

# OB CARE

USER GUIDE



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# REGISTERING FOR OB CARE

## (PART 1a)

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 OBCare.

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.

OPTUM | OB Care Support Sign In Register

### COMPLETE YOUR REGISTRATION

Please select the clinic you belong to:

**Clinic**  
Search by Clinic Name, Street Address, or zip code. You must enter at least two characters.

Can't find your clinic? [Contact Us](#)

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# REGISTERING FOR OB CARE

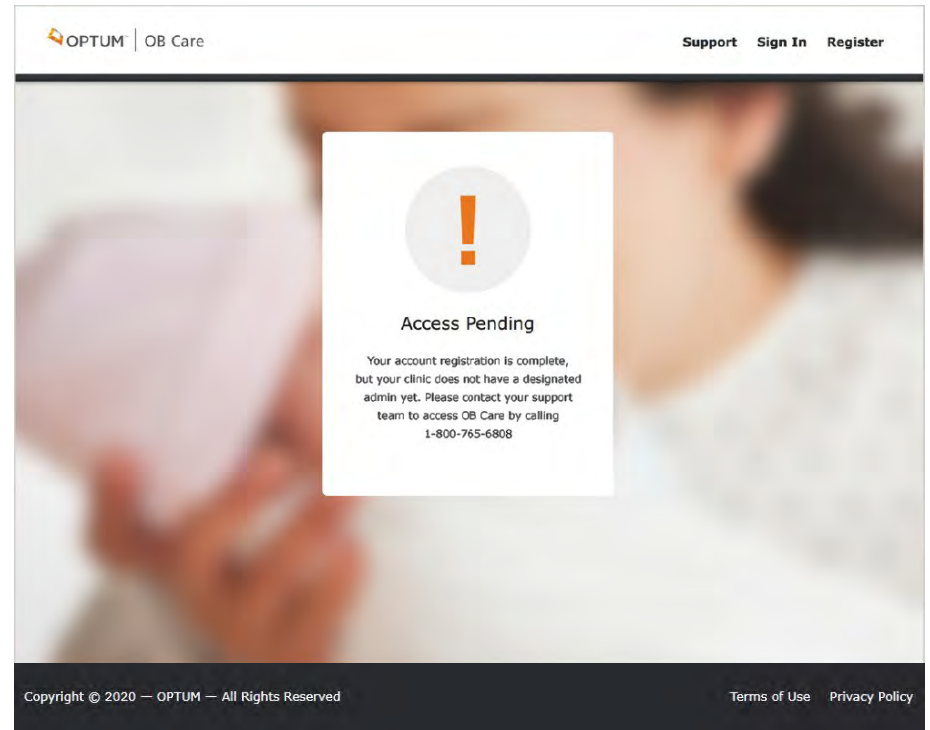
## (PART 2)

**Even if your clinic does not have a clinic admin, follow the previous steps on pages 3 or 4 for Optum ID registration.**

After using search bar to search for and select your clinic, you 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, contact OB Care Support.

