

IBCCP ONLINE
CORNERSTONE TRAINING
REVISED 07/13/2023

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.

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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 **{1ST 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 **217-225-4287.**
- 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 **{1ST 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 **{1ST 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 previous month

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

- 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 **{1ST 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 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.

For Cervical Cancer Screening (CCS)

- Step 1: Press **<F5>** 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 **{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 {1ST 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 **{1ST 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 {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 **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 <**F5**> 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 **{1ST 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 **{5TH 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 **{1ST 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 **{5TH 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 **Entered 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 - DIGITAL 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 **{3rd 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 **217-225-4287.**
- 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 **{3RD 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 **{3RD 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: 3rd day of previous month

YES	NO	BREAST HEALTH QUESTIONS	YES	NO	CERVICAL HEALTH QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Do you routinely check your breasts for changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Have you ever had a Pap test?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Have you noticed a lump in your breasts?			28. If yes, list provider where Pap test was done: <u>Dr. Smith</u>
		3. If yes, which breast? Right _____ Left _____			29. If yes, date of last Pap test: (before this current visit) <u>03/18/2019</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Have you noticed any breast tenderness or pain?		<input type="checkbox"/>	30. If date unknown, was it more than 10 years ago? Please guess and write the date in #29.
		5. If yes, did the breast tenderness or pain increase around the time of your menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>	31. Were your last Pap test results normal?
		6. If you answered yes to question #4, which breast? Right _____ Left _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. What was the date of your last menstrual period? <u>03/01/2015 / _____</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Have you noticed any spontaneous discharge (not from stimulation or squeezing) from your nipples?		<input checked="" type="checkbox"/>	33. Are you pregnant?
		8. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34. Have you had a hysterectomy?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you noticed any other symptoms related to your breasts? If yes, explain: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35. If yes, was your cervix removed? I do not know _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Have you ever had a breast exam done by a doctor or nurse?		<input type="checkbox"/>	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: <u>Dr. Smith</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37. Were you exposed to Diethylstilbestrol (DES)?
		12. If yes, date of last exam (before this current visit): <u>03/15 /2020</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38. Is your immune system weakened in any way? (Medication, HIV, organ transplant or other health condition)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Have you ever had a mammogram?			TOBACCO QUESTIONS
		14. If yes, list provider/clinic where mammogram was done: <u>SIU</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	39. Do you smoke cigarettes?
		15. If yes, date of your last mammogram (before this current visit): <u>03/18/2019</u>	<input type="checkbox"/>	<input type="checkbox"/>	40. If yes, are you ready to quit smoking?
<input type="checkbox"/>	<input type="checkbox"/>	16. If unknown was it more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	41. If yes, are you interested in being referred to the Illinois Tobacco Quitline?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Have you ever had breast cancer?			(Shaded area for IBCCP office use)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22.			42. What date was the referral sent to the Tobacco Quitline? <u> / / </u>
		19. If yes to #18, who _____			QUESTIONS
<input type="checkbox"/>	<input type="checkbox"/>	20. Are they BRCA positive (if unknown leave blank)?			Barrier Assessment
		21. If yes to #18, at what age? _____ years old			43. from Eligibility Determination form Breast Cancer Risk Assessment (from Summary Office Visit form)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Do you have a breast implant or implants?			44. Life time risk <u>3</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Have you ever had a breast biopsy, breast cyst aspiration or surgery on your breast?			45. High risk for breast cancer <input type="checkbox"/> yes, client is high risk <input checked="" type="checkbox"/> no, client is not high risk <input type="checkbox"/> 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 <input type="checkbox"/> yes, client is high risk <input checked="" type="checkbox"/> no, client is not high risk <input type="checkbox"/> not assessed/unknown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Have you ever had radiation to the chest area?			

- 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 **{3RD 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 **{3rd 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 **{3RD 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 **{3RD 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 **(SV01) Service Entry screen**.

