

OB CARE

USER GUIDE



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REGISTERING FOR OB CARE

(PART 1)

Go to obcare.optum.com

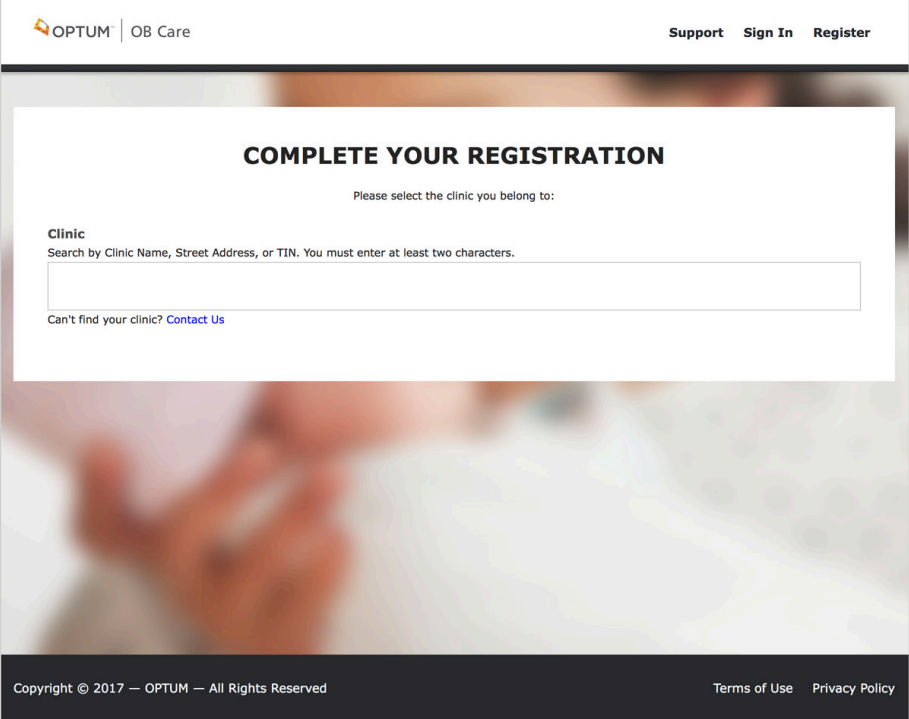
IF YOU ALREADY HAVE AN OPTUM ID:

Click Sign in and use your Optum ID credentials to log in to OB Care.

After logging in, you will see a page asking you to “Complete Your Registration” by signing up for a clinic. Your user account is tied to a clinic, which allows you to see the patient records for patients within your clinic (or if you are solely an admin, to manage the users for your clinic).

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.



The screenshot shows the 'COMPLETE YOUR REGISTRATION' page in the OB Care portal. The page has a white background with a dark header and footer. The header contains the 'OPTUM | OB Care' logo on the left and 'Support Sign In Register' links on the right. The main content area is titled 'COMPLETE YOUR REGISTRATION' and includes the instruction 'Please select the clinic you belong to:'. Below this is a search bar labeled 'Clinic' with the text 'Search by Clinic Name, Street Address, or TIN. You must enter at least two characters.' and a 'Can't find your clinic? Contact Us' link. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use Privacy Policy' links.

REGISTERING FOR OB CARE

(PART 1)

Go to obcare.optum.com

IF YOU DO NOT HAVE AN OPTUM ID:

Click Register. You will be directed to Optum ID where you will need to make an Optum ID account.

Check your inbox for the email address you used to register. You will receive an email which will ask you to activate your Optum ID. Click "Activate".

This will bring you back to Optum ID. Now click "Continue".

Click "Agree" to allow Optum ID to share your user credentials with OB Care. This allows you to use your Optum ID to sign into OB Care.

You will get signed into OB Care automatically (just this time) and, you will see a page asking you to "Complete Your Registration" by signing up for a clinic. This will allow you to see the patient records for patients within your clinic.

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.

The screenshot shows the top navigation bar with the Optum logo and 'OB Care' text, and links for 'Support', 'Sign In', and 'Register'. The main header features a woman kissing a baby, with the text 'Your Partners in Pregnancy' and 'Our online obstetrical assessment tool helps improve outcomes for pregnant mothers.' Below this is a 'LEARN MORE' button. The 'GET STARTED' section contains two boxes: 'Create an account' with a 'REGISTER' button and 'Returning users' with a 'SIGN IN' button.

The screenshot shows the 'Create an Optum ID' form. It includes a link for users who already have an account. The form is divided into 'Profile Information' (First name, Last name, Year of birth) and 'Sign In Information' (Your email address, Create Optum ID). Below the 'Create Optum ID' field, there are requirements: 6 to 50 characters, at least one letter, no spaces, no letters with accents, and no specific symbols. A 'Create password' section follows with a password field and requirements: 8 characters or more.

