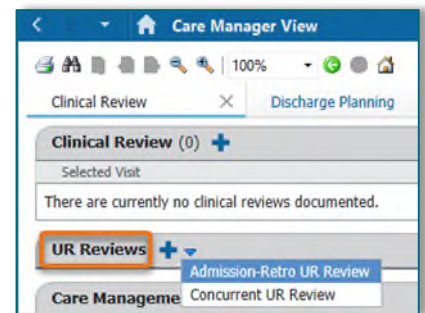


The Concurrent UR Review and Admission Retro UR Review forms, found in the Clinical Review MPage, are used by Utilization Review nurses to document and electronically submit clinical information to payers for concurrent and retrospective reviews. The Tear Off feature allows users to view another part of the patient chart while completing these forms, improving efficiency and accuracy.

Concurrent UR Review and Admission Retro UR Review Forms

- The **Concurrent UR Review** and the **Admission Retro UR Review** forms are located within the **Clinical Review MPage**. Selecting the blue carat in the **UR Reviews** component will display the forms.
- The **Concurrent UR Review** and the **Admission Retro UR Review** forms are completed by the **UR (Utilization Review)** nurse and are used to build the case for the payer.
 - **Concurrent UR Review** – used to document concurrent reviews.
 - **Admission Retro UR Review** – used for documenting retrospective reviews.
- EMMC, Mercy, and AR Gould can send both forms electronically to the Payer from the Clinical Review MPage.
- Pertinent information listed below is added to these forms in the free text fields to avoid the payer having to sift through complete documents.
 - New or continued symptoms
 - Vital signs
 - Diagnostics/laboratory results
 - Plan of Care
- For ease of completion of the form, utilize **copy and paste** to help populate some of the fields.
 - Open the document or part of the EHR desired for copying and highlight the information.
 - While holding the **Ctrl** key, click the letter **C** to copy the highlighted information.
 - Open the **Concurrent UR Review** form and click in the appropriate field.
 - Hold the **Ctrl** key and click the letter **V** to paste the copied information.

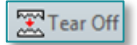


Tear Off

The Tear Off functionality can be used to view another area of the chart while documenting in a form.

STEP 1: Open the patient's chart to the area desired to be viewed while documenting in a form.

STEP 2: Click the **Tear Off** button in the toolbar. Selecting the button is the equivalent of taking a screenshot of the page.



- Navigation to other areas of the chart cannot occur from the **Tear Off**.
- The **Tear Off** will display in the bottom task bar of the computer screen and will make it appear as if the patient's chart is opened twice.

STEP 3: Navigate to the form desired for documentation and document as appropriate.