eCW Clinical Documentation Guide

Measure Name	Childhood Immunization Status: HepB
Relevance	NPO Population Clinical Quality Dashboard *[NQF 0038-4: Pediatric Measure]*
Measure Definition	*The percentage of children, 2 years of age, who were administered three Hepatitis B (HepB) vaccines by the time of their second birthday*
Measurement Period	The **Measurement Period** is defined as the current calendar year (January 1 to December 31)
Denominator	The **Denominator** consists of patients who: 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,** Are seen for an applicable E&M visit during the Measurement Period
Numerator	The **Numerator** consists of patients, from the Denominator, who have been administered three instances of *HepB* vaccine: A. At least one day, or more, apart from each other B. **AND**, By the time the patient turns 2 years of age
Exclusions and/or Exceptions	Patients may be **excluded** from this measure for one of the following reasons: I. They have had an anaphylactic reaction to the *HepB* vaccine (< 2 years of age) II. **OR,** They have had an anaphylactic reaction to Baker's Yeast (< 2 years of age) III. **OR,** They have an active, or inactive, diagnosis for Hepatitis B (< 2 years of age) IV. **OR,** They have had a seropositive result for the Hepatitis B antigen test (< 2 years of age) *(continued)*

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Measure Documentation	**To Qualify For This Measure**
	(Denominator Documentation)
	
	The patient must be seen for an applicable visit encounter during the Measurement Period
	
	A. **The following E&M codes identify applicable visit enounters**
	
	    1. 99201 - 99205 and 99212 - 99215
	    2. 99341 - 99345, 99347 - 99350, 99381 - 99384 and 99391 - 99394
	
	B. **Record the appropriate E&M code in the Billing section of the Progress Note for the visit**
	    (Progress Notes → Billing)
	
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	To Satisfy This Measure
	(Numerator Documentation)
	
	Document each instance of administration/receipt of this vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:
	
	A. **If the vaccine is administered in your office:**
	
	    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 *HepB* vaccine from the left-hand panel
	    5. Complete all open fields in the right-hand panel
	    6. Click "OK" to save and close
	
	B. **If the vaccine was administered at another health facility**
	
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Measure Documentation *(continued)*	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 *HepB* vaccine from the left-hand panel
	4. In the right-hand panel:
	
	    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

Exclusion and/or Exception Documentation	**To Exclude Patients From This Measure**
	(Exclusion and/or Exception Documentation)
	
	I. **If the vaccine cannot be administered due to anaphylactic reaction to *HepB* vaccine**
	
	    A. **Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:**
	
	        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 *HepB* vaccine from the left-hand panel
	        4. In the right-hand panel:
	
	            a. Change the "Status" to "Not Administered"
	            b. Click the selection button (with three dots) for the "Reason" field
	              (continued)

Measure Name	Childhood Immunization Status: HepB *(continued)*

Exclusion and/or Exception Documentation *(continued)*	1) A "Select reason for not administered" window will open
	                    2) Type "Anaphylaxis to *HepB* Vaccine" in the field labeled "Other"
	                    3) Click "OK" to close the window
	
	        5. Click "OK" to exit
	
	           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
	
	   B. Also, document the anaphylactic reaction to *HepB* vaccine in the "Allergies/Intolerances" section of the patient's chart in eCW
	
	II. If the vaccine cannot be administered because the patient has had an anaphylactic reaction to Baker's Yeast
	
	   A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:
	
	        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 *HepB* vaccine from the left-hand panel
	        4. In the right-hand panel:
	
	           a. Change the "Status" to "Not Administered"
	           b. Click the selection button (with three dots) for the "Reason" field
	
	                    1) A "Select reason for not administered" window will open
	                    2) Type "Anaphylaxis to Baker's Yeast" in the field labeled "Other"
	                    3) Click "OK" to close the window
	
	        5. Click "OK" to exit
	
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Measure Name	Childhood Immunization Status: HepB *(continued)*
	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 **B. Also, document the anaphylactic reaction to Baker's Yeast in the "Allergies/Intolerances" section of the patient's chart in eCW**

