From the Office of Clinical Informatics

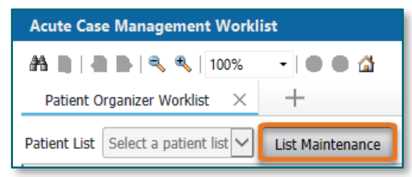
# Cerner Millennium
# Acute Case Management Worklist

April 18, 2022

**The Acute Case Management Worklist reduces the need for care managers to toggle between multiple worklists. Key patient information has been consolidated into one worklist, improving case manager efficiency.**

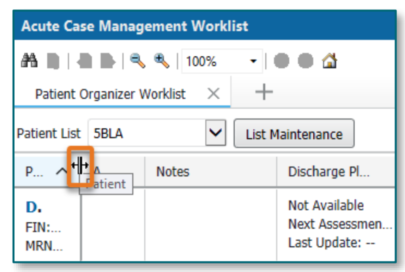
## First Time Set Up

When accessing the **Acute Case Management Worklist** for the first time, care managers will select **List Maintenance** to select a patient list to display in the worklist.



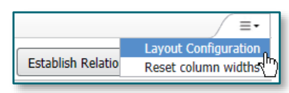

- Using the **Patient List** drop down, select the desired list from previously established patients lists.
  - To add a new patient list or remove an existing list, select **List Maintenance**.

## Configuring the Columns



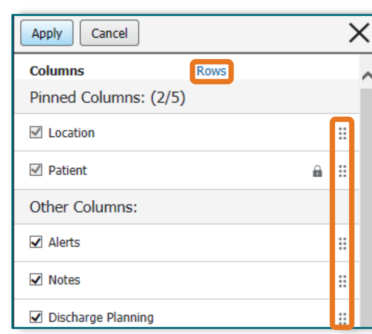

**STEP 1**: To adjust column width, hover between columns to display the column editor. Click and drag column to desired size.

- To reset column widths, select **Reset column widths** in the Page Menu on the top right of the worklist.




**STEP 2**: Users can modify the column order and remove columns. Navigate to the Page Menu and select **Layout Configuration**.

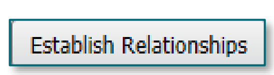
- Click the six dots to the right of the column name and drag to the desired location.
- Uncheck the box to the left of the column to remove the column from view. Columns can always be added back in to view at any time.
  - The **Patient** column is set in place and cannot be removed.
- Once desired layout is completed, select **Apply** to display changes.

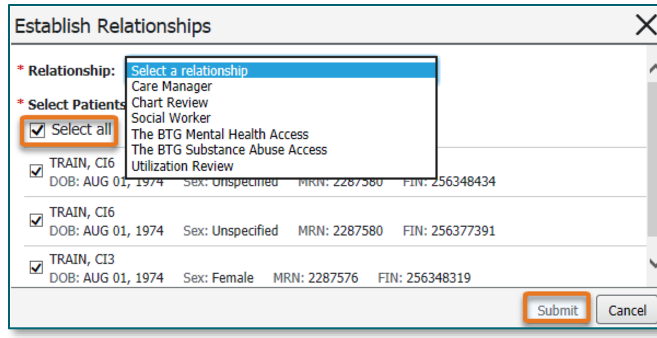



**STEP 3**: Select **Rows** to change the Row Height on the worklist.

## Establishing Relationships with Patients

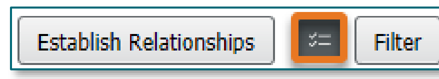
- Select the **Establish Relationships** button.





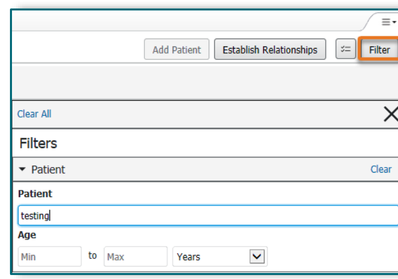

- Select the appropriate relationship from the drop-down menu.
- Use the **Select All** button to establish a relationship with all the patients on the list.
- Click **Submit**. Patient data will now display in the Acute Case Management Worklist.

## Select Rows Button




- To display the row selection toolbar, click the **Select Rows** button. Select patients to be added to a different patient list or remove them from the list in view.

## Filter Button



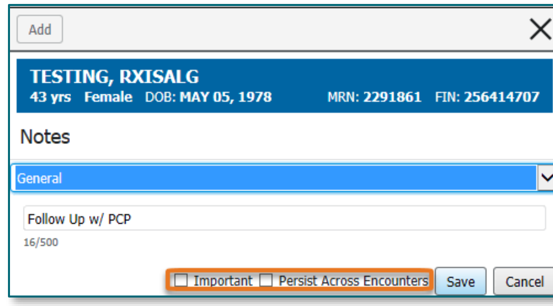

Select the **Filter** button to search for a patient on the list. The list will filter as letters are entered into the search field.

