

Care Coordination (CC)

Standardized Episodes of Care (SEOC)

Software Version 1.29

User Guide



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Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

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Artifact Rationale

Per the Veteran-focused Integrated Process (VIP) Guide, the User's Guide is required to be completed prior to Critical Decision Point #2 (CD2), with the expectation that it will be updated as needed. A User Guide is a technical communication document intended to give assistance to people using a particular system, such as VistA end users. It is usually written by a technical writer, although it can also be written by programmers, product or project managers, or other technical staff. Most user guides contain both a written guide and the associated images. In the case of computer applications, it is usual to include screenshots of the human-machine interfaces, and hardware manuals often include clear, simplified diagrams. The language used is matched to the intended audience, with jargon kept to a minimum or explained thoroughly. The User Guide is a mandatory, build-level document, and should be updated to reflect the contents of the most recently deployed build. The sections documented herein are required if applicable to your product.

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1. Introduction

The Care Coordination (CC) Standardized Episodes of Care (SEOC) is a reference database for managing care bundles for use by Veterans Information Systems and Technology Architecture (VistA) and other Department of Veterans Affairs (VA) systems. Services are grouped together within the SEOC system into bundles so that clinicians can add these bundles to patients consult records in a standardized fashion, reducing the amount of time spent manually entering consult instructions, and providing uniformity among the patient records and across facilities for how patient care is prescribed for similar complaints.

These bundles group together one or more services that are preselected for different specialties to be added to the consult records. In addition, the clinician is provided with information regarding prescribing rules and preauthorization requirements, so they can make the most informed decisions regarding patient care.

Additionally, SEOC data will be accessible outside of the VistA/Computerized Patient Record System (CPRS) system so that users of downstream applications will be accessing the centralized data, and SEOC descriptions, reducing the chances of disconnects.

1.1. Purpose

The purpose of this document is to provide instruction for utilizing the SEOC application to standardize and streamline consult management for Community Care.

1.2. Document Orientation

The Care Coordination (CC) Standardized Episodes of Care (SEOC) v1.29 User Guide will provide explanations of each screen and of all user interface options within the context of an easy-to-understand demonstration data scenario.

This document is also designed to provide the user with screen-by-screen “how to” information on the usage of CC SEOC.

1.2.1. Organization of the Manual

- **Section 1: Introduction**

The Introduction section provides the purpose of this manual, an overview of the SEOC software, an overview of the software used, project references, contact information for the user to seek additional information, and an acronyms and abbreviations list for this manual.

- **Section 2: System Summary**

The System Summary section provides a graphical representation of the equipment, communication, and networks used by the system, user access levels, how the software will be accessed, and contingencies and alternative modes of operation.

- **Section 3: Getting Started**

Information for the Getting Started section provides a general walk-through of the system from initiation through exit, enabling the user to understand the sequence and flow of the system.

- **Section 4: Using the Software**

This section gives the user the “how to” information to use SEOC, including many step-by-step procedures.

- **Appendix A: Troubleshooting**

This section provides troubleshooting for the SEOC user.

- **Appendix B: Acronyms and Abbreviations**

This section provides a list of acronyms and abbreviations found in this document.

- **Appendix C: JSON Instructions**

This section provides instructions on how to convert the SEOC JSON file to an Excel file.

1.2.2. Assumptions

This guide was written with the following assumed experience/skills of the audience:

- The SEOC user has been assigned the user role of Admin. The SEOC Admin can view Active or Discontinued SEOCs on the Home Page. These users can View, Print, or Track Version Changes on selected SEOCs.
- User has Google Chrome and/or Microsoft Edge installed on their machine.
- The SEOC user has basic knowledge of the SEOC system (such as the use of commands, menu options, and navigation tools).
- The SEOC user has been provided the appropriate active roles, menus, and security keys required for the SEOC User Interface (UI), as defined below in User Roles.
- The SEOC user is using SEOC to perform their daily consult creation workflow and perform the required SEOC functions.

- The SEOC user has validated access to the SEOC UI.
- The SEOC user has been provided training on the SEOC UI and has reviewed the User Guide.

1.2.3. Coordination

One Consult - Consult Toolbox 1.9.02 and above and the HealthShare Referral Manager (HSRM) depend on the availability of the SEOC System. Consult Toolbox 1.9.02 requires active SEOCs whereas HSRM requires active and discontinued SEOCs. Coordination between the One Consult – Consult Toolbox, HSRM, and SEOC team is necessary with any updates to SEOC.

1.2.4. Disclaimers

1.2.4.1. Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to title 17 Section 105 of the United States Code this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

1.2.4.2. Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the Department of Veterans Affairs (VA) of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5. Documentation Conventions

This manual uses several methods to highlight different aspects of the material.

NOTE: Notes are used to inform the reader of general information including references to additional reading material.

1.2.6. References and Resources

Readers who wish to learn more about CPRS and CC SEOC should consult the VA Software Document Library.

1.3. Enterprise Service Desk and Organizational Contacts

For issues related to the CC SEOC that cannot be resolved by this manual or the site administrator, please contact the Enterprise Service Desk.

2. System Summary

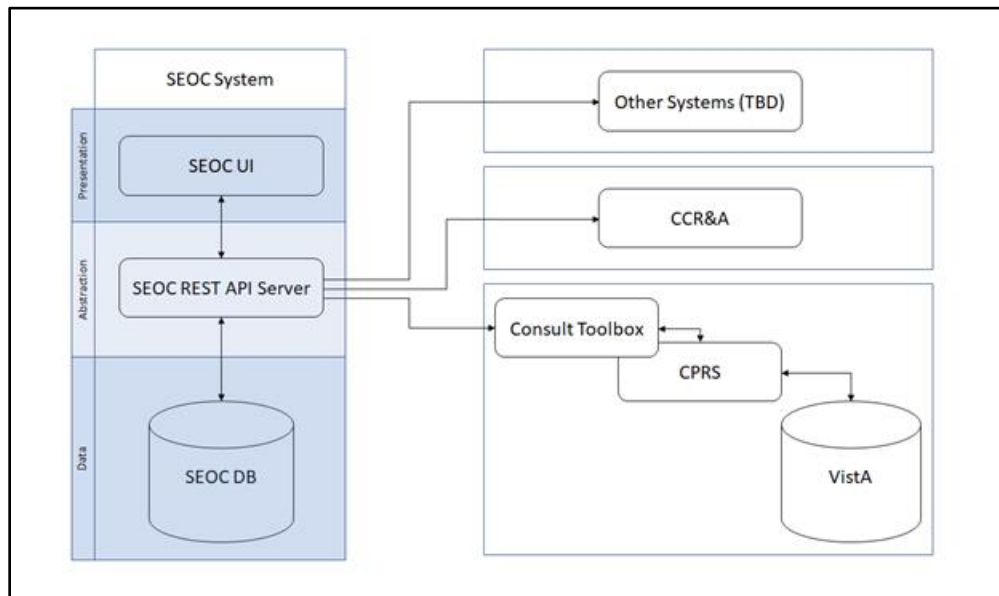
There was an immediate need to provide clinicians the ability to add care bundles quickly and consistently to a patient's consult record within VistA. SEOC provides this feature for a higher level of uniformity in patient care, easier access to appropriate services, based on initial diagnoses, and the ability to better control care costs. SEOC allows clinicians to enhance the coordination of care for the Veteran.

The system contains SEOCs, or care bundles, that clinicians or other designated individuals can assign to VA patients. These bundles allow for the consistent use of procedures when certain conditions are diagnosed. This consistency allows the VA to effectively manage patient care and provides easier traceability.

2.1. System Configuration

The SEOC System is designed to be a simple reference database with a supporting SEOC API and User Interface (UI) layer. The SEOC system comprises three application tiers as shown below.

Figure 1: Overview of SEOC System



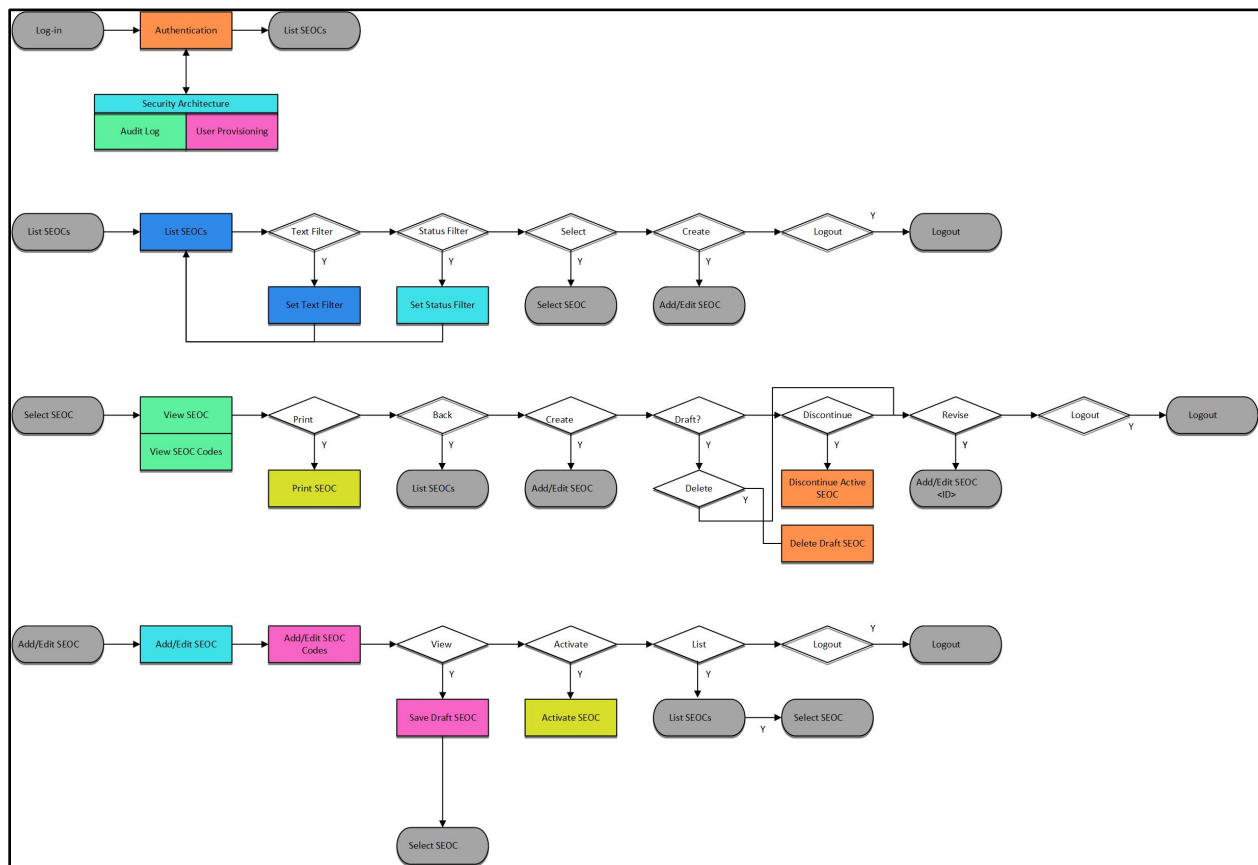
The first tier is the Data Tier. This tier contains SEOC data. SEOC uses PostgreSQL as the database. SEOC data consists of reference data, such as SEOC name, associated procedures, associated Current Procedural Terminology (CPT) codes, procedure durations, etc. Additionally, user role information is maintained within the tables, but no passwords or other credentials are stored. No PHI or PII is stored in the database. SEOC data is associated with patient data in the VistA consult record.

The second tier is the Abstraction Tier. This tier acts as the data broker for the SEOC system. It is a REST Application Programming Interface (API), built as a microservice hosted on container infrastructure (Docker Container). The API itself is built on the Spring MVC framework. The API receives web API calls that are forwarded to the database appropriately. Consuming applications can query the SEOC system through the SEOC REST API but will not be able to perform updated operations. The SEOC UI uses certificates to authenticate with the SEOC REST API to allow data modification within the SEOC system by authenticated users. Users are authenticated using SSOI. Additionally, a VistA/MUMPS patch is created to insert the SEOC associations into File # 123.

The third and final tier is the Presentation Tier. This tier consists of the SEOC UI, which provides a user interface for approved, authenticated users to maintain the SEOC collection. This application is a web application built as a microservice hosted on container infrastructure (Docker Container). The UI is built using the React.js JavaScript framework for web applications.

2.2. Data Flows

Figure 2: SEOC Data Flow Diagram



2.3. User Access Levels

SEOC user profiles comprise of the following types of users:

- **SEOC Content Authors:** The SEOC Content Authors are responsible for creating and update the content within the SEOC repository using the SEOC UI. These users are required to VA access rights and privileges and will sign on to the SEOC application using their SSOI credentials (typically their PIV and access code).
- **CPRS Clinicians** that are responsible for documenting patient consult records. These clinicians utilize the SEOC content as part of their daily consult creation workflow such that they will add a SEOC bundle to the patient consult record which will provide for a standardized documentation and care plan approach across the VA for these consults.
- SEOC data is also accessible to other external consumers in the future (in addition to CPRS users). The SEOC API is a RESTful API that other (to be determined) users will have access to use.

2.4. Continuity of Operation

The SEOC system is maintained by Enterprise Operations (EO). The continuity of operations is managed by EO.

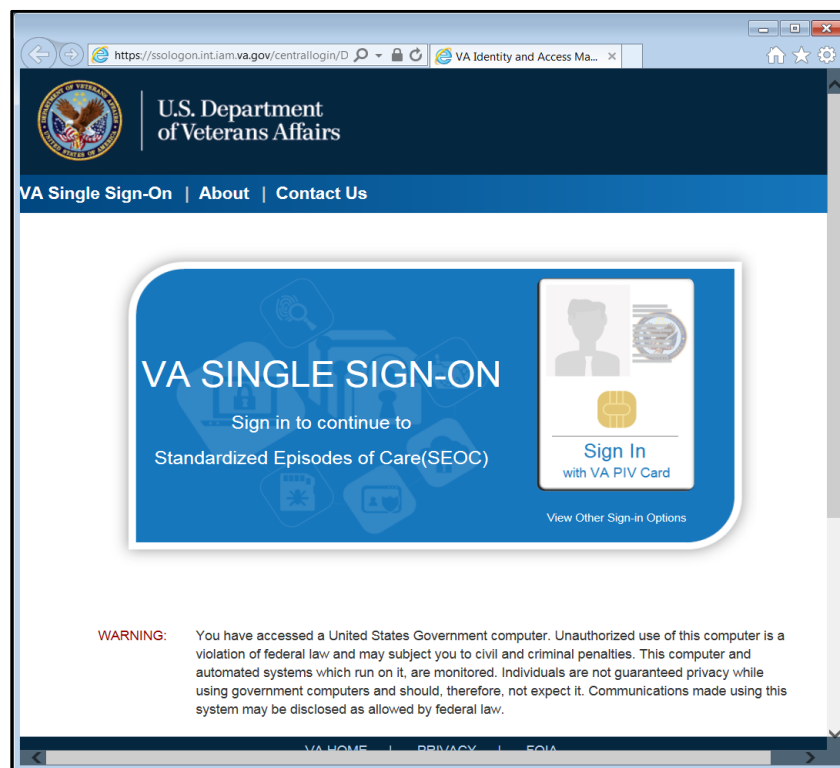
3. Getting Started

This section provides a general walkthrough of CC SEOC from initiation through exit for SEOC Viewer users.

3.1. Logging On

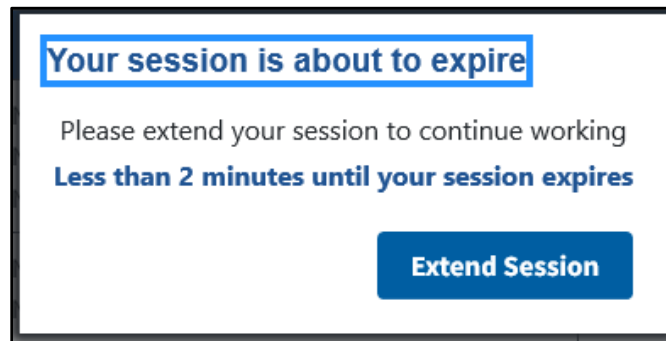
CC SEOC is accessed using the VA Single Sign-On Internal (SSOi) log in.

Figure 3: VA Single Sign-On for SEOC



NOTE: After 15 minutes of inactivity the system will automatically log you out. After 13 minutes of inactivity the system will prompt you to extend your session.

Figure 4: Session Timeout Warning



NOTE: The current session is refreshed when a **Request is Made to the API**, a **SEOC is updated**, a **Search or Filter is performed**, or any fields for a **User or Billing Code** are updated.

3.2. System Menu

The Standardized Episodes of Care dashboard offers several features: **Filter by Name**, **Filter by Service Line**, **Filter by Category of Care**, **Filter by Status**, **Filter by Billing Code**, **Draft New SEOCs**, **Export SEOC List (filtered)**, **View Selected SEOCs**, **Import SEOCs**, **Export SEOCs**, **Manage Billing Codes**, and **Manage Users**. The home page also displays the username and user role at the top right of the page.

Figure 5: Standardized Episodes of Care Dashboard

The screenshot shows the "Standardized Episodes of Care" dashboard. On the left is a sidebar for the "SEOC ADMINISTRATOR" with a "VERSION" icon and a "SEOC LIST" menu containing: "Draft New SEOC", "Export SEOC List (filtered)", "VIEW SELECTED SEOC", "IMPORT SEOCs", "EXPORT SEOCs", "MANAGE BILLING CODES", and "MANAGE USERS". The main area has a title "Standardized Episodes of Care" and a "Logout (Admin)" link. Below the title are filters: "Name Filter (contains)" with a search icon, "Service Line Filter" with a dropdown showing "Infertility Care", "Category of Care" with a dropdown showing "All", "Status Filter" with a dropdown showing "3 options selected", and "Billing Code Filter" with a search icon. Below the filters, it says "13 Items Page 1 of 2" with pagination buttons "1", "2", and "Next". A table displays the data with columns: "SEOC Name", "Service Line", "Category Of Care", "Version", "Effective Date", "End Date", and "Status".

SEOC Name	Service Line	Category Of Care	Version	Effective Date	End Date	Status
2test325301	INF	IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE TECH (ART)	REVISION			IN-PROGRESS
2test325301	INF	IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE TECH (ART)	1.7.1	03-31-2024		ACTIVE
Fertility-1332 Existing Ovary	INF	INFERTILITY	REVISION			IN-PROGRESS

NOTE: To view the list of SEOCs using a keyboard interface with assistive technology, you will need to use the “Tab” key to navigate through the list.

Standardized Episodes of Care table fields:

- **SEOC Name** – A unique title that categorizes a SEOC by specialty/subspecialty or area of clinical practice.
- **Service Line** – A broad category of care for the services and procedures included which is intended to be used to group and filter SEOCs for easier accessibility. A standardized three-letter abbreviation of the service line is included at the beginning of the SEOC ID.
- **Category of Care** - The clinical category associated with the primary service(s) within the SEOC. There is only one category of care that can be assigned to each SEOC.
- **Version** – The version number of the SEOC. The version number is formatted A.B.C where the first digit will be 1, the second digit is the number of published SEOCs in the same Category of Care when a new SEOC is activated, and the third digit is a serialized revision number.
- **Effective Date** –The date the SEOC status was made from In-Progress to Active.
- **End Date** –The date the SEOC status was discontinued.
- **Status** –The SEOC statuses are as follows:
 - **Active:** When a SEOC is Active, it will be available for all end users (e.g., API users, scheduling, payment, and auditing purposes).
 - **Date Hold:** When the SEOC status is Date Hold, it is pending and set for activation on a designated future date. This status is only available for SEOC Administrative users for editing purposes.
 - **Discontinued:** When a SEOC is Discontinued, read-only users will not have access to the discontinued SEOC in the SEOC Database and or the scheduling interface. However, the discontinued version will still be available for payment and auditing purposes. Discontinued SEOCs will remain in the SEOC database for up to six (6) years in the central repository.
 - **In-Progress:** The SEOC is available for editing purposes by the Administrators and Authors prior to activation. These SEOCs will not be available via SEOC Database API.

3.3. Changing User ID and Password

If you need to change your user password, you will need to contact your local PIV office.

3.4. Exit System

If you are finished working, log out of VA Single Sign-On and close any secure sessions that may still be open by selecting the **Logout** button.

4. Using the Software

SEOC provides user functionality for the following items:

- **Manage Users**
 - **Filtering Users**
 - **Filter Users by Role**
 - **Filter Users by User Name or VA Network ID**
 - **Delete a Selected User**
 - **Edit a Selected User**
 - **Add a New User**
- **SEOC List**
 - **Draft a New SEOC**
 - **Export SEOC List (filtered)**
- **View Selected SEOCs**
 - **View Filtered SEOCs**
 - **Filter SEOCs by Name**
 - **Filter SEOCs by Service Line**
 - **Filter SEOCs by Category of Care**
 - **Filter SEOCs by Status**
 - **Filter SEOCs by Billing Code**
- **Selected SEOC Workflows**
 - **Activate an In-Progress SEOC**
 - **Edit an In-Progress SEOC**
 - **Delete an In-Progress SEOC**
 - **Create an In-Progress Revision**
 - **Activate In-Progress (REVISION) SEOC**
 - **Discontinue a SEOC**
 - **Change Discontinue Date**
 - **Reactivate Discontinued SEOC**
 - **Revert a Date Hold SEOC Back to In-Progress**

- **Create a Date Hold SEOC**
- **Edit Date Hold SEOC**
- **Edit Effective Date of Date Hold SEOC**
- **Print a SEOC**
- **Invalid Characters**
 - **Show Invalid Characters**
 - **Fix Invalid Characters**
- **Track Version Changes**
- **Import SEOCs Workflow**
- **Export SEOCs Workflows**
 - **Export the SEOC Data to an Excel File**
 - **Export the SEOC Data to a JSON File**
 - **Export the SEOC Data to a PDF File**
 - **Export the VA PreCert Webpage Data to a JSON File**
- **Managing Billing Codes**
 - **Search for a Billing Code**
 - **Deactivate Billing Codes**
 - **Editing Billing Codes**

4.1. Manage Users

The SEOC Admin UI supports the following user roles:

- **Viewer:** Read-Only. This user will only see **Active** or **Discontinued SEOCs** on the **Home Page**. They are only able to **View**, **Print**, or **Track Version Changes** on selected **SEOCs**. Also, by default the SEOC List will show only Active SEOCs for this user.
- **Analyst:** Has all the privileges of the **Viewer** but can also view **Date Hold SEOCs**. They can also **Export SEOC Data** to Excel or JSON file format or **Export VA PreCert Webpage Data** to a JSON file.
- **Author:** Has all the privileges of the **Viewer** but can also view **In-Progress** or **Date Hold SEOCs**. They can also **Draft a New SEOC**, **Create Pending Revisions**, **Delete SEOCs**, or **Edit In-Progress SEOCs**.
- **Publisher:** Has all the privileges of the **Author** but can also **Activate** or **Discontinue SEOCs**, **Export SEOC Data** to Excel or JSON file format or **Export VA PreCert Webpage Data** to a JSON file.

- **Coder:** Has all **Publisher** capabilities but can also **Edit Date Hold SEOCs** and manage billing codes, but CANNOT activate, deactivate, reactivate, or modify activation.
- **Administrator:** Has all the privileges of the **Publisher**, but can also **Edit Date Hold SEOCs**, open the **User Management** page, **Add New Users**, **Edit Users**, or **Delete Users**. However, an Administrator can't modify their own privileges. This ensures there will always be at least one **Administrator**.

4.1.1. Filtering Users

The Manage Users section allows you to filter users by role or name. You also have the option to sort the displayed columns by selecting the arrow to the right of the column heading name.

4.1.1.1. Filter Users by Role

To filter the list of users in SEOC by role, follow the steps listed below:

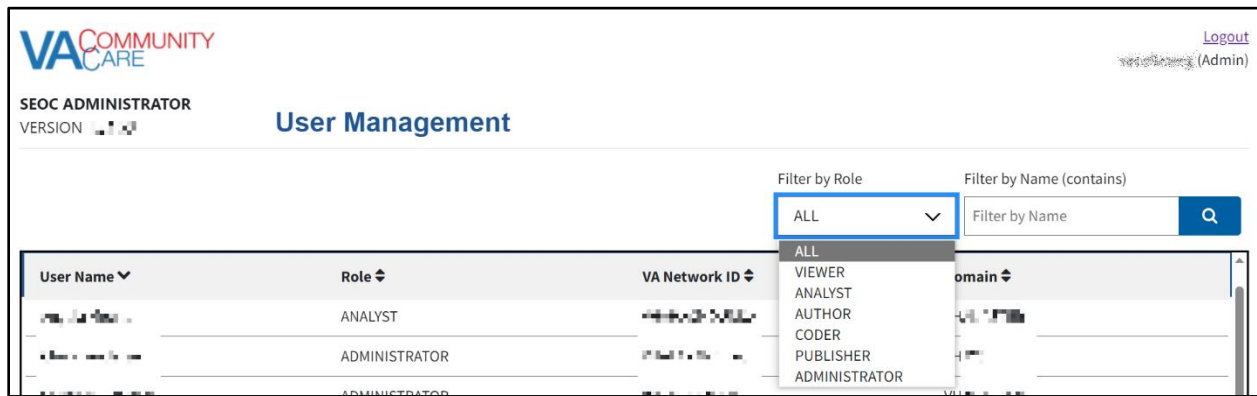
1. From the SEOC Admin home page, select **Manage Users**. The **User Management** window displays.

Figure 6: User Management

The screenshot displays the 'User Management' interface for the VA Community Care SEOC Administrator. The page header includes the VA Community Care logo, 'SEOC ADMINISTRATOR VERSION 1.1.1', and a 'Logout (Admin)' link. The main title 'User Management' is highlighted with a blue box. Below the title, there are two filter sections: 'Filter by Role' with a dropdown menu currently set to 'ALL', and 'Filter by Name (contains)' with a search input field and a magnifying glass icon. The main content area is a table with the following columns: 'User Name', 'Role', 'VA Network ID', and 'Domain'. The table lists several users, with roles including 'ANALYST' and 'ADMINISTRATOR'. At the bottom of the interface, there are four buttons: 'RETURN TO SEOC LIST', 'DELETE SELECTED USER', 'EDIT SELECTED USER', and 'ADD NEW USER'.

2. From the **Filter by Role** drop-down menu, select **All, Viewer, Analyst, Author, Coder, Publisher, or Administrator** to filter the list of users by role. The list refreshes to display the role selected.

Figure 7: Filter by Role Drop-Down Menu Options

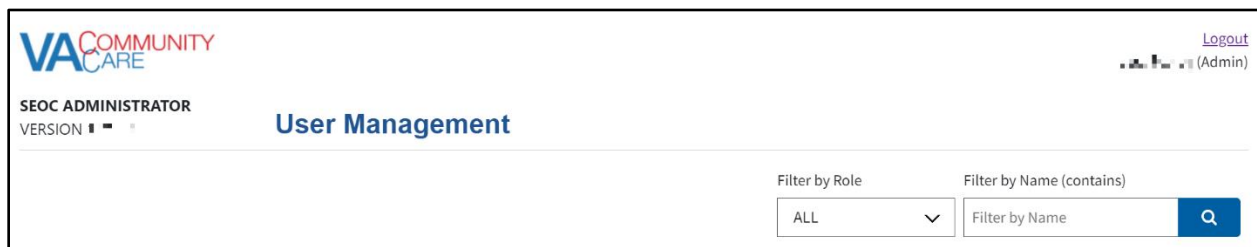


4.1.1.2. Filter Users by Name

To filter the list of users in SEOC by user name, follow the steps listed below.

1. From the SEOC Admin home page, select **Manage Users**. The **User Management** window displays.
2. From the **User Management** page, enter the user name in the **Filter by Name (contains)** field.

