

Health Passport

Non-Clinical Training Guide



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Health Passport Overview

Superior HealthPlan's Health Passport is a web-based, secure health information tool built using core clinical and claims information to deliver relevant health-care information when and where it is needed for the foster children in the state of Texas. The Health Passport helps providers, state users and Service Coordinators improve care coordination, eliminate waste and reduce errors by providing a member's medical history and health interactions as the member progresses through the clinical process.

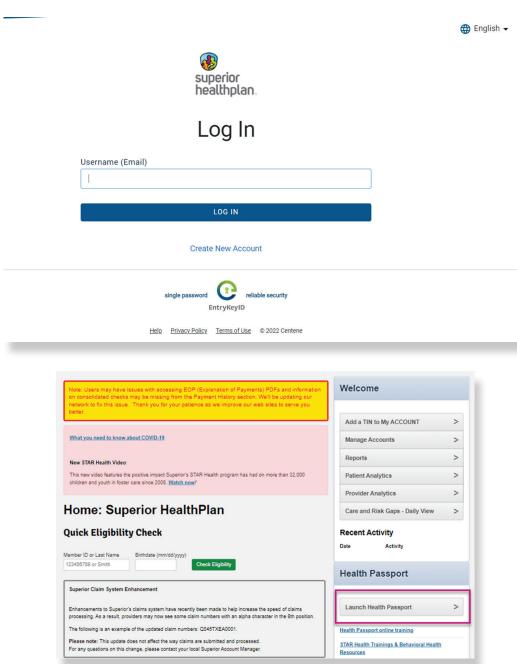
REMINDER: The data in the Health Passport is not a member's complete medical record, but it does contain information on member demographics, including doctor visits for which claims have been submitted, allergies, lab test results, immunizations and filled medications. Health Passport features include, but are not limited to:

- Face Sheet This easy-to-read summary that includes member demographics, care gaps, Texas Health Steps and Dental last visit dates, active allergies, active medications and more.
- **Contacts** Easily find a foster child's Primary Care Physician (PCP), Medical Consenter, Caregiver, Caseworker, Service Coordinator and other important contact information in one place.
- Allergies Users can use interactive fields to add or modify allergies at the point-of-care. Once an allergy is charted, it's instantly checked for medication interactions.
- **Assessments** Users can document Texas Health Steps, Dental and Behavioral Health forms directly online. Mailing or faxing in documents critical to patient care for display is still available.
- **Growth Chart** Users can chart weight, height, length and head circumference at the point-of-care to track growth of infants and children. An on-demand graph is available to visually plot where the foster child is on the development curve for their gender and age group.
- Immunizations A comprehensive list of a person's immunizations collected from ImmTrac.
- Labs All lab results are made available, where providers typically only have access to the lab results they've requested.
- Medication History A summary of medications filled and access to more detail, including name of the prescription, the prescribing clinician, date filled, and dosage. Indicators representing drug-drug, drug-allergy, and drug-food interactions appear when applicable as soon as new medications or allergies are added to the member record.
- Patient History Past visits with details that include the description of service, treating provider, diagnosis and the service date.
- Admission Discharge and Transfer (ADT) Notifications Access ADT data.
- Appointments All users can review and add appointments for members.

Non-Clinical Access to Health Passport

Medical Consenters, Texas Department of Family and Protective Services (DFPS) caseworkers and STAR Health staff can access the Health Passport secure web application by following the instructions below:

- Open <u>www.FosterCareTX.com</u> using Google Chrome or Microsoft Edge.
- To log in, enter the User Name (email) and Password you created during registration, then click
 Login. If you need to create an account, click the Create an Account button to register.
- To access Health Passport, click the Launch Health Passport button from your account homepage.



Non-Clinical Access to Health Passport

The User Agreement and Disclaimer will appear. Once you have read the agreement, click
 I have read and agree to these terms to continue.

User Agreement and Disclaimer

User Agreement for Health Care Providers

I have read and agree to these terms.

For purposes of compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and its accompanying privacy and security standards for an individual's protected health information, Health Care Providers are advised that this website is intended to be used in a manner defined within the "Treatment, Payment and Healthcare Operations" portion of the HIPAA privacy standards.

Terms of the Agreement:

As a health care provider:

- · You are responsible for identifying authorized users of the Health Passport within your organization
- You are responsible for ensuring all users in your organization comply with all applicable state and federal laws, including privacy laws.
- · Access to patient information must be limited to those patients actively under your professional care
- You are responsible for maintaining the physical security and confidentiality of Health Passport information that
 you may view on a computer, print to paper, or copy or download to other formats.
- Passwords cannot be shared. If you are aware that a password has been shared, you are required to notify Superior HealthPlan Network within 24 hours so that a new password can be assigned.
- . Superior HealthPlan Network reserve the right to monitor all activity on the website
- · You assume all risk of errors and/or omissions to all information manually added to the system

By using the services provided by this website, you agree to the above terms. If you do not agree to be bound by this agreement, you are not authorized to enter this website and may not use any of the services available through this website.

