Enter > to go to the Termination Reason field. Press < F1 > to view codes. Highlight 67-Medicaid and press < Enter > to select.
- Step 4: Press **F4**> to save the record.
- Step 5: A message will appear. **Verify participant and program. Confirm the termination?** Type in **Y** for **Yes**.
- Step 6: A message **Record added** will appear in the top right corner of the screen.
- Step 7: The **Program Status** now reads Terminated. The termination date will be today's computer date.
- Step 8: Press **<CTRL>** & **<F9>** and type in **PA02** to go to the **Participant Profile** Screen.

# PARTICIPANT PROFILE (PA02) - Daisy [Trainee's Last Name]

Step 1: The (**PA02**) Participant Profile screen will appear. Note that the **Program Status** now show T-Terminated.

**SCENARIO: CINDY** 

PARTICIPANT PROFILE (PA02)

ENROLLMENT (PA03)
ADDRESS - RESIDENCE

PROGRAM INFORMATION (PA15)
XP EXPANDED

IBCCP HEALTH ASSESSMENT (AS06) - BCCA

INITIAL ENTRY OF MEDICAL INFORMATION BREAST & CERVICAL CANCER DATA (PA30)

TYPE OF SERVICE- BCS & CCS

BILLING INFORMATION – RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99213 - OV EST PT - BREAST AND PELVIC (15) 77067 - DIGITAL SCREENING MAMMOGRAM, BILATERAL

SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING)
PROCEDURE SPECIFIC (**SV01**)

99213 - OV EST PT - BREAST AND PELVIC (15)
PROCEDURE SPECIFIC (SV01)
88142 - PAP TEST, LIQUID BASED, THIN PREP

PROCEDURE **HISTORY** (SV06) REVIEW

EDIT ENTRY OF MEDICAL INFORMATION CERVICAL CANCER DATA (PA30) BCS & CCS

CASE NOTES (CM04)

# PARTICIPANT PROFILE (PA02) - Cindy [Assigned Last Name], (XP Candidate, Annual Re-Screen)

- Step 1: The (**PA02**) Profile screen will appear.
- Step 2: The **Participant ID** is highlighted. Press **Delete**. Press **Enter**.
- Step 3: Type in the Assigned Last Name in the **Last Name** field. Press **Enter**. Type in Cindy in the **First Name** field. Press **Enter** past the **Birth Date** field. A Participant Browse window will appear. Press **<Enter>** to select.
- Step 4: Press <**F10**> to the (**PA03**) Participant Enrollment screen.

### **ENROLLMENT (PA03) - Cindy [Assigned Last Name],**

- Step 1: The (PA03) Enrollment Screen will appear.
- Step 2: Cindy's enrollment screen is correct. We will not edit the information.
- Step 3: Press **<F9>** to complete the **Address** information.

### **ADDRESS - Cindy [Assigned Last Name]**

- Step 1: Press **<F6>** to edit the **Address** information.
- Step 2: Press < Tab > to the Address field. Type in 1015 E. Elm ST.
- Step 3: Press < F4> to save. A message Record Edited will appear.
- Step 4: Press <**F10**> to go to the **PA15** Program Information screen.

# PROGRAM INFORMATION (PA15) - Cindy [Assigned Last Name]

- Step 1: The (**PA15**) Program Information screen will appear.
- Step 2: Press **< F6 >** to edit.
- Step 3: Press < Enter > to go to the Annual Income field. Type in 32,300. A message Participant will become category of XP will appear.
- Step 4: Press < Enter> to go to Proof On File. Press < F1> to view codes. Highlight O6 CURRENT CHECK STUBS and press < Enter> to select.
- Step 5: Press <**F4**> to save the record. A message **Record Edited** will appear.
- Step 6: Press **<Ctrl>** & **<F9>** and type **AS06** to go to the **IBCCP Health Assessment** screen.

# IBCCP HEALTH ASSESSMENT (AS06) - Cindy [Assigned Last Name]

- Step 1: The (AS06) IBCCP Health Assessment screen will appear.
- Step 2: Press <**F5**> to Add. The cursor is in the **Assessment Date** field. Type in {2<sup>ND</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** view codes. Highlight **BCCA- Annual** and press **<Enter>** to select.
- Step 4: Type in Cindy's assessment responses found in your trainee binder. For **Question #43**, select **02 TRANSPORTATION**, **07 FINANCIAL**, and **08 NEED INTERPRETER**.

#### **IBCCP Health Assessment**

Name: Cindy [Your last name] Date: 2<sup>nd</sup> day of last month YES YES NO **CERVICAL HEALTH QUESTIONS BREAST HEALTH QUESTIONS** 27. Have you ever had a Pap test? 1. Do you routinely check your breasts for changes?  $\boxtimes$  $\boxtimes$ 28. If yes, list provider where Pap test  $\boxtimes$ 2. Have you noticed a lump in your breasts? was done: 3. If yes, which breast? Right X Left Dr. Phillips 29. If yes, date of last Pap test: 4. Have you noticed any breast tenderness or pain?  $\boxtimes$ (before this current visit).01/03/2018 5. If yes, did the breast tenderness or pain increase 30. If date unknown, was it more than 10 years ago? Please guess and around the time of your menstrual period? write the date in #29. 6. If you answered yes to question #4, which breast?  $\boxtimes$ 31. Were your last Pap test results Right X Left normal? 32. What was the date of your last 7. Have you noticed any spontaneous discharge (not from menstrual period? stimulation or squeezing) from your nipples? 07/20 /2021 / 8. If yes, which breast? Right \_\_\_\_\_ Left \_\_\_  $\boxtimes$ 33. Are you pregnant?  $\boxtimes$ 34. Have you had a hysterectomy? 9. Have you noticed any other symptoms related to your

|    |             | 9. Have you noticed any other symptoms related to your                          | Ш |             | 34. Have you had a hysterectomy?   |
|----|-------------|---|---|-------------|--|
|    |             | breasts? If yes, explain:   |   |             | 35. If yes, was your cervix removed?                                     |
|    |             | 10. Have you ever had a breast exam done by a doctor or                         |   |             | 36. If you had a hysterectomy, was it                                    |
|    |             | nurse?  |   |             | due to a past history of cervical  |
|    |             | 11. If yes, list provider/clinic where breast exam was done:                    |   |             | disease or cervical cancer?  |
|    |             | Dr. Phillips  |   | $\boxtimes$ | 37. Were you exposed to Diethylstilbestrol (DES)?                        |
|    |             | 12. If yes, date of last exam (before this current visit):                      |   | $\boxtimes$ | 38. Is your immune system weakened                                       |
| _  |             | 01/03 /2020   |   |             | in any way? (Medication, HIV, organ                                      |
|    |             | 13. Have you ever had a mammogram?  |   |             | transplant or other health condition)                                    |
|    |             | 14. If yes, list provider/clinic where mammogram was done:                      |   | $\boxtimes$ | TOBACCO QUESTIONS 39. Do you smoke cigarettes?                           |
|    |             | SIU   |   |             | 40. If yes, are you ready to quit  |
|    |             | 15. If yes, date of your last mammogram (before this current visit): 01/03/2020 |   |             | smoking?   |
|    |             | / <del></del>   |   |             | 41. If yes, are you interested in being referred to the Illinois Tobacco |
|    |             | 16. If unknown was it more than 5 years?  |   |             | Quitline?  |
|    | $\boxtimes$ | 17. Have you ever had breast cancer?  |   |             | (Shaded area for IBCCP office use)                                       |
|    | $\square$   | 18. Has your mother, father, sibling (sister/brother), daughter                 |   |             | 42. What date was the referral sent to the Tobacco Quitline?             |
|    |             | or son had breast cancer? If no, go to question 22.                             |   |             | //   |
|    |             | 19. If yes to #18, who  |   |             | QUESTIONS  |
| _  | l _         | <u> </u>  |   |             | Barrier Assessment   |
|    |             | 20. Are they BRCA positive (if unknown leave blank)?                            |   |             | 43. from Eligibility Determination form                                  |
|    |             | 21. If yes to #18, at what age? years old                                       |   |             | Breast Cancer Risk Assessment (from Summary Office Visit form)           |
|    |             | 22. Do you have a breast implant or implants?                                   |   |             | 44. Life time risk   |
|    |             | 23. Have you ever had a breast biopsy, breast cyst aspiration                   |   |             | 45. High risk for breast cancer  |
|    |             | or surgery on your breast?  |   |             | ☐ yes, client is high risk☐ no, client is not high risk                  |
|    |             |   |   |             | ⊠ not assessed/unknown   |
|    |             | 24. If yes, which breast? Right Left  |   |             | Cervical Cancer Risk Assessment  |
|    |             | 25. If yes, list the provider who performed the procedure                       |   |             | 46. High risk for cervical cancer  |
|    |             |   |   |             | ☐ yes, client is high risk   |
|    |             | 26. Have you ever had radiation to the chest area?                              |   |             | ☐ no, client is not high risk ☑ not assessed/unknown                     |
| ╽⊔ |             | ,   |   |             | M Hot assessed/ullkilowil  |
|    |             |   |   |             |  |
|    |             |   |   |             |  |
|    |             |   |   |             |  |

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

# BREAST & CERVICAL CANCER DATA SCREEN (PA30) BCS Cindy [Assigned Last Name]

- Step 1: Press **F5** to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in {2<sup>ND</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS-BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: Press < Enter> to go to the History field. Press < F1> view codes. Highlight S Symptomatic and press < Enter> to select.
- Step 5: Press < Enter > to go to the Next Screening Date. Type in {SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.
- Step 6: Press **<Enter>** to go the **Indication for Initial Mammogram** field. Highlight **IM1 ROUTINE SCREENING MAMMOGRAM** and press **<Enter>** to select.
- Step 7: Press < Enter> to go to the Diagnosis Work-Up field. Press < F1> to view codes. Highlight P3 Diagnostic Work-Up plan not yet determined and press < Enter> to select.
- Step 8: Press < F4> to save the record. Stay on this screen to add the CCS record.

# BREAST & CERVICAL CANCER DATA SCREEN (PA30) CCS, Cindy [Assigned Last Name]

- Step 1: Press **F5** to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in **2<sup>ND</sup> DAY OF PREVIOUS MONTH}**.
- Step 3: The cursor is in the **Type of Service** field. Type in **CCS** and press **<Enter>** to select.
- Step 4: Press < Enter> to go to the History field. Press < F1> to view codes. Highlight A- Asymptomatic and press < Enter> to select.
- Step 5: Press < Enter > to go to the Next Screening Date. Type in {SCREENING CYCLE DATE PLUS THREE YEARS AND ONE DAY}.
- Step 6: Press < Enter > to go the Indication for Indication for Pap Test field. Highlight IP1 Routine Pap test and press < Enter > to select.
- Step 7: Press **<Enter>** to go the **Indication for HPV Test** field. Highlight **IH3 Test not done** and press **<Enter>** to select.
- Step 8: Press **<Enter>** to go to the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P3 Diagnostic Work-Up** plan not yet determined and press **<Enter>** to select.
- Step 9: Press **<F4>** to save the record.
- Step 10: Press **<F9>** to go to the **(SV01)** Service Entry Screen.

# SERVICE ENTRY (SV01) - Cindy [Assigned Last Name], BCS,

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Type in {2<sup>ND</sup> DAY OF PREVIOUS MONTH} for the **Service Completed Date.**
- Step 3: The cursor is in the **Type of Service** field. Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service**. Press **<F1>** to view codes. Highlight **6-Clinic** and press **<Enter>** to select.
- Step 5: Press < Enter> to go to the Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field. Type in **CBE & MAMM**.
- Step 7: Press < F4> to save the record. Message: Record added. Service is Medicaid Claimable will appear.
- Step 8: Press **F10**> to document Procedure Specific Information.

# PROCEDURE SPECIFIC INFORMATION - Cindy [Assigned Last Name] BCS

- Step 1: Press **F5** to add.
- Step 2: Press <F1> to view codes. Highlight 99213 (OV EST PT 15 MIN BOTH) and press <Enter> to select.
- Step 3: Press < Enter> to go to the Procedure Results field. Press < F1> to view codes. Highlight B1 NORMAL EXAM and press < Enter> to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** view codes. Highlight **S State** and press **<Enter>** to select.
- Step 5: Press < Enter > to go to the Procedure Charge field. Press < F1 > to view Acceptable Charge and press < Enter > to select.
- Step 6: Press <**F4**> to save the record. A message will appear **Bill Received**. Y/N. Type in **Y-Yes**.
- Step 7: The message **Record added** will appear. Press **<F3>** to return to the **(SV01) Service Entry** window.