Figure 8: Filter by Name Field



3. Select the **Search** button. The **Filter by Name Results** display.

Figure 9: Filter by Name Results

The screenshot shows the 'User Management' page in the VA Community Care system. At the top left is the 'VA COMMUNITY CARE' logo. Below it, 'SEOC ADMINISTRATOR' and 'VERSION 1.29' are displayed. The page title 'User Management' is centered. On the top right, there is a 'Logout (Admin)' link. Below the title, there are two filter sections: 'Filter by Role' with a dropdown menu set to 'ALL', and 'Filter by Name (contains)' with a text input field containing 'test' and a search button. Below the filters is a table with four columns: 'User Name', 'Role', 'VA Network ID', and 'Domain'. The table contains three rows of data. The first row is highlighted with a blue border. At the bottom of the page, there are four buttons: 'RETURN TO SEOC LIST', 'DELETE SELECTED USER', 'EDIT SELECTED USER', and 'ADD NEW USER'.

User Name	Role	VA Network ID	Domain
test?	VIEWER	12234	123
Testpadma*&\$	VIEWER	5675	TEST
TestPadma=	VIEWER	7618234	TEST

4.1.2. Deleting Users

To delete a selected user from the User Management list, follow the steps listed below:

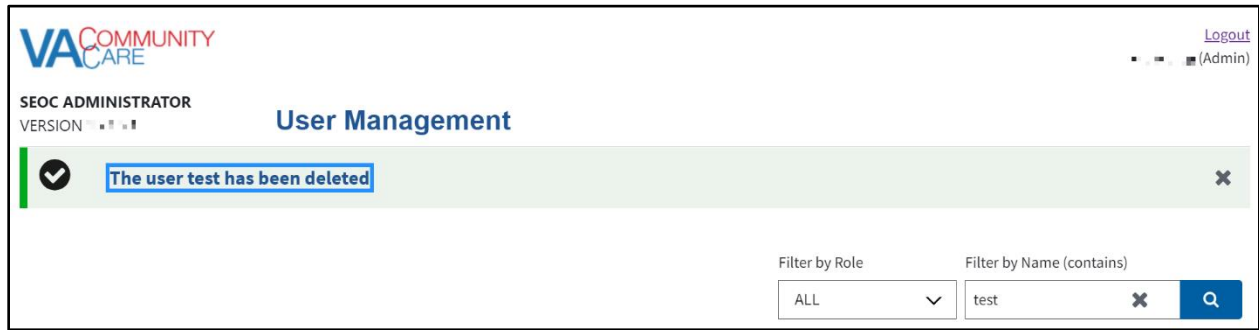
1. From the SEOC Admin home page, select **Manage Users**. The **User Management** window displays.
2. From the list of users, select the user that you would like to delete.
3. Select **Delete Selected User**. A message displays confirming that you would like to delete the user.

Figure 10: Confirm User Deletion

The screenshot shows a modal dialog box titled 'Confirm User Deletion'. It has a blue border and a close button (X) in the top right corner. The main text inside the dialog is 'test will be permanently deleted'. Below the text are two buttons: 'CANCEL' and 'CONFIRM DELETION'.

4. Select **Confirm Deletion**. The **User** will be deleted from the **User List** and a confirmation message will display.

Figure 11: User Deleted Confirmation Message



NOTE: The confirmation message can be dismissed by selecting the X button.

4.1.3. Edit a Selected User

To edit a user in SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select **Manage Users**. The **User Management** window displays.
2. From the list of users, select the user that you would like to edit.
3. Select **Edit Selected User**. The **Edit User** form will display, populated with the selected **User** information.

Figure 12: Editable User Fields

The screenshot shows the "Edit Selected User" form in the VA Community Care interface. The top left has the VA Community Care logo and "SEOC ADMINISTRATOR" with "VERSION 1.1.1". The top right has a "Logout" link and a user profile icon labeled "(Admin)". The main heading is "Edit Selected User". Below the heading, there are two filter sections: "Filter by Role" with a dropdown menu set to "ALL", and "Filter by Name (contains)" with a text input field containing "Filter by Name" and a search button. The main form area contains four required fields: "User Name" (41 characters remaining), "Role" (VIEWER), "VA Network ID" (18 characters remaining, value 1122334), and "Domain" (19 characters remaining, value 123456). Below these fields is a large empty text area. At the bottom right, there are "CANCEL" and "SAVE" buttons.

4. Edit the **User Name**, **Role**, **VA Network ID**, and **Domain** fields as needed.
5. Select **Save**. The updated user will display in the list of users.

Figure 13: Updated User Displayed in the User List

The screenshot shows the VA Community Care User Management interface. At the top left is the VA Community Care logo. Below it, the text 'SEOC ADMINISTRATOR' and 'VERSION 1.2.9' is displayed. The title 'User Management' is centered at the top. On the top right, there is a 'Logout' link and the text '(Admin)'. A green confirmation message at the top states 'The user Test Name has been saved'. Below this, there are filters for 'Filter by Role' (set to 'ALL') and 'Filter by Name (contains)' with a search input field. A table lists users with columns for 'User Name', 'Role', 'VA Network ID', and 'Domain'. The user 'Test Name' with role 'ANALYST' and VA Network ID '1122334' is highlighted. At the bottom, there are four buttons: 'RETURN TO SEOC LIST', 'DELETE SELECTED USER', 'EDIT SELECTED USER', and 'ADD NEW USER'.

User Name	Role	VA Network ID	Domain
ADMINISTRATOR	ADMINISTRATOR		
test	VIEWER	666-55	TEST
Test Name	ANALYST	1122334	123456
test2	VIEWER	12234	123
Testpadma*&\$	VIEWER	5675	TEST
TestPadma=	VIEWER	7618234	TEST

NOTE: If any of the fields are not populated, or if **VA Network ID** or **Domain** have characters other than letters and numbers, an error message will display when you select **Save**.

NOTE: Both the error message and the confirmation message can be dismissed by selecting the X button.

4.1.4. Add a New User

To add a new user from the User Management list, follow the steps listed below:

1. From the SEOC Admin home page, select **Manage Users**. The **User Management** window displays.
2. Select **Add New User**. The **Add New User** form displays.

Figure 14: Add New User

The screenshot shows the 'Add New User' form in the VA Community Care SEOC Administrator interface. The form has four required fields: 'User Name' (50 characters remaining), 'Role' (a dropdown menu currently showing 'VIEWER'), 'VA Network ID' (25 characters remaining), and 'Domain' (25 characters remaining). Above the form are filters for 'Filter by Role' (set to 'ALL') and 'Filter by Name (contains)'. At the bottom right are 'CANCEL' and 'SAVE' buttons. The top left shows the 'VA COMMUNITY CARE' logo and 'SEOC ADMINISTRATOR' version information. The top right has a 'Logout' link and an 'Admin' user indicator.

3. In the **User Name** field, which is required, enter the users name.
4. From the **Role** menu, which is required, select **Viewer, Analyst, Author, Coder, Publisher, or Administrator**.
5. In the **VA Network ID** field, which is required, enter the name of the VA network.
6. In the **Domain** field, which is required, enter the name of the domain.
7. Select the **Save** button. The new **User** will appear in the **User List** and a confirmation message will display.

Figure 15: New User Added to the List

The screenshot shows the 'User Management' page in the VA Community Care SEOC Administrator interface. A green confirmation banner at the top states 'The user Test User has been added'. Below the banner are filters for 'Filter by Role' (set to 'ALL') and 'Filter by Name (contains)'. A table lists the users, with 'Test User' highlighted. The table has four columns: 'User Name', 'Role', 'VA Network ID', and 'Domain'.

User Name	Role	VA Network ID	Domain
Test Name	ANALYST	1122334	123456
Test User	VIEWER	1122334455	ABCD1234
test2	VIEWER	12234	123

NOTE: If any of the fields are not populated, **VA Network ID** or **Domain** have characters other than letters and numbers, or if **User Name** has a backslash character, an error message will display when you select **Save**.

NOTE: Both the error message and the confirmation message can be dismissed by selecting the X button.

4.2. SEOC List

4.2.1. Draft a New SEOC

To draft a new SEOC, follow the steps listed below:

NOTE: To save your work in-progress, select **Save** at the bottom of the page.

1. From the SEOC Admin home page, select **Draft New SEOC**. The **Draft SEOC: Name and Service Line** window displays.

Figure 16: Draft SEOC: Name and Service Line

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.1.1

New SEOC

Logout

Admin

In-Progress (NEW)

SEOC Name (required, 80 characters remaining)

Service Line (required)

Select a Service Line

Window Snap

RETURN TO SEOC LIST

EDIT

VIEW SEOC

SAVE

NOTE: **Draft New SEOC** only applies to the first page in the **Create/Edit SEOC** workflow. When you navigate to any other page, it will save the **SEOC**, and thereafter the workflow will be presented as an edit to an existing **SEOC**.

NOTE: To return to the SEOC Admin home page while creating a **New SEOC**, select **Return to SEOC List** in the bottom left-hand corner of any page in the **Create/Edit SEOC** workflow. It will not save your changes to the **New SEOC**.

2. In the **SEOC Name** field, enter the name for the new SEOC (required field). The maximum number of characters for this field is 80.
3. From the **Service Line** menu, select a service line (required field).

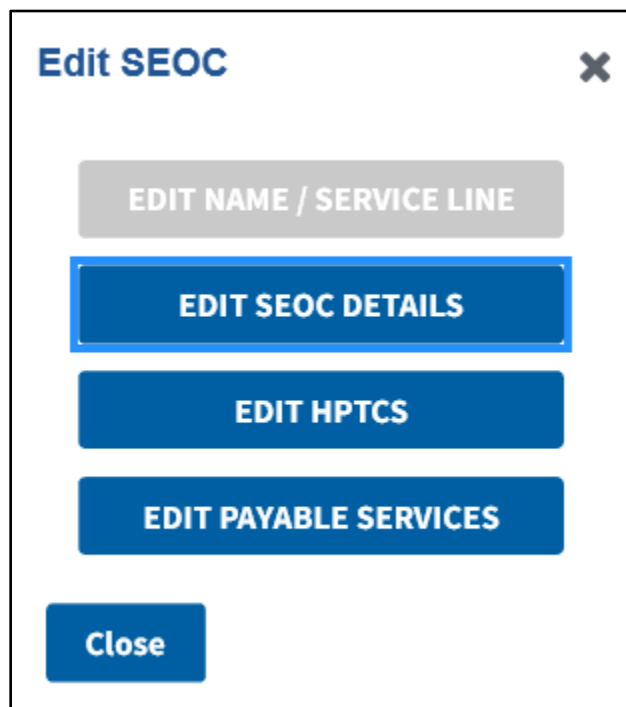
NOTE: If either the **SEOC Name** or **Service Line** are not populated, an error will display when you select **Add/Edit SEOC Details**.

NOTE: If the **SEOC Name** is already being used by another SEOC, an error will display when you select **Add/Edit SEOC Details**. It is not case-sensitive, and it does not take extra spaces into account.

NOTE: The error message can be dismissed by selecting the X button.

4. Select **Edit**. The **Edit SEOC** dialog box displays.

Figure 17: Edit SEOC Dialog Box



NOTE: The option in the **Edit SEOC** dialog box for the current page will be disabled. For instance, in the screenshot above, this is the **Edit Name / Service Line** page, so that option is disabled, but in any other page in the workflow, it will be available.

NOTE: For the purposes of this document, the steps will go through all pages of the **Edit SEOC** workflow in sequential order, though this is not required in the application.

5. Select **Edit SEOC Details** from the **Edit SEOC** dialog box. The **Edit SEOC: Details** page will display.

Figure 18: Edit SEOC Details (1 of 2)

The screenshot displays the 'Edit SEOC Details (1 of 2)' page. At the top left is the 'VA COMMUNITY CARE' logo. Below it, 'SEOC ADMINISTRATOR' is shown with 'Infertility Care' and 'Test_August' as sub-headers. A 'VERSION' icon is also present. In the top right corner, there is a 'Logout' link and a user profile icon labeled '(Admin)'. A status bar on the right indicates 'In-Progress (NEW)'. The main form area contains several input fields: 'Category Of Care' with a dropdown menu showing 'Select a category'; 'Duration (1-365 days)' with a text input field; 'QASP' with a dropdown menu showing 'Select a QASP'; and 'REV' with a dropdown menu showing 'No'. Below these is a 'Description' section with a text area and a character count '(1785 characters remaining)'. The text inside the description area reads: 'This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult/referral order.' Below the description is a 'Procedural Overview' section with a text area and a character count '(5000 characters remaining)'. At the bottom of the page are four buttons: 'RETURN TO SEOC LIST', 'EDIT', 'VIEW SEOC', and 'SAVE'.

Figure 19: Edit SEOC Details (2 of 2)

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care

VERSION Test_August

In-Progress (NEW)

Procedural Overview:
Procedural Overview Notes (5000 characters remaining)

Additional Information (1639 characters remaining)

- * Please visit the VHA Storefront www.va.gov/COMMUNITYCARE/providers/index.asp for additional resources and requirements pertaining to the following:
- * Pharmacy prescribing requirements
- * Durable Medical Equipment (DME), Prosthetics, and Orthotics prescribing requirements
- * Precertification (PRCT) process requirements
- * Request for Services (RFS) requirements

RETURN TO SEOC LIST EDIT VIEW SEOC SAVE

6. From the **Category of Care** drop-down menu, select the **Category of Care**.
7. In the **Duration (days)** field, enter the duration. Minimum number of days being one and maximum number of days being 365.

NOTE: If the value of **Duration** is not a number between 1 and 365, an error will be displayed if you select **Return to SEOC List** or **View SEOC**, or if you navigate using the **Edit** button.

NOTE: The error message can be dismissed by selecting the X button.

8. From the **QASP** drop-down menu, select the **QASP**.
9. From the **REV** drop-down menu, select **Yes** or **No**.
10. In the **Description** field, enter a description for the procedure. The maximum number of characters for this field is 2000.

NOTE: The **Procedural Overview** field is auto-populated based on the Payable Services.

11. In the **Additional Description for Procedural Overview** field, enter additional information. The maximum number of characters for this field is 5000.
12. In the **Additional Information** field, enter additional information regarding the procedure if desired. The maximum number of characters for this field is 2000.

13. Select the **Edit** button and then select **Edit HPTCs**. The **Edit SEOC: SEOC Provider Taxonomy Codes** page displays.

Figure 20: Edit SEOC Provider Taxonomy Codes

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care
VERSION * Test_August

In-Progress (NEW)

SEOC Provider Taxonomy Codes

HPTC	Grouping	Classification	Specialization

REMOVE HIGHLIGHTED HPTC FROM SEOC

ADD NEW HPTCS TO SEOC

RETURN TO SEOC LIST

EDIT VIEW SEOC SAVE

14. Select **Add new HPTCs to SEOC**. The **Edit SEOC: Add Provider Taxonomy Codes** page will display.

Figure 21: Add Provider Taxonomy Codes

VA COMMUNITY CARE

SEOC ADMINISTRATOR Infertility Care
VERSION 1.1.1 Test_August

[Logout](#) (Admin)

In-Progress (NEW)

Add Provider Taxonomy Codes to SEOC

Filter HPTC table by text (contains)
Filter by HPTC table contents

868 Items Page 1 of 145

HPTC	Grouping	Classification	Specialization
101200000X	Behavioral Health & Social Service Providers	Drama Therapist	
101Y00000X	Behavioral Health & Social Service Providers	Counselor	
	Behavioral Health & Social Service		Addiction (Substance Use)

[RETURN TO SEOC LIST](#) [EDIT](#) [VIEW SEOC](#) [SAVE](#)

NOTE: The navigation buttons in the footer will be disabled while this page is displayed. To enable the navigation buttons, select the **Done** button to return to the previous page.

15. Enter text in the **Filter HPTC table by text** field. Press **Enter** or select the **Search** button. The table displays all rows with the text you entered in any of the four columns: **HPTC**, **Grouping**, **Classification**, or **Specialization**.
16. Select a **Provider Taxonomy Code (HPTC)**.
17. Select **Add Highlighted HPTC to SEOC**. A confirmation message will display.

Figure 22: Provider Taxonomy Code Added Message

The screenshot shows the VA Community Care SEOC Administrator interface. At the top, there is a header with the VA Community Care logo, a 'Logout' link, and user information: 'SEOC ADMINISTRATOR Infertility Care' and 'VERSION 1.29 Test_August'. A green banner at the top right indicates 'In-Progress (NEW)'. A green confirmation message at the top left states 'HPTC 163WR1000X added to SEOC' with a checkmark icon and a close button. Below this, the 'Add Provider Taxonomy Codes to SEOC' section features a search filter 'Filter HPTC table by text (contains)' with the text 'reproductive' entered. Below the filter, it shows '2 Items Page 1 of 1'. A table with four columns: 'HPTC', 'Grouping', 'Classification', and 'Specialization' displays one row: '163WR1000X', 'Nursing Service Providers', 'Registered Nurse', and 'Reproductive Endocrinology/Infertility'. At the bottom, there are buttons for 'RETURN TO SEOC LIST', 'EDIT', 'VIEW SEOC', and 'SAVE'.

HPTC	Grouping	Classification	Specialization
163WR1000X	Nursing Service Providers	Registered Nurse	Reproductive Endocrinology/Infertility

NOTE: The confirmation message can be dismissed by selecting the X button.

NOTE: If the selected **HPTC** has already been added to the **SEOC**, an error dialog will display when you select **Add highlighted HPTC to SEOC**.

18. Repeat steps 16-18 to add additional **HPTCs** to the **SEOC**.
19. When you are finished adding provider codes, select **Done**. The **Edit SEOC: SEOC Provider Taxonomy Codes** page will display. The table displays the provider codes you added on the previous page.

Figure 23: Added Provider Taxonomy Codes

The screenshot shows the VA Community Care SEOC Administrator interface. At the top left is the VA Community Care logo. To the right is a 'Logout' link and a user icon labeled '(Admin)'. Below the logo, it says 'SEOC ADMINISTRATOR' and 'Infertility Care'. Below that, it says 'VERSION 1.0.0' and 'Test_August'. On the right side, there is an orange bar with the text 'In-Progress (NEW)'. The main content area is titled 'SEOC Provider Taxonomy Codes' and contains a table with four columns: HPTC, Grouping, Classification, and Specialization. The table has two rows. The first row has HPTC '163WR1000X', Grouping 'Nursing Service Providers', Classification 'Registered Nurse', and Specialization 'Reproductive Endocrinology/Infertility'. The second row has HPTC '207VE0102X', Grouping 'Allopathic & Osteopathic Physicians', Classification 'Obstetrics & Gynecology', and Specialization 'Reproductive Endocrinology'. Below the table are two buttons: 'REMOVE HIGHLIGHTED HPTC FROM SEOC' and 'ADD NEW HPTCS TO SEOC'. At the bottom of the interface are three buttons: 'RETURN TO SEOC LIST', 'EDIT', and 'VIEW SEOC', and a 'SAVE' button.

HPTC	Grouping	Classification	Specialization
163WR1000X	Nursing Service Providers	Registered Nurse	Reproductive Endocrinology/Infertility
207VE0102X	Allopathic & Osteopathic Physicians	Obstetrics & Gynecology	Reproductive Endocrinology

REMOVE HIGHLIGHTED HPTC FROM SEOC ADD NEW HPTCS TO SEOC

RETURN TO SEOC LIST EDIT VIEW SEOC SAVE

20. If needed, you can select an **HPTC** row and select **Remove highlighted HPTC from SEOC** to remove an **HPTC**. The **Confirm Remove HPTC** dialog will display.

Figure 24: Confirm Remove HPTC

The screenshot shows a dialog box titled 'Remove HPTC 207VE0102X from SEOC?'. The dialog box has a close button (X) in the top right corner. At the bottom, there are two buttons: 'CANCEL' and 'CONFIRM'.

Remove HPTC 207VE0102X from SEOC?

CANCEL CONFIRM

21. Select **Confirm** to remove the **HPTC** from the **SEOC**. A confirmation message will display.

Figure 25: Provider HPTC Removed Message

The screenshot shows the VA Community Care SEOC Administrator interface. At the top, the VA Community Care logo is on the left, and a 'Logout' link and user role '(Admin)' are on the right. Below the logo, the user is identified as 'SEOC ADMINISTRATOR' for 'Infertility Care', with a version indicator and the text 'Test_August'. A status indicator shows 'In-Progress (NEW)'. A green confirmation banner at the top states 'HPTC 207VE0102X has been removed' with a checkmark icon and a close 'X' button. Below this is a section titled 'SEOC Provider Taxonomy Codes' containing a table with columns: HPTC, Grouping, Classification, and Specialization. The table has one row: HPTC '163WR1000X', Grouping 'Nursing Service Providers', Classification 'Registered Nurse', and Specialization 'Reproductive Endocrinology/Infertility'. Below the table are two buttons: 'REMOVE HIGHLIGHTED HPTC FROM SEOC' and 'ADD NEW HPTCS TO SEOC'. At the bottom of the interface are three buttons: 'RETURN TO SEOC LIST', 'EDIT', 'VIEW SEOC', and 'SAVE'.

HPTC	Grouping	Classification	Specialization
163WR1000X	Nursing Service Providers	Registered Nurse	Reproductive Endocrinology/Infertility

NOTE: The confirmation message can be dismissed by selecting the X button.

22. Select the **Edit** button and then select **Edit SEOC Payable Services**. The **Edit SEOC: Payable Services** page will display.

Figure 26: Edit Payable Services

The screenshot shows the 'Edit Payable Services' page in the VA Community Care SEOC Administrator interface. The header and user information are identical to Figure 25. The main section is titled 'Payable Services' and contains a table with columns: Line Item, Clinical Service, Visits/Units, Frequency, Description of Service, and Billing Code(s). The table is currently empty. Below the table are five buttons: 'ADD PAYABLE SERVICE' (highlighted in blue), 'REMOVE PAYABLE SERVICE', 'EDIT PAYABLE SERVICE/SEGMENT', 'ADD SEGMENT', and 'REMOVE SEGMENT'. At the bottom of the interface are three buttons: 'RETURN TO SEOC LIST', 'EDIT', 'VIEW SEOC', and 'SAVE'.

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
-----------	------------------	--------------	-----------	------------------------	-----------------

23. Select **Add Payable Service**. The **Edit SEOC: Add Payable Service Line Item** section displays at the top of the page.

Figure 27: Add Payable Service Line Item (1 of 2)

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care
VERSION Test_August

In-Progress (NEW)

Add Payable Service Line Item 2

Description (required, 2000 characters remaining)

Allowable Visits / Units (required)

999

Clinical Service (required)

No Clinical Services added

Frequency (visits/interval) (optional)

Select Type

REMOVE SELECTED CLINICAL SERVICE ADD CLINICAL SERVICE

RETURN TO SEOC LIST EDIT VIEW SEOC SAVE

Figure 28: Add Payable Service Line Item (2 of 2)

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care
VERSION Test_August

In-Progress (NEW)

REMOVE SELECTED CLINICAL SERVICE ADD CLINICAL SERVICE

Billing Codes

Select All	Billing Code	Type	Description	PreCert Required

NO CODE REQUIRED ACCEPT ANY CODE REMOVE SELECTED CODES ADD NEW BILLING CODES DONE CANCEL

Payable Services

Payable Services:

Line Item	Clinical Service	Visits/Units	Frequency	Description	Billing Codes

Underlined billing codes require pre-certification

RETURN TO SEOC LIST EDIT VIEW SEOC SAVE

24. In the **Description** field, which is required, enter a description for the payable service. The maximum number of characters for the **Description** field is 2000.
25. Under **Clinical Services**, which are required, select **Add Clinical Service**. The **Edit SEOC: Add Clinical Service** dialog box will display.

Figure 29: Edit SEOC: Add Clinical Service

Manage Clinical Services for Payable Service

Search for Clinical Service (contains)

110 Items Page 1 of 19

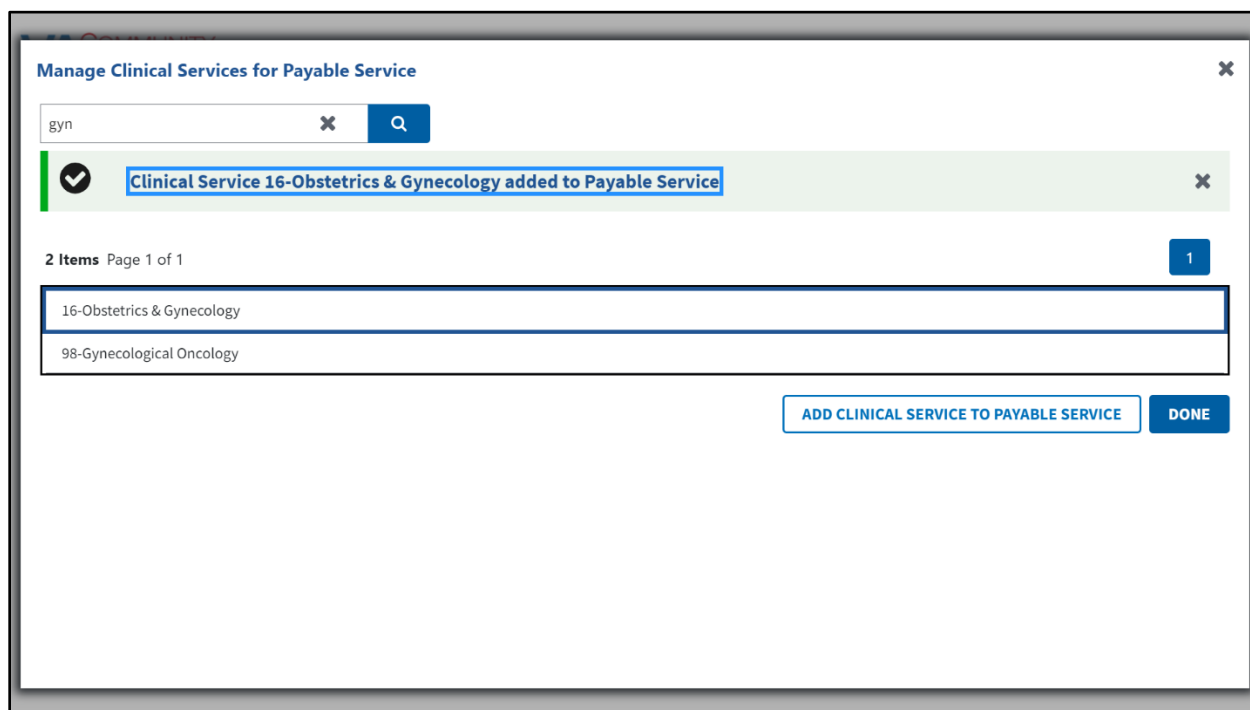
01-General Practice
02-General Surgery
03-Allergy/Immunology
04-Otolaryngology
05-Anesthesiology
06-Cardiology

1 2 3 ... 19 Next

ADD CLINICAL SERVICE TO PAYABLE SERVICE DONE

26. Enter text in the **Search for Clinical Service** field. Press **Enter** or select the **Search** button. The table displays all rows with the text you entered.
27. Select the desired **Clinical Service**.
28. Select **Add Clinical Service to Payable Service**. A confirmation message will display.

Figure 30: Clinical Service Added Message



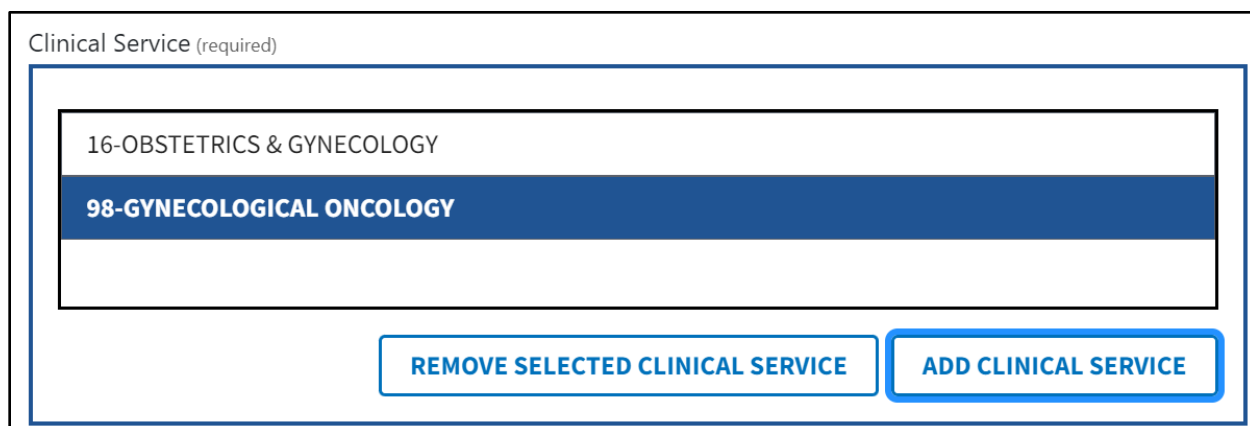
NOTE: If a **Clinical Service** is already associated with the **Payable Service**, an error message will display.

