

MONTHLY SUMMARIES IN REVFLOW – HOW TO DO

write MONTHLY SUMMARY in all caps in front of your assessment statement, on the day you are giving your Monthly Summary Assessment.

(mimicking what we do on paper now).

(e.g., MONTHLY SUMMARY for March 2018 : Progress made this month with__,

ALWAYS END WITH “Skilled ST/OT/PT continues to be required to WHAT & WHY”)

Please don't forget to be doing monthly summaries for your MPW (Michelle P Waiver) clients. This is a Medicaid / MPW requirement, and it is your responsibility to make sure that you are doing these!!

MISSED VISIT NOTES IN REVFLOW – HOW TO DO

- 1 - to document missed visit notes in Revflow, please create a "Non Visit note" (instead of a follow-up visit) (find patient, click Documentation, Add Note)
- 2 - the date of service does NOT print out on these, so **PLEASE write and indicate the date of service in the narrative box of the note** (e.g., DOS 3-23-18, - missed visit because ____)
3. Hit “Create Note” button on top right, then Sign and Finalize at the bottom