



# Medicaid Information Technology System

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**State & Local Government Solutions  
Medicaid Information Technology System (MITS)**

## **Healthchek Participant Guide**

**November 24, 2010**

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## Course Overview

### Overview

The goal of this course is to provide you with the skills required to perform tasks associated with Healthchek.

### Objective(s)

After completing this course you should be able to:

- Search for Healthchek claims by recipient
- View abnormalities and notices by recipient
- Search for Healthchek claims by provider
- View related data
- Update related data, including county outreach efforts

### Agenda

Topic	Time
Welcome and Introductions	10 minutes
Introduction to Healthchek	20 minutes
Searching for Claims by Recipient	20 minutes
Viewing Abnormalities and Notices by Recipient	20 minutes
Break	15 minutes
Searching for Claims by Provider	20 minutes
Viewing and Updating Related Data	30 minutes

# Introduction to Healthchek

## Overview

Healthchek is the name for the Federal Early Periodic Screening Diagnostic and Treatment (EPSDT) service which is required for children under 21 enrolled in Ohio Medicaid. Healthchek provides comprehensive preventive health care, diagnosis, and treatment to children under 21.

According to federal law, any Medicaid service that a child needs must be covered if determined medically necessary by Ohio rules and laws. Therefore, Ohio covers more services for children than for adults. These services help Ohio's children get the care they need before a treatable illness becomes serious.

## Healthchek and Ohio Medicaid Policy

Healthchek supports services to eligible recipients and their associated providers. Providers submit Healthchek screening and treatment service claims using professional, institutional, and dental claim forms. Providers also submit managed care plan encounters using procedure, revenue center, or Current Dental Terminology (CDT) codes.

To support Healthchek, MITS does the following:

- Maintains identification of all individuals eligible for Healthchek services
- Identifies and tracks services, referrals, and costs for eligible recipients
- Generates informational and screening letters to eligible recipients
- Provides paid claim record data for Healthchek paid services
- Provides reports to track and monitor services to meet federal and state reporting requirements

## Navigating in Healthcek Panels

The panels in MITS allow you to view and audit claims associated to Healthcek recipients and providers. Review the panels below to learn more.

**Navigating in Healthcek Panels**

July 4, 2010 7:20 AM EDT

Home Claims Drug EDI **Healthcek** Financial Managed Care MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security

Tools Site

home recipient search healthcek information related data **provider search**

**Healthcek Provider Search** ? ↕

Provider ID:  NPI:  1 Specify a provider to generate associated Healthcek claims. search clear

Records:  Provider Information

Search Results							
ICN	Recipient ID	DOS	Paid Date	Procedure Code	Modifiers	Diagnosis	Claim Status
4009166093799	851607590766	20090521	20090624	92081		V202	P
4009093033396	852812125066	20081205	20090422	92081		V202	P
4009061137401	85490328166	20081205	20090325	92081		V202	P
40090112082693	855169238166	20081006	20090122	92213		V202	P
4009138081650	850271364366	20090409	20090528	92213		V205	P
4009037058420	855248991366	20081219	20090211	92213		V202	P
4009020167920	855169238166	20081006	20090128	92213		V202	P
4009075117746	852347374566	20081211	20090325	92213		V202	P
4009114089260	855382128066	20090225	20090506	92213		V202	P
4009103170176	851948552366	20090227	20090422	92213		V202	P
4009048194951	855217410066	20081117	20090225	92381	EP	V202	P
4009037058423	855087149466	20080218	20090211	92381	EP	V202	P
4009040082181	855078167766	20080226	20090219	92381	EP	V202	P
4009020167927	855237524366	20081021	20090128	92381	EP	V202	P
4009020167820	855267768366	20090102	20090128	92381	EP	V202	P
4009020167822	855040950966	20090113	20090128	92381	EP	V202	P
4009075117789	855049098866	20090205	20090325	92381	EP	V202	P
4009061153096	855095501566	20090202	20090306	92381	EP	V202	P
4009084099165	855067443166	20080501	20090401	92381	EP	V202	P
4009082076887	855241301066	20081210	20090401	92381	EP	V202	P