# ADDITIONAL PROCEDURE SPECIFIC INFORMATION - Cindy [Assigned Last Name] BCS

- Step 1: Press **F5** to add.
- Step 2: Press <F1> to view codes. Highlight 77067 DIGITAL SCREENING MAMMOGRAM, BILATERAL and press <Enter> to select.
- Step 3: Press < Enter> to go to the Procedure Results field. Press < F1> to view codes. Highlight M2 BENIGN FINDING BI-RADS 2 and press < Enter> to select.
- Step 4: Press < Enter > to go the Recommendations field. Press < F1 > to view codes. Highlight < RB1 RESCREEN IN 1 YR > and press < Enter > to select.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** view codes. Highlight **S State** and press **<Enter>** to select.
- Step 6: Press < Enter > to go to the Procedure Charge field. Press < F1 > to view Acceptable Charge and press < Enter > to select.
- Step 7: Press <**F4**> to save the record. A message will appear **Bill Received**. Y/N. Type in **Y-Yes**.
- Step 8: The message **Record added** will appear. Press **<F3>** to return to the **(SV01) Service Entry** window.

### SERVICE ENTRY (SV01) - Cindy [Assigned Last Name], CCS

- Step 1: Press <**F5**> to add.
- Step 2: Type in {2<sup>ND</sup> DAY OF PREVIOUS MONTH} for the **Service Completed Date** field.
- Step 3: The cursor is in the **Type of Service** field. Type in **CCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service**. Press **<F1>** to view codes. Highlight **6-Clinic** and press **<Enter>** to select.
- Step 5: Press < Enter> to go to the Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient message will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go the **Comments** field. Type in **PELVIC & PAP.**
- Step 7: Press <**F4**> to save the record. A message **Record added**. Service is Medicaid Claimable will appear.
- Step 8: Press **F10** to document **Procedure Specific Information**.

# PROCEDURE SPECIFIC INFORMATION – (SV01) Cindy [Assigned Last Name], CCS

- Step 1: Press **F5** to add.
- Step 2: Press <F1> view codes. Highlight to 99213 (OV EST PT 15 MIN BOTH) and press <Enter> to select.
- Step 3: Press < Enter> to go to Procedure Results field. Press < F1> view codes. Highlight 1 Normal/Negative and press < Enter> to select.
- Step 4: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Y/N. Type in **Y-Yes**.
- Step 5: A message **Record added** will appear.

### PROCEDURE SPECIFIC INFORMATION – (SV01) Cindy [Assigned Last Name], CCS

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> view codes. Highlight to 88142 Pap Test, Liquid Based, thin prep and press <Enter> to select.
- Step 3: Press < Enter > to go to Procedure Results field. Press < F1 > to view codes. Highlight PT21 Negative for Intraepithelial Lesion or Malignancy.
- Step 4: Press **<Enter>** to **Recommendations**. Press **<F1>** view codes. Highlight **RC4 Routine Re-screen in 3 years**.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **S State** and press **<Enter>** to select.
- Step 6: Press < Enter > to go to the Procedure Charge field. Press < F1 > to view Acceptable Charge and press < Enter > to select.
- Step 7: Press <**F4**> to save the field. A **Confirm Box** will appear **Bill Received**? Y/N Type **Y-YES**.
- Step 8: A message **Record added** will appear.
- Step 9: Press **<Ctrl>** & **<F9>** and type **CM04** To go to the **CASE NOTES** screen.

# PROCEDURE HISTORY SCREEN (SV06) – Cindy [Assigned Last Name]

Step 1: The **(SV06) PROCEDURE HISTORY** screen will appear.

Step 2: Press < Ctrl > & < F9 > and type CM04 to go to the CASE NOTES screen.

### **CASE NOTES (CM04) - Cindy [Assigned Last Name]**

- Step 1: The (**CM04**) **Case Notes** screen will appear.
- Step 2: Press <F5> to add. Press <Enter>. {TODAY'S Date} will default to the Date field, the confidential field will default to N for No, and the Entered by field will populate with the user's id #.
- Step 3: Press **<Enter>** again and type in the **Case Notes.**

#### **BCCP**

Client had screening mammogram which showed benign cyst- BIRADS 2. Follow-up one year. Pap test negative, follow-up 3 years. Cindy received educational materials on breast and cervical cancer. Contacted MD for risk assessment results.

Trainee's full legal name, title, or credentials

- Step 4: Press <F4> to save the record. The message, Are You Sure You Want To Save? will appear. Select <Yes>. The message Record added will appear.
- Step 5: Press **<Ctrl>** & **<F9>** and type in **PA02** to go to the **Participant Profile** screen.

### SCENARIO: MELINDA

PARTICIPANT PROFILE (PA02)
PARTICIPANT ENROLLMENT (PA03)-REVIEW ONLY
PROGRAM INFORMATION-REVIEW ONLY
IBCCP HEALTH ASSESSMENT (AS06) - REVIEW ONLY
BREAST & CERVICAL CANCER DATA (PA30) BCS-REVIEW ONLY
PROCEDURE HISTORY (SV06) REVIEW ONLY

INITIAL ENTRY OF MEDICAL INFORMATION
BREAST & CERVICAL CANCER DATA (PA30)
TYPE OF SERVICE – BCS

BILLING INFORMATION - RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

77065 DIGITAL DX MAMMOGRAM UNILATERAL SERVICE ENTRY (SV01) BCD (BREAST CANCER DIAGNOSTIC) PROCEDURE SPECIFIC (SV01)

76641 ULTRASOUND COMPLETE UNILATERAL

PROCEDURE **HISTORY** (SV06) REVIEW

**CASE NOTES (CM04)** 

### PARTICIPANT PROFILE (PA02) - MELINDA [ASSIGNED LAST NAME]

- Step 1: The **(PA02) Profile** screen will appear
- Step 2: The **Participant ID** is highlighted. Press **Delete**. Press **Enter**.
- Step 3: Type in the Assigned Last Name in the **Last Name** field. Press **Enter**. Type in Melinda in the **First Name** field. Press **Enter** past the **Birth Date** field. A Participant Browse window will appear. Press **<Enter>** to select.
- Step 4: Press <**F10**> to the (**PA03**) Participant Enrollment screen.

### **ENROLLMENT (PA03) - MELINDA [ASSIGNED LAST NAME]**

Step 1: The **(PA03) Enrollment** Screen will appear.

Step 2: Press **<F9>** to go to the **Address** screen.

### ADDRESS - MELINDA [ASSIGNED LAST NAME]

Step 1: The **Address** screen will appear.

Step 2: Press **<F10>** to go to the **Program Information** screen.

# PROGRAM INFORMATION (PA15) - MELINDA [TRAINEE'S LAST NAME]

Step 1: The **(PA15) Program Information** screen should appear.

Step 2: Press **<Ctrl> & <F9>** and type in **AS06** to go to the **IBCCP Health Assessment**.

# IBCCP HEALTH IBCCP HEALTH ASSESSMENT- BCCA - MELINDA [ASSIGNED LAST NAME]

Step 1: The **(AS06) IBCCP Health Assessment** screen will appear.

Step 2: Press **<Ctrl> & <F9>** and type in **PA30** to go the **PA30 Breast** and **Cervical Cancer screen.** 

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) MELINDA [ASSIGNED LAST NAME]

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **{Date will given by Instructor}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS** -**BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** to view codes. Highlight **S-symptomatic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Next Screening Date**. Type in **{Date will be given by Instructor}.**
- Step 6: Press <Enter > to go to the Indication for Mammogram field.
  Press <F1> to view codes. Highlight IM2 Initial
  Mammogram preformed to evaluate symptoms, positive
  CBE result, or previous abnormal Mammogram result and
  press <Enter> to select
- Step 7: Press **<Enter>** to the **Diagnostic Work-Up** field. Press **<F1>** to view codes. Highlight **P1-Diag Work-up Planned**.
- Step 8: The cursor is at the **Status of Final Diagnosis/Imaging** field. Press **<F1>** to view codes. Highlight **F2-Work-Up Pending** and press **<Enter>** to select.
- Step 9: Press **<F4>** to save the record.
- Step 10: Press **<Ctrl> & <F9>** and type **SV01** to go to the **Service Entry** screen.

### SERVICE ENTRY (SV01) - BCS - MELINDA M. [ASSIGNED LAST NAME]

- Step 1: The (**SV01**) **Service Entry** Screen will appear.
- Step 2: Press **<F5>** to add.
- Step 3: Type in **{Date will be given by Instructor}** for the **Service Completed Date.**
- Step 4: The cursor is in the **Type of Service** field. Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service** field. Press **<F1>** to view codes. Highlight **6 Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to **Service Provider** field. Press **<F1>** to have the **Service Provider Look Up** window will appear. Type in **SIU**. Press **<Enter>** past the **County Served** field. **A Building Provider list... Please be patient list** will appear.

  SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments field** and type, **Diagnostic Mammogram**.
- Step 7: Press **<F4>** to save the record. Message: **Record added**.
- Step 8: Press **<F10>** to document **Procedure Specific Information**.

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **<F5>** to Add.
- Step 2: Press **<F1>** to view codes. Highlight **77065 Digital Diagnostic Mammogram, Unilateral**. Press **<Enter>** to select.
- Step 3: Press **<Enter>** down to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **M1 Negative (BI-RADS 1)**. Press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RB1 Rescreen in 1 year**.
- Step 6: Press **<Enter>** to the **Payor Code** field. Press **<F1>** to view codes. Highlight **S STATE** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge** field. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 8: Press <F4> to save the record. Message: Bill Received? Y or N will appear. Press Y for Yes.
- Step 9: Press **<F3>** to return to the **Service Entry Screen (SV01).**

### SERVICE ENTRY (SV01) - BCD - Melinda [Assigned Last Name]

- Step 1: The (**SV01**) **Service Entry** Screen will appear.
- Step 2: Press **<F5>** to add.
- Step 3: Type in **{Date will be given by Instructor}** for the **Service Completed Date.**
- Step 4: The cursor is in the **Type of Service** field. Type in **BCD** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service** field. Press **<F1>** to view codes. Highlight **6 Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to **Service Provider** field. Press **<F1>** to have the **Service Provider Look Up** window will appear. Type in **SIU**. Press **<Enter>** past the **County Served** field. **A Building Provider list... Please be patient list** will appear.
  SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments field** and type, **Ultrasound Complete Unilateral**.
- Step 7: Press **<F4>** to save the record. Message: **Record added**.
- Step 8: Press **<F10>** to document **Procedure Specific Information**.

### PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **<F5>** to Add **Procedure Specific Information**.
- Step 2: Press **<F1>** to view codes. Highlight **76641 Ultrasound Complete Unilateral**. Press **<Enter>** to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **US1 Negative BI-RADS 1** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP BCCP.** Press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Procedure Charge** field. Press **<F1>** view **Acceptable Charge**. Press **<Enter>** to select.
- Step 6: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 7: Press **<Ctrl> & <F9>** and type **SV06** to go to the **Procedure History** screen.

# PROCEDURE HISTORY SCREEN (SVO6) - Melinda [Assigned Last Name]

- Step 1: The **Procedure History** screen will appear.
- Step 2: Press **<Ctrl> & <F9>** and type **CM04** to go the **Case Notes** screen.

### **CASE NOTES (CM04) – Melinda [Assigned Last Name]**

- Step 1: The **(CM04) Case Notes** screen will appear.
- Step 2: Press <F5> to add. Press <Enter>. {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the Entered by field will populate with the user's id #.
- Step 3: Press **<Enter>** again and type in the **Case Notes**.

#### **BCCP**

The diagnostic mammogram and ultrasound were determined to be BI-RADS 1. The physician provided Melinda breast health education which included "knowing your own breasts" and encouraged her to contact the office with any concerns. An annual-well-woman visit, and mammography has been scheduled for 1 year.

### Trainee's full legal name/title or credentials

- Step 4: Press <F4> to save the record. A Confirm Box with the message Are you sure? (Y/N) will appear. Select Yes. The message Record added will appear.
- Step 5: Press **<Ctrl> & <F9>** and type in **PA01** to go to the **Participant Look Up** screen.