NOTE: Both the confirmation message and the error message can be dismissed by selecting the X button.

29. Repeat steps 27-29 to add additional **Clinical Services** to the **Payable Service**.

30. Select **Done**. The **New Clinical Services added to the Payable Service** display.

Figure 31: New Clinical Services Added to the Payable Service



31. If needed, select a **Clinical Service** row, and select **Remove Selected Clinical Service** to remove a **Clinical Service**. A confirmation message will display.

Figure 32: Clinical Service Removed Message

The dialog box has a green header bar with a checkmark icon on the left and an 'X' icon on the right. The message text is 'Clinical service 98-Gynecological Oncology has been removed'. Below the header, the text 'Clinical Service (required)' is displayed. A large rectangular area contains a blue header '16-OBSTETRICS & GYNECOLOGY' and a white body. At the bottom of this area are two buttons: 'REMOVE SELECTED CLINICAL SERVICE' and 'ADD CLINICAL SERVICE'.

NOTE: The confirmation message can be dismissed by selecting the X button.

32. In the **Allowable Visits / Units** field, which is optional, enter the number of allowed visits or other units. The maximum value for the **Allowable Visits / Units** field is 99,999.
33. In the **Frequency (visits/interval)** fields, which are optional, enter the frequency of visits and select if it is per week, month, or year.

NOTE: If either the **Frequency Visits** or the **Frequency Interval** field is populated without the other, an error will be displayed if you select **Done**.

NOTE: The error message can be dismissed by selecting the X button.

34. If this service does not require billing codes, select **No Code Required**. A confirmation message will display.

Figure 33: Edit SEOC: No Billing Codes Required Added Message

The dialog box has a green header bar with a checkmark icon on the left and an 'X' icon on the right. The message text is 'No Billing Codes Required has been added'. Below the header, the text 'Billing Codes' is displayed. A table with the following structure is shown:

Select All	Billing Code	Type	Description	PreCert Required
		No Billing Codes Required	Yes	

At the bottom of the dialog box are six buttons: 'NO CODE REQUIRED', 'ACCEPT ANY CODE', 'REMOVE CODE', 'ADD NEW BILLING CODES', 'DONE', and 'CANCEL'.

NOTE: The confirmation message can be dismissed by selecting the X button.

35. If you need to remove this and select something else, select **Remove Code**. A confirmation message will display.

Figure 34: Edit SEOC: No Billing Codes Required Removed Message

The screenshot shows a confirmation message with a green header bar containing a checkmark icon and the text "No Billing Codes Required has been removed" with a close button (X) on the right. Below the header is a table titled "Billing Codes" with columns: "Select All", "Billing Code", "Type", "Description", and "PreCert Required". The table is currently empty. At the bottom of the form are six buttons: "NO CODE REQUIRED", "ACCEPT ANY CODE", "REMOVE SELECTED CODES", "ADD NEW BILLING CODES", "DONE", and "CANCEL".

NOTE: The confirmation message can be dismissed by selecting the X button.

36. If this service can accept any billing code, select **Accept Any Code**. A confirmation message will display.

Figure 35: Edit SEOC: Any Billing Code Accepted Added Message

The screenshot shows a confirmation message with a green header bar containing a checkmark icon and the text "Any Billing Code Accepted has been added" with a close button (X) on the right. Below the header is a table titled "Billing Codes" with columns: "Select All", "Billing Code", "Type", "Description", and "PreCert Required". The table contains one row with the following data: "Any Billing Code Accepted" in the "Billing Code" column, "Yes" in the "Type" column, and an empty "Description" column. The "PreCert Required" column is empty. At the bottom of the form are six buttons: "NO CODE REQUIRED", "ACCEPT ANY CODE", "REMOVE CODE", "ADD NEW BILLING CODES", "DONE", and "CANCEL".

NOTE: The confirmation message can be dismissed by selecting the X button.

37. If you need to remove this and select something else, select **Remove Code**. A confirmation message will display.

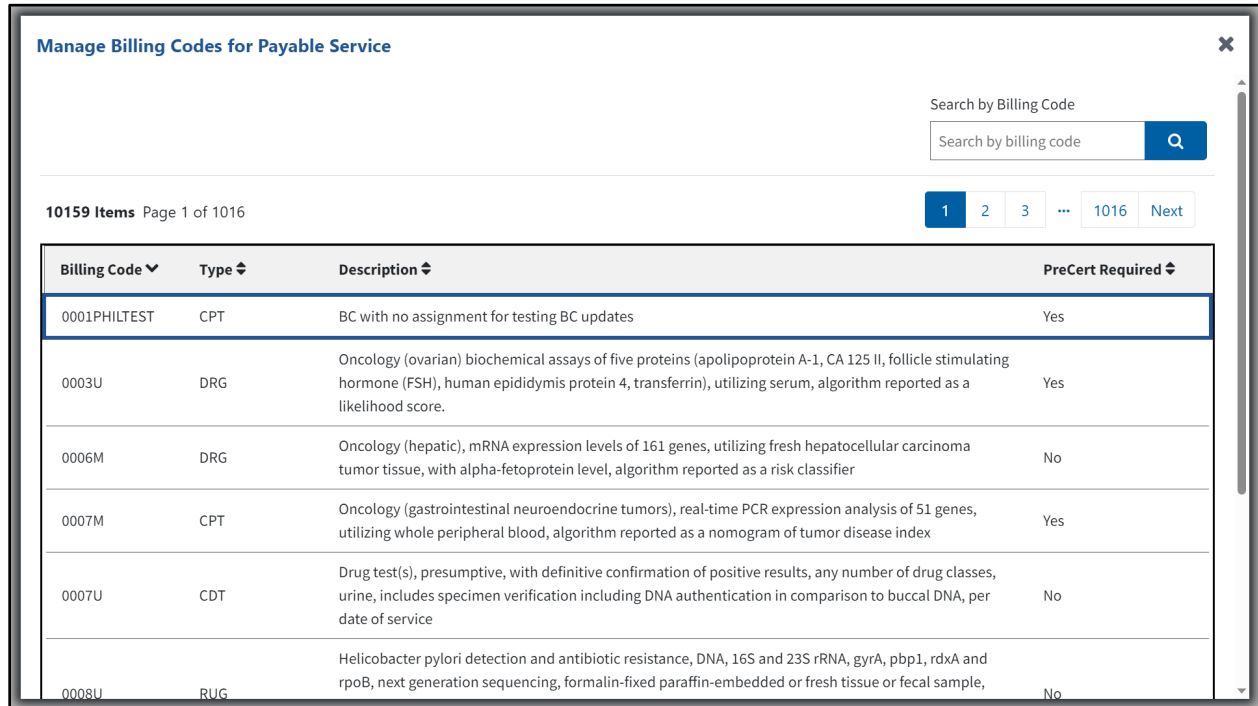
Figure 36: Edit SEOC: Any Billing Code Accepted Removed Message

The screenshot shows a confirmation message with a green header bar containing a checkmark icon and the text "Any Billing Code Accepted has been removed" with a close button (X) on the right. Below the header is a table titled "Billing Codes" with columns: "Select All", "Billing Code", "Type", "Description", and "PreCert Required". The table is currently empty. At the bottom of the form are six buttons: "NO CODE REQUIRED", "ACCEPT ANY CODE", "REMOVE SELECTED CODES", "ADD NEW BILLING CODES", "DONE", and "CANCEL".

NOTE: The confirmation message can be dismissed by selecting the X button.

38. If this service requires billing codes, select **Add New Billing Codes**. The **Manage Billing Codes for Payable Service** dialog box will display.

Figure 37: Manage Billing Codes for Payable Service



Billing Code ▼	Type ↕	Description ↕	PreCert Required ↕
0001PHILTEST	CPT	BC with no assignment for testing BC updates	Yes
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone (FSH), human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score.	Yes
0006M	DRG	Oncology (hepatic), mRNA expression levels of 161 genes, utilizing fresh hepatocellular carcinoma tumor tissue, with alpha-fetoprotein level, algorithm reported as a risk classifier	No
0007M	CPT	Oncology (gastrointestinal neuroendocrine tumors), real-time PCR expression analysis of 51 genes, utilizing whole peripheral blood, algorithm reported as a nomogram of tumor disease index	Yes
0007U	CDT	Drug test(s), presumptive, with definitive confirmation of positive results, any number of drug classes, urine, includes specimen verification including DNA authentication in comparison to buccal DNA, per date of service	No
0008U	RUG	Helicobacter pylori detection and antibiotic resistance, DNA, 16S and 23S rRNA, gyrA, pbp1, rdxA and rpoB, next generation sequencing, formalin-fixed paraffin-embedded or fresh tissue or fecal sample,	No

39. Enter text in the **Search by billing code** field. Press **Enter** or select the **Search** button. The table will display all rows where the **Billing Code** column starts with the text you entered.

NOTE: Select the arrow to the right of the column heading name to sort the Billing Code columns.

40. Select the desired **Billing Code**.

41. Select **Add Code to Payable Service**. A confirmation message will display.

NOTE: The confirmation message can be dismissed by selecting the X button.

- To enter multiple billing codes, select **Enter Codes**. The **Enter Billing Codes** dialog box displays.

Figure 38: Enter Billing Codes

Enter Billing Codes [X]

Add Billing Code [ADD]

Billing Codes

[Empty list box with scrollbar]

[CONTINUE] [CANCEL]

- b. Enter a billing code in the **Add Billing Code** field and select **Add**. Repeat this step to add additional billing codes. The added billing codes display in the **Billing Codes** section.

Figure 39: Added Billing Codes

Enter Billing Codes [X]

S4042 [X] **ADD**

Billing Codes (4 Entries)

- S4031 [X]
- S4035 [X]
- S4037 [X]
- S4042 [X]

CONTINUE **CANCEL**

- c. Select **Continue**. The **Add Billing Codes Confirmation Message** displays.

Figure 40: Add Billing Codes Confirmation Message

Enter Billing Codes [X]

Confirmation of Code Additions
Do you wish to add the selected codes to this service?

Billing Codes

S4031	S4035	S4037
S4042		

ADD BILLING CODES **CANCEL**

- d. Select **Add Billing Codes** to add the selected codes to the service. A confirmation message will display.

42. To define a new **Billing Code**, select **Define New Code**. The **Define New Billing Code** form will display.

Figure 41: Edit SEOC: Define New Billing Code

Define New Billing Code

Billing Code (required) (25 characters remaining)	Type (required)	Description (required) (2000 characters remaining)	PreCert Required (required)
<input type="text"/>	CPT		No

CANCEL

ADD CODE TO PAYABLE SERVICE

NOTE: If you had entered a billing code in the **Search by Billing Code Field** before selecting **Define New Code**, the **Billing Code Field** will be pre-populated with the value from the **Search by Billing Code Field**.

NOTE: If the pre-populated value for the **Billing Code Field** starts with a letter, the **Type** menu will default to **DRG**. Otherwise, it will default to **CPT**.

43. In the **Billing Code** field, which is required, enter the billing code.

NOTE: The maximum number of characters for the **Billing Code** field is 25.

44. From the **Type** menu, select the type of billing code (required field).

45. In the **Description** field, which is required, enter the billing code description.

NOTE: The maximum number of characters for the **Description** field is 2000.

46. From the **PreCert Required** menu, select whether the billing code requires pre-certification (required field).

47. Select **Add Code to Payable Service**. The new code will be added to the current payable service. A confirmation message will display. It will also be available in the list of billing codes in the **Add Billing Code** dialog box.

NOTE: If any of the fields are not populated, there are any characters in the **Billing Code** field that are not letters, numbers, a hyphen, or a period, or

the **Description** field has a backslash character, an error message will appear when you select **Add Code to Payable Service**.

NOTE: The error message can be dismissed by selecting the X button.

48. Select **Done**. The **Billing Codes Added to the Payable Service** section will display.

Figure 42: Billing Codes Added to the Payable Service

Billing Codes				
<u>Select All</u>	Billing Code	Type	Description	PreCert Required
<input type="checkbox"/>	T1001	HCPCS	Nursing assessment/evaluation	No
<input type="checkbox"/>	T1002	HCPCS	RN services, up to 15 minutes	No
<input type="checkbox"/>	S4031	HCPCS	Sperm procurement and cryopreservation services; subsequent visit	No
<input type="checkbox"/>	S4035	HCPCS	Stimulated intrauterine insemination (IUI), case rate	No
<input type="checkbox"/>	S4037	HCPCS	Cryopreserved embryo transfer, case rate	No
<input type="checkbox"/>	S4042	HCPCS	Management of ovulation induction (interpretation of diagnostic tests and studies, non face-to-face medical management of the patient), per cycle	No

49. If needed, you can select a **Billing Code** row or multiple rows and select **Remove Selected Code from Service** to remove **Billing Code(s)**. A confirmation message will display.

Figure 43: Remove Billing Codes Confirmation Dialog Box

Remove Billing Codes

×

Are you sure you want to remove these 3 billing codes?

G0463

G0466

G0467

REMOVE BILLING CODES

CANCEL

50. Select **Remove Billing Codes**. A message displays confirming the billing codes were removed.

Figure 44: Billing Codes Removed Message

Billing code T1002 has been removed
✕

Billing Codes

<u>Unselect All</u>	Billing Code	Type	Description	PreCert Required
<input type="checkbox"/>	T1001	HCPCS	Nursing assessment/evaluation	No
<input type="checkbox"/>	S4031	HCPCS	Sperm procurement and cryopreservation services; subsequent visit	No
<input type="checkbox"/>	S4035	HCPCS	Stimulated intrauterine insemination (IUI), case rate	No
<input type="checkbox"/>	S4037	HCPCS	Cryopreserved embryo transfer, case rate	No
<input type="checkbox"/>	S4042	HCPCS	Management of ovulation induction (interpretation of diagnostic tests and studies, non face-to-face medical management of the patient), per cycle	No

NOTE: The confirmation message can be dismissed by selecting the X button.

51. Select **Done**. The **Payable Services** section displays at the top of the page.

Figure 45: Payable Service Added to SEOC

SEOC ADMINISTRATOR Infertility Care
VERSION **Test_August**

[Logout](#)
(Admin)

In-Progress (NEW)

Payable Services

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
1	16-Obstetrics & Gynecology	999	N/A	Enter a Description in this field.	T1001, S4031, S4035, S4037, S4042
2	42-Certified Nurse Midwife, 50-Nurse Practitioner	999	N/A	Description	Accept Any Code

ADD PAYABLE SERVICE
REMOVE PAYABLE SERVICE
EDIT PAYABLE SERVICE/SEGMENT
ADD SEGMENT
REMOVE SEGMENT

RETURN TO SEOC LIST

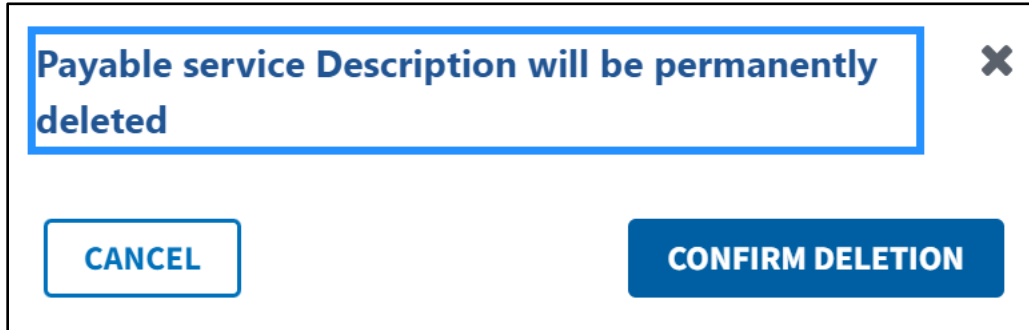
EDIT
VIEW SEOC
SAVE

NOTE: If any of the required fields are not populated, or if **Allowable Visits/Units** or **Frequency** are not numbers within the specified range, an error message will appear when you select **Done**.

NOTE: The error message can be dismissed by selecting X.

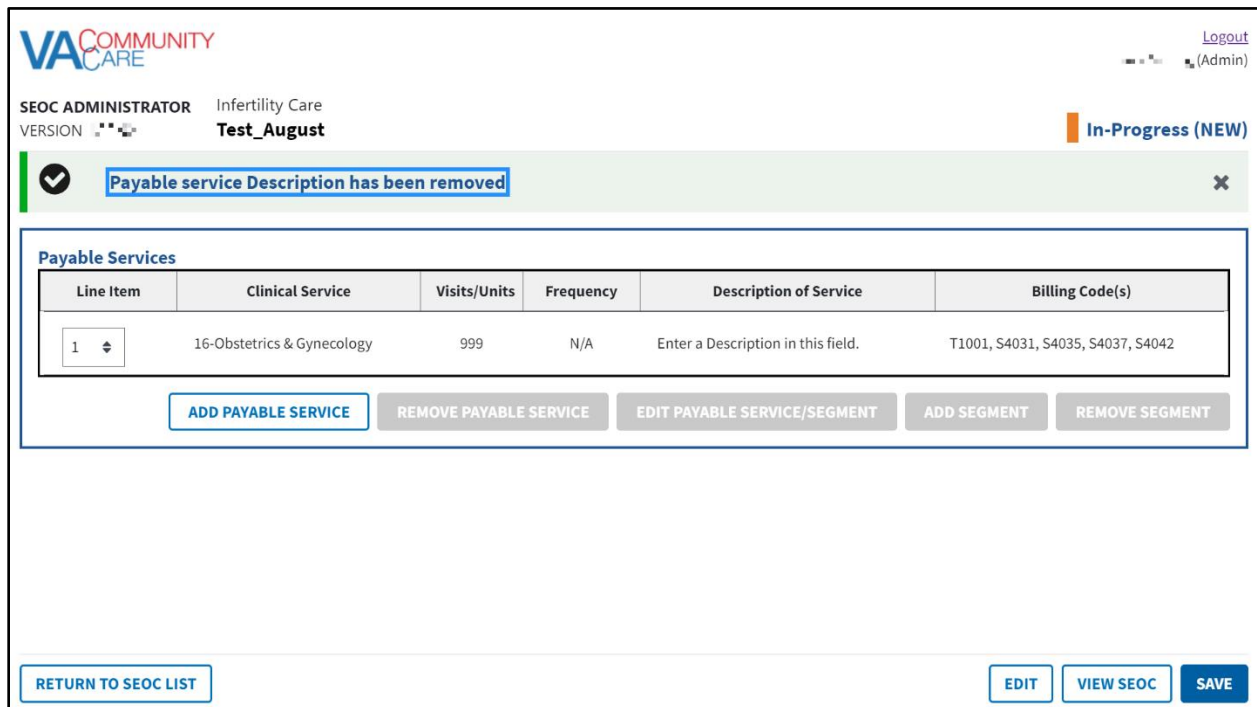
52. If needed, you can select a **Payable Service** row and select **Remove Payable Service** to remove a **Payable Service**. The **Delete Payable Service Confirmation** dialog will display.

Figure 46: Delete Payable Service Confirmation



53. Select **Confirm Deletion** to remove the **Payable Service**. A confirmation message will appear.

Figure 47: Payable Service Removed Message



NOTE: The confirmation message can be dismissed by selecting the X button.

54. You can also select a **Payable Service** row and select **Edit Payable Service/Segment** to edit the selected **Payable Service**.

55. To add a segment to a payable service, select the payable service line item and then select **Add Segment**. The **Add Payable Service Segment Line Item** page displays.

NOTE: When adding segments to a payable service, the payable service is now the Primary Payable Service for the segments that will fall under it.

Figure 48: Add Payable Service Segment Line Item

The screenshot shows the 'Add Payable Service Segment Line Item' page in the VA Community Care SEOC Administrator interface. The page header includes the VA Community Care logo, 'SEOC ADMINISTRATOR', 'Infertility Care', 'VERSION 1.1', and 'Test_August'. A 'Logout (Admin)' link is in the top right. A blue 'In-Progress (NEW)' status indicator is present. The main form area is titled 'Add Payable Service Segment Line Item 1B'. It contains several input fields: a large text area for 'Description (required, 2000 characters remaining)', a text input for 'Allowable Visits / Units (required)' with the value '999', and a 'Frequency (visits/interval) (optional)' section with a text input and a 'Select Type' dropdown. Below these is a 'Clinical Service (required)' section with a list of services, including '16-OBSTETRICS & GYNECOLOGY'. At the bottom of this section are buttons for 'REMOVE SELECTED CLINICAL SERVICE' and 'ADD CLINICAL SERVICE'. The footer of the form has a 'RETURN TO SEOC LIST' button on the left and 'EDIT', 'VIEW SEOC', and 'SAVE' buttons on the right.

56. Complete the **Description**, **Allowable Visits/Units**, **Clinical Service**, **Frequency (visits/interval)**, and **Billing Codes** sections.

57. Select **Done**.

58. Repeat steps 55 – 57 to add additional segments to the **Primary Payable Service**.

Figure 49: Segments Added to Primary Payable Service

The screenshot shows the VA Community Care SEOC Administrator interface. At the top, the logo for VA Community Care is on the left, and a 'Logout' link and user role '(Admin)' are on the right. Below the logo, it says 'SEOC ADMINISTRATOR' and 'Infertility Care'. The version is 'VERSION 1.0.0' and the test name is 'Test_August'. On the right, there is an 'In-Progress (NEW)' status indicator.

The main section is titled 'Payable Services' and contains a table with the following columns: Line Item, Clinical Service, Visits/Units, Frequency, Description of Service, and Billing Code(s).

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
1A	16-Obstetrics & Gynecology	999	N/A	Enter a Description in this field.	T1001, S4031, S4035, S4037, S4042
1B	16-Obstetrics & Gynecology	250	2 / week	Segment Description Text Here.	Accept Any Code
1C	16-Obstetrics & Gynecology	800	12 / month	Segment 2 Description Text Here.	No Code Required

Below the table are five buttons: 'ADD PAYABLE SERVICE', 'REMOVE PAYABLE SERVICE', 'EDIT PAYABLE SERVICE/SEGMENT', 'ADD SEGMENT', and 'REMOVE SEGMENT'.

At the bottom of the interface are three buttons: 'RETURN TO SEOC LIST', 'EDIT', 'VIEW SEOC', and 'SAVE'.

59. If needed, you can select a **Payable Service** row and select **Remove Segment** to remove a segment. The **Confirm Delete Segment** dialog will display.

Figure 50: Confirm Delete Segment

The screenshot shows a dialog box titled 'Segment will be permanently deleted' with a close button (X) in the top right corner. The text inside the dialog reads: 'Payable Service Segment will be permanently deleted from Primary Payable Service. Confirm deletion to continue.'

At the bottom of the dialog are two buttons: 'CANCEL' and 'CONFIRM DELETION'.

60. Select **Confirm Deletion** to delete the segment. The **Payable Service Segment Deleted Confirmation Message** displays.

Figure 51: Payable Service Segment Deleted Confirmation Message

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care
VERSION 1.1.1 Test_August

In-Progress (NEW)

✓

Payable service segment Segment 2 Description Text Here. has been removed

✕

Payable Services

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
1A ▾	16-Obstetrics & Gynecology	999	N/A	Enter a Description in this field.	T1001, S4031, S4035, S4037, S4042
1B ▾	16-Obstetrics & Gynecology	250	2 / week	Segment Description Text Here.	Accept Any Code

ADD PAYABLE SERVICE

REMOVE PAYABLE SERVICE

EDIT PAYABLE SERVICE/SEGMENT

ADD SEGMENT

REMOVE SEGMENT

RETURN TO SEOC LIST

EDIT

VIEW SEOC

SAVE

61. To reorder the list of the Payable Services, select the position from the **Line Item** drop-down menu.
62. Select **Save**.

Figure 52: Saved Successfully Message

VA COMMUNITY CARE

Logout (Admin)

SEOC ADMINISTRATOR Infertility Care
VERSION 1.1.1 Test_August

In-Progress (NEW)

✓

Saved Successfully

✕

Payable Services

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
1A ▾	16-Obstetrics & Gynecology	999	N/A	Enter a Description in this field.	S4031, S4035, S4037, S4042, T1001
1B ▾	16-Obstetrics & Gynecology	250	2 / week	Segment Description Text Here.	Accept Any Code

ADD PAYABLE SERVICE

REMOVE PAYABLE SERVICE

EDIT PAYABLE SERVICE/SEGMENT

ADD SEGMENT

REMOVE SEGMENT

RETURN TO SEOC LIST

EDIT

VIEW SEOC

SAVE

63. Select **View SEOC**. The information you entered will be displayed, including **Provider Taxonomy Codes (HPTCs)** and **Payable Services**. The **In-Progress (New)** status will display in the window.

NOTE: When viewing a SEOC, the **Pre-Certification Required** field will only display when there is a minimum of one billing code with a Pre-Certification set to **Yes** or **No**.

Figure 53: View In-Progress (New) SEOC

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA Community Care logo and a menu for 'SEOC ADMINISTRATOR'. The main content area shows details for a selected SEOC titled 'Infertility Care' with the identifier 'Test_August'. The status is 'In-Progress (NEW)'. The form includes fields for 'Effective Date', 'Category of Care' (IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE TECH (ART)), 'REV' (No), 'Pre-certification Required' (Yes), 'QASP', 'Description' (This authorization covers services associated with all medical care listed below for the referred condition indicated on the consult.), 'Duration' (365 days), 'Procedural Overview' (Enter Procedural Overview Notes in this field.), 'Additional Information' (Enter Additional Information in this field.), and 'Provider Taxonomy Codes'. At the bottom, there is a table for Provider Taxonomy Codes with columns for HPTC, Grouping, Classification, and Specialization.

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION * [icon]

SEOC LIST

SELECTED SEOC

Activate SEOC

Edit In-Progress

Delete In-Progress

Export

Print

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Logout (Admin)

Infertility Care

Test_August

In-Progress (NEW)

Effective Date:

Category of Care: IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE TECH (ART)

REV: No

Pre-certification Required: Yes

QASP:

Description:
This authorization covers services associated with all medical care listed below for the referred condition indicated on the consult.

Duration: 365 days

Procedural Overview:
Enter Procedural Overview Notes in this field.

1A. Enter a Description in this field.
1B. Segment Description Text Here.

Additional Information:
Enter Additional Information in this field.

Provider Taxonomy Codes:

HPTC	Grouping	Classification	Specialization
------	----------	----------------	----------------

4.3. View Selected SEOCs

To view a SEOC from the SEOC list, follow the steps listed below:

1. From the SEOC Admin home page, select the SEOC you would like to view.
2. Select **View Selected SEOC**. The **View SEOC** page displays.

Figure 54: View SEOC

The screenshot shows the 'View SEOC' page for 'Audiology Cochlear Implant Annual Follow Up 1.3.8'. The left sidebar contains a 'SEOC ADMINISTRATOR' menu with options like 'SEOC LIST', 'SELECTED SEOC' (highlighted), 'Create In-Progress Revision', 'Discontinue SEOC', 'Export', 'Print', 'Track Versions', 'IMPORT SEOCs', 'EXPORT SEOCs', 'MANAGE BILLING CODES', and 'MANAGE USERS'. The main content area displays details for the selected SEOC, including its effective date (06-07-2023), category (AUDIOLOGY), revision status (No), pre-certification requirement (Yes), and QASP (General Care). A description states that the authorization covers services associated with the specialty(s) identified for this episode of care. The duration is 120 days. A procedural overview lists follow-up visits for cochlear implant programming, with a note that any needed audiologic devices must be ordered through the VA. A 'Logout (Admin)' link is in the top right corner.

4.3.1. View Filtered SEOCs

SEOC allows you to filter SEOCs by billing code, service line, status, and name. You also have the option to sort the displayed columns by selecting the arrow to the right of the column heading name.

