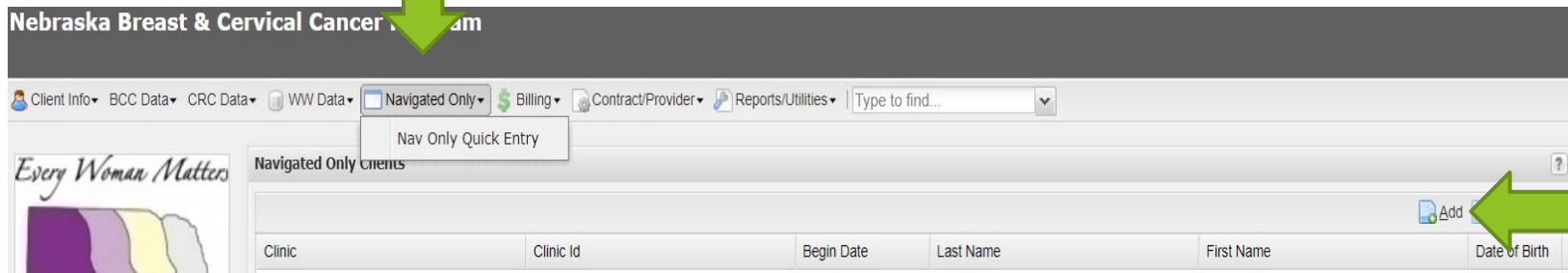


Med-It & Community Based Navigated Only Clients

- ▶ No client identifying information is provided other than clients date of birth, race, whether or not Hispanic and zip code.
- ▶ Clients must be 21-74 years of age and in need of either Breast and/or Cervical Navigation
- ▶ Navigation requires documentation of 2 contacts for Navigation to Screening. Navigation contacts can be made by mail, phone, text, 1:1 or in person.
- ▶ Clients to be Navigated must have a structural barrier that is addressed by LHD.
 - For example: Interpretation, Child Care, Transportation.
- ▶ If the client has had both Breast and Cervical Navigation they will have to be entered twice.

How to Start a Navigated Only Client

- Click on Navigated Only Tab in Med-It
- Select Nav Only Quick Entry
- Click **Add** – to enter new client navigation

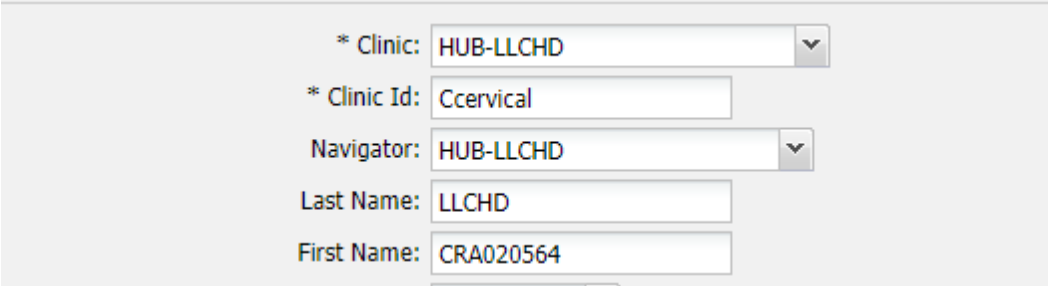


Navigated Only Client Data Entry

- Clinic: Choose HUB name from drop down
 - Examples:
 - HUB-LLCHD
 - HUB-SHDHD
 - HUB-CDHD
- The Clinic Id Choose one of the following:
 - **Med-It Clients**
 - Mbreast – When Entering Breast Screening Navigation
 - Mbreastdiag – When Entering Breast Diagnostic Navigation
 - Mcervical – When entering Cervical Screening Navigation
 - Mcervicaldiag - When Entering Cervical Diagnostic Navigation
- Navigator: Choose your HUB from drop down list
 - Examples:
 - HUB-Lincoln Lancaster County
 - HUB-South Heartland
 - HUB-Central District Health
- Last name is the name or acronym of the Local Health Department
 - Examples:
 - LLCHD
 - SHDHD
 - CDHD
- First name is the unique Id number, 1st 3 letters if clients last name and date of birth.
 - Example: CRA020564

Community Based Clients

- Cbreast – When Entering Breast Screening Navigation
- Cbreastdiag – When Entering Breast Diagnostic Navigation
- Ccervical – When entering Cervical Screening Navigation
- Ccervicaldiag – When Entering Cervical Diagnostic Navigation



* Clinic: HUB-LLCHD

* Clinic Id: Ccervical

Navigator: HUB-LLCHD

Last Name: LLCHD

First Name: CRA020564

Navigated Only Client Data Entry

- Enter date of birth of the client
- Enter zip code of the client
 - State and County of Residence will automatically populate when zip code is added.
- Hispanic – Choose from drop down
- Race – Choose from drop down
- Navigation Paid w/CDC funds:
 - Automatically populates with Yes
- Breast Screening Navigation:
 - Choose yes if entering Breast Screening Navigation
 - SKIP if not doing Breast Screening Navigation
- Breast Diagnostic Navigation:
 - Choose Yes if entering Breast Diagnostic Navigation
 - SKIP if not doing Breast Diag Navigation
- Cervical Screening Navigation:
 - Choose yes if entering Cervical Screening Navigation
 - SKIP if not doing Cervical Screening Navigation
- Cervical Diagnostic Navigation:
 - Choose Yes if entering Cervical Diagnostic Navigation
 - SKIP if not doing Cervical Diagnostic Navigation
- CRC Screening Navigation: SKIP
- CRC Diagnostic Navigation: SKIP

