

Aggregate Abstraction Form Review Manual

Special Instructions for On-line Data-Entry Using RED CAP

Pop-up Questions from Branching Logic

This on-line form is programmed with branching logic so some questions will only appear on the screen when certain questions are answered in such a way to make them “pop up.” In other words, some questions on the hard-copy form are “hidden” on the on-line version until they are prompted.

Variable Validation

Some questions have been programmed so that answers are only accepted after they have been validated. In the event that an invalid answer is typed into a response, a pop-up screen will appear with an error message, and a new response must be entered.

“Other” Response

Whenever the “Other” response is selected, a pop-up text box will appear that allows one to enter text to specify the response.

Required Responses

Every question that appears or “pops up” on the screen requires a response. The answers to the questions have been organized so that “other” and “not documented” are always possible options, so no questions should ever be skipped. When saving the document, a pop-up screen will inform you if you have skipped any questions.

Saving Data

When saving each form, the form must be categorized as “complete,” “incomplete,” or “unverified” as follows:

1. Click “complete” if all fields have responses.
2. Click “incomplete” if any fields are pending responses.
3. Click “unverified” if no information is found for required field.

Remember to click the “Save” or “Save and continue” button when you are done regardless of whether the form is complete, incomplete, or unverified.

Reviewers Initials	Enter the initials of the reviewer completing the form. If the abstractor does not have a middle name, use X for the middle initial. <u>Examples:</u> Jane A. Jones: <u>J</u> <u>A</u> <u>J</u>
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Reviewer's Initials ____ _

1. Total ED volume	Indicate total year end volume for most recent Fiscal year.
2. Psychiatric ICD 9 volume	Indicate most recent fiscal year psychiatric volume using Mental Health ICD 9 code 290 through 319.
3. Substance Abuse ICD – volume	Indicate most recent fiscal year substance abuse volume using Substance Abuse ICD 9 code 291.0 through 292.9
4. In patient psych beds	Indicate yes if your hospital has any licensed inpatient psychiatric beds within the hospital at the time of the initiation of the two week study period. If yes, indicate how many licensed beds for each category: adult, adolescent, geriatric
5. Substance Abuse beds within hospital	Indicate yes if your hospital has any licensed outpatient substance abuse beds at the time of the initiation of the two week study period
6. Primary On call Mental Health Resource (weekdays)	Indicate by insurer if your usual and customary initial on call mental health clinician for behavioral patients is internal resource (attg psychiatrist, resident, social worker, psychologist or mental health nurse etc) or outsourced ie external (state designated mobile screener or other outside vendor that provides mental health evaluation). Weekdays are normal business hours 8:30AM to 5PM. Mass Health and or Medicaid Commercial payors include Tufts, Harvard and Blue Cross Blue Shield Uninsured are those without any documented insurance Medicare is one of any multiple Medicare products
7. Primary On call Mental Health Resource (weekends/holidays)	Same as above.

<p>8. Primary On call Mental Health Resource (after hours)</p>	<p>Same as above</p> <p>After hours is defined as outside of business hours. If this resource changes at certain time after business hours then indicate the mental health resource that exists overnight</p>
<p>9. Mean arrival to departure time for Medical/Surgical admissions -</p> <p>_____</p>	<p>Indicate your mean arrival to departure time in minutes for medical/surgical admissions during the same two week study period. Arrival time is defined as either initial greet or triage whichever comes first. If neither greet time or triage time not recorded, indicate arrival time as registration time.</p> <p>Exclude all pediatric and Ob/Gyn admissions. Do not include observations within your department.</p>
<p>10. Mean arrival to departure time for Medical/Surgical transfers</p> <p>_____</p>	<p>Indicate your mean arrival to departure time in minutes for medical surgical transfers during the same two week study period.</p> <p>If neither greet time or triage time not recorded, indicate arrival time as registration time</p> <p>Exclude all pediatric and Ob/Gyn transfers</p>