# 2020 CQM Job Guide – EPIC

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Childhood Immunizations

Applies to: Family Practice and PEDs

Denominator: All patients who will turn 2 years of age in the current calendar year.

To meet the measure: All patients should have all 24 or 25 IZ’s before turning 2 years of age: 4 DTP/DTaP, 3 IPV, 1 MMR, 3 Hib, 3 HepB, 1 VZV (Varicella), 4 Pneumococcal conjugate, 1 HepA, 2 or 3 Rotavirus (RV), and 2 influenza.

Notes:

• Patients under the catch-up schedule who do not need clinically all 24 or 25 IZ’s will never meet the measure. To prevent the number of patients in this scenario, MA’s should always schedule an applicable IZ follow up appointment based on CDC guidelines

MA/LVN workflow notes:

MA needs to add all historical IZ’s (check CAIR, yellow IZ Card, etc.) Please note:

• In Chart Review or during the Visit: Go to the Immunizations Section
• Click on Historical Admins from the toolbar
• Enter dates next to the Immunizations that were given historically, then click Accept when completed
• Never use Single Historical Immunization to document a historical immunization

When MA/LVN/Provider have to administer new vaccines, please note:

• Check for the Health Maintenance Alerts as a reference to know what may be needed. Use the CAIR Routing Slip as a reference.
• Order Immunization, and once administered document required fields of administration, making sure to complete the VIS and VFC fields.
- The progress note needs to include documentation of who verified the immunization (MA/LVN will document this into their Note using the ‘FHCN MA ITEMS PERFORMED smart text’ provider can free-text.)
If IZ was not given, even though it was due:

- Provider/MA needs to cancel order if not yet signed, or, MA will Delete Immunization and enter deletion Reason and Comments as needed
- MA/Provider needs to go to the Screening Tab → to the Vaccines Not Given section to document the reason the vaccine was not given
- Select Close to save

Note: The documentation of a reason for not administering the vaccine/s will not exclude the patient from NOT meeting the numerator of the measure.

Exclusions:

- Allergy to applicable IZ’s to be documented as structured allergies
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
**Adult Weight Screening & Follow Up (18+)**

**Applies to:** Family Practice, Internal Medicine, OBGYN, Behavioral Health, Nutrition, Dental, and other specialties

**Denominator:** All Patients 18+

**To meet the measure:** All patients 18+ with BMI recorded in Vitals, and the BMI is above 25 or below 18.5 kg/m\(^2\) the patient needs to receive education on Nutrition & Physical Activity every 12 months. Education given needs to be documented via a structured field.

**To document BMI:**

- MA needs to record Height and weight at EVERY visit using the Vitals Screen and click on close once complete
- Note: the BMI does not show in red if it is out of range for adults
To provide applicable education material to the patient:

1. Preprinted material is given to patients as needed.
2. Use the Letters activity and select the FHCN EDUCMATERIAL HEALTHY LIVING, print it out and save to the patient chart. Give the patient the printed copy.
3. Add Patient Education using Smart Text to Patient Instruction in Wrap Up to add education material to the After Visit Summary.

Provider Note: the provider will discuss/counsel with the patient as applicable.

To document Education Material when given via structured field:

- MA or Provider- Go to the TASK Activities Bar, select Adult Weight Follow up
- Click on YES “Counseling on BMI management, physical activity and nutrition completed by Provider”
- As applicable, click on YES , on “Education material was provided to patient”
When completing this task, the **Health Reminder (in Orange)** in the Snapshot Screen will be removed. This reminder will display again every calendar year.