4.3.1.1. Filter SEOCs by Name

To filter a SEOC by name, follow the steps listed below:

1. From the SEOC Admin home page, enter the name of the SEOC in the **Name Filter (contains)** field.

Figure 55: Name Filter Field

The screenshot shows the 'Standardized Episodes of Care' page with a search filter interface. The 'Name Filter (contains)' field is highlighted and contains the text 'Fertility'. Other filter fields include 'Service Line Filter', 'Category of Care' (set to 'All'), 'Status Filter' (set to '3 options selected'), and 'Billing Code Filter'. A 'Logout (Admin)' link is in the top right corner.

2. Select the **Search** button. The **Search SEOC Results** displays.

Figure 56: Name Filter Search Results

Standardized Episodes of Care

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION

SEOC LIST

- Draft New SEOC
- Export SEOC List (filtered)
- VIEW SELECTED SEOC
- IMPORT SEOCs
- EXPORT SEOCs
- MANAGE BILLING CODES
- MANAGE USERS

Name Filter (contains): fertility

Service Line Filter: [Dropdown]

Category of Care: All

Status Filter: 3 options selected

Billing Code Filter: [Search]

8 Items Page 1 of 1

SEOC Name	Service Line	Category Of Care	Version	Effective Date	End Date	Status
Fertility-1332 Existing Ovary	INF	INFERTILITY	REVISION			IN-PROGRESS
Fertility-1332 Existing Ovary	INF	INFERTILITY	1.1.14	02-23-2024		ACTIVE
Fertility-1332 Existing Testicle	INF	INFERTILITY	REVISION			IN-PROGRESS
Fertility-1332 Existing Testicle	INF	INFERTILITY	1.2.14	02-23-2024		ACTIVE
Fertility-1334 Existing Oocyte	INF	IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE	REVISION			IN-PROGRESS

NOTE: You can export the filtered list using the **Export SEOC List (filtered)** option.

4.3.1.2. Filter SEOCs by Service Line

To filter the list of SEOCs by Service Line, follow the steps listed below:

1. From the **Service Line Filter** drop-down menu/text field, select one of the service line types to filter by or enter the service line type in the field and select the correct option. The SEOC list refreshes to display the SEOCs list filtered by the selected service line type.

Figure 57: Service Line Filter Menu Options

Standardized Episodes of Care

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION

SEOC LIST

- Draft New SEOC
- Export SEOC List (filtered)
- VIEW SELECTED SEOC
- IMPORT SEOCs

Name Filter (contains): [Search]

Service Line Filter: [Dropdown Menu Open]

Category of Care: All

Status Filter: 3 options selected

Billing Code Filter: [Search]

763 Items Page 1 of 77

SEOC Name	Service Line	Effective Date	End Date	Status

4.3.1.3. Filter SEOCs by Category of Care

To filter the list of SEOCs by Category of Care, follow the steps listed below:

1. From the SEOC Admin home page, select **Category of Care** menu.

Figure 58: Category of Care Filter Menu Options

The screenshot shows the 'Standardized Episodes of Care' page in the VA Community Care SEOC Administrator. On the left is a sidebar with 'SEOC ADMINISTRATOR' and 'VERSION' information, and a 'SEOC LIST' menu with options like 'Draft New SEOC', 'Export SEOC List (filtered)', 'VIEW SELECTED SEOC', and 'IMPORT SEOCs'. The main area has filters for 'Name Filter (contains)', 'Service Line Filter', 'Status Filter' (showing '3 options selected'), and 'Billing Code Filter'. A 'Category of Care' dropdown menu is open, showing a list of categories: 'All' (selected), 'ACUPUNCTURE', 'ADULT DAY HEALTH CARE', 'ALLERGY AND IMMUNOLOGY', 'AUDIOLOGY', 'Administrative Use Only', and 'BIOFEEDBACK'. Below the filters, a table header is visible with columns: 'SEOC Name', 'Service Line', 'Category Of Care', and 'Version'. The first row shows '001 Test'.

2. From the list of options, select to filter by: **All** or select to filter by one or more category options. The SEOC list refreshes to display the Category of Care filtered by.

NOTE: You can export the filtered list using the **Export SEOC List (filtered)** option.

4.3.1.4. Filter SEOCs by Status

To filter the list of SEOCs by status, follow the steps listed below:

1. From the SEOC Admin home page, select **Status Filter** menu.

Figure 59: Status Filter Menu Options

The screenshot shows the 'Standardized Episodes of Care' page with the 'Status Filter' dropdown menu open. The menu options are: 'All' (selected), 'Active', 'Date Hold', 'Discontinued', and 'In-Progress'. The main area shows the same filters as Figure 58, but the 'Status Filter' now shows '3 options selected'. The table header includes additional columns: 'Effective Date', 'End Date', and 'Status'. The first row shows '001 Test' with a status of 'IN PROGRESS'.

2. From the list of options, select to filter by: **All**, **Active**, **Date Hold**, **Discontinued**, or **In-Progress**. The SEOC list refreshes to display the status filtered by.

NOTE: Those with a Viewer role are only able to filter by **Active** or **Discontinued**.

NOTE: You can export the filtered list using the **Export SEOC List (filtered)** option.

4.3.1.5. Filter SEOCs by Billing Code

To filter the list of SEOCs by billing code, follow the steps listed below:

1. From the SEOC Admin home page, enter the billing code in the **Billing Code Filter** field.

Figure 60: Billing Code Filter Field

The screenshot shows the 'Standardized Episodes of Care' (SEOC) Admin interface. On the left is a sidebar with the 'VA COMMUNITY CARE' logo and a 'SEOC ADMINISTRATOR' section containing a 'VERSION' dropdown and a 'SEOC LIST' button. The main area has a header with 'Standardized Episodes of Care' and a 'Logout (Admin)' link. Below the header are three filters: 'Name Filter (contains)' with a search button, 'Service Line Filter' with a dropdown, and 'Category of Care' with a dropdown set to 'All'. At the bottom, there is a 'Status Filter' dropdown set to '3 options selected' and a 'Billing Code Filter' text input field containing '99211' with a search button.

2. Select the **Search** button. The SEOC list refreshes to display the SEOCs list filtered by the billing code type.

Figure 61: Filter by Billing Code Search Results

The screenshot shows the same SEOC Admin interface as Figure 60, but with the 'Billing Code Filter' set to '36415' and the search button clicked. The main area now displays a table of search results. The table has columns: 'SEOC Name', 'Service Line', 'Category Of Care', 'Version', 'Effective Date', 'End Date', and 'Status'. The table shows 272 items, with 'Page 1 of 28' and pagination controls (1, 2, 3, ..., 28, Next). The first four rows of the table are visible.

SEOC Name	Service Line	Category Of Care	Version	Effective Date	End Date	Status
Abortion Services VCA	WHC	MATERNITY	REVISION			IN-PROGRESS
Abortion Services VCA	WHC	MATERNITY	1.3.2	02-23-2024		ACTIVE
Acute Outpatient Center Based Assisted Hemodialysis	DIA	DIALYSIS	REVISION			IN-PROGRESS
Acute Outpatient Center Based	DIA	DIALYSIS	1.0.11	02-23-2024		ACTIVE

NOTE: You can export the filtered list using the **Export SEOC List (filtered)** option.

4.3.2. Export Filtered SEOC List

To export a filtered SEOC list, follow the steps listed below:

1. From the SEOC Admin home page, select to filter the SEOC list by **Name, Service Line, Category of Care, Status,** and/or **Billing Code.**
2. Once the SEOC list is filtered to your specifications, select **Export SEOC List (filtered)** from the navigation menu. A message displays stating that the SEOC export file for the filtered list is being created.

Figure 62: SEOC Export File is Being Created Message

SEOC EXPORT FILE IS BEING CREATED Please wait while we process your SEOC export request. We appreciate your patience during this time.						
Fertility-1334	INF	(IVF)/ ASSISTED	1.5.11	02-23-2024	ACTIVE	
Existing Sperm		REPRODUCTIVE				

When the SEOC Export is completed successfully, a confirmation message displays. The file will download shortly.

Figure 63: SEOC Export Completed Confirmation

SEOC EXPORT HAS COMPLETED Your SEOC export has completed successfully. The export file will download shortly.						
Fertility-1334	INF	(IVF)/ ASSISTED	1.4.11	02-23-2024	ACTIVE	
Existing Oocyte		REPRODUCTIVE				
Fertility-1334	INF	(IVF)/ ASSISTED	1.5.11	02-23-2024	ACTIVE	
Existing Sperm		REPRODUCTIVE				

4.4. Selected SEOC Workflows

4.4.1. Activate an In-Progress SEOC

To activate a SEOC that is currently marked as In-Progress, follow the steps listed below:

1. From the SEOC Admin home page, select the SEOC you would like to activate.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Activate SEOC**.

NOTE: Once the SEOC is activated, the previous version status is automatically set to Discontinued.

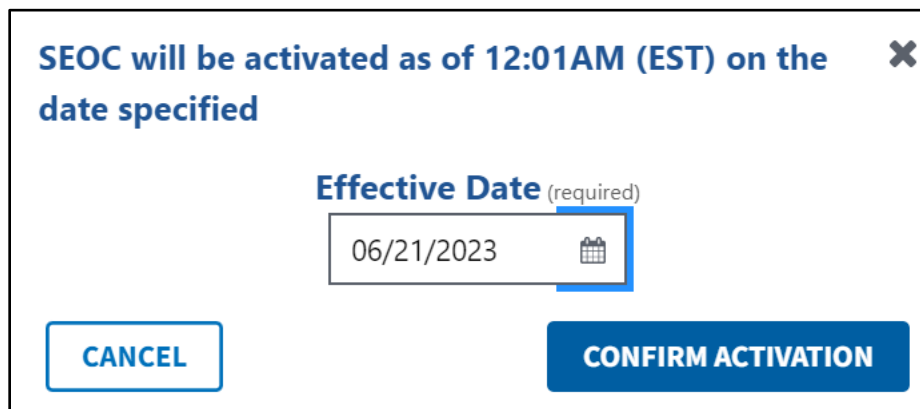
4. If there are activation errors, the **Activation Error** dialog will display listing what needs to be resolved before the **SEOC** can be activated.

Figure 64: SEOC Activation Errors



5. If there are no activation errors, the **Confirm Activation** dialog displays.

Figure 65: SEOC Activation Confirmation



6. The **Effective Date** will default to the next day at 12:01AM EST. If needed, enter a new **Effective Date** in the input or select the calendar icon to select a date.

Figure 66: SEOC Activation Confirmation Calendar

SEOC will be activated as of 12:01AM (EST) on the date specified

Effective Date (required)

06/21/2023

CANCEL

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

7. Select **Confirm Activation**. A confirmation message will display. The **Date Hold** status will display in the upper-right-hand corner of the page.

NOTE: The **SEOC** will remain in **Date Hold** status until 12:01AM EST on the specified **Effective Date**. At that time, the **SEOC** will change to **Active** status.

Figure 67: SEOC Will be Activated Message

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with navigation options: SEOC LIST, SELECTED SEOC (highlighted), Create In-Progress Revision, Revert To In-Progress, Edit Date Hold, Edit Effective Date, Export, Print, Track Versions, IMPORT SEOCs, EXPORT SEOCs, and MANAGE BILLING CODES. The main content area is titled 'Audiology Cochlear Implant Annual Follow Up 1.3.10' and includes a 'Date Hold' button. A green confirmation banner at the top states 'SEOC will be activated on 09-01-2023' with a checkmark icon and a close (X) button. Below the banner, details for the SEOC are listed: Effective Date (09-01-2023), Category of Care (AUDIOLOGY), REV (No), Pre-certification Required (Yes), QASP (General Care), and a Description. A Procedural Overview section follows, detailing follow-up visits and documentation requirements.

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.3.10

SEOC LIST

SELECTED SEOC

Create In-Progress Revision

Revert To In-Progress

Edit Date Hold

Edit Effective Date

Export

Print

Track Versions

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

Audiology

Audiology Cochlear Implant Annual Follow Up 1.3.10

Date Hold

SEOC will be activated on 09-01-2023

Effective Date: 09-01-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:

This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 60 days

Procedural Overview:

1. Follow-up visits for cochlear implant programming

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

1. 1. Follow-up visits for cochlear implant programming

NOTE: The confirmation message can be dismissed by selecting the X button.

8. Select **Return to SEOC List** to see the **SEOC** in the list with a **Date Hold** status.

4.4.2. Edit an In-Progress SEOC

NOTE: If a user attempts to edit a SEOC that another user is already editing, the user will receive a message stating that the request can't be processed.

NOTE: If a user attempts to edit a SEOC while the system is in maintenance mode for Billing Code Management, the user will receive a message stating that the request can't be processed.

To edit a SEOC that is currently marked as In-Progress, follow the steps listed below:

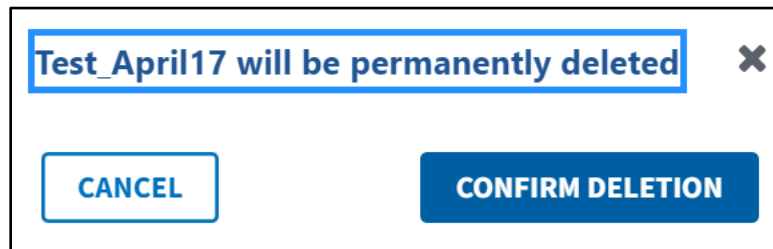
1. From the SEOC Admin home page, select the SEOC you would like to edit.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **EDIT SEOC**. The **Edit SEOC: Name** window displays.
4. Follow the workflow in the previous section to edit any fields as necessary.
5. Select **View SEOC** to confirm the edits.

4.4.3. Delete an In-Progress SEOC

To delete a SEOC that is currently marked as In-Progress, follow the steps listed below:

1. From the SEOC Admin home page, select the draft SEOC you would like to delete.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Delete SEOC**. The **Confirm Deletion** dialog box displays.

Figure 68: Confirm Deletion



4. Select **Confirm Deletion**. The SEOC is deleted from the SEOC List and a confirmation message displays at the top of the page.

4.4.4. Create an In-Progress Revision

To create a revision to a SEOC with an Active or Date Hold status, follow the steps listed below:

1. From the SEOC Admin home page, select the **Active** or **Date Hold** SEOC you would like to create an **In-Progress** revision.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Create In-Progress Revision**. The **Revision: Name and Service Line** window displays.

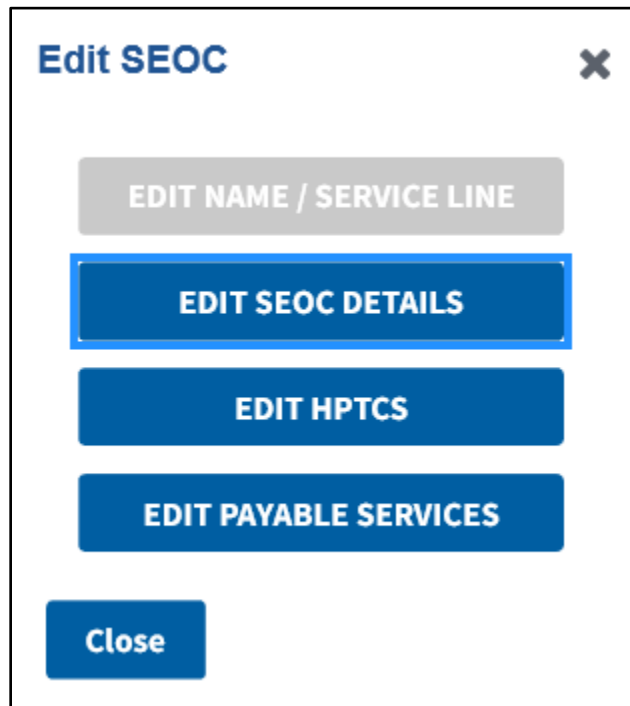
Figure 69: In-Progress (Revision) Name and Service Line

The screenshot displays the VA Community Care SEOC Admin interface. At the top left is the VA Community Care logo. To the right, there is a 'Logout' link and a user profile icon labeled '(Admin)'. Below the logo, the text 'SEOC ADMINISTRATOR' is followed by 'Audiology'. A 'VERSION' dropdown menu is set to '1.1.1'. The main title is 'Audiology Cochlear Implant Annual Follow Up'. To the right of this title is an orange bar with the text 'In-Progress (REVISION)'. The main content area contains two input fields: 'SEOC Name (required, 37 characters remaining)' with the text 'Audiology Cochlear Implant Annual Follow Up' and 'Service Line (required)' with a dropdown menu showing 'Audiology'. At the bottom, there are three buttons: 'RETURN TO SEOC LIST' on the left, and 'EDIT', 'VIEW SEOC', and 'SAVE' on the right.

NOTE: To return to the SEOC Admin home page while editing a new **SEOC** or **Revision**, select **Return to SEOC List** in the bottom left-hand corner of any page in the **Edit SEOC** workflow.

4. Update the **SEOC Name** and **Service Line** as needed.
5. Select **Edit**. The **Edit SEOC** dialog box displays.

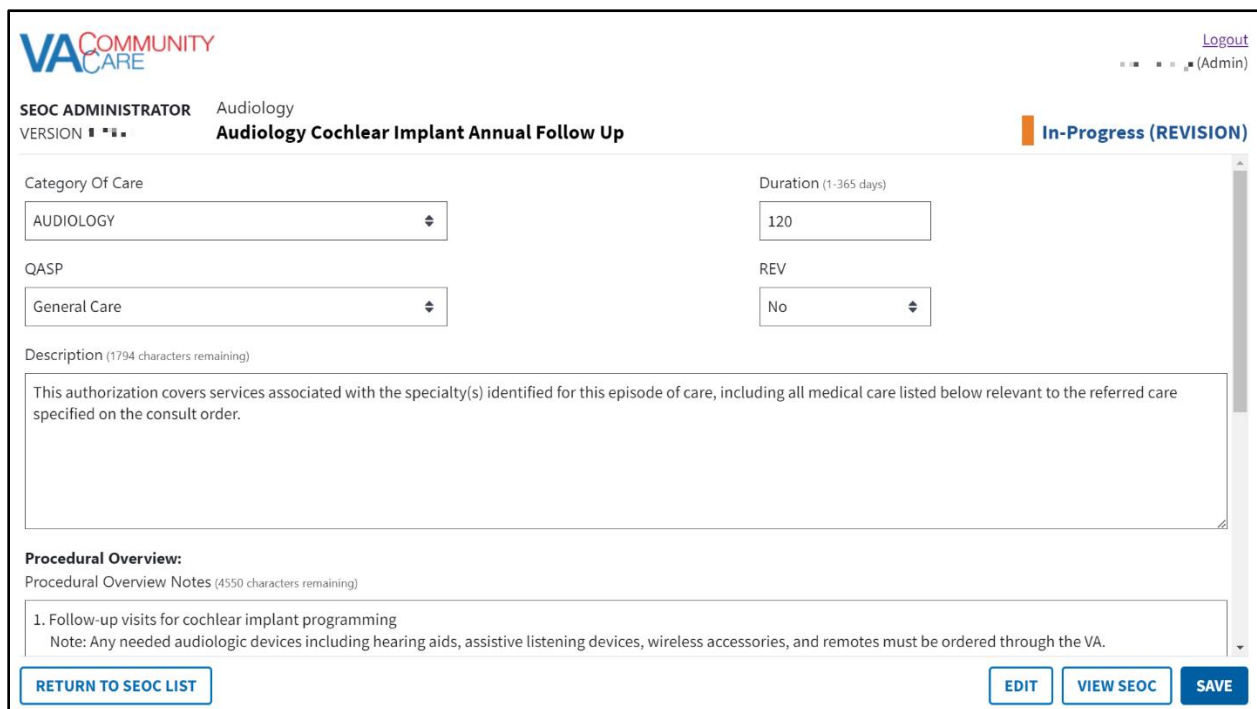
Figure 70: Edit SEOC Dialog Box



The dialog box is titled "Edit SEOC" in blue text at the top left, with a close button (X) at the top right. It contains four stacked buttons: "EDIT NAME / SERVICE LINE" (gray), "EDIT SEOC DETAILS" (blue, highlighted with a red border), "EDIT HPTCS" (blue), and "EDIT PAYABLE SERVICES" (blue). At the bottom left is a "Close" button.

- From the **Edit SEOC** dialog box, select **Edit SEOC Details**. The **In-Progress (Revision) SEOC Details** window displays.

Figure 71: In-Progress (Revision) SEOC Details

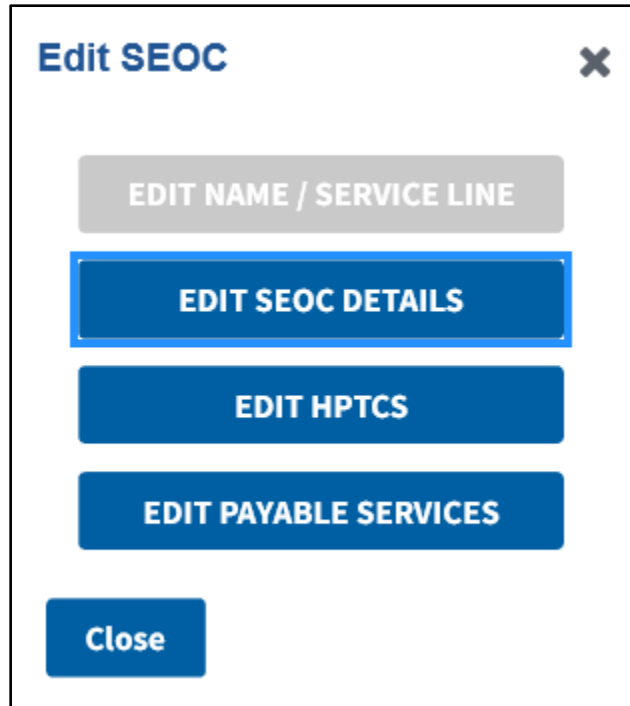


The screenshot shows the "In-Progress (REVISION)" window for an SEOC. The top left features the VA Community Care logo. The top right has a "Logout" link and "(Admin)" text. Below the logo, it says "SEOC ADMINISTRATOR" and "Audiology". The main title is "Audiology Cochlear Implant Annual Follow Up". On the right, there's a blue bar with "In-Progress (REVISION)". The form includes several fields: "Category Of Care" (dropdown menu showing "AUDIOLOGY"), "Duration (1-365 days)" (text input showing "120"), "QASP" (dropdown menu showing "General Care"), and "REV" (dropdown menu showing "No"). Below these is a "Description" field with a placeholder text: "This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order." At the bottom, there's a "Procedural Overview" section with a "Procedural Overview Notes" field containing the text: "1. Follow-up visits for cochlear implant programming. Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA." At the bottom left is a "RETURN TO SEOC LIST" button, and at the bottom right are "EDIT", "VIEW SEOC", and "SAVE" buttons.

- Update the details for the SEOC as needed.

8. Select **Edit**. The **Edit SEOC** dialog box displays.

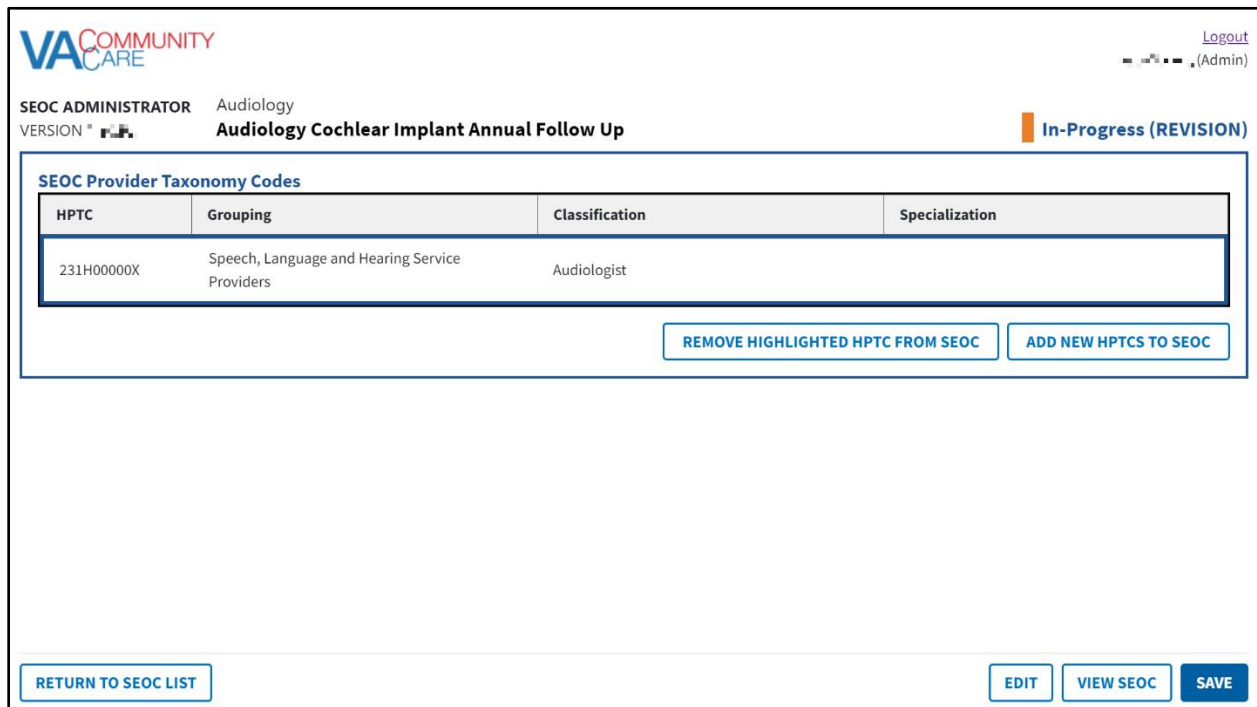
Figure 72: Edit SEOC Dialog Box



The 'Edit SEOC' dialog box is a white rectangular window with a blue border. It features a title bar at the top with the text 'Edit SEOC' in blue and a close button (X) on the right. Below the title bar, there are four stacked buttons: 'EDIT NAME / SERVICE LINE' (grey), 'EDIT SEOC DETAILS' (blue with a white border), 'EDIT HPTCS' (blue), and 'EDIT PAYABLE SERVICES' (blue). At the bottom left, there is a 'Close' button (blue).

9. From the **Edit SEOC** dialog box, select **Edit HPTCs**. The **Revision: SEOC Provider Taxonomy Codes** window displays.

Figure 73: In-Progress (Revision) SEOC Provider Taxonomy Codes

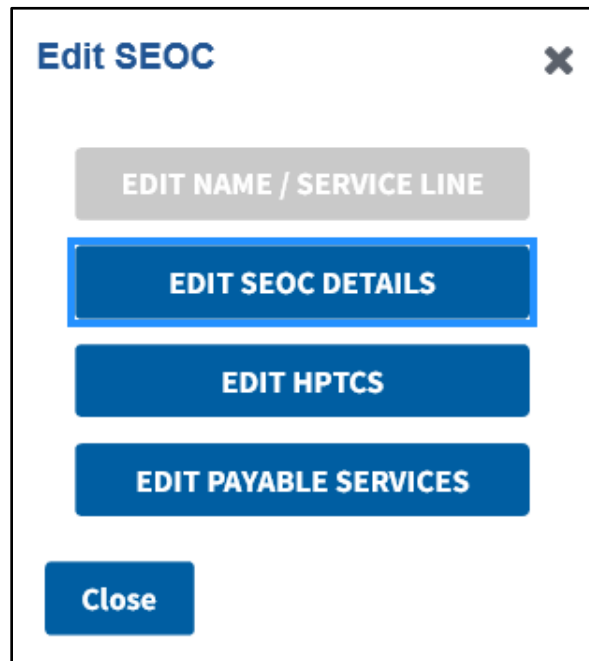


The 'In-Progress (Revision) SEOC Provider Taxonomy Codes' window is a complex interface. At the top left is the 'VA COMMUNITY CARE' logo. To the right of the logo, it says 'SEOC ADMINISTRATOR' and 'Audiology'. Below 'SEOC ADMINISTRATOR' is 'VERSION *'. To the right of 'Audiology' is 'Audiology Cochlear Implant Annual Follow Up'. In the top right corner, there is a 'Logout' link and a user icon with '(Admin)' next to it. Below the header, there is a blue bar with the text 'In-Progress (REVISION)'. The main content area is titled 'SEOC Provider Taxonomy Codes' and contains a table with four columns: 'HPTC', 'Grouping', 'Classification', and 'Specialization'. The table has one row with the following data: '231H00000X', 'Speech, Language and Hearing Service Providers', 'Audiologist', and an empty cell. Below the table, there are two buttons: 'REMOVE HIGHLIGHTED HPTC FROM SEOC' and 'ADD NEW HPTCS TO SEOC'. At the bottom left, there is a 'RETURN TO SEOC LIST' button. At the bottom right, there are three buttons: 'EDIT', 'VIEW SEOC', and 'SAVE'.

