

## 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 <b>Measurement Period</b> is defined as the current calendar year (01/01 - 12/31)
Denominator	<p style="text-align: center;">The <b>Denominator</b> consists of patients who:</p> <ul style="list-style-type: none"> <li>I. Are <math>\geq 1</math> year of age before the start of the Measurement Period</li> <li>II. <b>AND</b>, Turn 2 years of age before the end of the Measurement Period</li> <li>III. <b>AND</b>, Were seen for an applicable E&amp;M visit during the Measurement Period</li> </ul>
Numerator	The <b>Numerator</b> 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 style="text-align: center;">Patients can be <b>excluded</b> from this measure for one of the following reasons:</p> <ul style="list-style-type: none"> <li>I. They have had an anaphylactic reaction to the <i>HepA</i> vaccine (<math>\leq 2</math> years of age)</li> <li>II. <b>OR</b>, They have a diagnosis (active or resolved) for Hepatitis A (<math>\leq 2</math> years of age)</li> <li>III. <b>OR</b>, They have had a seropositive result for the Hepatitis A antigen test (<math>\leq 2</math> years of age)</li> </ul> <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p style="text-align: center;"><b>Measure Documentation</b></p>	<p style="text-align: center;"><b><u>To Qualify For This Measure</u></b> <i>(Numerator Documentation)</i></p> <p>The patient must be seen for an applicable visit encounter during the Measurement Period</p> <p><b>A. The following E&amp;M codes identify applicable visit encounters</b></p> <ol style="list-style-type: none"> <li>1. 99201 - 99205 and 99212 - 99215</li> <li>2. 99341 - 99345, 99347 - 99350, 99381 - 99384 and 99391 - 99394</li> </ol> <p><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 style="text-align: center;"><b><u>To Satisfy This Measure</u></b> <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><b>A. If the vaccine is administered in your office:</b></p> <ol style="list-style-type: none"> <li>1. From within the open Progress Note, click on the "Immunizations" link</li> <li>2. The "Immunizations/T. Injections" window will open</li> <li>3. Click "Add" to open the "Immunization Details" window</li> <li>4. Select the <i>HepA</i> vaccine from the left-hand panel</li> <li>5. Complete all open fields in the right-hand panel</li> <li>6. Click "OK" to save and close</li> </ol> <p><b>B. If the vaccine was administered at another health facility</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>Measure 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>HepA</i> vaccine from the left-hand panel</li> <li>4. In the right-hand panel:               <ol style="list-style-type: none"> <li>a. Check the "Y" radio button for "Vaccination Given in the Past"</li> <li>b. Enter the "Dose Number"</li> <li>c. Change the "Status" to "Administered"</li> <li>d. Enter the name of the Provider or Health Facility that administered the vaccine in the "Given By" field, if known</li> <li>e. Enter the date the vaccine was administered in the "Given Date/Time" field</li> </ol> </li> <li>5. Click "OK" to close</li> <li>6. Note: Vaccines marked "Given in the Past" should not push to MCIR</li> </ol>
<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 and/or Exception Documentation)</i></p> <ol style="list-style-type: none"> <li>I. <b>If the vaccine cannot be administered due to anaphylactic reaction to HepA vaccine</b> <ol style="list-style-type: none"> <li>A. <b>Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:</b> <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> <li>2. Click "Add" to open the "Immunization Details" window</li> <li>3. Select the <i>HepA</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</li> </ol> </li> </ol> </li> </ol> </li> </ol> <p style="text-align: right;"><i>(continued)</i></p>

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

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Measure Name	<b>Childhood Immunization Status: HepA (continued)</b>
<p><b>Exclusion and/or Exception Documentation</b> <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>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</b></p> <hr/> <p><b>III. If the vaccine need not be administered because the patient has had a seropositive result to a Hepatitis A antigen test</b></p> <p><b>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)</b></p> <p><b>B. Also, document the Hepatitis A antigen seropositive test result in the "Labs" section of the patient's chart in eCW</b></p> <p style="padding-left: 40px;"><b>1. If the Hepatitis A Antigen lab order has been electronically-generated and resulted in your EMR, no further action is necessary</b></p> <p style="padding-left: 40px;"><b>2. Otherwise, manually generate the lab order and/or enter the lab result, as follows:</b></p> <p style="padding-left: 80px;">a. Access the "Labs" section of the patient's chart</p> <p style="padding-left: 80px;">b. If necessary, click "New" to create a new Lab order</p> <p style="padding-left: 120px;">1) Click the "SEL" button, adjacent to the "Lab" search field</p> <p style="padding-left: 120px;">2) Find and select the appropriate HepA Antigen lab from the list of Lab options</p> <p style="padding-left: 40px;"><b>3. Complete the following fields:</b></p> <p style="padding-left: 80px;"><b>a. Order Date</b></p> <p style="padding-left: 120px;">1) If necessary, enter the date the lab was ordered</p> <p style="padding-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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Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p><b>Exclusion and/or Exception Documentation</b> <i>(continued)</i></p>	<p style="text-align: center;"><b>b. Collection Date</b></p> <p><b>(MANDATORY)</b></p> <ol style="list-style-type: none"> <li>1) Check the box in the "Collection Date" field</li> <li>2) Enter the date the sample was collected</li> <li>3) Hint: If you do not know the collection date, enter the date the test was performed</li> </ol> <p style="text-align: center;"><b>c. Results</b></p> <p><b>(MANDATORY)</b></p> <ol style="list-style-type: none"> <li>1) Check the "Received" box in the Results section</li> <li>2) Enter the date the test was performed</li> <li>3) Type the result (Positive or Negative) in the yellow grid</li> </ol> <p><b>(MANDATORY)</b></p> <p><b>(MANDATORY)</b></p> <p style="text-align: center;"><b>d. Reviewed:</b> Check the "Reviewed" box</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> <p><b>I. Verify that a correct CVX code has been linked with the immunization in your EMR</b></p> <p><b>A. One of the following CVX codes must be linked to the HepA immunization: 104 or 83</b></p> <p><b>B. To link a CVX code to an immunization, do the following:</b></p> <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> <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> </ol> <p style="text-align: center;"><i>(continued)</i></p>

