# Service/Application/Module/Sub module/Business Process Reference and Counter-Reference

# **Story Board Specification Document SB\_ASS\_001\_IPS\_Receptora**

# **Use Case Version History**

Version	Date	Reason for Change	Modified by
1.0	08/07/2021	Document Creation	John Jairo Garcia Montes

**Approvals** 

Approval Date	Number	Role	Approved Version	Company

# 1. Use Case Diagram

N/A

### 2. List of Actors

Actor	Description
IPS Receiver	Portal that allows you to view the cases scaled by New EPS

# 3. Use Case Identification / Story Board

Code Use Case( CU)/Story Board (SB)	SB_ASS_001
Number	SB_ASS_001_IPS_Receptora
Module	Reference and Counter-Reference
Actors	Receiving IPS User
Description	Functionality of visualization of scaled cases and management by states of the same
Preconditions	The user must be hired ips or not attached
Complexity	Low.
Priority	Loud
Post-conditions	N/A
Related use cases*	N/A
Related requirements	N/A
Related Business Rules	N/A

Risks	N/A
Special considerations	N/A
Extension Points *	N/A
Inclusion Points *	N/A

## Basic sequence of events:

## 4.1. Receiving IPS Portal

#### 4.1.1. How to get there.

- i. User enters the URL of the defined site
- ii. User authenticates to the system
  - 1. As a user of the manager I want <u>to be able</u> to <u>authenticate with username</u> <u>and password</u> to guarantee security in access to information and traceability of the activities carried out within the PWA

Acceptance criteria

- a. The system must allow access with username and password
- iii.
- 2. As a receiving IPS user I want to visualize the scaled cases to review them and define if they are accepted, pending or rejected.

Acceptance criteria

- a. The system must allow to visualize the cases scaled by new EPS
- b. The system should only allow you to view all pending cases to be managed
- c. The system must not display on the query screen closed cases (accepted or rejected from previous days)
- iv. User manages the assigned cases
  - 1. As a receiving IPS user I want to *manage the cases* to respond to the need and comply with the established times

- a. The system should handle the following statuses in case management for the receiving IPS see IMG\_01\_IPS RECIPIENT:
  - NO MANAGEMENT: This status is for when the receiving IPS first consults the request without a response yet
  - ACCEPTED: This is when the receiving IPS accepts the patient
  - PENDING: This status corresponds to a case that the receiving IPS leaves pending or in process temporarily before being accepted or rejected
  - REJECTED: This is when a case is rejected by the receiving IPS
- b. Rejected and pending states must have associated a cause according to the classification that is defined for each state
- c. The system must have an e-mail notification mechanism to the receiving IPS when a case has been escalated or assigned
- d. The system must allow to **consult the supports** of the cases scaled to the receiving IPS
- e. The system must have a mechanism for notifying New EPS of cases accepted by the receiving IPS
- f. The system must go to an "Unmanaged" state after closing the case in New EPS and not having received a response from the receiving IPS
- g. The system must have a complete visualization of the case information, example IMG\_01\_IPS RECEIVER

- v. User historical consultation of managed cases
  - 1. As an IPS Receiving user I want to <u>consult the management of historical cases</u> to respond to internal requirements and control entities, as well as review some case from previous dates

a. The system must allow to consult the cases managed for a period not exceeding 30 days, with the summary of the data handled by the Receiving IPS

## 5. Use Case Annexes / Story Board



# Service/Application/Module/Sub module/Business Process Reference and Counter-Reference

# Story Board SB\_ASS\_002\_IPS\_Radicadora

# **Use Case Version History**

Version	Date Reason for Change Modified by		Modified by
1.0	08/07/2021	Document Creation	John Jairo Garcia Montes

**Approvals** 

Approval	Number	Rol	Approve	Comp
Date		e	d Version	any

# 1. Use Case Diagram

• N/A

# 2. List of Actors

Actor	Description
IPS Receiver	Portal that allows you to view the cases scaled by New EPS

# 3. Use Case Identification / Story Board

Code Use Case( CU)/Story Board (SB)	SB_ASS_002
Number	SB_ASS_002_IPS_Radicadora
Module	Reference and Counter-Reference
Actors	IPS Filer User
Description	Functionality of visualization of scaled cases and management by states of the same
Preconditions	The user must be hired ips or not attached
Complexity	Low.
Priority	Loud
Post-conditions	N/A
Related use cases*	N/A
Related requirements	N/A
Related Business Rules	N/A
Risks	N/A
Special considerations	N/A
Extension Points *	N/A
Inclusion Points *	N/A

## Basic sequence of events:

#### 4.1. Portal IPS radicadora

#### 4.1.1. How to get there.

- i. User enters the url of the defined site
- ii. User authenticates to the system
  - As a user of the manager I want to be able to authenticate with username and password to guarantee security in access to
    information and traceability of the activities carried out within the PWA

