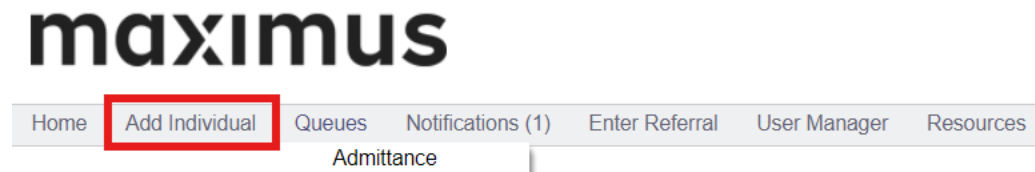


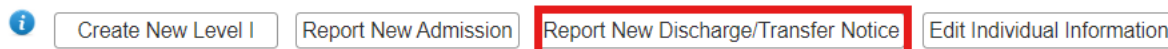
Any individual that is admitted into your census queue who has a Level II PASRR/LOC with Medicaid as the payor source will need the MOPD added in the PASRR database. If they are not yet admitted, click “Add Individual” from your menu (image below). Once they are admitted to your census queue, please follow these instructions to properly reflect the MOPD.



The process for adding an MOPD date to a record in AMI is as follows:

To add the MOPD date to the PASRR in AMI so it reflects for the PAE, you enter a discharge notice for the MOPD and then another admission notice right on top of that with that same MOPD.

Go into your AMI account, locate your patient in the Census queue and click View. At the top of the page, you will see 4 buttons. You want to click “Report New Discharge/Transfer Notice” as seen below.



Enter a discharge date with the MOPD by completing the following information:

Admission Date	<input type="text"/>		
Discharge/Transfer/Deceased Date	<input type="text"/>		
Discharged/Transferred to	<input type="text"/>	<input type="text"/>	
Facility Discharging To	<input type="text"/>		
Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text"/>	Zip	<input type="text"/>
Phone	<input type="text"/>		

Make sure you select “Other Living Arrangement” and enter “MOPD Date” into the free text box. Hit submit to save that Discharge notice.

Follow that same process except use the “Report New Admission” button instead and complete the same information with the MOPD as the admit date this time.

***It’s important to note this needs to be a discharge and an admission, not a transfer.**