Disclaimer

All Users

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As long as a patient has active coverage in Superior HealthPlan's STAR Health Foster Care Program, the patient's information will remain available through the Health Passport. If a patient's enrollment in the program terminates, the patient's Health Passport record will be archived and will be unavailable for viewing.

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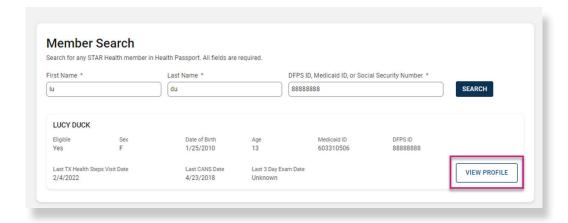
I have read and agree to these terms

Member Search

To search a member, enter the first few letters of the first and last name and one of the three ID numbers (Medicaid ID, Social Security Number [SSN] or Texas Department of Family and Protective Services [DFPS] ID) and click **Search**.



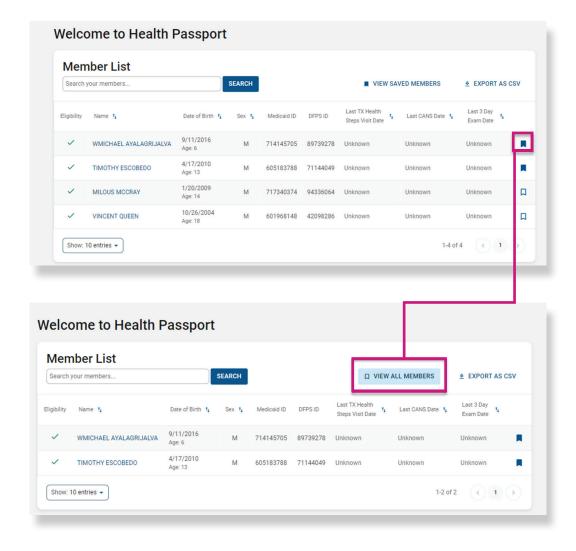
- The search results will display the full name of the member and other demographic information.
- Click **View Profile** to access the member's health record.



Member List (DFPS Only)

The **Member List** provides a Caseworker with a view of their caseload (assigned members) and streamlines the way they access their members without needing the member's first/last name and corresponding ID. Click a member's name within the Member List to access their health record.

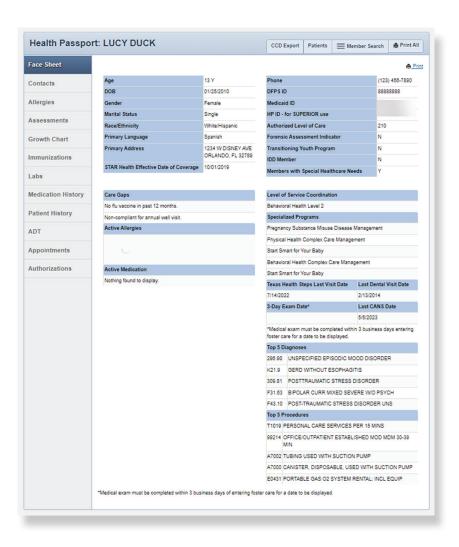
- The bookmark feature gives the ability to save important members to a saved list.
- Toggle between View Saved Members and View All Members for bookmarked members or all assigned members.



NOTE: The Member List only pertains to DFPS Staff

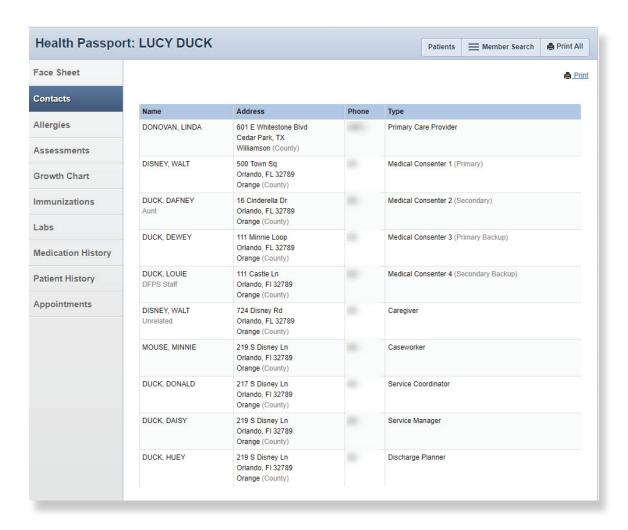
Face Sheet

The **Face Sheet** module provides a quick overview of the member's health record including common diagnoses and procedures, active medications, active allergies, care gaps and member demographics.



