

# The Call Transfer Flow Process



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### Training Tip:

Do not provide callers with your direct contact information, or the direct contact information of your co-workers.

### Training Tip:

Hold times should not exceed 1-2 minutes during attempted transfers. If hold time exceeds 2 minutes, proceed to the next step of the call flow.

### Training Tip:

911 dial requests should be posted in the "LM1 Full" team.  
General status updates should be posted in the "LM1 PCC" team.

## About Call Flows

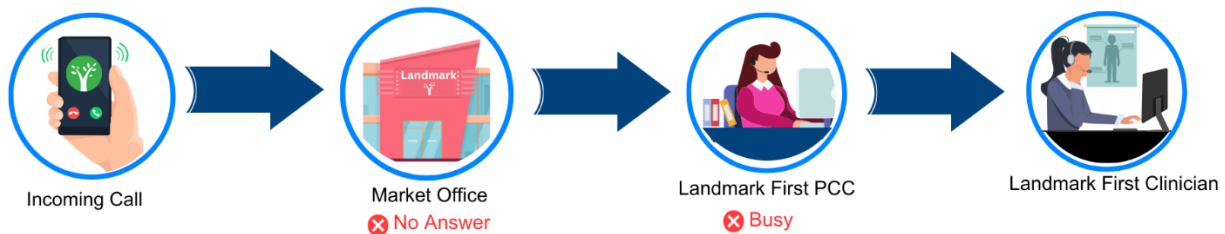
Landmark First provides 24 / 7 remote call coverage to the Market office locations. If a patient is unable to reach their Market office by phone, their call will automatically route to a Landmark First PCC.



Once received, the PCC will handle the call according to the Transfer Flows described throughout this section.

### Alternative Call Routing:

If no PCCs are available to take the call, the call will be re-routed to an available Landmark First APC or Triage RN.



### Additional Support

PCC and APC Team Leads offer live assistance through Teams chats should a call prove difficult or unfamiliar. Available Team Leads will appear in the “LM1 Support” group in InContact.

#### Example – Team Support in IC

Team Support (6)	
Agent Name	State
Betty Jackson	Available
Dawn Brown	Outbound
Elizabeth (Betsy) Grieve	Unavailable: Lunch
Eva Vega	Unavailable: LM1 Sup...
Jolenne Sandoval	Available
Kayla Robinson	Available

# Standard Greeting & Verification

The standard greeting and verification apply to all external incoming calls:

## 1. Greeting

*\*Standard*



*“Thank You for calling Landmark First. My name is (Your Name), Patient Care Coordinator.”*

### Actions:

- Answer the incoming call.
- Open Ubiquity and prepare to search for the patient.

## 2. Patient Lookup

*\*Standard*



*“May I have the patient’s Name and Date of Birth, please?”*

### Actions:

- Enter the patient’s details in Ubiquity’s search fields.
- Open the patient’s “Patient Summary”.

## 3. Address Verification

*\*Standard*



*“For security purposes, can you please provide me with the patient’s full address including city, state, and zip code?”*

### Actions:

- Open the “Demographics” section of Ubiquity and check for accuracy.
- Note the address given to you by the caller in your documentation.

## 4. Phone Number Verification

*\*Suggested Dialogue*



*“In the event we get disconnected, is the number ending in (Last four (4) digits of the caller’s phone number) a good callback number to reach you?”*

### Actions:

- Verbally confirm a primary phone or callback number for the caller.

# Outbound Calls Greeting & Verification

There will be circumstances that require you to call a patient / caregiver. For example, patients should be called back in the event of call disconnection or as the result of a submitted Answering Service message. Please see the call flow below for details:

## 1. Patient Lookup

*\*Standard*



Actions:

- Open the patient's chart before making the call.
  - *This will help identify authorized contacts and complete the HIPAA verification steps.*

## 2. Call the Patient or Caregiver

*\*Required*



Actions:

- Use InContact to call the phone number provided.
  - This number may be included in an Answering Service message or provided by a caller as a valid callback number.

## 3. Greeting

*\*Standard*



*"Good Morning / Afternoon. This is (Your Name) (Your Title) calling from Landmark First."*

Actions:

- Introduce yourself and Landmark First when the call is answered.

## 4. Ask to Speak With the Patient / Caregiver

*\*Standard*



*"May I please speak to (patient / caregiver)?"*

Actions:

- Do not assume that you are talking to the patient or caregiver. Request to speak to them by name.
- Do not provide any HIPAA protected information to an unauthorized caller.

## 5. Recorded Call Notification

*\*Suggested Dialogue*



“Please be aware that we are on a recorded line for quality and training purposes.”

### Actions:

- Inform the patient / caregiver that the call is being recorded.

## 6. Address Verification

*\*Standard*



“For security purposes, can you please provide me with the patient’s full address including city, state, and zip code?”

### Actions:

- Open the “Demographics” section of Ubiquity and check for accuracy.
- Note the address given to you by the caller in your documentation.