HPTC	Grouping	Classification	Specialization
231H00000X	Speech, Language and Hearing Service Providers	Audiologist	

10. Update the **Provider Taxonomy Codes (HPTCs)** for the **SEOC** as needed.
11. Select **Edit**. The **Edit SEOC** dialog box displays.

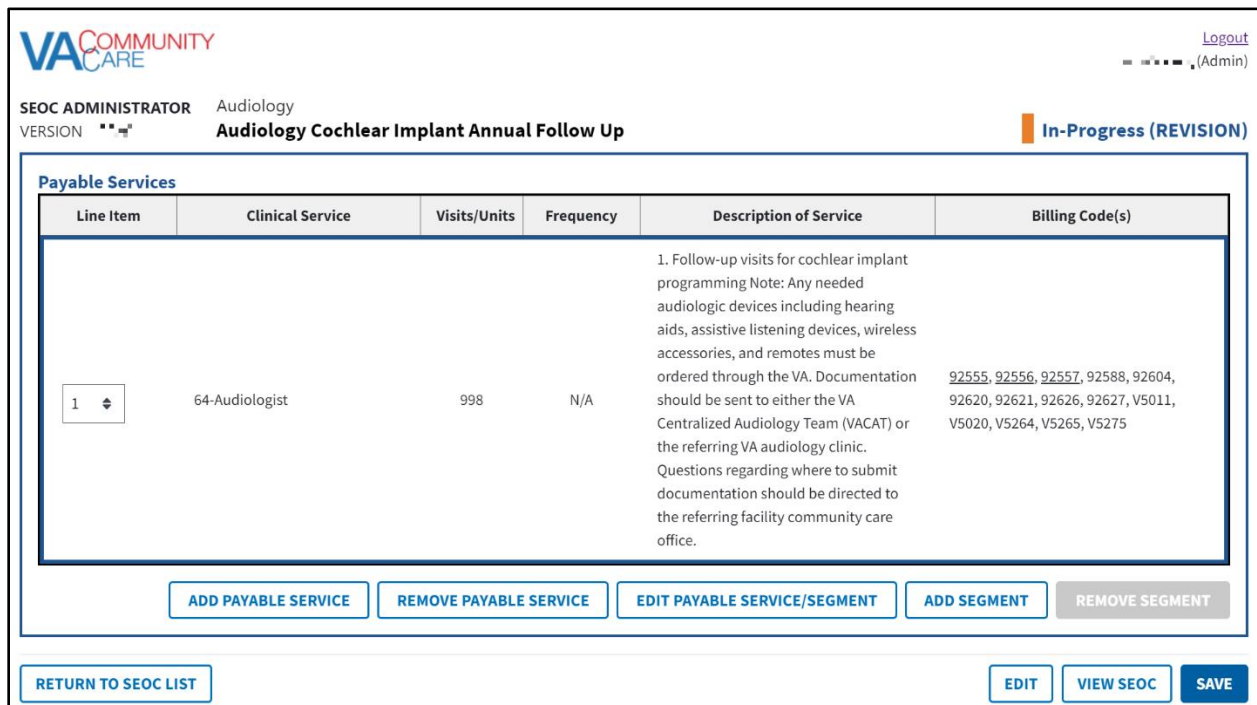
Figure 74: Edit SEOC Dialog Box



The 'Edit SEOC' dialog box is a white rectangular window with a blue border. It features a title bar with the text 'Edit SEOC' and a close button (X) in the top right corner. Inside the dialog, there are five blue buttons stacked vertically: 'EDIT NAME / SERVICE LINE' (disabled, greyed out), 'EDIT SEOC DETAILS', 'EDIT HPTCS', 'EDIT PAYABLE SERVICES', and 'Close'.

12. From the **Edit SEOC** dialog box, select **Edit Payable Services**. The **In-Progress (Revision) Payable Services** window displays.

Figure 75: In-Progress (Revision) Payable Services



The 'In-Progress (Revision) Payable Services' window is a complex interface. At the top left is the 'VA COMMUNITY CARE' logo. To its right is the 'SEOC ADMINISTRATOR' section with 'VERSION' and 'Audiology' tabs. Below the tabs is the text 'Audiology Cochlear Implant Annual Follow Up'. In the top right corner, there is a 'Logout' link and a user icon labeled '(Admin)'. A blue banner at the top right reads 'In-Progress (REVISION)'. The main content area is titled 'Payable Services' and contains a table with the following columns: 'Line Item', 'Clinical Service', 'Visits/Units', 'Frequency', 'Description of Service', and 'Billing Code(s)'. The table has one row with the following data: Line Item 1 (with a dropdown arrow), Clinical Service '64-Audiologist', Visits/Units '998', Frequency 'N/A', Description of Service '1. Follow-up visits for cochlear implant programming Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.', and Billing Code(s) '92555, 92556, 92557, 92588, 92604, 92620, 92621, 92626, 92627, V5011, V5020, V5264, V5265, V5275'. Below the table are five buttons: 'ADD PAYABLE SERVICE', 'REMOVE PAYABLE SERVICE', 'EDIT PAYABLE SERVICE/SEGMENT', 'ADD SEGMENT', and 'REMOVE SEGMENT'. At the bottom left is a 'RETURN TO SEOC LIST' button. At the bottom right are three buttons: 'EDIT', 'VIEW SEOC', and 'SAVE'.

Line Item	Clinical Service	Visits/Units	Frequency	Description of Service	Billing Code(s)
1	64-Audiologist	998	N/A	1. Follow-up visits for cochlear implant programming Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.	92555, 92556, 92557, 92588, 92604, 92620, 92621, 92626, 92627, V5011, V5020, V5264, V5265, V5275

13. Select a **Payable Service**.
14. Select **Edit Payable Service/Segment**. The **Edit Payable Service/Segment** section will display.

Figure 76: Edit Payable Service/Segment

VA COMMUNITY CARE

SEOC ADMINISTRATOR Audiology [Logout](#) (Admin)

VERSION **Audiology Cochlear Implant Annual Follow Up** **In-Progress (REVISION)**

Edit Payable Service Line Item 1

Description (required, 1549 characters remaining)

1. Follow-up visits for cochlear implant programming

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

Allowable Visits / Units (required)

800

Clinical Service (required)

64-AUDIOLOGIST

Frequency (visits/interval) (optional)

Select Type

REMOVE SELECTED CLINICAL SERVICE ADD CLINICAL SERVICE

RETURN TO SEOC LIST EDIT VIEW SEOC SAVE

15. Make any needed updates.
16. Select **Done**. The **In-Progress (Revision) Payable Services** page will display.
17. Repeat steps 10-13 for the other **Payable Services** as needed.
18. Select **View SEOC**. The **In-Progress (Revision)** status will display in the window.

Figure 77: In-Progress (Revision) Status

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with navigation options: SEOC LIST, SELECTED SEOC (highlighted), Activate SEOC, Edit In-Progress, Delete In-Progress, Export, Print, Track Versions, IMPORT SEOCs, EXPORT SEOCs, MANAGE BILLING CODES, and MANAGE USERS. The main content area shows details for an 'Audiology Cochlear Implant Annual Follow Up' SEOC in 'In-Progress (REVISION)' status. Fields include: Effective Date, Category of Care: AUDIOLOGY, REV: No, Pre-certification Required: Yes, QASP: General Care, and a Description. A Procedural Overview section lists follow-up visits for cochlear implant programming, with a note about documentation requirements. A duration of 60 days is also specified.

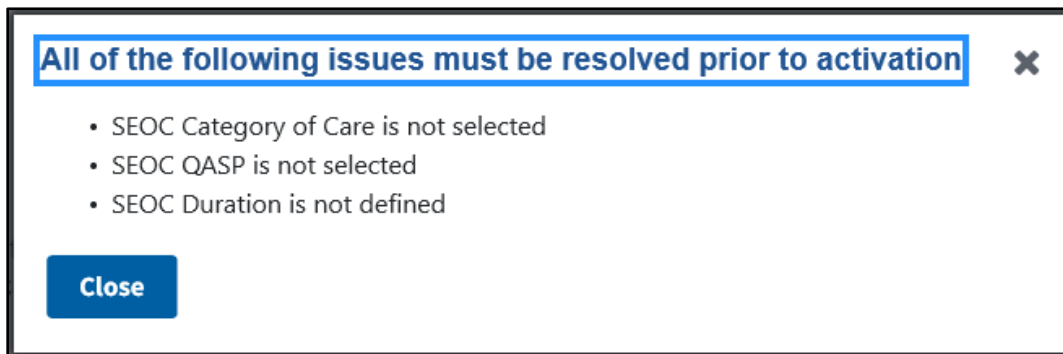
19. Select **Return to SEOC List**. The **Revision** will display in the list of **SEOCs**.

4.4.4.1. Activate In-Progress (REVISION) SEOC

To activate an **In-Progress (REVISION) SEOC**, follow the steps listed below:

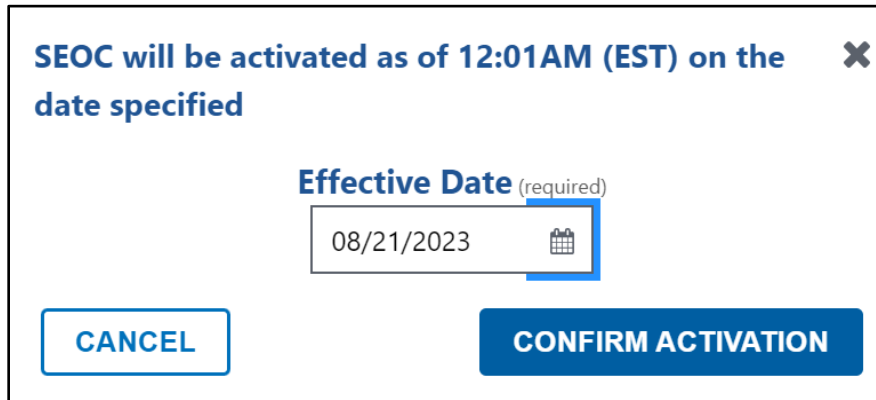
1. From the SEOC Admin home page, select the **In-Progress (REVISION) SEOC** that you would like to activate.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Activate SEOC**. If there are activation errors, the **Activation Error** dialog will display listing what needs to be resolved before the **SEOC** can be activated.

Figure 78: Revision Activation Errors



4. The **Revision Activation Confirmation** message displays.

Figure 79: In-Progress (Revision) Activation Confirmation Message



SEOC will be activated as of 12:01AM (EST) on the date specified

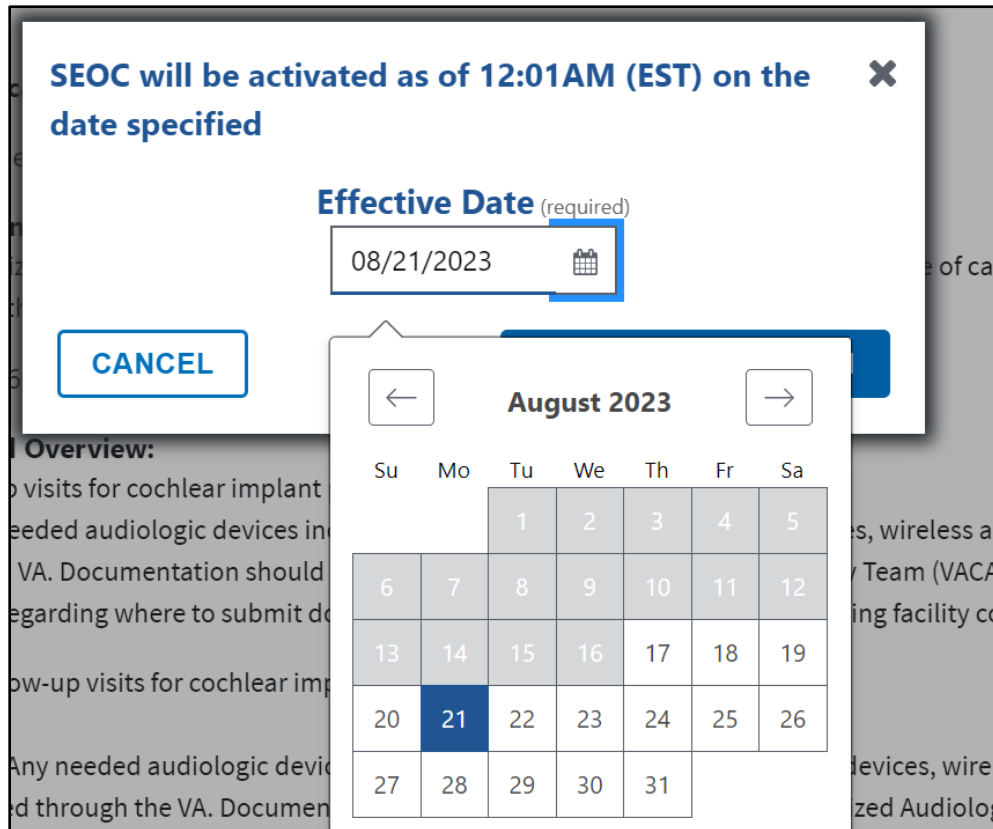
Effective Date (required)

08/21/2023

CANCEL CONFIRM ACTIVATION

5. The **Effective Date** will default to the next day at 12:01AM EST. If needed, enter a new **Effective Date** in the input or select the calendar icon to select a date.

Figure 80: In-Progress (Revision) Activation Confirmation Date Calendar



SEOC will be activated as of 12:01AM (EST) on the date specified

Effective Date (required)

08/21/2023

CANCEL

← August 2023 →

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

6. Select **Confirm Activation**. A confirmation message will display. The **Date Hold Status** will display in the upper-right-hand corner of the page.

Figure 81: In-Progress (Revision) Will be Activated Message

The screenshot shows the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA logo and navigation links: SEOC ADMINISTRATOR, VERSION, SEOC LIST, SELECTED SEOC (highlighted), Create In-Progress Revision, Revert To In-Progress, Edit Date Hold, Edit Effective Date, Export, Print, Track Versions, IMPORT SEOCs, EXPORT SEOCs, and MANAGE BILLING CODES. The main content area is titled 'Audiology Cochlear Implant Annual Follow Up 1.3.9' and shows a 'Date Hold' status. A green banner at the top of the main area contains a checkmark icon and the text 'SEOC will be activated on 08-21-2023'. Below this banner, the following details are displayed: Effective Date: 08-21-2023, Category of Care: AUDIOLOGY, REV: No, Pre-certification Required: Yes, QASP: General Care, Description: This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order, Duration: 60 days, and Procedural Overview: 1. Follow-up visits for cochlear implant programming. A note specifies that any needed audiologic devices must be ordered through the VA and documentation sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. A list item '1. 1. Follow-up visits for cochlear implant programming' is also shown.

7. Select **Return to SEOC List**. The pending revision that you just activated will display as **Date Hold** in the list of SEOCs.

NOTE: The **Revision** will remain in **Date Hold** status and the previous **SEOC** will remain in **Active** status until 12:01 AM EST on the specified **Effective Date**. At that time, the **Revision** will change to **Active** status and the previous **SEOC** will change to **Discontinued** status.

4.4.5. Discontinue a SEOC

To discontinue an Active SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select the Active SEOC you would like to discontinue.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Discontinue SEOC**. The **Discontinue SEOC** dialog box displays.

Figure 82: Discontinue SEOC

SEOC will be discontinued as of 12:01AM (EST) on the date specified

Revision for this SEOC will be deleted if it is In-Progress

End Date (required)

Date

CANCEL **CONFIRM DISCONTINUE**

4. In the **End Date** field, enter or select the calendar icon to select a date. The SEOC will be discontinued as of 12:01 AM EST on the date specified.

Figure 83: SEOC Discontinue Confirmation Calendar

SEOC will be discontinued as of 12:01AM (EST) on the date specified

Revision for this SEOC will be deleted if it is In-Progress

End Date (required)

Date

CANCEL

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5. Select **Confirm Discontinue**. The **View SEOC** page displays confirming the specified discontinuation date.

Figure 84: Discontinued Status

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION [icon]

SEOC LIST

SELECTED SEOC

Change Discontinue Date

Export

Print

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Audiology
test 1.10.1

Logout (Admin)

Active

✓ **SEOC will be discontinued on 08-21-2023**

Effective Date: 08-10-2023

End Date: 08-21-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
This authorization covers services associated with all medical care listed below for the referred condition indicated on the consult.

Duration: 365 days

Procedural Overview:
Enter notes here.

1A. Enter description here
1B. Description is entered here.

Additional Information:

4.4.6. Change Discontinue Date

To change the discontinue date for an Active SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select the Active SEOC that is scheduled to be discontinued.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Change Discontinue SEOC**. The **Change Discontinue SEOC** dialog box displays.

Figure 85: Change Discontinue SEOC

SEOC will be discontinued as of 12:01AM (EST) on the date specified ✕

Revision for this SEOC will be deleted if it is In-Progress

End Date (required)

04/14/2023 📅

CANCEL **CONFIRM DISCONTINUE**

4. In the **End Date** field, enter or select the calendar icon to select a date. The SEOC will be discontinued as of 12:01 AM EST on the date specified.

Figure 86: Change Discontinue Confirmation Calendar

SEOC will be discontinued as of 12:01AM (EST) on the date specified ✕

Revision for this SEOC will be deleted if it is In-Progress

End Date (required)

04/14/2023 📅

CANCEL

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5. Select **Confirm Discontinue**. The **View SEOC** page displays with the updated discontinue date of the SEOC.

Figure 87: Discontinue SEOC Status

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.1.12

SEOC LIST

SELECTED SEOC

Change Discontinue Date

Export

Print

Track Versions

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Audiology

Audiology Comprehensive 1.1.12

Active

SEOC will be discontinued on 08-21-2023

Effective Date: 04-18-2023

End Date: 08-21-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:

This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 365 days

Procedural Overview:

Note: Utilization of this SEOC requires previously documented audiologic evaluation/audiogram through the VA or community provider.

Note: This SEOC excludes cochlear implant procedures.

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic.

Questions regarding where to submit documentation should be directed to the referring VA facility community care office.

4.4.7. Reactivate Discontinued SEOC

To reactivate a SEOC that was discontinued, follow the steps listed below:

1. From the SEOC Admin home page, select the Discontinued SEOC that needs to be reactivated.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Reactivate SEOC**. The **Reactivate SEOC to Active Confirmation Message** displays.

Figure 88: Reactivate SEOC to Active Confirmation Message

SEOC will be reactivated back to Active

Cancel

Confirm

4. Select **Confirm**. The **View SEOC** page displays with the reactivated to Active status.

Figure 89: Reactivated Back to Active Status

The screenshot shows the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA logo and a menu including 'SEOC ADMINISTRATOR', 'VERSION', 'SEOC LIST', 'SELECTED SEOC' (highlighted), 'Create In-Progress Revision', 'Discontinue SEOC', 'Export', 'Print', 'Track Versions', 'IMPORT SEOCs', 'EXPORT SEOCs', 'MANAGE BILLING CODES', and 'MANAGE USERS'. The main content area displays details for a 'Dental Care' SEOC titled 'Dental Comprehensive 1.9.5', which is currently 'Active'. A green notification banner at the top of the details section states 'SEOC has been reactivated back to Active'. Below this, the SEOC details include: 'Effective Date: 07-24-2020', 'Category of Care: DENTAL', 'REV: No', 'Pre-certification Required: No', 'QASP: General Dentistry', a detailed 'Description' of the dental services, 'Duration: 365 days', and a 'Procedural Overview' regarding treatment plan changes. A 'Logout' link and '(Admin)' status are visible in the top right corner.

4.4.8. Revert a Date Hold SEOC Back to In-Progress

If you need to revert the selected SEOC to In-Progress, follow the steps listed below:

1. From the SEOC Admin home page, select the **Date Hold SEOC** you would like to revert to **In-Progress**.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Revert SEOC to In-Progress**. The **Confirm Revert SEOC to In-Progress** dialog will display.

Figure 90: Confirm Revert SEOC to In-Progress

The screenshot shows a confirmation dialog box with a blue border. At the top, a blue banner contains the text 'SEOC will be reverted back to In-Progress' followed by a close 'X' button. Below the banner are two blue buttons: 'Cancel' on the left and 'Confirm' on the right.

4. Select **Confirm**. The **SEOC** will be reverted to **In-Progress** and a confirmation message will display.

Figure 91: SEOC Reverted to In-Progress Message

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA logo and navigation links: SEOC ADMINISTRATOR, VERSION, SEOC LIST, SELECTED SEOC (highlighted), Activate SEOC, Edit In-Progress, Delete In-Progress, Export, Print, IMPORT SEOCs, EXPORT SEOCs, MANAGE BILLING CODES, and MANAGE USERS. The main content area shows details for 'Audiology 1.19 UAT Story 4' with a status of 'In-Progress (NEW)'. A green confirmation message at the top states 'SEOC has been reverted back to in-progress' with a checkmark icon and a close (X) button. Below the message, fields include Effective Date, Category of Care (AUDIOLOGY), REV (No), Pre-certification Required (Yes), QASP (Complementary & Integrative HC Services), Description (This authorization covers services associated with all medical care listed below for the referred condition indicated on the consult.), Duration (100 days), Procedural Overview (P.O. Notes), Additional Information (A.I. Notes), and Provider Taxonomy Codes.

NOTE: The confirmation message can be dismissed by selecting the X button.

4.4.9. Create a Date Hold SEOC

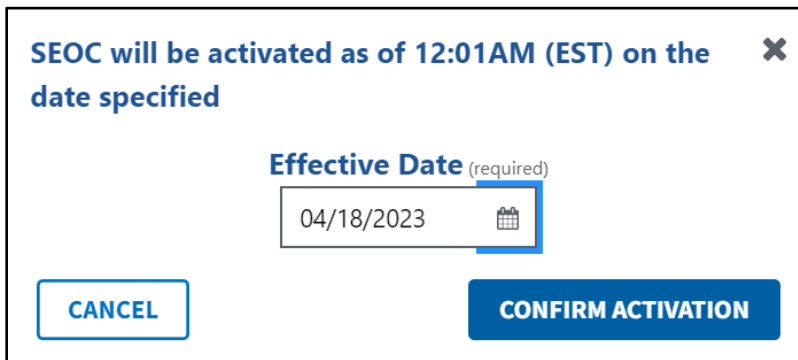
To create a Date Hold status for an In-Progress SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select the SEOC with an In-Progress status you would like to edit.

NOTE: SEOC allows you to create multiple Date Hold documents for the same SEOC version.

2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Activate SEOC**. The **Activate SEOC** dialog box displays.

Figure 92: Activate SEOC



SEOC will be activated as of 12:01AM (EST) on the date specified

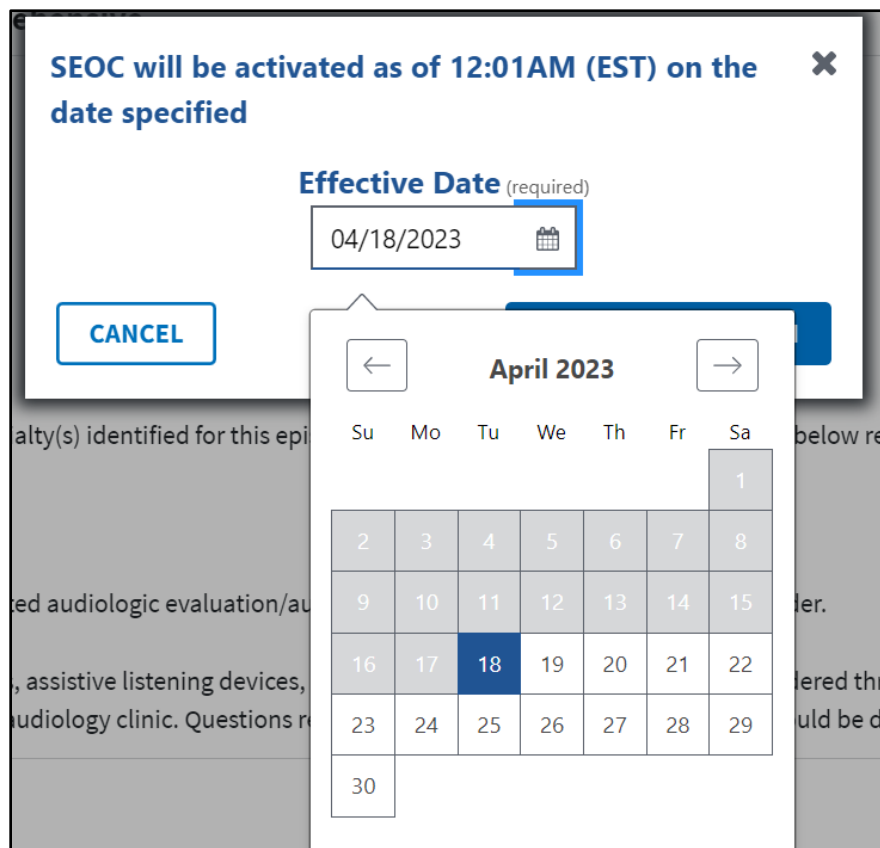
Effective Date (required)

04/18/2023

CANCEL CONFIRM ACTIVATION

4. In the **Effective Date** field, enter or select the calendar icon to select a date. The SEOC will be activated as of 12:01 AM EST on the date specified.

Figure 93: Activate Confirmation Calendar



SEOC will be activated as of 12:01AM (EST) on the date specified

Effective Date (required)

04/18/2023

CANCEL

April 2023

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5. Select **Confirm Activation**. The **View SEOC** page displays with the SEOC activation date.

Figure 94: Activation Status

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA logo and navigation links: SEOC ADMINISTRATOR, VERSION, SEOC LIST, **SELECTED SEOC**, Create In-Progress Revision, Revert To In-Progress, Edit Date Hold, Edit Effective Date, Export, Print, IMPORT SEOCs, EXPORT SEOCs, MANAGE BILLING CODES, and MANAGE USERS. The main content area shows details for 'Audiology 1.19 UAT Story 4 1.11.1'. At the top right of this area is a 'Date Hold' button. A green banner with a checkmark icon states 'SEOC will be activated on 08-21-2023'. Below this, the following details are listed: Effective Date: 08-21-2023, Category of Care: AUDIOLOGY, REV: No, Pre-certification Required: Yes, QASP: Complementary & Integrative HC Services, Description: This authorization covers services associated with all medical care listed below for the referred condition indicated on the consult., Duration: 100 days, Procedural Overview: P.O. Notes, 1. test, Additional Information: A.I. Notes, and Provider Taxonomy Codes: (empty field).

4.4.10. Edit Date Hold SEOC

To edit a SEOC that is currently marked as Date Hold, follow the steps listed below:

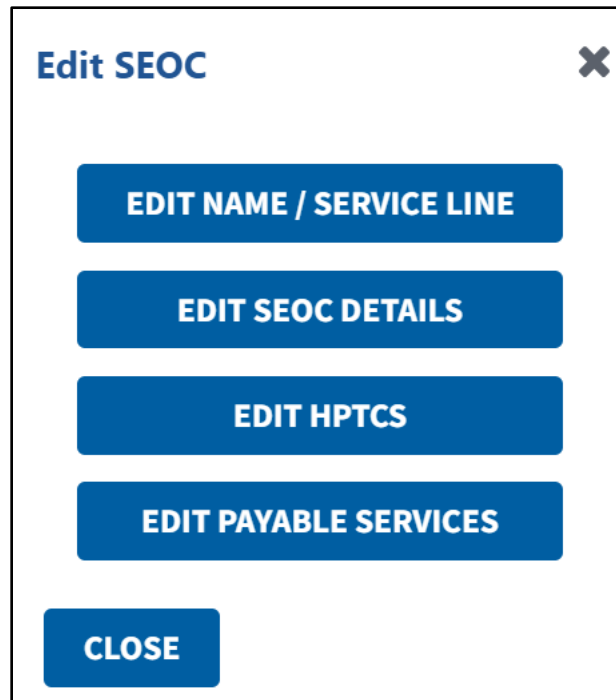
1. From the SEOC Admin home page, select the SEOC with a Date Hold status you would like to edit.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Edit Date Hold SEOC**. The **Edit Date Hold SEOC** dialog box displays.