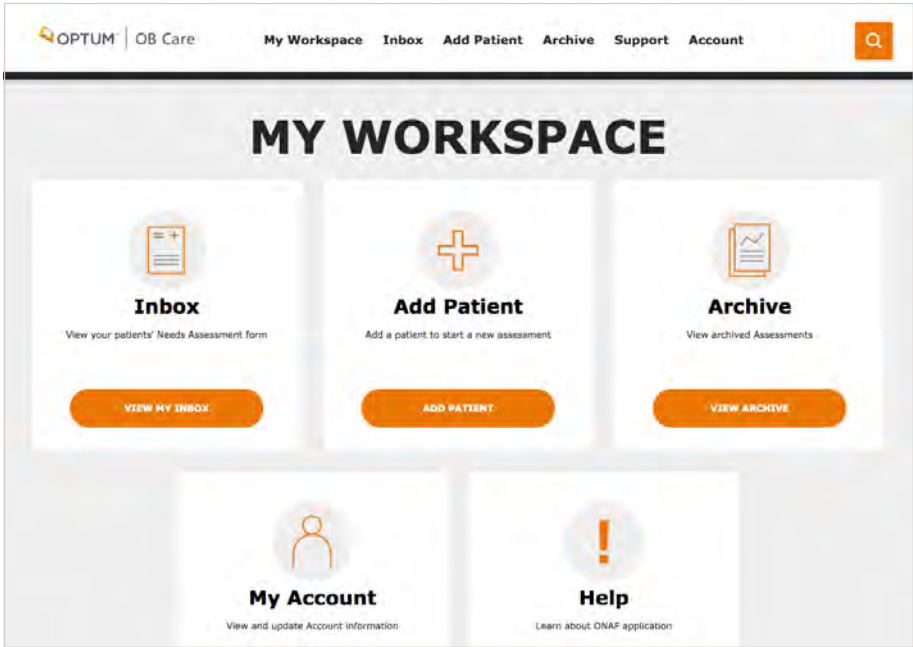
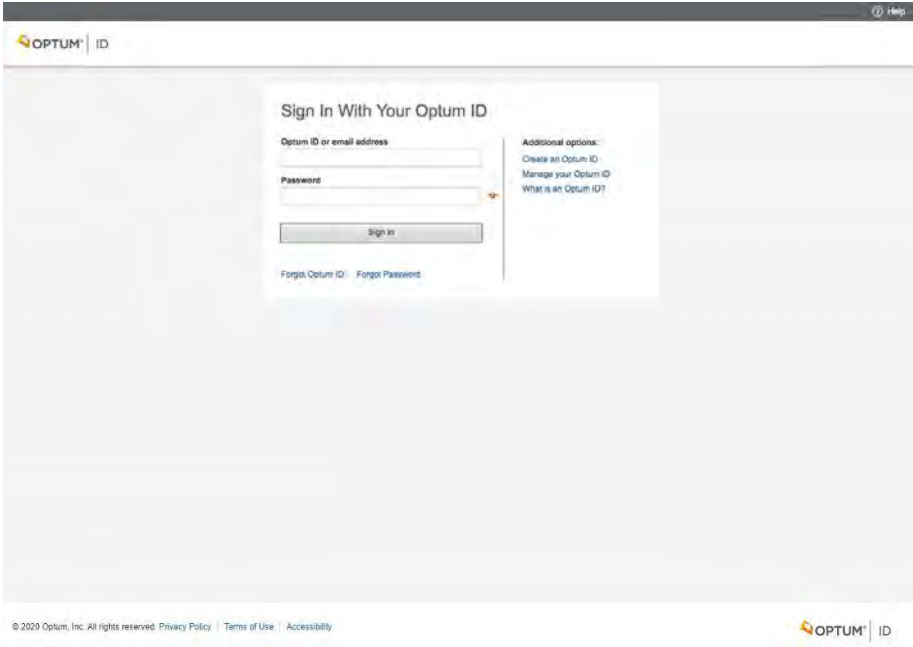


# SIGNING IN TO OB CARE

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

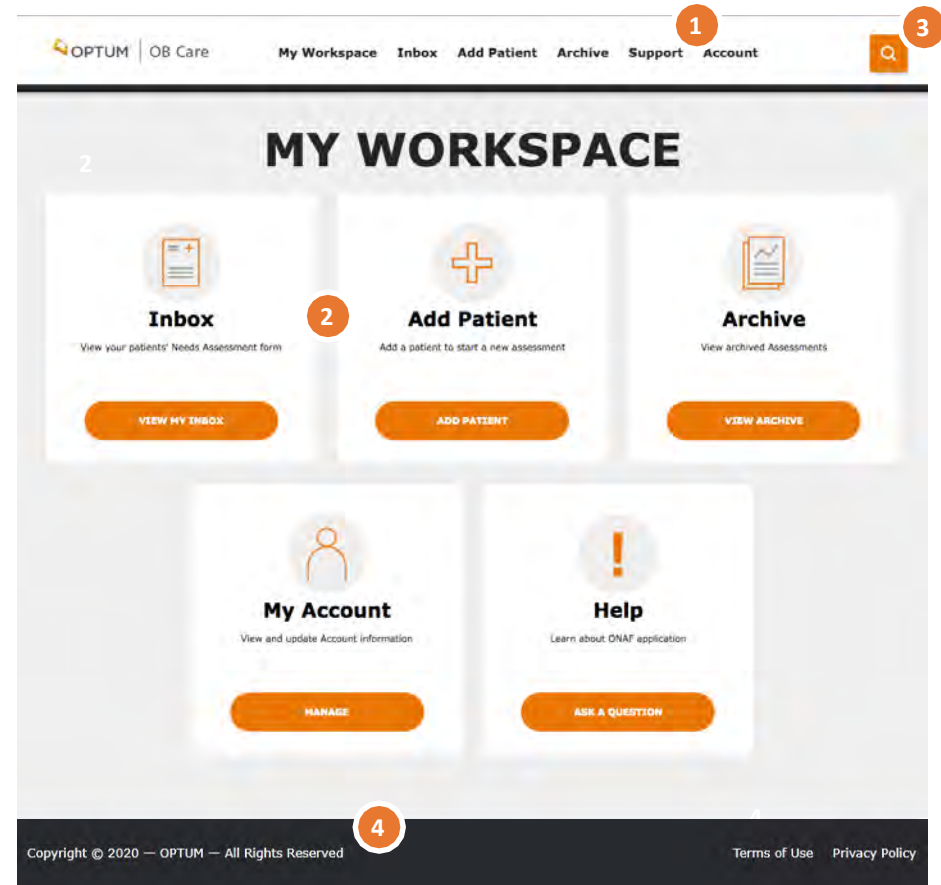
Select any of the tiles on the Workspace and you will also get to the respective section of the application.