**Navigating in Healthcek Panels**

July 4, 2010 7:23 AM EDT

Home Claims Drug EDI **Healthcek** Financial Managed Care MAR Prior Authorization **Provider** Recipient Reference RetroDUR TPL Security Tools

Site

home recipient search **healthcek information** related data provider search

Next Search By:  search clear adv search

**Healthcek Recipient Information** Top Nav ? A ↕ X

Recipient ID:  Name:    Birth Date:

Last Healthcek:  Next Healthcek:  Missed Healthcek:

Last Dental:  Last BLT:

Last Hearing:  Last Vision:  Last WCV:

Recipient Information

**Healthcek Maintenance** Prefs Top Bot ? ↕

Select an area to add or modify

Abnormalities **Claim List** Notices

Healthcek

2 Specify a recipient to generate associated Healthcek claims.

**Claim List** Top Nav ? A ↕ X

ICN	Dtl Num	DOS	Provider ID	Procedure Code	Screening Description	Modifiers	Diagnosis	Age
4009168049359	1	06/12/2009	8075584915 NPI	92394	PREV VISIT, EST, AGE 12-17		V202	17Y
4009113652721	4	04/06/2009	8964413878 NPI	D1203	TOPICAL APP FLUORIDE CHILD		V722	17Y

### Navigating in Healthcek Panels

Home Claims Drug EDI **Healthcek** Financial Managed Care MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security Tools Site

home recipient search healthcek information **related data** provider search

**Related Data** Select an area to add or modify Prefs Top Bot ? ↕

Other: BF-AAP Recommendations **County Outreach Efforts** Schedule Footnotes Schedule Keys

View and update county codes above 10 for county outreach efforts.

save cancel

The following messages were generated:

Message Description	Panel	Field	Row
County Outreach Efforts - Save was Successful	County Outreach Efforts		

**County Outreach Efforts** Top Nav ? ↕ X

County Code: 10 County Name: CARROLL

search clear

**Search Results**

Title	Last Update Date	Comments
county for carroll	07/04/2010	outreach for Carroll

Type changes below.

Title: county for carroll

Last Update Date: 07/04/2010

outreach for Carroll

### Navigating in Healthcek Panels

Home Claims Drug EDI **Healthcek** Financial Managed Care MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security Tools Site

home recipient search **healthcek information** related data provider search

Next Search By: Recipient ID  search clear adv search

**Healthcek Recipient Information** Top Nav ? A ↕ X

Recipient ID: 7587956871 Name: TILLIE T DILWORTH Birth Date: 11/27/1991

Last Healthcek: 06/12/2009 Next Healthcek: 06/12/2010 Missed Healthcek: 26

Last Dental: 04/06/2009 Last BLT:

Last Hearing:  Last Vision:  Last WCV:

Recipient Information

**Healthcek Maintenance** Select an area to add or modify Prefs Top Bot ? ↕

Healthcek: **Abnormalities** Claim List Notices

The Abnormalities, Claim List, and Notices display for the recipient ID specified.

**Abnormalities** Top Nav ? A ↕ X

\*\*\* No rows found \*\*\*

Select row above to update.

Screen Date:  Abnormality:

Class Date:



**Navigating in Healthcek Panels**

July 5, 2010 12:26 PM EDT

Home Claims Drug EDI **Healthcek** Financial Managed Care MAR Prior Authorization Provider Recipient Reference RetroDUR TPL Security

Tools Site

home recipient search healthcek information **related data** provider search

Related Data

Select an area to add or modify

5 The **BF-AAP Recommendations** panel shows when a recipient is due for immunizations and additional test screenings.

6 The **Schedule Footnotes** panel stores the footnotes associated with the Healthcek screening components and vaccines defined on the Periodicity Screening Schedules and Vaccine Schedule Panels.

