

# **CMS Net**

# **Medical Report Request**

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## Medical Report Request

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**Overview**

The Medical Report Request (CMSMR-10) screen allows the user to send letters to providers requesting patient’s medical reports. The system generates two letters: 1<sup>st</sup> Letter Sent and Final Notice

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**Steps to Access Medical Report Request (CMSR-10)**

Complete the following steps

Step	Action
1	From the Event Tracking Menu, select Medical Report Request. Press <Enter>. The Patient Identification screen displays.
2	Identify and select the patient.
	Or
1	From the Patient Registration Branch Menu, select Medical Report Request. Press <Enter>.

## Medical Report Request, Continued

### Using the Pick List

After identifying your patient, the “Select Medical Report Request Or Enter New Request” search result page will display **prior** to entering the MEDICAL REPORT REQUEST screen.

- If the user chooses one of the displayed Medical Report Requests, the system displays the Medical Report Request (CMSMR-10) screen info for the selected request.
- If the user chooses ‘Enter new request.’, a blank Medical Report Request (CMSMR-10) screen displays.
- If the user chooses ‘Quit’ from the pick-list presented on either screen, the system displays the previous menu.

Select Medical Report Request Or Enter New Request:			
<input type="checkbox"/>	DO & TRAN MEDICAL CORP 2060 Aborn Rd 1st letter sent	MED REPORT REQUEST	Date Sent: 12/23/2010 Next Review Date: 12/23/2010
<input type="checkbox"/>	MED ALERT MEDICAL TRANSP  1st letter sent	MED REPORT REQUEST	Date Sent: 12/23/2010 Next Review Date: 12/23/2010
<input type="checkbox"/>	REVELL MD, JEREMY E  1st letter sent	MED REPORT REQUEST	Date Sent: 12/23/2010 Next Review Date: 12/23/2010
<input type="checkbox"/>	Enter new request.		
<input type="button" value="[Quit]"/>			

Current Legal County:  Gender:

Client Index Number:

Social Security Number:

## Medical Report Request, Continued

**Medical Report Request Screen (CMSMR-10)** Use the <Down Arrow> to move from field to field. Required fields or fields that the user can change are **bolded**.