## 7. Phone Number Verification

*\*Suggested Dialogue*



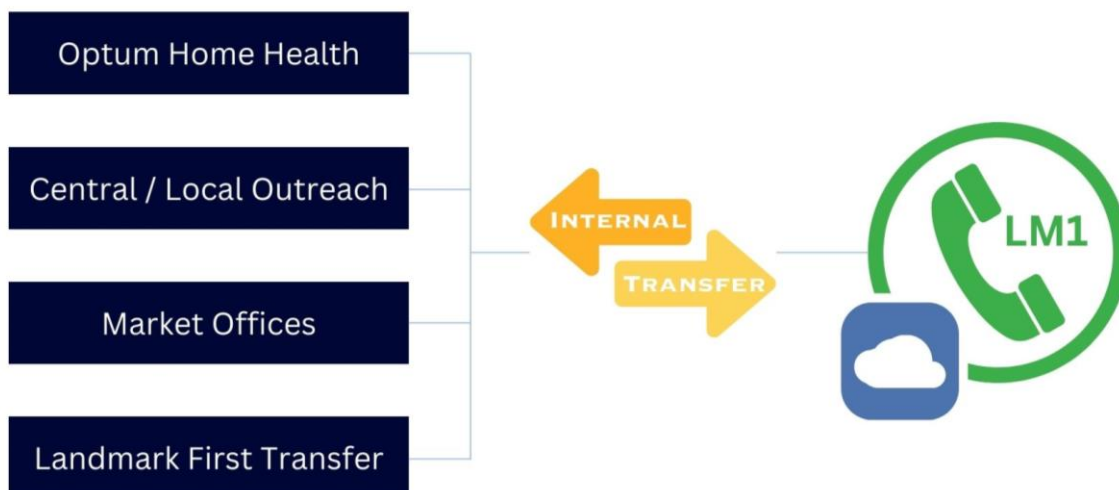
“In the event we get disconnected, is the number ending in (Last four (4) digits of the caller’s phone number) a good callback number to reach you?”

### Actions:

- Verbally confirm a primary phone or callback number for the caller.

## Internal Transfers

Some calls will come from within the organization:



Call Flows to Complete		
Greeting	Yes	(Standard Greeting)
Patient Lookup	Yes	
HIPAA Verification	No	(If HIPAA verification was done prior to transfer)
	Yes	(If HIPAA verification was NOT done prior to transfer)

### Accepting a Warm Transfer:

- ✓ Document the caller's **name** and **department** (Local Outreach, Optum Home Health, etc....).
- ✓ Locate the patient in Ubiquity using the name and date of birth (DOB) provided.
- ✓ Find out who is calling on behalf of the patient (this may be the patient, caregiver, or provider's office).
- ✓ Inform the caller that they can transfer the contact when ready.

# Administrative Call Flow

When the caller's request requires administrative attention:

## 1. Admin Request

*\*Suggested Dialogue*



*"How can I help you today?"*

Actions:

- Listen to the caller's request and ask for more information when needed.
- Follow the correct workflow according to the caller's request. Administrative requests may include:
  - *Appointment Date / Time verifications.*
  - *Appointment cancellation / reschedule.*
  - *Noting messages for the Care Team.*
  - *Noting messages for the Outreach Team.*
  - *Updating demographic information.*
  - *Other administrative tasks as needed.*

## 2. End the Call

*\*Suggested Dialogue*



*"Is there anything else I can do for you today?"*

*"Thank you for calling Landmark First."*

Actions:

- Check to see if the caller needs any further assistance before ending the call.
- End the call using a courtesy phrase.

## 3. Documentation

*\*Required*



Actions:

- Document and Finalize your Note in Ubiquity.
- Complete additional documentation procedures as needed.

Check the "Documenting Calls" and "Documentation Guidelines" sections for Note templates and other procedures.



# Clinical Handoff Call Flow

When the caller's request requires clinical attention:

## 1. Clinical Request

*\*Suggested Dialogue*



“Thank you for that information. Is it alright if I place you on hold while I connect you to one of our clinicians to further assist you?”

### Actions:

- Obtain the caller's verbal permission before placing them on hold.
  - *Hold time should not exceed two (2) minutes.*

## 2. LM1 Clinician Warm Handoff

*\*Standard Transfer*



### Actions:

- Warm transfer to an “LM1 Clinical” skill that matches the patient's market.
  - *If you cannot identify the patient's market, open the HSPI tab in Ubiquity for more information.*
- Summarize the caller's request to the clinician.
- Transfer the call.

## 3. Documentation

*\*Required*



### Actions:

- Document and Finalize your Note in Ubiquity.

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.



# Alert Care Patients

## Alert Care Status:

Alert Care patients do not have a Care Team assigned to them. Charts in Ubiquity will display with a bright purple indicator in the chart's heading, as shown:

Example - Answering Service Message

## Call Flows:

Call transfers and handling is UNCHANGED when an alert care patient calls Landmark First. Please proceed with the call as normal.

## Documenting Alert Care Patient Calls:

### 1. Documentation

*\*Required*



#### Actions:

- Document and Finalize your Note in Ubiquity.

#### Attention – Alert Care Email Documentation

Any email sent on behalf of an Alert Care patient should be sent to the corresponding Market (Call Center) mailbox.

If there is an NCM or other care team members listed, DO NOT INCLUDE THEM IN THE EMAIL.

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.

# Non-Urgent Triage Mailbox Call Flow

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Send a message to a market-specific triage mailbox under the following conditions:

## The Triage Checklist

- ✓ Patient has a clinical question / concern
- ✓ An LM1 Clinician does NOT answer your transfer attempt after one-to-two (1-2) minutes of hold time
- ✓ The caller CAN wait one (1) hour for a callback
- ✓ NO Buzzwords were used during the call.

## Triage Mailbox Information:

Triage mailboxes are sorted, by market, in the [Markets Summary](#) document.

### Attention – Triage Mailbox Contact

If an email needs to be sent to the triage mailbox, it should be sent to **ONLY** the triage mailbox.

- Do **NOT** CC members of the Care Team in triage mailbox emails.
- Do **NOT** CC the market (Call Center) email contacts when sending a message to a triage mailbox.

## Email Contents:

Subject: *Patient's Name (ID) Market*

Content: *(Paste your Ubiquity Note into the body of the email)*

[LM1RTriage@landmarkhealth.org](mailto:LM1RTriage@landmarkhealth.org)

The LM1 R Triage Mailbox is a backup triage email used as a safety net should other communication systems become unavailable. This email is used **ONLY** when specified by a Team Lead / Supervisor.

## Call Flow:

### 1. Clinical Request

*\*Suggested Dialogue*



“Thank you for that information. Is it alright if I place you on hold while I connect you to one of our clinicians to further assist you?”