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<p><b>Trouble-Shooting</b> <i>(continued)</i></p>	<ul style="list-style-type: none"> <li>3) Select "Update" from the drop-down list of options</li> <li>4) The "Update Immunization" window will open                             <ul 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> </ul> </li> <li>5) Click "Close" to save the information and return to the EMR menu</li> </ul> <p><b>b. To add a new immunization and associated CVX code</b></p> <ul 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                             <ul 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> </ul> </li> <li>3) Click "Close" to save the information and return to the EMR menu</li> </ul>
	<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> <ul 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> </ul>
	<p><b>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</b></p> <ul style="list-style-type: none"> <li>A. Verify that the correct ICD-10 diagnosis code has been added</li> </ul> <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>B. Add a diagnosis to the patient's Problem List in one of the following ways:</b></p> <ol style="list-style-type: none"> <li>1. Progress Note (or Virtual Visit) → Assessments → Problem List → Add</li> <li>2. <b>OR</b>, From the ICW (Right-Hand Char Panel), click the "Overview" tab               <ol style="list-style-type: none"> <li>a. Click the orange button (with three dots) in the Progress Note band</li> <li>b. Click "Add"</li> </ol> </li> <li>3. Helpful Tip: When adding a new diagnosis to the Problem List, enter the onset date (if known) in the associated "Onset Date" field</li> </ol>
	<p><b>IV. Verify that the appropriate LOINC code has been associated with any applicable Lab</b></p> <p><b>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</b></p> <p><b>B. To associate a new, or update an existing, LOINC code with a Lab, do the following:</b></p> <ol style="list-style-type: none"> <li>1. From the EMR menu in eCW, click on "Labs, DI &amp; Procedures"</li> <li>2. Select "Labs" from the drop-down list of options</li> <li>3. The "Labs" window will open           <ol style="list-style-type: none"> <li>a. Find and select the appropriate lab</li> <li>b. Click the "Attribute Codes" button (at the bottom of the window)</li> <li>c. A new window specific to the selected lab will open               <ol style="list-style-type: none"> <li>1) Click the "Update LOINC" button (at the bottom of the window)</li> <li>2) The "Associate LOINC" window will open                   <ol style="list-style-type: none"> <li>a) Find and select the appropriate LOINC code</li> <li>b) Click "OK" to close the LOINC window</li> </ol> </li> </ol> </li> </ol> </li> </ol> <p style="text-align: center;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p><b>Trouble-Shooting</b> <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><b>V. Verify that all mandatory Lab fields have been completed (especially for manually-created Lab orders and/or manually-entered Lab results)</b></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><b>VI. Verify that any all applicable Allergies have been documented in the "Allergies/Intolerances" section of the patient's chart in eCW</b></p> <p><b>A. Access the "Allergies/Intolerances" section of the patient's chart in one of the following ways:</b></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>B. Add a new Allergy or Intolerance as follows:</b></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" Field</b> <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> </ol> </li> </ol> <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<p><b>Trouble-Shooting</b> <i>(continued)</i></p>	<p>b. "Agent/Substance" Field</p> <ol style="list-style-type: none"> <li>1) <b>For a Structured (Drug) Allergy</b> <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) <b>For a Non-Structured A(Non-Drug/Other) Allergy</b> <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> <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</li> </ol> <p style="text-align: right;"><i>(continued)</i></p>

Measure Name	Childhood Immunization Status: HepA <i>(continued)</i>
<b>Trouble-Shooting</b> <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>
<b>For More Information</b>	<p style="text-align: center;"><u><b>For More Information</b></u></p> <p>I. HEDIS: "Childhood Immunization Status"</p> <p>II. eClinicalWorks "MIPS - CMS 117 - Childhood Immunization"</p>