Contacts

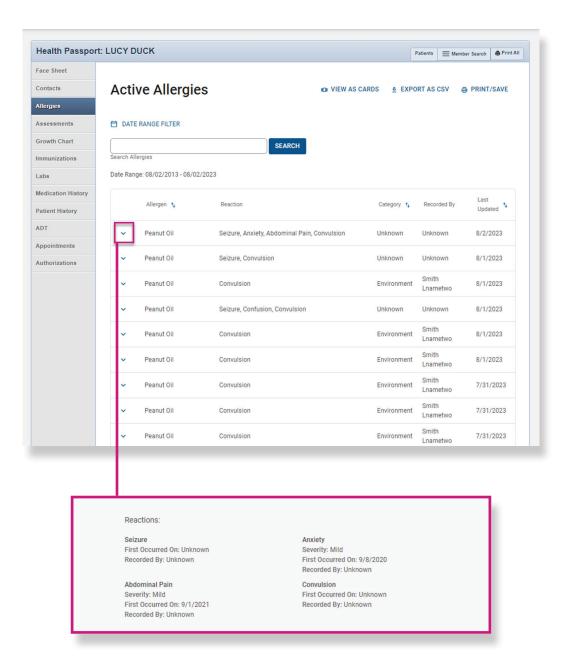
The **Contacts** module displays a member's medical and personal contacts.



NOTE: Caregivers are not necessarily considered Medical Consenters.

Allergies

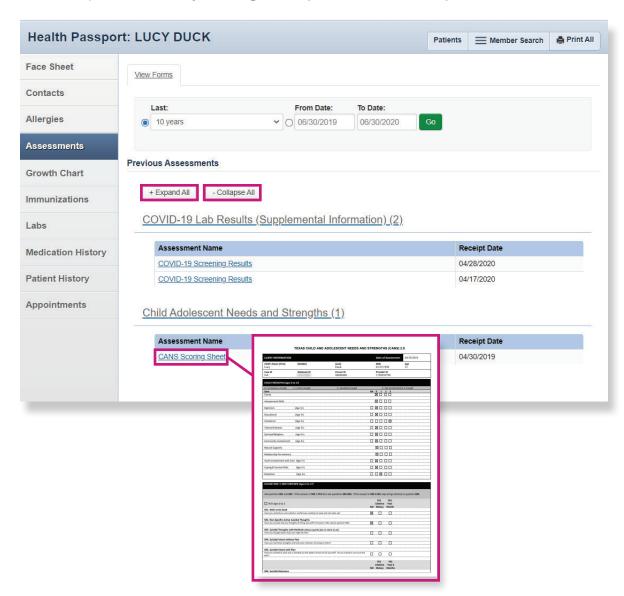
The **Allergies** module contains all allergies for a member entered by providers. Click the **down arrow** to view the reactions for an allergy.



Assessments

The **Assessments** module allows users to document Texas Health Steps, Dental and Behavioral Health forms directly online. Users may also mail or fax in documents critical to patient care to display within Health Passport.

- Click on the form name to open the document.
- Expand or collapse all forms by clicking the Expand All and Collapse All buttons.



NOTE: If you choose to fax or mail these documents, please submit using the information listed below:

