

FOTO has a feature that allows you to **link two simultaneous episodes** so the Patient Electronic (or emailed) Intake Assessment (or subsequent Status Assessments) will ask the patient the body-part specific functional questions for each body part problem without having to complete two separate surveys. The system will separate the data and will produce a Functional Intake (or Status) Report for each body-part episode to deliver risk-adjusted predictor data specific for each body part impairment.

You have the flexibility to ask the patient to complete the episode specific Status Surveys at varying times as well as completing the Staff Discharge by body-part specific episode, to allow you to discharge the patient from active care for one of the body parts while continuing to provide care for the other.

**Link Parameters:** In order to join episodes, BOTH episodes must:

- **Be different body parts with the same Care Type**
  - For example: You can link a Shoulder and a Neck episode in the Orthopedic Care Type; a Hip and a Lumbar episode in the Orthopedic Care type.
  - You should not link a wrist and a hand episode (even though both are in the Orthopedic Care Type as the wrist and hand body-part impairments utilize the same FS survey assessment).
  - You cannot link a Neuro Care Type episode with an Orthopedic Care Type episode.
- **Be no older than 30 days past the intake start date**
  - For example: An Elbow episode initiated on January 1 with an Intake cannot be linked to a new body-part episode initiated more than 30 days after the elbow intake date.
- **Be at the same progress point (i.e.: started or intake complete)**
  - Both episodes must be ready to capture an intake assessment or both episodes must be ready for status.
  - If you have captured an intake for one body part impairment and then one week later you want to begin a second body part, you will first need to capture the intake for the second body part and then join the episodes.
- **Have no surveys in process or incomplete surveys**
  - If a patient is in the process of completing an Intake for one body-part impairment (but has not finished the Intake) you cannot join another body-part episode until the initial intake has been completed. Once the initial body-part impairment intake is completed, the second body part intake can be completed and then the episodes may be joined.
- **Not be discharged or be closed with an Intake NP**

To set-up and link two episodes for completion of a single assessment, please use the following instructions.

### Adding a Patient with Two Simultaneous Body-Part Episodes:

Just as you do for any new patient, select Patient Activity from the navigation bar, and then select "Add a Patient".

Enter the patient information in the "Sign Up New Patient" screen and select **CREATE**.

Navigation: FOTO Home, Support Staff Home, Patient Activity, Open Episodes, Clinician Activity, Email Logs, My Account, Release Notes, FOTO Resource Center, Paper Surveys, English, Spanish, PTPN English, PTPN Spanish, PTPN Resources, FOTO, Inc.

Sign Up New Patient:

First Name: Sample  
Last Name: Link  
Patient ID: SampleLink1  
Gender: Male Female  
Language: English  
Date of Birth: 08/02/1952 MM/DD/YYYY  
E-mail: thayes@fotoinc.com  
External ID:  
 Continue creating patient episode.  
Cancel Create

In the Create New Episode screen that opens, select the Clinician, Care Type, Body Part and Payer Source **for the first episode**. When fields are completed, select **CREATE EPISODE**.

Navigation: FOTO Home, Support Staff Home, Patient Activity, Open Episodes, Clinician Activity, Email Logs, My Account, Release Notes, FOTO Resource Center, Paper Surveys, English, Spanish, PTPN English, PTPN Spanish, PTPN Resources, FOTO, Inc.

Episode Details:

Clinic: tpt3  
Clinician: Hoover, bubba  
Care Type: Orthopedic  
Body Part: Shoulder  
Impairment: Muscle, Tendon + Soft Tissue Disorders  
Surgery Type: -- Not Applicable --  
Payer Source: Patient  
For Visit: 1  
Optional Surveys:  
Available: Pain, Patient History, Global Rating, ABC Scale, PQRS Measure 154, MFIS-21  
Required:  
Create Episode

### To set up second simultaneous episode:

Click on Patient Details to return to the Patient Detail screen /or/ using the Open Episode List, access the patient episode you just set-up to access the Patient Detail screen.

