

eCW Clinical Documentation Guide

Measure Name	Human Papillomavirus Vaccine for Female Adolescents with One HPV
Relevance	NPO Population Clinical Quality Dashboard [NQF 1959: Prevention & Screening Measure]
Measure Definition	<i>The percentage of female patients, 13 years of age and with one administered dose of the Human Papillomavirus vaccine (HPV), who receive the remaining two doses of HPV vaccine by the time of their 13th birthday</i>
Measurement Period	The <b>Measurement Period</b> is defined as the current calendar year (January 1 - December 31)
Denominator	<p>The <b>Denominator</b> consists of patients who:</p> <ul style="list-style-type: none"> <li>I. Are Female</li> <li>II. <b>AND</b>, Are <math>\geq 12</math> and <math>&lt; 13</math> years of age at the beginning of the Measurement Period</li> <li>III. <b>AND</b>, Were seen for an applicable E&amp;M encounter during the Measurement Period</li> <li>IV. <b>AND</b>, Have been administered one dose of <i>HPV</i> vaccine</li> </ul>
Numerator	<p>The <b>Numerator</b> consists of patients, from the Denominator, who have been administered the remaining two instances of HPV vaccine:</p> <ul style="list-style-type: none"> <li>A. At least 6 months apart from each other and at least 6 months after the administration of the first (most recent) dose of <i>HPV</i> vaccine</li> <li>B. After the patient is <math>\geq 9</math> years of age</li> <li>C. <b>AND</b>, By the time the patient is <math>\leq 13</math> years of age</li> </ul>
Exclusions and/or Exceptions	<p>Patients are <b>excluded</b> from this measure if there is documentation of anaphylactic reaction to <i>HPV</i> vaccine or its components</p> <p style="text-align: right;"><i>(continued)</i></p>

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<p>Measure Documentation</p>	<p style="text-align: center;"><b><u>To Qualify For This Measure</u></b> <i>(Denominator Documentation)</i></p> <p><b>I. The patient must have been seen for an applicable E&amp;M encounter during the Measurement Period</b></p> <p style="padding-left: 40px;"><b>A. The following E&amp;M codes identify applicable visit encounters:</b></p> <p style="padding-left: 80px;">1. 99201 - 99205 and 99212 - 99215</p> <p style="padding-left: 80px;">2. 99341 - 99345, 99347 - 99350, 99381 - 99384 and 99391 - 99394</p> <p style="padding-left: 40px;"><b>B. Record the appropriate E&amp;M code in the Billing section of the Progress Note for the visit</b> <i>(Progress Notes → Billing)</i></p> <p><b>II. The patient must have already received one dose of the HPV vaccine</b></p> <p style="padding-left: 40px;"><b>Document the administration/receipt of HPV vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:</b></p> <p style="padding-left: 80px;"><b>1. If the vaccine was administered in your office:</b></p> <p style="padding-left: 120px;">a. From within the open Progress Note, click on the "Immunizations" link</p> <p style="padding-left: 120px;">b. The "Immunizations/T. Injections" window will open</p> <p style="padding-left: 120px;">c. Click "Add" to open the "immunization Details" window</p> <p style="padding-left: 120px;">d. Select the HPV vaccine from the left-hand panel</p> <p style="padding-left: 120px;">e. Complete all open fields in the right-hand panel</p> <p style="padding-left: 120px;">f. Click "OK" to save and close</p> <p style="padding-left: 80px;"><b>2. If the vaccine was administered at another health facility</b></p> <p style="padding-left: 120px;">a. Access the "Immunizations/T. Injections" window from an open Progress Note, Virtual Visit, or from the patient's Hub</p> <p style="text-align: right;"><i>(continued)</i></p>

