


## Navigating Discharge Care Management Summary

The screenshot shows the 'Discharge Care Management Summary' for patient JONES, AUDREY. It features a left-hand navigation pane and a main 'Care Finder-Pro' window. The left pane includes sections for 'Post Acute Placement' (3 items), 'Post Acute Services' (1 item), and 'Durable Medical Equipment'. The 'Care Finder-Pro' window has tabs for 'Referrals', 'View Clinicals', 'Activity Log', 'Patient Choices', and 'Settings'. Below these are buttons for 'Add Clinicals', 'Place Patient', 'Show History', and 'Refresh'. A list of referrals is displayed, including 'Brighton Gardens of Omaha', 'Golden LivingCenter - Omaha', and 'Papillion Manor'. Each referral entry includes a date, time, and a 'Response' column with checkmarks and status labels like 'Yes', 'Considering', or 'No'. At the bottom, there are buttons for 'Send Inquiry', 'Resend', 'Text', 'Set Response', and 'Send New Inquiry'.


1. **Discharge Care Management Summary mPage.** The *PowerChart* view in which discharge plans are documented and post-acute referrals made.
2. **Post Acute Placement component.** Displays the status of referrals made for bed placement (in other words, Skilled Nursing Facility).
3. **Post Acute Service component.** Displays the status of referrals made for services (in other words, Durable Medical Equipment).
4. **Quick Add.** Clicking this begins the referral process for Post-Acute Placement or Services.
5. **Manage Referrals view.** Displays detailed referral activity.
6. **Patient Choices.** The view in which post acute providers can be listed in order of patient choice.
7. **Add Clinicals.** The view in which clinicals can be added or uploaded for inclusion in a referral any time post the initial referral.
8. **Place Patient.** The view in which a case can be closed to the provider and non-selected providers are notified.
9. **Green checkmark.** Indicates that a referral was delivered successfully.
10. **Response.** Displays provider responses of Yes (Accepted), No (Declined), or Considering.
11. **Resend.** The view in which referrals can be resent in the event a provider reports they did not receive a referral.
12. **Text.** The view in which a discharge planner can communicate with a provider by text message.
13. **Set Response.** The view in which a provider response can manually be applied. For example, a provider notifies the planner of their acceptance by phone.

Discharge Planner  
Post-Acute Referrals  
Ensocare's Care Finder-Pro  
Job Aid

## Initial Setup

1. Click the blue  button in the Post Acute Placement or Post Acute Services component.
2. Select **Open Care Finder-Pro**.
3. Enter your pager or mobile number and provider and click **Submit**.
4. Click **Settings**.
5. Select your notification preferences, enter your email address and if you would like to be notified by email.
6. Enter your pager or mobile number in either the Phone Number or Pager Number field and click **Test**. You should receive a text.
7. Click **Submit**, then **Back** to return to the previous screen.

## Add and Send Inquiries

1. Navigate to the patient's chart on the Care Management Discharge Summary page by clicking the notepad that appears when positioning over the Next Assessment column.
2. Navigate to the Post-Acute Placement or Post-Acute Service component and click the blue  button.
3. Select a template of clinical information and then an appropriate timeframe.
4. Deselect any items you want to exclude from the clinical packet, then select **Preview** to view the information that will be sent to the Post-Acute Provider candidate.
5. Click **Upload and Open CareFinder Pro**.

6. Select the type of facility you are searching for and use your Quick list or Advanced Search to find a facility. For advanced search: Click the **Advanced Search** tab, enter geographic search criteria, and refine the search by selecting appropriate categories, then click **View Facilities**.
7. Select one or more facilities to receive the inquiry and click **Send Inquiry**.
8. Click **Rush Send** or select the data to send by selecting the check box to the left of the packet.
9. Click the green bar to open an expandable view and deselect any pages to exclude.
10. Click **Send Confirmation**, review the information to be sent and add any notes.
11. Click **Confirm**. Pending referrals displays in the Post Acute Placement or Post Acute Service component.

## Send Additional Packet of Clinicals

1. Click the **black down arrow** and select **Upload Clinicals**.
2. Select a clinical packet and date range and click **Upload and Open CareFinder Pro**.
3. Select the facility to receive the new clinical data and click **Send New Inquiry**.
4. Select the clinical packet you just created and click **Send Confirmation**.
5. Enter any notes and click **Confirm**.

## Add Clinicals not in a Packet

1. Click the **black down arrow** and select **Open Care Finder-Pro**.
2. Click **Add Clinicals**.

3. Select **Document Type** and locate the document on your computer network or enter your own message.
4. Click **Upload** or **Submit**.

## Place Patient

1. From the Manage Referrals page, select **Place Patient**.
2. Select the **Facility** or **Agency** from which the patient is discharging.
3. Note the Patient Acceptance Reason and add any comments as needed.
4. Click **Close Patient**.

## Cancel Services

1. Position over the response of the service to be canceled to display an X. Click the X to display a Cancel Reason dialog.
2. Select a Cancel Reason.
3. Click **Mark Canceled**.

## Patient Choice List

1. In the **Advanced Search** tab enter the appropriate search criteria.
2. Select **View Facilities** to display the results of the search.
3. Click **Printer Friendly** displayed in the blue ribbon at the top of the page. A new window displays showing a printer friendly version of the search results.
4. From the browser toolbar, select **File > Print** to print the list.
5. To store a copy of the patient choice list in Care Finder-Pro, click **Attach File**. A copy of the list is stored in the clinicals page and can be viewed or printed at a later time.