

# Pediatric Documentation Tools

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August 16, 2013





# Presenter Introductions

- **Rose Seavolt, BSN, MiPCT Regional Clinical Lead**
  - Neonatal ICU, Peds, PICU, Mother-Baby, ED, and CM for Pediatric PCMH's involved in MiPCT project.

# Objectives

- Provide MiPCT care managers with documentation tools specific to the pediatric population.
- Inform CM's the tools incorporate necessary documentation requirements for billing codes G9001 and G9002.
- Demonstrate manipulation of tools to meet needs specific to the individual patient.
- Provide CM's with tips to consider for the various elements of care / documentation.

# Presentation Elements:

- **Initial / Yearly documentation tool**
  - Pediatric patient
  - Newborn patient
    - First 28 days of life (World Health Organization)
- **Transition of Care documentation tool**
  - Pediatric patient
  - Newborn patient
    - First 28 days of life (World Health Organization)

## Tools located on:

- <http://mipct.org/pediatric-care-managers/>

On the MiPCT demo website, under the Pediatric Care Managers tab, titled:


- [Pediatric.Newborn Initial-Yearly Assessment Templates 7.28.13](#)
- [Pediatric.Newborn TOC Assessment Templates 7.28.13](#)

# Tips for Using the Documentation Tools

- **First tab** – “Initial Pedi Assessment” for patients 29 days old and older
- **Second tab** – “Newborn Assessment” is for patients 28 days and younger.
- Cells with a red triangle in the upper right hand corner have comments. Hover over the cell to see the contents.
- Click on cells for drop down menus, not always visually noticeable.
- When choices require further information, cells will populate with choices or free text capability.
- If certain elements are not applicable for the patient, you may delete the rows and shorten your assessment form. Just remember, “if not documented, not assessed.”
- If you want to add additional information, typically the cell to the right will allow you to do so.

# Tips (cont'd)

- When text is longer than cell space, go to the left at the bottom of the row number, and pull it down to accommodate the amount of text. This will make text visible when read or printed.
- Insert / rows:
  - Click on the row number, right click and choose insert or delete options
  - May deleted multiple rows simultaneously
- Signature can be written after document is printed
- Print document and scan into medical record *or*
  - Copy and paste into EMR
  - With this option, your signatures will be done electronically



# Review of Initial / Yearly Assessment and TOC Tools





Questions ?



# Next Webinar: September 6, 2013

## ***Title:* Developmental Screening**

- Presentation provided by Jane Turner, MD, Professor, Pediatrics & Human Development, Michigan State University, College of Human Medicine