Figure 95: Edit Date Hold SEOC Dialog Box

The screenshot shows a dialog box titled 'Edit Date Hold SEOC'. It contains a message: 'An In-progress version of this SEOC exists. Any changes made to this DATE HOLD SEOC will not be automatically reflected in the In-progress version SEOC. You will need to manually update the In-progress SEOC to reflect any changes made here.' Below the message are two buttons: 'Continue to Edit DATE HOLD' and 'Cancel'.

4. Select **Continue to Edit Date Hold**. The **Edit SEOC** dialog box displays.

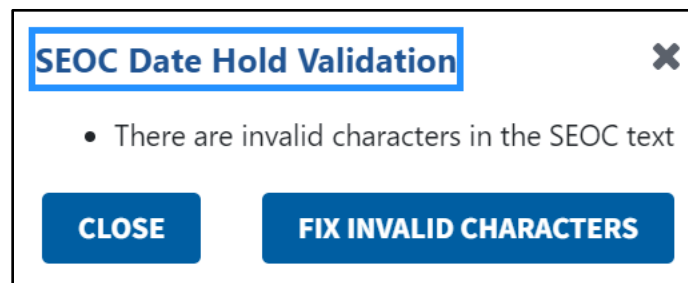
Figure 96: Edit SEOC Dialog Box



5. Navigate to **Edit Name/Service Line**, **Edit SEOC Details**, **Edit HPTCS**, and **Edit Payable Services** to make the needed edits.

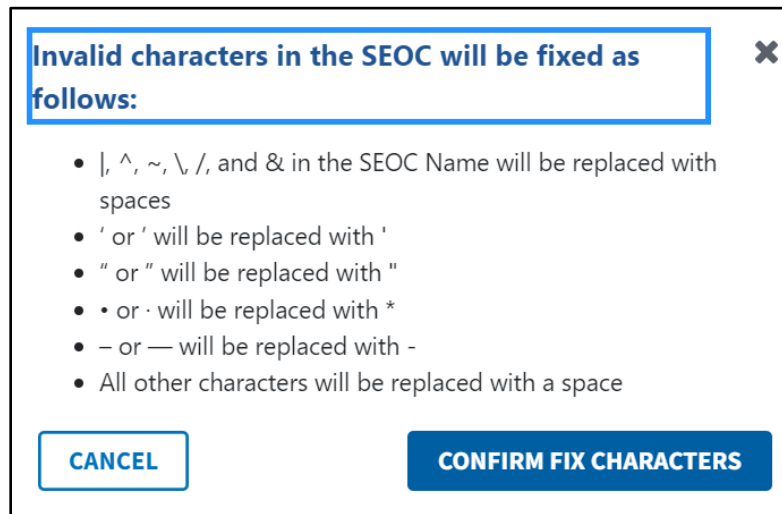
NOTE: If invalid characters are used when editing the Date Hold SEOC, the Date Hold Invalid Characters Error Message displays. You must correct the issues before proceeding.

Figure 97: Date Hold Invalid Characters Error Message



6. Select **Close** to return to the SEOC and manually edit the invalid characters or select **Fix Invalid Characters** to have the system update the characters. If you select to have the system update the invalid characters, the **Fix Invalid Characters** dialog box displays.

Figure 98: Fix Invalid Characters



7. To replace the invalid characters with the characters suggested by the system, select **Confirm Fix Characters**.
8. Select **View SEOC**. The **View SEOC** page displays with the **Date Hold** edits.

4.4.11. Edit Effective Date of Date Hold SEOC

To edit the activation date on a Date Hold SEOC without reverting to an In-Progress status, follow the steps listed below:

1. From the SEOC Admin home page, select the SEOC with a Date Hold status that you would like to edit.
2. Select **View Selected SEOC**, the **View SEOC** page displays.

Figure 99: View Date Hold SEOC

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.1.1

SEOC LIST

SELECTED SEOC

Create In-Progress Revision

Revert To In-Progress

Edit Date Hold

Edit Effective Date

Export

Print

Track Versions

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

Audiology

Audiology Cochlear Implant Annual Follow Up 1.3.9

Effective Date: 08-21-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 60 days

Procedural Overview:
1. Follow-up visits for cochlear implant programming
Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

1. 1. Follow-up visits for cochlear implant programming

Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA

Date Hold

3. Select **Edit Effective Date**. The **Effective Date** dialog box displays.

Figure 100: Effective Date Dialog Box

SEOC will be activated as of 12:01AM (EST) on the date specified

Effective Date (required)

05/31/2023

CANCEL

CONFIRM ACTIVATION

4. The **Effective Date** will default to the next day at 12:01AM EST. If needed, enter a new **Effective Date** in the field or select the calendar icon to select a date.

Figure 101: SEOC Activation Confirmation Calendar

SEOC will be activated as of 12:01AM (EST) on the date specified

Effective Date (required)

06/01/2023

CANCEL

June 2023

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5. Select **Confirm Activation**. A confirmation message will display. The **Date Hold** status will display in the upper-right-hand corner of the page.

Figure 102: Date Hold Effective Date Update Confirmation

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA Community Care logo and a menu for 'SEOC ADMINISTRATOR' including 'VERSION', 'SEOC LIST', 'SELECTED SEOC' (with sub-options: 'Create In-Progress Revision', 'Revert To In-Progress', 'Edit Date Hold', 'Edit Effective Date', 'Export', 'Print', 'Track Versions'), 'IMPORT SEOCs', 'EXPORT SEOCs', and 'MANAGE BILLING CODES'. The main content area is titled 'Audiology Cochlear Implant Annual Follow Up 1.3.9' and features a 'Date Hold' button. A green confirmation banner at the top states 'SEOC will be activated on 08-31-2023'. Below this, the 'Effective Date' is 08-31-2023, 'Category of Care' is AUDIOLOGY, 'REV' is No, 'Pre-certification Required' is Yes, and 'QASP' is General Care. The 'Description' states the authorization covers services for cochlear implant programming. The 'Duration' is 60 days. The 'Procedural Overview' lists follow-up visits for cochlear implant programming, with a note about ordering audiological devices through the VA. A 'Logout (Admin)' link is in the top right corner.

4.4.12. Print a SEOC

To print a SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select the SEOC you would like to print.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select **Print SEOC**. The printed SEOC will display in another window. Print or save using local browser capabilities.

Figure 103: Printed SEOC Window (1 of 2)

Printed: 8/16/23 8:46 PM

VHA Office of Community Care - Standardized Episode of Care

Audiology
Audiology Cochlear Implant Surgery and Follow-Up 1.2.10 Active
Effective Date: 06-01-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
 This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 365 days

Procedural Overview:
 Note: This SEOC does not cover osseointegrated hearing aids.
 Note: Prior to authorization of cochlear implant surgery, cochlear implant candidacy documentation is required to be sent to the VA Centralized Audiology Team (please refer to disclaimer below).
 Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring VA facility community care office.

1. Initial audiological outpatient evaluation and treatment for the referred condition indicated on the consult order
2. Surgical evaluation, treatment, and follow-up visits as clinically indicated for the referred condition on the consult order
3. Diagnostic imaging relevant to the referred condition on the consult order
4. Labs and pathology relevant to the referred condition on the consult order
5. ~~Diagnostic studies relevant to the referred condition on the consult order~~

Figure 104: Printed SEOC Window (2 of 2)

Additional Information:
 Please visit the VHA Storefront www.va.gov/COMMUNITYCARE/providers/index.asp for additional resources and requirements pertaining to the following:
 * Pharmacy prescribing requirements
 * Durable Medical Equipment (DME), Prosthetics, and Orthotics prescribing requirements
 * Precertification (PRCT) process requirements
 * Request for Services (RFS) requirements

Provider Taxonomy Codes:

HPTC	Grouping	Classification	Specialization
231H00000X	Speech, Language and Hearing Service Providers	Audiologist	

Payable Services:

Line Item	Clinical Service	Visits/Units	Frequency	Description	Billing Codes
1	64-Audiologist	999	N/A	Initial audiological outpatient evaluation and treatment for the referred condition indicated on the consult order	92507, 92555, 92556, 92557, V5011, V5020, V5264, V5265, V5275
2	04-Otolaryngology	999	N/A	Surgical evaluation, treatment, and follow-up visits as clinically indicated for the referred condition on the consult order	99202, 99203, 99204, 99205, 99211, 99212, 99213, 99214, 99215, 99417, G0463, G0466, G0467
3	30-Diagnostic Radiology	999	N/A	Diagnostic imaging relevant to the referred condition on the consult order	70120, 70130, 70134, 70480, 70481, 70482, 76376, 76377
					36415, 36416, 80047, 80048, 80053, 80061, 80076, 81000

4.4.13. Invalid Characters

The following business rules for valid characters are enforced in the SEOC Admin UI:

- For the **Description**, **Procedural Overview**, and **Additional Information** fields in a **SEOC**, and the **Description** field in a **Payable Service**, the following characters are accepted:
 - **Line Feed (ASCII 10)**
 - **Carriage Return (ASCII 13)**
 - **The printable ASCII characters (ASCII 32 – 126) except the DELETE character (ASCII 127)**
- For the **SEOC Name**, the above characters are accepted except:
 - **& - Ampersand (ASCII 38)**
 - **/ - Slash (ASCII 47)**
 - **: - Colon (ASCII 58)**
 - **\ - Backslash (ASCII 92)**
 - **^ - Caret (ASCII 94)**
 - **| - Vertical Bar (ASCII 124)**
 - **~ - Tilde (ASCII 126)**
- For a **Billing Code** value, the following characters are accepted:
 - **Letters**
 - **Numbers**
 - **- Hyphen (ASCII 45)**
 - **. - Period (ASCII 46)**
 - **€¥€β**

The user will not be able to activate a SEOC unless all these rules have been followed. In the case of the **SEOC Name**, the user will be unable to navigate past the **SEOC Name** and **Service Line** page of the **Create / Edit SEOC Workflow** if the **SEOC Name** has invalid characters. For **Billing Codes**, the user will be unable to save the **Billing Code** if the **Billing Code** value has invalid characters.

The **Show Invalid Characters** feature allows the user to highlight invalid characters on any SEOC, regardless of status.

4.4.13.1. Show Invalid Characters

To show invalid characters on a SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select a **SEOC** with invalid characters.
2. Select **View Selected SEOC**, the **View SEOC** page will display.

3. Select **Show Invalid Characters**. The **Show Invalid Characters** page will display.

Figure 105: Show Invalid Characters

[Logout](#)
 (Admin)

SEOC ADMINISTRATOR

VERSION

SEOC LIST

SELECTED SEOC

Activate SEOC

Edit In-Progress

Delete In-Progress

Export

Print

Track Versions

Hide Invalid Characters

Fix Invalid Characters

IMPORT SEOCs

EXPORT SEOCs

Audiology
Audiology Cochlear Implant Annual Follow Up

In-Progress (REVISION)

Effective Date:

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
 This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

" ? a ? G ? ? d ? e ? ? ? ? T ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? p ? ? S s ? ? t ? ? F f ? ? ? ? O ? ! @ # \$ % ^ & * , ' () { } [] : " | < > ? "

Duration: 60 days

Procedural Overview:
 1. Follow-up visits for cochlear implant programming
 Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.

1. 1. Follow-up visits for cochlear implant programming

- To print the **SEOC** with invalid characters shown, select **Print SEOC**. The **Print SEOC** page will display with invalid characters shown.

Figure 106: Print SEOC from Show Invalid Characters Page

VHA Office of Community Care - Standardized Episode of Care	
Audiology	Printed: 8/17/23 11:18 AM
Audiology Cochlear Implant Annual Follow Up	In-Progress (REVISION)
Effective Date:	
Category of Care: AUDIOLOGY	
REV: No	
Pre-certification Required: Yes	
QASP: General Care	
Description: This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.	
" ? a ? [G] ? d ? e ? ? ? ? T ? ? ? ? ? ? ? ? [H] ? ? ? ? ? ? ? p ? ? ? s ? ? ? t ? ? F f ? ? ? ? O ? ! @ # \$ % ^ & * , ' () { } [] : " < > ? "	
Duration: 60 days	
Procedural Overview: 1. Follow-up visits for cochlear implant programming Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring facility community care office.	
1. 1. Follow-up visits for cochlear implant programming Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to	

5. To return to the **View SEOC** page from the **Show Invalid Characters** page, select the **Hide Invalid Characters** button.

NOTE: The **Show Invalid Characters** button is only available if the SEOC has invalid characters.

4.4.13.1.1. Fix Invalid Characters

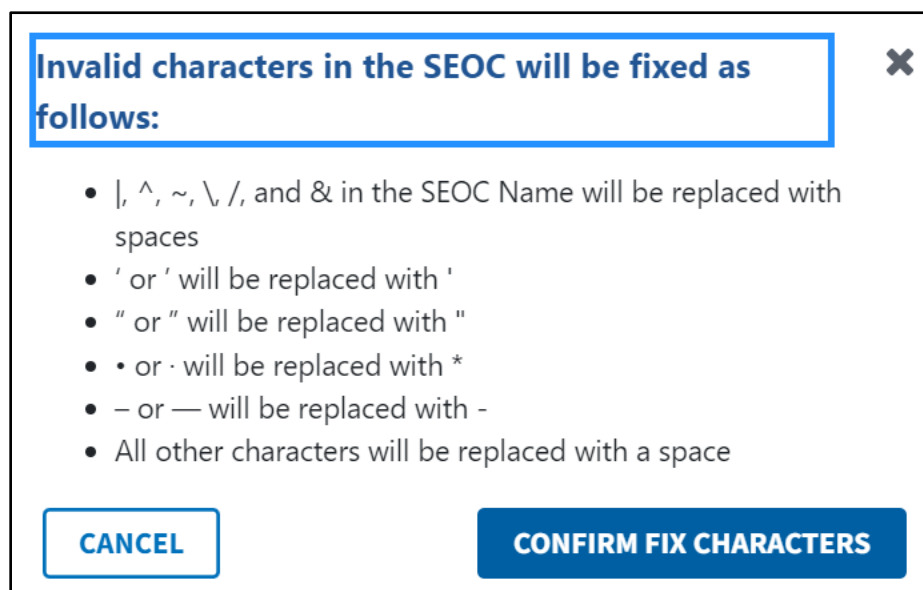
Invalid characters in a **SEOC** can either be fixed manually through the **Edit SEOC** workflow, or automatically with the **Fix Invalid Characters** feature. Invalid characters are fixed as follows:

- |, ^, ~, \, /, and & in the SEOC Name will be replaced with spaces
- ' or ' will be replaced with '
- " or " will be replaced with "
- • or • will be replaced with *
- – or – will be replaced with –
- All other characters will be replaced with a space

To automatically **Fix Invalid Characters**, follow the steps listed below:

1. From the SEOC Admin home page, select a **SEOC** with invalid characters.
2. Select **View Selected SEOC**, the **View SEOC** page will display.
3. Select **Show Invalid Characters**. The **Show Invalid Characters** page will display.
4. Select **Fix Invalid Characters**. The **Fix Invalid Characters** confirmation dialog will display.

Figure 107: Fix Invalid Characters Confirmation



5. Select **Confirm Fix Characters**. A confirmation message will display.

Figure 108: Invalid Characters Fixed Message

The screenshot displays the VA Community Care SEOC Administrator interface. On the left is a sidebar with the VA Community Care logo and navigation links: SEOC ADMINISTRATOR, VERSION, SEOC LIST, SELECTED SEOC (highlighted), Activate SEOC, Edit In-Progress, Delete In-Progress, Export, Print, Track Versions, IMPORT SEOCs, EXPORT SEOCs, MANAGE BILLING CODES, and MANAGE USERS. The main content area is titled 'Audiology Cochlear Implant Annual Follow Up' and shows the status 'In-Progress (REVISION)'. A green confirmation banner at the top states 'Invalid characters have been fixed' with a checkmark icon and a close button (X). Below the banner, the form details include: Effective Date, Category of Care: AUDIOLOGY, REV: No, Pre-certification Required: Yes, QASP: General Care, and a Description. The description notes that the authorization covers services for cochlear implant programming and lists required documentation. A 'Duration' of 60 days is also specified. A 'Procedural Overview' section lists follow-up visits and provides a note about ordering audiology devices through the VA. A string of invalid characters is shown below the description.

NOTE: This feature is only available for **In-Progress SEOCs**. For **Active SEOCs** with invalid characters, create a **Pending Revision**, then fix the invalid characters.


NOTE: The confirmation message can be dismissed by selecting the X button.


4.4.14. Track Version Changes

To track the version changes of a SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select a **SEOC** with a previous version.
2. Select **View Selected SEOC**, the **View SEOC** page displays.
3. Select the **Track Version Changes** button when it becomes active. The **Track Version Changes** page will display.

Figure 109: Track Version Changes Page (1 of 3)



[Logout](#)
 (Admin)

Audiology

SEOC ADMINISTRATOR
VERSION 1.2.9

Discontinued

Active

Audiology Cochlear Implant Surgery and Follow-Up 1.2.9 1.2.10

Effective Date: 06-23-2022 06-01-2023

End Date: 06-01-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 365 days

Procedural Overview:
Note: This SEOC does not cover osseointegrated hearing aids.
Note: Prior to authorization of cochlear implant surgery, cochlear implant candidacy documentation is required to be sent to the VA Centralized Audiology Team (please refer to disclaimer below).
Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent

RETURN TO SEOC LIST


VIEW SEOC


PRINT SEOC

PREVIOUS VERSION

NEXT VERSION

Figure 110: Track Version Changes Page (2 of 3)



[Logout](#)
 (Admin)

Audiology

SEOC ADMINISTRATOR
VERSION 1.2.9

Discontinued

Active

Audiology Cochlear Implant Surgery and Follow-Up 1.2.9 1.2.10

1. Initiat audiological outpatient evaluation and treatment for the referred condition indicated on the consult order
2. Surgical evaluation, treatment, and follow up as clinically indicated for the referred condition on the consult order
3. Diagnostic imaging relevant to the referred condition on the consult order
4. Labs and pathology relevant to the referred condition on the consult order
5. Diagnostic studies relevant to the referred condition on the consult order
6. Anesthesia consultation related to the procedure
7. Pre-procedure medical and basic cardiac clearance, as indicated (including H+P/labs, EKG, CXR, echo)
**Note: cardiac testing or evaluation outside of the above CXR, EKG and echo will require an RFS for a cardiology referral
8. One Cochlear Implant Surgery and hospitalization, if required (inpatient admission or observation) and/or inpatient admission or observation status for complications related to the procedure and/or surgery.
** Notify the referring VA of admission status to initiate and facilitate care coordination and discharge planning.
9. Post-operative cochlear implant follow up after the surgery with the audiologist for the initial activation and then at a minimum of 1 month, 3 months, 6 months, 9 months, and 12 months post-procedure

1. Initial audiological outpatient evaluation and treatment for the referred condition indicated on the consult order
2. Surgical evaluation, treatment, and follow-up visits as clinically indicated for the referred condition on the consult order
3. Diagnostic imaging relevant to the referred condition on the consult order
4. Labs and pathology relevant to the referred condition on the consult order
5. Diagnostic studies relevant to the referred condition on the consult order

RETURN TO SEOC LIST


VIEW SEOC

PRINT SEOC

PREVIOUS VERSION

NEXT VERSION

Figure 111: Track Version Changes Page (3 of 3)



[Logout](#)
 (Admin)

Audiology
SEOC ADMINISTRATOR
 VERSION

Audiology Cochlear Implant Surgery and Follow-Up ~~1.2.9~~ **1.2.10**

Discontinued
Active

Additional Information:
 Please visit the VHA Storefront www.va.gov/COMMUNITYCARE/providers/index.asp for additional resources and requirements pertaining to the following:
 * Pharmacy prescribing requirements
 * Durable Medical Equipment (DME), Prosthetics, and Orthotics prescribing requirements
 * Precertification (PRCT) process requirements
 * Request for Services (RFS) requirements

Provider Taxonomy Codes:

HPTC	Grouping	Classification	Specialization
231H00000X	Speech, Language and Hearing Service Providers	Audiologist	

Payable Services:

Line Item	Clinical Service	Visits/Units	Frequency	Description	Billing Codes
1	64-Audiologist	999	N/A	4- Initial audiological outpatient evaluation and treatment for the referred condition indicated on the consult order	92507, 92555, 92556, 92557, V5011, V5020, V5264, V5265, V5275
				2- Surgical evaluation, treatment, and	60468, 99417, 99202, 99203, 99204,

[RETURN TO SEOC LIST](#)
[VIEW SEOC](#)
[PRINT SEOC](#)
[PREVIOUS VERSION](#)
[NEXT VERSION](#)

- Select the **Previous Version** button. The changes for the previous version will be shown. If the previous version is the first version of this **SEOC**, no changes will be displayed.
- Select the **Next Version** button. The changes for the next version will be shown.
- Select the **Print SEOC** button. The **Print SEOC** page will display with the current changes.

Figure 112: Print SEOC from Track Version Changes Page

Printed: 8/16/23 8:57 PM

VHA Office of Community Care - Standardized Episode of Care

Audiology

Audiology Cochlear Implant Surgery and Follow-Up 1.2.91.2.10 Discontinued Active

Effective Date: 06-23-2022 06-01-2023

End Date: 06-01-2023

Category of Care: AUDIOLOGY

REV: No

Pre-certification Required: Yes

QASP: General Care

Description:
This authorization covers services associated with the specialty(s) identified for this episode of care, including all medical care listed below relevant to the referred care specified on the consult order.

Duration: 365 days

Procedural Overview:
Note: This SEOC does not cover osseointegrated hearing aids.
Note: Prior to authorization of cochlear implant surgery, cochlear implant candidacy documentation is required to be sent to the VA Centralized Audiology Team (please refer to disclaimer below).
Note: Any needed audiologic devices including hearing aids, assistive listening devices, wireless accessories, and remotes must be ordered through the VA. Documentation should be sent to either the VA Centralized Audiology Team (VACAT) or the referring VA audiology clinic. Questions regarding where to submit documentation should be directed to the referring VA facility community care office.

1-Initial audiological outpatient evaluation and treatment for the referred condition indicated on the consult order
2-Surgical evaluation, treatment, and follow up as clinically indicated for the referred condition on the consult order

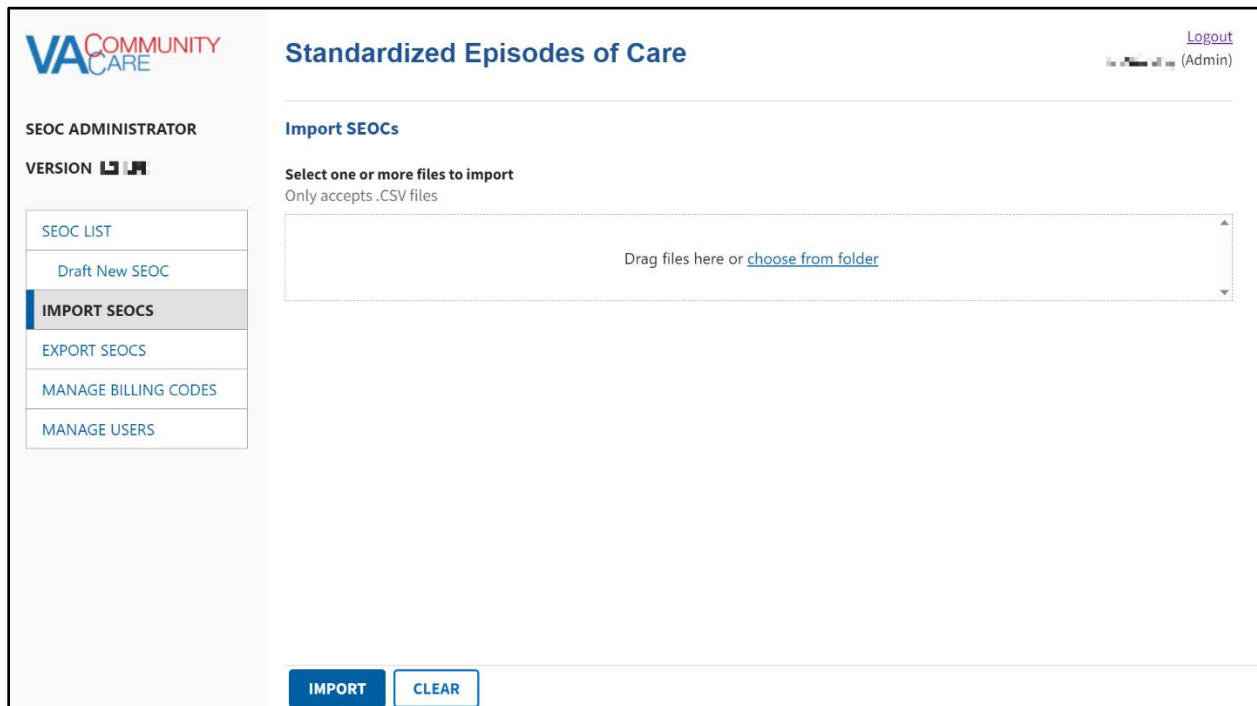
NOTE: By default, IE11 will not print the red and green background colors. To print the red and green background colors, check the **Print Background Colors and Images** box in the **Page Setup** dialog from the **Print** menu.

4.5. Import SEOCs Workflow

To import a SEOC or multiple SEOCs, follow the steps listed below:

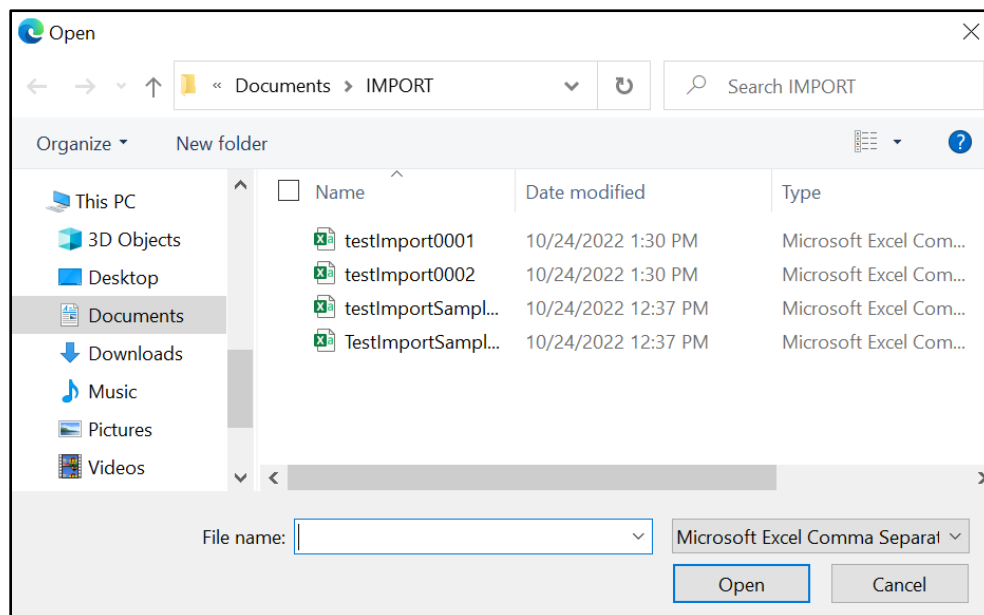
1. From the SEOC Admin home page, select **Import SEOCs**. The **Import SEOCs** page displays.