## 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

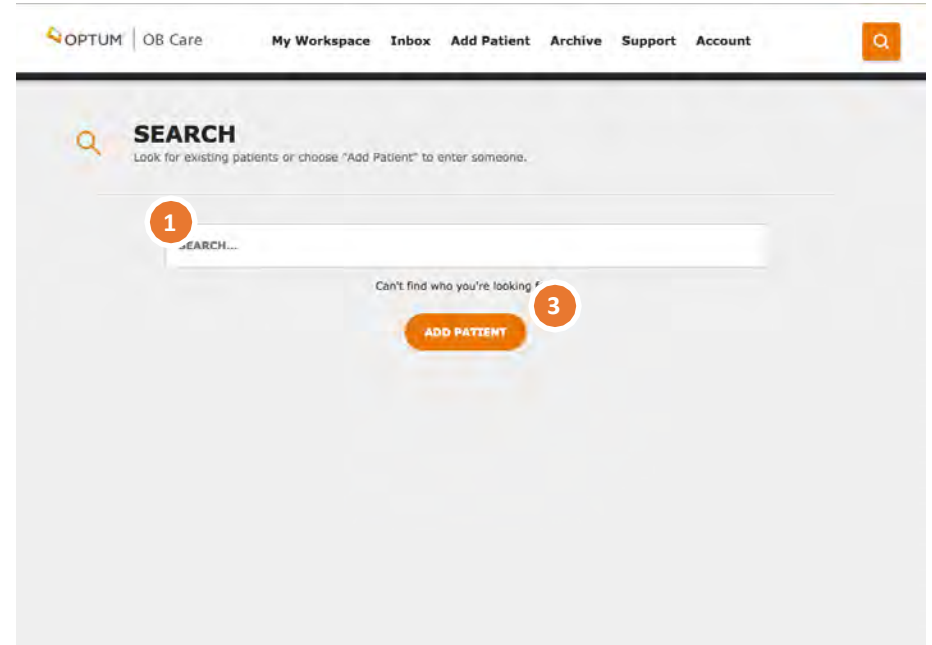
Enter a patient name in the Search box. Hit enter to return the results.

## 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.

The screenshot displays the 'INBOX' interface for 'OPTUM | OB Care'. The navigation bar includes 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. The main heading is 'INBOX' with the subtitle 'View your Patients' Needs Assessment Form.'. Below the heading is a table with columns: FULL NAME, DOB, MEMBER MAID, SUBMITTED BY, SUBMITTED DATE, LAST VISIT TYPE, STATUS, and ACTION. A single patient record is shown: Jane Doe, 1/8/1992, 485930239, -, -, Prenatal, In Progress. The table has an 'ADD FILTER' button (1) and a search icon (2). The ACTION column contains a document icon (5) and a pencil icon (4). Below the table are 'BACK' (3) and 'NEXT' buttons. The footer shows 'Page 1 of 1', 'Copyright © 2020 — OPTUM — All Rights Reserved', and 'Terms of Use | Privacy Policy'.