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<p><b>Measure Documentation</b> <i>(continued)</i></p>	<p>b. Click "Add" to open the "Immunization Details" window</p> <p>c. Select the <i>HPV</i> vaccine from the left-hand panel</p> <p>d. In the right-hand panel:</p> <ol style="list-style-type: none"> <li>1) Check the "Y" radio button for "Vaccination Given in the Past"</li> <li>2) Enter the "Dose Number"</li> <li>3) Change the "Status" to Administered</li> <li>4) Enter the name of the Provider or Health Facility that administered the vaccine in the "Given By" field, if known</li> <li>5) Enter the date the vaccine was administered in the "Given Date/Time" field</li> </ol> <p>e. Click "OK" to close</p> <p>f. Note: Vaccines marked "Given in the Past" should not push to MCIR</p> <p style="text-align: center;"><b><u>To Satisfy This Measure</u></b> <i>(Numerator Documentation)</i></p> <p><b>Document each instance of administration/receipt of the remaining two doses of <i>HPV</i> vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as detailed above</b></p>
<p><b>Exclusion and/or Exception Documentation</b></p>	<p style="text-align: center;"><b><u>To Exclude a Patient From This Measure</u></b> <i>(Exclusion/Exception Documentation)</i></p> <p><b>If the vaccine cannot be administered due to anaphylactic reaction to <i>HPV</i> vaccine or its components:</b></p> <p><b>A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart, as follows:</b></p> <ol style="list-style-type: none"> <li>1. Access the "Immunizations/T. Injections" window from an open Progress Note, Virtual Visit, or from the patient's Hub</li> </ol> <p style="text-align: right;"><i>(continued)</i></p>

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<p><b>Exclusion and/or Exception Documentation</b> <i>(continued)</i></p>	<ol style="list-style-type: none"> <li>2. Click "Add" to open the "Immunization Details" window</li> <li>3. Select the <i>HPV</i> vaccine from the left-hand panel</li> <li>4. In the right-hand panel:               <ol style="list-style-type: none"> <li>a. Change the "Status" to Not Administered</li> <li>b. Click the selection button (with three dots) for the "Reason" field                   <ol style="list-style-type: none"> <li>1) A "Select reason for not administered" window will open</li> <li>2) Type "Anaphylaxis to <i>HPV</i> Vaccine" in the field labeled "Other"</li> <li>3) Click "OK" to close the window</li> </ol> </li> </ol> </li> <li>5. Click "OK" to exit               <ol style="list-style-type: none"> <li>a. The vaccine will display in the "Immunizations/T. Injections" section of the patient's chart with an Immunization Status of "NA" (for Not Administered)</li> <li>b. The vaccine, and the reason given for non-administration, will push to MCIR</li> </ol> </li> </ol> <p><b>B. Also, document the anaphylactic reaction to <i>HPV</i> vaccine in the "Allergies/Intolerances" section of the patient's chart in eCW</b></p>
<p><b>Trouble-Shooting</b></p>	<p style="text-align: center;"><b><u>Having problems? Check out the following Trouble-Shooting Tips</u></b></p> <ol style="list-style-type: none"> <li>I. <b>Verify that a correct CVX code has been linked with the <i>HPV</i> immunization in your EMR</b> <ol style="list-style-type: none"> <li>A. <b>One of the following CVX codes must be linked to the <i>HPV</i> immunization: 62, 118 and 165</b></li> <li>B. <b>To link a CVX code to an immunization, do the following:</b> <ol style="list-style-type: none"> <li>1. From the EMR menu in eCW, click on "Immunizations/Therapeutic Injections"</li> <li>2. Select "Immunizations/Therapeutic Injections" from the drop-down list of options</li> <li>3. The "Immunizations/Therapeutic Injections" window will open</li> </ol> </li> </ol> </li> </ol> <p style="text-align: right;"><i>(continued)</i></p>

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<p><b>Trouble-Shooting</b> <i>(continued)</i></p>	<p style="text-align: center;"><b>a. To add or update the CVX code for an existing immunization</b></p> <ol style="list-style-type: none"> <li>1) Select the immunization to be modified</li> <li>2) Click the carat next to the "New" button</li> <li>3) Select "Update" from the drop-down list of options</li> <li>4) The "Update Immunization" window will open               <ol style="list-style-type: none"> <li>a) Click the "Sel" button adjacent to the "CVX Code" field</li> <li>b) Select the appropriate CVX code from the drop-down list of options</li> <li>c) Click "OK" to exit the window</li> </ol> </li> <li>5) Click "Close" to save the information and return to the EMR menu</li> </ol> <p style="text-align: center;"><b>b. To add a new immunization and associated CVX code</b></p> <ol style="list-style-type: none"> <li>1) From the "Immunizations/Therapeutic Injections" window, click the "New" button</li> <li>2) A "New Immunization" window will open               <ol style="list-style-type: none"> <li>a) Enter the information for the new immunization in the displayed fields</li> <li>b) Click "OK" to exit the window</li> </ol> </li> <li>3) Click "Close" to save the information and return to the EMR menu</li> </ol>
	<p><b>II. Verify that an immunization (Status = Administered or Non Administered) has been documented in the patient's chart in the EMR</b></p> <ol style="list-style-type: none"> <li>A. If necessary, obtain the immunization information from an outside health facility or MCIR</li> <li>B. If applicable, provide a reason for any immunization with a Status of "Not Administered"</li> </ol> <p style="text-align: center;"><i>(continued)</i></p>