Exclusions:

- Pregnant patient
- Refused/Wheelchair bound documented in the Patient Addlt Vitals Screen
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
- Patients 65+ with mental illnesses, confusion, dementia, or nutritional deficiency whom weight reduction would complicate underlying medical conditions documented in Medical History or as a diagnosis in the problem list.
Weight Assessment/Counseling for Children: (2-17)

Applies to: Family Practice, PEDs, Dental, Behavioral Health, and Nutrition

Denominator: All patients 2-17 years old

To meet the measure: MA needs record height and weight in vitals for all patients 2-17 for EVERY visit. The percentile must be manually input in the Patient Addt Vitals section. Education material must be provided. Education given needs to be documented via a structured field.

To document BMI Percentile:

- MA needs to record Height and weight at EVERY visit using the Vitals Screen and click on close
- To retrieve the BMI %, use the completed closed Vital Signs section
- Then, go to the Patient Addt Vitals and enter the BMI Percentile. Click close to save

To provide applicable education material to the patient:

1. Preprinted material is given to patients as needed
2. Use the Letters activity and select the FHCN EDUCMATERIAL HEALTHY LIVING, print it out and save to the patient chart. Give the patient the printed copy.
3. Add Patient Education using Smart Text to Patient Instruction in Wrap Up to add education material to the After Visit Summary

Provider Note: Provider will discuss/counsel with the patient as applicable
MA/Provider - To document Education Material when given via structured field:

- Go to the TASK Activities Bar, select Counseling Nutrition & Physical Activity (2-17)
- Click on YES on “Counseling on physical activity and nutrition completed by the Provider”
- As applicable, click on YES, on “Education material was provided to patient”

When completing this task, the **Health Reminder (in Orange)** in the Snapshot Screen will be removed. This reminder will display again every calendar year.

Exclusions:

- Pregnancy
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
**Tobacco Use Assessment & Cessation Intervention**

**Applies to:** Family Practice, Internal Medicine, OBGYN, Dental, Behavioral Health, Nutrition, and other specialties

**Denominator:** All patients 18+ years old

**To meet measure:** All patients 18+ of age need to have Tobacco Use screening completed. If the patient is a current smoker, patient needs to be counseled on the dangers of tobacco use and urged to quit. Documentation on tobacco counseling needs to be documented via a structured field.

**To document Tobacco Screening:**

- In the Rooming Activity, select History. Scroll down to the Social History section and complete the Tobacco related questions

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**Notes:**

- DO NOT document “Tobacco Use” in vitals section. NOTE: documenting from Vital Signs will not count towards the measure
- The Tobacco Section of the Social History needs to be completed every 12 months
- If the patient is a non-smoker, the **Orange Health Reminder** will be automatically removed
- If the patient is a smoker or former smoker, counseling on tobacco should be documented in the record.

**How to provide applicable education material to the patient:**

1. Preprinted material is given to patients as needed
2. Use the Letters activity and select the **FHCN EDUCMATERIAL HEALTHY LIVING**, print it out and save to the patient chart. Give the patient the printed copy.
3. Add Patient Education using Smart Text to Patient Instruction in Wrap Up to add education material to the After Visit Summary

**Provider Note:** the provider will discuss/counsel with the patient as applicable

**MA/Provider- To document tobacco via structured field:**

- Go to the TASK Activity, and select Tobacco Use Intervention
- Document YES on “Counseling on dangers of tobacco completed by the Provider”
- As applicable, click on YES, on “Education material was provided to patient”

Click on Close to save

**Exclusions:**
- None
Screening for Clinical Depression & Follow-up Plan:

Applies to: Family Practice, Internal Medicine, PEDs, OBGYN, Dental, Behavioral Health, and Nutrition

Denominator: Patients 12 or older

To meet this measure: Conduct the PHQ-2/9 in the screening section annually. If patient tests PHQ2/9 total score of 1 or more, then follow up clinically as applicable (e.g. make an appt, provider counseling, etc.). Follow up on Depression when patient scores 1 or more; this needs to be documented via a structured field.

To document the Depression Score:

- Go to the Screening Activity and select the PHQ2/9 Form
- Document the answers to all questions. The form will automatically reflect the Total score
- Click on Close to save the form.

