

Recerting into PCC:

1. Enter intake into PCC
 - a. Put in anticipated soc date as the date you will be recerting into PCC
 - b. Fill in required fields (ethnicity, code status, contacts, etc.)
 - c. Enter Physician info including verifying Fax numbers and preferred delivery method for Forcura, and mark at least one MD as primary
 - d. Enter Payer with effective date prior to soc date
 - e. Enter original SOC date at bottom, even if it was 10 years ago
2. Save Intake
3. Navigate to patients' chart that the intake created
4. Enter Diagnosis codes for patient via case details>> diagnosis tab>> ADD in order >>Save/accept
5. Enter Cert periods: Case details>> Cert periods: click add until you have one future cert period for the Recert to use. Then disable all the past cert periods by clicking edit and unchecking enable button, leaving only the future cert period as active.
6. Enter F2F order encounter entering the original F2F encounter date, Save and close, then bypass order with F2F as reason.
7. Enter Admission Order with original referral date, entering details of referral under Notes to provider section, save and close and use bypass option as Admission order.
8. On orders, the auto generated POC order from Intake, Bypass as duplicate, your Recert will create a new recert POC.
9. Enter meds, if desired
10. Schedule the Non-billable Recert

New patients starting in PCC with SOC:

1. Enter intake into PCC
 - a. Put in anticipated soc date as the date you will be doing the soc visit
 - b. Fill in required fields (ethnicity, code status, contacts, etc.)
 - c. Enter Physician info including verifying Fax numbers and preferred delivery method for Forcura, and mark at least one MD as primary
 - d. Enter Payer
 - e. Leave SOC date blank, clinician sets this at soc appt
1. Save Intake
2. Navigate to patients' chart that the intake created

3. Enter Diagnosis codes for patient via case details>> diagnosis tab>> Save/accept
4. Enter F2F order encounter entering the original F2F encounter date, save and close, then bypass order as F2F reason
5. Enter Admission Order: entering details of referral under Notes to provider section, save and close and use bypass option as Admission order
6. Enter meds, if desired
7. Schedule SOC appt