Fax: 1-866-274-5952

Mail: Superior HealthPlan

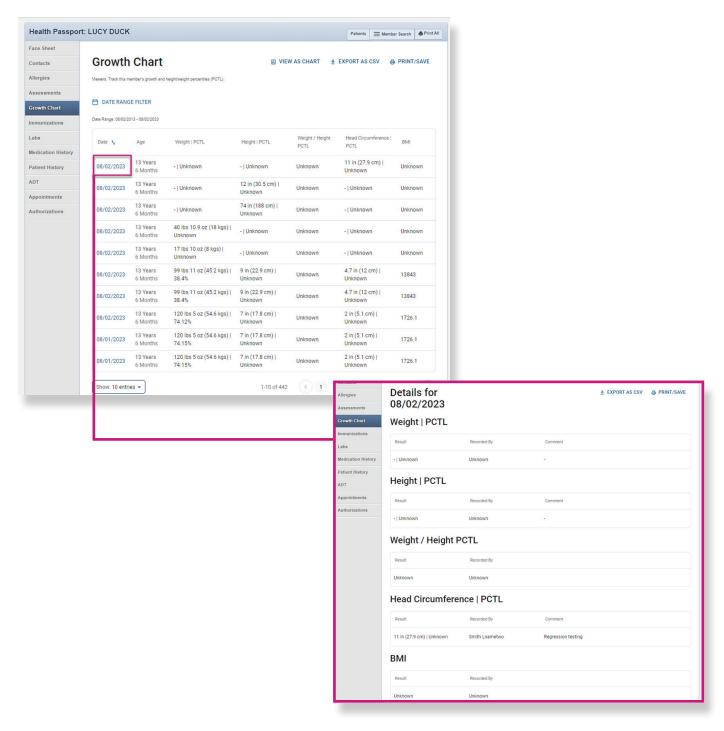
P.O. Box 3003

Farmington, MO 63640-3803

Growth Chart

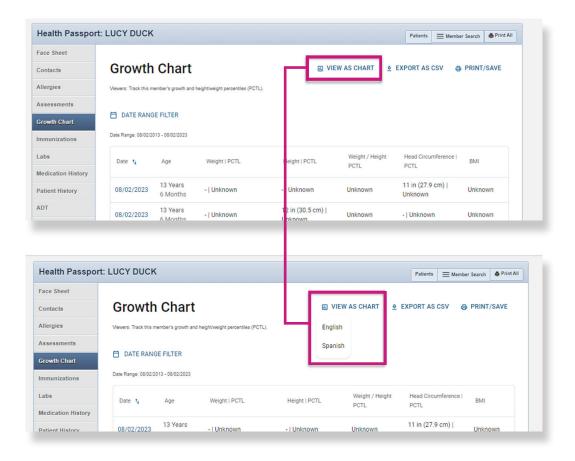
The **Growth Chart** module contains height, weight, length and head circumference entered by providers. This module also calculates a member's Body Mass Index (BMI), when applicable.

- Click a date to view details for that date. Click on View as Chart to view, print and download
 plotted growth charts.
- Click Export as CSV to download the entries in an Excel file.
- Click **Print/Save** to view, print and download the current **Growth Chart** screen.



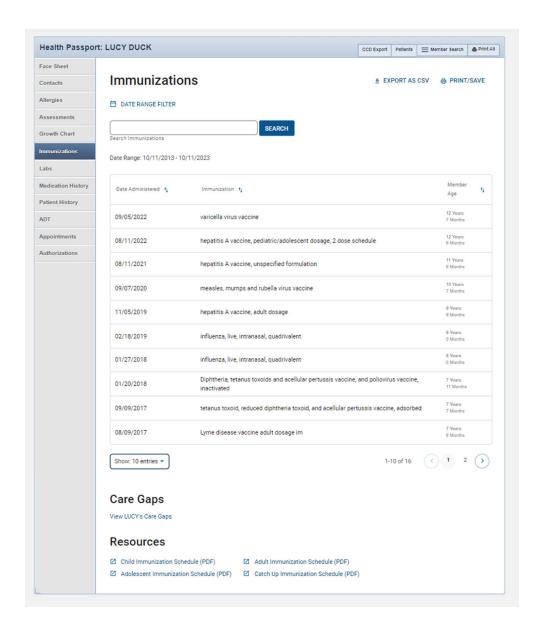
Growth Chart

 Click on View as Chart. Then select English or Spanish to view, print and downloaded plotted growth charts.



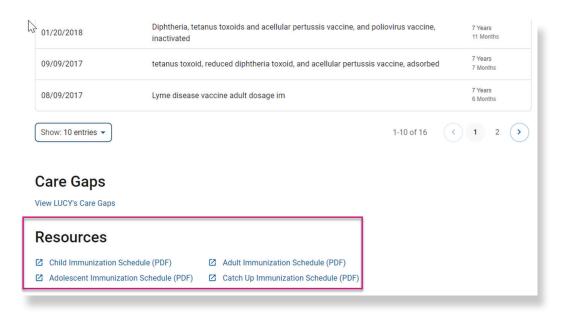
Immunizations

The Immunizations module presents a comprehensive list of a member's immunizations that have been reported to ImmTrac, the Texas Immunization Registry. Additionally, the module includes a Resources section for the immunization schedules for the Centers for Disease Control and Prevention (CDC), and a Care Gaps section that shows any gaps in care, including missing immunizations.