- If the Score is ZERO, the Orange Health Reminder will be automatically removed
- If the Score is 1 or more, the Depression Follow up must be completed.

Provider- To document Depression Follow up via structured field:

- If the Score is 1 or more, go to the TASK Activity, and select Depression Follow up
- Document YES on “Intervention Follow up on Depression” done
- Select applicable “Intervention” option
- Click on Close to save

The Orange Health Reminder will be automatically removed
Exclusions:

- Patients with a diagnosis of bipolar disorder or depression documented in the problem list
- Patients who refused to answer the PHQ2/9 Questionnaire (document within PHQ2/9)
**Cervical Cancer Screening**

**Applies to:** Family Practice, Internal Medicine, and OBGYN

**Denominator:** All female patients 23-64

**To meet the measure:** Patients 23-29 need a Pap Smear resulted within the current Calendar Year or within the last 2 calendar years. Patients 30-64 need a pap smear with HPV co-testing resulted within the current calendar year or within the last 4 calendar years. Workflow to meet the measure is as follows:

**Note:**
- Provider needs to order applicable lab; MA team to follow up until the lab is resulted
- MA needs to schedule appointment for a Pap Smear if this is not done during the visit

**Outside Documents:** If patient had pap performed outside FHCN, the MA should ask the patient to bring the paper pap results to the clinic.

- The Paper pap results should be forwarded to the Health Record Department, who will perform the applicable steps to have the Lab Result count for the CQM
- Steps cannot be completed unless physical copy of cervical cancer screening report is scanned into record

**Exclusions:**
- Patients who have had a hysterectomy with no residual cervix – documented in the Surgical History tab
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
Once Final result of these orders is in the chart, it will fulfil the **Cervical Cancer Screening**:

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**Diabetes HbA1c (Poor Control)**

**Applies to:** Family Practice and Internal Medicine

**Denominator:** Patients 18-75 years of age with diabetes diagnosis code(s) used in a claim, or displaying active in the problem list (e.g. E10-, E11-, E024-)

**To meet the measure:** Patients most recent HbA1c resulted in the calendar year with a value of <9% resulted in the calendar year.

The CQM (Clinical Quality Measure) will record in the numerator all patients with a HbA1C resulted in the measurement year with >9% or no test. Having a lower score is better.

**Notes:**

- If patients (age 18-75) have no HbA1c resulted in the calendar year or the HbA1c is 9% or higher in the most recent lab result, follow up & treat; schedule appointment, order the HbA1c when applicable, monitor until the HbA1c is back under control (<8% MA can order via approved CQM guidelines)

**Exclusions:**

- Gestational diabetes (O99.81) as active in the Problem List
- Steroid induced diabetes (E16.4, E16.8) as active in the Problem List
- Polycystic ovaries (E28.2) as active in the Problem List
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
Hypertension

Applies to: Family Practice and Internal Medicine

Denominator: All patients 18-85 years of age with the hypertension diagnosis code(s) used in a claim or active in the problem list

To meet the measure: Patients need to have last BP <140 and <90 at the most recent visit/encounter within the calendar year

Notes:

- Blood Pressure is collected during every visit
- Providers will review the patients’ blood pressure, if patients have BP <140 and <90 then patient will meet numerator
- MA/Provider will complete a New Blood Pressure intake as applicable during the visit
- If BP is still >140 or >90, Provider will treat as applicable. The MA needs to schedule a follow up appointment for BP check, this should be scheduled in the providers schedule within 2 weeks
Exclusions:

- Pregnancy
- Diagnosis of end of stage renal disease, dialysis or renal transplant
- Patient under palliative care (aka Hospice); workflow is as follows:
  - Go to FYI flag (can be found in More button in lower left corner in the Encounter or in the Registration screen) → Choose New Flag: Palliative Care
**Chlamydia**

**Applies to:** Family Practice, Internal Medicine, PEDs, and OBGYN

**Denominator:** All female patients 10-25 years old of age, who are sexually active or unknown if sexually active

**To meet the measure:** Female patients with Chlamydia test resulted in the calendar year

**Workflow:**

- In the Screening ACTIVITY, the MA/NHC → Select the Sexual Hx and BCM Form → Document if the patient is Sexually Active for every patient over 10 years of age (screenshot below)
- MA/Provider/NHC need to order the chlamydia test and follow up until the lab test is resulted.

