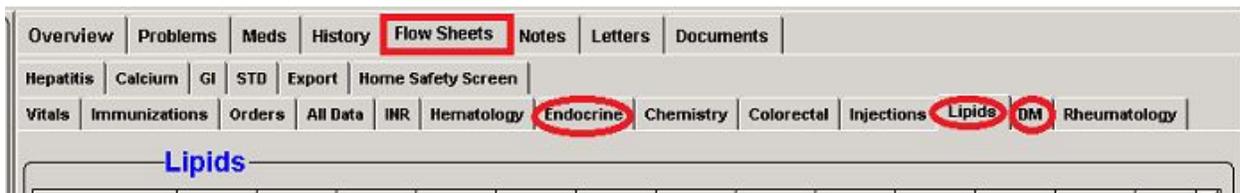


AHP Compliance

The following instructions must be followed in order to achieve AHP (Accountable Health Partners) compliance.

There are three methods of triggering AHP compliance documentation in the PMP system.

1. The first is **Lab results** documentation. HST has set up the system so that when Lab results are filed in the patient's chart, they are automatically transferred to the patient's flowsheets. From the flowsheet, it will automatically update applicable Preventive Care criteria.



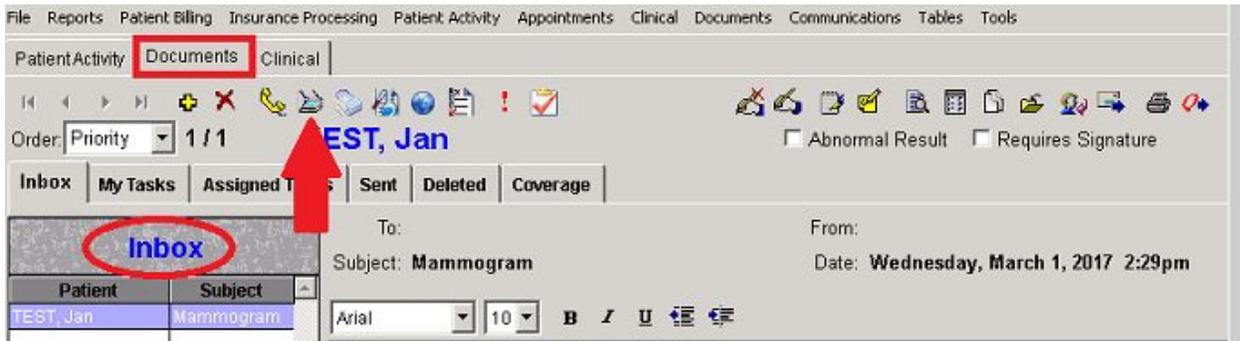
The following lab test results will trigger the Preventive Care update:

Chol
HBA1C
TSH
Urine Microalbumin

2. The second method is **scanning and filing documents** into the patient chart. The following document types trigger the Preventive Care update:

Colonoscopy
Mammagram
Dexa
Opthomology
Nephrology

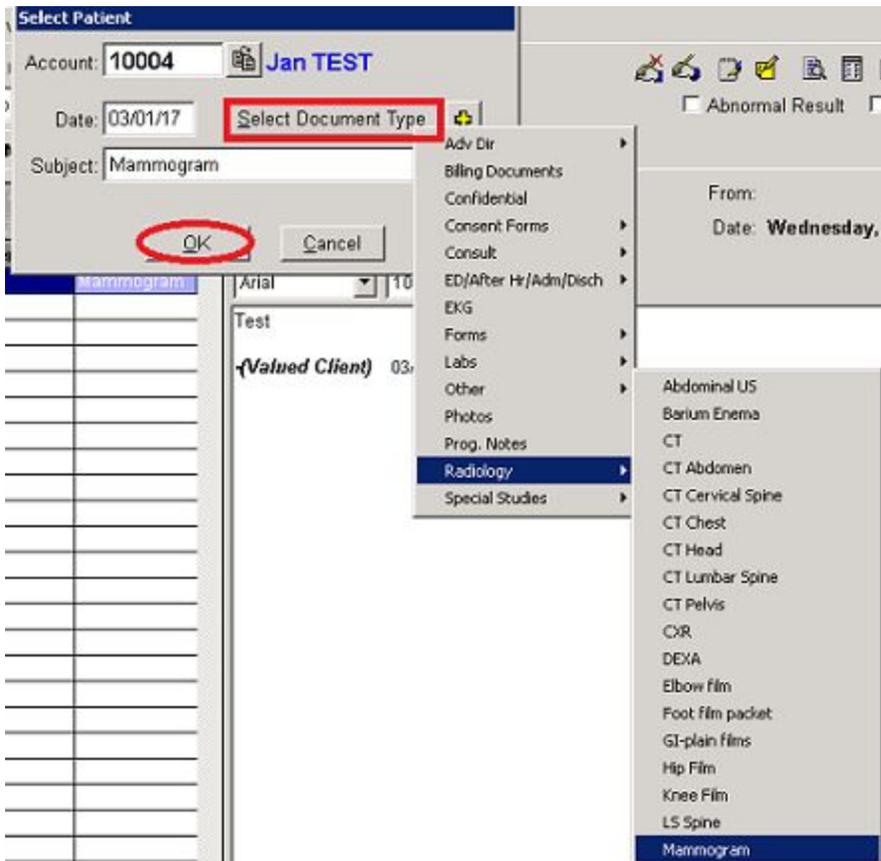
From **Documents** tab, click on **scanner** icon.
Scanned documents will appear in **bold** in the **Inbox**.



