

EOM Procedure for Smart

Ensure the following are done:

- All billing is in Smart and complete (no gaps in frequency that could be missed billing and all discharges are in)
- All applicable alerts are cleared
 - **Missing Payor**- check to see where a red payor is on the screen. Go back to facility admission date
 - **Missing ARD**- missing an ARD assessment. It displays the assessment period needed
 - **Missing RUG**- missing a RUG category for a date range. The date on the screen is for the facility admission. Go through and look for ** as this displays where RUG levels are missing (only for RUG contract buildings)
 - **Export Alerts**- Displays the missing information needed to create an export file. Examples are: MRN, Admission ID, Social Security Number, etc. Each billing export has its own requirements. Click on resident name and insert missing information
 - **Missing Med Nec Exists**- Displays all Med B patients that do not have Med Nec checked off on Therapy admission—Important for KX Modifier
 - **Missing Measures**: Displays the missing outcome measurements needed for evaluation and discharge.
- All medical and treatment diagnosis are present
- A physician name is present
- All ARDs set in the month must be entered into Smart for Med A and HMOA (replacement). Do not enter minutes into Smart for EOT OMRAs. (This is done by noon the last day of the month)
- If therapy is ended, the End of Care date is listed correctly (last day services were provided).
- Any breaks in frequency are supported with clarification orders

Hint: the easiest way to scan the service logs for missing information is under Resident Reports, Service Log Batch, and select all.

When EOM is complete, please send an email to Kate Brewer identifying that your EOM is complete and ready to be locked. On that email, please list any Med B or Med B HMO certifications that were done during the month including the following information:

- Patient Name
- Discipline
- Date the recert was done during the month