*You will notice that, as in this example, the shoulder body part episode shows in the Episode Screen.*

Click on Start a New Episode button in the episode screen to create the second body-part episode.

Navigation: FOTO Home, Support Staff Home, Patient Activity, Open Episodes, Clinician Activity, Email Logs, My Account, Release Notes, FOTO Resource Center, Paper Surveys, English, Spanish, PTPN English, PTPN Spanish, PTPN Resources, FOTO, Inc.

Patient Details:

First Name: Sample  
Last Name: Link  
Patient ID: SampleLink1  
Default Clinic: tpt3  
Date of Birth: 08/02/1952  
Gender: Male Female  
Language: English  
Email: thayes@fotoinc.com  
Reset Update

Condition	Clinic	Clinician	Created	Intake	Status	Staff Discharge	NP
Shoulder	tpt3	bh	12/30/2014 9:37:58 AM	Pending			NP

Start a New Episode

A new Create New Episode screen will open.

**Complete this screen with the second body part information** (in this example, we added a Neck episode).

### Create a New Episode

Episode Details

Clinic: tpt3  
Clinician: Hoover, bubba  
Care Type: Orthopedic  
Body Part: Neck  
Impairment: Muscle, Tendon + Soft Tissue Disorders  
Surgery Type: -- Not Applicable --  
Payer Source: Patient  
For Visit: 1

Optional Surveys:  
Available: Pain, Patient History, Global Rating, ABC Scale, PQRS Measure 154, MFIS-21  
Required:

Create Episode

Successfully created patient episode 3645831.

Episode Details for Link, Sample [SampleLink1] -

When you click on CREATE Episode (after setting up the second episode), the screen will return to the Episode Detail Screen and the system will verify that the second episode has been set up.

In this same screen, scroll down to the bottom of the page and you will see a box field to Link Episodes.

In our example, we set up the shoulder episode first and the second episode we set up was the neck. So, this window shows that the second Neck episode that we just set up could be linked to the first episode (shoulder).

Episode Links

Link this episode: 12/30/2014 9:37:58 AM Shoulder

Link

Click on the **LINK** button to link the episodes (in this example, we are linking the shoulder episode to the neck episode).

Once you have clicked on the LINK button, you will see a message at the top of the screen, showing you that you have successfully linked the lumbar episode to the shoulder episode.

Successfully linked episode.

Episode Details for Link, Sample [SampleLink1] - Shoulder

- Episode Details
- Audit Report

This episode is joined to the Neck episode created 12/30/2014 9:42:00 AM

**Now you are ready to have the patient complete the Intake Survey electronically in the office /or/ by email.**

In the Open Episode window, you will see both episodes listed separately for the account. To capture the Intake, simply click on the ID for the first episode listed (in this case the Neck).

Open Episodes

Search: samplelink1

Id	Patient	Clinician	Condition	Info	Setup
SampleLink1	Link, Sample	bh	Neck	Intake Incomplete	12/30/14
SampleLink1	Link, Sample	bh	Shoulder	Intake Incomplete	12/30/14

This will open the patient's Patient Details Screen and will show both body part conditions in the Episode window.

Click on the Neck (or shoulder) condition.

*(It is only necessary to select one of the episodes in the Condition column to generate a linked electronic intake that will combine both the body-part intake questions of the patient in a single survey tool.)*

Select the **CONTINUE** button for the patient to take the survey electronically on your on-site computer /or/ select **EMAIL SURVEY** button to send the intake survey to the patient's email address for completion.

The electronic survey will ask the body-part specific functional questions for the first body-part at the beginning of the survey, then they will see a "break screen" to identify the questions that will be asked for the second body-part impairment to assist the patient in discriminating their responses based on how the different impairments affects function.

*For example, the functional questions related to the Shoulder impairment are asked first.*

*When all questions are completed for the Shoulder, the next screen alerts the patient that the survey is now moving to the next body part impairment.*

The next section asks the functional questions related to the neck impairment.