### **SCENARIO: JAMIE**

PARTICIPANT LOOKUP (PA01)

**ENROLLMENT (PA03)** 

**ADDRESS** – RESIDENCE

**ADDRESS** - EMERGENCY

ELIGIBILITY/PROGRAM INFORMATION (PA15)

**A-CDC BCCP** 

IBCCP HEALTH ASSESSMENT (AS06) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION

BREAST & CERVICAL CANCER DATA (PA30)

**TYPE OF SERVICE - BCS** 

BILLING INFORMATION – RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING)
PROCEDURE SPECIFIC (**SV01**)
99202-OV NEW PT – (20 MIN)

SERVICE ENTRY (**SV01**) **BCS** (BREAST CANCER SCREENING)

77066 - DIGITAL DIAGNOSTIC MAMMOGRAM, BILATERAL 77047 - MRI, BREAST, WITHOUT CONTRAST-BILATERAL

SERVICE ENTRY (**SV01**) **BCD** (BREAST CANCER DIAGNOSTIC) **76641-ULTRASOUND** 

PROCEDURE **HISTORY** (SV06) REVIEW

EDIT ENTRY OF MEDICAL INFORMATION CERVICAL CANCER DATA (PA30) BCS

CASE NOTE (CM04)

# PARTICIPANT LOOK- UP (PA01) – Jamie [Trainee's Last Name]

- Step 1: The (PA01) Participant Look-Up Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in your **Last Name**.
- Step 3: Press < Enter> to go to the First Name field. Type in Jamie. Press < Enter> past the Part. ID LOOK-UP field.
- Step 4: A message **No Records Found** will appear
- Step 5: Press < F9 > to go to the (PA03) Enrollment screen

### **ENROLLMENT (PA03) – Jamie [Trainee's Last Name]**

- Step 1: The (**PA03**) Participant Enrollment Screen will appear.
- Step 2: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 3: Press <**Tab**> to move to the **Birth Date** field. Type in {**TODAY'S DATE MINUS 37 YEARS**}.
- Step 4: The cursor is in the **Sex** field. Type in **F** for **Female**.
- Step 5: Press **<Enter>** to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to **Annual Income** field. Type in **43,000**.
- Step 7: Press **Enter**> to go to the **Registration date** field.
- Step 8: Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 9: Press < Enter> to move to Referral Source. Press < F1> to view codes. Highlight FP Family Planning and press < Enter> to select.
- Step 10: Press **<Enter>** to go to the **Hispanic Origin**. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go to the **Race**s field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 12: Press < Enter > to go to the Residential Status field. Press < F1 > to view codes. Highlight 01 DOMICILED and press < Enter > to select.
- Step 13: Press < Enter> to go to the Marital Status field. Press < F1> to view codes. Highlight 02 MARRIED and press < Enter> to select.
- Step 14: Press < Enter> to go to the Education field. Press < F1> to view codes. Highlight E012 YEAR 12-HIGH SCHOOL (GED EQ) and press < Enter> to select.

- Step 15: Press < Enter > to go to the Employment Status field. Press < F1 > to view codes. Highlight EPT EMPLOYED PART-TIME and press < Enter > to select.
- Step 16: Press **Enter**> to go to the **Pregnant** field. Type in N No.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press < Enter> to go to the Current Services field. Press < F1> to view codes. Highlight 19 FAMILY PLANNING and press < Enter> to select.
- Step 19: Press <**F4**> to save the information. A message **Record added**.
- Step 20: The Potential Program Eligibility Pop-Up Window will appear.
- Step 21: Press **Esc**> to remove the Potential Program Eligibility Pop-Up Window.
- Step 22: An Add Residential **Address** with the message No residential **Address** exists for this participant. Would you like to add one now? will appear. Select Yes.

### **ADDRESS - Jamie [Trainee's Last Name]**

- Step 1: Press < **F5**> to add.
- Step 2: Press <**F1**> to view codes. Highlight R-RESIDENCE and press <**Enter**> to select.
- Step 3: Press **Enter**> to go to the **Address** field. Type in 841 Jackson Ave.
- Step 4: Press **Enter**> to go the **Apt. No**. field. Type in 159
- Step 5: Press **Enter**> to go to the **City** field. Type in Springfield.
- Step 6: Press **<Enter>** to go to the **Zip Code** field. Type in 62704.
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight 167 SANGAMON and press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type in 217-887-9658.
- Step 9: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 10: Stay on this screen to add an emergency **Address**.

### 2nd ADDRESS TYPE- EMERGENCY – Jamie [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <**F1**> to view codes. Highlight E -EMERGENCY and press <**Enter**> to select.
- Step 3: Press **Enter**> to go to the **Address** field. Type in 729 S. Spring St.
- Step 4: Press **<Enter>** to go to the **City** field. Type in Springfield.
- Step 5: Press **Enter**> to go to the **Zip Code** field. Type in 62701
- Step 6: Press **<Enter>** to go to the **County**. Press **<F1>** to view codes. Highlight 167 SANGAMON and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type in 217-557-6236.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type in Amanda, Trainee's **Last Name**.
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight SI- Sister and press **<Enter>** to select it.
- Step 10: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 11: Press <**F10**> to go to the (**PA15**) Program Information screen.

# PROGRAM INFORMATION (PA15) – Jamie [Trainee's Last Name]

- Step 1: The (**PA15**) Program Information screen should appear. A message No program records found will appear.
- Step 2: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 3: Press <F1> to view codes. Highlight BCCP -BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press < Enter> to go to Proof On File. Press < F1> to view codes. Highlight 06 CURRENT CHECK STUBS and press < Enter> to select.
- Step 5: Press **<Enter>** to the **Date of Initial Contact** field. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 6: Press <**F4**> to save the record. A message **Record added** will appear.
- Step 7: Press **<Ctrl>** and **<F9>** and type **AS06** to go to the **IBCCP HEALTH ASSESSMENT** screen.

### **IBCCP HEALTH ASSESSMENT- BCCP - Jamie [Trainee's Last Name]**

- Step 1: The (AS06) IBCCP Health Assessment screen will appear.
- Step 2: Press <**F5**> to add. The cursor is in the Assessment Date field. Type in {15<sup>TH</sup> DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** view codes. Highlight **BCCP- BREAST/CERVICAL CANCER-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Jamie's assessment responses. For **Question #43**, select **03 CHILD/FAMILY CARE** and **07 FINANCIAL**.

### **IBCCP Health Assessment**

Name: <u>Jamie [Your last name]</u> Date: 15<sup>th</sup> day of last month

| YES         | NO          | BREAST HEALTH QUESTIONS   | YES         | NO          | CERVICAL HEALTH QUESTIONS  |
|-------------|-------------|---|-------------|-------------|--|
|             |             | Do you routinely check your breasts for changes?  | $\boxtimes$ |             | 27. Have you ever had a Pap test?  |
|             | $\boxtimes$ | 2. Have you noticed a lump in your breasts?   |             |             | 28. If yes, list provider where Pap test was done:                                       |
|             |             | 3. If yes, which breast? Right Left   |             |             | Dr. Kreidler   |
|             |             | 4. Have you noticed any breast tenderness or pain?  |             |             | 29. If yes, date of last Pap test:   |
|             |             | 5. If yes, did the breast tenderness or pain increase   |             |             | (before this current visit).04/01/2016 30. If date unknown, was it more than             |
|             |             | around the time of your menstrual period?   |             |             | 10 years ago? Please guess and   |
|             |             | 6. If you answered yes to question #4, which breast?  |             | $\boxtimes$ | write the date in #29.<br>31. Were your last Pap test results                            |
|             |             | Right X Left  |             |             | normal?  |
|             | $\boxtimes$ | 7. Have you noticed any spontaneous discharge (not from   |             |             | 32. What was the date of your last   |
|             |             | stimulation or squeezing) from your nipples?  |             |             | menstrual period?<br><u>06/   20</u> /    2021  /  |
|             |             | 8. If yes, which breast? Right Left   |             | $\boxtimes$ | 33. Are you pregnant?  |
|             | $\boxtimes$ | Have you noticed any other symptoms related to your   |             | $\boxtimes$ | 34. Have you had a hysterectomy?   |
|             |             | breasts? If yes, explain:   |             |             | 35. If yes, was your cervix removed? I do not know                                       |
|             |             | 10. Have you ever had a breast exam done by a doctor or   |             |             | 36. If you had a hysterectomy, was it  |
|             |             | nurse?  |             |             | due to a past history of cervical  |
|             |             | 11. If yes, list provider/clinic where breast exam was done:  |             | $\boxtimes$ | disease or cervical cancer? 37. Were you exposed to                                      |
|             |             | Dr. Kreidler  |             |             | Diethylstilbestrol (DES)?  |
|             |             | 12. If yes, date of last exam (before this current visit): 04/07 /2019  |             | $\boxtimes$ | 38. Is your immune system weakened   |
|             | $\boxtimes$ | 13. Have you ever had a mammogram?  |             |             | in any way? (Medication, HIV, organ transplant or other health condition)                |
|             |             | 14. If yes, list provider/clinic where mammogram was done:  |             |             | TOBACCO QUESTIONS  |
|             |             |   | $\boxtimes$ |             | <ul><li>39. Do you smoke cigarettes?</li><li>40. If yes, are you ready to quit</li></ul> |
|             |             | 15. If yes, date of your last mammogram (before this current visit):/   |             |             | smoking?   |
|             |             | 16. If unknown was it more than 5 years?  | $\boxtimes$ |             | 41. If yes, are you interested in being referred to the Illinois Tobacco                 |
| _           |             | 17. Have you ever had breast cancer?  |             |             | Quitline?  |
| Ш           | $\boxtimes$ | ·   |             |             | (Shaded area for IBCCP office use) 42. What date was the referral sent                   |
| $\boxtimes$ |             | 18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22. |             |             | to the Tobacco Quitline?<br>06/15/ /2021 /   |
|             |             |   |             |             |  |
|             |             | 19. If yes to #18, who Mother   |             |             | QUESTIONS<br>Barrier Assessment  |
|             |             | 20. Are they BRCA positive (if unknown leave blank)?  |             |             | 43. from Eligibility Determination form  |
|             |             | 21. If yes to #18, at what age? 35 years old  |             |             | Breast Cancer Risk Assessment (from Summary Office Visit form)                           |
| $\boxtimes$ |             | 22. Do you have a breast implant or implants?   |             |             | 44. Life time risk <u>25</u><br>45. High risk for breast cancer                          |
| $\boxtimes$ |             | 23. Have you ever had a breast biopsy, breast cyst aspiration   |             |             | ✓ yes, client is high risk   |
|             |             | or surgery on your breast?  |             |             | ☐ no, client is not high risk  |
|             |             | 24. If yes, which breast? Right X Left X  |             |             | ☐ not assessed/unknown Cervical Cancer Risk Assessment                                   |
|             |             | 25. If yes, list the provider who performed the procedure   |             |             | 46. High risk for cervical cancer  |
|             |             | Dr. Davis   |             |             | ☐ yes, client is high risk   |
|             | $\boxtimes$ | 26. Have you ever had radiation to the chest area?  |             |             | ⊠ no, client is not high risk □ not assessed/unknown                                     |
|             |             |   |             |             | □ Hot assessed/ullKiloWil  |

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) - BCS Jamie [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in **1<sup>ST</sup> DAY OF PREVIOUS MONTH**.
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **BCS-BREAST CANCER SCREENING** and press **<Enter>** to select.
- Step 4: Press < Enter> to go to the History field. Press < F1> view codes. Highlight S-SYMPTOMATIC and press < Enter> to select.
- Step 5: Press < Enter > to go to the Next Screening Date. Type in {SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.
- Step 6: Press < Enter > to go the Indication for Initial Mammogram field. Highlight IM2 MAMMO DONE TO EVAL/SX/POS CBE/PREV ABN RSLT and press < Enter > to select.
- Step 7: Press **<Enter>** to go to the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P3 Diagnostic Work-Up** plan not yet determined and press **<Enter>** to select.
- Step 8: Press **F4**> to save the record.
- Step 9: Press **<F9>** to go to the Service Entry (**SV01**) screen.

