

eCW Clinical Documentation Guide

Measure Name	Childhood Immunization Status: HepA
Relevance	NPO Population Clinical Quality Dashboard [NQF 0038-3: Pediatric Measure]
Measure Definition	<i>The percentage of children, 2 years of age, who were administered one Hepatitis A (HepA) vaccine by the time of their second birthday</i>
Measurement Period	The Measurement Period is defined as the current calendar year (01/01 - 12/31)
Denominator	<p>The Denominator consists of patients who:</p> <ol style="list-style-type: none"> I. Are ≥ 1 year of age before the start of the Measurement Period II. AND, Turn 2 years of age before the end of the Measurement Period III. AND, Were seen for an applicable E&M visit during the Measurement Period
Numerator	The Numerator consists of patients, from the Denominator, who have been administered one instance of the <i>HepA</i> vaccine by the time the patient is < 2 years of age
Exclusions and/or Exceptions	<p>Patients can be excluded from this measure for one of the following reasons:</p> <ol style="list-style-type: none"> I. They have had an anaphylactic reaction to the <i>HepA</i> vaccine (≤ 2 years of age) II. OR, They have a diagnosis (active or resolved) for Hepatitis A (≤ 2 years of age) III. OR, They have had a seropositive result for the Hepatitis A antigen test (≤ 2 years of age) <p style="text-align: right;"><i>(continued)</i></p>

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<p style="text-align: center;">Measure Documentation</p>	<p style="text-align: center;"><u>To Qualify For This Measure</u> <i>(Numerator Documentation)</i></p> <p>The patient must be seen for an applicable visit encounter during the Measurement Period</p> <p>A. The following E&M codes identify applicable visit encounters</p> <ol style="list-style-type: none"> 1. 99201 - 99205 and 99212 - 99215 2. 99341 - 99345, 99347 - 99350, 99381 - 99384 and 99391 - 99394 <p>B. Record the appropriate E&M code in the Billing section of the Progress Note for the visit <i>(Progress Notes → Billing)</i></p>
	<p style="text-align: center;"><u>To Satisfy This Measure</u> <i>(Numerator Documentation)</i></p> <p>Document the administration/receipt of this vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:</p> <p>A. If the vaccine is administered in your office:</p> <ol style="list-style-type: none"> 1. From within the open Progress Note, click on the "Immunizations" link 2. The "Immunizations/T. Injections" window will open 3. Click "Add" to open the "Immunization Details" window 4. Select the <i>HepA</i> vaccine from the left-hand panel 5. Complete all open fields in the right-hand panel 6. Click "OK" to save and close <p>B. If the vaccine was administered at another health facility</p> <ol style="list-style-type: none"> 1. Access the "Immunizations/T. Injections" window from an open Progress Note, Virtual Visit, or from the patient's Hub <p style="text-align: right;"><i>(continued)</i></p>

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<p>Measure Documentation <i>(continued)</i></p>	<ol style="list-style-type: none"> 2. Click "Add" to open the "Immunization Details" window 3. Select the <i>HepA</i> vaccine from the left-hand panel 4. In the right-hand panel: <ol style="list-style-type: none"> a. Check the "Y" radio button for "Vaccination Given in the Past" b. Enter the "Dose Number" c. Change the "Status" to "Administered" d. Enter the name of the Provider or Health Facility that administered the vaccine in the "Given By" field, if known e. Enter the date the vaccine was administered in the "Given Date/Time" field 5. Click "OK" to close 6. Note: Vaccines marked "Given in the Past" should not push to MCIR
<p>Exclusion and/or Exception Documentation</p>	<p style="text-align: center;"><u>To Exclude a Patient From This Measure</u> <i>(Exclusion and/or Exception Documentation)</i></p> <ol style="list-style-type: none"> I. If the vaccine cannot be administered due to anaphylactic reaction to HepA vaccine <ol style="list-style-type: none"> A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows: <ol style="list-style-type: none"> 1. Access the "Immunizations/T. Injections" window from an open Progress Note, Virtual Visit, or from the patient's Hub 2. Click "Add" to open the "Immunization Details" window 3. Select the <i>HepA</i> vaccine from the left-hand panel 4. In the right-hand panel: <ol style="list-style-type: none"> a. Change the "Status" to "Not Administered" b. Click the selection button (with three dots) for the "Reason" field <p style="text-align: right;"><i>(continued)</i></p>