#### Acceptance criteria

- a. The system must allow access with username and password
- iii.
- 2. As an Ips file user I want to visualize the filed cases to review them and define if they are accepted or rejected

#### Acceptance criteria

- a. The system must have a portal (PWA) different from the case manager (CRM Suite for filing)
- b. The system must allow to visualize the cases filed to new EPS
- c. The system should only allow you to view all pending cases to be managed
- iv. User files request for services that require a transfer
  - 1. As an IPS Radicadora user I want <u>to file a request</u> to give continuity in patient care in another IPS for one or more requested services

#### Acceptance criteria

- d. The system must allow a request to be filed according to the type of service requested
- e. The system must allow to attach supports according to the defined classification
- f. The system must allow to attach supports at various times while the case is open
- g. The system should facilitate the registration of the request for IPS and affiliate information
- v. User displays the status of the cases filed
  - 1. As an IPS file user I want to visualize the status of the cases to manage the requested service requested

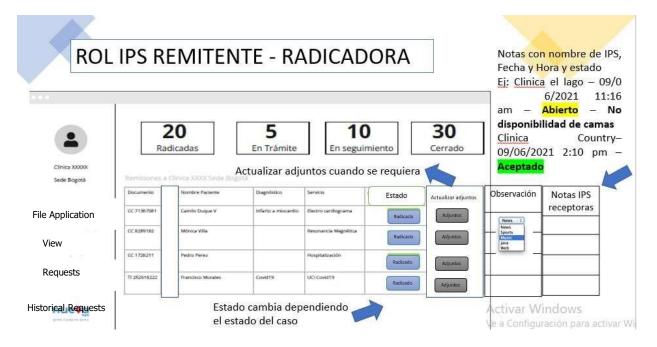
- a. The system should handle the following statuses in case management for the filing IPS see IMG\_01\_IPS FILER:
  - FILE: This status is for when the IPS requesting the procedure opens the case in the tool and a case number is generated.
  - IN PROCESS: It is when the open case is selected by the reference group to start the transfer management, in this state the case remains while it is with active management.
  - IN FOLLOW-UP: This status corresponds to a case that is accepted by an IPS and the means of transport for the transfer is coordinated, but it is waiting for that admission to the receiving IPS be confirmed.
  - CLOSED: It is when a case is finished managing and closed definitively.

- b. The system must allow to add supports of the cases already filed
- c. The system must have a complete visualization of the case information, example IMG 01 IPS Filer
- d. The system must have the functionality to close the case by the filing IPS when considered by the IPS at any time during the case management before being closed by Nueva EPS
- vi. User historical consultation of managed cases
  - 2. As an IPS Radicadora user I want to <u>consult the management of historical cases</u> to respond to internal requirements and control entities, as well as review some cases from previous dates

 a. The system must allow to consult the cases filed for a period not exceeding 30 days, with the summary of the data handled by the IPS Radicadora

#### 5. Use Case Annexes / Story Board

#### IMG\_01\_IPS Radicadora



# Service/Application/Module/Sub module/Business Process Reference and Counter-Reference

# Use Case Specification Document/Story Board SB\_ASS\_001\_Gestor\_Casos

# **Use Case Version History**

Version	Date	Reason for Change	Modified by
1.0	08/07/2021	Document Creation	John Jairo Garcia Montes

**Approvals** 

Approval	Number	Rol	Approve	Comp
Date		e	d Version	any

# 1. Use Case Diagram

N/A

## 2. List of Actors

Actor	Description		
RYF case manager user	Reference and counter-reference case management functionality for patient transfers		

# 3. Use Case Identification / Story Board

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Code Use Case( CU)/Story Board (SB)	SB_ASS_001
Number	Case Manager
Module	Reference and Counter-Reference
Actors	Case Manager User
Description	Reference and counter-reference case management functionality for patient
·	transfers
Preconditions	The user must be a collaborator of the New EPS
Complexity	Low.
Priority	Loud
Post-conditions	N/A
Related use cases*	N/A
Related requirements	N/A
Related Business Rules	N/A
Risks	N/A
Special considerations	N/A
Extension Points *	N/A

## 4. Use Case Documentation / Story Board

## Basic sequence of events:

## 4.1. Case Manager

## 4.1.1. How to get there.

- i. User authenticates to the system
  - 1. As a user of the manager I want <u>to be able</u> to <u>authenticate</u> <u>with username and password</u> to guarantee security in access to information and traceability of the activities carried out within the manager

#### Acceptance criteria

- a. The system must allow access with username and password to the case manager
- b. The system should only allow access to the case manager to collaborators of the company
- ii. User consults filed cases
  - 1. As a user of the manager I want to view the cases filed to consult the current status or manage any of them.