# SERVICE ENTRY (SV01) – BCS- Jamie [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The date {1<sup>ST</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service**. Press **<F1>** to view codes. Highlight **6 CLINIC**. and press **<Enter>** to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in Cook County. Press < Enter> past the County Served field. A Building Provider list... Please be patient list will appear. Highlight Cook County Hospital. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **OV/CBE**
- Step 7: Press **<F4>** to save the record. Message: **Record added**.
- Step 8: Press <**F10**> to go to Procedure Specific Information.

# PROCEDURE SPECIFIC INFORMATION - BCS - JAMIE [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight 99202- OV NEW PT (20 MIN)
- Step 3: Press **<Enter>** to go to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **B15 NON-CYCLIC BREAST PAIN** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **O-OTHER** and press **<Enter>** to select.
- Step 5: Press **<F4>** to **Save**.
- Step 6: Press <**F3**> to return to the (**SVO1**) **SERVICE ENTRY** screen

# SERVICE ENTRY (SV01) – BCS- Jamie [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The date {15<sup>TH</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Type in **BCS** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service**. Press **<F1>** to view codes. Highlight **6 CLINIC**. and press **<Enter>** to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient list will appear. Highlight SIU. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **DIAGNOSTIC MAMM & SCREENING MRI**.
- Step 7: Press **<F4>** to save the record. Message: **Record added**.
- Step 8: Press **F10**> to go to Procedure Specific Information.

### JAMIE [TRAINEE'S LAST NAME] PROCEDURE SPECIFIC INFORMATION

- Step 1: Press **F5** to add.
- Step 2: Press <F1> view codes. Highlight 77066 -DIGITAL DIAGNOSTIC, BILATERAL and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight M1 NEGATIVE (BI-RADS 1) and press < Enter > to select it
- Step 5: Press < Enter> to go to the Recommendations field. Press < F1> to view codes. Highlight RB3 FOLLOW UP RESCREEN IN 6 MON and press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** view codes. Highlight **BCCP BCCP** and press **<Enter>** to select.
- Step 7: Press < Enter > to go to the Procedure Charge field. Press < F1 > to view Acceptable Charge and press < Enter > to select.
- Step 8: Press < F4> to save the record. A Confirm Box message will appear Bill Received? Yes or No. Press Y for YES.

### JAMIE [TRAINEE'S LAST NAME] ADDITIONAL PROCEDURE SPECIFIC INFORMATION

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> view codes. Highlight 77047 MRI, BREAST, WITHOUT CONTRAST-BILATERAL and press <Enter> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight M8 MRI NOT DONE and press < Enter > to select it
- Step 4: Press < Enter > to go to the Recommendations field. Press < F1 > to view codes. Highlight RC13 SCREENING MRI IN 6 MONTHS and press < Enter > to select.
- Step 5: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **N** for **NO**.
- Step 6: Press <**F3**> to return to the (**SVO1**) **SERVICE ENTRY** screen

### SERVICE ENTRY (SV01) - BCD - Jamie [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: The date **{15<sup>TH</sup> DAY OF PREVIOUS MONTH}** appears in the **Service Completed Date**.
- Step 3: Type in **BCD** in the **Type of Service** field and press **<Enter>** to select.
- Step 4: Press < Enter > to go to Place of Service field. Press < F1 > to view codes. Highlight 2 OUTPATIENT HOSPITAL and press < Enter > to select.
- Step 5: Press < Enter> to go to Service Provider field. Press < F1> to have the Service Provider Look Up window will appear. Type in SIU. Press < Enter> past the County Served field. A Building Provider list... Please be patient list will appear. SIU is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **Ultrasound**.
- Step 7: Press **< F4>** to save the record. Message: **Record added**. Service Medicaid Claimable.
- Step 8: Press <**F10**> to document **Procedure Specific Information**.

### PROCEDURE SPECIFIC INFORMATION - BCD

- Step 1: Press **F5** to Add.
- Step 2: Press <**F1**> to view codes. Highlight **76641 Ultrasound** and press <**Enter**> to select.
- Step 3: Press < Enter > to go to the Procedure Results field. Press < F1 > to view codes. Highlight US1 BI-RADS 1(NEGATIVE).
- Step 4: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** view codes. Highlight **BCCP BCCP** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Procedure Charge** field. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 6: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **YES**.
- Step 7: Press **<CTRL>** & **<F9>** and type **SV06**.

# PROCEDURE HISTORY SCREEN (SV06) – Jamie [Trainee's Last Name]

Step 1: The (SV06) PROCEDURE HISTORY screen will appear.

Step 2: Press **<Ctrl>** & **<F9>** and type **PA30** to go to the **BREAST AND CERVICAL CANCER DATA** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) UPDATE - BCS- Jamie [Trainee's Last Name]

- Step 1: The (PA30) BREAST AND CERVICAL CANCER DATA screen
- Step 2: < Page Down> to view the BCS record.
- Step 3: Press **< F6 >** to edit the record.
- Step 4: Press **<Enter>** to go to the **Next Screening Date** field. Type in **{CURRENT SCREENING CYCLE DATE PLUS SIX MONTHS}**.
- Step 5: Press <**Tab**> to go the **Notification Date** field. Type in {**17**<sup>TH</sup> **DAY OF PREVIOUS MONTH**}.
- Step 6: Press <Tab> to go to the **Diagnostic Work-Up** field. Press <F1> to view codes. Highlight P1 **DIAGNOSTIC WORK-UP** PLANNED and press <**Enter**> to select.
- Step 7: Press <**Tab**> to go to the **Status of Final Diagnosis** field. Press <**F1**> to view codes. Highlight **F1- DX WORK-UP COMPLETE,** and press **Enter** to select.
- Step 8: Press<**Tab**> to go the **Final Diagnosis** field. Press <**F1**> to view codes. **Highlight B3-BREAST CANCER NOT DIAGNOSED.**
- Step 9: Press **<Enter>** to go the **Final Diagnosis Date**. Type in **17**th **DAY OF PREVIOUS MONTH**.
- Step 10: Press < **F4**> to save the record.
- Step 11: Press < CTRL> & < F9> and type CM04 to go to the Case Notes screen.

#### **CASE NOTES (CM04) – Jamie [Trainee's Last Name]**

- Step 1: The (CM04) Case Notes screen will appear.
- Step 2: Press <**F5**> to add. Press <**Enter**>. {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the **Enter**ed by field will populate with the user's id #.
- Step 3: Press **<Enter>** again and type in the **Case Notes.**

#### **BCCP**

High Risk breast client referred to IBCCP with an abnormal CBE result needing further diagnostic testing. A diagnostic mammogram and ultrasound were completed as an M1/US1-Negative—Bi-RADS 1, and Jaime will be scheduled for a screening MRI in 6 months. Referral made to Illinois Quit line for smoking.

#### Trainee's full legal name/title or credentials

- Step 4: Press <**F4**> to save the record. A **Confirm Box** with the message Are you sure? (Y/N) will appear. Select Yes. The message **Record added** will appear.
- Step 5: Press **<Ctrl>** & **<F9>** and type in **PA01** to go to the **PARTICIPANT LOOK UP** screen.

#### SCENARIO: RUTH

PARTICIPANT LOOKUP (PA01) ENROLLMENT (PA03) ADDRESS - RESIDENCE PROGRAM INFORMATION (PA15)

IBCCP HEALTH ASSESSMENT (AS06) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION
BREAST & CERVICAL CANCER DATA (PA30)
TYPE OF SERVICE – CCS

BILLING INFORMATION – RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

99202 - OV NEW PT - (20 MIN)

87624 - HPV TESTING

**87625 – HPV TESTING TYPES 16 & 18 ONLY** 

88142 - PAP TEST, LIQUID BASED, THIN PREP

SERVICE ENTRY (**SV01**) **CCD** (CERVICAL CANCER DIAGNOSTIC)
PROCEDURE SPECIFIC (**SV01**)

**57455 - COLPOSCOPY WITH BIOPSY** 

88305 - SURGICAL PATHOLOGY-BREAST OR CERVIX

PROCEDURE **HISTORY** (SV06) REVIEW

EDIT ENTRY OF MEDICAL INFORMATION CERVICAL CANCER DATA (PA30) CCS

CASE NOTE (CM04)

# PARTICIPANT LOOK UP (PA01) -Ruth [Trainee's Last Name]

- Step 1: The Participant Look Up (PA01) Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in Your Participant's Assigned **Last Name**.
- Step 3: The (PA01) Participant Look-Up Screen will appear.
- Step 4: The cursor is in the **Last Name** field. Type in your **Last Name**.
- Step 5: Press **<Enter>** to go to the **First Name** field. Type in Ruth. Press **<Enter>** past the **Part. ID LOOK-UP** field.
- Step 6: A message **No Records Found** will appear
- Step 7: Press < F9 > to go to the (PA03) Enrollment screen

#### **ENROLLMENT (PA03) - Ruth [Trainee's Last Name]**

- Step 1: The (**PA03**) Participant Enrollment Screen will appear.
- Step 2: Press <**F5**> to add.
- Step 3: Press <**Tab**> to move to the **Birth Date** field. Type in {**TODAY'S DATE MINUS 35 YEARS**}.
- Step 4: The cursor is in the **Sex** field. Type in **F** for **Female**.
- Step 5: Press **Enter**> to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to **Annual Income** field. Type in **30,000**.
- Step 7: Press **Enter**> to go to the **Registration date** field.
- Step 8: Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 9: Press < Enter> to move to Referral Source. Press < F1> to view codes. Highlight CE-Community Event and press < Enter> to select.
- Step 10: Press **<Enter>** to go to the **Hispanic Origin**. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go to the **Race**s field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 12: Press < Enter > to go to the Residential Status field. Press < F1 > to view codes. Highlight 01 DOMICILED and press < Enter > to select.
- Step 13: Press < Enter > to go to the Marital Status field. Press < F1 > to view codes. Highlight 02 MARRIED and press < Enter > to select.
- Step 14: Press < Enter> to go to the Education field. Press < F1> to view codes. Highlight E012 YEAR 12-HIGH SCHOOL (GED EQ) and press < Enter> to select.

- Step 15: Press < Enter> to go to the Employment Status field. Press < F1> to view codes. Highlight EPT EMPLOYED PART-TIME and press < Enter> to select.
- Step 16: Press **Enter**> to go to the **Pregnant** field. Type in N No.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press < Enter> to go to the Current Services field. Press < F1> to view codes. Highlight 29-PRIVATE PHYSICIAN and press < Enter> to select.
- Step 19: Press <**F4**> to save the information. A message **Record added**.
- Step 20: The Potential Program Eligibility Pop-Up Window will appear.
- Step 21: Press **Esc**> to remove the Potential Program Eligibility Pop-Up Window.
- Step 22: An Add Residential **Address** with the message No residential **Address** exists for this participant. Would you like to add one now? will appear. Select Yes.

#### **ADDRESS - Ruth [Trainee's Last Name]**

- Step 1: Press < **F5**> to add.
- Step 2: Press <**F1**> to view codes. Highlight R-RESIDENCE and press <**Enter**> to select.
- Step 3: Press **Enter**> to go to the **Address** field. Type in 842 Jackson Ave.
- Step 4: Press **Enter**> to go the **Apt. No**. field. Type in 160
- Step 5: Press **Enter**> to go to the **City** field. Type in Springfield.
- Step 6: Press **Enter**> to go to the **Zip Code** field. Type in 62704.
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight 167 SANGAMON and press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type in 217-887-9666.
- Step 9: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 10: Stay on this screen to add an emergency **Address**.

# 2nd ADDRESS TYPE- EMERGENCY - Ruth [Trainee's Last Name]

- Step 1: Press <**F5**> to add.
- Step 2: Press <**F1**> to view codes. Highlight E -EMERGENCY and press <**Enter**> to select.
- Step 3: Press **Enter**> to go to the **Address** field. Type in 730 S. Spring St.
- Step 4: Press **<Enter>** to go to the **City** field. Type in Springfield.
- Step 5: Press **Enter**> to go to the **Zip Code** field. Type in 62701
- Step 6: Press **<Enter>** to go to the **County**. Press **<F1>** to view codes. Highlight 167 SANGAMON and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type in 217-557-6666.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type in Marie, Trainee's **Last Name**.
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight SI- Sister and press **<Enter>** to select it.
- Step 10: Press <**F4**> to save the information and a message **Record** added will appear in the top right corner of the screen.
- Step 11: Press <**F10**> to go to the (**PA15**) Program Information screen.

