

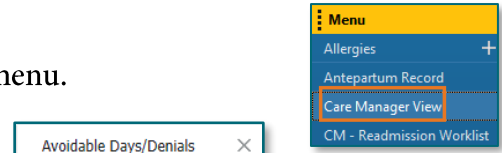
Avoidable Days are documented in the Avoidable Days/Denials MPage located in Care Manager View. Avoidable Days are system delays (internal or external) and are not related to delays caused by a patient's acuity change.

Documenting Avoidable Days (Delay Days)

STEP 1: Locate and click Care Manager View in the PowerChart menu.

STEP 2: Click the Avoidable Days/Denials tab.

STEP 3: Use the calendar to select the Start Date and End Date for the delay days.

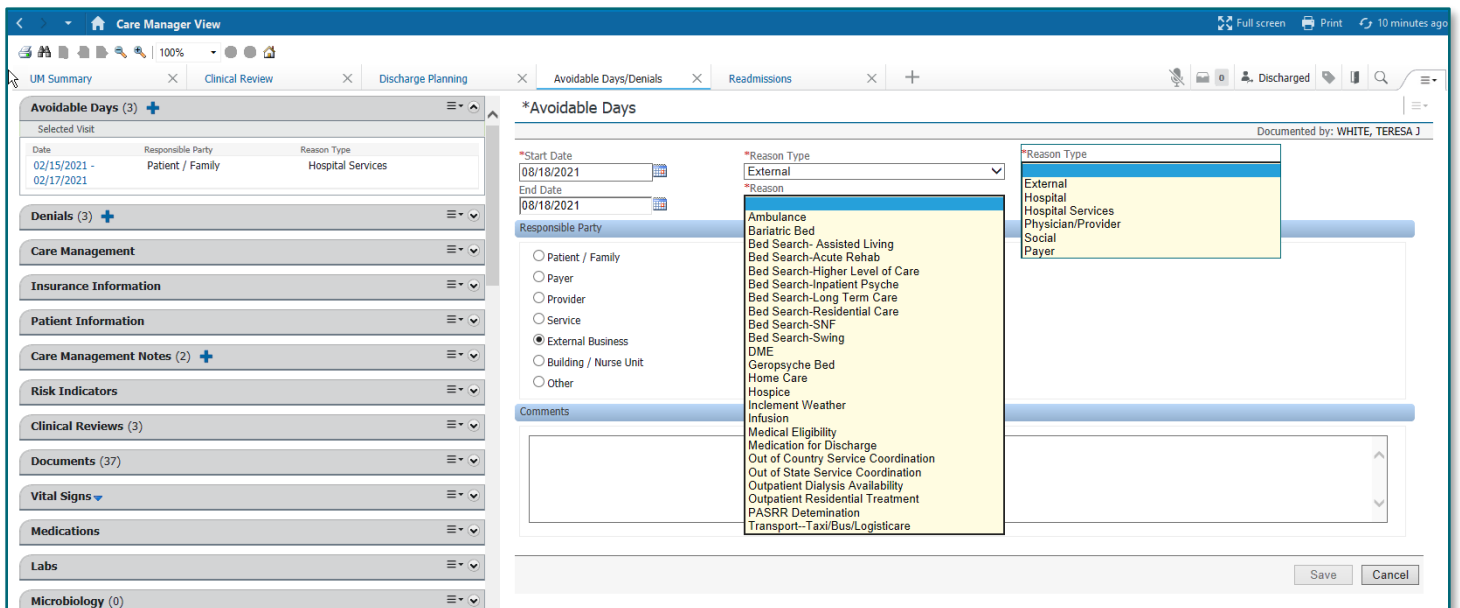


NOTE: If documenting only one Avoidable Day, the Start Date and the End Date need to be the same date.

STEP 4: Use the dropdown in Reason Type to document the nature of the reason responsible for the delay.

STEP 5: Based on the selection in Reason Type, different options will display in Reason.

STEP 6: Document the Responsible Party by selecting the appropriate contributor to the avoidable days.



A screenshot of the Cerner Millennium 'Avoidable Days' form. The form is titled '*Avoidable Days' and is located within the 'Care Manager View' interface. The form includes the following fields and options:

- Selected Visit:** A table with columns for Date, Responsible Party, and Reason Type. The date range is 02/15/2021 - 02/17/2021, with Responsible Party 'Patient / Family' and Reason Type 'Hospital Services'.
- Start Date:** 08/18/2021
- End Date:** 08/18/2021
- Reason Type:** A dropdown menu currently set to 'External'. A list of options is displayed, including External, Hospital, Hospital Services, Physician/Provider, Social, and Payer.
- Reason:** A list of reasons for the delay, including Ambulance, Bariatric Bed, Bed Search-Assisted Living, Bed Search-Acute Rehab, Bed Search-Higher Level of Care, Bed Search-Inpatient Psyche, Bed Search-Long Term Care, Bed Search-Residential Care, Bed Search-SNF, Bed Search-Swing, DME, Geropsych Bed, Home Care, Hospice, Incontinent Weather, Infusion, Medical Eligibility, Medication for Discharge, Out of Country Service Coordination, Out of State Service Coordination, Outpatient Dialysis Availability, Outpatient Residential Treatment, PASRR Determination, and Transport-Taxi/Bus/Logisticare.
- Responsible Party:** Radio button options for Patient / Family, Payer, Provider, Service, External Business (selected), Building / Nurse Unit, and Other.
- Comments:** A text area for additional notes.
- Buttons:** 'Save' and 'Cancel' buttons at the bottom right.

Documenting External Business

- If an external business is the responsible party for the delay days, select the business type from the Business Type drop down in the **Business Details** section.
- Type the business name in the Business Name search field and click **Search**.
- Select the business name in the search results and click **OK**.
- Click **Save**.
- The patient now has one **Avoidable Day** documented. Click the **white circle** with the arrow in the component header to expand the component to view the Avoidable Days details.
- To review a previously documented Avoidable Days, click the **blue date hyperlink**. Documented Avoidable Days may be modified if needed.
- If the patient has additional avoidable days during the hospitalization, repeat this process. The number of avoidable days in the component header will be updated with the additional days entered.

The screenshot shows the 'Responsible Party' form. On the left, under 'Responsible Party', the 'External Business' radio button is selected. On the right, under 'Business Details', the 'Business Type' dropdown menu is open, showing a list of options: Post Acute Assisted Living Residence, Post Acute Hospice, Post Acute Hospital, Post Acute Long Term Acute Care, Post Acute Rehabilitation Hospital, Post Acute Services, and Post Acute Skilled Nursing.

The screenshot shows the 'Responsible Party' form. The 'Business Type' dropdown is now set to 'Post Acute Skilled Nursing'. The 'Business Name' field contains the text 'ross manor'. A 'Search' button is visible at the bottom right of the form.

The screenshot shows the search results for 'ross manor'. The search criteria are: Business Name: ross, Zip code: 04474, Distance: 25. The search results table shows one entry: Name: Ross Manor, Address: 758 Broadway, PENOBSCOT, Maine, 04401-0000, Phone: 2076152190. There are 'OK' and 'Cancel' buttons at the bottom right.

The screenshot shows the 'Avoidable Days (3)' component header. It contains a table with the following data:

Date	Responsible Party	Reason Type
02/15/2021 - 02/17/2021	Patient / Family	Hospital Services

NOTE: Two Avoidable Days cannot be documented on the same date.