7 The **Vaccine Schedule** panel shows the State-established immunization periodicity schedule recommended for Medicaid-eligible children age 0 through 20.

8 The **County Outreach Efforts** panel manages comments associated with the county outreach efforts.

9 The **Schedule Keys** panel contains the valid key values used on the Periodicity Screening Schedule and Vaccine Schedule.

## Healthcek Reports

MITS generates Healthcek reports in a scheduled batch process. Review the following reports on an ongoing basis to monitor claims and records for recipients and providers associated to Healthcek.

Report Name	Frequency	Description
Blood Lead Test Results Age 6 and Under	Quarterly	A list of children six and under who have not received a blood lead test
Children Past Due 18th Month BLT Provider Report	Quarterly	A list of children 18 months of age who have not received a blood lead test
Claims Submission Statistics - Daily	Daily	A summary of claim counts organized by submission type (NCPDP, WEB DDE, and ASC x12)
Claims Submission Statistics - Monthly	Monthly	A summary of claim counts originating from claims system and organized by submission type (NCPDP, WEB DDE, and ASC x12)
Claims Submission Statistics - Weekly	Weekly	A summary of claim counts organized by submission type (NCPDP, WEB DDE, and ASC x12)
Healthcek Newborn Report	Monthly	A list of newborn Healthcek recipients
Healthcek and PRS Providers Listing	Quarterly	Provider demographics for selected provider types and provider specialties for each county
Treatment History Utilization	Monthly	Monthly numbers of initial screenings, periodic screenings, corrective referrals, dental screenings, preventive dental screenings, and dental treatment screenings
Well Child Visits 3-6 Years Age	Monthly	A summary of well child visits for children 3-6 years of age for each county
Well Child Visits First 15 Months	Monthly	A summary of well child visits for the first 15 months of life for all counties in the state
Well Child Visits First 7 Months	Monthly	A summary of well child visits for the first seven months of life for each county

## Healthчек Letters

MITS generates Healthчек screening letters on a scheduled basis through a batch process to remind eligible recipients about upcoming screenings. Review the following letter summaries to learn more.

Letter	Frequency	Description
EPSDT Screening Reminder Letter	Annually	Remind recipients between the ages of 4 and 20 about upcoming EPSDT screenings.
EPSDT Birthday Card Reminder Letter	Monthly	Remind recipients age 9 months and 18 months about upcoming yearly screenings and lead tests.
EPSDT 30 Month Screening Reminder Letter	Monthly	Remind recipients age 30 months about screenings received to date and the screenings that need to be completed by the time the recipient turns three.
Healthчек Services Information Letter	Monthly	Reinforce the purpose and benefits of Healthчек for eligible recipients.

## Check Your Understanding

This activity contains questions to assess your understanding of key concepts in this topic. Review the topic if your score is below your standards.

The BF-AAP panel shows \_\_\_\_\_.

- A. Demographics for selected provider types and provider specialties.
- B. When a recipient is due for immunizations and additional test screenings.
- C. The state established periodicity schedule.
- D. Valid key values for periodicity schedules.

Healthchek-eligible children receive services that are not always available to the general medical assistance population.

- A. True
- B. False

MITS Healthchek objectives include the following. Select all that apply.

- A. Maintain identification of all individuals eligible for HealthChek services
- B. Provide services for children under the age of 18
- C. Provide reports to meet federal and state reporting requirements
- D. Provide paid claim records data to OHP for HealthChek paid services

## Summary

In this lesson, you learned about the benefits of Healthchek and how MITS supports Healthchek.

# Searching for Claims by Recipient

## Overview

### What

In this topic you learn how to search for Healthcek screening claims to view a detailed history of screenings for Healthcek-eligible members.

### Who

Healthcek staff members perform this task.

### When

You perform a search to review claims for a recipient.

### Relevance

Perform a search to verify the services that were provided for a recipient.