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Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p>Exclusion and/or Exception Documentation <i>(continued)</i></p>	<div style="text-align: center;"> <ol style="list-style-type: none"> 1) A "Select reason for not administered" window will open 2) Type "Anaphylaxis to HepA Vaccine" in the field labeled "Other" 3) Click OK to close the window </div> <p style="margin-left: 40px;">5. Click "OK" to exit</p> <div style="margin-left: 80px;"> <ol style="list-style-type: none"> 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) b. The vaccine, and the reason given for non-administration, will push to MCIR </div> <p style="margin-left: 40px;">B. Also, document the anaphylactic reaction to HepA vaccine in the "Allergies/Intolerances" section of the patient's chart in eCW</p> <hr/> <p>II. If the vaccine need not be administered because the patient has had Hepatitis A disease</p> <p style="margin-left: 40px;">A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows</p> <div style="margin-left: 80px;"> <ol style="list-style-type: none"> 1. Access the "Immunizations/T. Injections" window from an open Progress Note, Virtual Visit, or from the patient's Hub 2. Click "Add" to open the "Immunization Details" window 3. Select the HepA vaccine from the left-hand panel 4. In the right-hand panel: <div style="margin-left: 20px;"> <ol style="list-style-type: none"> a. Change the "Status" to Not Administered b. Click the selection button (with three dots) for the "Reason" field <div style="margin-left: 40px;"> <ol style="list-style-type: none"> 1) A "Select reason for not administered" window will open 2) Click the selection button (with three dots) for the "History of Immunity" field 3) Find and select "Viral Hepatitis, type A" 4) Click OK to close the window </div> </div> </div> <p style="margin-left: 40px;">5. Click "OK" to exit</p> <p style="text-align: right;"><i>(continued)</i></p>

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Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p>Exclusion and/or Exception Documentation <i>(continued)</i></p>	<p style="text-align: center;"> 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) b. The vaccine, and the reason given for non-administration, will push to MCIR </p> <p>B. Also, add the appropriate ICD-10 diagnosis code for Hepatitis A (B15.0 or B15.9) to the Problem List in the patient's chart in eCW</p> <hr/> <p>III. If the vaccine need not be administered because the patient has had a seropositive result to a Hepatitis A antigen test</p> <p>A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart exactly as detailed above (for Hepatitis A disease)</p> <p>B. Also, document the Hepatitis A antigen seropositive test result in the "Labs" section of the patient's chart in eCW</p> <p style="margin-left: 40px;">1. If the Hepatitis A Antigen lab order has been electronically-generated and resulted in your EMR, no further action is necessary</p> <p style="margin-left: 40px;">2. Otherwise, manually generate the lab order and/or enter the lab result, as follows:</p> <p style="margin-left: 80px;">a. Access the "Labs" section of the patient's chart</p> <p style="margin-left: 80px;">b. If necessary, click "New" to create a new Lab order</p> <p style="margin-left: 80px;">1) Click the "SEL" button, adjacent to the "Lab" search field</p> <p style="margin-left: 80px;">2) Find and select the appropriate HepA Antigen lab from the list of Lab options</p> <p style="margin-left: 40px;">3. Complete the following fields:</p> <p style="margin-left: 80px;">a. Order Date</p> <p style="margin-left: 120px;">1) If necessary, enter the date the lab was ordered</p> <p style="margin-left: 120px;">2) Hint: if you do not know the order date, enter the date the test was performed</p> <p style="text-align: right;"><i>(continued)</i></p>