REGISTERING FOR OB CARE

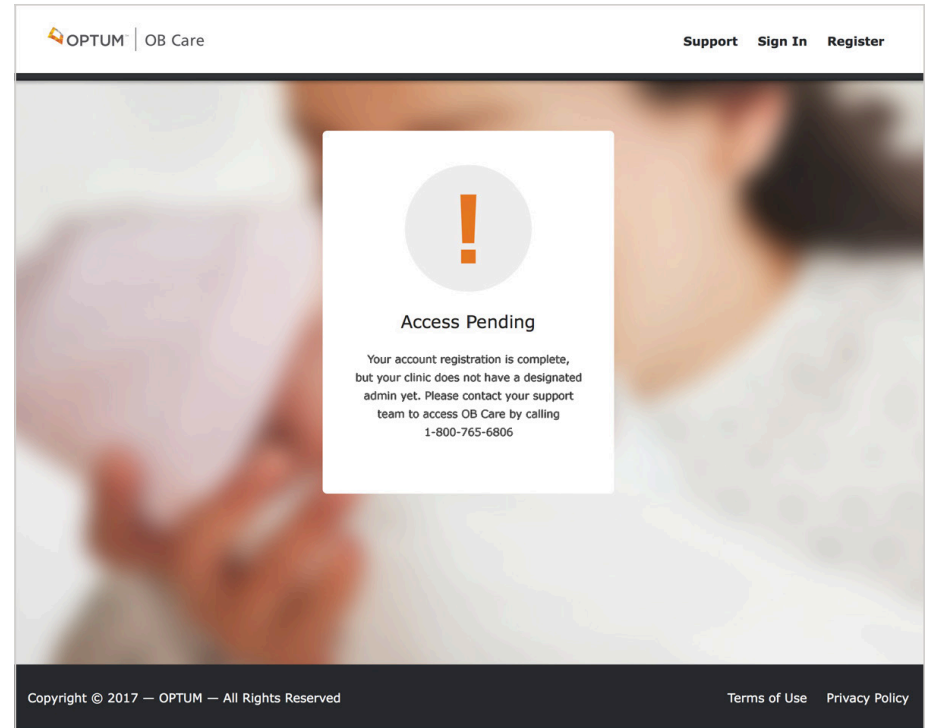
(PART 2)

Even if your clinic does not have a clinic admin, follow the previous steps on pages 2 or 3 for Optum ID registration.

After using search bar to search for and select your clinic, you will may see a message describing that your registration is complete but your clinic does not have a designated admin yet.

This means that you are the first person to sign up for OB Care in your clinic and we will need to verify your account.

To continue with OB Care registration, call the support phone number listed in the message.

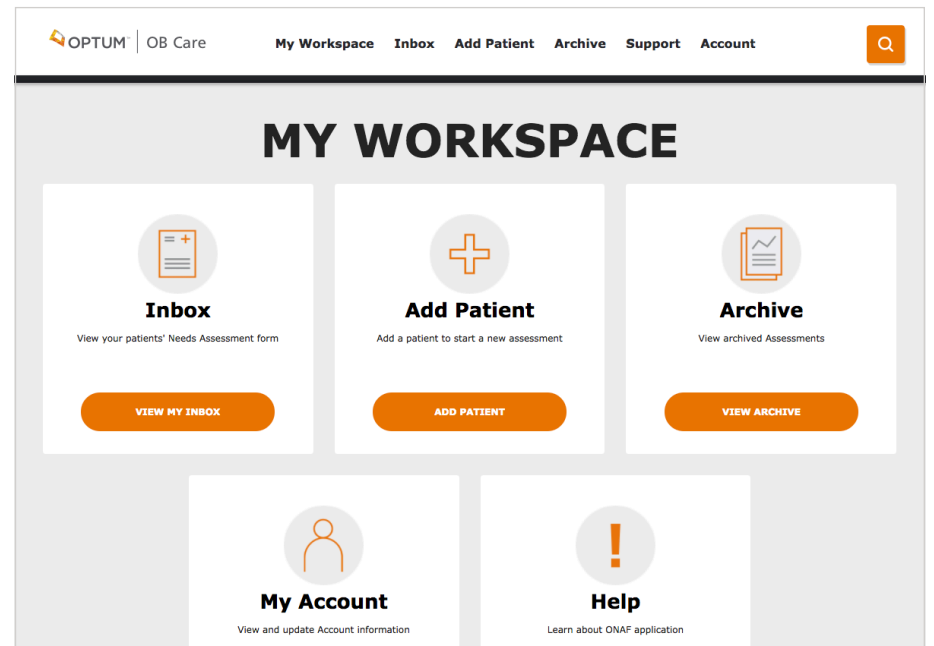
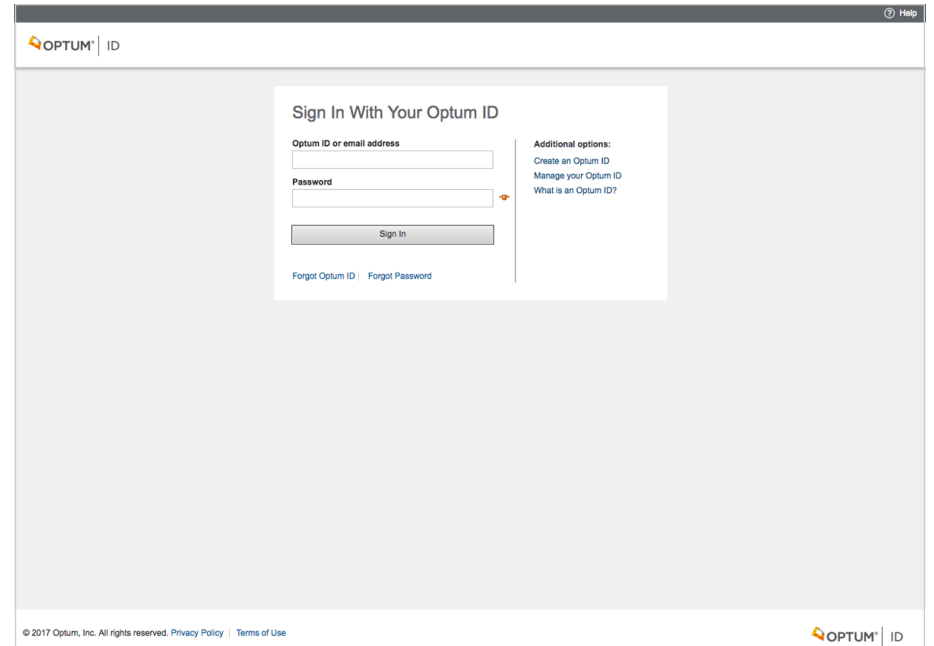


SIGNING IN TO OB CARE

Go to obcare.optum.com

Click Sign in and use your Optum ID credentials to log in to OB Care.