### Requirements

You must have the following to successfully search for claims for a recipient:

- Access to the Healthcek panels
- An eligible recipient under 21 years old

### Guidelines

You should verify the age of the recipient to confirm the recipient is eligible for Healthcek services. When searching for Healthcek recipients, MITS only displays data for recipients under 21.

## How To

Follow these steps from the MITS home page to search for Healthcek screening claims by recipient:

Step	Action
1	Click <b>Healthcek</b> .
2	Click <b>recipient search</b> .
3	Type a recipient identification number in the <b>Recipient ID</b> field. <b>Tip:</b> If you do not know the recipient ID, click the <b>search</b> link in the <b>Recipient ID</b> field.
4	Click <b>search</b> .
5	Click <b>Claim List</b> .

## Success

You successfully completed this task when the existing claims for the desired recipient display.

## Practice

### Search for Healthчек screening claims by recipient using this information:

- **Recipient ID:** 758717847157

After clicking **search**, explore the claims for the recipient.

**Note:** If a recipient does not display due to the fact that the recipient is 21 or over, MITS does not provide that information in a message. Check the age of the recipient to be sure the recipient meets the age requirements.

Be prepared to discuss whether the recipient has any notices.

# Viewing Abnormalities and Notices by Recipient

## Overview

### What

In this topic you learn how to perform a search to view all recipient abnormalities and notices sent to a recipient.

### Who

Healthcek staff members perform this task.

### When

Perform this task when you need to review abnormalities, referrals, or notices for a particular recipient.

### Relevance

Perform this task to verify the following:

- Referrals provided for the recipient
- Notices sent to a recipient

### Requirements

You must have the following to successfully view abnormalities and notices by recipient:

- Access to Healthcek panels
- An eligible recipient under 21 years old

### Guidelines

You should verify the age of the recipient to confirm the recipient is eligible for Healthcheck services. When searching for Healthcek recipients, MITS only displays data for recipients under 21.

## How To

Follow these steps from the MITS home page to view Healthcek abnormalities and notices by recipient:

Step	Action
1	Click <b>Healthcek</b> .
2	Click <b>healthcek information</b> .
3	Type a recipient identification number in the <b>Recipient ID</b> field. <b>Tip:</b> If you do not know the recipient ID, click <b>adv search</b> to go to the <b>Healthcek Recipient Search</b> panel.
4	Click <b>search</b> .
5	To view abnormalities for the recipient, click <b>Abnormalities</b> .
6	To view notices sent to the recipient, click <b>Notices</b> .

## Success

You successfully completed this task when you view existing abnormalities and notices for the desired recipient.

## Practice

### View Healthcek abnormalities and notices by recipient using this information:

- **Recipient ID for abnormalities** - Enter the Healthcek recipient ID 788788995157 to display the associated claim with a referral.
- **Recipient ID for notices** - Enter the Healthcek recipient ID 765902087057 to display the associated notices.

After successfully retrieving the abnormalities for the recipient, be prepared to discuss the diagnosis, screen date and close date and identify the procedure code listed on the claim associated to the recipient.

After successfully retrieving the notices for the recipient, describe which notices display.

# Searching for Claims by Provider

## Overview

### What

In this topic you learn how to perform a search to locate all Healthчек screening claims performed by a particular provider.

### Who

Healthчек staff members perform this task.

### When

Perform this task when you need to review claims for a particular provider.

### Relevance

Searching for claims by a provider allows you to verify visits and services supplied by the Healthчек provider.

### Requirements

You must have access to the Healthчек panels in order to successfully complete this task.

## How To

Follow these steps from the MITS home page to search for Healthcek screening claims by provider:

Step	Action
1	Click <b>Healthcek</b> .
2	Click <b>provider search</b> .
3	Type a provider identification number in the <b>Provider ID</b> field. <b>Tip:</b> If you do not know the provider ID, click the <b>Search</b> link in the <b>Provider ID</b> field.
4	<u>To change the number of records to display on a page</u> , select the number from the <b>Records</b> drop-down list.
5	Click <b>search</b> to redisplay the page with a <b>Provider ID/Number</b> popup <b>search</b> link next to the <b>Provider ID</b> field.
6	Click <b>search</b> again.