# PROGRAM INFORMATION (PA15) – Ruth [Trainee's Last Name]

- Step 1: The (**PA15**) Program Information screen should appear. A message No program records found will appear.
- Step 2: Press **F5** to add.
- Step 3: Press <F1> to view codes. Highlight BCCP -BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press < Enter> to go to Proof On File. Press < F1> to view codes. Highlight 06 CURRENT CHECK STUBS and press < Enter> to select.
- Step 5: Press **<Enter>** to the **Date of Initial Contact** field. Type in {1<sup>ST</sup> DAY OF PREVIOUS MONTH}.
- Step 6: Press <**F4**> to save the record. A message **Record added** will appear.
- Step 7: Press **<Ctrl>** and **<F9>** and type **AS06** to go to the **IBCCP HEALTH ASSESSMENT** screen.

# IBCCP HEALTH ASSESSMENT- BCCP Ruth [Trainee's Last Name]

- Step 1: The (AS06) IBCCP Health Assessment screen will appear.
- Step 2: Press < **F5**> to Add.
- Step 3: The cursor is in the Assessment Date field. Type in {1st DAY OF PREVIOUS MONTH}.
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** to view codes. Highlight **BCCP-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Ruth assessment responses. For **Question #43**, select **02 TRANSPORTATION, 07 FINANCIAL, and 08 NEED INTERPRETER.**

#### **IBCCP Health Assessment**

Name: Ruth [Your last name] Date: 1<sup>st</sup> day of month

| YES | NO          | BREAST HEALTH QUESTIONS   | YES         | NO          | CERVICAL HEALTH QUESTIONS  |
|-----|-------------|---|-------------|-------------|--|
|     |             | Do you routinely check your breasts for changes?  | $\boxtimes$ |             | 27. Have you ever had a Pap test?  |
|     |             | Have you noticed a lump in your breasts?  |             |             | 28. If yes, list provider where Pap test   |
|     |             | 3. If yes, which breast? Right Left   |             |             | was done:<br>Dr. Jameson   |
|     | $\boxtimes$ | Have you noticed any breast tenderness or pain?   |             |             | 29. If yes, date of last Pap test:   |
|     |             | If yes, did the breast tenderness or pain increase  |             |             | (before this current visit).05/25/2016   |
|     |             | around the time of your menstrual period?   |             |             | 30. If date unknown, was it more than 10 years ago? Please guess and             |
|     |             | ·   | _           |             | write the date in #29.   |
|     |             | 6. If you answered yes to question #4, which breast?  | $\boxtimes$ |             | 31. Were your last Pap test results  |
|     |             | Right Left  7. Have you noticed any spontaneous discharge (not from   |             |             | normal?<br>32. What was the date of your last                                    |
|     | Ш           | stimulation or squeezing) from your nipples?  |             |             | menstrual period?  |
|     |             | 8. If yes, which breast? Right Left   |             |             | //   |
|     | $\boxtimes$ | Have you noticed any other symptoms related to your   |             |             | <ul><li>33. Are you pregnant?</li><li>34. Have you had a hysterectomy?</li></ul> |
|     |             | breasts? If yes, explain:   |             |             | 35. If yes, was your cervix removed?   |
|     | $\boxtimes$ | 10. Have you ever had a breast exam done by a doctor or   |             |             | I do not know  |
|     |             | nurse?  |             | Ш           | 36. If you had a hysterectomy, was it due to a past history of cervical          |
|     |             | 11. If yes, list provider/clinic where breast exam was done:  |             |             | disease or cervical cancer?  |
|     |             | Dr. Jameson   |             | $\boxtimes$ | 37. Were you exposed to  |
|     |             | 12. If yes, date of last exam (before this current visit):  |             | $\boxtimes$ | Diethylstilbestrol (DES)? 38. Is your immune system weakened                     |
|     | _           | <u>05/25</u> /2 <u>016</u>  |             |             | in any way? (Medication, HIV, organ  |
|     | Ш           | 13. Have you ever had a mammogram?  |             |             | transplant or other health condition)  |
|     |             | 14. If yes, list provider/clinic where mammogram was done: SIU  |             | $\boxtimes$ | TOBACCO QUESTIONS 39. Do you smoke cigarettes?                                   |
|     |             | <u>510 </u><br>  15. If yes, date of your last mammogram (before this current                                       |             |             | 40. If yes, are you ready to quit  |
|     |             | visit): 07/30/2020  |             |             | smoking?<br>41. If yes, are you interested in being                              |
|     |             | 16. If unknown was it more than 5 years?  |             |             | referred to the Illinois Tobacco   |
|     | $\boxtimes$ | 17. Have you ever had breast cancer?  |             |             | Quitline? (Shaded area for IBCCP office use)                                     |
|     |             | ·   |             |             | 42. What date was the referral sent  |
|     | $\boxtimes$ | 18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22. |             |             | to the Tobacco Quitline?   |
|     |             |   |             |             | QUESTIONS  |
|     |             | 19. If yes to #18, who  |             |             | Barrier Assessment   |
|     |             | 20. Are they BRCA positive (if unknown leave blank)?  |             |             | 43. from Eligibility Determination form  |
|     |             | 21. If yes to #18, at what age? years old   |             |             | Breast Cancer Risk Assessment (from Summary Office Visit form)                   |
|     |             | 22. Do you have a breast implant or implants?   |             |             | 44. Life time risk 8   |
|     | $\boxtimes$ | 23. Have you ever had a breast biopsy, breast cyst aspiration   |             |             | 45. High risk for breast cancer  ☐ yes, client is high risk                      |
|     |             | or surgery on your breast?  |             |             | ⊠ no, client is not high risk  |
|     |             | 24. If yes, which breast? Right Left  |             |             | ☐ not assessed/unknown   |
|     |             | 25. If yes, list the provider who performed the procedure   |             |             | Cervical Cancer Risk Assessment 46. High risk for cervical cancer                |
|     |             | 20. If yes, list the provider who performed the procedure   |             |             | □ yes, client is high risk   |
|     |             |   |             |             | ⊠ no, client is not high risk  |
|     | $\boxtimes$ | 26. Have you ever had radiation to the chest area?  |             |             | ☐ not assessed/unknown   |
|     |             |   |             |             |  |

- Step 5: Press <**F4**> to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the Breast and Cervical Cancer Data screen.

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### BREAST& CERVICAL CANCER DATA SCREEN (PA30) - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in **1st DAY OF PREVIOUS MONTH**.
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **CCS -CERVICAL CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** view codes. Highlight **A-ASYMPTOMATIC** and press **<Enter>** to select.
- Step 5: Press < Enter > and go to Next Screening Date. Type in {SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.
- Step 6: Press < Enter > to go to the Indication for Pap Test. Press < F1 > view codes. Highlight IP4-PAP TEST NOT DONE and press < Enter > to select.
- Step 7: Press < Enter > to go to the Indication for HPV Test. Press < F1 > to view codes. Highlight IH4-PRIMARY HPV TESTING and press < Enter > to select.
- Step 8: Press < Enter > to go to the Diagnosis Work-Up field. Press < F1 > to view codes. Highlight P1-DIAGNOSTIC WORK-UP PLANNED and press < Enter > to select.
- Step 9: The cursor is at the **Status of Final Diagnosis/Imaging** field. Press **<F1>** to view codes. Highlight **F2-DIAGNOSTIC WORK-UP PENDING.**
- Step 10: Press <**F4**> to save the record. Press <**F9**> to go to the Service Entry screen.

# SERVICE ENTRY (SV01) – CCS - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: The date in {1st DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in CCS and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight 6 -Clinic and press **<Enter>** to select.
- Step 5: Press < Enter > to go to the Service Provider field. Press < F1 > and the Service Provider Look up window will appear. Type in Carle and press the < Enter > key through County Served. A Building Provider list... Please be patient list will appear. Carle Clinic Association is highlighted. Press < Enter > to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **HPV Testing**.
- Step 7: Press <**F4**> to save the record. Message: **Record added**. Service is Medicaid Claimable.
- Step 8: Press <**F10**> to go to the Procedure Specific Information.

### PROCEDURE SPECIFIC INFORMATION ENTRY - CCS Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 99202 OV NEW PT-(20 MIN) and press <Enter> to select.
- Step 3: Press **<Enter>**to go to the **Procedure Results** field.
- Step 4: Press **<F1>** to view codes. Highlight **1-NORMAL/NEGATIVE**. Press **<Enter>** to select it.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP-BCCP** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** view **Acceptable Charge**. Press **<Enter>** to select.
- Step 7: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <**F1**> to view codes. Highlight **87624-HPV TESTING** and press <**Enter**> to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C21B HIGH RISK HPV HIDETECTED (GENOTYPING COMPLETED). Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC2 RE-SCREEN IN 1 YEAR**.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 7: Press < Enter > to go to Procedure Charge. Press < F1 > view Acceptable Charge. Press < Enter > to select.
- Step 8: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 87625-HPV TESTING TYPES 16 & 18 ONLY and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C25 HPV POSITIVE WITH NEGATIVE GENOTYPING (HPV POSITIVE, BUT NOT. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC12 REFLEX TO CYTOLOGY**.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 7: Press < Enter > to go to Procedure Charge. Press < F1 > view Acceptable Charge. Press < Enter > to select.
- Step 8: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 88142 PAP TEST, LIQUID BASED, THIN PREP and press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Procedure Results** field.
- Step 4: Press <**F1**> to view codes. Highlight **PT23 ASC-US**. Press <**Enter**> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC6 COLPOSCOPY W/BIOPSY**.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 7: Press < Enter > to go to Procedure Charge. Press < F1 > view Acceptable Charge. Press < Enter > to select.
- Step 8: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.
- Step 9: Press <**F3**> to return to Service Entry screen.

# SERVICE ENTRY (SV01) – CCD - Ruth [Trainee's Last Name]

- Step 1: Press **F5** to add.
- Step 2: The date in {15<sup>th</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCD** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight 6 -Clinic and press **<Enter>** to select.
- Step 5: Press < Enter> to go to the Service Provider field. Press < F1> and the Service Provider Look up window will appear. Type in Carle and press the < Enter> key through County Served. A Building Provider list... Please be patient list will appear. Carle Clinic Association is highlighted. Press < Enter> to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type **COLPO W. BIOPSY.**
- KEYPOINT: Complete the **Comments** line to indicate the tests **Enter**ed in the Procedure Specific section.
- Step 7: Press <**F4**> to save the record. Message: **Record added**. Service is Medicaid Claimable.
- Step 8: Press **F10**> to go to the Procedure Specific Information.

### PROCEDURE SPECIFIC INFORMATION ENTRY - CCD Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 57455 COLPOSCOPY WITH BIOPSY and press <Enter> to select.
- Step 3: Press **<Enter>**to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C51 CIN 1/MILD DYSPLASIA. Press <Enter> to select it.
- Step 5: Press < Enter > to go to the Recommendations field. Press < F1 > to view codes. Highlight RC2 RE-SCREEN IN 1 YEAR
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP-BCCP** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** view **Acceptable Charge**. Press **<Enter>** to select.
- Step 8: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCD - Ruth [Trainee's Last Name]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 88305 SURGICAL PATHOLOGY-BREAST OR CERVIX and press <Enter> to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C51 CIN 1/MILD DYSPLASIA. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** view **Acceptable Charge**. Press **<Enter>** to select.
- Step 7: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press Y for Yes.
- Step 8: Press **<Ctrl>** & **<F9>** and type **SV06** to go to the **PROCEDURE HISTORY** screen.

# PROCEDURE HISTORY SCREEN (SV06) - Ruth [Trainee's Last Name]

Step 1: The **(SV06) PROCEDURE HISTORY** screen will appear.