#### Acceptance criteria

- a. The system must associate a unique file number to each case
- b. The system should allow **you to associate** cases with a related parent case if necessary
- c. The system must handle trays of cases filed according to the classification given at the time of filing
- d. The system must allow each user of the main trays to be assigned cases to their own to manage them.
- e. The system must allow filtering in the trays by different options the cases filed
- iii. User manages the assigned cases
  - 1. As a user of the manager I want to <u>manage the cases</u> to respond to the need and comply with the established times

#### Acceptance criteria

a. The system should handle the following states in case management:

I	STATUS OF THE	DESCRIPTION
	CASE	
1	L <b>NEW</b>	In this state the case remains once it is opened in the tool, either by the IPS or by the call advisor and the case travels to the <b>transitory tray</b> so that the filing advisor takes the case and opens the request in the authorizing system of New EPS, after the advisor files the case in the health system, this advisor passes the case to the tray of the reference group, there the case continues as "new".  *For cases where the case is opened by Call advisor and there are no supports, from the tool will send directly an email with the link for the loading of supports to the address that the IPS informed at the time of the opening of the case.

2	PENDING SUPPORTS	The case changes to this state when the advisor opens and the case and the tool sends the link to the IPS for the loading of the supports, this status changes once the IPS uploads the supports to the application there the case will change to "in process". In this state the case can be selected by a reference official for its management.
3	IN PROCESS	It changes to this state once, the case is selected by an official of the reference group which will initiate the corresponding management.  *If the case continues to be handled and is handed over to another official, it must remain in a "pending" state.
4	APPROVED	It changes to this state when the user is accepted by one of the IPS where it was presented, and it is confirmed that the user will be sent to that IPS. Subsequently, the official must select whether or not the patient requires an ambulance for the transfer:  * If you select that "YES" it goes to "AMBULANCE" status and enables the transfer functionality.  * If you select that "NO" goes to "tracking" status.
5	AMBULANCE	Change to this state if you select that the case requires an ambulance for the transfer and remains so until the service is requested from the provider and he confirms that Move to the patient and by reference of Nueva service is confirmed.
6	TRACKING	It changes to this state when the ambulance provider confirms that it can perform the service and the Reference group sends the authorization for the transfer to take place.  *When the ambulance provider confirms the date and time of delivery of the patient, it goes to "CLOSED" status  *When the ambulance provider cannot make the transfer and selects a cause of failure: And according to the selected cause the case is returned to "Ambulance" state or you go to "closed" state, According to the cause sheet of failures.
7	CANCELED	In any part of the process the case can pass this state, this corresponds to when a sending IPS reports that the reference process no longer continues.
8	CLOSED	It changes to this status when the transport provider (land or air) confirms that the patient was handed over to the referring IPS.

b. The system must handle a log with the traceability of states reported by the IPS with the structure IPS name, Date and Time, Status and cause which must be visible to the IPS manager and portal

Example: Hospital el lago – 09/06/2021 11:16 am – Pending – No availability of beds Hospital Country– 09/06/2021 2:10 pm – Accepted

- c. The system must allow some mechanism for shift delivery allowing the continuity of case management by a different user
- d. The system must have an e-mail notification mechanism to the receiving IPS when a case has been escalated or assigned
- e. The system must allow to attach supports to the scaled cases to the receiving IPS
- f. The system must have a mechanism for reporting cases accepted by the receiving IPS
- iv. User scales request to receiving IPS
  - 1. As a user of the manager I want to <u>escalate requests to</u> more <u>than one IPS</u> to manage the acceptance of patients in the requested services

- a. The system must allow to escalate cases to more than one contracted ips and not contracted
- b. The system must send anemail notification of escalated requests to the receiving IPS
- c. The system must send information to the IPS portal of the request made

- v. User scales request to transfer operator
  - 1. As a\_user of the manager I want to <u>inform</u> request <u>to more than one transfer operator to</u> manage the transport of patients in the requested services

- a. The system should allow the operator to access the transfer operators
- b. The system must allow to register the type of transfer requested (AIR, LAND, TICKETS AND WATER)
- c. The system must allow cases to be reported to more than one contracted and non-contracted IPS
- d. The system must send an email notification of escalated requests to the receiving IPS
- e. The system must send information to the IPS portal of the request made
- f. The system should allow the recording of the transfer information by the assigned operator
- 2. As a transfer operator I want to be able to report a failed transfer with the associated cause to inform Nueva EPS of the non-transfer of the patient

#### Acceptance criteria

a. The system must allow to associate a cause of failure in cases where the respective transfer is not carried out

N	CAUSES OF AMBULANCE FAILURES	BECOMES A STATE	AMBULANCE PROVIDER	CASE MANAGER
1	DUPLICATE CASE THE WRONG	CLOSED	X	X
2	DIED	CLOSED	X	X
3	FAMILY DOES NOT ACCEPT REFERRAL	AMBULANCE	X	X
4	IPS RECEIVER CANCELS SERVICE	AMBULANCE	X	X
5	IPS REQUESTER CANCELS SERVICE	CLOSED	X	X
6	COUPLING AMBULANCE EQUIPMENT	AMBULANCE	X	X
7	MEDICAL OUTPUT	CLOSED	X	X
8	CHANGE COMPLEXITY AMBULANCE	AMBULANCE	X	X
9	UNACCOMPANIED	AMBULANCE	X	X
10	NON-COMPLIANCE WITH AMBULANCE PROVIDER	AMBULANCE		X

