

The ABCs of Using the At Risk Registry

A. When An At Risk Patient is Identified By Your Agency

1. **The patient must sign the Consent Form** (found on page 15 of the *Louisiana Model Plan Home Health/Hospice Emergency Plan*) **in order to be placed in the Registry**
2. **The Consent Form is to be kept in the patient's chart**
3. **The At Risk Evaluation Form** (found on page 14 of the *Louisiana Model Plan Home Health/Hospice Emergency Plan*) **must be completed for the patient** (*The At Risk Evaluation Form contains all of the information(i.e., data points) that must be entered into the At Risk Registry for each patient*)

B. To Enter a Patient Into the Registry

1. Go to <https://atrisk.mumms.com>
2. Sign into the Registry using your agency's unique username and password

*The Registry resembles an excel spreadsheet with columns and rows. Each column is labeled with the a particular data point found on the **Evaluation Form***

3. From the dropdown box (*located directly below the **At Risk Registry** logo*) choose "**Patient Expanded**"
4. Click "**Add New Record**" button

A new line will appear in the spreadsheet; this new line will identify your agency in the first column labeled "**Facility**"

5. Double-click the line to activate it, providing user with **boxes** and **dropdown boxes** in which to work
6. Using the **Evaluation Form**, enter all information
7. Click POST to save info entered

When you click post, the patient will have 7 days of coverage; meaning the value "**Yes**", found in the second column (**Needs Assistance**) of the registry spread sheet, will remain in the "**Yes**" position for 7 days. At the end of 7 days, the "**Yes**" will become "**No**". When a patient is in the "**No**" position, their information is not transmitted to the parish emergency manager, even though their information remains in the Registry. In the "**No**" position, the patient's name will not appear on the weekly report sent to the parish emergency manager at 7AM every Friday morning. To keep the patient's name on the report sent to the emergency manager each week, **the agency must update the Registry at least every 7 days. It is strongly suggested that your agency's weekly updates occur either on Wednesday afternoons or Thursdays before noon, in order to ensure that accurate and current information is sent to the parish emergency managers on Friday morning at 7AM)**

If you'd like to receive a weekly reminder to update your agency's At Risk Patient List, send an email to jboudreaux@LMHPCO.org requesting to be place on the At Risk Registry Reminder list

The ABCs of Using the At Risk Registry

C. To Update Your Agency's Registry Each Week

1. Sign into the Registry using your agency's unique username and password
2. Click the "Bulk Edit" button
3. Click each **box** (*located on the left side of the spreadsheet*) for those patients you want to continue coverage. When you click on the box, you will be placing a check mark in the box of that patient and thereby setting them up for continuation of coverage for another 7 days.
4. After checking the boxes of all of the patients you want to continue coverage, click the grey "submit" button

Every patient with a check mark will then be given an additional 7 days of coverage when you click "submit"; meaning their names and info will be on the report, transmitted to the parish emergency manger that week.

Again, it is strongly suggested that your agency's weekly updates occur either on Wednesday afternoons or Thursdays before noon, in order to ensure that most accurate and current information is sent to the parish emergency managers on Friday morning at 7AM)

If you'd like to receive a weekly reminder to update your agency's Registry, send an email to jboudreaux@LMHPCO.org requesting to be place on the At Risk Reminder list