Exclusion and/or Exception Documentation *(continued)*	**III. If the vaccine need not be administered because the patient has had Hepatitis B disease**
	
	A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart in eCW, as follows:
	
	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 *HepB* vaccine from the left-hand panel
	4. In the right-hand panel:
	
	    a. Change the "Status" to Not Administered
	    b. Click the selection button (with three dots) for the "Reason" field
	
	        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 "Type B Viral Hepatitis"
	        4) Click "OK" to close the window
	
	5. Click "OK" to exit
	
	    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
	
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Measure Name	**Childhood Immunization Status: HepB** *(continued)*

Exclusion and/or Exception Documentation *(continued)*	**B.** **Also, document one of the following ICD-10 diagnosis codes for Hepatitis B disease in the Problem List in the patient.s chart in eCW**
	B16.0 - B16.2, B16.9, B17.0, B18.0 - B18.1, B19.10 - B19.11 and Z22.51
	
	V. **If the vaccine need not be administered because the patient has had a seropositive result to a Hepatitis B antigen test**
	
	    A. Document the non-administration of the vaccine in the "Immunizations/T. Injections" section of the patient's chart, as follows:
	
	        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 *HepB* vaccine from the left-hand panel
	        4. In the right-hand panel:
	
	            a. Change the "Status" to "Not Administered"
	            b. Click the selection button (with three dots) for the "Reason" field
	
	               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 "Hepatitis B Immune"
	               4) Click OK to close the window
	
	        5. Click "OK" to exit
	
	            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
	
	    B. **Also, document the Hepatitis B antigen seropositive test result in the "Labs" section of the patient's chart in eCW**
	
	        1. **If the Hepatitis B Antigen Test lab order has been electronically-generated <u>AND</u> resulted in your EMR, no further action is necessary**
	
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Measure Name	Childhood Immunization Status: HepB *(continued)*

Exclusion and/or Exception Documentation *(continued)*
 	
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	2. Otherwise, manually generate the lab order and/or enter the lab result, as follows:
	
	   a. Access the "Labs" section of the patient's chart
	   b. If necessary, click "New" to create a new Lab order
	
	     1) Click the "SEL" button, adjacent to the "Lab" search field
	     2) Find and select the appropriate FOBT lab from the list of Lab options
	
	   c. Complete the following fields:
	
	     1) **Order Date**
	
	       a) If necessary, enter the date the lab was ordered
	       b) Hint: if you do not know the order date, enter the date the test was performed
	
	     2) **Collection Date**
	
	       a) Check the box in the "Collection Date" field
	       b) Enter the date the sample was collected
	       c) Hint: If you do not know the collection date, enter the date the test was performed
	
	     3) **Results**
	
	       a) Check the "Received" box in the Results section
	       b) Enter the date the test was performed
	       c) Type the result (Positive or Negative) in the yellow grid
	
	     4) **Reviewed**: Check the "Reviewed" box
	
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Measure Name	Childhood Immunization Status: HepB *(continued)*
Trouble-Shooting	**Having Problems? Check Out the Following Trouble-Shooting Tips** I. **Verify that a correct CVX code has been linked with the immunization in your EMR** A. **One of the following CVX codes must be linked to the *HepB* immunization:** 08, 104, 110, 44 or 51 B. **To link a CVX code to an immunization, do the following:** 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 a. **To add or update the CVX code for an existing immunization** 1) Select the immunization to be modified 2) Click the carat next to the "New" button 3) Select "Update" from the drop-down list of options 4) The "Update Immunization" window will open 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 b. **To add a new immunization and associated CVX code** 1) From the "Immunizations/Therapeutic Injections" window, click the "New" button 2) A "New Immunization" window will open a) Enter the information for the new immunization in the displayed fields *(continued)*

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	b) Click "OK" to exit the window 3) Click "Close" to save the information and return to the EMR menu