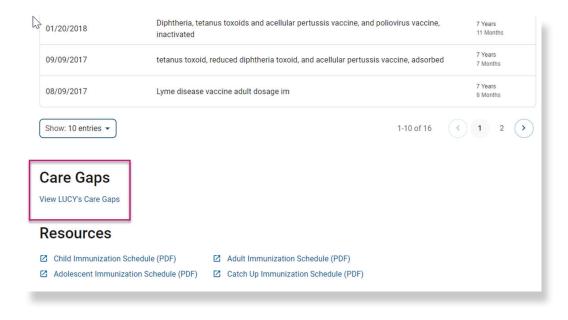


Immunizations

• The **Resources** section offers child, adolescent, adult and catch-up immunization schedules. Click the respective schedule to open the document.



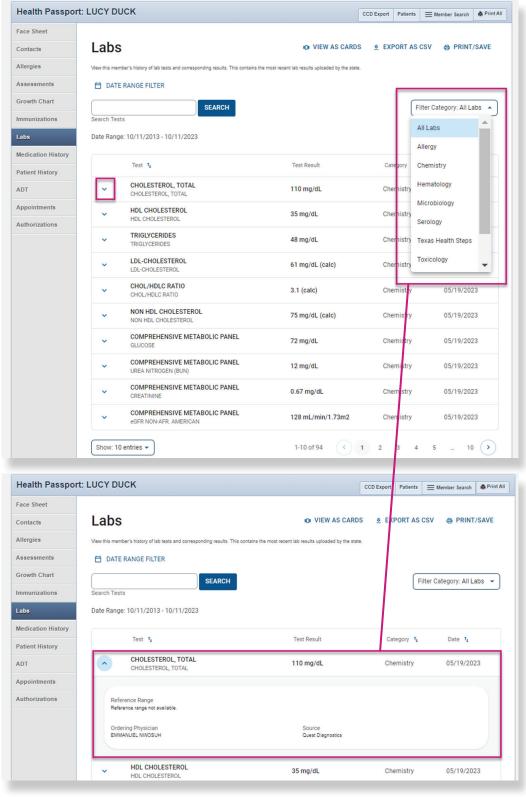
The Care Gaps section will include gaps in care, including missing immunizations.



Labs

The **Labs** module contains a list of a member's lab results. Click the **down arrow** to view details of the lab.

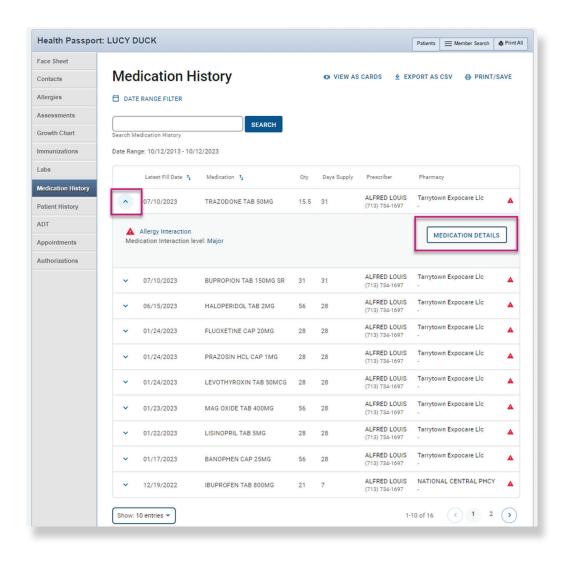
By selecting the Filter Category drop-down, you can filter by lab type.



Medication History

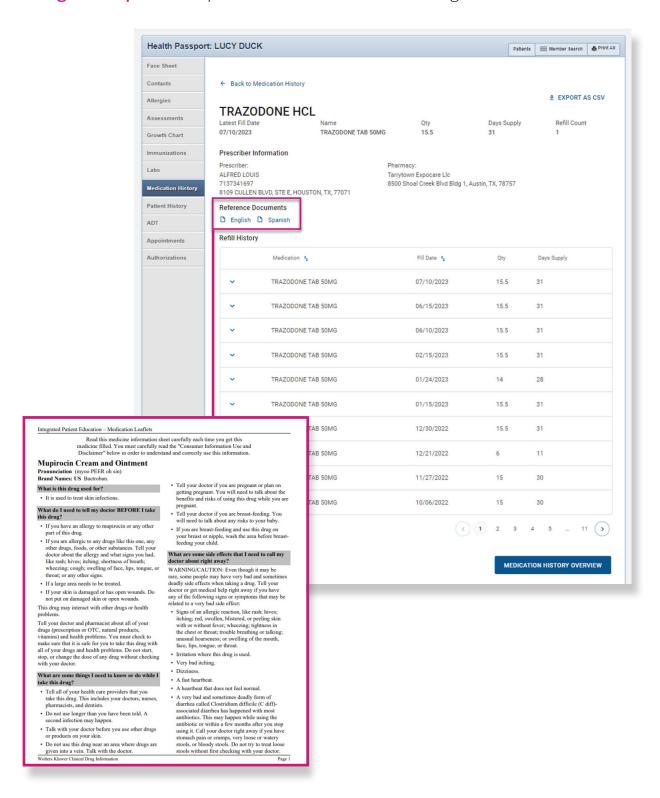
The **Medication History** module contains a detailed list of medications. To view additional medication details, click the **down arrow** next to the latest fill date and then **Medication Details**.