# 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 navigation bar at the top includes 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. The form has an orange header with the text 'ADD PATIENT'. Below the header are four input fields: 'First Name', 'Last Name', 'MCO Member ID', and 'DOB'. A red circle with the number 1 is positioned over the 'First Name' field. Below the form are two buttons: a dark grey 'CANCEL' button and an orange 'SUBMIT' button. A red circle with the number 2 is positioned over 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.

The screenshot shows the OPTUM OB Care interface. At the top, there is a navigation bar with the OPTUM logo, 'OB Care', and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. Below the navigation bar, there is a 'Please Select a Visit' section. This section includes a 'Member Overview' card for 'JANE DOE' with her DOB (1/8/1992), Age (25), and MCO Member ID (485930239). There is also an 'Archive patient' link. Below the member overview, there are four buttons for selecting a visit: 'FIRST PRENATAL', '28-32 WEEK', 'RISK', and 'POSTPARTUM'. The 'RISK' button is highlighted with a red circle and the number '1'. Below these buttons, there are nine numbered buttons representing different sections of the form: 1. MEMBER INFORMATION, 2. GENERAL HEALTH, 3. DEPRESSION & TOBACCO, 4. PAST OB COMPLICATIONS, 5. CURRENT RISKS, 6. HEALTH CONDITIONS, 7. SOCIAL, ECONOMIC, LIFESTYLE, 8. ADDITIONAL NOTES, and 9. REVIEW FORM. The 'DEPRESSION & TOBACCO' button is highlighted with a red circle and the number '2'.

# FILLING OUT A FORM

## MEMBER INFORMATION

### 1. MEMBER INFORMATION

Complete member information section.

### 2. 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.

### 3. SAVE DATA

Click 'Save and Continue' button to save the data.

### 4. 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 are navigation links: OPTUM | OB Care, My Workspace, Inbox, Add Patient, Archive, Support, and Account. A user profile for JANE DOE is shown in the top right, with details: DOB: 1/8/1995, Age: 25, MCO Member ID: 123456789, and Archive patient. Below the navigation is a menu with four items: 1. MEMBER INFORMATION (highlighted in orange), 2. SELECTING THE MCO, 3. EXPRESSIONS OF INTEREST, and 4. PAST OR UPCOMING VISITS. The main form area is titled '1 MEMBER INFORMATION' and 'First Prenatal'. It contains several input fields: First Name (Jane), Last Name (Doe), DOB (1/8/1995), Home Phone, Alternate Phone, Languages, Provider Promise ID, Member's Health Plan (dropdown menu), MCO Member ID (123456789), and MAID#. A 'SAVE AND CONTINUE' button is located at the bottom right of the form.

# FILLING OUT A FORM

## GENERAL HEALTH CONDITIONS

### 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 'Save and Continue' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

### 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 for a patient named Jane Doe. The main section is 'GENERAL HEALTH CONDITIONS' for a 'First Prenatal' visit. The form is currently in a gray state, indicating it is not yet completed. The form includes fields for Hospital for Delivery, 1st Prenatal Visit, Healthy Beginnings Plus Member status, Best EDC, By LMP, By US, US Date, GA at 1st Visit, Gravida, FT, PT, SAB, TAB, Living, Height, Weight, BMI, Influenza Vaccine Date, Influenza Vaccine status, Gestational Wk at Tdap Admin, and Consent signed. A 'SAVE AND CONTINUE' button and a 'BACK' button are visible at the bottom. A navigation menu at the top shows 'GENERAL HEALTH' as the active section, with other sections like 'ADDITIONAL RISK FACTORS' and 'POST-OBSTETRIC CONDITIONS' also visible. A 'MEMBER OVERVIEW' button is also present.

# FILLING OUT A FORM

## DEPRESSION AND TOBACCO

### 1. DEPRESSION AND TOBACCO

Check 'Yes' or 'No' to answer the three questions in this section. If you check 'Yes' to answer the question, additional information is required. See below for details.

### 2. DEPRESSION PRESENT?

Check 'Yes' if depression is present. If not, check 'No.' If you check 'Yes' additional information is required. For details, see page 15.