After signing in, you will land on My Workspace.



MY WORKSPACE

1. NAVIGATION LINKS

Select any of the navigation links on the top header to go to the respective section of the application.

2. TILES

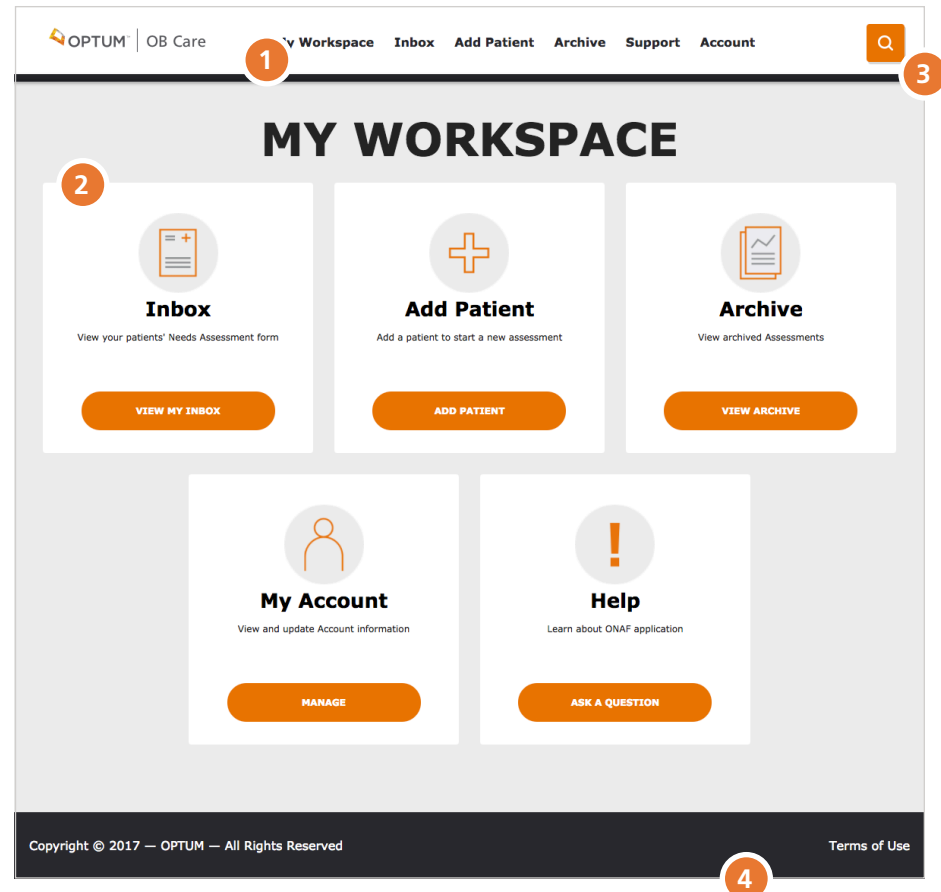
Select any of the tiles on the Workspace and you will also get to the respective section of the application.

3. SEARCH

Select the button for 'Search' to navigate to the Search screen where you can search for a patient record.

4. FOOTER

Use the footer to navigate to the Terms and Conditions and the Privacy Policy.



SEARCH

Click the search icon in the top left corner of the workspace.

1. SEARCH CRITERIA

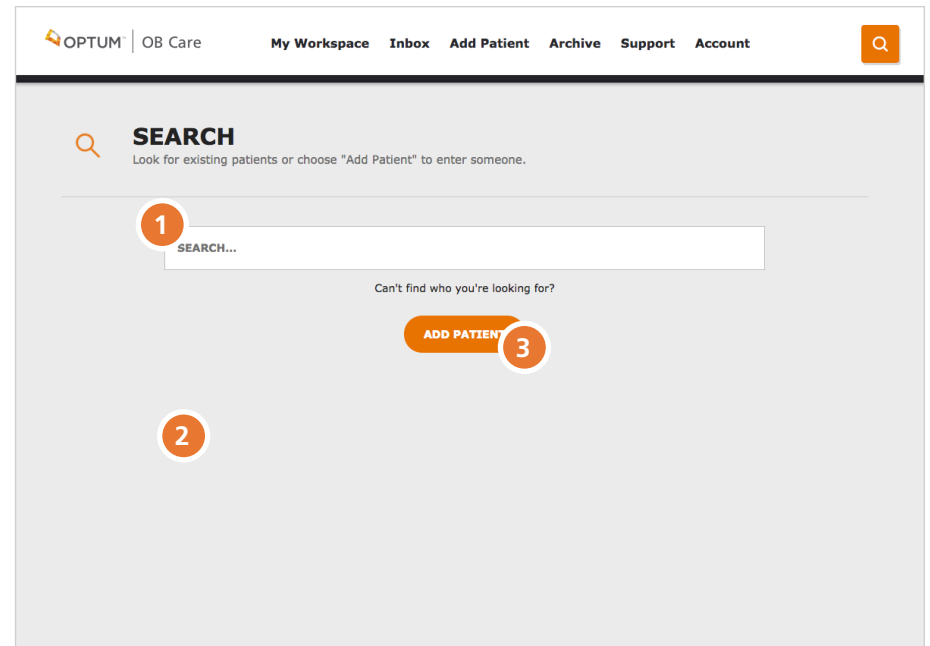
Enter a patient name in the Search box. Hit enter to return the results.

2. SEARCH RESULTS

Navigate through search results to find the desired patient and select to enter the patient's record.

3. ADD PATIENT

If the patient record you searched for does not exist, you can add the patient by clicking the Add Patient button.