• An icon will denote a medication-to-medication and/or allergy-to-medication interaction. Clicking the **down arrow** will provide details on the interaction.



Medication History

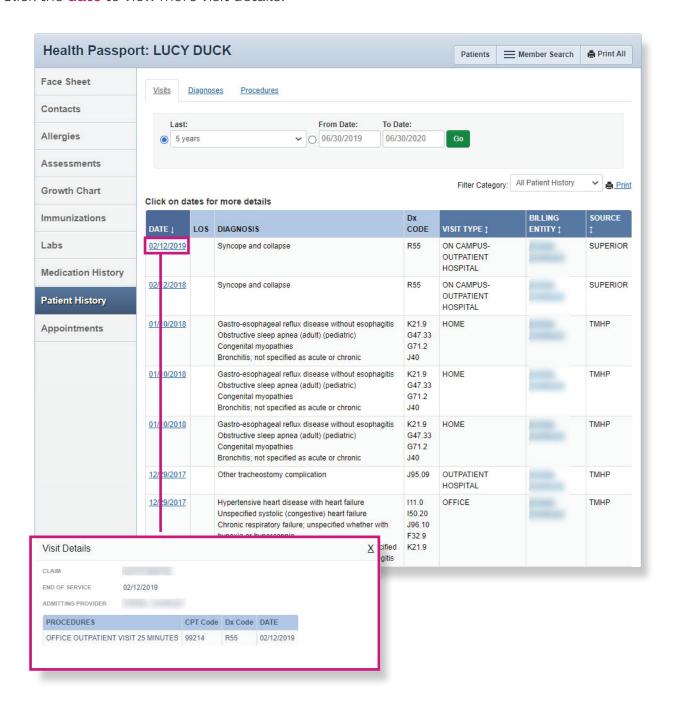
Select **English** or **Spanish** to open a reference document for the given medication.



Patient History

The **Patient History** module contains visit information from claims data on all services rendered, whether paid or denied. Claims come from all provider types and providers do not need to do anything extra for this data to load.

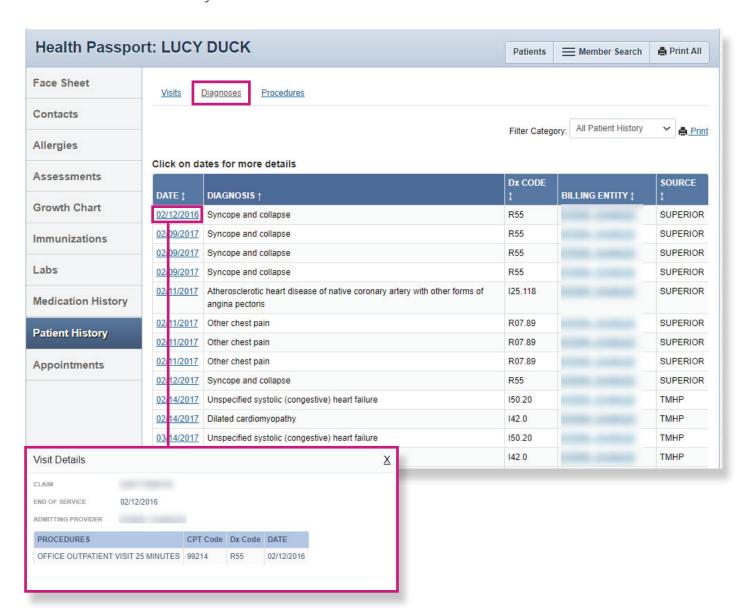
Click the date to view more visit details.



NOTE: This module should not be used as a tool for claims payments. There is lag time before data is loaded as providers have 95 days to bill, and Superior has 30 days to process.