Step 2: Press < Ctrl > & < F9 > and type PA30 to go to the BREAST AND CERVICAL CANCER DATA screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) UPDATE - CCS Ruth [Trainee's Last Name]

- Step 1: The (PA30) BREAST AND CERVICAL CANCER DATA screen will appear.
- Step 2: Press <**F6**> to edit.
- Step 3: Press < Enter > to go the Indication of Pap Test field. Press < F1 > to view codes. Highlight IP7 PAP AFTER PRIMARY HPV+ and press < Enter > to select.
- Step 4: Press **<Enter>** to go to the **Notification Date** field. Type in **{17<sup>TH</sup> DAY OF PREVIOUS MONTH}**.
- Step 5: Press <Tab> to go to the Status of Final Diagnosis/Imaging field. Press <F1> to view codes. Highlight F1 Diagnostic Work-Up Complete and press <Enter> to select.
- Step 6: Press < Enter> to go to the Final Diagnosis field. Press < F1> to view codes. Highlight C3 CIN1/MILD DYSPLASIA and press < Enter> to select.
- Step 7: Press **<Enter>** to go to **Final Diagnosis** Date. Type in **{15**<sup>TH</sup> **DAY OF PREVIOUS MONTH}**.
- Step 8: Press < Enter > to go to Status of Treatment field. Press < F1 > to view codes. Highlight 5-TREATMENT NOT NEEDED and press < Enter > to select.
- Step 9: Press **F4**> to save the record.
- Step 10: Press **<Ctrl> & <F9>** and type **CM04** to go the Case Notes screen.

#### **CASE NOTES (CM04) – Ruth [Trainee's Last Name]**

- Step 1: The (CM04) Case Notes screen will appear.
- Step 2: Press <F5> to add. Press <Enter>. {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the Entered by field will populate with the user's id #.
- Step 3: Press **Enter** again and type in the **Case Notes.**

#### **BCCP**

Client had a high-risk HPV detected which reflexed to genotyping. She was found to be HPV positive with negative genotyping (HPV positive but no 16 or 18). Cytology was completed with a result of ASC-US and Ruth was referred for a Colposcopy with a result of CIN 1/Mild Dysplasia. Rescreen with co-testing in one-year. Contacted MD for risk assessment results.

#### Trainee's full legal name, title, or credentials

- Step 4: Press <**F4**> to save the record. A **Confirm Box** with the message Are you sure? (Y/N) will appear. Select Yes. The message **Record added** will appear.
- Step 5: Press **<Ctrl>** & **<F9>** and type in **PA01** to go to the **Participant Look Up** screen.

#### SCENARIO: KAREN

PARTICIPANT LOOKUP (PA01) ENROLLMENT (**PA03**)

**ADDRESS** - RESIDENCE

ELIGIBILITY/PROGRAM INFORMATION (PA15)
A-CDC BCCP

BCCP HEALTH IBCCP HEALTH ASSESSMENT (ASO6) - BCCP

INITIAL ENTRY OF MEDICAL INFORMATION BREAST & CERVICAL CANCER DATA (PA30)

**TYPE OF SERVICE - CCS** 

BILLING INFORMATION – RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **CCS** (CERVICAL CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

**88142 PAP TEST, LIQUID BASED, THIN PREP** PROCEDURE SPECIFIC (SVO1)

87624 HPV TESTING

SERVICE ENTRY (**SV01**) **CCD** (CERVICAL CANCER DIAGNOSTIC) PROCEDURE SPECIFIC (**SV01**)

99203 OV NEW PT-BREAST & PELVIC/CONSULT (30 MIN)
PROCEDURE SPECIFIC (SV01)

SERVICE ENTRY (**SV01**) **CCD** (CERVICAL CANCER DIAGNOSTIC)

57452 COLPOSCOPY OF CERVIX INCLUDING UPPER/ADJACENT VAGINA WITHOUT BIOPSY

PROCEDURE SPECIFIC (**SV01**)

88305 SURGICAL PATHOLOGY-BREAST OR CERVIX

PROCEDURE **HISTORY** (SV06)
REVIEW ALL SERVICES **ENTER**ED

BREAST & CERVICAL DATA (PA30)
REVIEW AND UPDATE CCS

ELIGIBILITY/PROGRAM INFORMATION (**PA15**) – BCCP – TERMINATE PROFILE (**PA02**) – VIEW TERMINATED STATUS

# PARTICIPANT LOOK- UP (PA01) - KAREN [TRAINEE'S LAST NAME] (HIGH DEDUCTIBLE)

- Step 1: The **(PA01) Participant Look Up** Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in **Your Last Name**.
- Step 3: Press **<Enter>** to go to the **First Name** field. Type in **Karen**. Press **<Enter>** past the **Part. ID LOOK-UP** field.
- Step 4: A message **No Records Found** will appear.
- Step 5: Press **<F9>** to go to the **(PA03) Enrollment screen**.

#### **ENROLLMENT (PA03) - KAREN [TRAINEE'S LAST NAME]**

- Step 1: The **(PA03) Participant Enrollment** Screen will appear.
- Step 2: Press **<F5>** to add a new participant.
- Step 3: Press <Tab> to go to the **Birth Date** field. Type in **{TODAY'S DATE MINUS 30 YEARS}.**
- Step 4: The cursor is in the **Sex** field. Type in **F**
- Step 5: Press **<Enter>** to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to the **Annual Income**. Type in **40,000.**
- Step 7: Press **<Enter>** to go to the **Registration date** field. Type in **{4<sup>TH</sup> DAY OF PREVIOUS MONTH}**.
- Step 8: Press **<Enter>** to go to the **Referral Source** field. Press **<F1>** to view codes. Highlight **P-PRIVATE PHYSICIAN** and press **<Enter>** to select.
- Step 9: Press **<Enter>** to go to the **Hispanic Origin** field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 10: Press **<Enter>** to go to **Races**. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go the **Residential Status** field. Press **<F1>** to view codes. Highlight **01 DOMICILED** and press **<Enter>** to select.
- Step 12: Press **<Enter>** to go to the **Marital Status** field. Press **<F1>** to view codes. Highlight **01 NEVER MARRIED** and press **<Enter>** to select.
- Step 13: Press < Enter > to go to the Education field. Press < F1 > to view codes. Highlight E015 YEAR 15-HIGH SCHOOL (GED EQ) and press < Enter > to select.

- Step 14: Press **<Enter>** to go to the **Employment Status** field. Press **<F1>** to view codes. Highlight **EFT EMPLOYED FULL-TIME** and press **<Enter>** to select.
- Step 15: Press **<Enter>** to go to the **Pregnant** field. Type in **N No.**
- Step 16: The cursor is in the **Primary Care Provider**. Press **<F1>** and the **Service Provider Look up** window appear. Type in **Carle**. Press **<Enter>** past the **County Served field**. A Building **Provider list... Please be patient list** will appear. Carle Clinic Association is highlighted. Press **<Enter>** to select.
- Step 17: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 18: Press **<Enter>** to go to the **Current Services** field. Press **<F1>** to view codes. Highlight **29 PRIVATE PHYSICIAN and** press **<Enter>** to select.
- Step 19: Press <**F4>** to save the information. A message **Record added** will appear in the top right corner of the screen.
- Step 20: The **Potential Program Eligibility Pop Up Window** will appear.
- Step 21: Press **<Esc>** to remove the **Potential Program Eligibility Pop Up Window.**
- Step 22: An Add Residential **Address** pop box with the message **No**residential **Address exists for this participant. Would you**like to add one now? will appear. Select **Yes** to complete
  Address Information.

#### ADDRESS - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press **<F1>** to view codes. Highlight **R-RESIDENCE** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **3535 S STATE ST.**
- Step 4: Press **<Enter>** to go to the **Apt. No.** Type in **201**
- Step 5: Press **<Enter>** to go to the **City** field. Type in **Springfield**.
- Step 6: Press **<Enter>** to go to the **Zip Code** field. Type in **62701**.
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type 2**17- 225-4287.**
- Step 9: Press **<F4>** to save the information and a message **Record added** will appear.
- Step 10: Stay on this screen to add an emergency **Address**.

# 2ND ADDRESS TYPE- EMERGENCY - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. E -EMERGENCY and press <Enter> to select E -EMERGENCY.
- Step 3: Press **<Enter>** to go the **Address** field. Type in **1154 W Elm St.**
- Step 4: **Press <Enter>** to go to the **City** field. Type in **Springfield**.
- Step 5: Press **<Enter>** to go to the **Zip Code** field. Type in **62708**.
- Step 6: press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type **217-789-0323**.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type **Sally**, **Trainee's Last Name**.
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight **DA Daughter** and press **<Enter>** to select it.
- Step 10: Press <F4> to save and a message Record added will appear.
- Step 11: Press **<F10>** to go to the **(PA15) Program Information** screen.

### PROGRAM INFORMATION (PA15) - KAREN [TRAINEE'S LAST NAME]

- Step 1: The **(PA15) Program Information** screen will appear. A message **No program records found** will appear in the top right corner of the screen.
- Step 2: Press **<F5>** to add a.
- Step 3: Press <F1> to view codes. Highlight BCCP BREAST & CERVICAL CANCER PGM and press <Enter> to select.
- Step 4: Press **<Enter>** to go to the **Proof On File** field. Press **<F1>** to view codes. Highlight **06 CURRENT CHECK STUBS** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Date of Initial Contact** field. Type in **{4<sup>TH</sup> DAY OF PREVIOUS MONTH}**.
- Step 6: Press <F4> to save the record. A message Record added will appear in the top right corner of the screen. Please notice the category is now filled in. The **Program Status** now reads **ACTIVE**.
- Step 7: Press <Ctrl> & <F9> and type **AS06** to go the **IBCCP HEALTH ASSESSMEN**T screen.

# IBCCP HEALTH ASSESSMENT- BCCP - KAREN [TRAINEE'S LAST NAME]

- Step 1: The **(AS06) IBCCP Health Assessment** screen will appear.
- Step 2: Press **<F5>** to **Add**.
- Step 3: The cursor is in the **Assessment Date** field. Type in **{4<sup>TH</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Assessment Type** field. Press **<F1>** to view codes. Highlight **BCCP-BREAST/CERVICAL CANCER-INITIAL** and press **<Enter>** to select.
- Step 4: Type in Karen's assessment responses. For **Question #43**, select **02 TRANSPORTATION**, **07 FINANCIAL**, and **09 TRAVEL DISTANCE**.

#### **IBCCP Health Assessment**

Date: 4th day of month Name: Karen [Your last name] CERVICAL HEALTH QUESTIONS YES YES NO **BREAST HEALTH QUESTIONS** 27. Have you ever had a Pap test? 1. Do you routinely check your breasts for changes?  $\boxtimes$  $\boxtimes$ 28. If yes, list provider where Pap test 2. Have you noticed a lump in your breasts?  $\boxtimes$ was done: 3. If yes, which breast? Right\_\_\_\_\_ Left\_ Dr. Kreidler 29. If yes, date of last Pap test:  $\boxtimes$ 4. Have you noticed any breast tenderness or pain? (before this current visit).08/01/2019 5. If yes, did the breast tenderness or pain increase 30. If date unknown, was it more than 10 years ago? Please guess and around the time of your menstrual period? write the date in #29. 6. If you answered yes to question #4, which breast?  $\boxtimes$ 31. Were your last Pap test results Right\_\_\_\_ Left \_\_ normal? 32. What was the date of your last 7. Have you noticed any spontaneous discharge (not from  $\boxtimes$ menstrual period? stimulation or squeezing) from your nipples? 05/ 10/ 2021 / 8. If yes, which breast? Right \_\_\_\_\_ Left \_  $\boxtimes$ 33. Are you pregnant? 9. Have you noticed any other symptoms related to your 34. Have you had a hysterectomy? 35. If yes, was your cervix removed? breasts? If yes, explain: I do not know  $\boxtimes$ 10. Have you ever had a breast exam done by a doctor or П 36. If you had a hysterectomy, was it due to a past history of cervical disease or cervical cancer? 11. If yes, list provider/clinic where breast exam was done: 37. Were you exposed to П  $\boxtimes$ Dr. Kreidler Diethylstilbestrol (DES)? 12. If yes, date of last exam (before this current visit): 38. Is your immune system weakened 05/07 /2020 in any way? (Medication, HIV, organ  $\boxtimes$ 13. Have you ever had a mammogram? transplant or other health condition) 14. If yes, list provider/clinic where mammogram was done: **TOBACCO QUESTIONS**  $\boxtimes$ 39. Do you smoke cigarettes? 40. If yes, are you ready to quit  $\boxtimes$ 15. If yes, date of your last mammogram (before this current smoking? visit): 05/07/2019 41. If yes, are you interested in being referred to the Illinois Tobacco 16. If unknown was it more than 5 years? П Quitline? 17. Have you ever had breast cancer? Shaded area for IBCCP office use)  $\boxtimes$ 42. What date was the referral sent 18. Has your mother, father, sibling (sister/brother), daughter  $\boxtimes$ to the Tobacco Quitline? or son had breast cancer? If no, go to question 22. QUESTIONS 19. If yes to #18, who **Barrier Assessment** 20. Are they BRCA positive (if unknown leave blank)? 43. from Eligibility Determination form **Breast Cancer Risk Assessment** 21. If yes to #18, at what age?\_\_\_\_\_ years old (from Summary Office Visit form) 44. Life time risk 5 22. Do you have a breast implant or implants?  $\boxtimes$ 45. High risk for breast cancer 23. Have you ever had a breast biopsy, breast cyst aspiration  $\boxtimes$ ☐ yes, client is high risk or surgery on your breast? □ no, client is not high risk ☐ not assessed/unknown 24. If yes, which breast? Right\_\_\_\_\_ Left \_\_ **Cervical Cancer Risk Assessment** 25. If yes, list the provider who performed the procedure 46. High risk for cervical cancer ☐ yes, client is high risk ⊠ no, client is not high risk 26. Have you ever had radiation to the chest area?  $\boxtimes$ ☐ not assessed/unknown 