#### Actions:

- Obtain the caller’s verbal permission before placing them on hold.
  - *Hold time should not exceed two (2) minutes.*

### 2. Unsuccessful LM1 Clinician Warm Handoff

*\*Standard Transfer*



#### Actions:

- Attempt a warm handoff to an LM1 Clinician.
- If there is no answer after one to two (1-2) minutes, proceed to take a message for the Triage Mailbox.
- Inform the caller that they will receive a callback from a clinician in about one (1) hour.

### 3. End The Call



#### Actions:

- Check to see if the caller needs any further assistance before ending the call.
- End the call using a courtesy phrase.

### 4. Email the Triage Mailbox

*\*Required*



#### Actions:

- Send an email to the correct Landmark First Triage Mailbox that best matches the patient’s market.
  - *You can find a complete list of Triage Mailbox email addresses in the Markets Summary.*

### 5. Documentation

*\*Required*



#### Actions:

- Document and Finalize your Note in Ubiquity.

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.

## Triage Email Follow-Up:

IF the caller is NOT contacted by an LM1 Clinician after one (1) hour:

### 6. Follow-up Email

*\*Conditional*

The PCC will receive a reply to their Triage email with instructions to call the patient or caregiver back:



### 7. PCC Callback

*\*Conditional*



#### Actions:

- Call the patient / caregiver back.
- Explain that our remote clinicians are busy and offer to connect them with a On-Call provider in their area.
- Obtain verbal permission to place the patient on hold.

### 8. #1 Provider / #2 Provider Transfer

*\*Conditional*



#### Actions:

- Warm Transfer to the #1 Provider listed in Humanity for the patient's market.
  - *If unsuccessful attempt a warm handoff to the #2 Provider*
- Summarize the caller's request to the provider.
- Transfer the caller.

### 9. Documentation

*\*Required*



#### Actions:

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

# Non-Urgent Clinician Shortage Call Flow

When there are no LM1 Clinicians available to work a shift, PCCs will be notified by their Team Lead or Supervisor in Teams. At that time, do not attempt to transfer the caller to an LM1 Clinician and instead adhere to the following process:

## 1. Market Provider Warm Handoffs

*\*Required*



### Actions:

- Use Humanity to locate the names of providers listed in the roles below. Attempt warm transfers to these individuals in the following order:
- Proceed to the next conditional step if there is no answer.

### Market Location Call Order:

1<sup>st</sup> Call = #1 Provider On-Call

2<sup>nd</sup> Call = #2 Physician On-Call

3<sup>rd</sup> Call = #3 Backup Clinician On-Call

4<sup>th</sup> Call = #4 Backup Physician On-Call

## 2. End The Call

*\*Conditional*



### Actions:

- Inform the caller that there are no clinicians currently available.
- Explain that you will leave a note in their chart and they will be contacted by a provider within 24 hours or the next business day.
- End the call.

## 3. Documentation

*\*Required*



### Actions:

- Document and Finalize your Note in Ubiquity.

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.

## ***Urgent Buzzwords Call Flow***

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This is a list of **Urgent Situations / Symptoms** that require immediate clinical attention:

### **Blood Pressure and Heart Rate Issues**

- Heart rate pulse Low = 50 or less
- Heart rate pulse high = 110 or more
- Oxygen/pulse ox Low = 90 or less
- Blood Pressure Low = 90/60 or less
- Blood Pressure High = 180/120 or more
- Blood Sugar High = 300 or more
- Blood Sugar Low = 70 or less

### **Cardiac / Respiratory Issues**

- Chest pain
- Wheezing
- Problem breathing
- Defibrillator or pacer issues / malfunctions
- Left Ventricular Assist Device (LVAD) issues

### **Stroke & Stroke Symptoms**

- Stroke
- Trouble Walking (Loss of Balance or Fall)
- Sudden Loss of Speech
- Sudden Slurred Speech
- Sudden Difficulty Understanding Speech
- Sudden Paralysis or Numbness of Face
- Sudden Numbness of Arm or Leg
- Loss of Sensation
- Sudden Severe Headache (no known cause)

### **Loss of consciousness**

- Faint or light-headed
- Patient is going to 'pass out'
- Patient is unconscious
- Patient has fainted
- Patient expects to faint
- Patient expects to 'pass out'
- Patient expects to 'black out'
- Unresponsive / Lethargic

### **Chemicals**

- Overdose
- Intake of harmful chemicals
- Intoxicated

### **Serious Physical/Mental Injury**

- Fall and hit head
- Fall and can't get up
- Confused
- Throat Swelling / Closing
- Suicide
- 2nd or more time calling
- Continuous / Steady Bleeding

Please ask the patient if they are still bleeding during the call.

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*A temporary bleed (such as a brief nosebleed) is not considered an urgent situation.*

## Urgent Call Flow:

If a caller uses a **Buzzword** or similar phrasing:

### 1. LM1 Clinician Warm Handoff

*\*Required*



#### Actions:

- Warm transfer to an “LM1 Clinical” skill that matches the patient’s market.
    - *If you cannot identify the patient’s market, open the HSPI tab in Ubiquity for more information.*
  - Summarize the caller’s request to the clinician.
  - Transfer the call.
- Proceed to the next conditional step if there is no answer.

### 2. #1 Provider / #2 Provider Transfer

*\*Conditional*



#### Actions:

- Warm Transfer to the #1 Provider listed in Humanity for the patient’s market.
    - *If unsuccessful attempt a warm handoff to the #2 Provider*
  - Summarize the caller’s request to the provider.
  - Transfer the caller.
- Proceed to the next conditional step if there is no answer.

### 3. Offer EMS Contact

*\*Conditional*



#### Actions:

- Inform the caller that there are no clinicians available.
  - Recommend calling 911 for Emergency Medical Services (EMS).
    - *Is someone able to call 911 on the patient’s behalf?*
  - Offer to contact Emergency Medical Services on the Patient’s Behalf.
- Proceed to the next conditional step if there is no answer.



#### 4. Notify Available Team Lead / Supervisor

*\*Required*



##### Actions:

- Stay on the phone with the patient.
- Post an **IMPORTANT!** message in Teams to alert your Team Lead / Supervisor of the patient's condition.