#### vi. User closes managed cases

1. As a user of the manager or IPS file Rooter I want to close the cases to finish the management of the assigned cases

- a. The system must allow cases to be closed by the filer IPS or the manager user
- b. The system must handle causes of case closure before being fully managed

## CAUSE FOR CLOSING FOR ALL FORMS: INTEGRAL TRANSFERS, ROUND TRANSFERS

N	GROUNDS FOR CLOSURE	SENDER IPS (PWA)	CASE MANAGER
1	DUPLICATE CASE THE WRONG	X	X
2	STATUS OTHER THAN ACTIVE		X
3	DIED	Χ	X
4	FAMILY DOES NOT ACCEPT REFERRAL		X
5	IPS LOCATES SERVICE		X
6	HAS NOT EXCEEDED SOAT CAP	X	X
7	NOT REMITABLE		X
8	MEDICAL OUTPUT	X	X
9	VOLUNTARY DEPARTURE	X	X
10	NON-NETWORK OR NON-ADDRESSING IPS IS AUTHORIZED		Х
11	SOLVED WITH TELEHEALTH	X	X

	CAUSES FOR CLOSURE FOR ALL FORMS: EXIT AMBULANCE AND SCHEDULED SERVICES AMBULANCE			
N	GROUNDS FOR CLOSURE	SENDER IPS (PWA)	CASE MANAGER	
1	DUPLICATE CASE THE WRONG	X	X	
2	STATUS OTHER THAN ACTIVE		X	
3	DIED	X	X	
4	VOLUNTARY DEPARTURE	X	X	
5	MEDICAL EXIT SUSPENDED	X	X	
6	IPS DOES NOT SEND DOCUMENTATION		X	
7	GUARDIANSHIP DOES NOT COVER SERVICE		X	
8	DOES NOT MEET MEDICAL CRITERIA		X	
9	MEANS OF TRANSPORT IS CHANGED		X	

- c. The system must allow the closure of the final case
- d. the system must change the status and notify the receiving and sending ips of the closure of the status

## vii. User historical consultation of managed cases

1. As a user of the manager I want to <u>consult the management of historical cases</u> to respond to internal requirements and control entities

## Acceptance criteria

a. The system must allow once a case is closed to store in On base the summary of the management of the case, related in the Log of this.

- viii. User consults information of managed cases
  - 2. As a user of the manager I want to access the information of the cases to generate reports required by the area

- a. The system must allow to export the information of the managed cases for the realization of the respective reports.
- b. The system must allow to export the information by dates of filing of case (start date end date)

# 5. Use Case Annexes / Story Board

1. BASE REFERENCIA\_XLS REPORTS



# Service/Application/Module/Sub module/Business Process Authorizations

# Story Board SB\_ASS\_001\_Marcacion\_Complementariedad

# **Use Case Version History**

Versio n	Date	Reason for Change	Modified by
1.0	27/10/202 1	Document Creation	John Jairo Garcia Montes

**Approvals** 

Approval Date	Number	Role	Approved Version	Company

# 1. Use Case Diagram

i. N/A

# 2. List of Actors

Acto	Descriptio
r	n
Autorizador Back office	Perform complementarity marking in the Back Office module

# 3. Use Case Identification / Story Board

Use Case Code(CU)/Story Board (SB)	SB_ASS_001
Number	Complementarity marking Back office
Module	Autorizaciones – Back Office
Actors	Authorizer Back Office - Second Instantiation
Description	Complementarity marking functionality in the Back office module
Preconditions	The user must be authenticated and with a BO access profile
Complexity	Low.
Priority	Loud
Post-conditions	The dialing must be instantiated in the BD Famisana
Related use cases*	N/A
Related requirements	N/A
Related Business Rules	N/A
Risks	N/A
Special considerations	N/A

Extension Points *	N/A
Inclusion Points *	N/A

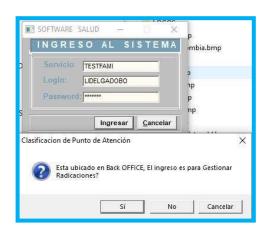
## **Authorize Add-on Service Event Basic Sequence:**

4.1 Enter integral health system with username and password

Precondition: User with authorization permissions in the Backoffice module

4.2 After entering, you must select with the current flow the **authorizations** option, after this you must click on the **Back**-Office option and finally select the Request **Analysis** option.