INBOX

Click the 'Inbox' navigation link at the top of the page, or from 'My Workspace' select the title 'Inbox'

NOTE: if you are new to the OB Care tool, the Inbox will look blank until you have created your first patient record.

1. FILTERS

Filter works separately from search. You can select a filter from the dropdown list.

2. PATIENT LIST

Patient List default is All Patients and shows 10 patients per page, but this can be narrowed down by a filter or search.

3. PATIENT LIST NAVIGATION

The Next and Back button allow you to navigate through the Patient List (up to 10 patients displayed per page)

4. EDITING A PATIENT FORM

To enter a patient form and start making changes, click the pencil icon.

5. VIEWING A PATIENT FORM

To simply view a patient record, click the document icon from the inbox and you can view a preview of the form submission to the MCO.

The screenshot displays the 'INBOX' interface for 'OB Care'. At the top, there is a navigation bar with links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below the navigation bar, the 'INBOX' title is followed by the subtitle 'View your Patients' Needs Assessment Form.'. A table lists patient records with the following columns: FULL NAME, DOB, MEMBER MAID, SUBMITTED BY, SUBMITTED DATE, LAST VISIT TYPE, STATUS, and ACTION. The table contains one entry for 'Jane Doe' with a DOB of '1/8/1992' and a status of 'In Progress'. The 'ACTION' column for Jane Doe includes a document icon (5) and a pencil icon (4). Above the table is an 'ADD FILTER' button (1) and a 'Showing 1 - 1 of 1' indicator with a '10' dropdown. Below the table are 'BACK' (3) and 'NEXT' buttons, and a 'Page 1 of 1' indicator. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy'.

ADD PATIENT

Click the 'Add Patient' navigation link at the top of the page, or from 'My Workspace' select the tile 'Add Patient'

1. ADD PATIENT

Enter 'First Name', 'Last Name', 'MCO Member ID' and 'DOB'

2. SUBMIT OR CANCEL

Click Submit to continue filling out the ONAF for a visit, or click Cancel to void adding the patient.

The screenshot shows the 'ADD PATIENT' form in the OPTUM OB Care system. The form is titled 'ADD PATIENT' and is located in the 'My Workspace' section. The form contains four input fields: 'First Name', 'Last Name', 'MCO Member ID', and 'DOB'. The 'DOB' field has a placeholder 'mm/dd/yyyy'. Below the form are two buttons: 'CANCEL' and 'SUBMIT'. A red circle with the number '1' is placed over the 'First Name' field, and a red circle with the number '2' is placed over the 'SUBMIT' button.

VISIT TYPES

1. SELECT A VISIT

Select the visit (first prenatal, 28-32 week, Postpartum, or an additional Risk Visit) for which the ONAF is being submitted.

2. FILLING OUT THE FORM

You can go to the individual sections of the form by clicking the associated button. Once the required information is collected, the button will appear green, to show the completed status.

PLEASE NOTE: Date display on Risk Form page is the date when User started to fill out the form and not the date when patient had the risk visit

The screenshot shows the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is a search icon. The main content area is titled 'Please Select a Visit' and includes a 'Member Overview' section. On the right, a patient card for 'JANE DOE' is visible, showing her DOB (1/8/1992), Age (25), MCO Member ID (485930239), and a link to 'Archive patient'. Below the patient card, there are four buttons for selecting a visit: 'FIRST PRENATAL', '28-32 WEEK', 'RISK', and 'POSTPARTUM'. The 'RISK' button is highlighted with a red circle and the number '1'. Below these buttons is a grid of nine numbered buttons representing different form sections: 1. MEMBER INFORMATION, 2. GENERAL HEALTH, 3. DEPRESSION & TOBACCO, 4. PAST OB COMPLICATIONS, 5. CURRENT RISKS, 6. HEALTH CONDITIONS, 7. SOCIAL, ECONOMIC, LIFESTYLE, 8. ADDITIONAL NOTES, and 9. REVIEW FORM. A red circle with the number '2' is positioned to the left of the first row of buttons.

FILLING OUT A FORM

MEMBER INFORMATION

1. MEMBER INFORMATION

Complete member information section.

1A. SELECTING THE MCO

This is an important step in filling out the form. You will need to select the patient's MCO correctly, as this will determine where the ONAF will be sent when you submit it electronically through this website.

2. SAVE DATA

Click 'Next' button to save the data

3. SECTION STATUS

As forms are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the OPTUM OB Care interface. At the top, there is a navigation bar with the OPTUM logo, 'OB Care', and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A search icon is in the top right. Below the navigation bar is a patient overview card for 'JANE DOE', showing her DOB (1/8/1992), Age (25), MCO Member ID (485930239), and 'Archive patient' status. A 'MEMBER OVERVIEW' button is below the card. A horizontal menu below the overview card has four items: 'MEMBER INFORMATION' (highlighted with a red circle '1'), 'GENERAL', 'DEPRESSION & TOBACCO', and 'PAST OB COMPLICATIONS'. The 'MEMBER INFORMATION' section is expanded, showing a sub-section '1a' with a red circle. The form fields are: First Name (Jane), Last Name (Doe), DOB (1/8/1992), Home Phone, Alternate Phone, Languages, Provider MAID, Member's Health Plan (dropdown), MCO Member ID, and Member MAID (485930239). A 'NEXT' button with a red circle '2' is at the bottom right.

FILLING OUT A FORM

GENERAL HEALTH

1. GENERAL HEALTH

Complete all fields in this section with applicable information

NOTE: Putting the cursor in some fields will display a pop up with tips on what information to enter in the field.