#### 5. Emergency Service Contact

*\*Required*



##### Actions:

- An available PCC, Team Lead, or Supervisor will contact Emergency Services on the patient's behalf.
- PCC will remain on the phone with the patient until Emergency Services arrive.

- If the call disconnects, proceed to the next conditional step.

#### 6. Call Disconnect

*\*Conditional*



##### Actions:

- PCC will attempt patient callback.
- If no response, PCC will call an authorized contact listed in the "Demographics" section of Ubiquity.

#### 7. Documentation

*\*Required*



##### Actions:

- Document and Finalize your Note in Ubiquity.
- If the caller refuses contact with EMS, proceed to the next conditional step.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

#### 8. Email LM1 R Triage

*\*Conditional.*



##### Actions:

- Inform the patient that a Landmark provider will follow-up with them within 24 hours.
- Email [LM1RTriage@landmarkhealth.org](mailto:LM1RTriage@landmarkhealth.org) and specify the patient's refusal of EMS contact.

# Contacting Emergency Medical Services

Use this call flow if you are currently “Available” and a PCC needs help contacting Emergency Medical Services on a patient’s behalf.

## 1. Respond in Teams

*\*Required*



### Actions:

- Respond to the PCCs request in teams.
- Keep the PCC informed of your progress as you contact Emergency Medical Services.

## 2. Patient Lookup

*\*Required*



### Actions:

- Use the information provided in Teams to locate the patient in Ubiquity.
- Navigate to the Demographics section of the chart to view the patient’s address.

## 3. NENA EMS Number Lookup

*\*Required*



### Actions:

- Use the NENA 911 Database to search for the patient’s Address / Zip Code.
- Use the map and contact information displayed to locate an EMS phone number for the patient’s area.

## 4. Emergency Service Contact

*\*Required*



### Actions:

- Call the EMS phone number listed in NENA and provide the patient’s name, address, and urgent status information to the dispatcher.

## 5. Post Updates in Teams

*\*Require*



### Actions:

- Post any estimated times of arrival (ETA) and other dispatch updates in Teams until arrival is confirmed.
  - Add posts as replies to the original EMS request posted by your co-worker.

# ***Urgent Unresponsive Patient Call Flow:***

This Call Flow applies to patients who become unresponsive during a phone call.

## **1. Notify Available Team Lead / Supervisor**

*\*Required*



### **Actions:**

- Stay on the phone with the patient.
- Post an **IMPORTANT!** message in Teams to alert your Team Lead / Supervisor of the patient's condition.

## **2. Patient Call Confirmation**

*\*Required*



### **Actions:**

- PCC remains on the phone with the patient.
- PCC Team Lead / Supervisor will attempt a separate call to the patient to confirm unresponsive status.
- PCC Team Lead / Supervisor will communicate patient's status in Teams.

## **3. Emergency Service Contact**

*\*Required*



### **Actions:**

- PCC Team Lead / Supervisor will contact emergency services on the patient's behalf.
- PCC will remain on the phone with the patient until Emergency Services arrive.

## **4. Call Disconnect**

*\*Conditional*



### **Actions:**

- PCC will attempt patient callback.
- If no response, PCC will call an authorized contact listed in the "Demographics" section of Ubiquity.

## **5. Documentation**

*\*Required*



### **Actions:**

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

## Suicidal Patient Call Flow:

What to do.	What NOT to do...
Take the threat seriously.	Joke.
Ask about immediate safety.	Judge.
Ask about plan and means.	Overreact.
Only transfer the caller when it is safe.	Minimize feelings.
Maintain active listening.	Downplay seriousness.
Respond with empathy.	Make empty promises.
Keep your voice calm.	Say "It's going to be OK".
Express support & concern.	Force a cheerful voice.
Ask how you can help.	Get into philosophical debates.
Be patient.	Share a personal story as a form of empathy.

### Active Listening:

What are the best active listening practices while call handling?

- The caller should feel that they have been heard and that you have made every effort to understand them.
- Active listening responses are as follows:
  - Restatement – In your own words, restate what the caller is attempting to communicate.
  - Clarification – Probe for more information when needed.
  - Summarization – Summarize the caller's primary concern to demonstrate your understanding.

In active listening, you must WANT to hear what the caller has to say and accept their feelings / views without offering contrary opinions or personal judgements. Remember, people will be more open to what you have to say once they have had time to speak.

### Training Tip:

Please note the 24 / 7 suicidal hotline information below:  
(800) 273-8255

This is a resource we can provide our patients once immediate concerns are resolved.

**Immediate Intent Call Flow:****1. Immediate Intent Determined***\*Conditional*

If the patient indicates immediate intent to commit suicide:

**Actions:**

- Ask about immediate plan and means.
- Maintain active listening.
- Follow the Urgent Call Flow for contacting 911.

**2. Notify Available Team Lead / Supervisor***\*Required***Actions:**

- Stay on the phone with the patient.
- Post an **IMPORTANT!** message in Teams to alert your Team Lead / Supervisor of the patient's condition.

**3. Emergency Service Contact***\*Required***Actions:**

- An available PCC, Team Lead, or Supervisor will contact Emergency Services on the patient's behalf.
- PCC will remain on the phone with the patient until Emergency Services arrive.

- If the call disconnects, proceed to the next conditional step.

**4. Call Disconnect***\*Conditional***Actions:**

- PCC will attempt patient callback.
- If no response, PCC will call an authorized contact listed in the "Demographics" section of Ubiquity.

**5. Documentation***\*Required***Actions:**

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

**Urgent Suicidal Feelings Expressed:****1. Non-Immediate Urgent Suicidal Expressions***\*Conditional*

If the patient expresses suicidal thoughts or feelings, but expresses NO IMMEDIATE INTENT:

**Actions:**

- Maintain active listening. Let the patient talk about what is bothering them.
- Reach out to an APC in Teams to participate in a conference call.

