

From the Office of Clinical Informatics Quick Reference Guide (QRG) CM Readmission Prevention Workflow

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This Quick Reference Guide (QRG) reviews the proper steps for performing the Care Management Readmission Prevention workflow.

Common Buttons & Icons

3	Readmission Summary icon
X	X Close button

Complete the CM Readmission Prevention Workflow

- > From the Discharge Planning Worklist:
- **<u>STEP 1</u>**: Click the **Readmission Summary** icon. The Readmission Risk Summary page displays.
- **<u>NOTE</u>**: This is the same page that displays when you view a patient from the Readmission Worklist.
- **<u>STEP 2</u>**: Click **Care Manager View** in the Menu.
- **<u>STEP 3</u>**: Click the **UM Summary** tab, if needed.
- **<u>STEP 4</u>**: Click **Readmission** in the Risk Indicators component.
- **<u>STEP 5</u>**: Review the details, as needed.
- **<u>STEP 6</u>**: Click the **X Close** button.
- STEP 7: Click BOOST.
- **<u>STEP 8</u>**: Review the details, as needed
- **<u>STEP 9</u>**: Click the **X Close** button.
- **<u>STEP 10</u>**: Use the tabs at the top of the page to navigate to the MPages to complete the necessary forms and documentation for your patient.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.