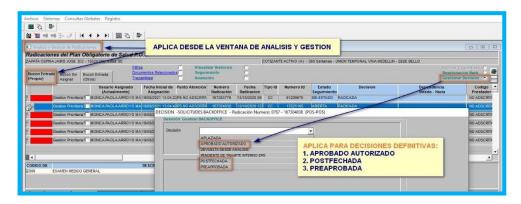
IMG\_001\_Ingreso\_Back\_Office





4.3 select with the current flow the file to be managed and then the option **MANAGE DECISION** to authorize the service

IMG\_002\_ Decision Management



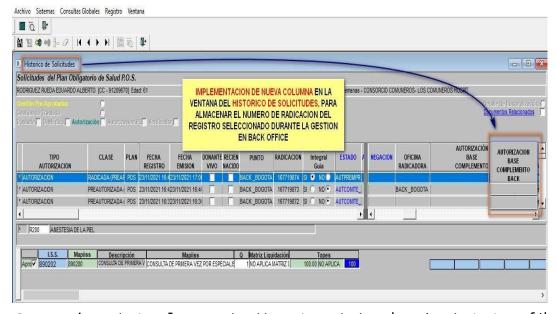
#### 4.4 GENERATE AUTHORIZATION

#### 4.4.1 COMPLEMENTARITY MARKING

i. **As** a <u>service authorizer</u>, I **want** to be able to associate the complementary services with the service that is <u>being authorized</u>, **in order** to measure <u>indicators</u> of opportunity and monitoring of the operation as required by the control entities (Superhealth – Sentence T760). see functionality referenced IMG\_005\_Alerta\_Funcionalidad\_Complementariedad\_Modulo\_Emisión

## Acceptance criteria

- 1. The functionality must open a Pop up from a Click on the screen where the information for the screen is being entered
- 2. The system must generate alert asking if the authorization being managed is to be made complementary to an existing authorization functionality referenced IMG\_005\_Alerta\_Funcionalidad\_Complementariedad\_Modulo\_Emisión
- 3. The system must select the authorization to be supplemented by viewing referenced functionality
- 4. The system must have the option to Save and Continue with service authorization
- 5. the system must have the option to cancel the authorization selected
- 6. The system must display the list of historical files according to the business rules established with the same fields of the complementarity POP\_UP of the Issuance module
- 7. The system must maintain the styles of the POP\_UP and the screens of the complementarity functionality of the Broadcast module.



ii. **As**\_ a service <u>authorizer</u>, I **want** to be able to <u>view only the</u> relevant <u>authorizations</u> of the <u>authorization</u> <u>history</u>, in order **to** associate by complementarity the previous authorizations that are relevant. view referenced functionality IMG\_006\_Marcación\_Complementariedad\_Modulo\_Emisión

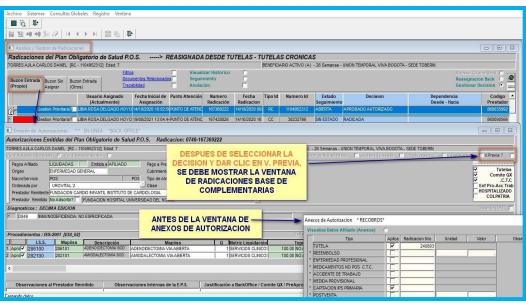
#### Acceptance criteria

1. The system must include the seats with type of attention that are shown in the complementarity functionality of the emission module and include all the others.



- 2. The system must allow the display of records to which complementarity has already been made, in this case the new record could share the base authorization back complement of the record that was previously supplemented.
- 3. The system must display the files with the rule already established in the complementarity functionality of the issuance module and include records in AUTCOMITE\_ACEPT state and validate that drag the AUTACT, AUTIMPR, AUTRIMPR states
- 4. The system must show for the status AUTACT-AUTIMPR-AUTRIMPR: Date of authorization + days of validity and for the status AUTCOMITE\_ACEPT: That the date From -Date To, is CURRENT at the time of the association as complementary.
- 5. For DESCTA status: Records that have taken the AUTDESCTA status up to one year ago from the date of EMISION, the time of the association as a complementary back, will be validated.
- 6. It must be ensured that the use of the "add-in base authorization" column is not affected
- 7. The system should not restrict the ability to UNREGISTER A RECORD THAT WAS SELECTED AS THE Base Back Add-on
- 8. The system should only show post-date authorizations with an effective date of less than the end of the system date
- 8.1 When generating POSTDATES with Complementary Back Association, all deliveries must be associated with the same selected filing number.
  - Note: It would not apply post-dates not claimed by the affiliate, expired or authorizations that have already ended their time of use or validity.
- iii. **I** as <u>an authorizer of services</u> **wish** to be able to make a marking <u>in the POPUP of complementarity</u> when the related <u>complementary service is not found</u>, in **order to** identify health services that do not have authorization in the application since the service that motivates the transfer belongs to a PGP Inter cities (example CUCUTA FOSCAL),

