

# OB CARE

USER GUIDE



# TABLE OF CONTENTS

Registering for OB Care (Part 1a) . . . . .	1	Filling Out a Form	
Registering for OB Care (Part 1b). . . . .	2	Member Information . . . . .	10
Registering for OB Care (Part 2). . . . .	3	General Health . . . . .	11
Signing into OB Care. . . . .	4	Depression and Tobacco . . . . .	12
My Workspace . . . . .	5	Past OB Complications . . . . .	13
Search. . . . .	6	Current Risks . . . . .	14
Inbox. . . . .	7	Active Health Conditions . . . . .	15
Add Patient . . . . .	8	Social, Economic, Lifestyle Conditions . . . . .	16
Visit Types. . . . .	9	Additional Notes. . . . .	17
		Reviewing and Submitting a Form . . . . .	18
		Archiving a Patient . . . . .	19
		Archive . . . . .	20
		Data Carryover Between Visits . . . . .	21
		Admin Users . . . . .	22

# REGISTERING FOR OB CARE

## (PART 1)

Go to [obcare.optum.com](https://obcare.optum.com)

### IF YOU ALREADY HAVE AN OPTUM ID:

Click Sign in and use your Optum ID credentials to log in to OB Care.

After logging in, you will see a page asking you to “Complete Your Registration” by signing up for a clinic. Your user account is tied to a clinic, which allows you to see the patient records for patients within your clinic (or if you are solely an admin, to manage the users for your clinic).

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.

The screenshot shows the 'COMPLETE YOUR REGISTRATION' page on the Optum OB Care website. The page has a white background with a dark header and footer. The header contains the Optum logo and 'OB Care' on the left, and 'Support Sign In Register' on the right. The main content area is titled 'COMPLETE YOUR REGISTRATION' and includes the instruction 'Please select the clinic you belong to:'. Below this is a search bar labeled 'Clinic' with the text 'Search by Clinic Name, Street Address, or zip code. You must enter at least two characters.' and a 'Can't find your clinic? Contact Us' link. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use Privacy Policy'.

# REGISTERING FOR OB CARE

## (PART 1)

Go to [obcare.optum.com](https://obcare.optum.com)

### IF YOU DO NOT HAVE AN OPTUM ID:

Click Register. You will be directed to Optum ID where you will need to make an Optum ID account.

Check your inbox for the email address you used to register. You will receive an email which will ask you to activate your Optum ID. Click "Activate".

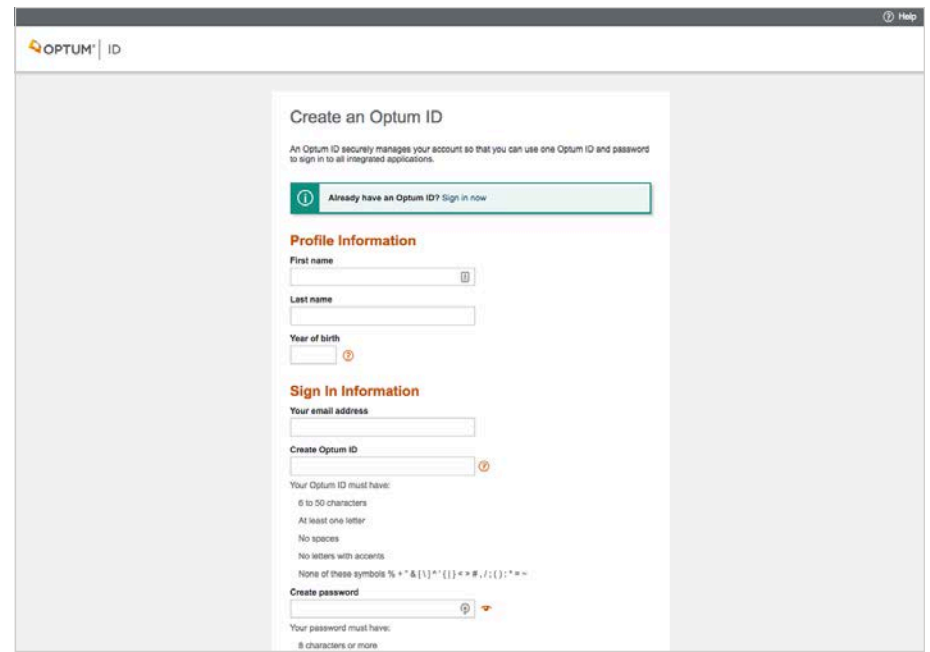
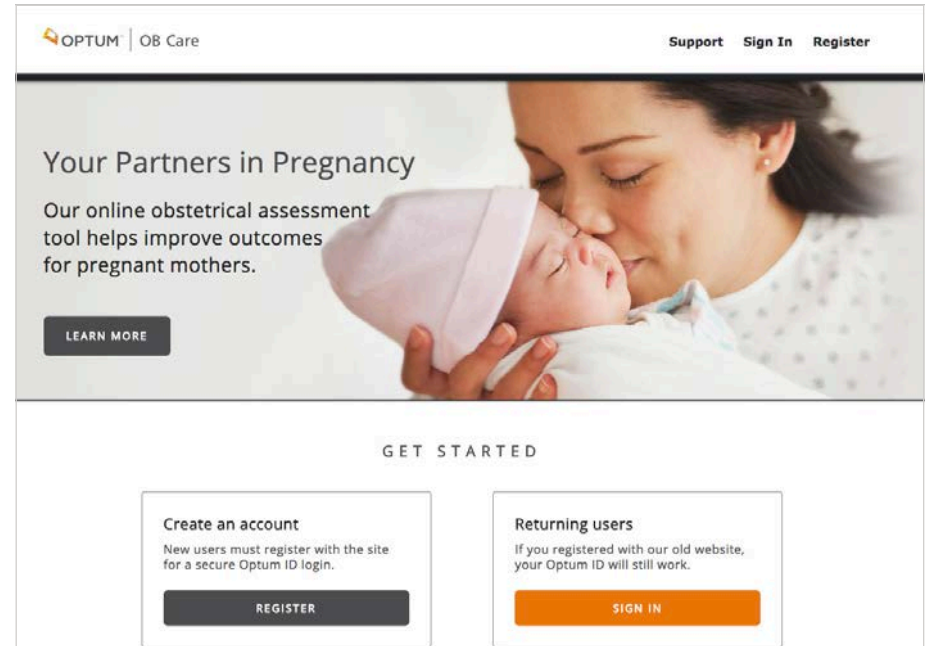
This will bring you back to Optum ID. Now click "Continue".

Click "Agree" to allow Optum ID to share your user credentials with OB Care. This allows you to use your Optum ID to sign into OB Care.

You will get signed into OB Care automatically (just this time) and, you will see a page asking you to "Complete Your Registration" by signing up for a clinic. This will allow you to see the patient records for patients within your clinic.

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.