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

- Step 1: Press **<F5>** to add.
- Step 2: Type in **{3RD 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 **{3RD 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 **Entered** 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**)

88142 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 UNILATERAL (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**)

99204 – SURGICAL CONSULT

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

PROCEDURE SPECIFIC (**SV01**)

19083 BREAST BIOPSY

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: Press **<TAB>** to move 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. **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 **{1ST 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 **{1ST 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 {**1ST 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 the previous month

YES	NO	BREAST HEALTH QUESTIONS	YES	NO	CERVICAL HEALTH QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Do you routinely check your breasts for changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Have you ever had a Pap test?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Have you noticed a lump in your breasts?			28. If yes, list provider where Pap test was done: <u>Dr. Montgomery</u>
		3. If yes, which breast? Right _____ Left <u>X</u>			29. If yes, date of last Pap test: (before this current visit) <u>03/01 2015</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Have you noticed any breast tenderness or pain?			30. If date unknown, was it more than 10 years ago? Please guess and write the date in #29.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. If yes, did the breast tenderness or pain increase around the time of your menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>	31. Were your last Pap test results normal?
		6. If you answered yes to question #4, which breast? Right _____ Left <u>X</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. What was the date of your last menstrual period? <u>08/20 2022</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Have you noticed any spontaneous discharge (not from stimulation or squeezing) from your nipples?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33. Are you pregnant?
		8. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34. Have you had a hysterectomy?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you noticed any other symptoms related to your breasts? If yes, explain: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35. If yes, was your cervix removed? I do not know _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Have you ever had a breast exam done by a doctor or nurse?	<input type="checkbox"/>	<input type="checkbox"/>	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: <u>Dr. Montgomery</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37. Were you exposed to Diethylstilbestrol (DES)?
		12. If yes, date of last exam (before this current visit): <u>03/01 2018</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38. Is your immune system weakened in any way? (Medication, HIV, organ transplant or other health condition)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Have you ever had a mammogram?			TOBACCO QUESTIONS
		14. If yes, list provider/clinic where mammogram was done: <u>Seattle Grace</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Do you smoke cigarettes?
		15. If yes, date of your last mammogram (before this current visit): <u>03/01 2018</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	40. If yes, are you ready to quit smoking?
<input type="checkbox"/>	<input type="checkbox"/>	16. If unknown was it more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	41. If yes, are you interested in being referred to the Illinois Tobacco Quitline?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Have you ever had breast cancer?			(Shaded area for IBCCP office use)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22.			42. What date was the referral sent to the Tobacco Quitline? _____
		19. If yes to #18, who <u>Sister</u>			QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Are they BRCA positive (if unknown leave blank)?			Barrier Assessment
		21. If yes to #18, at what age? <u>35</u> years old			43. from Eligibility Determination form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Do you have a breast implant or implants?			Breast Cancer Risk Assessment (from Summary Office Visit form)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Have you ever had a breast biopsy, breast cyst aspiration or surgery on your breast?			44. Life time risk <u>33</u>
		24. If yes, which breast? Right _____ Left _____			45. High risk for breast cancer
		25. If yes, list the provider who performed the procedure _____			<input checked="" type="checkbox"/> yes, client is high risk
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Have you ever had radiation to the chest area?			<input type="checkbox"/> no, client is not high risk
					<input type="checkbox"/> not assessed/unknown
					Cervical Cancer Risk Assessment
					46. High risk for cervical cancer
					<input type="checkbox"/> yes, client is high risk
					<input checked="" type="checkbox"/> no, client is not high risk
					<input type="checkbox"/> 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 {**1ST 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 {**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**> 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 {**1ST 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 {1ST 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 <**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 - Daisy [Trainee's Last Name]

- Step 1: Press <**F5**> 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 {10TH 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 **(SV01) Service Entry screen**.

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

- Step 1: Press <**F5**> to add.
- Step 2: The date {10TH 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.

ADDITIONAL PROCEDURE SPECIFIC INFORMATION

- Step 1: Press <**F5**> 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 {10TH 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 <**F5**> to add.
- Step 2: The date {10TH 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 {15TH 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 {**20TH 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 {1ST 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 {20TH 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 {1ST 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 {20TH 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 {20TH 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 {1ST 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 **{1ST 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 **<F4>** 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 **{1ST 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 **<F4>** 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 <**F6**> to **Edit**. 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 **40,000**. 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 **06 - 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 **{2ND 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: 2nd day of previous month