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<p>Exclusion and/or Exception Documentation <i>(continued)</i></p>	<p style="text-align: center;">b. Collection Date</p> <p>(MANDATORY)</p> <ol style="list-style-type: none"> 1) Check the box in the "Collection Date" field 2) Enter the date the sample was collected 3) Hint: If you do not know the collection date, enter the date the test was performed <p style="text-align: center;">c. Results</p> <p>(MANDATORY)</p> <ol style="list-style-type: none"> 1) Check the "Received" box in the Results section 2) Enter the date the test was performed 3) Type the result (Positive or Negative) in the yellow grid <p>(MANDATORY)</p> <p style="text-align: center;">d. Reviewed: Check the "Reviewed" box</p>
<p>Trouble-Shooting</p>	<p style="text-align: center;"><u>Having Problems? Check Out the Following Trouble-Shooting Tips</u></p> <p>I. Verify that a correct CVX code has been linked with the immunization in your EMR</p> <p>A. One of the following CVX codes must be linked to the HepA immunization: 104 or 83</p> <p>B. To link a CVX code to an immunization, do the following:</p> <ol style="list-style-type: none"> 1. From the EMR menu in eCW, click on "Immunizations/Therapeutic Injections" 2. Select "Immunizations/Therapeutic Injections" from the drop-down list of options 3. The "Immunizations/Therapeutic Injections" window will open <p style="text-align: center;">a. To add or update the CVX code for an existing immunization</p> <ol style="list-style-type: none"> 1) Select the immunization to be modified 2) Click the carat next to the "New" button <p style="text-align: right;"><i>(continued)</i></p>