# REGISTERING FOR OB CARE

## (PART 2)

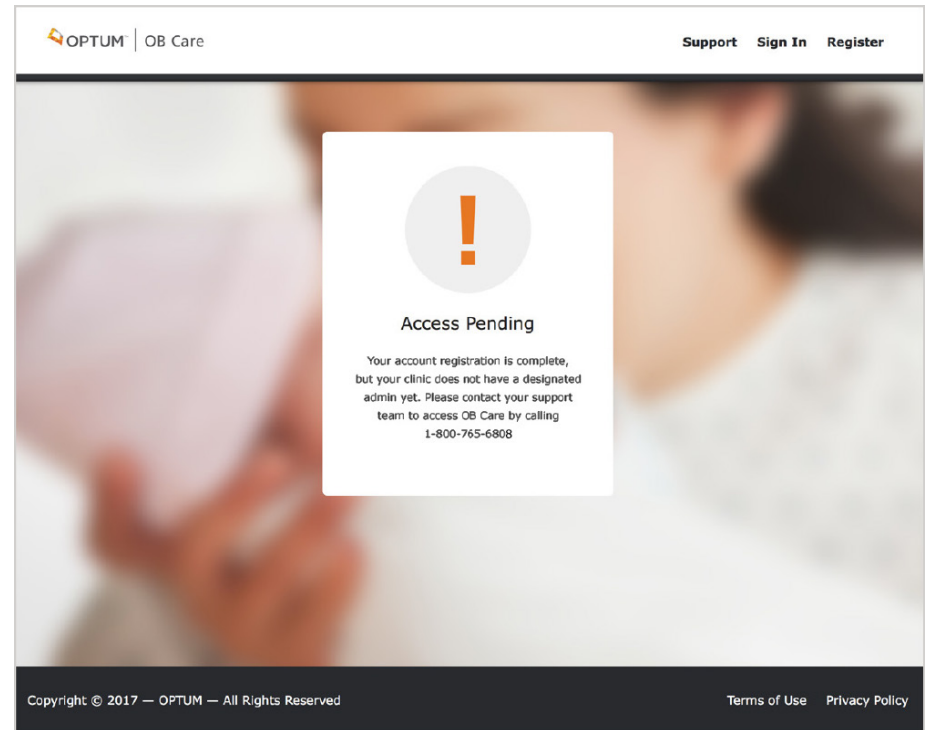
**Even if your clinic does not have a clinic admin, follow the previous steps on pages 2 or 3 for Optum ID registration.**

After using search bar to search for and select your clinic, you will may see a message describing that your registration is complete but your clinic does not have a designated admin yet.

This means that you are the first person to sign up for OB Care in your clinic and we will need to verify your account.

To continue with OB Care registration, call the support phone number listed in the message.

To complete your registration and/or to resolve issues, problems, or questions relating to the OB Care application please call **1-800-765-6808** or email [IRD\\_client\\_support@optum.com](mailto:IRD_client_support@optum.com)

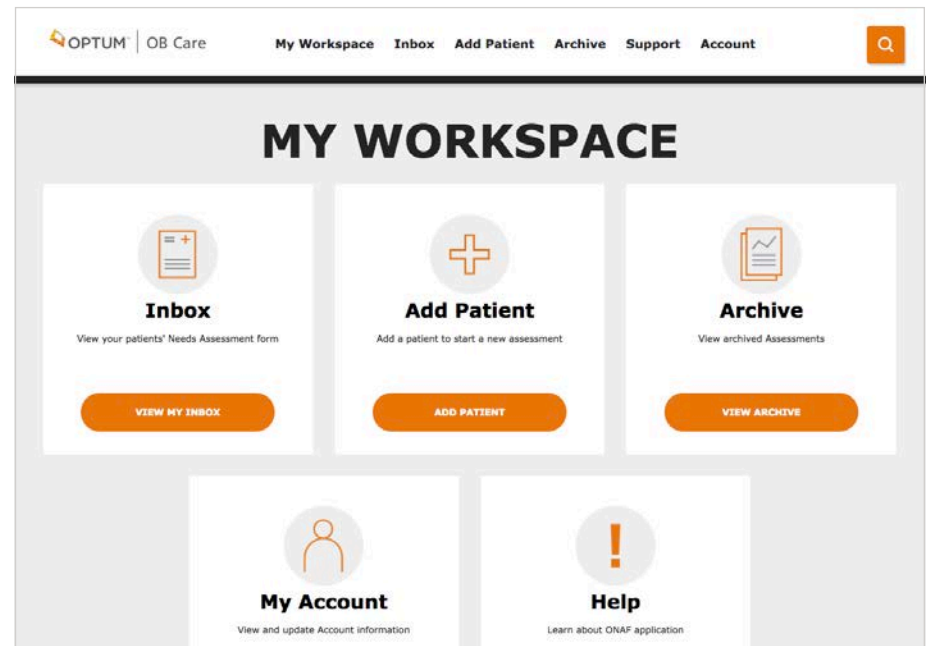
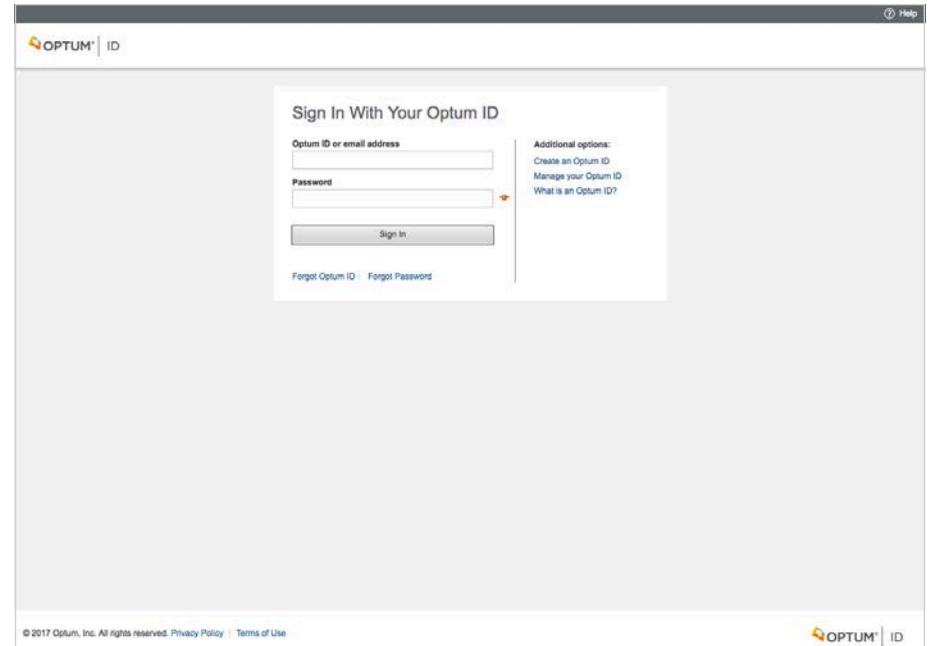


# SIGNING IN TO OB CARE

Go to [obcare.optum.com](https://obcare.optum.com)

Click Sign in and use your Optum ID credentials to log in to OB Care.

After signing in, you will land on My Workspace.



# MY WORKSPACE

## 1. NAVIGATION LINKS

Select any of the navigation links on the top header to go to the respective section of the application.