The screenshot shows a data entry form with the following fields and values:

- * Date of birth: 02/05/1964
- * Zip Code of Residence: 68510
- * State of Residence: NE
- * County of Residence: Lancaster
- Hispanic: No
- Race: White
- Race: Select one
- Race: Select one
- Client Tag: Select one
- Navigation Paid w/CDC funds: Yes
- Breast Screening Navigation: Select one
- Breast Diagnostic Navigation: Select one
- Cervical Screening Navigation: Select one
- Cervical Diagnostic Navigation: Select one
- CRC Screening Navigation: Select one
- CRC Diagnostic Navigation: Select one

Entering Breast Services Only

- Select No for Breast Services Paid with CDC Funds.
- Enter Date of Initial Mammogram.
- Select the results of Mammogram when the initial results are available.
- Enter date of Screening MRI if done.
- Select results of MRI when the results are available if MRI done (otherwise these two fields are left blank).
- Enter Diagnostic Tests Recommended if done
- Select Workup Status from the dropdown box as appropriate.
- Select Final Diagnosis from the dropdown table. Once final diagnosis is known, workup status should be changed to complete.

SKIP – Cervical Services
SKIP – CRC Services

Updated 4-27-2023

The screenshot shows a form titled "Breast Services" with the following fields:

- Breast Services Paid w/CDC funds: Select one (dropdown)
- Date of Initial Mammogram: [Date Picker]
- Initial Mammogram Results: Select one (dropdown)
- Date of Screening MRI: [Date Picker]
- MRI Results: Select one (dropdown)
- Diagnostic Test(s) Recommended: Select one (dropdown)
- [Select one] (dropdown)
- [Select one] (dropdown)
- Workup Status: Select one (dropdown)
- Final Diagnosis: Select one (dropdown)
- Final Diagnosis Date: [Date Picker]
- Treatment Start Date: [Date Picker]

Entering Cervical Services Only

6

- Breast Services – SKIP
- Select “No” for Cervical Services Paid with CDC Funds.
- Enter Date of Initial Pap Test.
- Select results of Pap Test when the results are available.
- If results are not listed in table, type in results from pathology report in the Other Pap Test Results box.
- Enter date of HPV Test if done.
- Select results of HPV Test when the results are available if Pap done (otherwise these two fields are left blank).
- Select Workup Status from the dropdown box as appropriate.
- Select Final Diagnosis from the dropdown table. Once final diagnosis is known, workup status should be changed to complete.
- If Final Diagnosis is not on drop down list, report in the Other Final Diagnosis box.
- SKIP - CRC Services

Cervical Services

Cervical Services Paid w/CDC funds:

Date of Pap Test:

Pap Test Results:

Other Pap Test Results:

Date of HPV Test:

HPV Test Results:

Diagnostic Test(s) Recommended:

Other Diagnostic Test:

Workup Status:

Final Diagnosis:

Other Final Diagnosis:

Final Diagnosis Date:

Treatment Start Date:

Entering Navigation Services and Payments

- Service Date: 2nd contact date
- Service Type: Choose **LHD Cervical Nav or LHD Breast Nav** from drop down
 - Payment Amount: Choose from drop down
 - Payment Fund: Choose **B&C Fed** from drop down
 - Payment Date: **SKIP**

For Screening Navigation Contacts

- Screening Contact 1: 1st contact date
 - SKIP Payment Amount, Payment Fund and Payment Date
- Screening Contact 2: 2nd contact date
 - SKIP Payment Amount, Payment Fund and Payment Date

For Diagnostic Navigation Contacts

- Diagnostic Contact 1: 1st contact date
 - SKIP Payment Amount, Payment Fund and Payment Date
- Diagnostic Contact 2: 2nd contact date
 - SKIP Payment Amount, Payment Fund and Payment Date
- Enter Structural Barrier addressed during navigation. If barrier(s) are not on the list, notify EWM to add.
 - SKIP Payment Amount, Payment Fund and Payment Date

- Insurance Status: Choose from drop down
- Include in BCC MDE: choose Yes from drop down
- Add – The record is only saved when you click the Add button

Navigation Services and Payments

	Payment Amount	Payment Fund	Payment Date
Service Date: 02/23/2023			
Service Type: LHD Cervical Nav	225.00	B&C Fed	
Screening Contact 1: 01/01/2023	0.00	Select one	
Screening Contact 2: 02/23/2023	0.00	Select one	
Diagnostic Contact 1:	0.00	Select one	
Diagnostic Contact 2:	0.00	Select one	
Structural Barrier Addressed: Interpretation - No Cost	Select one	Select one	
Child/Elder - No Cost	Select one	Select one	
Select one	Select one	Select one	
Insurance Status: Medicare			
* Include in BCC MDE: Yes			

Add | Back