### 3. TOBACCO USE?

Check 'Yes' if the patient uses tobacco. If not, check 'No.' If you check 'Yes' additional information is required. For details, see page 16.

### 4. EXPOSURE TO ENVIRONMENTAL SMOKE?

Check 'Yes' if the patient has been exposed to environmental smoke. If not, check 'No.' If you check 'Yes' additional information is required. For details, see page 17.

### 5. SAVE DATA

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

### 6. 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 for patient TEST1 ALEXANDER. At the top, there is a navigation bar with 'OPTUM | OB Care' and 'My Workspace' followed by 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A notification icon with '12' is also present. Below the navigation bar is a menu of sections: '1 DEPRESSION & TOBACCO' (black), '3 DEPRESSION & TOBACCO' (orange, active), '4 PAST OR CONCURRENT RISKS' (gray), '5 CURRENT RISKS' (gray), and '6 HEALTH CONDITIONS' (green). A patient profile card on the right shows 'TEST1 ALEXANDER' with DOB: 1/21/2004, Age: 16, MCO Member ID: 1234abcd, Health Plan: United Healthcare, and 'Archive patient' status. A 'MEMBER OVERVIEW' button is below the profile. The main form area is titled '3 DEPRESSION AND TOBACCO' and 'First Prenatal'. It contains three sections: 'Depression Present?' with 'Yes' and 'No' radio buttons (2), 'Tobacco Use?' with 'Yes' and 'No' radio buttons (3), and 'Exposure to Environmental Smoke?' with 'Yes' and 'No' radio buttons (4). At the bottom, there are 'SAVE AND CONTINUE' (5) and 'BACK' buttons.

# FILLING OUT A FORM

## DEPRESSION AND TOBACCO— DEPRESSION SCREEN

### 1. Depression Present?

If you checked 'Yes' for the 'Depression Present?' question, you will see this screen and must complete the following information.

### 2. Result

Check the 'Positive' or 'Negative' box.

### 3. Validated Depression Tool Used?

Select the depression tool used from the 'Select Depression Tool' dropdown. Enter the date the tool was administered and the Depression Screen Score.

### 4. Referral?

If a depression referral has been made, check the 'Yes' box and enter the referral Follow-Up Date. If not, check the 'No' box.

The screenshot shows the OPTUM OB Care interface for patient TEST1 ALEXANDER. The top navigation bar includes 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A patient overview card on the right displays the patient's name, DOB (1/21/2004), Age (16), PICO Member ID (1234abcd), Health Plan (United Healthcare), and 'Archive patient' status. Below this is a 'MEMBER OVERVIEW' button. The main form is titled '3 DEPRESSION AND TOBACCO' and 'First Prenatal'. The form contains several sections with numbered callouts: 1. 'Depression Present?' with a checked 'Yes' radio button. 2. 'Result' with 'Positive' and 'Negative' radio buttons. 3. 'Validated Depression Tool Used?' with a dropdown menu, 'Date Admin' with a date input field, and 'Depression Screen Score' with a text input field. 4. 'Referral?' with 'Yes' and 'No' radio buttons, and 'Follow-Up Date' with a date input field. A 'Tobacco Use?' section is partially visible at the bottom.

# FILLING OUT A FORM

## DEPRESSION AND TOBACCO—TOBACCO USE

### 1. Tobacco Use?

If you checked 'Yes' for the 'Tobacco Use?' question, you will see this screen and must complete the following information.

### 2. Average Number of Cigarettes

Enter the number of cigarettes in Pre-Pregnancy and the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Trimesters as appropriate. Each pack of cigarettes = 20 cigarettes.

### 3. Tob. Counseling Offered?

Check 'Yes' if Tobacco Counseling has been offered. Check 'No' if it has not been offered.

### 4. Tob. Counseling Received?

Check 'Yes' if Tobacco Counseling has been received. Check "No" if it has not been received.

### 4. Electronic Cigarettes?

Check 'Yes' if the member uses Electronic Cigarettes. If not, check the 'No' box.

### 6. NRT offered?

Check 'Yes' if NRT has been offered. Check "No" if it has not been offered.