## 2. TILES

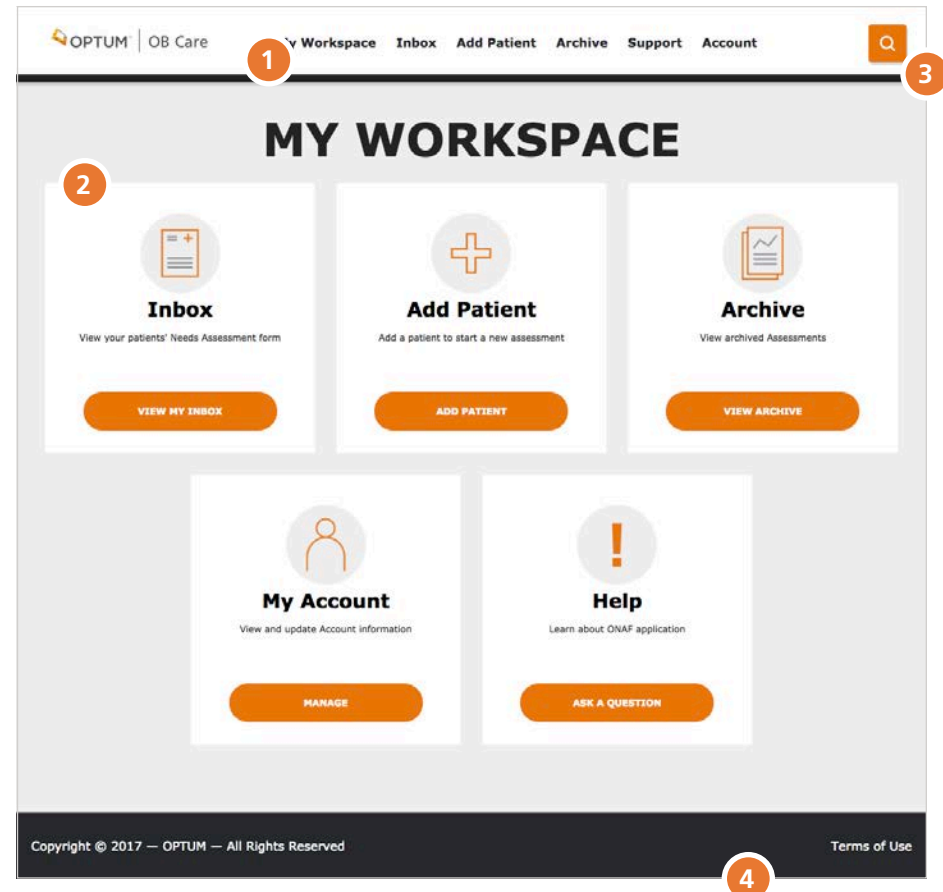
Select any of the tiles on the Workspace and you will also get to the respective section of the application.

## 3. SEARCH

Select the button for 'Search' to navigate to the Search screen where you can search for a patient record.

## 4. FOOTER

Use the footer to navigate to the Terms and Conditions and the Privacy Policy.



# SEARCH

Click the search icon in the top left corner of the workspace.

## 1. SEARCH CRITERIA

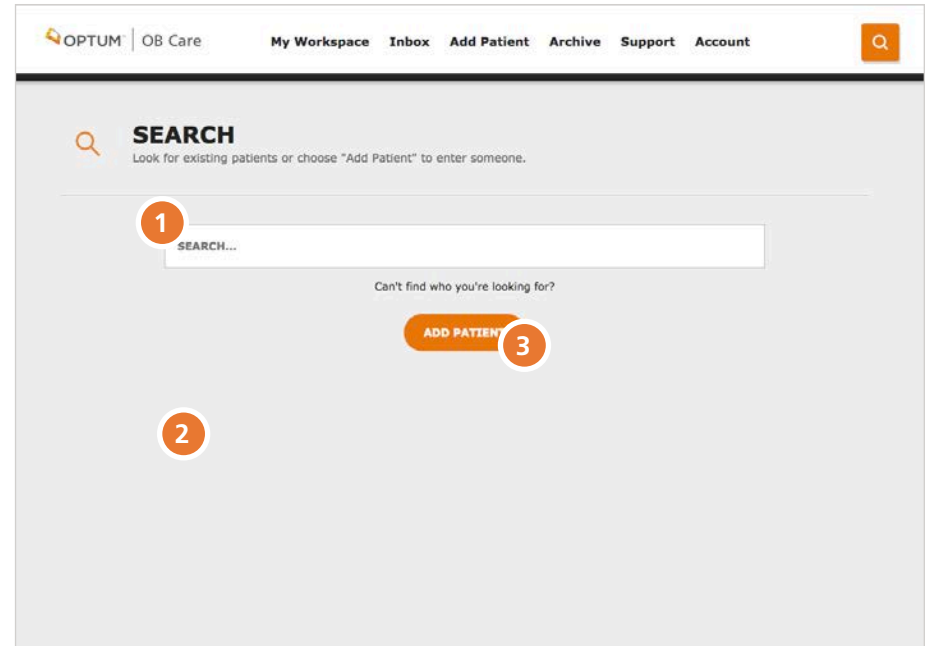
Enter a patient name in the Search box. Hit enter to return the results.

## 2. SEARCH RESULTS

Navigate through search results to find the desired patient and select to enter the patient's record.

## 3. ADD PATIENT

If the patient record you searched for does not exist, you can add the patient by clicking the Add Patient button.





# INBOX

Click the 'Inbox' navigation link at the top of the page, or from 'My Workspace' select the title 'Inbox'

**NOTE:** if you are new to the OB Care tool, the Inbox will look blank until you have created your first patient record.

## 1. FILTERS

Filter works separately from search. You can select a filter from the dropdown list.

## 2. PATIENT LIST

Patient List default is All Patients and shows 10 patients per page, but this can be narrowed down by a filter or search.

## 3. PATIENT LIST NAVIGATION

The Next and Back button allow you to navigate through the Patient List (up to 10 patients displayed per page)

## 4. EDITING A PATIENT FORM

To enter a patient form and start making changes, click the pencil icon.

## 5. VIEWING A PATIENT FORM

To simply view a patient record, click the document icon from the inbox and you can view a preview of the form submission to the MCO.

OPTUM | OB Care

My Workspace | Inbox | Add Patient | Archive | Support | Account

### INBOX

View your Patients' Needs Assessment Form.

Showing 1 - 1 of 1 | 10

ADD FILTER

FULL NAME	DOB	MEMBER MAID	SUBMITTED BY	SUBMITTED DATE	LAST VISIT TYPE	STATUS	ACTION
Jane Doe	1/8/1992	485930239	--	--	Prenatal	In Progress	

BACK | NEXT

Page 1 of 1

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# ADD PATIENT

Click the 'Add Patient' navigation link at the top of the page, or from 'My Workspace' select the tile 'Add Patient'

## 1. ADD PATIENT

Enter 'First Name', 'Last Name', 'MCO Member ID' and 'DOB'

## 2. SUBMIT OR CANCEL

Click Submit to continue filling out the ONAF for a visit, or click Cancel to void adding the patient.

The screenshot shows the 'ADD PATIENT' form in the OPTUM OB Care system. The form is titled 'ADD PATIENT' and is located in the 'My Workspace' section. The form contains four input fields: 'First Name', 'Last Name', 'MCO Member ID', and 'DOB'. The 'DOB' field has a placeholder 'mm/dd/yyyy'. Below the form are two buttons: 'CANCEL' and 'SUBMIT'. A circled '1' is placed above the 'First Name' field, and a circled '2' is placed below the 'SUBMIT' button.

