

SOP for adding a New Person in PACE:

Before adding a new person make sure you followed the SOP for searching if a patient is already in PACE. We want to avoid duplicates if possible and less data entry if already in PACE.

Under Person Click on Add New:

The screenshot shows the PACE application management interface. The navigation menu on the left includes 'Home', 'Person', 'Reports', 'AdvocatePro', 'Admin', and 'Batch Updates'. The 'Person' menu is expanded, and the 'Add New' option is circled. Below the navigation menu, the 'Welcome Jill Smith' message is visible. The main content area displays a 'Status Breakdown' table and a 'My Assigned Visits' section.

Status	#	%
No	0	
Hold	0	
Pending Approval	0	
TPL	0	
Terminated	0	
Invalid	0	
Billing List	0	
Total	0	
In-Patient	0	
Out-Patient	0	

My Assigned Visits
No visits or customers available. Please assign items to be able to view them here.

The screenshot shows the 'Add Person' form in the PACE application management interface. The form is divided into several sections for data entry:

- SSN:** Includes fields for SSN Availability, Client ID, MedicareID, and MedicaidID.
- Mailing Address:** Includes fields for Address1, Address2, Zip Code, City, State, and County.
- Personal Information:** Includes fields for First Name, Middle Name, Last Name, Birth Date, Birth City, Birth State, and Birth Country.
- Physical Attributes:** Includes fields for Gender, Height, Weight, and Mother's First Name.
- Other Information:** Includes fields for Marital Status, Citizenship Status, Educational Level, and Graduation Year.
- Phone Numbers:** Includes a section for adding phone numbers with a dropdown for 'Add Phone'.
- Has Patient Agreed to Receive Texts?:** Includes radio buttons for Yes, No, and Unknown.
- Contact Preference:** Includes a dropdown for 'Contact Preference'.
- Conditions:** Includes a section for adding conditions.

You should see this screen below and need to fill out as much information that you have:

Shortcut: type in address and tab down to zip code and type in zip code hit enter the city and state will auto populate for you

The screenshot shows a web browser window with the URL <https://pace.changehealthcare.com/PersonPage.aspx?mode=add&hidemenus=vertical>. The browser's address bar and tabs are visible at the top. The page title is "Add Person".

The form is organized into several columns and sections:

- Personal Information:** SSN (234-45-7896), SSN Availability (Have), Client ID, Medicare ID, Medicaid ID, State (Please Select), Primary (selected), First Name (Jack), Middle Name, Last Name (Smith), Birth Date (1/1/2000), Birth City (Nashville), Birth State (Tennessee), Birth Country (Choose...).
- Gender and Physical Attributes:** Alias, Gender (Male selected, Female), Height (5 feet 5 inches), Weight (0 lbs).
- Family Information:** Mother's First Name, Mother's Middle Name, Mother's Maiden Name, Mother's Last Name, Father's First Name, Father's Middle Name, Father's Last Name.
- Alerts and Status:** Person Alerts (Add New Alert), Person Alert 1 (Choose...), Marital Status (Divorced), Citizenship Status (US Citizen), Educational Level (12th Grade), Graduation Year, Primary Language (English), Secondary Language (Choose...).
- Mailing Address:** Address1 (123 Country drive Lane), Address2, Zip Code (37203), City (NASHVILLE), State (Tennessee), County (DAVIDSON).
- Residential Address:** Address1, Address2, Zip Code, City, State (Choose...), County.
- Phone Numbers:** Add Phone (615-555-5555), Home, Primary (selected), X.
- Consent and Preferences:** Has Patient Agreed to Receive Texts? (No selected), Has Patient Provided an Email Address? (No selected), Contact Preference (Choose...), Time of Day to Contact.
- Security:** Username, Password, Security Answer.
- Medical Conditions:** Conditions (Congestive heart failure 15-20%), Impact of Conditions on Working.

The Windows taskbar is visible at the bottom, showing the time as 12:35 PM on 6/11/2024.

Select continue to visit page:

https://pace.changehealthcare.com/PersonPage.aspx?mode=add&hidemenus=vertical

First Name: Jack
 Middle Name:
 Last Name: Smith
 Birth Date: 1/1/2000
 Birth City: Nashville
 Birth State: Tennessee
 Birth Country: Choose...

Address: Address2:
 Zip Code:
 City: Choose...
 State: Choose...
 County: Choose...
 Phone Numbers: 615-555-5555 Home Primary X

Gender: Male Female
 Height: 5 feet 5 inches
 Weight: 0 lbs
 Mother's First Name:
 Mother's Middle Name:
 Mother's Last Name: Heinz
 Father's First Name:
 Father's Middle Name:
 Father's Last Name:
 Person Alerts: Add New Alert
 Person Alert 1: Choose...
 Marital Status: Divorced
 Citizenship Status: US Citizen
 Educational Level: 12th Grade
 Graduation Year:
 Primary Language: English
 Secondary Language: Choose...
 Date of Death:

Has Patient Agreed to Receive Texts?: Yes No Unknown
 Has Patient Provided an Email Address?: Yes No Unknown
 Contact Preference: Choose...
 Time of Day to Contact:
 Username:
 Password:
 Security Answer:
 Conditions: Congestive heart failure 15-20%
 Impact of Conditions on Working:
 Is Detained: ☐
 Reason Detained:

Continue to Visit Page Cancel

Need to fill out everything with Red Asterix: For Was the patient screened select Not Applicable

Disney, Princess Cinderella
 Pace#3194661
 SSN:003-52-5252
 DOB: 09/01/50
 Age: 73
 Gender: F

Add Visits for Princess Cinderella Disney

Visit Information
 Hospital Account #: 123456
 Medical Record #: 12345
 Hospital: zTest Customer
 HCR: PACE, HCR
 Medical Service Category: Choose...
 Visit Type: In-Patient
 Visit Result: Pending Approval
 Visit Result Detail: Choose...

Total Charges: \$
 Balance: \$
 Admit Date: 6/8/2024
 Referral Date: 6/12/2024
 Discharge Date:
 Is Pregnant (OB): ☐
 PreCert Status: Choose...
 PreCert Number:
 Was the Patient screened? Yes No Not Applicable
 Yes/No: 6/12/2024
 Custom Field 1:
 Custom Field 2:
 Timely Filing Days:

Remove this Visit