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<p><b>Trouble-Shooting</b> <i>(continued)</i></p>	<p>III. Verify that any/all applicable Allergies have been documented in the "Allergies/Intolerances" section of the patient's chart in eCW</p> <p>A. Access the "Allergies/Intolerances" section of the patient's chart in one of the following ways:</p> <ol style="list-style-type: none"> <li>1. <i>Progress Note (or Virtual Visit) → Allergies/Intolerances</i></li> <li>2. <b>OR</b>, From the Progress Note Dashboard, click the Allergies/Intolerance icon</li> </ol> <p>B. Add a new Allergy or Intolerance as follows:</p> <ol style="list-style-type: none"> <li>1. From the "Allergies/Intolerance" window, click "Add"</li> <li>2. The "Past Medical History" window will open             <ol style="list-style-type: none"> <li>a. <b>"Structured/Non-Structured"</b> Field                 <ol style="list-style-type: none"> <li>1) Select "Structured" if documenting a Drug allergy</li> <li>2) Select "Non-Structured" if documenting a non-Drug allergy</li> </ol> </li> <li>b. <b>"Agent/Substance"</b> Field                 <ol style="list-style-type: none"> <li>1) For a Structured (Drug) Allergy                     <ol style="list-style-type: none"> <li>a) Click on the field to open the "Select Rx" window</li> <li>b) Find and select the appropriate medication</li> <li>c) Click "OK" to save the information and exit the window</li> </ol> </li> <li>2) For a Non-Structured (Non-Drug/Other) Allergy                     <ol style="list-style-type: none"> <li>a) Click in the empty field to reveal a carat for a drop-down box</li> <li>b) Click the carat to reveal a list of (Non-Drug/Other) Allergy options</li> <li>c) Select an Allergy from the list of options in the drop-down box</li> <li>d) <b>OR</b>, free-type an Allergy into the "Agent/Substance" field</li> </ol> </li> </ol> </li> </ol> </li> </ol> <p style="text-align: center;"><i>(continued)</i></p>

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<p><b>Trouble-Shooting</b> <i>(continued)</i></p>	<p>c. "Reaction" Field</p> <ol style="list-style-type: none"> <li>1) For any Allergy, click in the empty "Reaction" field to reveal a carat for a drop-down list of options</li> <li>2) Select the appropriate Reaction from the list of options (i.e., anaphylaxis)</li> <li>3) <b>OR</b>, Free-type a reaction into the empty field</li> </ol> <p>d. "Type" Field</p> <ol style="list-style-type: none"> <li>1) For any Allergy, click in the empty "Type" field to reveal a carat for a drop-down list of options</li> <li>2) Select the appropriate type (i.e., allergy versus intolerance) from the list of options</li> </ol> <p>e. "Status" Field</p> <ol style="list-style-type: none"> <li>1) For any Allergy, click in the empty "Status" field to reveal a carat for a drop-down list of options</li> <li>2) Select the current status (i.e., Active versus Inactive) for the Allergy/Intolerance from the list of options</li> </ol> <p>IV. For further assistance, contact Ed Worthington (<a href="mailto:eworthington@npoinc.org">eworthington@npoinc.org</a>) or Kelly Saxton (<a href="mailto:ksaxton@npoinc.org">ksaxton@npoinc.org</a>) at NPO (231-421-8505)</p>
<p><b>For More Information</b></p>	<p style="text-align: center;"><u><b>For More Information:</b></u></p> <ol style="list-style-type: none"> <li>I. HEDIS: "Human Papillomavirus Vaccine for Female Adolescents (HPV)"</li> <li>II. NQF 1959: "Human Papillomavirus Vaccine for Female Adolescents (HPV)"</li> </ol>