- Step 5: Press **<F4>** to save the assessment. A message **Record added** will appear in the top right corner of the screen.
- Step 6: Press **<Ctrl>** and **<F9>** and type **PA30** to go to the **Breast** and **Cervical Cancer Data** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5**> to add.
- Step 2: The cursor is in the **Screening Cycle Date.** Type in **{4<sup>TH</sup> DAY OF PREVIOUS MONTH}.**
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **CCS -CERVICAL CANCER SCREENING** and press **<Enter>** to select.
- Step 4: The cursor is in the **History** field. Press **<F1>** view codes. Highlight **S-SYMPTOMATIC** and press **<Enter>** to select.
- Step 5: Press **<Enter>** and go to **Next Screening Date**. Type in **{SCREENING CYCLE DATE PLUS ONE YEAR AND ONE DAY}.**
- Step 6: Press **<Enter>** to go to the **Indication for Pap Test** field. Press **<F1>** view codes. Highlight **IP3-PAP TEST DONE OUTSIDE OF PROG PT RFDR FOR DX EVAL** and press **<Enter>** to select.
- Step 7: Press < Enter> to go to the Diagnostic Referral Date field. Type in {15<sup>th</sup> OF PREVIOUS MONTH}.
- Step 8: Press < Enter > to go the INDICATION FOR HPV TEST field.
  Press < F1 > to view codes. Highlight IH1-CO-TESTING. Press < Enter > to select.
- Step 9: Press **<Enter>** to go to the **Diagnosis Work-Up** field. Press **<F1>** to view codes. Highlight **P1-DIAGNOSTIC WORK-UP PLANNED** and press **<Enter>** to select
- Step 10: Press **<Enter>**to go to **Deductible must be met before diagnostic procedures are covered** field. Type **Y** for **Yes**
- Step 11: The cursor is at the **Status of Final Diagnosis/Imaging** field. Press **<F1>** to view codes. Highlight **F2-DIAGNOSTIC WORK-UP PENDING**.

- Step 12: Press **<Enter>** to go to the **Deductible Amount** field. Type **3000**.
- Step 13: Press <F4> to save the record. Press <F9> to go to the Service Entry screen.

### SERVICE ENTRY (SV01) - CCS - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date in {4<sup>TH</sup> DAY OF PREVIOUS MONTH} appears for the Service Completed Date.
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCS and** press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **Carle** and press the **<Enter>** key through **County Served**. **A Building Provider list... Please be patient list** will appear. Carle Clinic Association is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **CCS – Abnormal Pap.**
- Step 7: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 8: Press **<F10>** to go to the **Procedure Specific Information.**

### PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - KAREN [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press **<F1>** to view codes. Highlight **88142 Pap Test, Liquid Based, Thin Prep** and press **<Enter>** to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight PT24-LOW GRADE SIL (INCLUDING HPV CHANGES). Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC6-COLPOSCOPY W/BIOSPY**
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** tview codes. Highlight **O OTHER** and press **<Enter>** to select.
- Step 7: Press **Enter**> to go to **Procedure Charge**. Leave the dollar amount \$0.00.
- Step 8: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCS - KAREN [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press **<F1>** to view codes. Highlight **87624-HPV TESTING** and press **<Enter>** to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C21A-HIGH RISK HPV DETECTED (GENOTYPING NOT DONE). Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC6-COLPOSCOPY W/BIOSPY**
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **O OTHER** and press **<Enter>** to select.
- Step 7: Press **Enter**> to go to **Procedure Charge**. Leave the dollar amount \$0.00.
- Step 8: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 9: Press <**F3**> to return to Service Entry screen.

### SERVICE ENTRY (SV01) - CCD - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date in **{15<sup>th</sup> DAY OF PREVIOUS MONTH}** appears for the **Service Completed Date.**
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCD and** press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. **A Building Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **SURGICAL CONSULT**

**KEYPOINT:** Complete the Comments line to indicate the tests Entered in the Procedure Specific section.

- Step 7: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 8: Press **<F10>** to go to the **Procedure Specific Information**

### PROCEDURE SPECIFIC INFORMATION ENTRY - CCD - KAREN [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press **<F1>** to view codes. Highlight **99203-** and press **<Enter>** to select.
- Step 3: Press **<Enter>**to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C11-BIOPSY RECOMMENDED. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP-BCCP** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 7: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.

### SERVICE ENTRY (SV01) - CCD - KAREN [TRAINEE'S LAST NAME]

- Step 1: Press **<F5>** to add.
- Step 2: The date in **{20<sup>th</sup> DAY OF PREVIOUS MONTH}** appears for the **Service Completed Date.**
- Step 3: Press **<Enter>** to go to **Type of Service** field. Type in **CCD and** press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Place of Service** field. Press **<F1>** to view codes. Highlight **6 -Clinic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Service Provider** field. Press **<F1>** and the **Service Provider Look up** window will appear. Type in **SIU** and press the **<Enter>** key through **County Served**. **A Building Provider list... Please be patient list** will appear. SIU is highlighted. Press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Comments** field and type, **CCD – Colposcopy.**
- Step 7: Press **<F4>** to save the record. Message: **Record added. Service is Medicaid Claimable.**
- Step 8: Press **<F10>** to go to the **Procedure Specific Information**

### PROCEDURE SPECIFIC INFORMATION ENTRY - CCD - KAREN [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press **<F1>** to view codes. Highlight **57452-COLPOSCOPY OF CERVIX** and press **<Enter>** to select.
- Step 3: Press **Enter**>to go to the **Procedure Results** field.
- Step 4: Press <F1> to view codes. Highlight C51-CIN1/MILD DYSPLASIA. Press <Enter> to select it.
- Step 5: Press **<Enter>** to go the **Recommendations** field. Press **<F1>** to view codes. Highlight **RC2-RE-SCREEN IN 1 YEAR**.
- Step 6: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP-BCCP** and press **<Enter>** to select.
- Step 7: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 8: Press <F4> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.

### ADDITIONAL PROCEDURE SPECIFIC INFORMATION ENTRY - CCD - KAREN [TRAINEES' LAST NAME]

- Step 1: Press  $\langle \mathbf{F5} \rangle$  to add.
- Step 2: Press <F1> to view codes. Highlight 88305 SURGICAL PATHOLOGY- BREAST OR CERVIX. Press <Enter> to select.
- Step 3: Press **<Enter>** to go to **Number of Units**. Press **<F1>** to view codes. Type in **2**. Press **<Enter>** to select.
- Step 4: Press < Enter > to go to the Procedure Results field.
  Press < F1 > to view codes. Highlight C51-CIN1/MILD
  DYSPLASIA. Press < Enter > to select it.
- Step 5: Press **<Enter>** to go to the **Payor Code** field. Press **<F1>** to view codes. Highlight **BCCP-BCCP** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to **Procedure Charge**. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 7: Press <**F4**> to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 8: Press **<Ctrl> & <F9>** and type in **SV06** to go to the **PROCEDURE HISTORY** screen.

# PROCEDURE HISTORY SCREEN (SV06) - KAREN [TRAINEE'S LAST NAME]

Step 1: The **(SV06) Procedure History** screen will appear.

Step 2: Press **<Ctrl> & <F9>** and type **PA30** to go to the **BREAST AND CERVICAL DATA** screen.

## BREAST& CERVICAL CANCER DATA SCREEN (PA30) UPDATE CCS - KAREN [TRAINEE'S LAST NAME]

- Step 1: The **PA30** record dated in **{4<sup>TH</sup> DAY OF PREVIOUS MONTH}** with a service type code of **CCS** will appear.
- Step 2: Press **< F6>** to edit the record.
- Step 3: Press < Tab > to go the Notification Date field. Type in {22ND DAY OF PREVIOUS MONTH}.
- Step 4: Press <Tab> to go to the Status of Final Diagnosis field.
  Press <F1> to view codes. Highlight F1- Diagnostic Work-Up
  Complete and press <Enter> to select.
- Step 5: Press **<Enter>** to go to the **Final Diagnosis** field. Press **<F1>** to view codes. Highlight **C3 CIN 1/ MILD DYSPLASIA**.
- Step 6: Press **<Enter>** to go to **Final Diagnosis Date**. Type in **{20<sup>th</sup> DAY OF PREVIOUS MONTH}.**
- Step 7: Press **<Enter>** to go to the **Status of Treatment** field. Press **<F1>** to view codes. Highlight **5-Treatment Not Needed**.
- Step 8: Press **F4**> to save the record.
- Step 9: Press **<Ctrl> & <F9>** and type **CM04** to go to the **CASE NOTES** screen.

#### CASE NOTES (CM04) - KAREN [TRAINEE'S LAST NAME]

- Step 1: The **(CM04) Case Notes** screen will appear.
- Step 2: Press **<F5>** to add. Press **<Enter>.** The {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the **Enter**ed by field will populate with the user's id #.
- Step 3: Press **<Enter>** again and type in the Case Note.

#### **BCCP**

High Deductible client was referred to BCCP for diagnostic services by her PCP due to LSIL pap and HPV+ test results. She was referred in for colposcopy of the cervix with biopsy. A surgical consult was completed. Colposcopy of the cervix was performed with biopsy with results indicating CIN 1, mild dysplasia. Client will follow up in one year with her private PCP outside the program for HPV based testing or co-testing.

#### Trainee's full legal name/title or credentials

- Step 4: Press <F4> to save the record. A **Confirm Box** with the message **Are you sure?** (Y/N) will appear. Select **Yes**. The message **Record added** will appear.
- Step 5: Press **<Ctrl> & <F9>** and type in **PA15** to go to the **Program Information** screen.

### PROGRAM INFORMATION (PA15) - KAREN [TRAINEE'S LAST NAME]

- Step 1: The **(PA15) Program Information** screen will appear. Press **<F6>** to edit.
- Step 2: Press **<Enter>** to go to the **Program Status** field. Press **<F1>** to view codes. Highlight **T-Terminated** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go to the **Termination Reason** field. Press **<F1>** to view codes. Highlight **30-Other Insurance Source** and press **<Enter>** to select.
- Step 4: Press **<F4>** to save the record.
- Step 5: A message will appear. **Verify participant and program. Confirm the termination?** Type in **Y** for Yes.
- Step 6: A message **Record added** will appear in the top right corner of the screen.
- Step 7: The **Program Status** now reads **Terminated.** The termination date will be today's computer date.
- Step 8: Press **<CTRL> & <F9>** and type in **PA02** to go to the **Profile Screen**.

## PARTICIPANT PROFILE (PA02) - KAREN [TRAINEE'S LAST NAME]

Step 1: The **(PA02) Participant Profile** screen will appear.

Note that the Program Status now show T-

Terminated.

Step 2: Press **<CTRL>** + **<F9>** and type in **PA01** to go to the

Participant Look Up screen.

