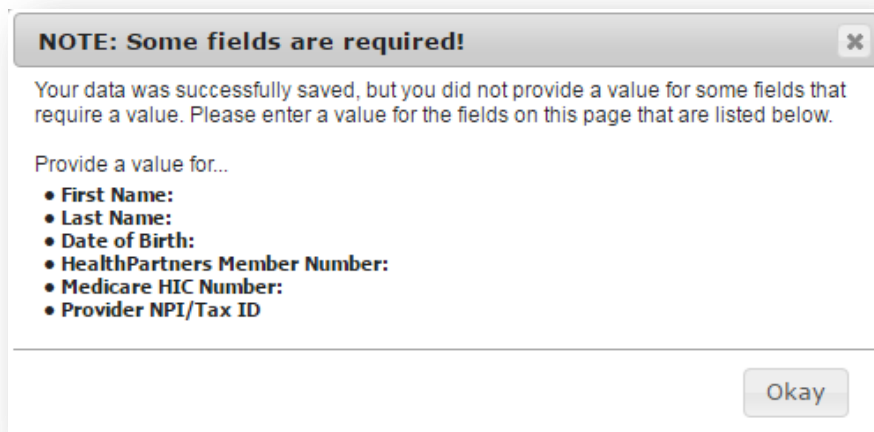


HealthPartners UnityPoint Health Medicare Advantage Patient Assessment Form Quick Guide

Required Fields:

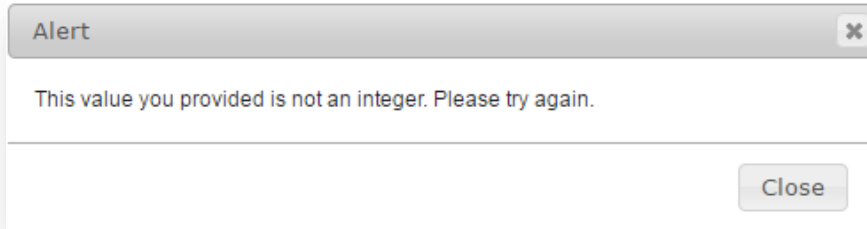
Some fields on the form, denoted with * *must provide value*, require a valid entry to continue. Attempting to continue without completing all required fields on a page will prompt an error message. Be sure to complete all required fields on a page before continuing.



Note: A known error exists within the electronic data capture system that may prompt this error message even though the required field contains data. In this case, clicking the *Next Page* button at the bottom of the page a second time will allow the user to bypass the error message and continue on to subsequent pages.

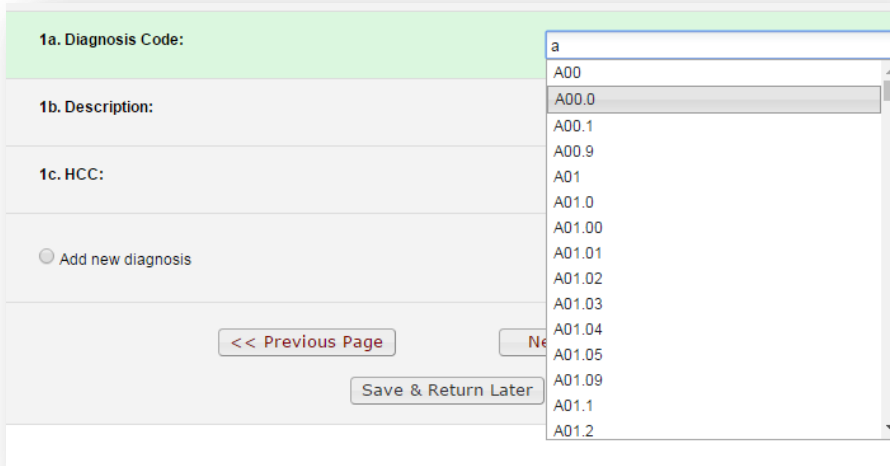
Field Validation:

Several fields only allow entry of data in certain formats. For example, the *Date of Birth* field only permits entry of dates in a month-day-year format. Attempting to enter a date in a different format or another value, like text, will prompt an error message that explains the requirements of a valid entry. However, not every field is validated, so be sure to enter complete and accurate information in every field you complete.



Diagnosis Codes:

When entering patient diagnoses, begin typing in the *Diagnosis Code* field. This will prompt a drop-down list of all ICD10 diagnosis codes. Selecting one of the codes from the drop-down list will auto populate the *Description* and *HCC* fields with the appropriate information.



Tooltips:

Some fields on this form equip tooltips to display more information about the field. To display this information, hover the cursor over the radio button for 1-2 seconds. In the picture below, the tooltips inform the user that a PHQ2 value of 0 or a PHQ9 value of 0 to 4 constitute a "Minimal" screening result.

Depression Screening (PHQ9 or other)

Assessed

Yes No NA

Most Recent Screening Result

* must provide value

Minimal Mild Moderate Moderately Severe Severe

PHQ2 of 0 or PHQ9 Score of 0 to 4

Save & Return Later:

If you cannot complete the entire form at one time, you can save and complete the form later. To do so, begin by clicking *Save & Return Later* at the bottom of the page. You will be redirected to a new page that provides instructions for returning to the saved form.

Your survey responses were saved!

You have chosen to stop the survey for now and return at a later time to complete it. To return to this survey, you will need both the *survey link* and your *return code*. See the instructions below.

1.) Return Code
A return code is ***required*** in order to continue the survey where you left off. Please write down the value listed below.

Return Code

* The return code will NOT be included in the email below.

2.) Survey link for returning
You may bookmark this page to return to the survey, OR you can have the survey link emailed to you by providing your email address below. For security purposes, **the return code will NOT be included in the email**. If you do not receive the email soon afterward, please check your Junk Email folder.

* Your email address will not be stored

Or if you wish, you may continue with this survey again now.

In summary, make note of the survey return code in a secure location, then enter your email address in the field in Section 2. Alternatively, you can bookmark the page to later access the survey, however, to maximize security, this is not recommended. After entering your email

address, click *Send Survey Link* to generate an email to the address provided that contains the unique URL to the partially completed form and does not contain the return code. Both the return code and unique URL provided in the system-generated email are required to access the saved form. To return to the saved form, follow the hyperlink in the system-generated email and enter the return code.

Patient Assessment Form

To continue the survey, please enter the RETURN CODE that was auto-generated for you when you left the survey. Please note that the return code is *not* case sensitive.

Other Tips:

Browser navigation: Navigate the form using only the *Previous Page* and *Next Page* buttons at the bottom of the form. Using the *back* or *forward* buttons on your internet browser toolbar may delete data entered on the form.

Resize font: The electronic data capture system allows the user to increase and decrease font size by using the *Resize font* buttons in the top-right corner of the page. However, a known error exists within the system that prevents text boxes from increasing in size while resizing the font. Be aware that reducing font size may render values typed in text boxes unreadable. Refreshing the page will return the text boxes to the default size, however, data entered on the current page may be lost.