2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the OPTUM OB Care interface. At the top, there's a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A user profile for 'JANE DOE' is shown with details: 'DOB: 1/8/1992 Age: 25', 'MCO Member ID: 485930239', and 'Archive patient'. A 'MEMBER OVERVIEW' button is present. Below this is a menu with five items: 'GENERAL HEALTH' (highlighted with a '2' in a circle), 'DEPRESSION & TOBACCO' (with a '3'), 'PAST OB COMPLICATIONS' (with a '3'), and 'CURRENT RISKS' (with a '5'). The main form is titled '2 GENERAL HEALTH CONDITIONS' and 'First Prenatal'. It contains several input fields and checkboxes: 'Hospital for Delivery' (text field), '1st Prenatal Visit' (date field), 'Healthy Beginnings Plus Member' (Yes/No checkboxes), 'EDC' (date field), 'By LMP' (checkbox), 'By US' (checkbox), 'US Date' (date field), 'GA at 1st Visit' (text field), 'Gravida' (text field), 'FT', 'PT', 'AB', 'SAB', 'TAB', 'Living' (checkboxes), 'Height (in inches)', 'Weight (in lbs)', 'BMI' (text field), 'Date/Last PAP' (date field), 'Date/Last Chlamydia Screen' (date field), 'Dental Visit Last 6 Months?' (Yes/No checkboxes), and '17P Candidate' (Yes/No checkboxes). At the bottom, there are 'BACK' and 'NEXT' buttons, with a '2' in a circle above the 'NEXT' button. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use Privacy Policy'.

FILLING OUT A FORM

DEPRESSION AND TOBACCO

1. DEPRESSION AND TOBACCO

Complete all fields in the section with applicable information

NOTE: Putting the cursor in some fields will display a pop up with tips on what information to enter in the field.

2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

OPTUM | OB Care My Workspace Inbox Add Patient Archive Support Account

JANE DOE
DOB: 1/8/1992 Age: 25
MCO Member ID: 485930239
Archive patient
MEMBER OVERVIEW

3 DEPRESSION AND TOBACCO First Prenatal

Depression Screen?
 Yes No

Average # of cigarettes smoked/day (if none, enter 0; 1 pack = 20 cigarettes).

Pre-Pregnancy	1st Trimester	2nd Trimester	3rd Trimester
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Tob. Counseling Offered?
 Yes No

Tob. Counseling Received?
 Yes No

Exposure to Environmental Smoke?
 Yes No

Counseling for Environmental Smoke?
 Yes No

BACK 2 NEXT

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FILLING OUT A FORM

PAST OB COMPLICATIONS

1. PAST OB COMPLICATIONS

Complete all fields on the sections with applicable information

2. SAVE DATA

Select the 'Next' or 'Back' button to save the data and navigate to the previous section[Back] or the next section [Next]

3. OTHER OB COMPLICATIONS

You may add freeform text here about other OB Complications the patient has. See page 18 of this guide for more information about this feature.

4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot displays the OPTUM OB Care interface. At the top, there is a navigation bar with the OPTUM logo, 'OB Care', and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A search icon is in the top right. Below the navigation bar is a menu of sections: '1 PAST OB COMPLICATIONS', '5 CURRENT RISKS', '6 HEALTH CONDITIONS', '4 SOCIAL, ECONOMIC, LIFESTYLE', and '7'. The '4' section is highlighted. To the right is a patient overview card for 'JANE DOE', DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, with an 'Archive patient' link and a 'MEMBER OVERVIEW' button. The main content area is titled '4 PAST OB COMPLICATIONS' and 'First Prenatal'. It contains a description: 'Identifies members whose past complications increase their risk for current problems; If member has had no Past OB Complications, check No Past OB Complications in section header.' Below this is a form with a 'No Past OB Complications' checkbox and a list of complications with checkboxes: Postpartum Depression, Hx of DVT/PE, Cervical Insufficiency, Pregnancy Induced Hypertension (PIH), Preterm Labor/Delivery < 32 weeks, Fetal Demise/Hx 2nd/3rd Tri Loss, RH Incompatibility, Gestational Diabetes, IUGR, Premature ROM, Preterm Labor/Delivery 32-36 weeks, and Previous C-Section. There is a text input field for 'Other Past OB Complications:' with a '3' in a circle next to it. At the bottom are 'BACK' and 'NEXT' buttons, with a '2' in a circle next to 'NEXT'. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use'.

FILLING OUT A FORM

CURRENT RISKS

1. CURRENT RISKS

Complete all fields in the section with applicable information

2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

3. OTHER CURRENT RISKS

You may add freeform text here about other Current Risks the patient has. See page 18 of this guide for more information about this feature.

4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

OPTUM | OB Care My Workspace Inbox Add Patient Archive Support Account

JANE DOE
DOB: 1/8/1992 Age: 25
MCO Member ID: 485930239
Archive patient
MEMBER OVERVIEW

5 CURRENT RISKS First Prenatal

Identifies potential risks for adverse outcomes; If member has had no Current Risks, check No Current Risks box in section header.

No Current Risks

Hx Leep/Cone Biopsy

	1st Tri	2nd Tri	3rd Tri
Late and/or Inconsistent Prenatal Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal Ultrasound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal Placenta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gestational Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd/3rd Trimester Bleeding		<input type="checkbox"/>	<input type="checkbox"/>
Multiple Gestation	<input type="checkbox"/>	<input type="checkbox"/>	

Cervical Insufficiency

	Yes	No
Cervical Insufficiency	<input type="checkbox"/>	<input type="checkbox"/>

Other Current Risks:

3

BACK 2 NEXT

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FILLING OUT A FORM

ACTIVE HEALTH CONDITIONS

1. ACTIVE HEALTH CONDITIONS

Complete all fields on the form with applicable information

2. SAVE DATA

Select the 'Next' or 'Back' button to save the data and navigate to the previous form [Back] or the next form [Next]

3. OTHER CONDITIONS

You may add freeform text here about other Conditions the patient has. See page 18 of this guide for more information about this feature.