#### SCENARIO: SUSAN

PARTICIPANT LOOKUP (PA01)

ENROLLMENT (PA03)

**ADDRESS** - RESIDENCE

**ADDRESS** - EMERGENCY

ELIGIBILITY/PROGRAM INFORMATION (PA15)

RTTA - REFERRAL TO TREATMENT ACT

BREAST & CERVICAL CANCER DATA (PA30)

**TYPE OF SERVICE -RTTA** 

BILLING INFORMATION – RESULTS AND BILLING INFORMATION SERVICE ENTRY (**SV01**) **RTTA** (BREAST CANCER SCREENING) PROCEDURE SPECIFIC (**SV01**)

RTAA-REFERRAL TO TREAT ACT APPROVED

**CASE NOTES (CM04)** 

## PARTICIPANT LOOK- UP (PA01) – Susan [Trainee's Last Name]

- Step 1: The **(PA01) Participant Look-Up** Screen will appear.
- Step 2: The cursor is in the **Last Name** field. Type in your **Last Name**.
- Step 3: Press **<Enter>** to go to the **First Name** field. Type in **Susan.**
- Step 4: Press **<Enter>** past the **Part ID LOOK-UP FIELD**. A message **No Records Found** will appear
- Step 5: Press **<F9>** to go to the **(PA03) Enrollment screen**

### **ENROLLMENT (PA03) – Susan [Trainee's Last Name], RTTA**

- Step 1: The **(PA03) Participant Enrollment** Screen will appear.
- Step 2: Press **<F5>** to add.
- Step 3: Press **Tab>** to move to the **Birth Date** field. Type in **TODAY'S DATE MINUS 45 YEARS**.
- Step 4: The cursor is in the **Sex** field. Type in **F.**
- Step 5: Press **<Enter>** to go to the **Household Size** field. Type in **2.**
- Step 6: Press **<Enter>** to go to the **Annual Income** field. Type in **42,000.**
- Step 7: Press **<Enter>** to go to the **Registration date** field.
- Step 8: Type in **{20<sup>TH</sup> DAY OF THE PREVIOUS MONTH}.**
- Step 9: Press **<Enter>** to go to the **Referral Source** field. Press **<F1>** to view codes. Highlight **P Private Physician** and press **<Enter>** to select.
- Step 10: Press **<Enter>** to go to **Hispanic Origin** field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 11: Press **<Enter>** to go to the **Races** field. Press **<F1>**. Highlight a code and press **<Enter>** to select.
- Step 12: Press **<Enter>** to go to the **Residential Status** field. Press **<F1>** to view codes. Highlight **01 DOMICILED** and press **<Enter>** to select.
- Step 13: Press **<Enter>** to go to the **Marital Status** field. Press **<F1>** to view codes. Highlight **02 MARRIED** and press **<Enter>** to select.
- Step 14: Press **<Enter>** to go to the **Education** field. Press **<F1>** to view codes. Highlight **E012 YEAR 12-HIGH SCHOOL (GED**

- **EQ)** and press **<Enter>** to select.
- Step 15: Press **<Enter>** to go to the **Employment Status** field. Press **<F1>** to view codes. Highlight **EPT EMPLOYED PART-TIME** and press **<Enter>** to select.
- Step 16: Press **<Enter>** to go to the **Pregnant** field. Type in **N No.**
- Step 17: The cursor is in the **Primary Care Provider** field.
- Step 18: Press <F1> to have the Service Provider Look Up window will appear. Type in SIU. Press <Enter> past the County Served field. A Building Provider list... Please be patient list will appear. SIU is highlighted. Press <Enter> to select.
- Step 19: Press **<Enter>** to go to the **Languages** field. Press **<F1>** to view codes. Highlight **ENGLISH** and press **<Enter>** to select.
- Step 20: Press **<Enter>** to go to the **Current Services**. Press **<F1>** to view codes. Highlight **29 PRIVATE PHYSICIAN** and press **<Enter>** to select.
- Step 21: Press **F4>** to save the information. A message **Record added** will appear.
- Step 22: The **Potential Program Eligibility Pop-Up Window** will appear.
- Step 23: Press **<Esc>** to remove the **Potential Program Eligibility Pop Up Window.**
- Step 24: An Add Residential **Address** pop up box with the message **No** residential **Address exists for this participant. Would you** like to add one now? will appear. Select **Yes**.

#### **ADDRESS - Susan [Trainee's Last Name]**

- Step 1: Press **<F5>** to add.
- Step 2: Press **<F1>** to view codes. Highlight **R-RESIDENCE** and press **<Enter>** to select.
- Step 3: Press **<Enter>** to go to the **Address** field. Type in **117 Jefferson Court.**
- Step 4: Press **<Enter>** to go to the **Apt. No** field. Type in **401**.
- Step 5: Press **<Enter>** to go to the **City** field. Type in **Chicago**.
- Step 6: Press **<Enter>** to go to the **Zip Code** field. Type in **60617**.
- Step 7: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **031 Cook** press **<Enter>** to select.
- Step 8: The cursor automatically goes to the **Phone** field. Type in **312-785-1111**.
- Step 9: Press **<F4>** to save the information and a message **Record added** will appear in the top right corner of the screen.
- Step 10: Stay on this screen to add an emergency **Address**.

### ADDRESS TYPE- EMERGENCY – Susan [Trainee's Last Name]

- Step 1: Press **<F5>** to add the **Address** information.
- Step 2: Press <F1> to view codes. Highlight E -EMERGENCY. Press <Enter> to select.
- Step 3: Press **<Enter>** to go to the **Address** field. Type in **205 North St.**
- Step 4: Press **<Enter>** to go to the **City** field. Type in **Springfield**
- Step 5: Press **<Enter>** to go to the **Zip Code** field. Type in **62708**.
- Step 6: Press **<Enter>** to go to the **County** field. Press **<F1>** to view codes. Highlight **167 SANGAMON** and press **<Enter>** to select.
- Step 7: The cursor automatically goes to the **Phone** field. Type in **217-789-5959**.
- Step 8: Press **<Enter>** to go to the **Contact Person** field. Type in **Tara, Your Last Name.**
- Step 9: Press **<Enter>** to go to the **Relationship** field. Press **<F1>** to view codes. Highlight **DA Daughter** and press **<Enter>** to select.
- Step 11: Press **<F4>** to save the information and a message **Record added** will appear in the top right corner of the screen.
- Step 12: Press **<F10>** to go to the **(PA15) Program Information** screen.

### PROGRAM INFORMATION (PA15) – Susan [Trainee's Last Name]

- Step 1: The **(PA15) Program Information** screen will appear. A message **No program records found** will appear.
- Step 2: Press **<F5>** to add.
- Step 3: Press **<F1>** to view codes. Highlight **RTTA Referral to Treatment Act** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to the **Proof On File** field. Press **<F1>** to view codes. Highlight **06 CURRENT CHECK STUBS** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Date of Initial Contact** field. Type in **{20<sup>TH</sup> DAY OF THE PREVIOUS MONTH}**.
- Step 6: Press **<F4>** to save the record. A message **Record added** will appear.
- Step 7: Press **<Ctrl> & <F9>** and type **PA30** to go to **Breast and Cervical Cancer Data** screen.

### BREAST& CERVICAL CANCER DATA SCREEN (PA30) – Susan [Trainee's Last Name]

- Step 1: The **(PA30)** Breast and Cervical Cancer Data screen will appear.
- Step 2: The cursor is in the **Screening Cycle Date** field. Type in **{20<sup>TH</sup> DAY OF THE PREVIOUS MONTH}**.
- Step 3: The cursor is in the **Type of Service** field. Press **<F1>** to view codes. Highlight **RTTA Referral to Treatment Act.**
- Step 4: Press **<Enter>** to go the **History** field. Press **<F1>** to view codes. Highlight **S Symptomatic** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Final Diagnosis** field. Press **<F1>** to view codes. Highlight **B2 Cancer Invasive** and press **<Enter>** to select.
- Step 6: Press **<Enter>** to go to the **Final Diagnosis Date.** Type in **{6**<sup>TH</sup> **DAY OF THE PREVIOUS MONTH}**.
- Step 7: Press **<F4>** to save the record.
- Step 8: Press **<F9>** to go to the **Service Entry (SV01)** screen.

### **SERVICE ENTRY (SV01) - Susan [Trainee's Last Name]**

- Step 1: The **(SV01) Service Entry** screen will appear. Press **<F5>** to add.
- Step 2: Type in **{20<sup>TH</sup> DAY OF THE PREVIOUS MONTH}** for the **Service Completed Date**.
- Step 3: Type **RTTA** in the **Type of Service** field and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go to **Place of Service.** Press **<F1>** to view codes. Highlight **8 IBCCP Lead or Consortia Agency** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Comments field** and type **RTTA**.
- Step 6: Press **<F4>** to save the record. Message: **Record added**. **Service is Medicaid Claimable** will appear.
- Step 7: Press **<F10>** to go to **Procedure Specific Information.**

### PROCEDURE SPECIFIC INFORMATION -Susan [Trainee's Last Name]

- Step 1: Press **<F5>** to add.
- Step 2: Press <F1> to view codes. Highlight RTAA REFERRAL TO TREAT ACT APPROVED and press <Enter> to select.
- Step 3: Press **<Enter>** to the **Procedure Results** field. Press **<F1>** to view codes. Highlight **R01 CLIENT REFERRED TO TREAT ACT** and press **<Enter>** to select.
- Step 4: Press **<Enter>** to go the **Payor Code** field. Press **<F1>** to view codes. Highlight **S State** and press **<Enter>** to select.
- Step 5: Press **<Enter>** to go to the **Procedure Charge** field. Press **<F1>** to view **Acceptable Charge** and press **<Enter>** to select.
- Step 6: Press **<F4>** to save the record. A **Confirm Box** message will appear **Bill Received**? Yes or No. Press **Y** for **Yes**.
- Step 7: Press **<F4>** to save the record.
- Step 8: Press **<Ctrl> & <F9>** and type **CM04** to go to the **Case Notes** screen.

### **CASE NOTES (CM04) – Susan [Trainee's Last Name]**

- Step 1: The **(CM04) Case Notes** screen will appear.
- Step 2: Press <F5> to add. Press <Enter>. {TODAY'S DATE} will default to the Date field, the confidential field will default to N for No, and the Entered by field will populate with the user's id #.
- Step 3: Press **<Enter>** again and type in the **Case Notes.**

#### **BCCP**

Susan was diagnosed with Invasive Breast Cancer. Her breast surgeon referred Susan to the IBCCP as an RTTA referral. RTTA application was completed and faxed to HFS for approval.

#### Trainee's full legal name/title or credentials

- Step 4: Press <F4> to save the record. A Confirm Box with the message Are you sure? (Y/N) will appear. Select Yes. The message Record added will appear.
- Step 5: Press **<F3>** to return to the CORNERSTONE MAIN MENU.

### SCENARIO: DAISY DAY TWO

### ELIGIBILITY/PROGRAM INFORMATION (PA15) RTTA-RTTA

BREAST & CERVICAL CANCER DATA (PA30)
TYPE OF SERVICE- RTTA

### PROGRAM INFORMATION (PA15) - Daisy [Trainee's Last Name]

- Step 1: Highlight **Participant** Menu. Highlight **Eligibility** Menu. Highlight **Program Information**.
- Step 2: The (PA15) Program Information screen should appear.
- Step 3: Press < Enter> to the Current Last Name field. Type in your last name. Press < Enter> to go to the Current First Name field. Type in Daisy.
- Step 4: Press **<Enter>** past the **Birth Date** field. A **Participant Browse-Local** window will appear. Select Daisy.
- Step 5: The Participant window will populate with Daisy's information.
- Step 6: Press **F5** to add.
- Step 7: Press <**F1**> to view choices. Highlight **RTTA-RTTA** and press <**Enter**> to select.
- Step 8: Press < Enter> to go to Proof On File. Press < F1> to view codes. Highlight 06 CURRENT CHECK STUBS and press < Enter> to select.
- Step 9: Press < F4> to save the record. A message Record added will appear.
- Step 10: Press **<Ctrl & F9>** and type in **PA30** to go to the **Breast and Cervical Cancer Data** screen.

### BREAST & CERVICAL CANCER DATA SCREEN (PA30) BCS-Daisy [Trainee's Last Name]

- Step 1: Press <**F5**> to add.
- Step 2: The cursor is in the **Screening Cycle** Date.
- Step 3: Press < Enter> to go the Type of Service field. Press < F1> to view codes. Highlight RTTA—REFERRAL TO TREATMENT ACT and press < Enter> to select.
- Step 4: Press **<Enter>** to the **Final Diagnosis** field. Press **<F1>** to view codes. Highlight **B2-CANCER, INVASIVE**.
- Step 5: Press < Enter>to go to the Final Diagnosis Date. Type in {1<sup>st</sup> Day of Current Month})
- Step 6: Press **F4**> to save the record.