**Notes:**

- If the female patient has a visit in the CY and does not have sexual activity documented in the last 12 months, the patient will be included in the denominator

**External Record flow:**

- If patient had Chlamydia Screening outside FHCN, the MA should ask the patient bring the paper chlamydia results to the clinic. The paper Chlamydia results should be forwarded to the Health Record Department, who will perform the applicable steps to meet the measure.
Asthma Medication Ratio

Applies to: Family Practice, Internal Medicine, and PEDs

Denominator: Patients 5-64 years of age with persistent asthma in a claim during the calendar year or displaying active in the problem list

To meet the measure: Patients need to have a ratio of controller medications to total asthma medications of 0.50 or greater

How to document medications:

- MA/Provider should document applicable medications currently taken by the patient into the Home Medications of the Rooming tab
- MA/Provider should review the Outside Medication Reconciliation section and add them to the record as applicable as taken
- Provider will prescribe or refill as applicable while keeping in mind the required ratio
- Providers need to always maintain problem list updated. E.g. resolving persistent asthma diagnosis if the patient if the condition has changed.

Note: Staff can use the Asthma Survey in the Addtl Screening Activity as a reference tool

Exclusions:

- Patients who are allergic to asthma medications. MA needs to document Rx Allergies using the Rx Button
- The following diagnosis codes: E84.0, E84.11, E84.19, E84.8, E84.9, J43.0, J43.0, J43.1, J43.2, J43.8, J43.9, J44.0, J44.1, J44.9, J44.9, J44.9, J68.4, J96.00, J96.01, J96.02, J96.20, J96.21, J96.22, J98.2, J98.3
Well Child Visits 3-6

Applies to: Family Practice and PEDs

Denominator: Children who turn 3-6 years of age in measurement year

To meet the measure: Patients must have a well child check in the calendar year:

- defined as a physical exam including a health and developmental history and health education/anticipatory guidance,
- and have applicable LOS: 99392, 99393, 99382, 99383
- and have Counseling on Nutrition and Physical Activity documented

Workflow Notes:

1. MA’s have to document Vitals. BMI is a requirement for this measure
2. MA needs to document/update histories: medical history, surgical, family, social, etc. as applicable
3. MA needs to access the TASK Activity and document with YES that “Counseling on physical activity and nutrition was completed by the Provider”
4. Provider, when documenting his/her note, needs to use the SMART TEXT functionality to include required documentation
   - Type FHCN into the SMART TEXT field and hit ENTER
   - The Smart Text Lookup window will open.
   - Select the applicable Match and click on Accept

5. Provider needs to use the F2 function KEY to go to each of the required sections of the Note
   a. You can right-Click on different SMARTPHRASES to see a SMARTLIST dropdown of options display
   b. Select the applicable items on the SMARTLIST and right-click to add them to the note
   c. Document as applicable on any section with three asterisk ***
   d. If you need to edit a SMARTPHRASE, go back to the SMARTPHRASE and right-click, then select RESELECT THIS SMARTLIST section. Select applicable items and right-click to add them to the note
   e. Ensure you select applicable anticipatory guidance topics discussed with the parent
6. Provider needs to document in the Wrap Up Section the LOS
   a. Type 993 into the LOS Field and click on ENTER
   b. You will see a menu of LOS options.
   c. Select the Well Child Visit code applicable for the visit
Adolescent Well-Care Visit

