On Demand Applications

Next Generation for script release

Goal: Change the updating of the Working Excel to be an administrative task that generates a daily worklist for QI staff.

Overall Steps of using the New Version

1. Laurie will run the BOBI for the On Demand Data
2. Laurie will run the script ADMIN - On Demand Applications
   1. Laurie will select which QI member is tasked with On Demand
   2. Script will not format any lines/cases with red or bold
   3. Script will add ‘Days Pending’ field
   4. Script will include cases approaching Denial in the review list
   5. Script will not enter a CASE:NOTE or SPEC:MEMO for denials
   6. Script will alert BZST if the next action cannot be determined
   7. Once complete the script will create a worklist for the day and save it in a specific location with a specific naming convention.
   8. An Email will be sent to the QI member tasked with On Demand that the work list is complete
3. QI Staff will process the cases that need manual work from the work list generated by the script.
   1. The denial cases will be identified on the work list but no other reasons will be indicated on the work list.
   2. Every case on the list requires review and update or clarification.
      1. NOTE: how clarification is communication is still to be determined.
      2. Email Corrections should also be sent.
4. Once QI Staff completes the work list, they should use the script ADMIN – Work Assignment Completed to track the details of their On Demand List.
   1. The work list will track some details for the report out on the Work Assignment Completed.