The VA may request a Home Improvements and Structural Alterations (HISA) visit to evaluate medically necessary home modifications for a veteran, usually only a one-time visit which requires the patient to be admitted and discharged on the same day.

> **NOTE:** Confirm the HISA VA Eval OT visit is scheduled on your Calendar.

Start Visit

STEP 1: Tap the **Visit Type** from the **Today** screen to open the chart.

STEP 2: Tap **Start Visit.**

- Some tiles may be highlighted which do not require documentation. They are highlighted should the patient be admitted for services.

Admit Patient

STEP 1: Tap **Admissions / Status.**

- Update Patient Status to **Admit** or **Re-admit**.
- Date will default to today.

STEP 2: Select **< back arrow** at top left to Save and return to the tile page.

- **Sync** the chart by tapping the syn icon at the lower right of the screen. Document visit

➢ **Care Plan / Charting**

STEP 1: Tap **Care Plan / Charting**.

STEP 2: Select **Care Plan Editing,** located at the bottom of the page.

STEP 3: Tap **+** sign in the lower right corner, to add Care Plans required for this visit.

- OT General
- OT Safety

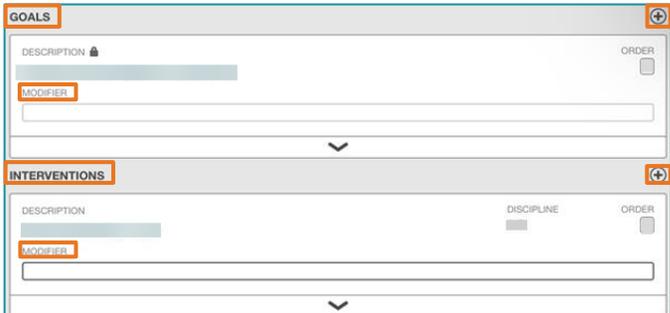**STEP 4:** Add **Goals,** Tap the **+** sign and select **Other.**

STEP 5: Add **Modifier**: HISA Eval Completed.

STEP 6: Add **Interventions**, Tap the **+** sign and select **Other**.

STEP 7: Add **Modifier**: HISA Eval.

STEP 8: Add today's date as the **End Date,** unless patient will be admitted.

STEP 9: Select **< back arrow** at top left to Save and return to the tile page.

➢ **Clinical Notes**
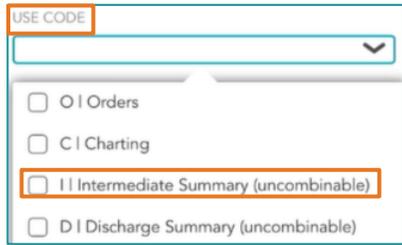
STEP 1: Tap **Clinical Notes**.

- Review the Attachment(s) to obtain the information the VA requires in your note.

STEP 2: Tap the **+** sign in lower corner to add Clinical Note.

STEP 3: Add **USE CODE**.

- Select **I / Intermediate Summary.**

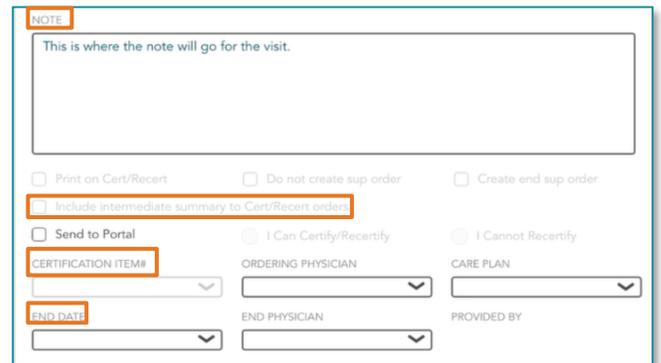

STEP 4: Tap in the **NOTE** field.

- Obtain note template to create Clinical Note.

STEP 5: Add today's date as **END DATE**.

STEP 6: Select **Include Intermediate Summary to Cert/Recert orders.**

STEP 7: Confirm **Certification Item #** is **Assessment Information for Physician Review**.

STEP 8: Select **< back arrow** at top left to Save and return to the tile page.

➢ **Patient Tasks**

STEP 1: Tap **Patient Tasks**.

- Create Task for Health Information Management

STEP 2: Tap **+** sign in lower right corner.

STEP 3: Add **Task Code,** tap drop-down arrow.

STEP 4: Select **Medical Records Request**.

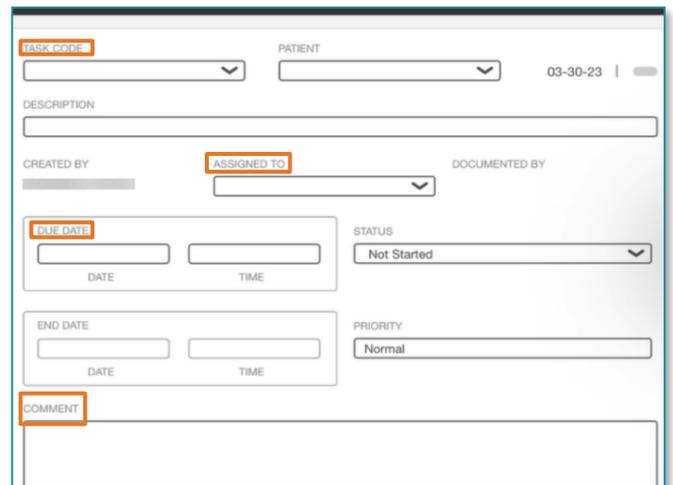**STEP 5**: Tap **ASSIGNED TO** and add **170485 Records, Medical.**

STEP 6: Tap **DUE DATE,** add **Today's Date**.

STEP 7: Tap in **COMMENT** box.

STEP 8: Add note in comment box.

- **Request HISA Evaluation be faxed to VA contact person in referral**.

STEP 9: Select **< back arrow** at top left to Save and return to the tile page.

Discharge Patient

➢ **Care Plan / Charting**

STEP 1: Tap **Care Plan / Charting**.

STEP 2: Add **OT Discharge** and include **END DATE**.

STEP 3: Document Care Plan Charting.

STEP 4: Select **< back arrow** at top left to Save and return to the tile page.

➢ **Visit Frequency**

STEP 1: Tap **Visit Frequency**.

STEP 2: **End Visit Frequency** with date of visit.

STEP 3: Select **< back arrow** at top left to Save and return to the tile page.

➢ **Admission / Status**

STEP 1: Tap **Admissions / Status**.

STEP 2: Update **Patient Status** to **Discharge from Agency**.

▪ Date will default to today.

STEP 3: Select **< back arrow** at top left to Save and return to the tile page.

▪ **Sync** the chart by tapping the syn icon at the lower right of the screen.