

PRISM Training



Utah Department of
Health & Human Services
Integrated Healthcare

Hospice Admission Record Activity Guide

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Scenario 1: Entering a Hospice Admission Record

In this scenario, authorized state users will learn how to enter a new Hospice Admission Record.

1.1 Logging In

Step 1: Navigate to the PRISM Training Environment.

Step 2: Select the Domain of UTAH.

Step 3: Select the Profile of PA Reviewer/PA Manager.

Field/Drop-down, required	Enter or select relevant information
PRISM Training Environment	https://ut-trn-prism.health.utah.gov/evoBrix/SSOControlServlet (Approved User)
Select Domain	UTAH
Select Profile	PA Reviewer/PA Manager

1.2 Add a New Admission Record

Step 1: Navigate to the Member Menu.

Step 2: Select Program Enrollment/Admission.

Field/Drop-down, required (marked w/ *)	Enter or select relevant information
*Member Menu	Program Enrollment/Admission

The Provider Details window will open.

Step 3: Select the Provider Type of Hospice.

Field/Drop-down, required (marked w/ *)	Enter or select relevant information
Provider Type	Hospice
NPI/Provider ID	

The Provider Name will populate.

Step 4: Click OK.

1.4 Enter Member, Admission, Discharge, and Facility Information

All member information will be populated when Medicaid ID is entered.

Step 1: Enter all required fields (marked with *) and click Next after each section is completed.

1.5 Certify and Complete Admission Record

Field/Drop-down, required (marked w/ *)	Enter or select relevant information
Member Certification	Check box to confirm that member has a signed election statement in place
Member/Authorized Representative First Name	

Step 1: Enter the rest of the required fields (marked with *) then click Submit.

Step 2: PRISM validates the information and opens the Summary page.

Step 3: To submit the Admission Record, click OK.

Scenario 2: Modifying a Hospice Admission Record

In this scenario, authorized state users will learn how to modify an existing Hospice Admission Record.

Note: An Admission Record must be in one of the following statuses:

- Completed
- Completed – Waiting for MA
- In Review

2.1 Log in with UtahID

Step 1: Navigate to the PRISM Training Environment.

Step 2: Select the Domain of UTAH.

Step 3: Select the Profile of PA Reviewer/PA Manager.

Field/Drop-down, required	Enter or select relevant information
PRISM Training Environment	https://ut-trn-prism.health.utah.gov/evoBrix/SSOControlServlet (Approved User)
Select Domain	UTAH
Select Profile	PA Reviewer/PA Manager

2.2 Navigate to the Member Enrollment/Admission List

Step 1: Select the Member Menu.

Step 2: Select Program Enrollment/Admission.

Field/Drop-down, required (marked w/ *)	Enter or select relevant information
*Member Menu	Program Enrollment/Admission

Step 3: Search for Member Admission Record using any Filter By criteria.

Step 4: Click Go.

2.3 Modify Admission Record

Step 1: Select Actions

Step 2: Select Edit Details

Field/Drop-down, required (marked w/ *)	Enter or select relevant information
*Actions	Edit Details

The Member Information page will open

Step 3: Select Admission Information

Step 4: Edit Admission Record as needed and click Save

Step 5: Click OK

A confirmation message is displayed.

Step 6: To conform the changes, click OK