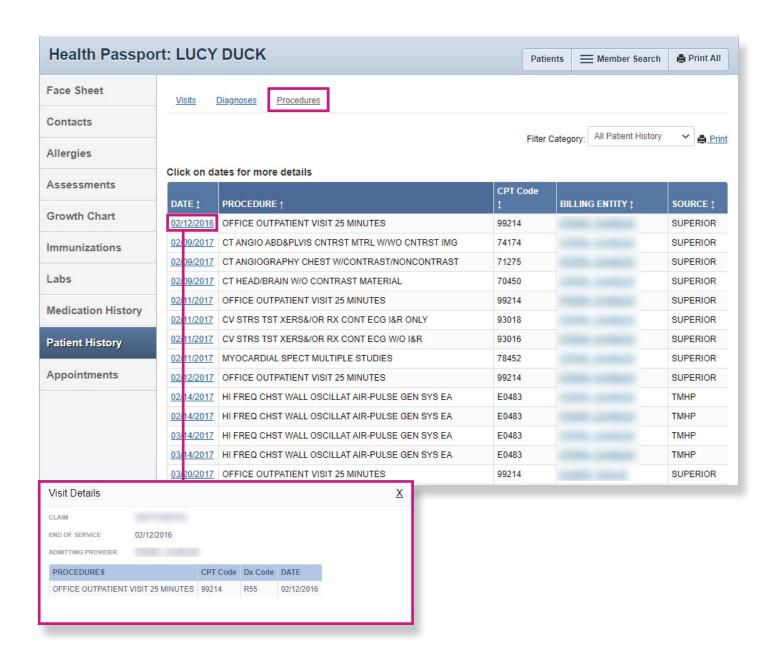
Patient History

- Click the Diagnoses tab to view visits by diagnoses.
- Click the date to view by Visit Details.



Patient History

- Click the Procedures tab to view visits by procedures.
- Click the date to view Visit Details.

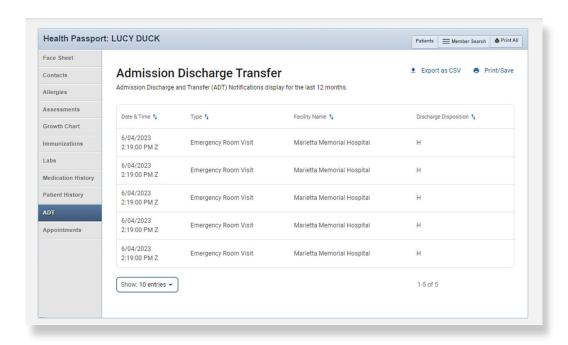


Admission Discharge and Transfer (ADT) Notifications

The **Admission Discharge and Transfer (ADT) Notifications** module provides the following data for the last 12 months:

- · Date and time of discharge
- Admission type
- Facility name
- Discharge disposition code

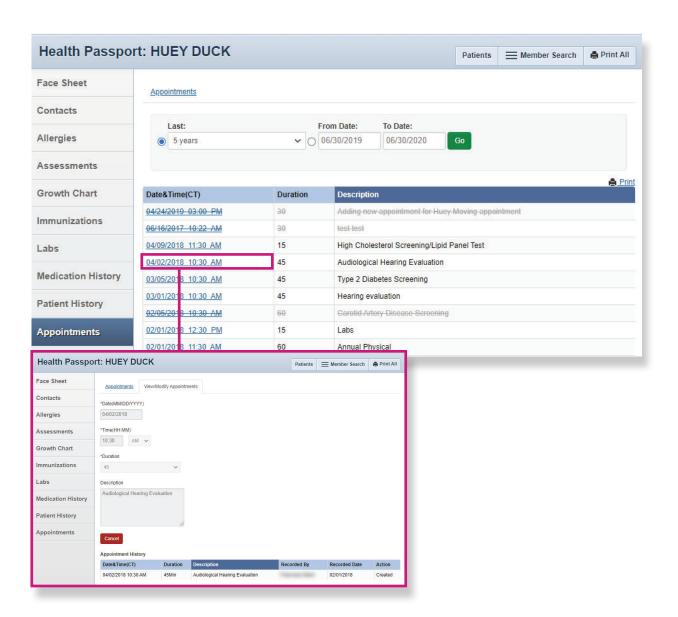
The ADT data is transferred in real time from the following Health Information Exchanges (HIEs) services: HASA, Greater Houston Health Connect.



Appointments

The Appointments module allows users to review and add appointments for members.

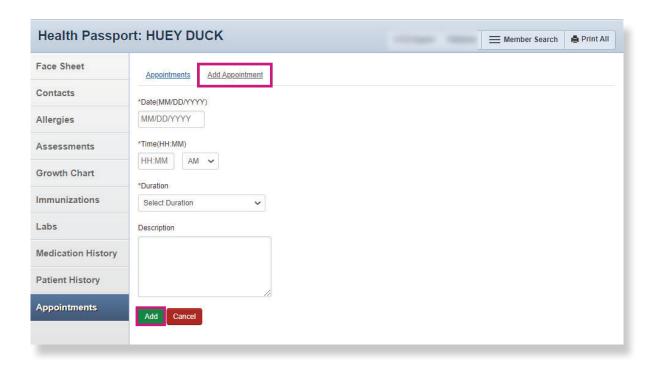
• Click the date and time to view appointment details for existing appointments.



