

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****

Visit: 04/22/25-04/22/25 (IP)

Emory Clinics-Reacti 1040879606

Examples

1. If there are not any open applications, you will update the report with the following;
 - New Visit Status (Column U): Update 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

| Applications and Visits Recap | | | | | Pending Approval | |
|-------------------------------|----------------------|------------|--------------|--|------------------|------------------|
| Visit: 07/09/25-07/20/25 (IP) | Emory Midtown | 1044174602 | \$119,741.25 | | | Pending Approval |
| Visit: 07/09/25-07/20/25 (IP) | Emory Clinics-Reacti | 1044223637 | \$128.00 | | | Pending Approval |
| Visit: 07/09/25-07/20/25 (IP) | Emory Clinics-Reacti | 1044345136 | \$1,462.00 | | | Pending Approval |

- 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.**



Unlinked Active Visits and Unlinked Visits

| Applications and Visits Recap | | | | |
|-------------------------------|----------------------|------------|---------------------|------|
| AMN-10/03/24 (I) | By Other Application | WORK | 07/01/24 - 10/31/24 | |
| Unlinked Active Visits | | | | |
| Visit: 04/22/25-04/22/25 (IP) | Emory Clinics-Reacti | 1040879606 | \$362.00 | Hold |

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

Adobe eSignature

Text/Email

Person

- Edit
- Financial

Other Applicant

- Add
- Link

Visits

- Add
- Link

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

Status

Hold

Hold

Collected

Eligible

No

Not Collected

Pending Approval

Rejected Referral

Screen


TPL

Hold

Save

1. If there is not 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

| | | | | |
|------------------------|---------------------------------|------------|---------------------|----------------------|
| AMN-04/18/25 (I) | Pending - Application Submitted | 06/02/25 | 04/01/25 - 05/31/25 | Contact State Agency |
| Visit: 04/16/25 (IP) | Emory Midtown | 1040649216 | \$8,553.20 | Pending Approval |
| Unlinked Active Visits | | | | |
| Visit: 04/16/25 (IP) | Emory Clinics-Reacti | 1040771312 | \$1,588.73 | |
| Visit: 04/16/25 (IP) | Emory Clinics-Reacti | 1040790226 | \$1,037.27 | |

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

► **Additional Information**

Applications and Visits Recap

| | | | |
|------------------|----------------------|------|---------------------|
| AMN-10/03/24 (1) | By Other Application | WORK | 07/01/24 - 10/31/24 |
|------------------|----------------------|------|---------------------|

Unlinked Active Visits

| | | | | |
|-------------------------------|----------------------|------------|----------|------|
| Visit: 04/22/25-04/22/25 (IP) | Emory Clinics-Reacti | 1040879606 | \$362.00 | Hold |
|-------------------------------|----------------------|------------|----------|------|

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

Adobe eSignature

Text/Email

Person

- Edit
- Financial

Other Applicant

- Add
- Link

Visits

- Add
- Link

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

| Status | R |
|-------------------------|---|
| Hold | ▼ |
| Hold | ▼ |
| Collected | |
| Eligible | |
| No | |
| Not Collected | |
| Pending Approval | |
| Rejected Referral | |
| Screen | |
| TPL | |
| Hold | |

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): Update from the Status for Hold to **No**
 - New Visit Detail (Columns V): Update with status of **Not Eligible**