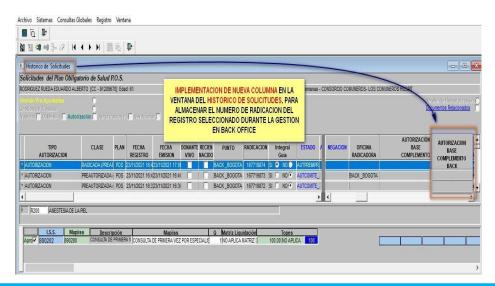
- 1. You must select the option "Without supplements", accept and display the window of annexes of the authorization as defined in the process.
- 2. At the database level, it must be possible to identify in an additional field where the mark is stored for the records that are not identified complementary, to be able to visualize it in reports at the database level (indicate the technical name of the created field)

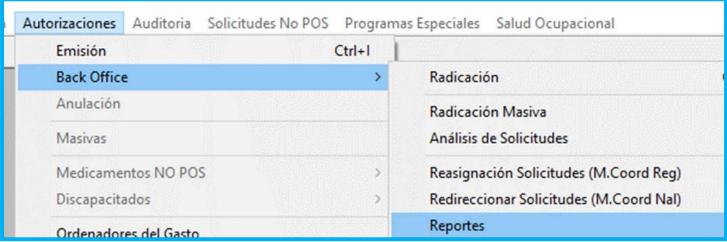


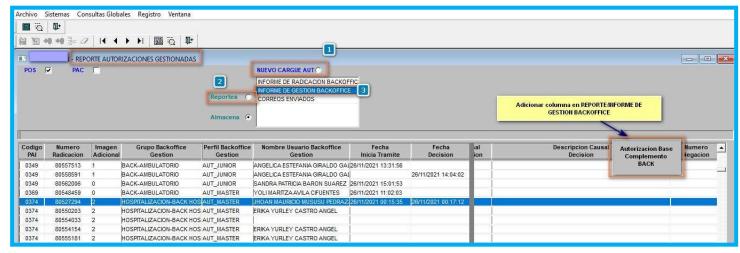


iv. **As** an authorization leader, **I** want to be able to access authorization history information to generate information on authorized services and their complementary services.

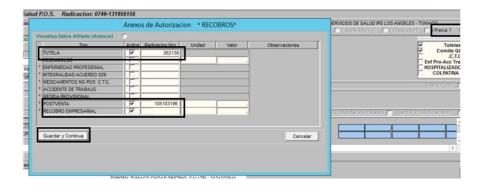
- 1. The system must allow to generate a report by database where the authorized services are registered with the complementary services that were associated
- 2. The system must allow you to view the add-in base authorization in the BACK OFFICE MANAGEMENT REPORT







**4.4.2**Continue with the current flow of authorization information, select attachment type, **Save and Continue** IMG\_003\_TIPO\_ANEXO



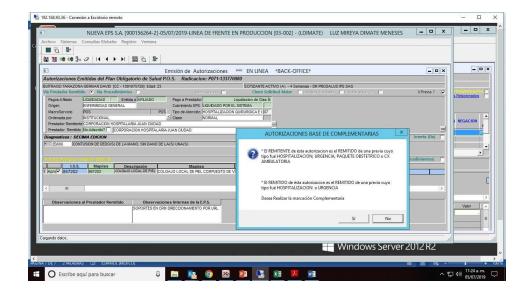
4.5 Generate with the current flow the **AUTHORIZATION** 

IMG\_004\_Autorización

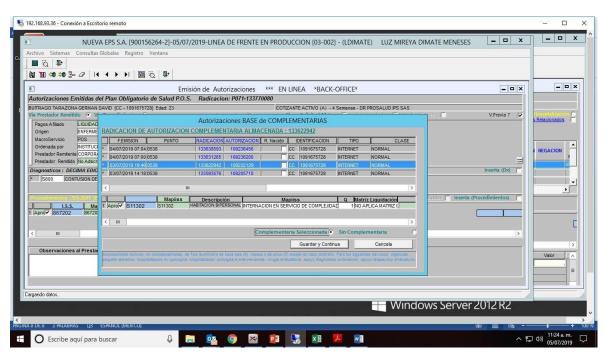


## **Annexes**

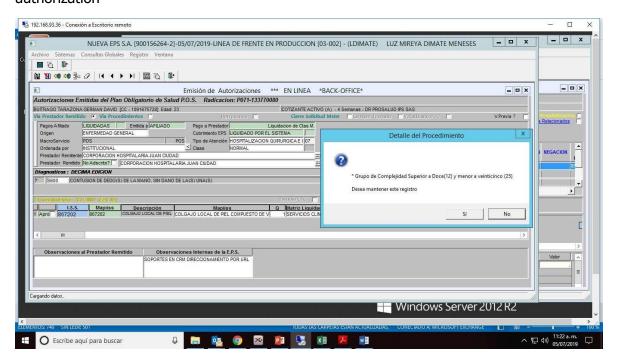
IMG\_005\_Alerta\_Funcionalidad\_Complementariedad\_Modulo\_Emisión