# VISIT TYPES

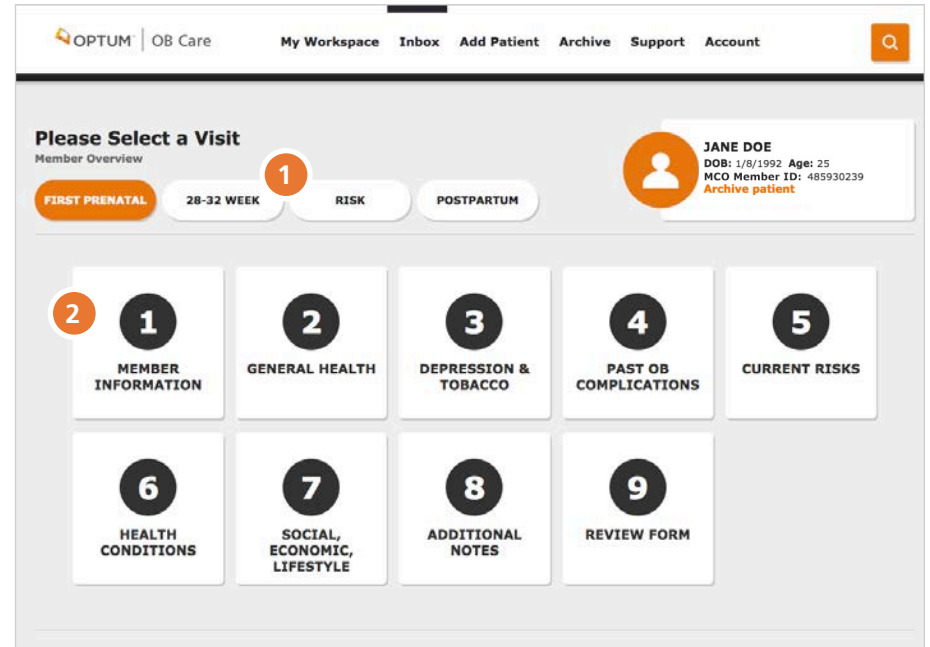
## 1. SELECT A VISIT

Select the visit (first prenatal, 28-32 week, Postpartum, or an additional Risk Visit) for which the ONAF is being submitted.

## 2. FILLING OUT THE FORM

You can go to the individual sections of the form by clicking the associated button. Once the required information is collected, the button will appear green, to show the completed status.

**PLEASE NOTE:** Date display on Risk Form page is the date when User started to fill out the form and not the date when patient had the risk visit



# FILLING OUT A FORM

## MEMBER INFORMATION

### 1. MEMBER INFORMATION

Complete member information section.

#### 1A. SELECTING THE MCO

This is an important step in filling out the form. You will need to select the patient's MCO correctly, as this will determine where the ONAF will be sent when you submit it electronically through this website.

### 2. SAVE DATA

Click 'Next' button to save the data

### 3. SECTION STATUS

As forms are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care' on the left and 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account' on the right. Below this is a menu with four items: '1 MEMBER INFORMATION', '2 GENERAL', '3 DEPRESSION & TOBACCO', and '4 PAST OB COMPLICATIONS'. A 'MEMBER OVERVIEW' button is visible on the right. The main form area is titled '1 MEMBER INFORMATION' and 'First Prenatal'. It contains several input fields: 'First Name' (Jane), 'Last Name' (Doe), 'DOB' (1/8/1992), 'Home Phone', 'Alternate Phone', 'Languages', 'Provider MAID', 'Member's Health Plan' (with a dropdown arrow), 'MCO Member ID', and 'Member MAID' (485930239). A 'NEXT' button is at the bottom right. Red callout boxes with numbers 1, 1a, 2, and 3 highlight the 'MEMBER INFORMATION' menu item, the 'First Name' field, the 'NEXT' button, and the 'MEMBER INFORMATION' menu item respectively.

# FILLING OUT A FORM

## GENERAL HEALTH

### 1. GENERAL HEALTH

Complete all fields in this section with applicable information

NOTE: Putting the cursor in some fields will display a pop up with tips on what information to enter in the field.

### 2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

### 3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot displays the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A user profile for 'JANE DOE' is shown on the right, including her DOB (1/8/1992), Age (25), MCO Member ID (485930239), and a button to 'Archive patient'. Below this is a 'MEMBER OVERVIEW' button. The main content area is titled '2 GENERAL HEALTH CONDITIONS' and 'First Prenatal'. The form contains several sections of input fields: 'Hospital for Delivery' (text field), '1st Prenatal Visit' (date field), 'Healthy Beginnings Plus Member' (Yes/No radio buttons), 'EDC' (date field), 'By LMP' (checkbox), 'By US' (checkbox), 'US Date' (date field), and 'GA at 1st Visit' (text field). Below these are 'Gravida' (text field) and a row of checkboxes for 'FT', 'PT', 'AB', 'SAB', 'TAB', and 'Living'. Further down are 'Height (in inches)', 'Weight (in lbs)', and 'BMI' (text fields). The next section includes 'Date/Last PAP' and 'Date/Last Chlamydia Screen' (date fields). The final section has 'Dental Visit Last 6 Months?' and '17P Candidate' (Yes/No radio buttons). At the bottom of the form are 'BACK' and 'NEXT' buttons. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use | Privacy Policy'.

# FILLING OUT A FORM

## DEPRESSION AND TOBACCO

### 1. DEPRESSION AND TOBACCO

Complete all fields in the section with applicable information

NOTE: Putting the cursor in some fields will display a pop up with tips on what information to enter in the field.

### 2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

### 3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is a patient overview section for 'JANE DOE' with details: 'DOB: 1/8/1992 Age: 25', 'MCO Member ID: 485930239', and 'Archive patient'. A 'MEMBER OVERVIEW' button is present. A navigation menu at the top shows steps 1 through 6: '1 DEPRESSION & TOBACCO', '2 PAST OB COMPLICATIONS', '3 CURRENT RISK', '4 HEALTH CONDITIONS', '5', and '6'. The 'DEPRESSION AND TOBACCO' section is highlighted in orange and labeled '3 DEPRESSION AND TOBACCO' and 'First Prenatal'. The form contains the following fields:

- Depression Screen?  Yes  No
- Average # of cigarettes smoked/day (if none, enter 0; 1 pack = 20 cigarettes).
- Pre-Pregnancy  1st Trimester  2nd Trimester  3rd Trimester
- Tob. Counseling Offered?  Yes  No
- Tob. Counseling Received?  Yes  No
- Exposure to Environmental Smoke?  Yes  No
- Counseling for Environmental Smoke?  Yes  No

At the bottom, there are 'BACK' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red circle and the number 2. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use'.

# FILLING OUT A FORM

## PAST OB COMPLICATIONS

### 1. PAST OB COMPLICATIONS

Complete all fields on the sections with applicable information

### 2. SAVE DATA

Select the 'Next' or 'Back' button to save the data and navigate to the previous section[Back] or the next section [Next]

### 3. OTHER OB COMPLICATIONS

You may add freeform text here about other OB Complications the patient has. See page 18 of this guide for more information about this feature.

