Emory Clinics Reactives Linking and Flipping to Pending Approval SOP v 9.16.25

You will only review accounts/visits that are in the **Emory Clinics-Reactive ID Name**
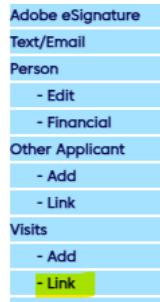
Examples

1. If there are not any open applications, you will update the report with the following;
    - New Visit Status (Column U): Upadate from the Status for Hold to **No**
    - New Visit Detail (Columns V): Update with status of **Not Eligible**

2. Open T16 application or Aged SSI (not in a closed status)
    - Include applications with a status of Pending, Application Taken, Or Taken Not Sent meet the following criteria;
        a. that **are on or after** the Emory Reactive admit date
        b. There is an Emory or Dekalb non-reactive ID acct that has the same admission date as the Reactive acct
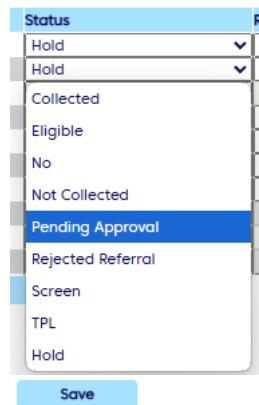
    - If there are accounts that are not linked to the open T16 application, you will need to link them by performing the following steps;

        a)Review to see if there are any accounts/visits under the **Unlinked Active Visits hyperlink and Unlinked Visits. Make sure that you select the ⊞ to open the drop down of Active unlinked visits.**

        b) On the PACE menu bar, select **Link** under the Visits menu option

c) Update the Status from Hold to **Pending Approval** and Select Save

1. If there is <u>not</u> an open T16 application, then you will review to see if there is an open State application(AMN, RSM, LIM)
   a. There is an Emory or Dekalb non-reactive ID acct that has the same admission date as the Reactive acct

2. EMA State application(EMA-AMN, EMA-RSM, EMA-LIM)
   - **Account/Visit has to be IP only. EMA does not cover OP accounts**
     - If the IP account is linked to an open EMA application, then update the New Visit Status(Column U) from Hold to **Pending Approval** in PACE.
     - If the account is not linked to an open EMA application, review to see if there are any accounts/visits under the **Unlinked Active Visits hyperlink and Unlinked Visits. Make sure that you select the ⊞ to open the drop down of active unlinked visits.**
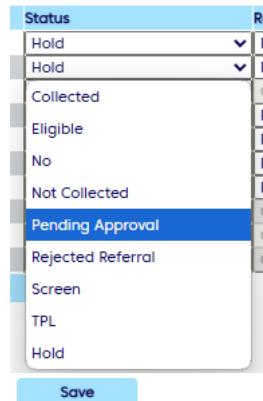
⊞ **Unlinked Active Visits** and ⊟ **Unlinked Visits**

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- b) On the PACE menu bar, select **Link** under the Visits menu option

c) Update the Status from Hold to **Pending Approval** and Select Save

3. For EMA applications, if there are not any open applications, or, the account is an OP visit, you will update the report with the following;
   - New Visit Status (Column U): Upadate from the Status for Hold to **No**
   - New Visit Detail (Columns V): Update with status of **Not Eligible**