Figure 113: Import SEOCs



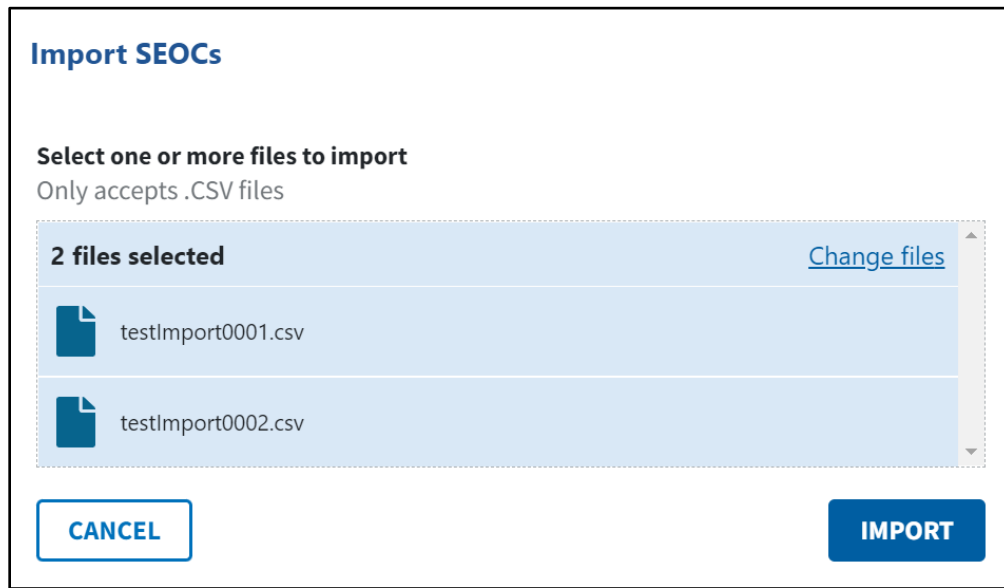
2. To select one or more files, drag and drop the files or select **choose from folder** to open **File Explorer**. It is important to note that SEOC only accepts .CSV files.

Figure 114: Import File Explorer



3. From **File Explorer**, select one or more files to import and select **Open**. The selected files display in the dialog box.

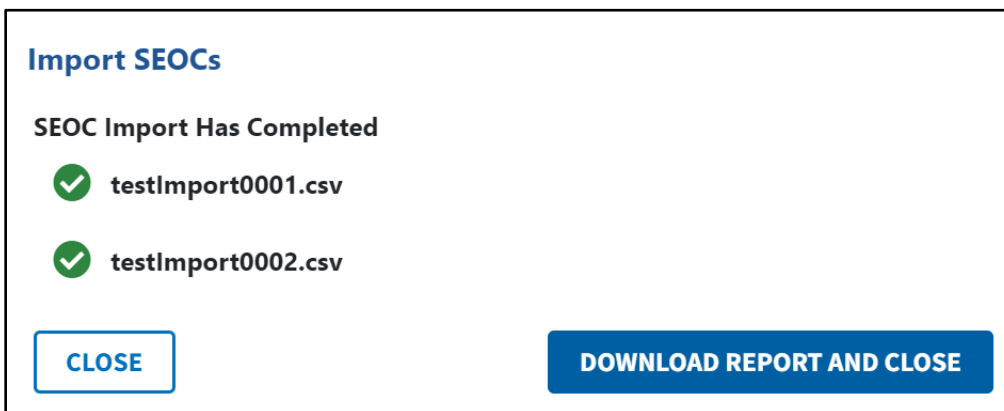
Figure 115: Selected Import SEOCs Dialog Box



NOTE: To change the selected files, select **Change Files** to open **File Explorer** and select new files.

4. Select **Import**. A message displays confirming the SEOC import was successfully completed.

Figure 116: SEOC Import Completion Message



5. Select **Close** to return to the SEOC dashboard. To download and save the file report, select **Download Report and Close**.

4.6. Export SEOCs Workflows

4.6.1. Export the SEOC Data to an Excel File

As an **Analyst, Coder, Publisher, or Administrator** you can export SEOC data to an Excel file. To export the **SEOC Data** to an Excel file, follow the steps listed below:

1. From the SEOC Admin home page, select **Export SEOCs**. The **Export SEOCs** window displays with the Export SEOCs tab open by default.

Figure 117: Export SEOC Window

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.29

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Standardized Episodes of Care

Logout (Admin)

Export SEOCs

Export Precent Webpage Data

EXPORT TO EXCEL

Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

Export SEOCs

☒ Excel ☐ JSON ☐ PDF

Select which statuses to include:

☒ All

☒ Active

☒ Date Hold

☒ In-Progress

☒ Discontinued

NEXT

2. Select **Excel** from the **Export SEOCs** section.

NOTE: Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, select JSON instead. The steps to export to a JSON file can be found in the Export the SEOC Data to a JSON File section.

3. Select which status options to include in the export and select **Next**. The **Export SEOC Data Properties** display.

NOTE: A warning message will display if you have not selected any status options before selecting **Next**.

4. Select which properties to include in the export and select **Export**. The SEOC data will be exported to an Excel file that you will need to save.

NOTE: A warning message will display if you have not selected any properties before selecting **Export**.

NOTE: If no SEOCs match the export criteria, the following message will display "No SEOCs found that match your export request, please select different options to export SEOCs."

4.6.2. Export the SEOC Data to a JSON File

As an **Analyst**, **Coder**, **Publisher**, or **Administrator** you can export SEOC data to a JSON file. To export the **SEOC Data** to a JSON file, follow the steps listed below:

1. From the **SEOC Admin** home page, select **Export SEOCs**. The **Export SEOCs** window displays with the **Export SEOCs** tab open by default.

Figure 118: Export SEOC Window

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.2.29

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Standardized Episodes of Care

Logout (Admin)

Export SEOCs

Export Pre-cert Webpage Data

EXPORT TO EXCEL

Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

Export SEOCs

☒ Excel ☐ JSON ☐ PDF

Select which statuses to include:

☒ All

☒ Active

☒ Date Hold

☒ In-Progress

☒ Discontinued

NEXT

2. Select **JSON** from the **Export SEOC Data** section.
3. Select which status options to include in the export and select **Export**. The SEOC data will be exported to a JSON file that you will need to save.

NOTE: If no SEOCs match the export criteria, the following message will display “No SEOCs found that match your export request, please select different options to export SEOCs.”.

NOTE: Please refer to Appendix A for additional steps on converting the JSON file into an Excel file.

4.6.3. Export the SEOC Data to a PDF

As an **Analyst, Coder, Publisher, or Administrator** you can export SEOC data to a PDF. To export the SEOC data to a PDF, follow the steps listed below:

1. From the **SEOC Admin** home page, select **Export SEOCs**. The **Export SEOCs** window displays with the **Export SEOCs** tab open by default.

Figure 119: Export SEOC Window

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Standardized Episodes of Care

Logout (Admin)

Export SEOCs

Export Precert Webpage Data

EXPORT TO EXCEL
Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

Export SEOCs

☒ Excel ☐ JSON ☐ PDF

Select which statuses to include:

☒ All

☒ Active

☒ Date Hold

☒ In-Progress

☒ Discontinued

NEXT

2. Select **PDF** from the **Export SEOCs** section.
3. Select which status options to include in the export and select **Next**. The **Export SEOC Data Properties** display.
4. Select which **Service Line** options to include in the export. If you select an individual **Service Line**, a list of related **Category of Care** options displays to the right.

Figure 120: Category of Care Options Example

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.1.2

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Standardized Episodes of Care

Export SEOCs

Export Precert Webpage Data

EXPORT TO EXCEL
Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

Export SEOCs

Select Service Line to include:

☐ All

☐ Audiology

☐ Dental Care

☐ Dialysis

☐ Emergent-Urgent Care

☒ Infertility Care

☐ Lab & Pathology Services

☐ Medical Specialty Care

Select Category of Care to include:

☒ All

☒ IN-VITRO FERTILIZATION (IVF)/ ASSISTED REPRODUCTIVE TECH (ART)

☒ INFERTILITY

EXPORT

BACK

5. Select the **Category of Care** option(s) to include in the export and select **Export**. The SEOC data will be exported to a PDF that you will need to save.

NOTE: A warning message will display if you have not selected any properties before selecting **Export**.

NOTE: If no SEOCs match the export criteria, the following message will display "No SEOCs found that match your export request, please select different options to export SEOCs."

4.6.4. Export the VA PreCert Webpage Data to a JSON File

For all users who can **Export SEOC Data**, the **SEOC Admin UI** also allows them to export the data required for the **VA PreCert Webpage**.

To export the **SEOC PreCert Data**, follow the steps listed below:

1. As an **Analyst, Coder, Publisher, or Administrator** on the SEOC Admin home page, select **Export**. The **Export SEOCs** window displays with the **Export SEOCs** tab open by default.

Figure 121: Export SEOC Window

VA COMMUNITY CARE

Standardized Episodes of Care

[Logout](#)
vacoScorcg (Admin)

SEOC ADMINISTRATOR

VERSION 1.1.1

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Export SEOCs

Export Precert Webpage Data

EXPORT TO EXCEL

Excel exports have a limit of 1,048,576 rows by 16,384 columns. If you think you may exceed this, try JSON instead.

[Window Snip](#)

Export SEOCs

☐ Excel ☐ JSON ☒ PDF

Select which statuses to include:

☒ All

☒ Active

☒ Date Hold

☒ In-Progress

☒ Discontinued

EXPORT

2. Select the **Export Precert Webpage Data** tab.

Figure 122: Export Precert Webpage Data Tab

VA COMMUNITY CARE

Standardized Episodes of Care

[Logout](#)
vacoScorcg (Admin)

SEOC ADMINISTRATOR

VERSION 1.1.1

SEOC LIST

Draft New SEOC

IMPORT SEOCs

EXPORT SEOCs

MANAGE BILLING CODES

MANAGE USERS

Export SEOCs

Export Precert Webpage Data

Export PreCert Webpage Data

EXPORT

3. Select **Export**. A message displays stating that the SEOC export file is in the process of being created and then another message displays confirming the SEOC data was exported to a JSON file that you will need to save.

NOTE: Please refer to Appendix A for additional steps on converting the JSON file into an Excel file.

4.7. Managing Billing Codes

NOTE: Select the arrow to the right of the heading title to sort the Billing Code columns.

NOTE: When updating the Billing Codes, SEOC will go into maintenance mode. SEOC users will be unable to update the system until the Admin has completed managing the billing codes.

NOTE: Maintenance mode can be turned off by any Admin.

NOTE: When you select on Return to SEOC list from Billing Code Management, it will automatically turn maintenance mode off.

To manage the billing codes in SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select **MANAGE BILLING CODES**. The **Billing Code Management** window displays.

Figure 123: Billing Code Management

VA COMMUNITY CARE

SEOC ADMINISTRATOR

VERSION 1.1.1

Billing Code Management

Maintenance Mode set by [User] [Time]

Logout (MAINT)

Search by Billing Code

Search by billing code [Q]

10159 Items Page 1 of 1016

Billing Code	Type	Description	PreCert Required
0001PHILTEST	CPT	BC with no assignment for testing BC updates	Yes
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone, human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score	Yes
0006M	DRG	Oncology (hepatic), mRNA expression levels of 161 genes, utilizing fresh hepatocellular carcinoma tumor tissue, with alpha-fetoprotein level, algorithm reported as a risk classifier	No
0007M	CPT	Oncology (gastrointestinal neuroendocrine tumors), real-time PCR expression analysis of 51 genes, utilizing whole peripheral blood, algorithm reported as a nomogram of tumor disease index	Yes
0007U	CDT	Drug test(s), presumptive, with definitive confirmation of positive results, any number of drug classes, urine, includes specimen verification including DNA authentication in comparison to buccal DNA. per date of service	No

[RETURN TO SEOC LIST](#)
[DEACTIVATE BILLING CODE](#)
[DEFINE NEW BILLING CODE](#)
[EDIT BILLING CODE](#)

NOTE: This will place the application into Maintenance Mode for all users. While Maintenance Mode is active, users will be unable to save **SEOC** information or navigate to the **User Management Page**. To exit Maintenance Mode, select **Return to SEOC List**. If you exit SEOC or time out before exiting Maintenance Mode, when you log back in to SEOC select **Turn Off Maintenance Mode**.

4.7.1. Search for a Billing Code

To search for a **Billing Code**, follow the steps listed below.

1. From the SEOC Admin home page, select **MANAGE BILLING CODES**. The **Billing Code Management** window displays.

Figure 124: Billing Code Management

VA COMMUNITY CARE

SEOC ADMINISTRATOR
VERSION 1.1.1

Billing Code Management

Maintenance Mode set by [User]

Logout (MAINT)

Search by Billing Code

Search by billing code [Q]

10159 Items Page 1 of 1016

1 2 3 ... 1016 Next

Billing Code ▼	Type ▼	Description ▼	PreCert Required ▼
0001PHILTEST	CPT	BC with no assignment for testing BC updates	Yes
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone, human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score	Yes
0006M	DRG	Oncology (hepatic), mRNA expression levels of 161 genes, utilizing fresh hepatocellular carcinoma tumor tissue, with alpha-fetoprotein level, algorithm reported as a risk classifier	No
0007M	CPT	Oncology (gastrointestinal neuroendocrine tumors), real-time PCR expression analysis of 51 genes, utilizing whole peripheral blood, algorithm reported as a nomogram of tumor disease index	Yes
0007U	CDT	Drug test(s), presumptive, with definitive confirmation of positive results, any number of drug classes, urine, includes specimen verification including DNA authentication in comparison to buccal DNA, per date of service	No

RETURN TO SEOC LIST DEACTIVATE BILLING CODE DEFINE NEW BILLING CODE EDIT BILLING CODE

2. In the **Search by Billing Code** field, enter the billing code to search.
3. Press **Enter** or select the **Search** button. The table will display all rows where the **Billing Code** column starts with the text you entered.

Figure 125: Search Billing Codes Results

VA COMMUNITY CARE

SEOC ADMINISTRATOR
VERSION 1.1.1

Billing Code Management

Maintenance Mode set by [User]

Logout (MAINT)

Search by Billing Code

00120 [X] [Q]

1 Items Page 1 of 1

1

Billing Code ▼	Type ▼	Description ▼	PreCert Required ▼
00120	CPT	Anesthesia for procedures on external, middle, and inner ear including biopsy; not otherwise specified	No

RETURN TO SEOC LIST DEACTIVATE BILLING CODE DEFINE NEW BILLING CODE EDIT BILLING CODE

4.7.2. Deactivate Billing Codes

To deactivate billing codes in SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select **MANAGE BILLING CODES**. The **Billing Code Management** window displays.

Figure 126: Billing Code Management

The screenshot displays the 'Billing Code Management' interface. At the top, there is a 'VA COMMUNITY CARE' logo and a 'Maintenance Mode set by' notification. The page title is 'Billing Code Management'. Below the title, there is a search bar labeled 'Search by Billing Code' with a search icon. A table lists billing codes with columns: 'Billing Code', 'Type', 'Description', and 'PreCert Required'. The table shows five rows of data. At the bottom, there are four buttons: 'RETURN TO SEOC LIST', 'DEACTIVATE BILLING CODE', 'DEFINE NEW BILLING CODE', and 'EDIT BILLING CODE'.

Billing Code	Type	Description	PreCert Required
0001PHILTEST	CPT	BC with no assignment for testing BC updates	Yes
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone, human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score	Yes
0006M	DRG	Oncology (hepatic), mRNA expression levels of 161 genes, utilizing fresh hepatocellular carcinoma tumor tissue, with alpha-fetoprotein level, algorithm reported as a risk classifier	No
0007M	CPT	Oncology (gastrointestinal neuroendocrine tumors), real-time PCR expression analysis of 51 genes, utilizing whole peripheral blood, algorithm reported as a nomogram of tumor disease index	Yes
0007U	CDT	Drug test(s), presumptive, with definitive confirmation of positive results, any number of drug classes, urine, includes specimen verification including DNA authentication in comparison to buccal DNA. per date of service	No

2. From the list of billing codes, select the code that you would like to deactivate.
3. Select **Deactivate Billing Code**. The **Confirm Deactivate Billing Code** dialog box will display showing all the **SEOCs** that will be affected.

Figure 127: Confirm Deactivate Billing Code Message

Confirm Deactivate Billing Code TESTNEW001

Are you sure you want to deactivate this billing code? The changes will affect the following SEOCs.

Active / Date Hold (0)
Pending revisions will be created to implement the Billing Code changes. However, they must be manually activated to take effect. Historical records will not be affected.

In-Progress (1)
Updates will be added to any other in-progress changes.

SEOC Name	Version
testmyrole0333	NEW

CONFIRM **CANCEL**

☐ By checking this required box, I acknowledge and agree to deactivate Billing Code TESTNEW001.

specimen verification including DNA authentication in comparison to buccal DNA, per date of service

0008U	RUG	Helicobacter pylori detection and antibiotic resistance, DNA, 16S and 23S rRNA, gyrA, pbp1, rdxA and rpoB, next generation sequencing, formalin-fixed paraffin-embedded or fresh tissue or fecal sample, predictive, reported as positive or negative for resistance to clarithromycin, fluoroquinolones, metronidazole, amoxicillin, tetracycline, and rifabutin	No
-------	-----	---	----

NOTE: Verify that you want to deactivate the billing code listed, as the changes will affect the SEOCs listed in the Active and In-Progress tables.

4. Select the **By checking this required box, I acknowledge and agree to deactivate Billing Code...** to confirm that you want to deactivate the selected billing code.
5. Select **Confirm**. The **Billing Code** will be deactivated from the **Billing Codes List**. A message will display confirming that that the billing code was deactivated, and the billing code will no longer display in the list.

NOTE: For all affected **SEOCs** with a status of **Active**, a **Revision** will be created with the **Billing Code** deactivated. For all affected **SEOCs** with a status of **In-Progress**, whether a **New SEOC** or a **Revision**, the **Billing Code** will be removed. For all affected **SEOCs** with a status of **Date Hold**, the **SEOC** will be reverted to **In-Progress** and the **Billing Code** will be removed. **Discontinued SEOCs** are not affected.

4.7.3. Editing Billing Codes

To manage the billing codes in SEOC, follow the steps listed below:

1. From the SEOC Admin home page, select **MANAGE BILLING CODES**. The **Billing Code Management** window displays.


Figure 128: Billing Code Management



The screenshot displays the 'Billing Code Management' interface. At the top, there is a 'VA COMMUNITY CARE' logo and a 'Maintenance Mode set by' notification. The page title is 'Billing Code Management'. Below the title, there is a search bar labeled 'Search by Billing Code' and a 'Search by billing code' input field with a search icon. The page indicates '10159 Items Page 1 of 1016'. A table lists billing codes with columns: Billing Code, Type, Description, and PreCert Required. The table contains five rows of data. At the bottom, there are four buttons: 'RETURN TO SEOC LIST', 'DEACTIVATE BILLING CODE', 'DEFINE NEW BILLING CODE', and 'EDIT BILLING CODE'.

Billing Code	Type	Description	PreCert Required
0001PHILTEST	CPT	BC with no assignment for testing BC updates	Yes
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone, human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score	Yes
0006M	DRG	Oncology (hepatic), mRNA expression levels of 161 genes, utilizing fresh hepatocellular carcinoma tumor tissue, with alpha-fetoprotein level, algorithm reported as a risk classifier	No
0007M	CPT	Oncology (gastrointestinal neuroendocrine tumors), real-time PCR expression analysis of 51 genes, utilizing whole peripheral blood, algorithm reported as a nomogram of tumor disease index	Yes
0007U	CDT	Drug test(s), presumptive, with definitive confirmation of positive results, any number of drug classes, urine, includes specimen verification including DNA authentication in comparison to buccal DNA. per date of service	No


2. From the list of billing codes, select the code that you would like to edit.
3. Select **Edit Billing Code**. The **Edit Billing Code** form displays, populated with the selected **Billing Code** information.

Figure 129: Edit Billing Code




Maintenance Mode set by 

Logout (MAINT)

SEOC ADMINISTRATOR
VERSION 

Billing Code Management

Billing Code (required) (20 characters remaining)	Type (required)	Description (required) (1784 characters remaining)	PreCert Required (required)
0003U	DRG	Oncology (ovarian) biochemical assays of five proteins (apolipoprotein A-1, CA 125 II, follicle stimulating hormone, human epididymis protein 4, transferrin), utilizing serum, algorithm reported as a likelihood score	Yes

CANCEL

CONTINUE

- Update the **Billing Code** field as needed. The maximum number of characters for this field is 25.
- From the **Type** field, select the correct option: **CPT**, **DRG**, **HCPCS**, **HIPPS**, **RUGS**, or **CDT**.
- Update the **Description** field as needed. The maximum number of characters for this field is 2,000.
- From the **PreCert Required** field, select the correct option: **NA**, **NO** or **YES**.
- Select **Continue**. The **Confirm Update to Billing Code** dialog box will display showing all the **SEOCs** that will be affected.

NOTE: If the only change made was to the Billing Code Description, all affected SEOCs will be updated without requiring a revision and the Edit Billing Code Confirmation Message won't display.

Figure 130: Edit Billing Code Confirmation Message

Confirm Update to Billing Code 92620

Are you sure you want to save the edit to this billing code? The changes will affect the following SEOCs.

Active / Date Hold (1)
Pending revisions will be created to implement the Billing Code changes. However, they must be manually activated to take effect. Historical records will not be affected.

SEOC Name	Version
Audiology Cochlear Implant Annual Follow Up	1.3.9

In-Progress (1)
Updates will be added to any other in-progress changes.

SEOC Name	Version
Audiology Comprehensive	REVISION

CONFIRM **CANCEL**

☐ By checking this required box, I acknowledge and agree to update Billing Code 92620.

NOTE: Verify that you want to update the billing code listed, as the changes will affect the SEOCs listed in the Active/Date Hold and In-Progress tables.

9. Select the **By checking this required box, I acknowledge and agree to update Billing Code...** to confirm that you want to update the selected billing code.
10. Select **Confirm**. The updated **Billing Code** will be displayed in the **Billing Codes List**. A confirmation message will display stating that the edits were made to the billing code.

NOTE: For all affected **SEOCs** with a status of **Active** or **Date Hold**, a **Revision** will be created with the **Billing Code** updated. For all affected **SEOCs** with a status of **In-Progress**, whether a **New SEOC** or a **Revision**, the **Billing Code** will be updated. **Discontinued SEOCs** are not affected.

NOTE: If the value of the **Billing Code** column was not changed as part of the update, the change will not be reflected in **Track Version Changes**.

NOTE: It is possible to update a **Billing Code** without changing any values. When a **Billing Code** is updated, the previous version is deactivated, and another **Billing Code** with the updates is used instead. If no values are updated when a **Billing Code** is saved, the current **Billing Code** is deactivated, and another is created with the same values.

NOTE: If any of the fields are not populated, there are any characters in the **Billing Code** field that are not letters, numbers, a hyphen, or a period, or the **Description** field has a backslash character, an error message will appear when you select **Continue** on the **Edit Billing Code** form.

NOTE: The error message can be dismissed by selecting the X button.

Appendix A: Troubleshooting

Users may encounter the following errors while using the SEOC UI.

Table 1: SEOC Error Codes with Descriptions

Error Code	Description
204	No Content Found
401	Unauthorized
403	Forbidden
404	Not Found

Appendix B: Acronyms and Abbreviations

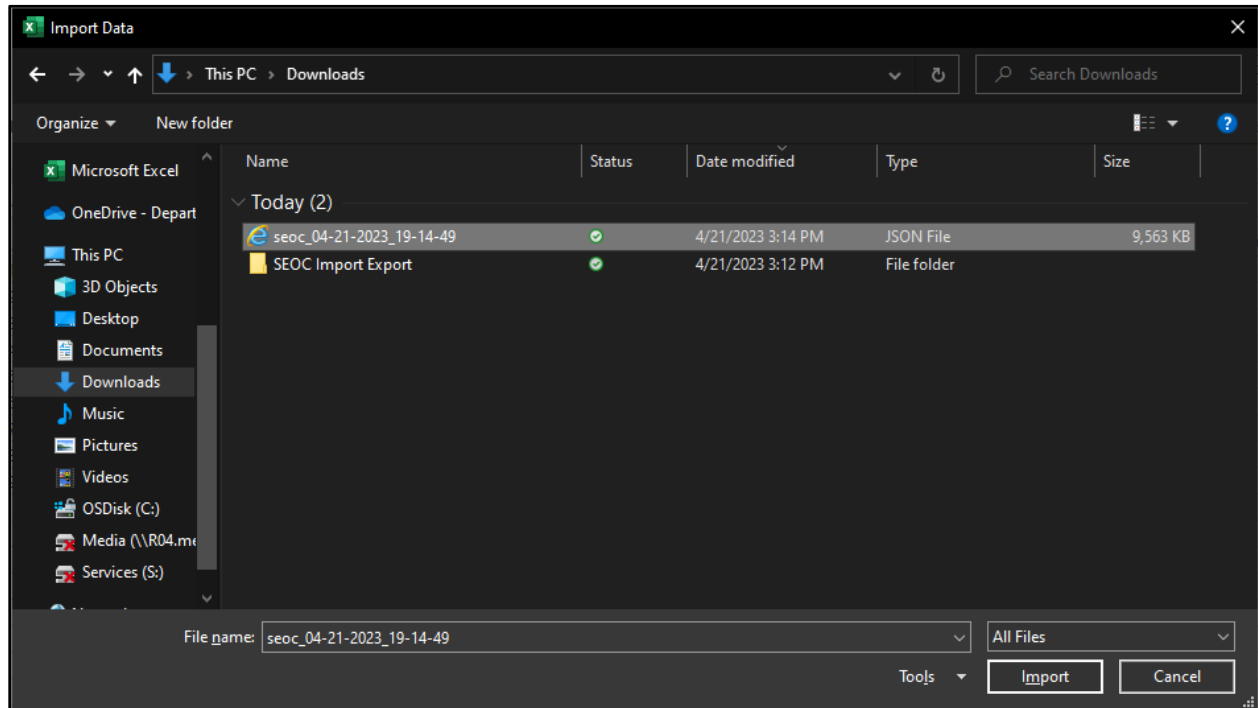
Acronym	Definition
API	Application Program Interface
CC	Care Coordination
CCAD	Community Care Agile Development
CPRS	Computerized Patient Record System
CPT	Current Procedural Terminology
HSRM	HealthShare Referral Manager
EO	Enterprise Operations
JSON	JavaScript Object Notification
MVC	Model-View-Controller
NSD	National Service Desk
OIT	Office of Information and Technology
PHI	Protected Health Information
PII	Personally Identifiable Information
PIV	Personal Identification Verification
REST	Representational State Transfer
SEOC	Standardized Episode of Care
SQL	Structured Query Language
SSOI	Single Sign-On Integration
UI	User Interface
VA	Department of Veterans Affairs
VDL	VA Software Document Library
VIP	Veteran-focused Integrated Process
VistA	Veterans Health Information Systems and Technology Architecture

Appendix C: JSON Instructions

To convert the SEOC JSON file to an Excel file, follow the steps listed below:

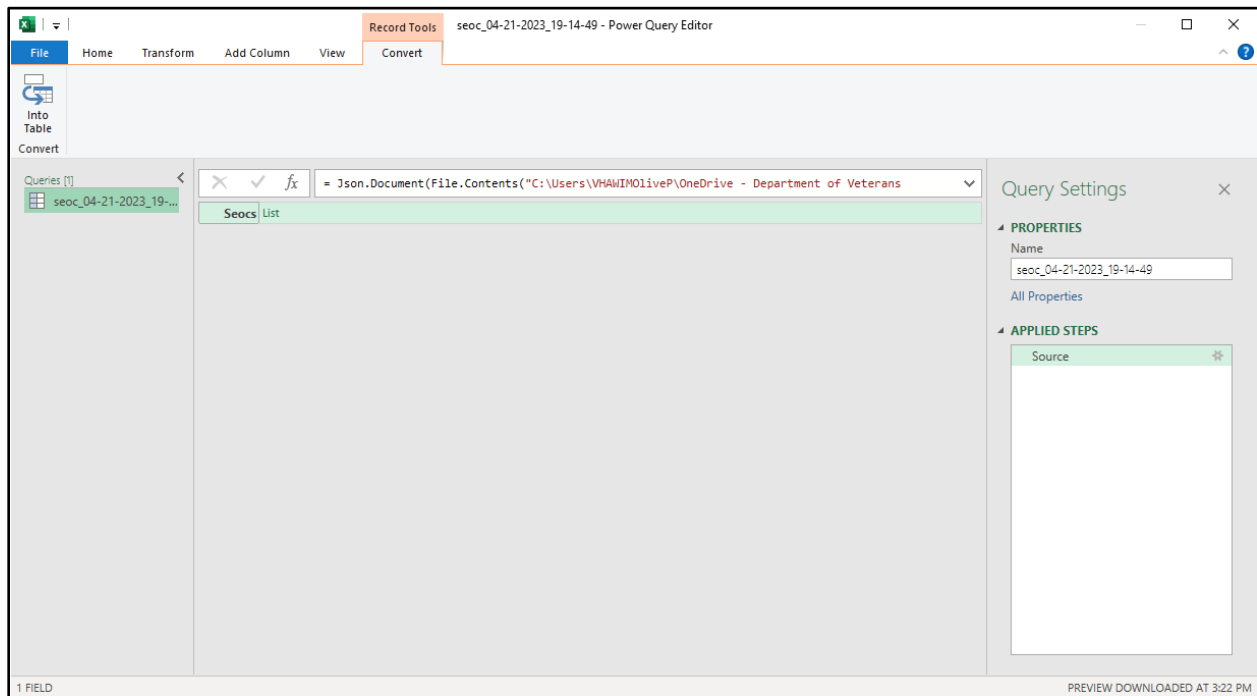
1. Open a blank workbook in Excel.
2. Select the **Data** tab, then **Get Data** > **From File** > **From JSON**. The **Import Data** window displays.