**2. Post Important Teams Message***\*Required***Actions:**

- Request APC assistance in the “LM1 Full” team and wait for APC response. Please include:
  - Patient ID.
  - A summary of patient’s condition.

**3. Include APC in a Conference Call***\*Required*

“Thank you for speaking with me and trusting me with this information. I’ve found a clinician who can take this conversation further and provide you with some additional resources, but for them to speak with you, I would need to place you on hold for only a few seconds. Is that OK?”

**Actions:**

- Place the patient on hold.
  - Use the address book to locate the specific APC who responded to your Teams message.
  - Confirm APC readiness to accept the call.
  - Transfer the call.
- If an APC does not respond in teams after 1-2 minutes, proceed with the Urgent Call Flow.

**4. Documentation***\*Required***Actions:**

- Document and Finalize your Note in Ubiquity.

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.

## Return / Missed Call Flow

Use this call flow when a caller states that they have missed a call from Landmark and wish to be connected to the provider / staff member who left them a message:

### 5. Greeting + HIPAA Verification

*\*Required*



#### Actions:

- Offer the standard greeting and introduction.
- Verify the patient's name, date of birth, and address.
- Verify the patient's primary or callback number.
- Open the patient's chart in Ubiquity.

### 6. Obtain More Information

*\*As Needed*



#### Actions:

- Ask the caller for additional information:
  - *Did the original caller leave a voicemail?*
  - *Has the patient been waiting for any health updates from their care team?*
- Briefly review recent notes in Ubiquity to determine the nature of the original call.
- Determine who attempted to reach the patient.
- Follow the call flow process for the type of call made.

### 7. Staff Member Transfer



#### Actions:

- Transfer the caller to the original Market contact **ONLY IF**:
  - *The original call was made the same day as the current return call.*
  - *The current time falls within local Market hours. 8:30 AM – 5:30 PM (Local Time)*

### 8. Follow the Call Transfer Flow

*\*Required*



#### Actions:

- Follow the correct Call Transfer Flow Process.
- Complete documentation procedures.

Please see the "Market Nuances" section for market-specific call flows.



## Return Call Handling:

During traditional business hours, Ubiquity Notes are pulled by the market multiple times a day. For this reason, sending emails to the Care Team + Market for return calls is unnecessary.

<i>Call Type</i>	<i>Procedure</i>
<b>If Clinical</b>	Transfer to an available APC.
<b>If Administrative</b>	Attempt to manage the call and fulfill the request.
<b>If the Caller Demands to Speak to a Specific Provider</b>	<b><i>During Business Hours</i></b> – Call the Provider <u>ONLY IF</u> their phone number is listed in InContact. <ul style="list-style-type: none"> <li>If no answer, document Ubiquity.</li> </ul>
	<b><i>After Business Hours</i></b> – Take a message and document Ubiquity.
<b>Requests Lab Results, Chart Updates, or other Documents</b>	Take a message and document Ubiquity

### Attention - APC Transfers

Our APCs are equipped and qualified to address the Immediate medical concerns of our callers.

There is no reason for a specific individual employed in one of our markets to address the urgent medical need of a patient.

If a patient is hesitant to speak to one of our APCs, please inform them that, if needed, we can send a provider to their home to address urgent needs.

## Teams Messaging:

We use Microsoft Teams to communicate real-time patient updates and work activities to our colleagues at Landmark First.

However, we will **NEVER** message an employee of a market using Teams.



# Caller Asks to Speak a Market Staff Member

Patients and caregivers may prefer to confide in someone they know from their care team. However, since our job is to provide coverage for the markets, we will try to keep the call within Landmark First.

## 1. Greeting + HIPAA Verification

*\*Required*



### Actions:

- Offer the standard greeting and introduction.
- Verify the patient's name, date of birth, and address.
- Verify the patient's primary or callback number.
- Open the patient's chart in Ubiquity.

## 2. Ask Follow-Up Questions

*\*As Needed*



"Can you please tell me what this call is concerning?"

"Are you in need of medical assistance?"

"In the event that (Staff Member) is unavailable, can you provide more information so I can leave them a detailed message?"

"I would be happy to help you, I just need to know some more information about why you are calling."

### Actions:

- Ask the caller for additional information.

## 3. Follow the Call Transfer Flow

*\*Required*



### Actions:

- If administrative, attempt to resolve the request.
- If clinical, attempt a transfer to an available LM1 Clinician, or send to Triage if none are available.
- Follow all administrative, clinical, and urgent call flows that apply.
- Document any messages for Market staff members in Ubiquity, but DO NOT send a follow-up email.

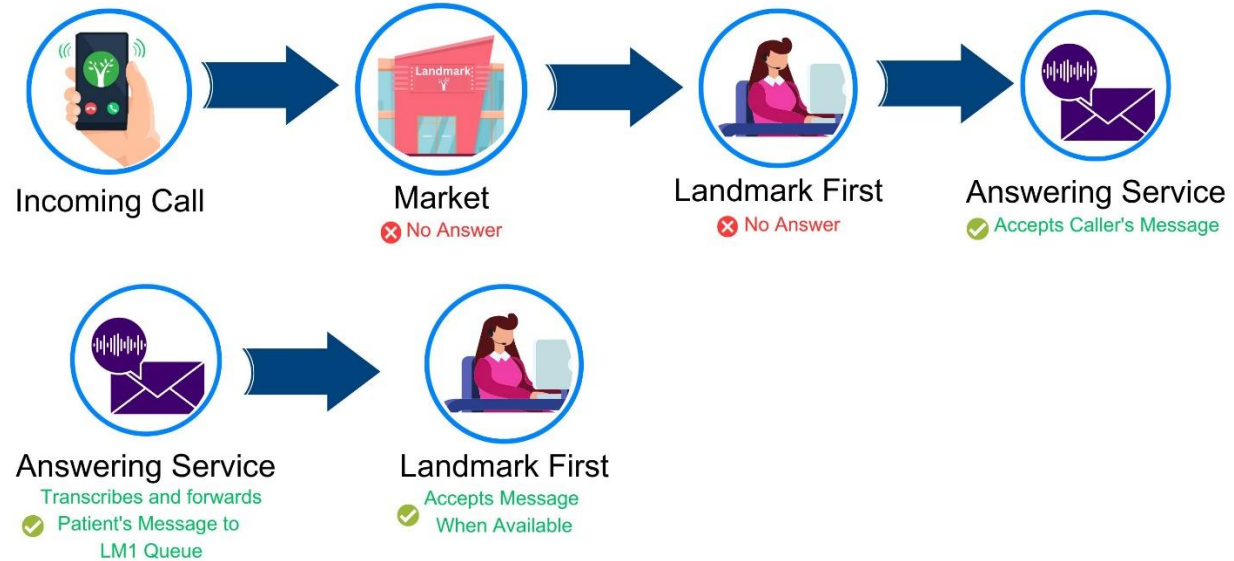
### Attention – Requests for specific Market staff