### 4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot displays the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A search icon is in the top right. Below the navigation bar is a menu with five items: '1 PAST OB COMPLICATIONS', '5 CURRENT RISKS', '6 HEALTH CONDITIONS', '4 SOCIAL, ECONOMIC, LIFESTYLE', and '7'. The '4' is highlighted in orange. To the right of the menu is a patient profile for 'JANE DOE' with DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, and 'Archive patient' status. A 'MEMBER OVERVIEW' button is below the profile. The main content area has an orange header '4 PAST OB COMPLICATIONS' and 'First Prenatal'. Below the header is a description: 'Identifies members whose past complications increase their risk for current problems; If member has had no Past OB Complications, check No Past OB Complications in section header.' The form contains several checkboxes for complications: 'No Past OB Complications', 'Postpartum Depression', 'Hx of DVT/PE', 'Cervical Insufficiency', 'Pregnancy Induced Hypertension (PIH)', 'Preterm Labor/Delivery < 32 weeks', 'Fetal Demise/Hx 2nd/3rd Tri Loss', 'RH Incompatibility', 'Gestational Diabetes', 'IUGR', 'Premature ROM', 'Preterm Labor/Delivery 32-36 weeks', and 'Previous C-Section'. A text field for 'Other Past OB Complications:' is at the bottom, with a '3' in a circle next to it. At the bottom of the form are 'BACK' and 'NEXT' buttons, with a '2' in a circle next to 'NEXT'. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use'.

# FILLING OUT A FORM

## CURRENT RISKS

### 1. CURRENT RISKS

Complete all fields in the section with applicable information

### 2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

### 3. OTHER CURRENT RISKS

You may add freeform text here about other Current Risks the patient has. See page 18 of this guide for more information about this feature.

### 4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the 'CURRENT RISKS' form in the OPTUM OB Care system. At the top, there is a navigation menu with 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A patient profile card for 'JANE DOE' (DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, Archive patient) is visible. The form is divided into sections, with 'CURRENT RISKS' highlighted in orange. The form includes a 'MEMBER OVERVIEW' button and a 'First Prenatal' label. The 'CURRENT RISKS' section contains a description: 'Identifies potential risks for adverse outcomes; If member has had no Current Risks, check No Current Risks box in section header.' Below this are several checkboxes and text input fields for various conditions: 'No Current Risks', 'Hx Leep/Cone Biopsy', 'Late and/or Inconsistent Prenatal Care' (with checkboxes for 1st, 2nd, and 3rd Trimester), 'Abnormal Ultrasound' (with checkboxes for 1st, 2nd, and 3rd Trimester), 'Abnormal Placenta' (with checkboxes for 1st, 2nd, and 3rd Trimester), 'Gestational Diabetes' (with checkboxes for 1st, 2nd, and 3rd Trimester), '2nd/3rd Trimester Bleeding' (with checkboxes for 2nd and 3rd Trimester), 'Multiple Gestation' (with Yes/No checkboxes), and 'Cervical Insufficiency' (with Yes/No checkboxes). A text input field for 'Other Current Risks:' is also present. At the bottom, there are 'BACK' and 'NEXT' buttons. A copyright notice 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy' are at the very bottom.



# FILLING OUT A FORM

## ACTIVE HEALTH CONDITIONS

### 1. ACTIVE HEALTH CONDITIONS

Complete all fields on the form with applicable information

### 2. SAVE DATA

Select the 'Next' or 'Back' button to save the data and navigate to the previous form [Back] or the next form [Next]

### 3. OTHER CONDITIONS

You may add freeform text here about other Conditions the patient has. See page 18 of this guide for more information about this feature.

### 4. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot shows the 'Active Health Conditions' form in the OPTUM OB Care system. At the top, there is a navigation bar with 'OPTUM | OB Care' and menu items: 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is a navigation menu with steps 1-9. Step 1, 'HEALTH CONDITIONS', is highlighted in orange. To the right is a patient overview card for 'JANE DOE' with DOB: 1/8/1992, Age: 25, and MCO Member ID: 485930239. Below the navigation is a section header '6 ACTIVE HEALTH CONDITIONS' with a sub-header 'First Prenatal'. The main content area contains a form with a checkbox for 'No Active Medical/Mental Health Conditions' and a table for recording conditions. The table has columns for 'Yes', 'No', and 'If Yes, details:'. The conditions listed are: Autoimmune Disease(s), Anemia Hb < 10, Asthma, Cardiac Disease, Chronic Hypertension, Pregestational, Diabetes, Pregestational, Hepatitis (If Yes, Indicate Type), Hepatitis Treated, and Thyroid Treated. At the bottom, there is a text input field for 'Other Conditions:' and a 'BACK' and 'NEXT' button. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and 'Terms of Use Privacy Policy'.

	Yes	No	If Yes, details:
<input type="checkbox"/> No Active Medical/Mental Health Conditions			
Autoimmune Disease(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Anemia Hb < 10	<input type="checkbox"/>	<input type="checkbox"/>	
Asthma	<input type="checkbox"/>	<input type="checkbox"/>	
Cardiac Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Chronic Hypertension, Pregestational	<input type="checkbox"/>	<input type="checkbox"/>	
Diabetes, Pregestational	<input type="checkbox"/>	<input type="checkbox"/>	
Hepatitis (If Yes, Indicate Type)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Hepatitis Treated	<input type="checkbox"/>	<input type="checkbox"/>	
Thyroid Treated	<input type="checkbox"/>	<input type="checkbox"/>	
Other Conditions:			<input type="text"/>

# FILLING OUT A FORM

## SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

### 1. SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

Complete all fields in the section with applicable information

### 2. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next]

### 3. SECTION STATUS

As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.

The screenshot displays the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A search icon is on the right. Below the navigation bar is a menu with numbered items: 6 HEALTH CONDITIONS, 7 SOCIAL, ECON. LIFESTYLE (highlighted with a red circle and '1'), 8 ADDITIONAL NO., and 9 REVIEW FORM (with a red circle and '3'). To the right of the menu is a patient profile for JANE DOE, DOB: 1/8/1992, Age: 25, MCO Member ID: 485930239, and 'Archive patient'. A 'MEMBER OVERVIEW' button is below the profile.

The main content area is titled '7 SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS' and 'First Prenatal'. It contains a description: 'Identifies lifestyle issues that can lead to adverse outcomes: If member has had no Social, Economic, Lifestyle indicators, check 'No Social, Economic, Lifestyle Conditions' box in section header.'

The form includes several sections, each with a checkbox for 'No Social, Economic, Lifestyle Conditions' and a table of checkboxes for '1st Tri', '2nd Tri', and '3rd Tri':

- Mental / Physical / Sexual Abuse**: Includes a checkbox for 'Hx'.
- Intellectual Impairment**
- Homelessness**
- Eating Disorder**: Includes a text input field.
- Substance Abuse**: Includes checkboxes for 'ETOH', 'Rx', and 'Street', each with an 'Hx' checkbox.
- Opioid Therapy**

At the bottom of the form are 'BACK' and 'NEXT' buttons, with a red circle and '2' above the 'NEXT' button.

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# ADDITIONAL NOTES

These sections are exclusive to OB Care and allow the physician or provider to add additional information that is not explicitly asked in the ONAF form.