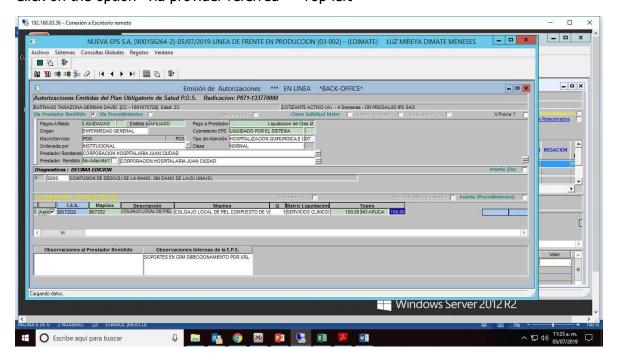
## IMG\_006\_Marcación\_Complementariedad\_Modulo\_Emisión



By the issuance module you enter the case filed or to carry out the filing to manage the authorization

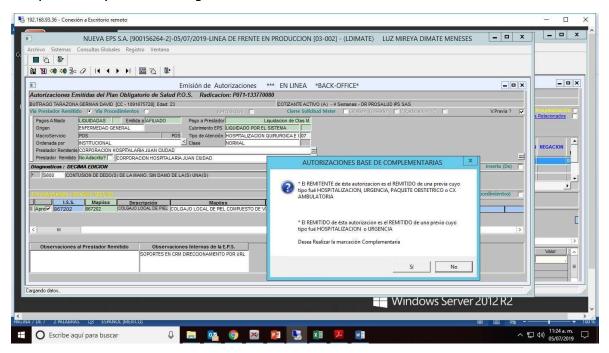


Click on the option "via provider referred" - Top left

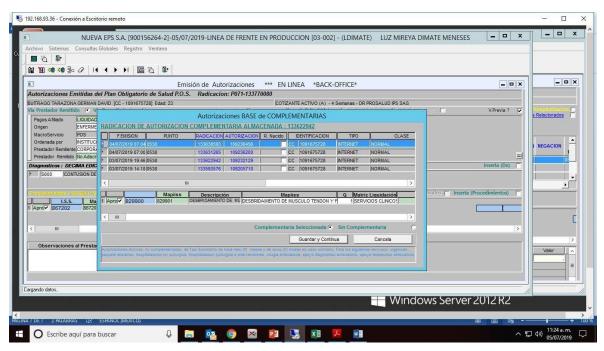


When selecting the option of "V.Previous?" - Top right

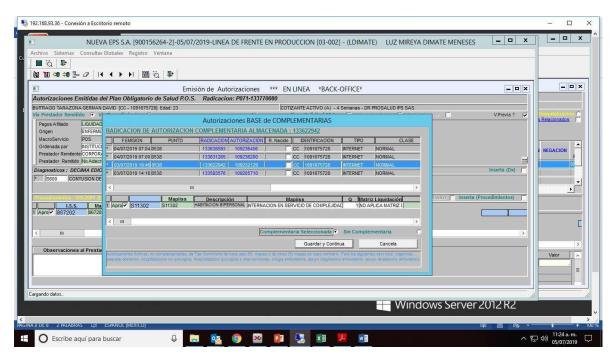
Generates alert asking if the authorization that is being managed is to be made complementary to an existing authorization – select YES



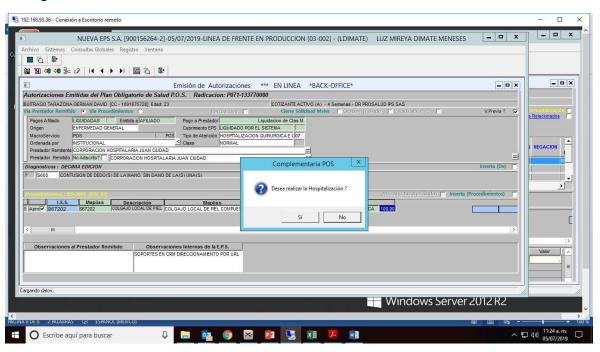
When selecting YES in the previous window, a new pop-up is displayed where the existing authorization must be selected to which the one being managed will be made complementary