Requests to speak to specific Market staff members does not alter the Call Transfer Flow Process.

DO NOT attempt to transfer the caller to a specific market staff member, if asked.

# Answering Service Call Flow

## Answering Service Communication Flow:



## Example - Answering Service Message

Inbox

Date & Time Descending

Search

Outbound

Working

0:00

e@ambscallcenter.com 12:00 PM

Answering Service

Message For (4212.2342342)...

Parked (0)

Reply

Reply All

Forward

Transfer

Requeue

Launch

End Email

Message For (4212.2342342) 2023-10-13 12:00 PM

Caller's Name: Jim Atterson

Telephone: (518) 481-6517

Caller ID: (518) 481-6517

Patient Name: Kenneth Stevens

Date of Birth: 1/17/1958

What state are you in? Albany

Type of Call: Other

Is this your 1st call? 1st Call

Message:

Need to reschedule upcoming appointment on 11/6 and update address/ contact information.

\*\*\*\*\*ACTIONS\*\*\*\*\*

Auto-Script All Calls

\*\*\*\*\*END OF ALL FORMS\*\*\*\*\*

☒

## Answering Service Call Flow:

When an Answering Message is Received through InContact:

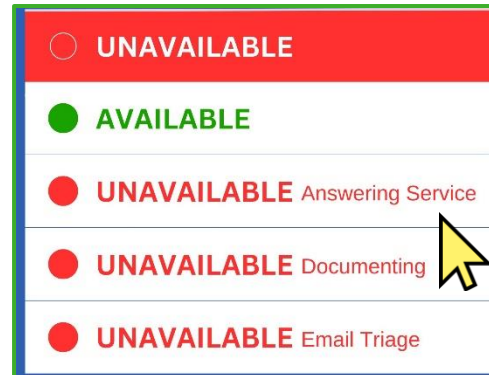
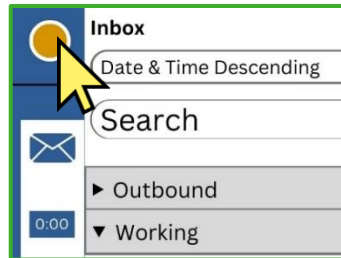
### 1. Set Answering Service Status

*\*Required*



Actions:

- Click the orange icon in the upper-left corner of MAX.
- Adjust your status to "Answering Service".



### 2. Patient Lookup

*\*Required*



Actions:

- Use the patient's information included in the Answering Service Email to find their Ubiquity chart.

### 3. Review the Message

*\*Required*



Actions:

- Review the information left by the caller under the "Message" heading of the Answering Service Email.
- Handle the Answering Service Message according to the applicable call flow.

## Message for Admin Services Call Flow:

### 1. Admin Request

*\*Conditional*



#### Actions:

- Complete the admin request according to PCC Administrative Workflows.

### 2. Patient Callback

*\*Required*



#### Actions:

- Contact the caller using the “Telephone” number indicated in the Answering Service Message.
- Ensure that the caller’s request has been resolved.

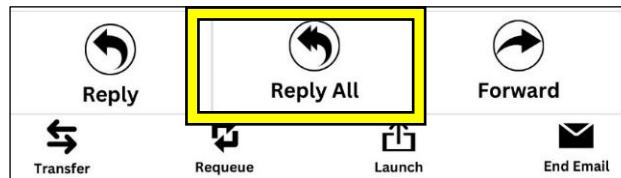
### 3. Reply to the Answering Service Email

*\*Required*



#### Actions:

- Select the “Reply All” option from the dashboard.
- Enter the standard Reply message and send.
  - If you are still working to complete the patient’s request, reply using the “Option 2” format.



#### Standard Reply Message

Option 1: Administrative – Complete, (Your Initials)

Option 2: Administrative – Working, (Your Initials)

#### Example: Answering Service Reply Message

Administrative – Complete, (PN)

### 4. Documentation

*\*Required*



#### Actions:

- Copy / Paste the Answering Service Message into your open Ubiquity note. The standard not template does not apply to this process.

## Message for Clinical Services Call Flow:

### 1. Clinical Request

*\*Conditional*



Answering service messages that indicate a need for clinical attention will be sent to the Triage Mailbox matching the patient's market.

### 2. Email the Triage Mailbox

*\*Required*



#### Actions:

- Open a new email in Outlook and copy / paste the entire Answering Service Message into the body.
- Enter the patient's Name, Date of Birth, and ID into the subject line.
- Send to the Triage Mailbox specific to the patient's Market.

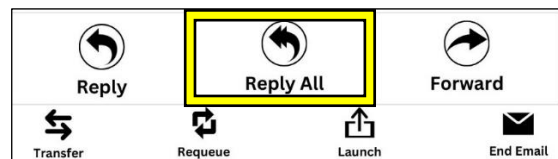
### 3. Reply to the Answering Service Email

*\*Required*



#### Actions:

- Select the "Reply All" option from the email's dashboard to start a new response email.
- Enter the standard Reply message and send.



