Home Base Primary Care Setup Checklist

ACTIVITY	STATUS	RESPONSIBLE	COMMENTS
1. HBPC package is not multidivisional. All locations will need to agree on the application start-up parameters and coordinate the use of the application. Transmission option will transmit for all divisions. This application has its own transmitting facility that will need to set-up the new site number on their system. Contact person will be provided.			
2. System Parameters Edit – Located in the Manager Menu A. Number of Visit Days to Scan B. Transmit Report Printer			
3. Populate the HBHC Valid State Code file (#631.8) via FileMan States that are to be included in the HBPC program for this site should be entered.			
4. Populate the following files using the options found on the HBHC Manager Menu: A. Team File (#633)			Requires HBHC MANAGER key
B. Provider File (#631.4) 1) Provider number (a) This field represents a unique 4 numeric digit HBPC provider number assigned to each person who has any FTEE charged to HBPC. (b) The 4 digit number should be structured as follows: (a) 1st digit : 1 for nonstudents, 2 for students			

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(b) 2nd digit: 0 thru 8 indicating discipline:
    (i) 0 RN
    (ii) 1 LPN, LVN, Home Health Aide or Tech, Nursing Assistant
    (iii) 2 Social Worker
    (iv) 3 OT, PT, CT, Rehabilitation Therapist
    (v) 4 Dietitian, Nutritionist
    (vi) 5 Physician
    (vii)   6 Nurse Practitioner
    (viii)   7 Clinical Pharmacist
    (ix) 8 Other
(c) 3rd and 4th digits contain 0 thru 99 indicating individual provider as follows:
    (i) 0 first staff member in discipline
    (ii) 1 second staff member in discipline
    (iii) 2 third staff member in discipline, etc.
    (iv) All students in a particular discipline should share the same HBPC provider number (e.g. All RN students would be 200).
    (v) Provider number '190' can be used as a 'catch-all' category if the need arises.
2) It is required that all providers for the program be assigned to a team.
3) Once the provider file is completed, run the HBPC Provider File Report option. Check for accuracy.			

C. Clinic File (#631.6) 1) All clinics assigned to HBPC need to be entered			Once an entry is added in 631.6, it cannot be deleted.

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into this file to receive HBPC workload credit. This can be accomplished after the clinics are entered in the Hospital Location file (#44).			Please be sure the correct clinics are being added.
5. The following files are nationally distributed and should not be altered: #631.1, HBHC REJECT/WITHDRAW REASON #631.2, HBHC EXPRESSIVE COMMUNICATION #631.3, HBHC RECEPTIVE COMMUNICATION #631.7, HBHC PERIOD OF SERVICE #633.1, HBHC ERROR MESSAGES FOR VISITS			
6. If the site has, Medical Foster Home Functionality established, please reference HBPC*1*24 for set-up.			Recent functionality, patch released 9/09.