YES	NO	BREAST HEALTH QUESTIONS	YES	NO	CERVICAL HEALTH QUESTIONS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Do you routinely check your breasts for changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Have you ever had a Pap test?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Have you noticed a lump in your breasts?			28. If yes, list provider where Pap test was done: <u>Dr. Phillips</u>
		3. If yes, which breast? Right <u>X</u> Left _____			29. If yes, date of last Pap test: (before this current visit). <u>01/03/2018</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Have you noticed any breast tenderness or pain?			30. If date unknown, was it more than 10 years ago? Please guess and write the date in #29.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. If yes, did the breast tenderness or pain increase around the time of your menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>	31. Were your last Pap test results normal?
		6. If you answered yes to question #4, which breast? Right <u>X</u> Left _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	32. What was the date of your last menstrual period? <u>07/ 20/ 2021 / _____</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Have you noticed any spontaneous discharge (not from stimulation or squeezing) from your nipples?		<input checked="" type="checkbox"/>	33. Are you pregnant?
		8. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34. Have you had a hysterectomy?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you noticed any other symptoms related to your breasts? If yes, explain: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35. If yes, was your cervix removed? I do not know _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Have you ever had a breast exam done by a doctor or nurse?	<input type="checkbox"/>	<input type="checkbox"/>	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: <u>Dr. Phillips</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37. Were you exposed to Diethylstilbestrol (DES)?
		12. If yes, date of last exam (before this current visit): <u>01/03/ /2020</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38. Is your immune system weakened in any way? (Medication, HIV, organ transplant or other health condition)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Have you ever had a mammogram?			TOBACCO QUESTIONS
		14. If yes, list provider/clinic where mammogram was done: <u>SIU</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	39. Do you smoke cigarettes?
		15. If yes, date of your last mammogram (before this current visit): <u>01/03/2020</u>	<input type="checkbox"/>	<input type="checkbox"/>	40. If yes, are you ready to quit smoking?
<input type="checkbox"/>	<input type="checkbox"/>	16. If unknown was it more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	41. If yes, are you interested in being referred to the Illinois Tobacco Quitline?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Have you ever had breast cancer?			(Shaded area for IBCCP office use)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22.			42. What date was the referral sent to the Tobacco Quitline? <u>_____ / _____ / _____</u>
		19. If yes to #18, who _____			QUESTIONS
<input type="checkbox"/>	<input type="checkbox"/>	20. Are they BRCA positive (if unknown leave blank)?			Barrier Assessment
		21. If yes to #18, at what age? _____ years old			43. from Eligibility Determination form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Do you have a breast implant or implants?			Breast Cancer Risk Assessment (from Summary Office Visit form)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Have you ever had a breast biopsy, breast cyst aspiration or surgery on your breast?			44. Life time risk _____
		24. If yes, which breast? Right _____ Left _____			45. High risk for breast cancer
		25. If yes, list the provider who performed the procedure _____			<input type="checkbox"/> yes, client is high risk
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Have you ever had radiation to the chest area?			<input type="checkbox"/> no, client is not high risk
					<input checked="" type="checkbox"/> not assessed/unknown
					Cervical Cancer Risk Assessment
					46. High risk for cervical cancer
					<input type="checkbox"/> yes, client is high risk
					<input type="checkbox"/> no, client is not high risk
					<input checked="" type="checkbox"/> 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 Cindy [Assigned Last Name]**

- Step 1: Press <**F5**> to add.
- Step 2: The cursor is in the **Screening Cycle** Date. Type in {**2ND 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 **{2ND 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 <**F5**> to add.
- Step 2: Type in {**2ND 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.

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 {**2ND 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 <**F5**> 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 **SV06** To go to the **Procedure History** 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 **BCCP-BCCP** 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

BREAST 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 <**F5**> 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 **{1ST 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 **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: 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 <**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 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 <**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 **{1ST 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 **{15TH 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: Jaime [Your last name] _____