#### Standard Reply Message

Administrative – Sent to Triage, (Your Initials)

#### Example: Answering Service Reply Message

Administrative – Complete, (PN)

### 4. Documentation

*\*Required*



#### Actions:

- Copy / Paste the Answering Service Message into your open Ubiquity note. The standard not template does not apply to this process.
- Complete the Answering Service Disposition.

## Answering Service Disposition:

Similar to how InContact ends a call, a disposition is required after sending an Answering Service reply. Select “LM1 Managed” or “Sent back to triage” based on the type of message you handled.

## Market Nuances

Some Markets require alternate communication flows based on provider licensing, coverage, or alternate services available. These are listed below:

### Texas – MedStar & Acadian EMS

MedStar and Acadian will dispatch a provider to a patient’s home for urgent visits. These MedStar or Acadian providers will work with Landmark services to coordinate oversight.

PCCs will get two (2) types of calls from MedStar or Acadian:

1. A Dispatcher calling to obtain the contact details of an oversight provider.
2. A MedStar or Acadian provider calling from the patients home to request oversight.

#### Medstar / Acadian Dispatch Call

Caller’s Job Title:	Dispatcher with MedStar or Acadian
Calling From:	EMS Dispatch (either MedStar or Acadian)
Location:	Dispatch
Request:	Request for the name and phone number of the Oversight Physician.



**1. Patient Lookup***\*Standard***Actions:**

- Enter the patient's details in Ubiquity's search fields.
- Open the patient's "Patient Summary".

**2. Humanity Provider Lookup***\*Required***Actions:**

- Use Humanity's 'ShiftPlanning' tab to locate the patient's market under the 'Locations' list.
  - Use the HPSI tab in the patient's chart if you are unsure of the correct market to select.
- Locate the correct provider based on the caller's organization:
  - Acadian EMS Physician OnCall.
  - MedStar DFW – Physician OnCall.

**3. Provide Name and Phone***\*Required***Actions:**

- Provide theOnCall Physician's name and phone number to the dispatcher.

**4. End The Call***\*Required***Actions:**

- Ensure that you have answered all the Dispatcher's questions.
- End the Call

**5. Documentation***\*Required***Actions:**

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

## Medstar / Acadian Provider Call

Caller's Job Title:	EMS Provider
Calling From:	MedStar / Acadian
Location:	Patient's Home
Request:	Request to speak to the oversight physician.

## 1. Patient Lookup

*\*Standard*

## Actions:

- Enter the patient's details in Ubiquity's search fields.
- Open the patient's "Patient Summary".

## 2. Humanity Provider Lookup

*\*Required*

## Actions:

- Use Humanity's 'ShiftPlanning' tab to locate the patient's market under the 'Locations' list.
  - Use the HPSI tab in the patient's chart if you are unsure of the correct market to select.
- Locate the Physician OnCall:
  - Acadian EMS Physician OnCall.
  - MedStar DFW – Physician OnCall.

## 3. Market Provider Warm Handoff

*\*Required*

## Actions:

- Attempt a warm transfer to the Physician OnCall.
- If no answer, attempt warm transfers to the following:
  - 1st Call = #3 Backup Clinician On-Call
  - 2nd Call = #4 Backup Physician On-Call

## 4. Documentation

*\*Required*

## Actions:

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

## Interim Hospice UV Oversight Workflow

### Registered Nurse (RN) Call

Caller's Job Title:	Registered Nurse (RN)
Calling From:	Interim Hospice
Location:	Patient's Home
Request:	Transfer to specific LM1 Clinician for oversight. <i>*(The RN will name the APC they would like to speak to)</i>

#### 1. LM1 Clinician Warm Handoff

*\*Required*



##### Actions:

- Warm transfer to the specified LM1 Clinician requested by the Interim Hospice RN.
- Transfer the call.
- Proceed to the next conditional step if there is no answer.

#### 2. Market Provider Warm Handoff

*\*Conditional*



##### Actions:

- If the requested LM1 Clinician does not answer after 1-2 minutes, locate the On-Call provider in Humanity.
- Attempt a warm transfer to the #1 Provider listed.
- If no answer, attempt a warm transfer to the #2 Provider listed.

#### 3. Documentation

*\*Required*



##### Actions:

- Document and Finalize your Note in Ubiquity.

Check the "Documenting Calls" and "Documentation Guidelines" sections for note templates and other procedures.

## Other Call Types

### Employment Verification Calls:

When a call includes an Employment Verification Request:

#### 1. Provide Office Contact Details

*\*Required*



##### Actions:

- Explain to the caller that this is not the correct contact line to obtain that information.
- Provide the caller with the Employment Verification office phone number:

Phone: (844) 772-2161

Check the “Documenting Calls” and “Documentation Guidelines” sections for note templates and other procedures.

### Requests for Medical Equipment:

Our remote clinicians will not handle requests for medical equipment such as wheelchairs, oxygen tanks, or hospital beds. For these requests, please:

#### 1. Documentation

*\*Required*



##### Actions:

- Document and Finalize your Note in Ubiquity.

Leave a note in Ubiquity detailing the caller’s request. The Market will check local resources in the patient’s area and attempt to assist.

### Grocery / Transportation / Home Health Aide Services:

While Landmark may not provide these services, there may be local agencies that can:

#### 1. Documentation

*\*Required*



##### Actions:

- Document and Finalize your Note in Ubiquity.

Leave a note in Ubiquity detailing the caller’s request. The Market will check local resources in the patient’s area and attempt to assist.

## Durable Medical Equipment (DME) Requests:

This is not a request that can be handled remotely. A note for the Market should be left in Ubiquity.

### 1. Documentation

*\*Required*



#### Actions:

- Document and Finalize your Note in Ubiquity.

Leave a note in Ubiquity detailing the caller's request. The Market will check local resources in the patient's area and attempt to assist.