Click on File Folder to file in patient's chart.



From **Select Patient** window, enter account number or search by patient's name.
Click **Select Document Type** button. Choose correct document type from drop down list.



Warning! Do **NOT** free form type the document type in the subject line. **You MUST choose from the drop down list.** If you type it in, it will display correctly but the document will **NOT** be linked to Preventive Care.

Select Order window may open. If the document is linked to an order, you will be able to choose which order it satisfies. OK.

3. The third method is running a **Patient Survey Export** where survey data is uploaded to the survey company. (Contact Hillary Hoyt at Press Ganey for Client ID and Survey Designator.)

Hilarie Hoyt

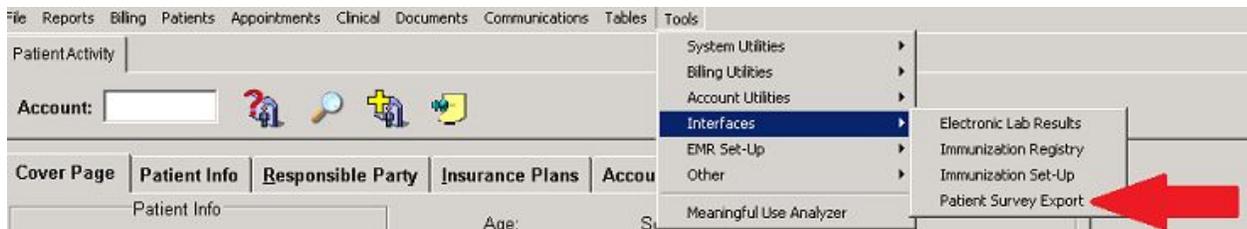
Account Manager, Team 8

Press Ganey Associates, Inc.

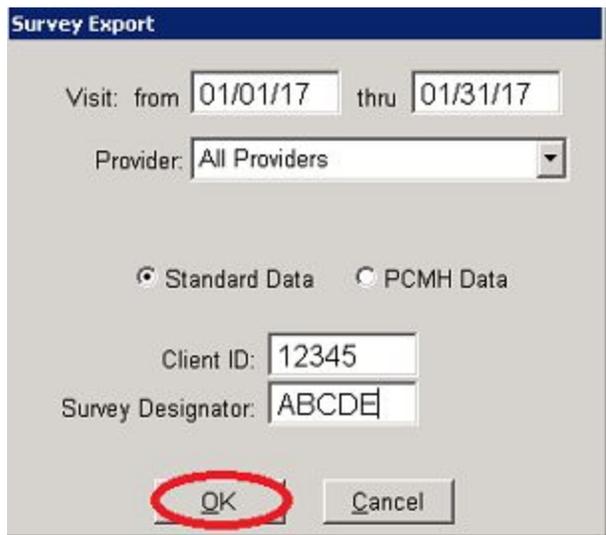
Direct Dial: [574.401.8814](tel:574.401.8814)

hilarie.hoyt@pressganey.com

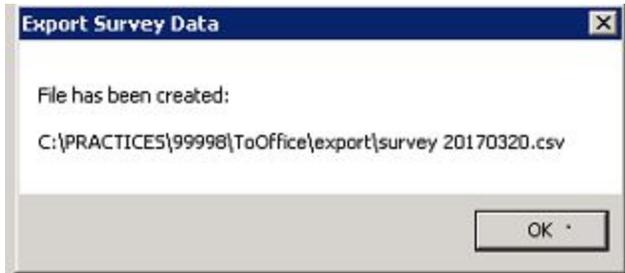
Tools, Interfaces, click on **Patient Survey Export**.



From the **Survey Export** window, enter the **Visit** date range. Choosing a specific provider is optional. Enter the **Client ID** and **Survey Designator #'s**. OK.



Once you click OK, the program selects patients who have been seen in the visit period and creates a demographic extract in a CSV file. You will receive a prompt, such as the one below, indicating the name of the file and its location on your network. (Note that if you are running Medpointe on the cloud, the file will automatically download to your local computer in your FromCloud\export folder.)



From this point, you will need to utilize the communicate software provided by the survey company to securely transmit the file. For help transmitting the file, please contact the survey company.

To Retrieve File:

Start Button

My Computer

C:

Users

type in the search bar in upper right corner "survey" you'll find the file

Right click and copy

Go out to desktop, paste it. You are ready to send to AHP!

Completing any of the above the three steps above will change the status of the preventive care portion of the patient's chart. Updated actions will change to **black with the completion date** on the right. Overdue actions will continue to appear in **red**.