Applies to: Family Practice and PEDs

Denominator: Patients who are 12 – 21 years of age as of December 31st of the calendar year

To meet the measure: Patients must have an Adolescent Well-Care Visit in the measurement year

- defined as a physical exam including a health and developmental history and health education/anticipatory guidance,
- and have applicable LOS: 99381, 99382, 99383, 99384, 99385, 99391, 99392, 99393, 99394, 99395

Workflow Notes:

1. MA’s have to document Vitals, and needs to document/update histories: medical history, surgical, family, social, etc. as applicable

2. Provider, when documenting his/her note, needs to use the SMART TEXT functionality to include required documentation
   - Type FHCN into the SMART TEXT field and hit ENTER
   - The Smart Text Lookup window will open.
   - Select the applicable Match and click on Accept

3. Provider needs to use the F2 function KEY to go to each of the required sections of the Note
   a. You can right-Click on different SMARTPHRASES to see a SMARTLIST dropdown of options display
   b. Select the applicable items on the SMARTLIST and right-click to add them to the note
   c. Document as applicable on any section with three asterisk ***
d. If you need to **edit a SMARTPHRASE**, go back to the SMARTPHRASE and right-click, then select RESELECT THIS SMARTLIST section. Select applicable items and right-click to add them to the note.

e. Ensure you select applicable anticipatory guidance topics discussed with the parent.

4. Provider needs to document in the Wrap Up Section the LOS
   a. Type 993 into the LOS Field and click on ENTER
   b. You will see a menu of LOS options.
   c. Select the Well Visit code applicable for the visit.
**Post-Partum Care**

**Applies to:** OB/GYN

**Denominator:** Prenatal patients who delivered a live birth from October 8th of the previous measurement year to October 7th of the current measurement year

**To meet the measure:** Patients need a postpartum visit between 7 – 84 days after delivery that contains any of the following:

1. Pelvic exam
2. OR Evaluation of BP, Weight and notation on Breast feeding (yes or no)
3. OR Notation of “PP care”, “PP check” (this means we could use visit types)
4. OR Perineal of cesarean wound check visit
5. OR Screening for depression, anxiety, tobacco use, mental health disorders, drug use
6. OR glucose screening for women with gestational diabetes
   OR documentation of infant care, family planning, resumption of physical activity, etc.

**Workflow for the patient to meet the Numerator**

1. The patient needs to have a Post-Partum Visit 7-84 days after the delivery
2. The Post-Partum Visit will meet the requirement on any of the below scenarios

   A) The provider needs to document any of these diagnosis that are common in a Postpartum-Encounter
      - Z01.411- gyn exam- normal
      - Z01.419 gyn with abnormal findings
      - Z01.42 pap smear
      - Z30.430- IUD
      - Z39.1 care for lactating mother
      - Z39.2 encounter for routine postpartum follow up.

   B) AND/OR The provider will educate the patient, complete the PPD Scale in the Additional Screening Tab and will use the dot phrase .FHCN Postpartum, which will display the below information
### PPD Scale - Postpartum Depression Scale

**In the past 7 days:**

1. **I have been able to laugh and see the funny side of things**
   - 0: As much as I always could
   - 1: Not quite so much now
   - 2: Definitely not so much now
   - 3: Not at all

2. **I have looked forward with enjoyment to things**
   - 0: As much as I ever did
   - 1: Rather less than I used to
   - 2: Definitely less than I used to
   - 3: Hardly at all

3. **I have blamed myself unnecessarily when things went wrong**
   - 0: Yes, most of the time
   - 1: Some of the time
   - 2: Not very often
   - 3: Not at all

4. **I have felt anxious or worried for no good reason**
   - 0: No, not at all
   - 1: Hardly ever
   - 2: Yes, sometimes
   - 3: Yes, very often

5. **I have felt scared or panicly for no good reason**
   - 0: Yes, quite a lot
   - 1: Yes, sometimes
   - 2: No, not much
   - 3: No, not at all