## Medical Record Requests / Calls Regarding 3+ Patient Charts:

### 1. Provide Office Of Medical Records Phone Number

*\*Required*



#### Actions:

- Provide the caller with the Phone / Fax numbers for the Central Medical Records office:
  - Phone: (833) 908-6722
  - FAX: (844) 576-2533

### 2. Send a Follow-Up Email

*\*Required*



#### Actions:

- Note the callers name and contact number.
- End the call.
- Send a follow-up email to the Central Medical Records Office at:  
[CentralMedicalRecord@Landmarkhealth.org](mailto:CentralMedicalRecord@Landmarkhealth.org)

## Cancel Landmark Services:

A request to cancel Landmark services should be handled by the patient's Care Team:

### 1. Documentation

*\*Required*



#### Actions:

- Document and Finalize your Note in Ubiquity.

The patient's Care Team will follow-up with the patient to gather additional information.

# Contacting the Interpreter Line

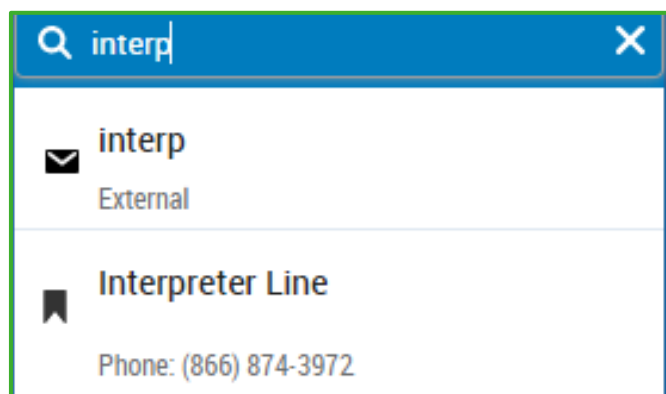
## 1. Call the Interpreter Line

*\*Standard*



### Actions:

- Inform the caller that you will attempt to get an interpreter on the line to speak with them.
- Place the caller on hold.
- Search for the "Interpreter Line" in the Address Book.
  - If the Interpreter Line option does not appear, enter the number manually: (844) 211-7788



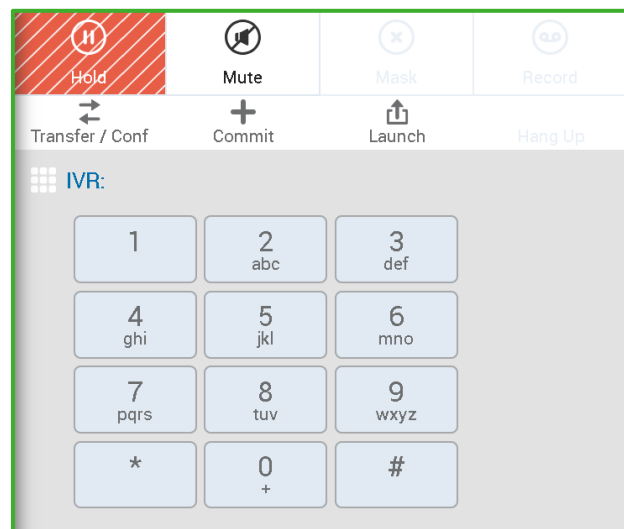
## 2. Enter the Company Pin

*\*Standard*



### Actions:

- Once called, an automatic prompt will ask for the Company PIN.
- Select the dial pad icon from the MAX panel and use the touch tone menu to enter: 298494



### 3. Language Selection

*\*Standard*



#### Actions:

- Using the touch tone pad, select “1” for Spanish and “2” for all other languages.
  - If “2”, specify the desired language when prompted.
  - After a short waiting period, an interpreter will join the call and introduce themselves.

### 4. Market Specification

*\*Standard*



#### Actions:

- The interpreter will ask what “region” or “state” the patient lives in. Please provide the patient’s Market.

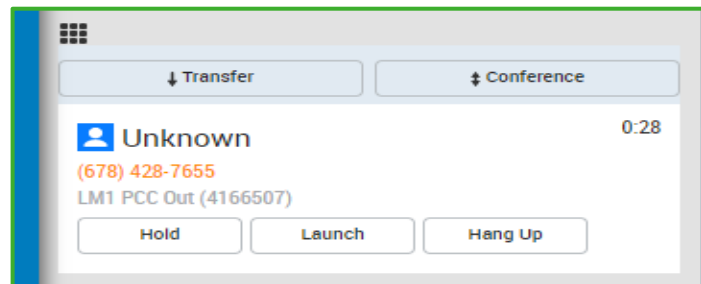
### 5. Start a Conference Call

*\*Standard*



#### Actions:

- From the MAX panel, select the “Conference” option to include the interpreter, the caller, and yourself in the same call.
- Speak normally and allow the interpreter time to translate.



## Attention – Escalated Call Handling

The Call Transfer Flow Process DOES NOT change depending on what language a patient speaks.

- When transferring a call to a clinician, the interpreter WILL NOT be included in the transfer. Please inform the provider that they will need to contact the Interpreter Line once the patient is transferred.

# Handling a Verbally Abusive Call:

## 1. Attempt Deescalation

*\*Standard*



“I understand that this is frustrating and I will try my best to resolve this for you as quickly as possible.”

### Actions:

- Acknowledges the caller's frustration.
- Inform the caller that you are making every effort to address their concerns.

## 2. Establish Boundaries

*\*Standard*



“I would like to assist you, but please refrain from using profanity.”

### Actions:

- Establish a boundary by clearly stating the behavior you find offensive.
- Kindly ask the patient to refrain from behaving in an offensive manner.

## 3. Announce Call Termination

*\*Required*



“I am disconnecting the call due to your continued use of profanity. Please call back at a later time.”

### Actions:

- Announce your intention to end the call.
- If the situation does not improve, end the call.

## Attention – Escalated Call Handling

During an escalated call, DO NOT:

- Raise your voice in a negative / threatening way when speaking to the caller.
- Reciprocate the use of profanity or offensive language.
- Include any subjective mention of the patient's behavior in your call documentation.