4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

OPTUM | OB Care My Workspace Inbox Add Patient Archive Support Account

JANE DOE
DOB: 1/8/1992 Age: 25
MCO Member ID: 485930239
Archive patient
MEMBER OVERVIEW

6 ACTIVE HEALTH CONDITIONS First Prenatal

Identifies medical/mental health condition related to the mother; If member has had no Active Medical/Mental Health Conditions, check No Active Medical/Mental Health Conditions box in section header. For the following conditions, list specific disease type(s): Autoimmune, Cardiac, Hepatitis, Renal, Sickle Cell, STD, Thyroid. For all others, check Y/N.

	Yes	No	If Yes, details:
<input type="checkbox"/> No Active Medical/Mental Health Conditions			
Autoimmune Disease(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Anemia Hb < 10	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Cardiac Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Chronic Hypertension, Pregestational	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes, Pregestational	<input type="checkbox"/>	<input type="checkbox"/>	
Hepatitis (If Yes, Indicate Type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Hepatitis Treated	<input type="checkbox"/>	<input type="checkbox"/>	
Thyroid Treated	<input type="checkbox"/>	<input type="checkbox"/>	
Other Conditions:	<input type="text"/>		

BACK NEXT

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FILLING OUT A FORM

SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

1. SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

Complete all fields in the section with applicable information

2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot displays the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A search icon is on the right. Below the navigation bar is a menu with numbered items: 6 HEALTH CONDITIONS, 7 SOCIAL, EC. LIFESTYLE (highlighted with a red circle and '1'), 8 ADDITIONAL NO., and 9 REVIEW FORM (with a red circle and '3'). To the right of the menu is a patient profile for JANE DOE, DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, with an 'Archive patient' link and a 'MEMBER OVERVIEW' button.

The main content area is titled '7 SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS' and 'First Prenatal'. It contains a section header 'No Social, Economic, Lifestyle Conditions' with a checkbox. Below this are several rows of data entry fields:

- Mental / Physical / Sexual Abuse**: Includes a checkbox for 'Hx' and three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.
- Intellectual Impairment**: Includes three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.
- Homelessness**: Includes three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.
- Eating Disorder**: Includes a text input field and three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.
- Substance Abuse**: Includes three rows of checkboxes for 'ETOH', 'Rx', and 'Street', each with an 'Hx' checkbox and three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.
- Opioid Therapy**: Includes three checkboxes for '1st Tri', '2nd Tri', and '3rd Tri'.

At the bottom of the form are 'BACK' and 'NEXT' buttons, with a red circle and '2' above the 'NEXT' button. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use'.

ADDITIONAL NOTES

These sections are exclusive to OB Care and allow the physician or provider to add additional information that is not explicitly asked in the ONAF form.

In the Current Risks or Active Conditions sections, or in the separate Notes section, you will find the option to add freeform notes.

1. ADD NOTE

Select the button to 'Add Note' if you have more information regarding the member that is not already captured within the forms.

2. SUBJECT AND CONTENT

Enter a Subject for the note that is easily recognizable and the content of the note

3. ADD ANOTHER NOTE

Add another note as applicable and follow the same steps as outlined in Step #2 above.

4. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next] to review the final form.

The screenshot shows the 'Additional Notes' form in the OPTUM OB Care system. At the top, there is a navigation bar with 'OPTUM | OB Care' on the left and 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account' on the right. Below this is a breadcrumb trail with steps 6 (Health Conditions), 7 (Social, Economic, Lifestyle), 8 (Additional Notes), and 9 (Review Form). A patient profile card for 'JANE DOE' (DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, Archive patient) is visible on the right. The main form area has a title bar '8 ADDITIONAL NOTES' and 'First Prenatal'. It contains two input fields: 'Subject' and 'Content'. Below these is an 'ADD ANOTHER NOTE' button. At the bottom of the form are 'BACK' and 'NEXT' buttons. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use | Privacy Policy'.

ARCHIVING A PATIENT

If a patient record for any reason must be moved from the inbox (e.g. transferred care to another clinic, miscarriage, pregnancy terminated etc.) you can choose to archive the patient. This will move them into the Archive section of the application.

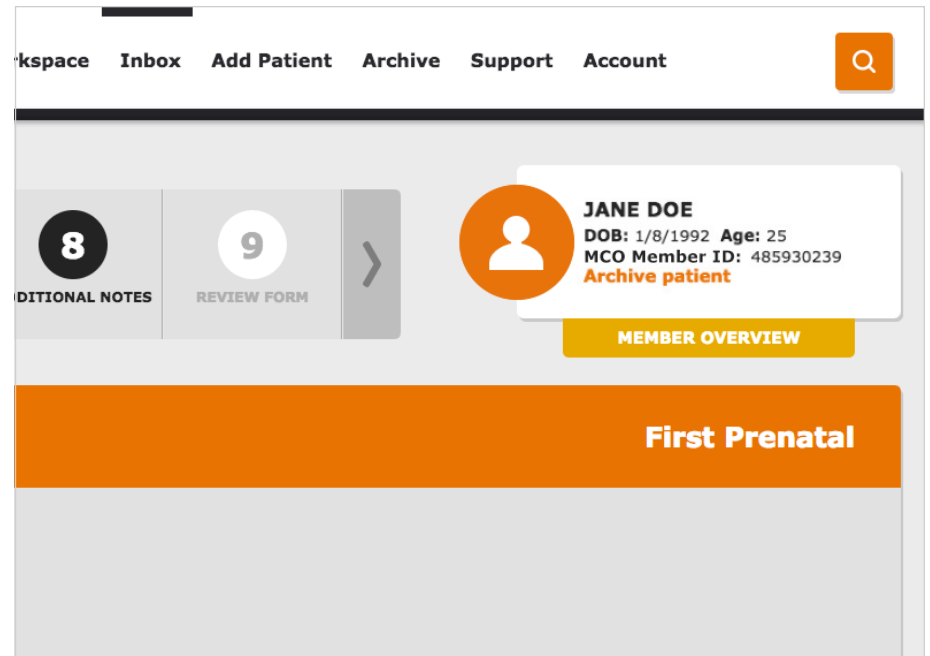
The archive section contains all patient records which have been archived, and those patient records which have been completed for the entire pregnancy (including the post-partum form).

