



How to use the **Covivitas eChecker** and the **Covivitas eChecker Report**

The Covivitas eChecker is a service that provides MediCal and HMO eligibility and loads the results into your practice management system. In the case of Clinica Sierra Vista, MegaWest is your practice management system. The eChecker takes the results from the internet and puts them into MegaWest for future use.

A report is available in MegaWest which provides easy-to-understand output for the clinic. Starting in the main menu, the report is located in:

12 – Appointments

In the appointment menu, choose 9 – MediCal Eligibility Report

Here's what the prompts look like:

Medical Eligibility Report

12 HOHO.AR COVIVITA

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-----  
| As of June 2, 2004, this report will run for  
| All MegaWest FCLs!  
|  
| Enter the Earliest Date of Appointment: 07/05/2004  
| Enter the Latest Date of Appointment: 07/07/2004  
| Enter the Financial Class:(?,r)  
| Enter the Location:(?,r)  
| Enter the Provider:(?,r)  
| Output device (F0) PF15,,,,,  
|  
| press RETURN to proceed  
|-----
```

In this report, you can specify a range of appointment dates, a group of FCLs, Locations and Providers and you can output to screen (**L**) or to any **PF** printer.

If you leave the FCL, Location or Provider field blank, it will default to **ALL** FCLs, Locations or Providers.

The program then goes into MegaWest and looks for appointments on the dates selected. It then links the appointments with the most recent eligibility results.

Here are some examples of the output – please note that the SSN, MediCal Ids and patient identifiable information have been changed for HIPAA compliance.

Medi-Cal / FPACT Eligibility
For Dates of Appointment 07/05/2004 to 07/07/2004
All FCLs
All LOCs
All Providers
Run On 07:24:31am 06 Jul 2004
Page 2

```
LOC... DR.. Time/Date. ACCOUNT... Name - ID..... FCL MediCal Eligibility.....  
      of Appt...  
      09:00am          00/00/00 123-45-678  
109- 07/06/04      645569 THOMPSON, CYNTHIA G 15 LAST NAME: THOMPS. EVC #: 9648WJGT7G. CNTY CODE:  
16                                     5. PRMY AID CODE: 3N. MEDI-CAL ELIGIBLE W/ NO SO  
                                       HEALTH PLAN MEMBER: PHP-KERN FAMILY HEALTH CARJ  
                                       MEDICAL CALL (800)391-2000.  
      09:00am          00/00/00 12345678C0  
109- 07/06/04      199405 GAITAN, ROSE 12 LAST NAME: GAITAN. EVC #: 49476D9PRL. CNTY CODE:  
16                                     5. PRMY AID CODE: 60. MEDI-CAL ELIGIBLE W/ NO SO  
      09:30am          00/00/00 1234567890  
109- 07/06/04      637253 WADE, LENA  
16
```

The fields are as follows:

LOC – Location of Appointment. If you make your appointments by location, the LOC will appear here.
DR – Provider Number
TIME/DATE OF APPT – The time and date of the appointment
ACCOUNT – the Patient Registration number – unique to each patient
NAME – ID – The patient name, Date of Birth and the ID used to check eligibility. First, the eChecker looks for a valid MediCal Id. Then, it looks for a valid SSN. If it can't find either, it can't eCheck the record.
FCL – this is the Financial Class attached to the visit at the time of appointment.
MEDICAL ELIGIBILITY – The eligibility message.

In the example above, we have two clients with MediCal eligibility.

Sometimes clients aren't eligible – and the eChecker reveals that as well:

```
LOC... DR.. Time/Date. ACCOUNT... Name - ID..... FCL MediCal Eligibility.....  
      of Appt...  
113- 07/06/04      224054 TAPIA, PAULINE MARTI 625 NO RECORDED ELIGIBILITY FOR 07/04.  
3      NEZ  
      12:00pm          00/00/00 123456789
```

The eChecker can also reveal clients that may be registered as self pay, but in reality have MediCal coverage:

```
LOC... DR.. Time/Date. ACCOUNT... Name - ID..... FCL MediCal Eligibility.....  
      of Appt...  
113- 07/06/04      177940 HERRERA, MARIA DEL C 625 LAST NAME: HERRER. EVC #: 7140G81DVW. CNTY CODE:  
3      ARMEN 5. PRMY AID CODE: 3V. MEDI-CAL ELIGIBLE FOR EMER  
                                       NCY/PREGNANCY RELATED SVCS W/ NO SOC.  
      12:00pm          00/00/00 123456789
```

If the data supplied by MegaWest is invalid in format – that means that either the date of birth is invalid or missing or the SSN or MediCal ID is invalid or missing - a **blank** result is returned:

```
LOC... DR.. Time/Date. ACCOUNT... Name - ID..... FCL MediCal Eligibility.....  
of Appt...  
113- 07/06/04 159387 SMITH, DALE R 1  
3  
12:00pm 00/00/00 1234567890A
```

This individual has an ID number that does not match any of the MediCal formats or the SSN format. So, the eChecker can't check them. This may be a valid ID for another program, or it may be a mistake in data entry. Go to the patient registration and double check the data.

Frequently Asked Questions About the eChecker

How does the eChecker handle walk-ins?

The eChecker can do a lot of things, but it can't predict who is coming in without an appointment. However, the eChecker is scheduled to check **one day back!** So, if you are entering walk-ins into the schedule, you will be able to run a report on their eligibility the following day.

Can the eChecker run by Location?

If the location is being gathered at the time of appointment – Yes! Also, if your location is contained in the provider or clinic number, the eChecker can run the report based on that. Or, if you have a list of providers that are stationed at one location, you can run and sort the report based on that.

Can the eChecker automatically print the report each morning?

Yes it can! All you have to do is give Covivitas a list of sites and printers and we'll set up the eChecker to do the rest.

What is the range of dates that the eChecker checks?

The eChecker checks the following days:

- Yesterday (for walk ins)
- Today
- Tomorrow
- The Day After Tomorrow

For a total of four days each night.

If you have any other questions or comments, feel free to email us at Covivitas@covivitas.com or visit our website at www.covivitas.com - we love to hear from you!