6. **I haven't been able to cope lately**
   - 0: Yes, most of the time I haven't been able to cope
   - 1: No, most of the time I have coped quite well
   - 2: Yes, sometimes I haven't been coping as well as usual
   - 3: No, I have been coping as well as ever

7. **I have been so unhappy that I have had difficulty sleeping**
   - 0: Yes, most of the time
   - 1: Yes, sometimes
   - 2: Not very often
   - 3: Not at all

8. **I have felt sad or depressed**
   - 0: Yes, most of the time
   - 1: Yes, quite often
   - 2: Yes, quite often
   - 3: Not very often
B) AND/OR: The appointment visit type was:
   a. POST PARTUM 2 WEEK  
   b. POST PARTUM 6 WEEK 
   c. POSTPARTUM 

C) AND/OR: If the patient had gestational diabetes, the patient will also meet the numerator if the patient has a glucose screening test completed.  

D) AND/OR: If the patient has a Cervical Cancer Lab test ordered and resulted within 7-84 days of the delivery.
Breast Cancer Screening

Applies to: Family Practice, Internal Medicine, OB/GYN

Denominator: Women 52-74 years of age

To meet the measure: Patients who had a mammogram anytime on or between October 1\textsuperscript{st} two years prior to the measurement year and December 31\textsuperscript{st} of the measurement year (i.e.: For CY 2018 patient needs a mammogram between October 1\textsuperscript{st} 2016 and December 31\textsuperscript{st} 2018).

Workflow

The provider will review the Health Maintenance Alert window to identify if the Annual Mammogram is completed and shows as due in the future, or if it displays under Current Care Gaps as overdue.

- The provider will order the applicable mammogram following established workflows (generate referral Order)
- The Referral Staff/MA will follow up as applicable to ensure the mammogram is completed
- Most Mammogram orders are performed at CMC.
- Once the mammogram report is FINAL RESULT in Epic, it will be sent to the Ordering Provider’s inBasket for review.
- Simultaneously, the Health Maintenance Alert for Mammogram will update as complete
- If the mammogram is performed at a non CMC Site, obtain the Mammo report, send it to the Health Records department at FHCN for them to upload it into Epic to fulfill the Health Maintenance alert and CQM Requirements
Once Final result of these orders is in the chart, it will fulfill the Breast Cancer Screening:

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<thead>
<tr>
<th>Completing Procedure, LOS, E/M Code</th>
<th>Code Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 MAMM DIGITAL DIAGNOSTIC LEFT [IMG558]</td>
<td>Custom</td>
</tr>
<tr>
<td>2 MAMM DIGITAL DIAGNOSTIC RIGHT [IMG558]</td>
<td>Custom</td>
</tr>
<tr>
<td>3 MAMM DIGITAL DIAGNOSTIC BILATERAL [IMG608]</td>
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</tr>
<tr>
<td>4 MAMM DIGITAL SCREENING BILATERAL [IMG605]</td>
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</tr>
<tr>
<td>5 MAMM TOMOSYNTHESIS DIAGNOSTIC BILATERAL [IMG3041301]</td>
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<td>6 MAMM TOMOSYNTHESIS DIAGNOSTIC RIGHT [IMG3041302]</td>
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<td>8 MAMM TOMOSYNTHESIS W/ SCREENING BILATERAL [IMG3041304]</td>
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<td>9 MAMM TOMOSYNTHESIS SCREENING RIGHT [IMG3041305]</td>
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</tr>
<tr>
<td>13 MAMM TOMOSYNTHESIS BILATERAL [IMG3041307]</td>
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</tr>
</tbody>
</table>

Technical Exclusion to get data into the CQM report

- If the patient has surgical History of Mastectomy documented in the Surgical History, the Health Maintenance Alert will not display. In this scenario, even if the Mammogram Order has been resulted, it will not be reflected in the CQM report.