TO ARCHIVE A PATIENT RECORD:

Click on the patient record from the Inbox. In the mini-profile on the upper right, click "Archive patient".

You will be asked to select the reason for archiving the patient before clicking submit.

This will move the patient record to the archive.



REVIEWING AND SUBMITTING A FORM

After completing the form, review the form before submitting.

1. REVIEW THE FORM FOR ACCURACY

Review the data entered on previous screens to ensure accuracy and completeness

1A. EDIT FORM

After review of the completed form, if any changes are needed, these can be done by navigating back via the section status menu and selecting the appropriate section.

2. ATTESTATION

Select the box to attest that the information is true and correct to the best of your knowledge

3. SUBMIT

Once all information is validated and attestation is checked, click the 'Submit' to send the form to the selected MCO. Text above the submit button will remind you once more to which MCO this form will be submitted.

4. FORM SAVE CONFIRMATION

After clicking submit, you are automatically returned to the home page and a message displays at the top indicating the form has been submitted.

5. PRINTING THE FORM

If you wish to print the form, you may do so at the end, by clicking the Print button.

NOTE: Any "additional notes" added in the additional notes section will be submitted with the form. It will not appear on the form but on an additional page.

OBSTETRICAL NEEDS ASSESSMENT FORM (ONAF)

OB/Gyn Office Information:
 Practice Name: ABC Medical | Phone: (502) 555-5555 | Fax: (502) 444-4444 | MMID: 4487092809
 Date Initially Faxed: [] 28-32 Wks Fax Date: [] Podiatry Fax Date: [] Form Completed By: []

Member's Information:
 First Name: [] Last Name: [] Sex: [] DOB: [] Age: []
 Mem ID/AM ID: 485300236 | Member's Health Plan: UnitedHealth Care | Health Beginnings Plus Member? Yes No | Home Phone: (123) 456-7890
 Alternate Phone: (123) 456-7890 | Language(s): English | Hospital for Delivery: [] United Methodist | 1st Prenatal Visit: 07/05/17
 EDC: 07/06/17 | by LMP of by U/S Date: 07/10/17 | GA at 1st Visit: [] Wks | Gravidity: [] Full Term: [] Pre-Term: []
 AB [] SAB [] TAB [] Living [] Height [] Weight [] BMI [] Date/Last PMP: 07/12/17 | Date/Last Chlamydia Screen: 07/17/17
 17P Candidate? Yes No | Depression Screen? Yes No | Result: Positive Negative | Validated Depression Tool Used? Yes No | Date Admin: [] Referral? Yes No
 Dental Visit Last 6 Months? Yes No

Tobacco (Tab.) Use
 Average # of Cigarettes Smoked/Day (If new, enter 0; 1 pack = 20 cigarettes): []
 Pre-Pregnancy: [] 1st Trimester: [] 2nd Trimester: [] 3rd Trimester: []
 Tab. Counseling Offered? Yes No | Tab. Counseling Received? Yes No | Exposure to Environmental Smoke? Yes No | Counseling for Environmental Smoke? Yes No

Past OB Complications	Current Risks	Trimester	Active Medical/Mental Health Conditions	Yes	No
<input checked="" type="checkbox"/> No Past OB Complications	<input checked="" type="checkbox"/> No Current Risks	1st 2nd 3rd	<input checked="" type="checkbox"/> No Active Medical/Mental Health Conditions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Postpartum Depression	<input type="checkbox"/> Hx. Deep/Corne Ectopy	<input type="checkbox"/>	Autoimmune Disease(s): []	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> RH Incompatibility	Late and/or inconsistent prenatal care	<input type="checkbox"/>	Anemia Hb < 10	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Hx of DVT/PE	Abnormal Ultrasound	<input type="checkbox"/>	Asthma	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Gestational Diabetes	Abnormal Placenta	<input type="checkbox"/>	Cardiac Disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cervical Insufficiency	Gestational Diabetes	<input type="checkbox"/>	Chronic Hypertension, Pre-gestational	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> IUGR	2nd/3rd Trimester Bleeding	<input type="checkbox"/>	Diabetes, Pre-gestational	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pregnancy Induced Hypertension (PIH)	Multiple Gestation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	Hepatitis: []	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Premature ROM	Periodontal Disease	<input type="checkbox"/>	HIV	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preterm Labor/Delivery < 32 wks	Floor Weight Gain	<input type="checkbox"/>	Schizophrenia	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Preterm Labor/Delivery 32 - 36 wks	IUGR	<input type="checkbox"/>	Renal Disease	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fetal Demise/1st/2nd/3rd Tr Loss	PIH	<input type="checkbox"/>	Seizure Disorder	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Previous C-Section # []	Preterm Dilatation of cervix/preterm labor	<input type="checkbox"/>	Sickle Cell Disease: <input type="checkbox"/> Trait <input type="checkbox"/> Disease <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Classical incision: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Previous delivery w/in 1 yr of EDC	<input type="checkbox"/>	Depression	<input type="checkbox"/>	<input type="checkbox"/>
			STD:	<input type="checkbox"/>	<input type="checkbox"/>
			Thyroid: [] Treated <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

Prenatal Visits
 No Social, Economic, Lifestyle
 Mental/Physical/Sexual Abuse Hx

Date Signed: []

pennsylvania
 DEPARTMENT OF PUBLIC WELFARE

Submitted to: []
 Referral: Yes No
 Quit Tab. During Preg Y N | Remains Tab. Free Y N

MA 302 314

3 I affirm that the information submitted is valid and is part of the patient's medical record.

Submitting to UnitedHealth Care

PRINT **4** **SUBMIT**

5

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ARCHIVE

Use the 'Archive' navigation link at the top of the page, or from 'My Workspace' click the tile 'Archive'

If a patient has discontinued their care at the clinic, had a miscarriage, completed the pregnancy, or for any other reason their record needs to be removed from the inbox, you move them to the Archive. You cannot edit a patient again after it has been archived, this is a permanent action. In the archive, you may view these archived patient records.