2. Does or would your **neck problem** limit: MODERATE ACTIVITIES like moving a table or pushing a vacuum cleaner, bowling, or playing golf?

Limited A Lot

Limited A Little

Not Limited At All

Previous

As soon as the patient has completed the survey, PI-Web will separate the data by body part and will produce two separate patient specific intake reports – one for each body part.

Open Episodes

Search:

Id	Patient	Clinician	Condition	Info	Setup	Intake
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Neck</a>	Intake Complete	12/30/14	<a href="#">12/30/14</a>
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Shoulder</a>	Intake Complete	12/30/14	<a href="#">12/30/14</a>

To obtain a **Status Survey**, click the “Add Survey” button from one of the linked episodes from the Open Episode List.

Open Episodes

Search:

Id	Patient	Clinician	Condition	Info	Setup	Intake	Status	Close
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Neck</a>	Intake Complete	12/30/14	<a href="#">12/30/14</a>	Add Survey	Staff DC
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Shoulder</a>	Intake Complete	12/30/14	<a href="#">12/30/14</a>	Add Survey	Staff DC

As long as the episodes remain linked, it is only necessary to select one of the episodes to capture the Status. Just as seen with the Intake Assessment survey, the survey will ask body-part specific questions for each of the impairments in one survey but the system will split the data apart into two separate Patient Specific Status Assessment reports.

### Discharging Linked Episodes:

When discharging linked episodes at the same time, it is necessary to **complete a separate Staff Discharge for each of the body part episodes** that you have established. This will close the episodes with the correct number of visits/duration for care provided for each body-part impairment.

To complete the staff discharge, from the Open Episode table click on the Staff DC button for each episode, completing the Staff Discharge screen.

Open Episodes

Search:

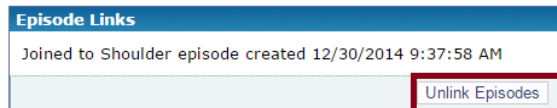
Id	Patient	Clinician	Condition	Info	Setup	Intake	Status	Close
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Neck</a>	1 Status Complete	12/30/14	<a href="#">12/30/14</a>	<a href="#">12/31/14</a> Add Survey	Staff DC
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Shoulder</a>	1 Status Complete	12/30/14	<a href="#">12/30/14</a>	<a href="#">12/31/14</a> Add Survey	Staff DC

However, there may be occasions when clinical treatment is completed for one of the body-part impairments but treatment will be continuing for the other body-part impairment.

In this case, complete the Staff Discharge for the episode you are discontinuing. In this example, treatment has been completed for Neck episode, so we selected the Staff DC button for the Neck Episode only and completed the Staff Discharge Screen.

Open Episodes									
Search: <input type="text" value="samplelink1"/>									
Id ▲	Patient	Clinician	Condition	Info	Setup	Intake	Status	Close	
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Neck</a>	1 Status Complete	12/30/14	<a href="#">12/30/14</a>	<a href="#">12/31/14</a> Add Survey	<a href="#">Staff DC</a>	
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Shoulder</a>	1 Status Complete	12/30/14	<a href="#">12/30/14</a>	<a href="#">12/31/14</a> Add Survey	<a href="#">Staff DC</a>	

**Then unlink the episodes** by going to the bottom of the Episode Detail screen (in this case the Neck episode) to access the Linked Episode window and click “Unlink Episodes”.



Now, when you return to Open Episodes, you will only see the Shoulder episode for the patient and you can continue to capture Status Assessments until the patient is discharged from clinical care and the Staff Discharge is completed to close the FOTO episode.

Open Episodes									
Search: <input type="text" value="samplelink1"/>									
Id ▲	Patient	Clinician	Condition	Info	Setup	Intake	Status	Close	
<a href="#">SampleLink1</a>	Link, Sample	bh	<a href="#">Shoulder</a>	1 Status Complete	12/30/14	<a href="#">12/30/14</a>	<a href="#">12/31/14</a> Add Survey	<a href="#">Staff DC</a>	