Appointments

Click the **Add Appointment** tab to add a new appointment.

- Fill in Date, Time, Duration and add a description, if applicable.
- Click Add.



NOTE: Appointments can only be modified or removed by the appointment initiator. Appointment information should be used only as a reference and may be tentative. For more information or to confirm appointments, please contact the member's Medical Consenter or provider.

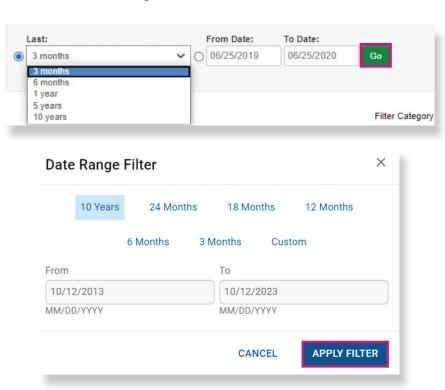
Other Tools and Features

The following tools can be found on the Assessments, Growth Chart, Immunizations, Labs, Medication History, Patient History and Appointments modules:

- Member Search Return to the search screen.
- Print All Print a complete health record by either:
 - Selecting a time frame.
 - Selecting a date range and clicking Go.
- Print or Print/Save Print a single module.



The following feature can be found on the **Assessments, Growth Chart, Immunizations, Labs, Medication History** and **Patient History modules**:



• View more by clicking the **Page** number or the **Next**, **Last**, or **Arrow** buttons.



Other Tools and Features

The following feature can be found on the **Allergies, Growth Chart, Immunizations, Labs, Medication History** and **Patient History modules**:

Sort information by clicking on the titles labeled with arrows.

Note: Sort functions may vary by module.

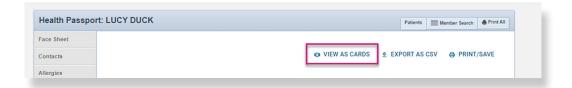
DATE ↑	PROCEDURE †	CPT Code	BILLING ENTITY ↑	STERN, CHARLES	
02/12/2016	OFFICE OUTPATIENT VISIT 25 MINUTES	99214		7700 FISH POND RD WACO, TX 76710 Business: (254) 761-4444	
02/09/2017	CT ANGIO ABD&PLVIS CNTRST MTRL W/WO CNTRST IMG	74174	CORP. CHRIST		
02/09/2017	CT ANGIOGRAPHY CHEST W/CONTRAST/NONCONTRAST	71275	CONTRACTOR OF THE PARTY OF THE		
02/09/2017	CT HEAD/BRAIN W/O CONTRAST MATERIAL	70450		SUPERIOR	
02/11/2017	OFFICE OUTPATIENT VISIT 25 MINUTES	99214		SUPERIOR	
02/11/2017	CV STRS TST XERS&/OR RX CONT ECG I&R ONLY	93018		SUPERIOR	
02/11/2017	CV STRS TST XERS&/OR RX CONT ECG W/O I&R	93016		SUPERIOR	
02/11/2017	MYOCARDIAL SPECT MULTIPLE STUDIES	78452		SUPERIOR	
02/12/2017	OFFICE OUTPATIENT VISIT 25 MINUTES	99214		SUPERIOR	
02/14/2017	HI FREQ CHST WALL OSCILLAT AIR-PULSE GEN SYS EA	E0483		TMHP	
00/44/0047	LILEDEO OLIOTAVALL OCCULATAID DULOE OFNIOVO FA	E0400	OTERN OUARLES	TMUD	



Other Tools and Features

The following feature can be found on the Allergies, Labs, and Medication History modules:

- View as Cards/View as Table Toggle between a card or table view of the information on the module.
 - NOTE: The information will be the same for both views.



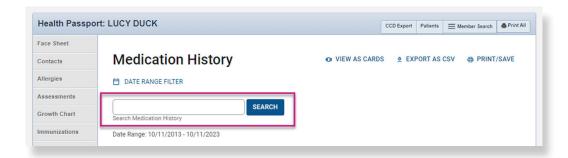
The following feature can be found on the **Allergies**, **Growth Chart**, **Immunizations**, **Labs**, **Medication History**, and **ADT modules**:

Export as CSV – Displays the information in an Excel file that is made available to filter and/or print.



The following feature can be found on the **Allergies**, **Immunizations**, **Labs**, **Medication History modules**:

 Search Bar – Provides the ability to narrow down information by a key word, term, or a few letters.





CONTACT US

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