This feature may also be used in the event that there is an error which caused the ONAF to be returned back to the provider. The provider may archive the patient and create a patient to submit the correct visit type with the needed changes.

The filters, numbers of results and pages work in the same way as the Inbox.

To view an archived patient record, click the document icon.

The screenshot displays the 'ARCHIVE' section of the OPTUM OB Care interface. At the top, the navigation bar includes 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below the navigation, the 'ARCHIVE' title is followed by the subtitle 'View Reporting on active and completed Assessments'. A filter button labeled 'ADD FILTER' is on the left, and a pagination indicator 'Showing 1 - 1 of 1' with a '10' dropdown is on the right. The main content is a table with the following data:

FULL NAME	DOB	MEMBER MAID	SUBMITTED BY	SUBMITTED DATE	LAST VISIT TYPE	STATUS	ACTION
Jane Doe	1/8/1992	485930239	--	--	Prenatal	Canceled	

Below the table are 'BACK' and 'NEXT' buttons, and a 'Page 1 of 1' indicator. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy'.

DATA CARRYOVER BETWEEN VISITS

One benefit of submitting your ONAFs through this application is that the data carries over between visits. This eliminates the need to copy over information each time you submit a patient's ONAF.

After submitting an ONAF (e.g. the First Prenatal ONAF) the subsequent form will be pre-populated with the data entered for the previous visit. Any changes to the data can be made, but is not necessary if nothing has changed (e.g. If the patient's phone number has changed, you can correct it. Otherwise you can leave it the same but the effort is spared to re-type it.)

This is the case on all sections of the form, including those which have information for all 3 trimesters (e.g. Current Risks has a check box for each trimester).

The screenshot displays the 'CURRENT RISKS' section of the OPTUM OB Care application. The patient is JANE DOE, 28-32 weeks pregnant. The form is pre-populated with data from a previous visit. The 'CURRENT RISKS' section includes the following items:

- No Current Risks:**
- Hx Leep/Cone Biopsy:**
- Late and/or Inconsistent Prenatal Care:** 1st Tri: 2nd Tri: 3rd Tri:
- Abnormal Ultrasound:** 1st Tri: 2nd Tri: 3rd Tri:
- Abnormal Placenta:** 1st Tri: 2nd Tri: 3rd Tri:
- Gestational Diabetes:** 1st Tri: 2nd Tri: 3rd Tri:
- 2nd/3rd Trimester Bleeding:** 2nd Tri: 3rd Tri:
- Multiple Gestation:** Yes: No:
- Periodontal Disease:** 1st Tri: 2nd Tri: 3rd Tri:

At the bottom, there is a text input field for 'Other Current Risks:' and 'BACK' and 'NEXT' navigation buttons.

FOR THOSE USERS DESIGNATED AS THE CLINIC ADMIN:

ADMIN

From 'My Workspace' click the tile 'Admin'.

The Admin screen allows admins to manage the users within their clinic that will have access to patient data. Only admins will see the "Admin" tile on their workspace. Admins are responsible for approving other users to their clinic.

1. LIST OF USERS IN THE CLINIC

You will see a list of all users, active and inactive in your clinic. This list is color-coded for convenience. To edit a user's permissions, click the pencil icon.

2. ACTIVE/INACTIVE STATUS

To approve a user to work with patient data, change the status from 'Pending' to 'Active'. If a user no longer should be able to log into the tool and be able to access patient data, (e.g. left the position), you can change their status to 'Inactive'.

3. CHANGING USER ROLES





To change a user's permissions, select one or more user roles.

PROVIDER – can access and edit patient data.

STAFF – can also access and edit patient data.

ADMIN – can approve users to the clinic.

The screenshot shows the 'ADMIN' interface for managing users. At the top, there's a navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is the 'ADMIN' header with a 'Manage Users' subtitle. A table lists users with columns for Name, Username, Roles, Email, Clinic, and Status. A red circle with the number '1' highlights the pencil icon in the rightmost column of the first row (Debra Gordon).

NAME	USERNAME	ROLES	EMAIL	CLINIC	STATUS	
Debra Gordon	anton	SuperAdmin Staff	debra.gordon37@example.com	CENTRAL OUTREACH WELLNESS CENTER	Active	
Sheila Jimenez	damien	Provider	sheila.jimenez33@example.com	ABC Medical	Active	
Erik Coleman	gratis	SuperAdmin Admin	erik.coleman62@example.com	Clinic	Active	
Clinton Hernandez	venice		clinton.hernandez@example.com		Pending Not Registered	

The screenshot shows the 'EDIT USER' form. It has an orange header with the title 'EDIT USER'. Below the header are several input fields: 'Name' (Debra Gordon), 'UserName' (anton), 'Email' (debra.gordon27@example.com), and 'Status' (Active). A red circle with the number '2' highlights the 'Status' dropdown menu. Below these are radio buttons for 'Roles': 'Super Admin', 'Admin', 'Provider', and 'Staff'. A red circle with the number '3' highlights the 'Staff' radio button. At the bottom, there's a 'Clinic' dropdown menu showing 'CENTRAL OUTREACH WELLNESS CENTER'. At the very bottom, there are 'CANCEL' and 'SUBMIT' buttons.