

DVA Community Nursing Guide

The client's Financial Class needs to be correctly recorded in the CHIME Service Request for DVA Community Nursing services. This identifies which clients are to be claimed using the DVA CN Agreement, CHSP and/or non-chargeable.

PLEASE NOTE:

CHSP is the NEW program name for HACC in CHIME effective 1 January 2017.

If claiming DVA Community Nursing clients Support Eligibility for CHSP status should be **CHSP Not eligible**.

If client DVA ineligible for this episode and fits the CHSP eligibility, Support Eligibility for CHSP status should be **"CHSP Eligible"**. Ensure CHSP Data Collection is completed. Refer to the CCSP and CHSP Data Collection Guide [CHIME Help Guides](#) for assistance.

Please ensure Clients DVA Number, Medicare Number and Expiry date is checked and match client details in iPM-administrative staff can update the details- no gaps etc.

For information regarding claims processing of eligible DVA Community Nursing clients please refer to the **DVA Community Nursing Claim Guidelines**.

Name	UUPMI	PAS Facility	MRN	Date of Birth	Age	Sex	Address	CHI
DVA, Client (Mr)				11-Jun-1924	89 Yrs	M	10 DVA Drive, SYDNEY, NSW, 1008	803

SEARCH FOR CLIENT

Click on **Client** Search Client Window, enter client details and click on **Search**

Select Client from search results, click on **Select**

Summary Client Info Service Request

Service Requests

CKK NURSING NURSING (01-Jan-2013,7598268)

SERVICE REQUEST

Pin the required **Service Request** from the list in the Summary Tab

Summary Client Info **Service Request** Reports

Details Allocations Phase Discharge Notes Assessment Laboratory Observations Care Plan Pharmacotherapies Drug Use Collections Financials Appointments

Referral Details

Indicators

Crisis Indicator Client is not in crisis Awareness Client aware of the referral

Confidentiality Level Standard Edit Confidentiality Agreement Agrees to the service request

Confidentiality Comment MultiLine...

Eligibility for Service Client eligible for service

Support Eligibility CHSP Not eligible Status Date 25-Nov-2016

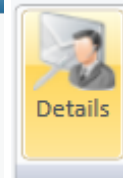
DoHRS Service Type Maintenance care DoHRS Financial Class DVA-Direct DVA Claim

Need for a Carer Carer Availability

In Service Request Tab

Service Request

Select Details Node



Click on the **Indicators** blue slider

Indicators

DoHRS Financial Class DVA-Direct DVA Claim

+ Save

Make sure you SAVE in the Radial Menu button

Refer to DVA Community Nursing Manual for full breakdown

Click on the DOHRS Financial Class Dropdown box and select appropriate

Example:

- DVA-Direct DVA Claim - (Claiming for CN Services)
- DVA-No Direct DVA Claim - (Gold Card, unable to claim for CN Services)
- No Charge - (White Card Ineligible to claim for DVA CN Services)

DVA Community Nursing Report Guide

This report should be printed on a monthly basis by each Community Nursing Site to monitor DVA CN Clients and a copy submitted with DVA Client Summary / Voucher Returns for processing each month.

Clients showing on the report are those with open Community Nursing Service Requests for the given date range. You can also use this report to ensure correct financial class is used for client/s, e.g.

- DVA-Direct DVA Claim - (Claiming for CN Services)
- DVA-No Direct DVA Claim - (**Gold Card**, unable to claim for CN Services)
- No Charge - (**White Card** Ineligible to claim for DVA CN Services)

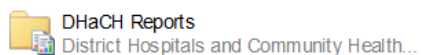
Identify any corrections that may need to be made and/or closing of client SR's.



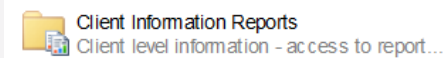
Go to the CHIME Web page
Click on RAP - Reporting



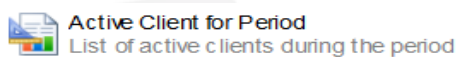
Click on the Blue box – Click Here –
CHIME Reports on Reporting
Access Portal (RAP)



Click on DHaCH Reports (District
Hospitals and Community Health)



Click on Client Information Reports



Select Active Client for Period

Home > DHaCH Reports > Client Information Reports > Active Client for Period

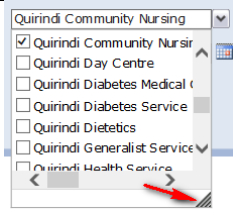
Org Unit: Start Date:

End Date: Age At:

Identifier: DVA Client Only:

Group By:

Example of completed set of
report parameters



To expand the Parameter lists
Click the left mouse button onto this corner, hold it and drag

REPORT PARAMETERS

ORG_UNIT_ID = Select as required (NB. More than one Org Unit can be selected)

Start Date = Select as required

End Date = Select as required

Age At = Current Date

Identifier = CHIME ID

DVA Client Only = Yes

Group By = Financial Class

Select 'View Report'

Exporting and Printing the Report

Once the report is on your screen, click on the save symbol and select 'Excel'

When this comes up at the bottom of your screen click

Open

Protected View This file originated from an Internet location and might be unsafe. Click for more details. Enable Editing


Phase Start Date

#####

Phase Start Date

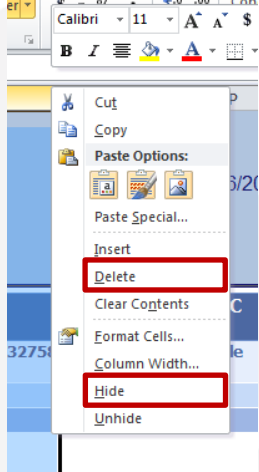
23/05/2016 11:39:14 AM

Select All button



Drag to resize

	A	B	↔C
1			
2			
3			



Click on enable editing at the top of the Excel Sheet

If unable to view all data in column/s e.g. Phase Start Date


Click the **Select All** button

Then double-click any boundary between two column headings and/or rows

Any data/columns that are not required within the report, can be deleted or 'hidden', if desired

Click on the column you wish to delete/hide

Right click and select 'Delete' or 'Hide'




Health
Hunter New England
Local Health District


Active Client for Period

From: 1/01/2017 To: 17/05/2017

org name	Grouping	Identifier	Client Full Name	SR ID	LOS (Month)	Support eligibility	Age	SR Received Date	SR Phase	Phase Start Date	dva class	Client Address	Client Phone
Armidale Community Nursing	DVA-Direct DVA Claim				46	CHSP Eligible	94	22/07/2013 2:51:04 PM	Treatment	25/07/2013 2:30:00 PM	G		
					2	CHSP Not Eligible	72	13/03/2017 4:01:13 PM	Treatment	17/03/2017 3:17:22 PM	G		
					5	CHSP Not Eligible	90	3/12/2016 9:30:00 AM	Treatment	5/12/2016 11:37:11 AM	G		
	No charge	Total			2	CHSP Not Eligible	70	27/01/2017 9:57:00 AM	Closed (Clinical)	13/03/2017 3:18:33 PM	G		
					0	CHSP Eligible	70	13/03/2017 3:19:43 PM	Closed (Clinical)	28/03/2017 3:16:24 PM	G		
					0	CHSP Eligible	88	8/05/2017 12:02:43 PM	Treatment	16/05/2017 11:25:00 AM	G		
					1	CHSP Eligible	74	11/04/2017 3:35:43 PM	Closed (Clinical)	2/05/2017 2:55:26 PM	G		
Total		Total											4
Total													7



Grouping by Financial Class



DVA Class