## Worklist Columns

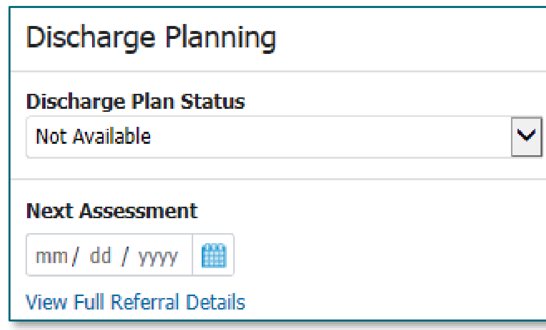
Select a column to populate the details pane to display more information.

- **Patient**: Displays Name, Age, Sex, DOB, MRN, and FIN.
- **Location**: Displays the patient's unit and room number.
- **Alerts**: Displays the following alerts:
    - Fax Failure Occurred.
    - Actual LOS > Expected LOS.
    - LOS Has Passed the Auth Date.
    - Patient Readmitted.
    - Unassigned Patient with Discharge Order.
    - Concurrent Denial Documented.
    - Multiple Working Groups Exist.
    - Secondary Review Pending Outcome.
    - LOS Has Passed the PDD (Planned Discharge Date) Date.
- **Notes**: Displays existing case management notes associated with the patient and enables case managers to add notes in the detail pane.

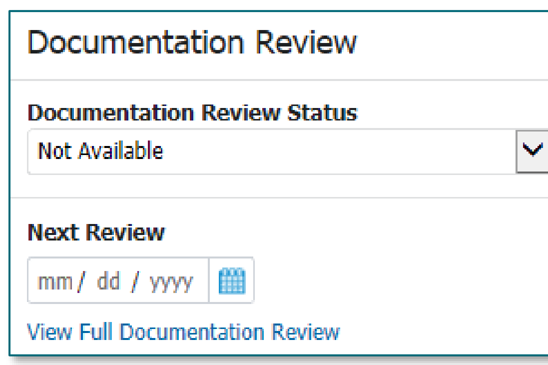
- Notes can be flagged as **Important** and/or **Persist Across Encounters** by selecting the box next to the option. Once saved, the note can be modified or removed from the details pane.




- **Note Types Available:** Discharge Planning, Documentation Review, General, and Utilization Review.
- **Discharge Planning**: Displays the following information:
  - Discharge plan status.
  - Date and time of the next assessment.
  - Most recent update from naviHealth.
  - Level of care details (additional referral information is displayed in the detail pane).
    - Select **View Full Referrals Details** to navigate to the UM Summary MPage.

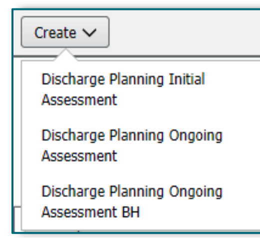



- **Documentation Review**: Displays the following information:
  - Documentation review status.
  - Date and time of the next review.
  - Date and time of the most recent updated (clarification information is displayed in the detail pane).
    - Select **View Full Documentation Review** to navigate to the Discharge Planning MPage.




- **Group**: Displays the working DRG and final DRG associated with the patient.
- **Length of Stay**: Displays a color-coded progress indicator with key end dates and a table containing the following information:
  - Actual length of stay (LOS).
  - Authorization end date (Auth End).
  - Expected length of stay (ELOS).
  - Planned discharge date (PDD).
- **Payer**: Displays the payer, health plan, and financial class associated with the patient encounter.

- **Utilization Review**: Displays the following information:
    - Utilization management status.
    - Date and time of the next review.
    - Date and time of the most recent review (additional information from the review source, such as InterQual, or a manual updated, is displayed in the detail pane).
- **Readmission Risk Score**: Displays the patient's Readmission Risk score.
- **Care Team**: Displays care team members associated with the patient.
- **Consult Orders**: Displays patient consult orders.
- **Discharge**: Displays the date and time the Discharge (DX) order was placed on the patient.




- **Forms:** Displays Discharge Planning Initial Assessment, Discharge Planning Ongoing Assessment, and Discharge Planning Ongoing Assessment BH. Click **Create** to document in a new form.
- **Visit**: Displays the visit type (inpatient, emergency, observation, etc.), LOS, and Admit Date (ADM DT).