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CMSS                                MEDICAL REPORT REQUEST                                CMSMR-10
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Pt Nm: SKYWALKER,LUKE                Case# 7777777 CIN: 30526372A4
Gender: F DOB: 01/13/2005 Lgl Co: SAN BERNAR REG= ACTIVE      MED= E F/R= E
-----
Medical Report Request Status: 1st letter sent Request Type: MED REPORT REQUEST
Reason Requested: MEDICAL STATUS      Medical Record #:
-----
Provider Information:
  Nm: MED ALERT MEDICAL TRANSP
  St1:
  St2: 1204 Rivera Dr
  Cty: Sacramento
  St: CA      Zip: 95838
Letter Cycle
Status:          Dt Printed:  Corresp #:      Ltr Type:      Nxt Ltr Due:
-----
Comment:
  
```

**Medical Report Request, Continued**

**Medical Report Request Screen Data Entry Fields**    The following table describes fields on the Medical Report Request (CMSMR-10) screen.

<b>FLD#</b>	<b>FIELD NAME</b>	<b>DESCRIPTION/COMMENTS</b>
1	(Header)	<b>Display Only</b>
2	<b>Medical Report Request Status</b>	Values: <ul style="list-style-type: none"> <li>• “1<sup>st</sup> Letter Sent”</li> <li>• “Final Notice”</li> </ul> 1 <sup>st</sup> Letter Sent sets Medical Report Request Follow Up ticklers.  Users may run the "Medical Report Request Follow Up Date" tickler report in CMSNet Web under ‘Report – Miscellaneous’
3	<b>Request Type</b>	<b>Required</b>  <b>CCS Users:</b> If The Medical Report Request Status is "1 <sup>st</sup> Letter Sent" Choose one of the following: <ul style="list-style-type: none"> <li>• Medical Report Request – For Regional, Independent, or Dependent Counties to request medical reports</li> <li>• ROI Request – Release of Information cover letter</li> <li>• MTU Request – To request medical reports for an MTU client</li> </ul> <b>GHPP Users:</b> GHPP REPORT REQ – For GHPP to request medical reports. SCC REPORT REQ – For GHPP to request medical report from Special Care Center.

**CMS Net User Guide and Reference**

<b>FLD#</b>	<b>FIELD NAME</b>	<b>DESCRIPTION/COMMENTS</b>
4	<b>Reason Requested</b>	<b>Required</b> Choose one to three from the Pick List: <ul style="list-style-type: none"><li>• “Discharge Summary”</li><li>• “DX Eval Follow-up”</li><li>• “History and Physical”</li><li>• “Medical Status”</li><li>• “Progress Notes”</li><li>• “Review Followup”</li></ul>

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**Medical Report Request, Continued**

Medical Report Request Screen Data Entry Fields (continued)

<b>FLD#</b>	<b>FIELD NAME</b>	<b>DESCRIPTION/COMMENTS</b>
5	Medical Record #	<b>Optional</b> User may enter up to 20 characters of the patient's medical record number.
6a	<b>Provider Information Nm</b>	<b>Required</b> User may enter full or partial name of Provider in this field to perform a search and select from the picklist.  User may also enter the provider's NPI in field and hit 'Enter' key, system will display provider.  Adding new providers from this screen is not allowed. Please see 'Provider Registration' manual.
6b	Provider Information St1	<b>Display Only</b> Populated from system data
6c	Provider Information St2	<b>Display Only</b> Populated from system data
6d	Provider Information Cty	<b>Display Only</b> Populated from system data
6e	Provider Information St	<b>Display Only</b> Populated from system data
6f	Provider Information Zip	<b>Display Only</b> Populated from system data
7	Letter Cycle – Status	<b>Display Only</b> Values: <ul style="list-style-type: none"> <li>• “1<sup>st</sup> Letter Sent” or</li> <li>• “Final Notice”</li> </ul> System automatically fills field after letter generation.

Medical Report Request Screen Data Entry Fields (continued)

<b>FLD#</b>	<b>FIELD NAME</b>	<b>DESCRIPTION/COMMENTS</b>
8	Dt Printed	<b>Display Only</b> System automatically fills field after letter generation in Web Correspondence.
9	Corresp #	<b>Display Only</b> System automatically fills field after letter generation in Web Correspondence.
10	Next Ltr Due	<b>Display Only</b> System automatically fills field after letter generation in Web Correspondence. Based on the Medical Report Request Follow Up Tickler.
11	Comment	<b>Display Only</b> Populates narrative upon saving. User may key up to three lines of information

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**Medical Report Request, Continued**

**Action Menu** The Medical Report Request screen contains five action menu choices:

Action	Description
Save	The system saves data on the screen and generates the Medical Report Request Letter. The system will also: <ol style="list-style-type: none"> <li>1. Populates the “Status”, “Dt Printed”, “Corresp #”, “Ltr Type” and “Nxt Ltr Due” fields</li> <li>2. Sets the Medical Report Request follow up tickler (T+20 tickler)</li> <li>3. Paths the user to Send Correspondence to generate the letter.</li> <li>4. Then paths user to Medical Report Request Branch Menu.</li> </ol>
Reissue Letter	The system completes the transaction as follows: <ul style="list-style-type: none"> <li>• Cancels the last letter generated.</li> <li>• Generates a new letter.</li> <li>• Updates “Status”, “Dt Printed”, “Corresp #”, “Ltr Type” and “Nxt Ltr Due” fields</li> <li>• Resets the Request Medical Report Request Follow Up tickler is 20 days. This option appears <b>only</b> if a previous letter was sent.</li> </ul>
Go back one status	Cancels the current Medical Report Request letter and returns the patient record to the previous entry. This option appears <b>only</b> if a previous letter was sent.
Cancel	Brings up the Eligibility Menu. The system does NOT save changes.
Quit	Closes the Action Menu and refreshes the Medical Report Request screen. It does NOT save changes.

**Medical Report Request Branch Menu** When the user selects ‘Save’ from the action menu, system displays the Medical Report Request Branch Menu. Selections are:



**Medical Report Request, Continued**

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**NOTES**

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