## Success

After successfully completing this task, existing claim information for the desired provider displays.

## Practice

**Search for Healthcek screening claims by provider using this information:**

**Provider ID:** 8772531839

After successfully completing the search, be prepared to describe a claim associated to the provider.

# Viewing Related Data

## Overview

### What

In this topic you learn how to review Healthчек related data to verify the schedules, footnotes, and any concerns from the counties.

### Who

Healthчек staff members perform this task.

### When

Perform this task to review Healthчек related data.

### Relevance

You perform this task to verify the related data provided in Healthчек which includes the following:

- Periodicity screening schedules
- Vaccine schedule
- Footnotes
- County outreach efforts
- Schedule keys

### Requirements

You must have access to the Healthчек panels in order to successfully complete this task.

## How To

Follow these steps from the MITS home page to view Healthchek related data:

Step	Action												
1	Click <b>Healthchek</b> .												
2	Click <b>related data</b> .												
3	View Healthchek related data by following these steps: <table border="1" data-bbox="371 743 1373 1176"> <thead> <tr> <th>TO view</th> <th>THEN click</th> </tr> </thead> <tbody> <tr> <td>Bright Future – American Academy of Pediatrics (BF AAP) recommendation</td> <td><b>BF-AAP Recommendations</b></td> </tr> <tr> <td>Schedule footnotes</td> <td><b>Schedule Footnotes</b></td> </tr> <tr> <td>Vaccine schedule</td> <td><b>Vaccine Schedule</b></td> </tr> <tr> <td>County outreach efforts</td> <td><b>County Outreach Efforts</b></td> </tr> <tr> <td>Schedule keys</td> <td><b>Schedule Keys</b></td> </tr> </tbody> </table>	TO view	THEN click	Bright Future – American Academy of Pediatrics (BF AAP) recommendation	<b>BF-AAP Recommendations</b>	Schedule footnotes	<b>Schedule Footnotes</b>	Vaccine schedule	<b>Vaccine Schedule</b>	County outreach efforts	<b>County Outreach Efforts</b>	Schedule keys	<b>Schedule Keys</b>
TO view	THEN click												
Bright Future – American Academy of Pediatrics (BF AAP) recommendation	<b>BF-AAP Recommendations</b>												
Schedule footnotes	<b>Schedule Footnotes</b>												
Vaccine schedule	<b>Vaccine Schedule</b>												
County outreach efforts	<b>County Outreach Efforts</b>												
Schedule keys	<b>Schedule Keys</b>												

## Success

You successfully completed this task when you view existing Healthchek related data.

## Practice

### View related data for each of the panels:

- BF - AAP Recommendations
- Schedule Footnotes
- Vaccine Schedule
- County Outreach Efforts
- Schedule Keys

Be prepared to describe the current BA-AAP recommendations and whether there are any schedule footnotes.

# Updating Related Data

## Overview

### What

In this topic you learn how to update related data, which includes the following information:

- Periodicity screening schedules
- Vaccine schedules
- Footnotes

### Who

Healthchek staff members perform this task.

### When

You perform this task when you want to change the screening information for all children associated with Healthchek per state or federal policy changes.

### Relevance

Maintaining related data in Healthchek enables you to change the following information for all children associated with Healthchek:

- The supplement to the American academy of pediatrics periodicity schedule which determines when a member is due for immunizations and additional test screenings.
- The State-established immunization periodicity schedule recommended for Medicaid eligible children age 0 through 20.
- The footnotes associated with the Healthchek screening components and vaccines defined for the periodicity screening and vaccine schedules.

If you fail to make appropriate changes, the screening schedules for all children in Healthchek become invalid.