In the Current Risks or Active Conditions sections, or in the separate Notes section, you will find the option to add freeform notes.

## 1. ADD NOTE

Select the button to 'Add Note' if you have more information regarding the member that is not already captured within the forms.

## 2. SUBJECT AND CONTENT

Enter a Subject for the note that is easily recognizable and the content of the note

## 3. ADD ANOTHER NOTE

Add another note as applicable and follow the same steps as outlined in Step #2 above.

## 4. SAVE DATA

Click the 'Next' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Next] to review the final form.

The screenshot shows the 'Additional Notes' form in the OPTUM OB Care system. At the top, there is a navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is a patient summary card for 'JANE DOE' with details: 'DOB: 1/8/1992', 'Age: 25', 'MCO Member ID: 485930239', and 'Archive patient'. A 'MEMBER OVERVIEW' button is also present. The main form area has a header '8 ADDITIONAL NOTES' and 'First Prenatal'. It contains two input fields: 'Subject' and 'Content'. Below these is an 'ADD ANOTHER NOTE' button. At the bottom of the form are 'BACK' and 'NEXT' buttons. The footer includes 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy'. Numbered callouts (1-4) highlight the 'ADD ANOTHER NOTE' button, the 'Subject' and 'Content' fields, the 'ADD ANOTHER NOTE' button, and the 'BACK' and 'NEXT' buttons respectively.

# REVIEWING AND SUBMITTING A FORM

After completing the form, review the form before submitting.

## 1. REVIEW THE FORM FOR ACCURACY

Review the data entered on previous screens to ensure accuracy and completeness

### 1A. EDIT FORM

After review of the completed form, if any changes are needed, these can be done by navigating back via the section status menu and selecting the appropriate section.

## 2. ATTESTATION

Select the box to attest that the information is true and correct to the best of your knowledge

## 3. SUBMIT

Once all information is validated and attestation is checked, click the 'Submit' to send the form to the selected MCO. Text above the submit button will remind you once more to which MCO this form will be submitted.

## 4. FORM SAVE CONFIRMATION

After clicking submit, you are automatically returned to the home page and a message displays at the top indicating the form has been submitted.

## 5. PRINTING THE FORM

If you wish to print the form, you may do so at the end, by clicking the Print button.

**NOTE:** Any "additional notes" added in the additional notes section will be submitted with the form. It will not appear on the form but on an additional page.

**OB Care** My Workspace Inbox Add Patient Archive Support Account

**6** HEALTH CONDITIONS **7** SOCIAL, ECONOMIC, LIFESTYLE **8** ADDITIONAL NOTES **9** REVIEW FORM

**JANE DOE**  
DOB: 1/8/1992 Age: 25  
MCO Member ID: 485930239  
Archive patient

**MEMBER OVERVIEW**

**9 REVIEW FORM** **1** **First Prenatal**

**OBSTETRICAL NEEDS ASSESSMENT FORM (ONAF)**

**OB/Gyn Office Information:**  
Practice Name: ABC Medical Phone: (502) 555-9999 Fax: (502) 444-8888 MCO: ABC000000  
Date Initially Filled: 28-32 Wks Fax Date: Podpartum Fax Date: Form Completed By:

**Member's Information:**  
First Name: Last Name: Sex: COB: 01/08/92 Age: 25  
MCO (ID#MCO): ABC000000 Member's Health Plan: UnitedHealth Care Health/Benefit/Plus Member?  Yes  No Home Phone: (708) 456-7890  
Alternate Phone: (708) 456-7890 Language(s): English Hospital for Delivery: United Healthcare 1st Prenatal Visit: 07/05/17  
EDC: (MM/DD/YY) By LMP:  By US: Date (MM/DD/YY) GA at 1st Visit: wk Gravidity: Full Term: Pre-Term:   
AB:  SBA:  TAB:  Lung:  Height:  Weight:  BMI:  Date/Last PPD: 07/12/17 Date/Last Chlamydia Screen: 07/17/17  
VTP Candidate?  Yes  No Depression Screen?  Yes  No Result:  Positive  Negative Validated Depression Tool Used?  Date Admin:  Referred?  Yes  No  
Dental Visit Last 6 Months?  Yes  No

**Tobacco (Tob.) Use** Average # of Cigarettes Smoked/Day (If none, enter 0; Cigar/pipe) Pre-Pregnancy: 0 1st Trimester: 0 2nd Trimester: 0 3rd Trimester: 0  
Tob. Counseling Offered?  Yes  No Tob. Counseling Received?  Yes  No Exposure to Environmental Smoke?  Yes  No Counseling for Environmental Smoke?  Yes  No

Part OB Complications	Current Risks	Trimester	Active Medical/Mental Health Conditions	Yes	No	
		1st	2nd	3rd		
<input type="checkbox"/> Postpartum Depression	<input checked="" type="checkbox"/> No Current Risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> No Active Medical/Mental Health Conditions	<input type="checkbox"/>
<input type="checkbox"/> Risk Incompatibility	<input type="checkbox"/> No Long/Close Bpary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Autoimmune Disease(s)	<input type="checkbox"/>
<input type="checkbox"/> Hx of DVT/PE	<input type="checkbox"/> Late and/or inconsistent prenatal care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Anemia Hb < 10	<input type="checkbox"/>
<input type="checkbox"/> Gestational Diabetes	<input type="checkbox"/> Abnormal Ultrasound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Asthma	<input type="checkbox"/>
<input type="checkbox"/> Cervical Insufficiency	<input type="checkbox"/> Abnormal Placenta	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Cardiac Disease	<input type="checkbox"/>
<input type="checkbox"/> IUGR	<input type="checkbox"/> Gestational Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Chronic Hypertension, Pregestational	<input type="checkbox"/>
<input type="checkbox"/> Pregnancy Induced Hypertension (PIH)	<input type="checkbox"/> 2nd/3rd Trimester Bleeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Diabetes, Pregestational	<input type="checkbox"/>
<input type="checkbox"/> Premature ROM	<input type="checkbox"/> Multiple Gestation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Hepatitis	<input type="checkbox"/>
<input type="checkbox"/> Prolonged Labor/Delivery > 32 wks	<input type="checkbox"/> Peridontal Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> HIV	<input type="checkbox"/>
<input type="checkbox"/> Prolonged Labor/Delivery 22 - 38 wks	<input type="checkbox"/> Poor Weight Gain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Schizophrenia	<input type="checkbox"/>
<input type="checkbox"/> Fetal Demise/Intrauterine Loss	<input type="checkbox"/> SUGR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Mental Disorder	<input type="checkbox"/>
<input type="checkbox"/> Previous C-Section	<input type="checkbox"/> PPH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Severe Disorder	<input type="checkbox"/>
<input type="checkbox"/> Classical Incision: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Prolonged Dilatation of cervix/prolonged labor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Sickle Cell Disease: <input type="checkbox"/> Trait <input type="checkbox"/> Disease	<input type="checkbox"/>
<input type="checkbox"/> Previous delivery w/in 1 yr of EDC	<input type="checkbox"/> Social, Economic, Lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Depression	<input type="checkbox"/>
<input type="checkbox"/> Mental/Phycosocial/Anxiety	<input checked="" type="checkbox"/> No Social, Economic, Lifestyle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> STD	<input type="checkbox"/>
	<input type="checkbox"/> Mental/Phycosocial/Anxiety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Thyroid	<input type="checkbox"/>

Submitted to: **pennsylvania** DEPARTMENT OF PUBLIC WELFARE

Date Signed: \_\_\_\_\_

Referred:  Yes  No  
Quit Tob. During Preg:  Yes  No Remains Tob. Free:  Yes  No

**3** I affirm that the information submitted is valid and is part of the patient's medical record.

Submitting to **UnitedHealth Care**

**PRINT** **4** **SUBMIT** **5**

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# ARCHIVING A PATIENT

If a patient record for any reason must be moved from the inbox (e.g. transferred care to another clinic, miscarriage, pregnancy terminated etc.) you can choose to archive the patient. This will move them into the Archive section of the application.