Date: 15th day of previous month

YES	NO	BREAST HEALTH QUESTIONS	YES	NO	CERVICAL HEALTH QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Do you routinely check your breasts for changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Have you ever had a Pap test?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Have you noticed a lump in your breasts?			28. If yes, list provider where Pap test was done: Dr. Kreidler _____
		3. If yes, which breast? Right _____ Left _____			29. If yes, date of last Pap test: (before this current visit) <u>04/01/2016</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Have you noticed any breast tenderness or pain?			30. If date unknown, was it more than 10 years ago? Please guess and write the date in #29.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. If yes, did the breast tenderness or pain increase around the time of your menstrual period?	<input type="checkbox"/>	<input type="checkbox"/>	31. Were your last Pap test results normal?
		6. If you answered yes to question #4, which breast? Right <u>X</u> Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	32. What was the date of your last menstrual period? <u>06/ 20/ 2021</u> / _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Have you noticed any spontaneous discharge (not from stimulation or squeezing) from your nipples?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33. Are you pregnant?
		8. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34. Have you had a hysterectomy?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you noticed any other symptoms related to your breasts? If yes, explain: _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	35. If yes, was your cervix removed? I do not know _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Have you ever had a breast exam done by a doctor or nurse?	<input type="checkbox"/>	<input type="checkbox"/>	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: Dr. Kreidler _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37. Were you exposed to Diethylstilbestrol (DES)?
		12. If yes, date of last exam (before this current visit): <u>04/07 /2019</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38. Is your immune system weakened in any way? (Medication, HIV, organ transplant or other health condition)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Have you ever had a mammogram?			TOBACCO QUESTIONS
		14. If yes, list provider/clinic where mammogram was done: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	39. Do you smoke cigarettes?
		15. If yes, date of your last mammogram (before this current visit): _____/_____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40. If yes, are you ready to quit smoking?
<input type="checkbox"/>	<input type="checkbox"/>	16. If unknown was it more than 5 years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	41. If yes, are you interested in being referred to the Illinois Tobacco Quitline?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Have you ever had breast cancer?			(Shaded area for IBCCP office use)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22.			42. What date was the referral sent to the Tobacco Quitline? <u>06/ 15/ 2021</u> / _____
		19. If yes to #18, who Mother _____			QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20. Are they BRCA positive (if unknown leave blank)?			Barrier Assessment
		21. If yes to #18, at what age? <u>35</u> years old			43. from Eligibility Determination form Breast Cancer Risk Assessment (from Summary Office Visit form)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22. Do you have a breast implant or implants?			44. Life time risk <u>25</u> _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23. Have you ever had a breast biopsy, breast cyst aspiration or surgery on your breast?			45. High risk for breast cancer <input checked="" type="checkbox"/> yes, client is high risk <input type="checkbox"/> no, client is not high risk <input type="checkbox"/> not assessed/unknown
		24. If yes, which breast? Right <u>X</u> Left _____			Cervical Cancer Risk Assessment
		25. If yes, list the provider who performed the procedure _____			46. High risk for cervical cancer <input type="checkbox"/> yes, client is high risk <input checked="" type="checkbox"/> no, client is not high risk <input type="checkbox"/> not assessed/unknown
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Have you ever had radiation to the chest area?			

- 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 **{1ST 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 {**1ST 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 {**15TH 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 <**F5**> 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 <**F5**> to add.
- Step 2: The date **{15TH 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 {**17TH 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 {**17th 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 **Entered 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 **{1ST 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 **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: 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 **{1ST 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: 1st day of the previous month