### Requirements

You must have access to the Healthchek panels in order to successfully complete this task.

## How To

Follow these steps from the MITS home page to update or add related data:

Step	Action								
1	Click <b>Healthcek</b> .								
2	Click <b>related data</b> .								
3	Update related data by following these steps: <table border="1" data-bbox="371 655 1373 1241"> <thead> <tr> <th>TO update an existing:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Bright Future – American Academy of Pediatrics (BF AAP) recommendation</td> <td>           a. Click <b>BF-AAP Recommendations</b>.            b. Click a recommendation to display the details.            c. Type changes or make a selection from the drop-down lists in the required fields, as necessary.            d. Click <b>add</b>.         </td> </tr> <tr> <td>Schedule footnote</td> <td>           a. Click <b>Schedule Footnotes</b>.            b. Click a footnote to display the details.            c. Type changes or make a selection from the drop-down lists in the required fields.            d. Click <b>add</b>.         </td> </tr> <tr> <td>Vaccine schedule</td> <td>           a. Click <b>Vaccine Schedule</b>.            b. Click a vaccine to display the details.            c. Type changes or make a selection from the drop-down lists in the required fields as needed.            d. Click <b>add</b>.         </td> </tr> </tbody> </table>	TO update an existing:	THEN:	Bright Future – American Academy of Pediatrics (BF AAP) recommendation	a. Click <b>BF-AAP Recommendations</b> . b. Click a recommendation to display the details. c. Type changes or make a selection from the drop-down lists in the required fields, as necessary. d. Click <b>add</b> .	Schedule footnote	a. Click <b>Schedule Footnotes</b> . b. Click a footnote to display the details. c. Type changes or make a selection from the drop-down lists in the required fields. d. Click <b>add</b> .	Vaccine schedule	a. Click <b>Vaccine Schedule</b> . b. Click a vaccine to display the details. c. Type changes or make a selection from the drop-down lists in the required fields as needed. d. Click <b>add</b> .
TO update an existing:	THEN:								
Bright Future – American Academy of Pediatrics (BF AAP) recommendation	a. Click <b>BF-AAP Recommendations</b> . b. Click a recommendation to display the details. c. Type changes or make a selection from the drop-down lists in the required fields, as necessary. d. Click <b>add</b> .								
Schedule footnote	a. Click <b>Schedule Footnotes</b> . b. Click a footnote to display the details. c. Type changes or make a selection from the drop-down lists in the required fields. d. Click <b>add</b> .								
Vaccine schedule	a. Click <b>Vaccine Schedule</b> . b. Click a vaccine to display the details. c. Type changes or make a selection from the drop-down lists in the required fields as needed. d. Click <b>add</b> .								
4	Add related data by following these steps: <table border="1" data-bbox="371 1346 1373 1791"> <thead> <tr> <th>TO add a:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>BF AAP recommendation</td> <td>           a. Click <b>BF-AAP Recommendations</b>.            b. Click <b>add</b>.            c. Type information or make a selection from the drop-down lists in the required fields.         </td> </tr> <tr> <td>Schedule footnote</td> <td>           a. Click <b>Schedule Footnotes</b>.            b. Click <b>add</b>.            c. Type information or make a selection from the drop-down lists in the required fields.         </td> </tr> <tr> <td>Vaccine schedule</td> <td>           a. Click <b>Vaccine Schedule</b>.            b. Click <b>add</b>.            c. Type information or make a selection from the         </td> </tr> </tbody> </table>	TO add a:	THEN:	BF AAP recommendation	a. Click <b>BF-AAP Recommendations</b> . b. Click <b>add</b> . c. Type information or make a selection from the drop-down lists in the required fields.	Schedule footnote	a. Click <b>Schedule Footnotes</b> . b. Click <b>add</b> . c. Type information or make a selection from the drop-down lists in the required fields.	Vaccine schedule	a. Click <b>Vaccine Schedule</b> . b. Click <b>add</b> . c. Type information or make a selection from the
TO add a:	THEN:								
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Schedule footnote	a. Click <b>Schedule Footnotes</b> . b. Click <b>add</b> . c. Type information or make a selection from the drop-down lists in the required fields.								
Vaccine schedule	a. Click <b>Vaccine Schedule</b> . b. Click <b>add</b> . c. Type information or make a selection from the								

	<input type="text"/>	drop-down lists in the required fields.
5	Click <b>save</b> .	