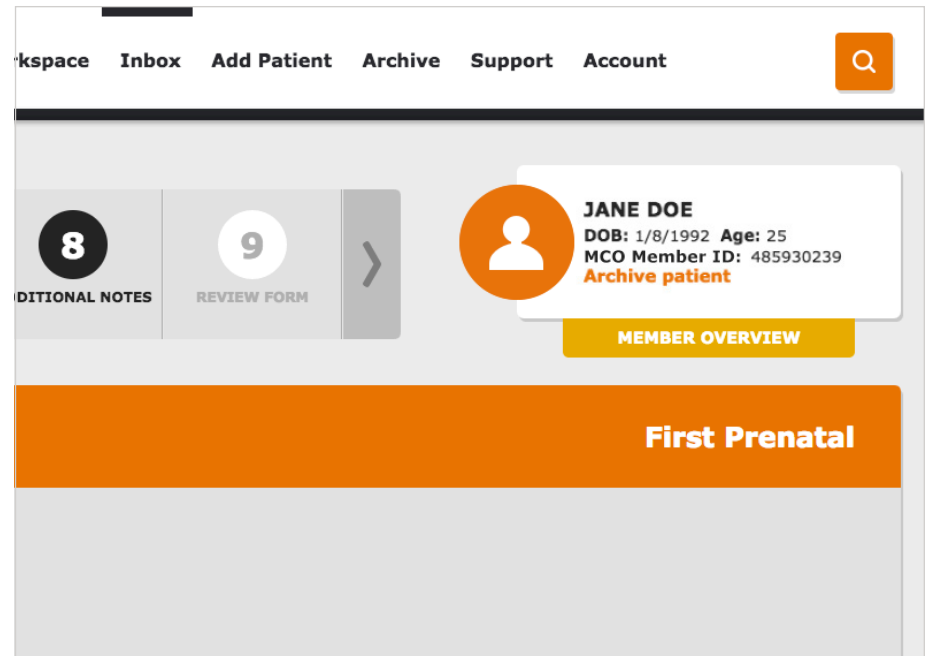
The archive section contains all patient records which have been archived, and those patient records which have been completed for the entire pregnancy (including the post-partum form).

## TO ARCHIVE A PATIENT RECORD:

Click on the patient record from the Inbox. In the mini-profile on the upper right, click "Archive patient".

You will be asked to select the reason for archiving the patient before clicking submit.

This will move the patient record to the archive.



# ARCHIVE

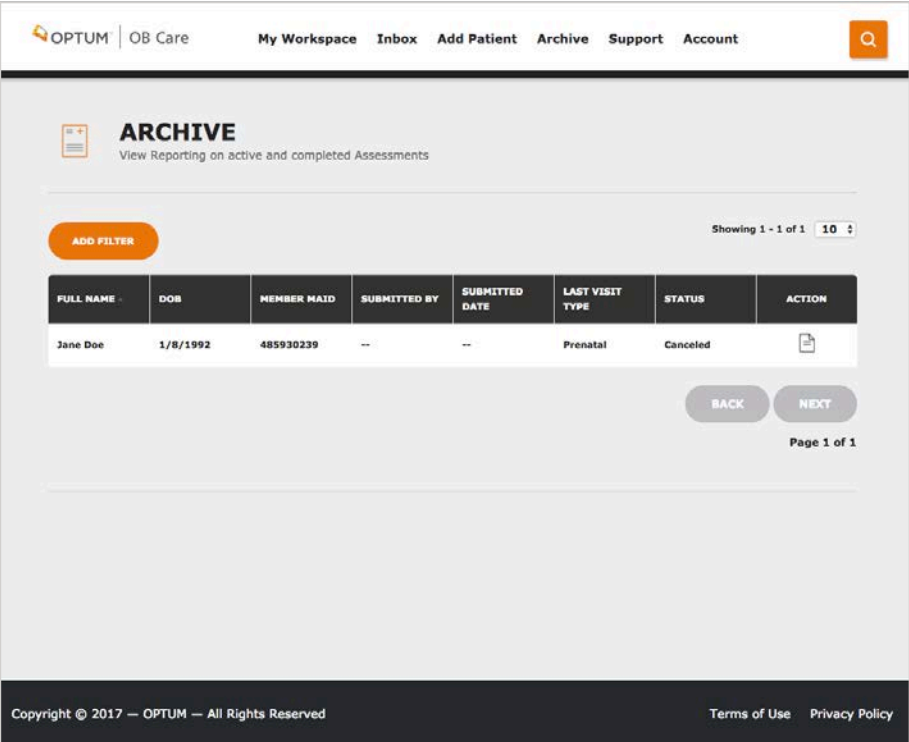
Use the 'Archive' navigation link at the top of the page, or from 'My Workspace' click the tile 'Archive'

If a patient has discontinued their care at the clinic, had a miscarriage, completed the pregnancy, or for any other reason their record needs to be removed from the inbox, you move them to the Archive. You cannot edit a patient again after it has been archived, this is a permanent action. In the archive, you may view these archived patient records.


This feature may also be used in the event that there is an error which caused the ONAF to be returned back to the provider. The provider may archive the patient and create a patient to submit the correct visit type with the needed changes.

The filters, numbers of results and pages work in the same way as the Inbox.

To view an archived patient record, click the document icon.



The screenshot displays the 'ARCHIVE' section of the OPTUM OB Care interface. At the top, there is a navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below the navigation, the 'ARCHIVE' title is followed by the subtitle 'View Reporting on active and completed Assessments'. A filter button labeled 'ADD FILTER' is on the left, and a pagination indicator 'Showing 1 - 1 of 1' with a '10' dropdown is on the right. The main content is a table with the following data:

FULL NAME	DOB	MEMBER MAID	SUBMITTED BY	SUBMITTED DATE	LAST VISIT TYPE	STATUS	ACTION
Jane Doe	1/8/1992	485930239	--	--	Prenatal	Canceled	

Below the table are 'BACK' and 'NEXT' buttons, and a 'Page 1 of 1' indicator. The footer contains 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy'.

# DATA CARRYOVER BETWEEN VISITS

One benefit of submitting your ONAFs through this application is that the data carries over between visits. This eliminates the need to copy over information each time you submit a patient's ONAF.

After submitting an ONAF (e.g. the First Prenatal ONAF) the subsequent form will be pre-populated with the data entered for the previous visit. Any changes to the data can be made, but is not necessary if nothing has changed (e.g. If the patient's phone number has changed, you can correct it. Otherwise you can leave it the same but the effort is spared to re-type it.)