Trouble-Shooting
(continued)
	II. Verify that an immunization (Status = Administered or Non Administered) has been documented in the patient's chart in the EMR
	
	    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"
	
	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
	
	    A. Verify that the correct ICD-10 diagnosis code has been added
	
	    B. Add a diagnosis to the patient's Problem List in one of the following ways:
	
	        1. *Progress Note (or Virtual Visit) → Assessments → Problem List → Add*
	        2. **OR**, From the ICW (Right-Hand Chart Panel), click the "Overview" tab
	
	            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

	IV. Verify that the appropriate LOINC code has been associated with any applicable Lab **A. The Following LOINC codes must be linked to the HepB IgG Antibody Test:** 32019-2 or 32178-6 *(continued)*

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Trouble-Shooting *(continued)*	**B. To associate a new, or update an existing, LOINC code with a Lab, do the following:**
	
	    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
	
	        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
	
	            1) Click the "Update LOINC" button (at the bottom of the window)
	            2) The "Associate LOINC" window will open
	
	                a) Find and select the apprpriate LOINC code
	                b) Click "OK" to close the LOINC window
	
	            3) Click "OK" to exit the Lab-specific window
	
	    4. Click the X (in the top, right-hand corner) to close the "Labs" window
	
	V. Verify that all mandatory Lab fields have been completed (especially for manually-created Lab orders and/or manually-entered Lab results) and/or manually-entered Lab results
	
	    A. I.e., Verify that the "Collection Date" box has been checked
	    B. I.e., Verify that the (Results) "Received" box has been checked
	    C. I.e., Verify that a "Results" date has been entered
	    D. I.e., Verify that the Result has been entered in the yellow grid
	    E. I.e., Verify that the "Reviewed" box has been checked
	
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Measure Name	Childhood Immunization Status: HepB *(continued)*

Trouble-Shooting *(continued)*	**VI.** **Verify that any/all applicable Allergies have been documented in the "Allergies/Intolerances" section of the patient's chart in eCW**
	
	   A. Access the "Allergies/Intolerances" section of the patient's chart in one of the following ways:
	
	      1. *Progress Note (or Virtual Visit) → Allergies/Intolerances*
	      2. **OR**, From the Progress Note Dashboard, click the Allergies/Intolerance icon
	
	   B. Add a new Allergy or Intolerance as follows:
	
	      1. From the "Allergies/Intolerance" window, click "Add"
	      2. The "Past Medical History" window will open
	
	         a. **"Structured/Non-Structured"** Field
	
	            1) Select "Structured" if documenting a Drug allergy
	            2) Select "Non-Structured" if documenting a non-Drug allergy
	
	         b. **"Agent/Substance"** Field
	
	            1) For a Structured (Drug) Allergy
	
	               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
	
	               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
	                   (continued)

Measure Name	Childhood Immunization Status: HepB *(continued)*

Trouble-Shooting *(continued)*	c. "**Reaction**" Field
	
	    1) For any Allergy, click in the empty "Reaction" field to reveal a carat for a drop-down list
	    2) Select the appropriate Reaction from the list of options (i.e., anaphylaxis)
	    3) **OR,** free-type a reaction into the empty field
	
	d. "**Type**" Field
	
	    1) For any Allergy, click in the empty "Type" field to reveal a carat for a drop-down list
	    2) Select the appropriate type (i.e., Allergy versus Intolerance) from the list of options
	
	e. "**Statu**s" Field
	
	    1) For any Allergy, click in the empty "Status" field to reveal a carat for a drop-down list
	    2) Select the current status (i.e., Active versus Inactive) for the Allergy/Intolerance from the list of options

	VII. For further assistance, contact Ed Worthington (eworthington@npoinc.org) or Kelly Saxton (ksaxton@npoinc.org) at NPO (231-421-8505)
For More Information	**For More Information** I. HEDIS: "**Childhood Immunization Status**" II. eClinicalWorks "**MIPS - CMS 117 - Childhood Immunization**"