## Success

You successfully completed this task when you see a confirmation message.

## Next Steps

Once you receive a confirmation message, verify you entered your changes or new entry correctly.

## Practice

Add a vaccine footnote type using a code that does not exist. Specify a footnote description beginning with your name.

Update the following **BF - AAP Recommendation**:

- **Weight for Length**

- Update an option as you see fit

After successfully updating the weight for length, be prepared to discuss your change.

# Updating County Outreach Efforts

## Overview

### What

In this topic you learn how to add new county outreach efforts or update existing county outreach efforts.

### Who

Healthcek staff members perform this task.

### When

Perform an update when a county seeks to communicate information to the OHP staff.

### Relevance

Perform an update to provide feedback to the OHP staff about any county concerns.

### Requirements

You must have access to the Healthcek panels in order to successfully complete this task.

## How To

Follow these steps from the MITS home page to update an existing county outreach effort or to add a county outreach effort:

Step	Action						
1	Click <b>Healthcek</b> .						
2	Click <b>related data</b> .						
3	Click <b>County Outreach Efforts</b> .						
4	Update or add a county outreach effort by following these steps: <table border="1" data-bbox="371 751 1373 1136"> <thead> <tr> <th>TO:</th> <th>THEN:</th> </tr> </thead> <tbody> <tr> <td>Update an existing county outreach effort</td> <td>           a. Type the county number in the <b>County Code</b> field.            b. Click <b>search</b>.            c. <u>If more than one county outreach effort displays</u>, click a record to display the details.            d. Type changes in the required fields, as necessary.         </td> </tr> <tr> <td>Add a county outreach effort</td> <td>           a. Click <b>add</b>.            b. Type information in the required fields.         </td> </tr> </tbody> </table>	TO:	THEN:	Update an existing county outreach effort	a. Type the county number in the <b>County Code</b> field. b. Click <b>search</b> . c. <u>If more than one county outreach effort displays</u> , click a record to display the details. d. Type changes in the required fields, as necessary.	Add a county outreach effort	a. Click <b>add</b> . b. Type information in the required fields.
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Add a county outreach effort	a. Click <b>add</b> . b. Type information in the required fields.						
5	Click <b>save</b> .						

## Success

You completed this task successfully when a confirmation message displays.

## Next Steps

After you received a confirmation message, verify that you entered your changes or new entry correctly.

## Practice

**Update county outreach efforts with the title and comment of your choice using this information:**

**County Code:**

- Learner 1 - County Code 11
- Learner 2 - County Code 12
- Learner 3 - County Code 13
- Learner 4 - County Code 14
- Learner 5 - County Code 15
- Learner 6 - County Code 16
- Learner 7 - County Code 17
- Learner 8 - County Code 18
- Learner 9 - County Code 19
- Learner 10 - County Code 20
- Learner 11 - County Code 21
- Learner 12 - County Code 22
- Learner 13 - County Code 24
- Learner 14 - County Code 25
- Learner 15 - County Code 26
- Learner 16 - County Code 27
- Learner 17 - County Code 28
- Learner 18 - County Code 29
- Learner 19 - County Code 30
- Learner 20 - County Code 31

After you successfully add the county outreach effort details, view the details.

## Review

### Objectives

In this course you learned how to:

- Search for Healthcek claims by recipient
- View abnormalities and notices by recipient
- Search for Healthcek claims by provider
- View related data
- Update related data, including county outreach efforts