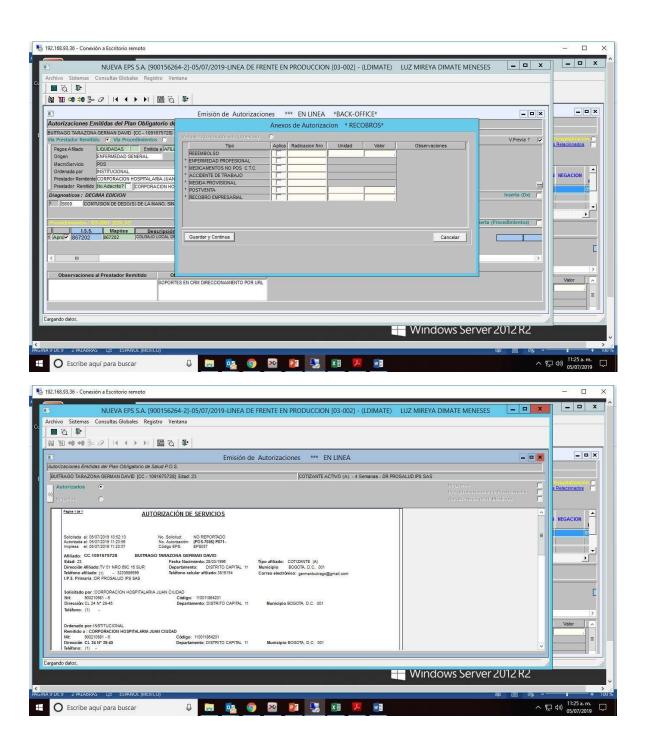


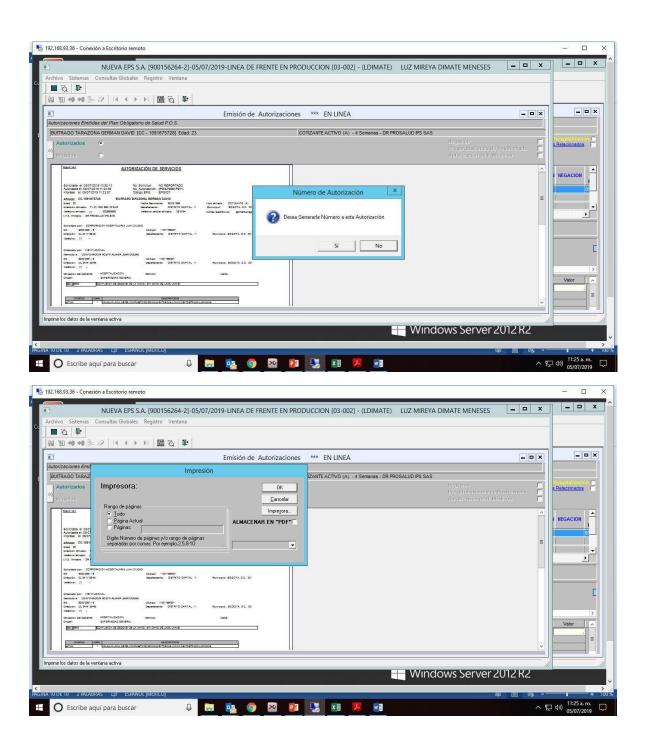
Click on the selected authorization and click on "selected companion"

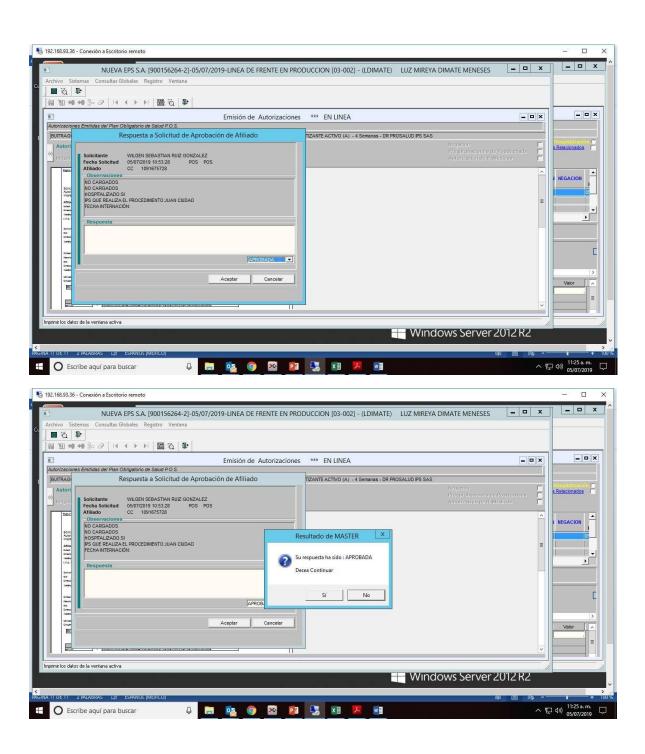


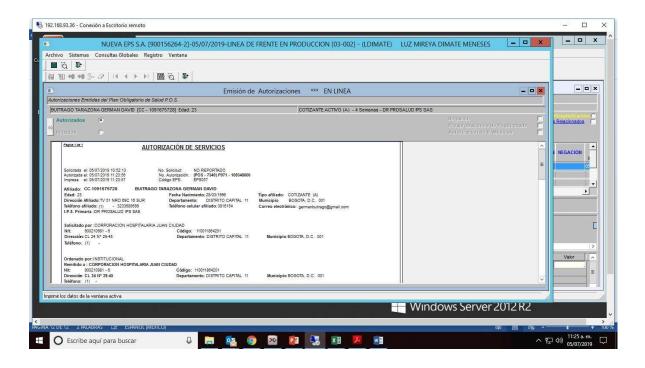
## Management continues.











It is validated in the authorization history, that the authorization that is being managed remains with the mark of the authorization to which complement was made in the field "complement base authorization" that was selected in previous steps.