Figure 131: Import Data Window



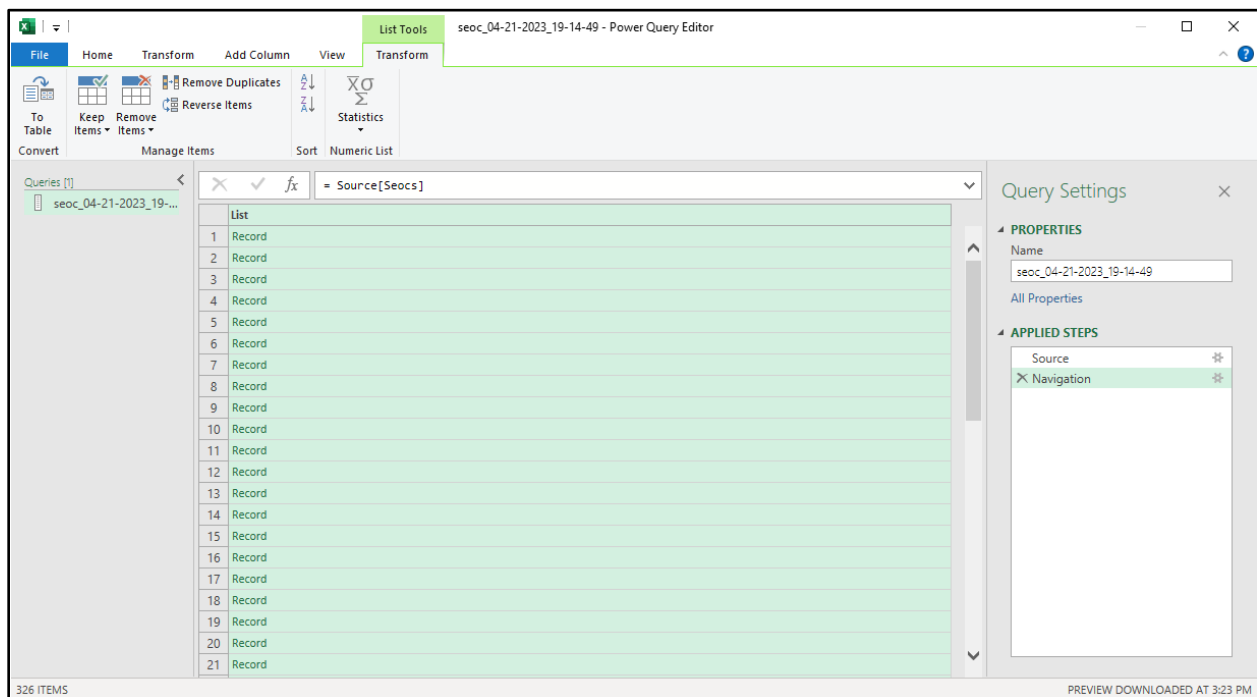
3. Select the JSON file you downloaded and select **Import**. Excel will open the file in the **Query Editor**.

Figure 132: Query Editor



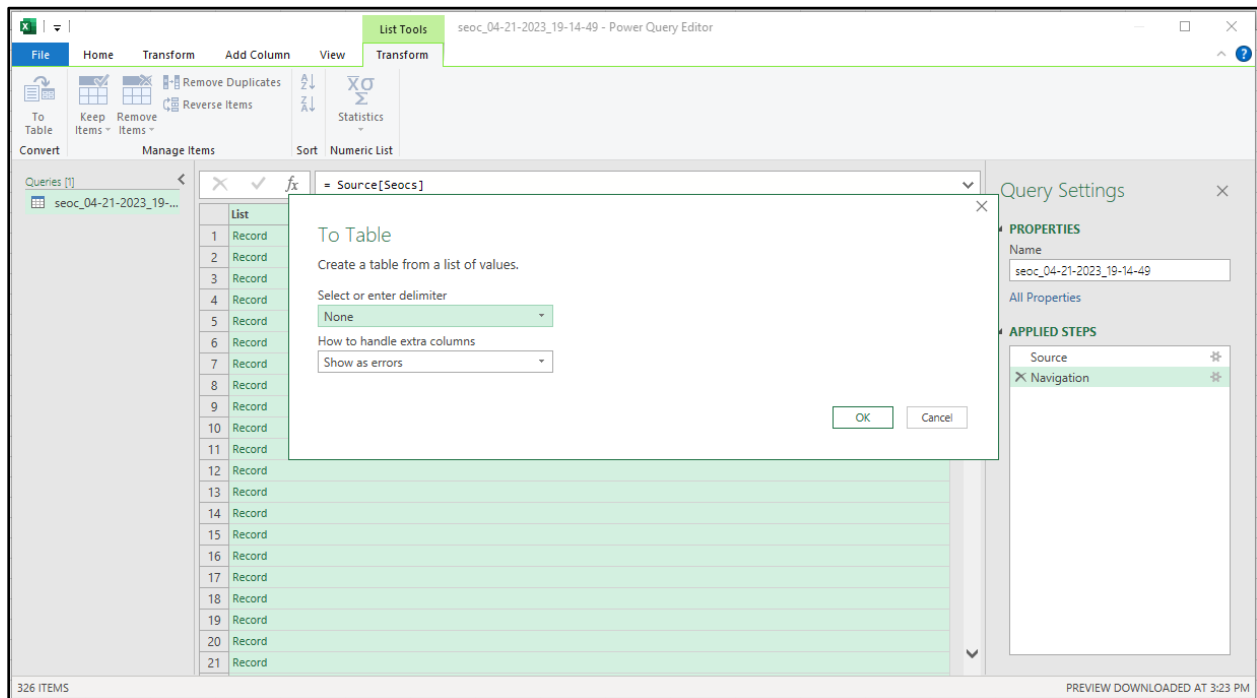
4. Select the **List** header to the right of SEOCs to display a list of records.

Figure 133: List of Records



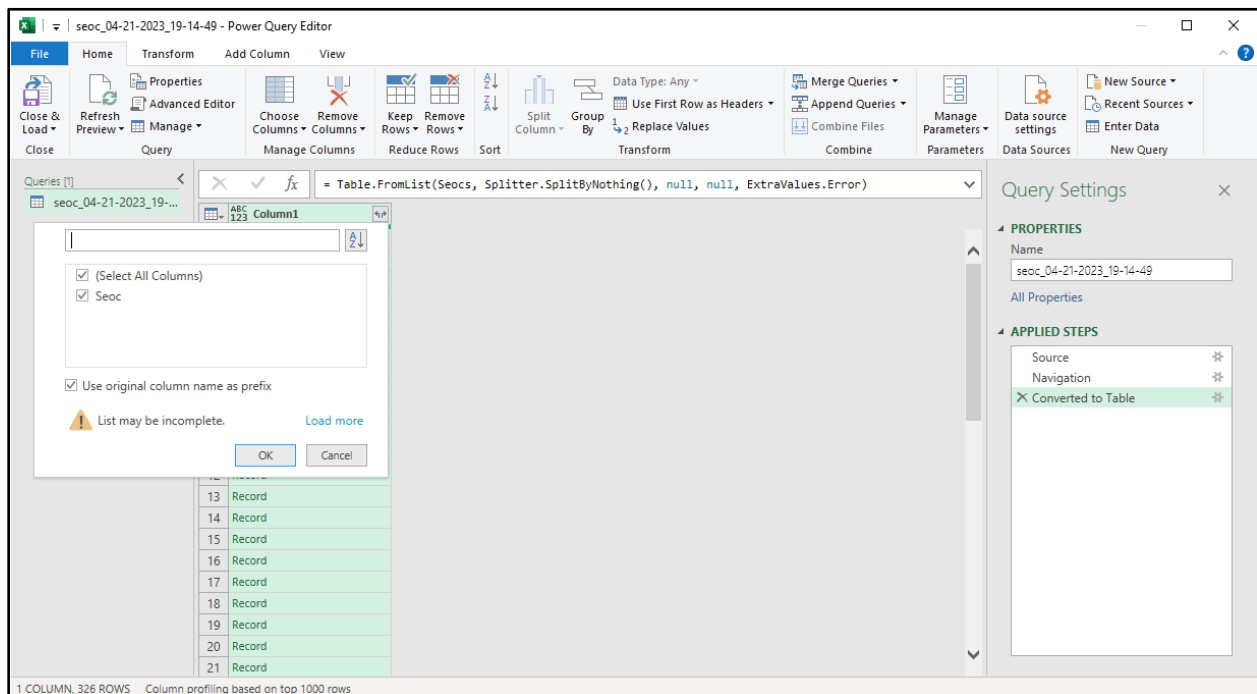
5. From the **Transform** tab, select the **Convert To Table** icon and select **OK**. The **To Table** dialog box displays.

Figure 134: To Table Dialog Box



6. From the **To Table** dialog box keep the default selections and select **OK**.
7. Select on the expand icon (<-||->) to the right of the **Column1** header to display the **Search Columns to Expand** dialog box.

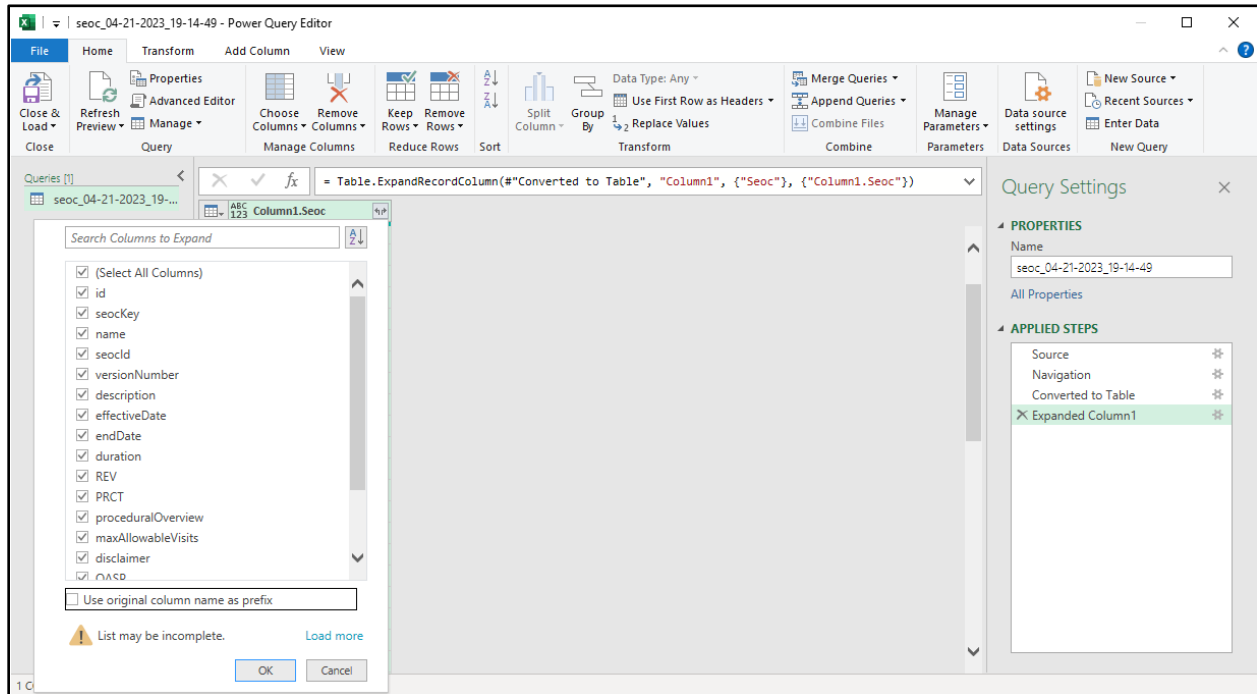
Figure 135: Search Columns to Expand Dialog Box



8. De-select the **Use original column name as prefix** check box.

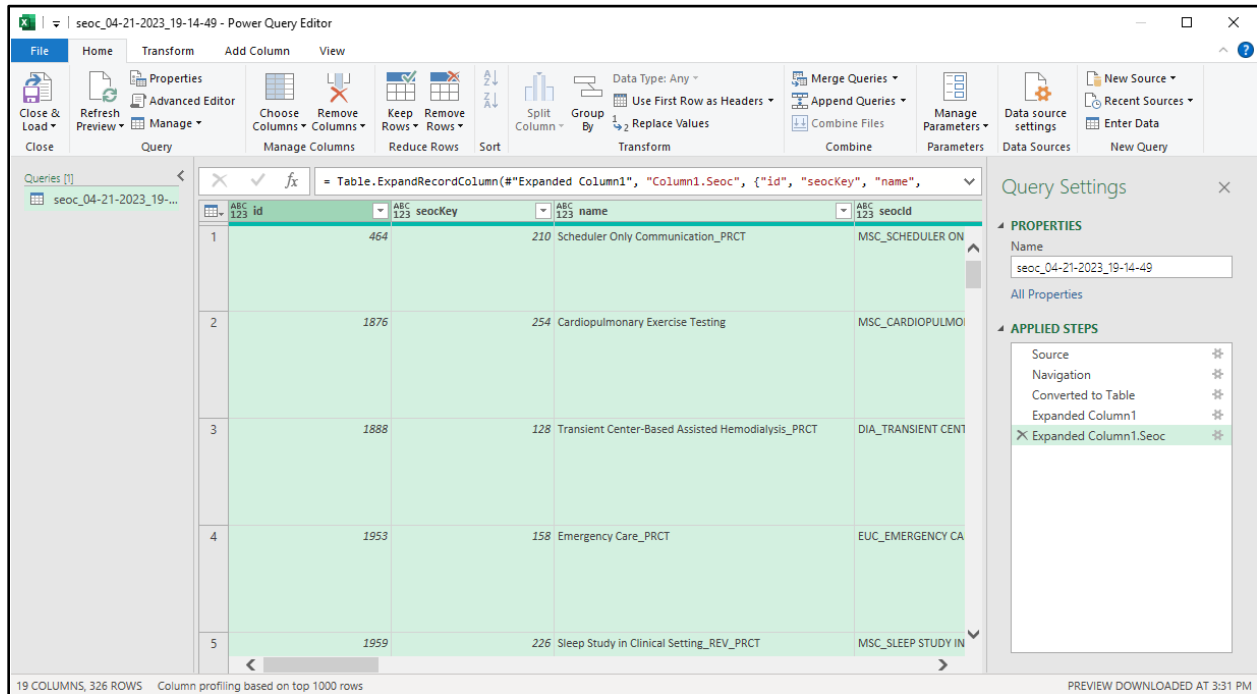
9. Select **OK**.
10. Select on the expand icon (<-||->) to the right of the **SEOC** header to display the **Search Columns to Expand** dialog box.

Figure 136: Search Columns to Expand



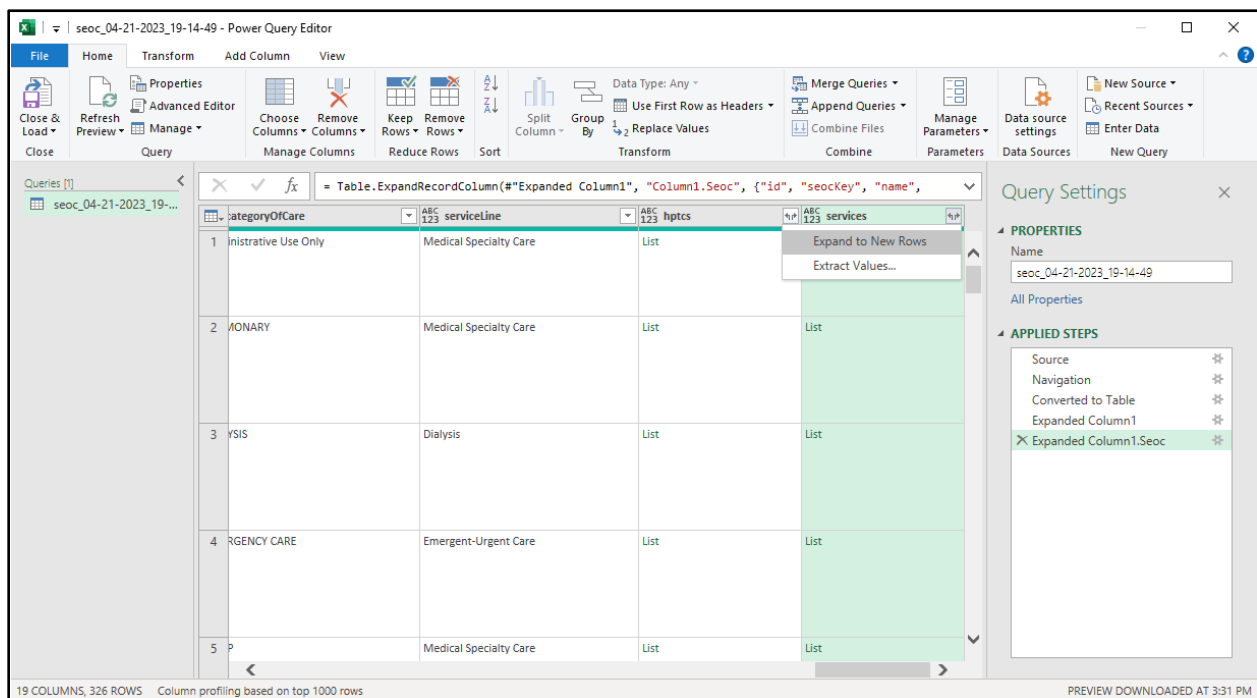
11. Uncheck the **Use original column name as prefix** check box.
12. Select **OK**. The fields in the SEOC table will be expanded to columns as shown below.

Figure 137: Expanded SEOC Fields



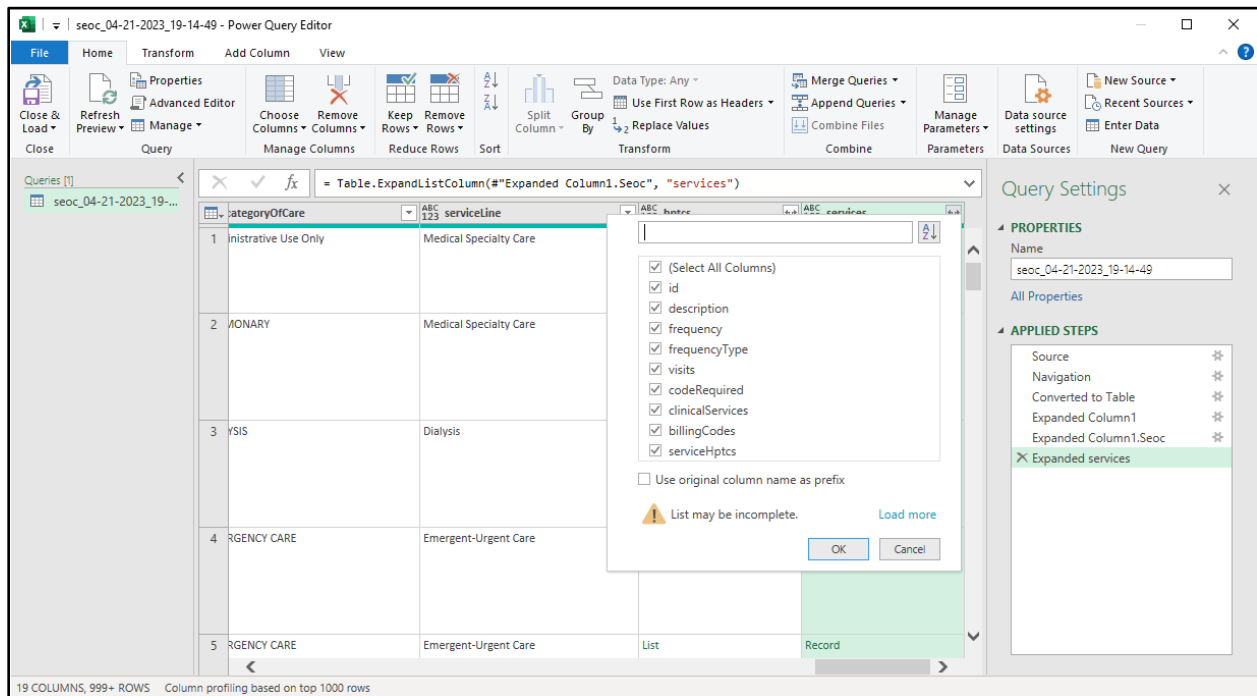
13. Scroll right to the **services** column, select on the expand icon, and select **Expand to New Rows** to display the records.

Figure 138: Expand to New Rows Menu Option



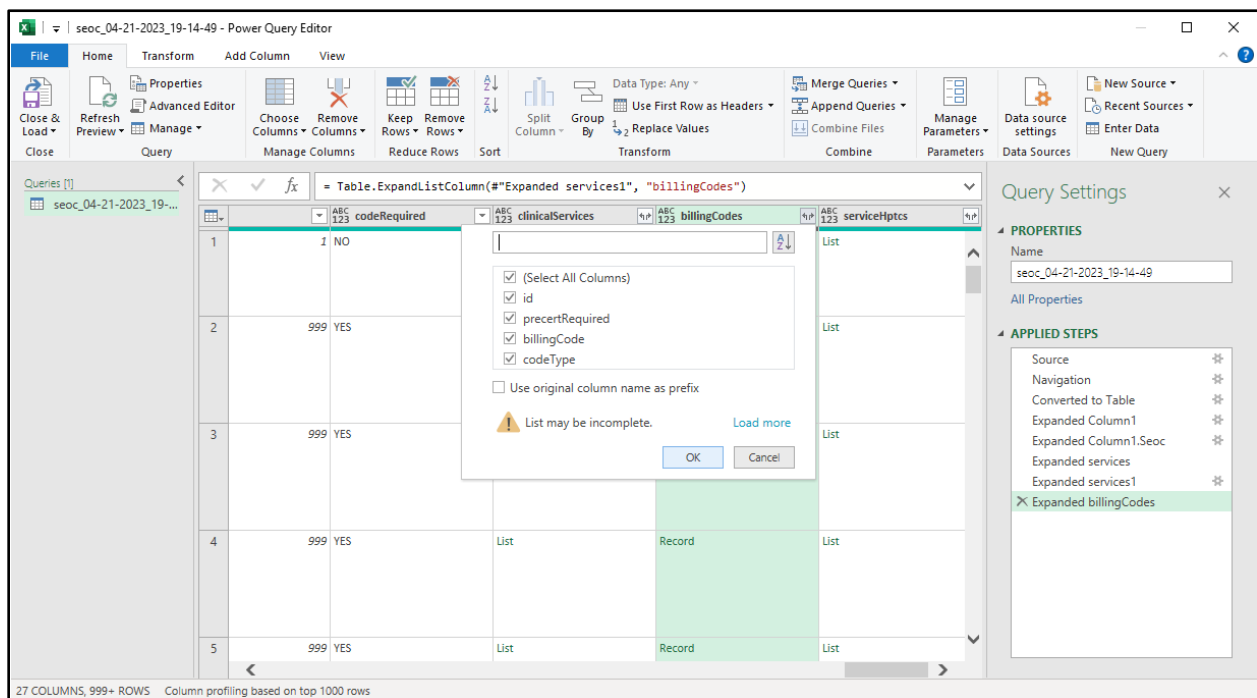
14. Select the expand icon again and press **OK** to expand the Payable Services fields into columns.

Figure 139: Payable Services Columns



15. Scroll right to the **billingCodes** column and repeat the last two steps to expand the **Billing Code** fields into columns.

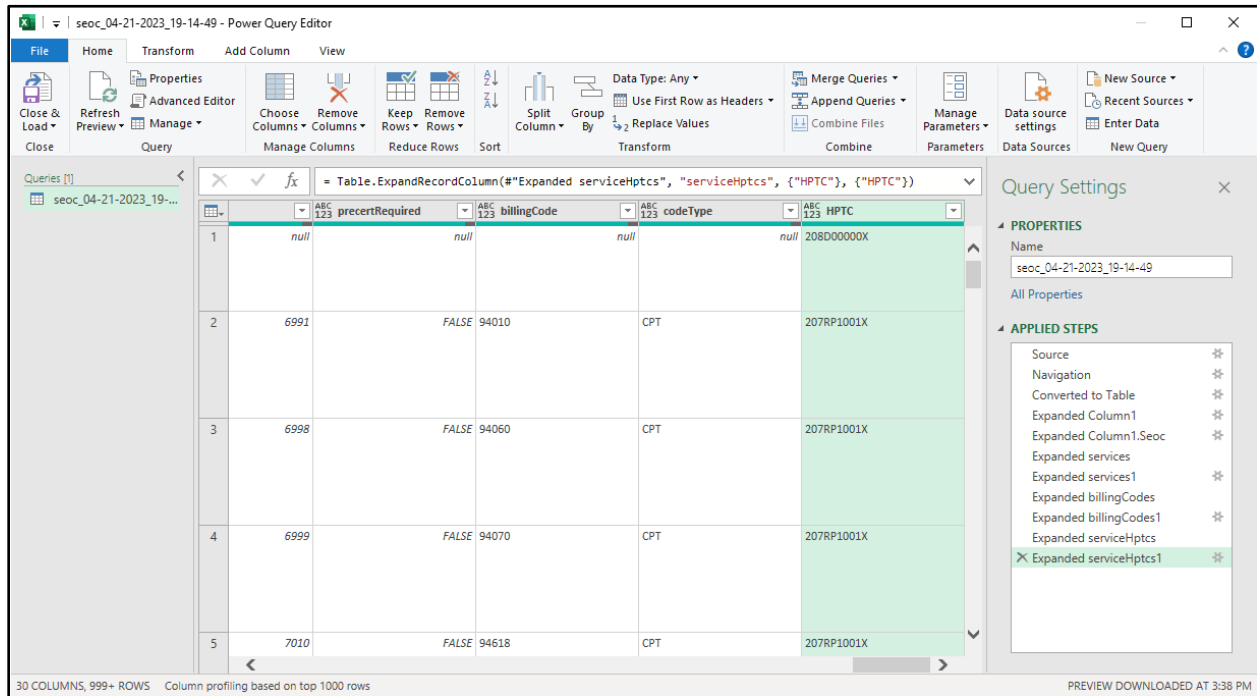
Figure 140: Billing Code Columns



16. Optional - Repeat the last two steps again for the **serviceHptcs** column if you want to see the cross-walked HPTCs that are sent for each Payable Service.

17. Scroll right and repeat the last two steps again for the **hptcs** column to expand the HPTC fields that were assigned to each SEOC.

Figure 141: Expanded HPTC Fields



18. Select the **Close & Load** option at the left of the ribbon to create load the imported data into a spreadsheet tab.

Figure 142: Imported Data