YES	NO	BREAST HEALTH QUESTIONS	YES	NO	CERVICAL HEALTH QUESTIONS
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Do you routinely check your breasts for changes?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	27. Have you ever had a Pap test?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Have you noticed a lump in your breasts?	<input type="checkbox"/>	<input type="checkbox"/>	28. If yes, list provider where Pap test was done: Dr. Jameson _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input type="checkbox"/>	29. If yes, date of last Pap test: (before this current visit). 05/25/ 2016
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Have you noticed any breast tenderness or pain?	<input type="checkbox"/>	<input type="checkbox"/>	30. If date unknown, was it more than 10 years ago? Please guess and write the date in #29.
<input type="checkbox"/>	<input type="checkbox"/>	5. If yes, did the breast tenderness or pain increase around the time of your menstrual period?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31. Were your last Pap test results normal?
<input type="checkbox"/>	<input type="checkbox"/>	6. If you answered yes to question #4, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	32. What was the date of your last menstrual period? _____/_____/_____
<input type="checkbox"/>	<input type="checkbox"/>	7. Have you noticed any spontaneous discharge (not from stimulation or squeezing) from your nipples?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	33. Are you pregnant?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	34. Have you had a hysterectomy?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Have you noticed any other symptoms related to your breasts? If yes, explain: _____	<input type="checkbox"/>	<input type="checkbox"/>	35. If yes, was your cervix removed? I do not know _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	10. Have you ever had a breast exam done by a doctor or nurse?	<input type="checkbox"/>	<input type="checkbox"/>	36. If you had a hysterectomy, was it due to a past history of cervical disease or cervical cancer?
<input type="checkbox"/>	<input type="checkbox"/>	11. If yes, list provider/clinic where breast exam was done: Dr. Jameson _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	37. Were you exposed to Diethylstilbestrol (DES)?
<input type="checkbox"/>	<input type="checkbox"/>	12. If yes, date of last exam (before this current visit): 05/25 /2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	38. Is your immune system weakened in any way? (Medication, HIV, organ transplant or other health condition)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13. Have you ever had a mammogram?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	TOBACCO QUESTIONS
<input type="checkbox"/>	<input type="checkbox"/>	14. If yes, list provider/clinic where mammogram was done: SIU _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	39. Do you smoke cigarettes?
<input type="checkbox"/>	<input type="checkbox"/>	15. If yes, date of your last mammogram (before this current visit): 07/30/ 2020	<input type="checkbox"/>	<input type="checkbox"/>	40. If yes, are you ready to quit smoking?
<input type="checkbox"/>	<input type="checkbox"/>	16. If unknown was it more than 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	41. If yes, are you interested in being referred to the Illinois Tobacco Quitline?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	17. Have you ever had breast cancer?	<input type="checkbox"/>	<input type="checkbox"/>	(Shaded area for IBCCP office use)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	18. Has your mother, father, sibling (sister/brother), daughter or son had breast cancer? If no, go to question 22.	<input type="checkbox"/>	<input type="checkbox"/>	42. What date was the referral sent to the Tobacco Quitline? _____/_____/_____
<input type="checkbox"/>	<input type="checkbox"/>	19. If yes to #18, who _____	<input type="checkbox"/>	<input type="checkbox"/>	QUESTIONS
<input type="checkbox"/>	<input type="checkbox"/>	20. Are they BRCA positive (if unknown leave blank)?	<input type="checkbox"/>	<input type="checkbox"/>	Barrier Assessment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	21. If yes to #18, at what age? _____ years old	<input type="checkbox"/>	<input type="checkbox"/>	43. from Eligibility Determination form
<input type="checkbox"/>	<input checked="" type="checkbox"/>	22. Do you have a breast implant or implants?	<input type="checkbox"/>	<input type="checkbox"/>	Breast Cancer Risk Assessment
<input type="checkbox"/>	<input checked="" type="checkbox"/>	23. Have you ever had a breast biopsy, breast cyst aspiration or surgery on your breast?	<input type="checkbox"/>	<input type="checkbox"/>	(from Summary Office Visit form)
<input type="checkbox"/>	<input type="checkbox"/>	24. If yes, which breast? Right _____ Left _____	<input type="checkbox"/>	<input type="checkbox"/>	44. Life time risk 8 _____
<input type="checkbox"/>	<input type="checkbox"/>	25. If yes, list the provider who performed the procedure _____	<input type="checkbox"/>	<input type="checkbox"/>	45. High risk for breast cancer
<input type="checkbox"/>	<input checked="" type="checkbox"/>	26. Have you ever had radiation to the chest area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes, client is high risk
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> no, client is not high risk
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> not assessed/unknown
			<input type="checkbox"/>	<input type="checkbox"/>	Cervical Cancer Risk Assessment
			<input type="checkbox"/>	<input type="checkbox"/>	46. High risk for cervical cancer
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> yes, client is high risk
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> no, client is not high risk
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 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) - Ruth [Trainee's Last Name]

- Step 1: Press <**F5**> 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 <**F5**> 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 <**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.
- 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 <**F5**> 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 HI DETECTED (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 <**F5**> 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 <**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 **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 {15th 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 **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 Ruth [Trainee's Last Name]

- Step 1: Press <**F5**> 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 <**F5**> 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 **{17TH 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 **{15TH 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 (**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**)

88142 PAP TEST, LIQUID BASED, THIN PREP
 PROCEDURE SPECIFIC (SV01)

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 **ENTERED**

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 **{4TH 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 **217-225-4287.**
- 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 **{4TH 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 - 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 **{4TH 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

Name: Karen [Your last name] _____

Date: 4th day of previous month

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

- 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 **{4TH 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 **{15th 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 **{4TH 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 <**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 **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**> 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**.

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

- Step 1: Press <**F5**> 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 **{15th 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 <**F5**> 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 {20th 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 <**F5**> 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 <F5> 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 **{4TH 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 **{20th 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 **Entered** 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 **{20TH 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 **{20TH 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 **{20TH 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 **{6TH 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 **{20TH 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 {**1st Day of Current Month**})
- Step 6: Press <**F4**> to save the record.