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<p>Trouble-Shooting <i>(continued)</i></p>	<ol style="list-style-type: none"> 3) Select "Update" from the drop-down list of options 4) The "Update Immunization" window will open <ol style="list-style-type: none"> a) Click the "Sel" button adjacent to the "CVX Code" field b) Select the appropriate CVX code from the drop-down list of options c) Click "OK" to exit the window 5) Click "Close" to save the information and return to the EMR menu <p>b. To add a new immunization and associated CVX code</p> <ol style="list-style-type: none"> 1) From the "Immunizations/Therapeutic Injections" window, click the "New" button 2) A "New Immunization" window will open <ol style="list-style-type: none"> a) Enter the information for the new immunization in the displayed fields b) Click "OK" to exit the window 3) Click "Close" to save the information and return to the EMR menu
	<p>II. Verify that an immunization (Status = Administered or Non Administered) has been documented in the patient's chart in the EMR</p> <ol style="list-style-type: none"> A. If necessary, obtain the immunization information from an outside health facility or MCIR B. If applicable, provide a reason for any immunization with a Status of "Not Administered"
	<p>III. Verify that any applicable ICD-10 diagnosis code(s) have been added to the Problem List in the patient's chart in the EMR</p> <ol style="list-style-type: none"> A. Verify that the correct ICD-10 diagnosis code has been added <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p>Trouble-Shooting <i>(continued)</i></p>	<p>B. Add a diagnosis to the patient's Problem List in one of the following ways:</p> <ol style="list-style-type: none"> 1. Progress Note (or Virtual Visit) → Assessments → Problem List → Add 2. OR, From the ICW (Right-Hand Char Panel), click the "Overview" tab <ol style="list-style-type: none"> a. Click the orange button (with three dots) in the Progress Note band b. Click "Add" 3. Helpful Tip: When adding a new diagnosis to the Problem List, enter the onset date (if known) in the associated "Onset Date" field
	<p>IV. Verify that the appropriate LOINC code has been associated with any applicable Lab</p> <p>A. The Following LOINC codes must be linked to the HepA IgG Antibody Test: 22312-3, 22313-1, 22315-6, 5179-7, 5181-3 and 5183-9</p> <p>B. To associate a new, or update an existing, LOINC code with a Lab, do the following:</p> <ol style="list-style-type: none"> 1. From the EMR menu in eCW, click on "Labs, DI & Procedures" 2. Select "Labs" from the drop-down list of options 3. The "Labs" window will open <ol style="list-style-type: none"> a. Find and select the appropriate lab b. Click the "Attribute Codes" button (at the bottom of the window) c. A new window specific to the selected lab will open <ol style="list-style-type: none"> 1) Click the "Update LOINC" button (at the bottom of the window) 2) The "Associate LOINC" window will open <ol style="list-style-type: none"> a) Find and select the appropriate LOINC code b) Click "OK" to close the LOINC window <p style="text-align: center;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p>Trouble-Shooting <i>(continued)</i></p>	<p>3) Click "OK" to exit the Lab-specific window</p> <p>4. Click the X (in the top, right-hand corner) to close the "Labs" window</p>
	<p>V. Verify that all mandatory Lab fields have been completed (especially for manually-created Lab orders and/or manually-entered Lab results)</p> <p>A. I.e., Verify that the "Collection Date" box has been checked</p> <p>B. I.e., Verify that the (Results) "Received" box has been checked</p> <p>C. I.e., Verify that a "Results" date has been entered</p> <p>D. I.e., Verify that the Result has been entered in the yellow grid</p> <p>E. I.e., Verify that the "Reviewed" box has been checked</p>
	<p>VI. 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"> 1. <i>Progress Note (or Virtual Visit) → Allergies/Intolerances</i> 2. OR, From the Progress Note Dashboard, click the Allergies/Intolerance icon <p>B. Add a new Allergy or Intolerance as follows:</p> <ol style="list-style-type: none"> 1. From the "Allergies/Intolerance" window, click "Add" 2. The "Past Medical History" window will open <ol style="list-style-type: none"> a. "Structured/Non-Structured" Field <ol style="list-style-type: none"> 1) Select "Structured" if documenting a Drug allergy 2) Select "Non-Structured" if documenting a non-Drug allergy <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p>Trouble-Shooting <i>(continued)</i></p>	<p>b. "Agent/Substance" Field</p> <ol style="list-style-type: none"> 1) For a Structured (Drug) Allergy <ol style="list-style-type: none"> a) Click on the field to open the "Select Rx" window b) Find and select the appropriate medication c) Click "OK" to save the information and exit the window 2) For a Non-Structured A(Non-Drug/Other) Allergy <ol style="list-style-type: none"> a) Click in the empty field to reveal a carat for a drop-down box b) Click the carat to reveal a list of (Non-Drug/Other) Allergy options c) Select an Allergy from the list of options in the drop-down box d) OR, free-type an Allergy into the "Agent/Substance" field <p>c. "Reaction" Field</p> <ol style="list-style-type: none"> 1) For any Allergy, click in the empty "Reaction" field to reveal a carat for a drop-down list of options 2) Select the appropriate Reaction from the list of options (i.e., anaphylaxis) 3) OR, free-type a reaction into the empty field <p>d. "Type" Field</p> <ol style="list-style-type: none"> 1) For any Allergy, click in the empty "Type" field to reveal a carat for a drop-down list of options 2) Select the appropriate type (i.e., allergy versus intolerance) from the list of options <p>e. "Status" Field</p> <ol style="list-style-type: none"> 1) For any Allergy, click in the empty "Status" field to reveal a carat for a drop-down list of options 2) Select the current status (i.e., Active versus Inactive) for the Allergy/Intolerance from the list of <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
Trouble-Shooting <i>(continued)</i>	<p style="text-align: center;">options</p>
	<p>VII. For further assistance, contact Ed Worthington (eworthington@npoinc.org) or Kelly Saxton (ksaxton@npoinc.org) at NPO (231-421-8505)</p>
For More Information	<p style="text-align: center;"><u>For More Information</u></p> <p>I. HEDIS: "Childhood Immunization Status"</p> <p>II. eClinicalWorks "MIPS - CMS 117 - Childhood Immunization"</p>