This is the case on all sections of the form, including those which have information for all 3 trimesters (e.g. Current Risks has a check box for each trimester).

The screenshot displays the 'CURRENT RISKS' section of the OPTUM OB Care interface for a patient named JANE DOE. The patient's information includes DOB: 1/8/1992, Age: 25, and MCO Member ID: 485930239. The form is for the 28-32 Week gestational period. It features a navigation bar with tabs for 5 (CURRENT RISKS), 6 (HEALTH CONDITIONS), 7 (SOCIAL, ECONOMIC, LIFESTYLE), and 8 (PRENATAL VISITS). The 'CURRENT RISKS' section includes a header with a description: 'Identifies potential risks for adverse outcomes; If member has had no Current Risks, check No Current Risks box in section header.' Below this are several risk categories with checkboxes for each trimester (1st Tri, 2nd Tri, 3rd Tri):

Risk Category	1st Tri	2nd Tri	3rd Tri
No Current Risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hx Leep/Cone Biopsy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Late and/or Inconsistent Prenatal Care	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal Ultrasound	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Abnormal Placenta	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gestational Diabetes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2nd/3rd Trimester Bleeding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multiple Gestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Periodontal Disease	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom of the form, there is a text input field for 'Other Current Risks:' and two buttons: 'BACK' and 'NEXT'. The footer contains the copyright notice 'Copyright © 2017 — OPTUM — All Rights Reserved' and links for 'Terms of Use' and 'Privacy Policy'.

# FOR THOSE USERS DESIGNATED AS THE CLINIC ADMIN:

## ADMIN

From 'My Workspace' click the tile 'Admin'.

The Admin screen allows admins to manage the users within their clinic that will have access to patient data. Only admins will see the "Admin" tile on their workspace. Admins are responsible for approving other users to their clinic.

### 1. LIST OF USERS IN THE CLINIC

You will see a list of all users, active and inactive in your clinic. This list is color-coded for convenience. To edit a user's permissions, click the pencil icon.

### 2. ACTIVE/INACTIVE STATUS

To approve a user to work with patient data, change the status from 'Pending' to 'Active'. If a user no longer should be able to log into the tool and be able to access patient data, (e.g. left the position), you can change their status to 'Inactive'.

### 3. CHANGING USER ROLES





To change a user's permissions, select one or more user roles.

**PROVIDER** – can access and edit patient data.

**STAFF** – can also access and edit patient data.

**ADMIN** – can approve users to the clinic.

The screenshot shows the 'ADMIN' interface for managing users. At the top, there's a navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below this is the 'ADMIN' header with a 'Manage Users' subtitle. A table lists users with columns for Name, Username, Roles, Email, Clinic, and Status. A red circle with the number '1' highlights the pencil icon in the rightmost column of the first row (Debra Gordon).

NAME	USERNAME	ROLES	EMAIL	CLINIC	STATUS	
Debra Gordon	anton	SuperAdmin Staff	debra.gordon37@example.com	CENTRAL OUTREACH WELLNESS CENTER	Active	
Sheila Jimenez	damien	Provider	sheila.jimenez33@example.com	ABC Medical	Active	
Erik Coleman	gratis	SuperAdmin Admin	erik.coleman62@example.com	Clinic	Active	
Clinton Hernandez	venice		clinton.hernandez@example.com		Pending Not Registered	

The screenshot shows the 'EDIT USER' form. It has an orange header with the text 'EDIT USER'. Below the header are several input fields: 'Name' (Debra Gordon), 'UserName' (anton), 'Email' (debra.gordon27@example.com), and 'Status' (Active). A red circle with the number '2' highlights the 'Status' dropdown menu. Below these are 'Roles' with radio buttons for 'Super Admin', 'Admin', 'Provider', and 'Staff' (selected). A red circle with the number '3' highlights the 'Staff' radio button. At the bottom, there's a 'Clinic' dropdown menu showing 'CENTRAL OUTREACH WELLNESS CENTER'. At the very bottom, there are 'CANCEL' and 'SUBMIT' buttons.



# CONTACT US

From 'My Workspace' hover over 'Support' in the header and click 'Contact Us'.

For issues, problems, or questions relating to the OB Care application:

**1-800-765-6808**

**[IRD\\_client\\_support@optum.com](mailto:IRD_client_support@optum.com)**

For questions regarding the form, you may contact DHS and/or for any questions specific to an MCO (ex. reimbursement, maternity programs, etc.) please contact the MCOs. The contact information is provided on this page.

**CONTACT US**

For issues, problems, or questions relating to the OB Care application:

- 1-800-765-6808
- [IRD\\_client\\_support@optum.com](mailto:IRD_client_support@optum.com)

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For questions regarding the form:

**Department of Human Services Bureau of Fee for Service Programs**  
Attn: Intense Medical Case Management Unit  
1006 Hemlock Drive  
Willow Oak Building - DGS Annex Complex  
Harrisburg, PA 17110-3595  
**Phone:** 1-800-537-8862 or 717-772-6777  
**Fax:** 717-265-8030

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**MCO Contact Information**

For questions regarding the form contact:

<b>Aetna Better Health</b> Special Needs Case Management 2000 Market Street, Suite 850 Philadelphia, PA 19103 <b>Phone:</b> 215-282-3521 <b>Fax:</b> 877-683-7354	<b>AmeriHealth Caritas Pennsylvania - Lehigh/Capital and New West Zone</b> Bright Start Program 8040 Carlson Drive, Suite 500 Harrisburg, PA 17112 <b>Phone:</b> 1-877-364-6797 <b>Fax:</b> 1-866-755-9935	<b>AmeriHealth Caritas Northeast - New East Zone</b> Bright Start Program 8040 Carlson Drive, Suite 500 Harrisburg, PA 17112 <b>Phone:</b> 1-888-208-9528 <b>Fax:</b> 1-855-809-9205
<b>Gateway HealthSM MOM Matters Program®</b> Four Gateway Center 444 Liberty Avenue, Suite 2100 Pittsburgh, PA 15222-1222 <b>Phone:</b> 1-800-642-3550 - Option 2 <b>Fax:</b> 1-888-225-2360	<b>Geisinger Health Plan Family Right From the Start Program</b> 100 North Academy Avenue Danville, PA 17822-3220 <b>Phone:</b> 570-271-5108 <b>Fax:</b> 570-214-1583	<b>Health Partners Plans Provider Line</b> Provider Help Line: 1-888-991-9023 <b>Baby Partners</b> Helpline: 215-991-4182
<b>Keystone First Health Plan Bright Start Program</b> 200 Stevens Drive Philadelphia, PA 19113 <b>Phone:</b> 1-800-521-6867 <b>Fax:</b> 1-866-405-7946	<b>United Healthcare for Families Healthy First Steps</b> 1001 Brinton Road Pittsburgh, PA 15221 <b>Phone:</b> 1-800-599-5985 <b>Fax:</b> 1-877-353-6913	<b>UPMC Health Plan Maternity Program</b> U.S. Steel Tower 41st Floor 600 Grant Street Pittsburgh, PA 15219 <b>Phone:</b> 1-866-778-6073 <b>Fax:</b> 412-454-8558

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