The screenshot shows a digital form for tobacco use assessment. It is divided into several sections, each marked with a numbered callout:

- 1. Tobacco Use?**: A question with a green checkmark in a box next to 'Yes' and an empty box next to 'No'. Below it is a text input field for 'Average # of cigarettes smoked/day (if none, enter 0; 1 pack = 20 cigarettes)'.
- 2. Average Number of Cigarettes**: A row of four input fields labeled 'Pre-Pregnancy', '1st Trimester', '2nd Trimester', and '3rd Trimester'.
- 3. Tob. Counseling Offered?**: A question with an empty box next to 'Yes' and an empty box next to 'No'.
- 4. Tob. Counseling Received?**: A question with an empty box next to 'Yes' and an empty box next to 'No'.
- 4. Electronic Cigarettes?**: A question with an empty box next to 'Yes' and an empty box next to 'No'.
- 6. NRT Offered?**: A question with an empty box next to 'Yes' and an empty box next to 'No'.



# FILLING OUT A FORM

## DEPRESSION AND TOBACCO— ENVIRONMENTAL SMOKE

### 1. Exposure to Environmental Smoke

Check 'Yes' if the patient has been exposed to environmental smoke. If not, check 'No.' If you check 'Yes' the Counseling for Environmental Smoke? question will appear.

### 2. Counseling for Environmental Smoke?

Check 'Yes' if the patient has been given counseling for environmental smoke. If not, check 'No.'

The screenshot shows a digital form with two questions. The first question, 'Exposure to Environmental Smoke?', is marked with a red circle containing the number '1'. It has a green checkmark in a box next to 'Yes' and an empty box next to 'No'. The second question, 'Counseling for Environmental Smoke?', is marked with a red circle containing the number '2'. It has empty boxes next to both 'Yes' and 'No'. Below the questions are two buttons: 'SAVE AND CONTINUE' and 'BACK'.

# FILLING OUT A FORM

## PAST OB COMPLICATIONS

### 1. PAST OB COMPLICATIONS

Complete all fields on the sections with applicable information

2. You **MUST** check 'No Past OB Complications' **OR** you must check those complications that apply to this patient.

### 3. OTHER OB COMPLICATIONS

You may add additional information here about other OB Complications the patient has.

### 4. SAVE DATA

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

### 5. 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.

OPTUM OB Care My Workspace Inbox Add Patient Archive Support Account

JANE DOE  
DOB: 1/8/1995 Age: 25  
MCO Member ID: 123456789  
Archive patient

MEMBER OVERVIEW

4 PAST OB COMPLICATIONS First Prenatal

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.

No Past OB Complications

Postpartum Depression RH Incompatibility

Hx of DVT/PE Gestational Diabetes

Cervical Insufficiency IUGR

Pregnancy Induced Hypertension (PIH) Premature ROM

Preterm Labor/Delivery < 32 weeks Preterm Labor/Delivery 32-36 weeks

Fetal Demise/Hx 2nd/3rd Tri Loss Previous C-Section

Other Past OB Complications:

SAVE AND CONTINUE

BACK

# FILLING OUT A FORM

## CURRENT RISKS

### 1. CURRENT RISKS

Complete all fields in the section with applicable information.

2. You **MUST** check 'No Current Risks' **OR** you must check those risks that apply to this patient.

### 3. OTHER CURRENT RISKS

You may add additional information here about other Current Risks the patient has.

### 4. SAVE DATA

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

### 5. 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.

OPTUM | OB Care My Workspace Inbox Add Patient Archive Support Account

JANE DOE  
DOB: 1/8/1995 Age: 25  
HCO Member ID: 123456789  
Archive patient

MEMBER OVERVIEW

5 CURRENT RISKS First Prenatal

Identifies potential risks for adverse outcomes; If member has had no Current Risks, check No Current Risks box in section header.

2 No Current Risks

Hx Leep/Cone Biopsy

	1st Tri	2nd Tri	3rd Tri
Late and/or Inconsistent Prenatal Care	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal Ultrasound	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abnormal Placenta	<input 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"/>
Multiple Gestation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Perinatal Disease	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cervical Insufficiency

Other Current Risks: 3

SAVE AND CONTINUE 4

BACK

# FILLING OUT A FORM

## ACTIVE HEALTH CONDITIONS

### 1. ACTIVE HEALTH CONDITIONS

Complete all fields on the form with applicable information.

2. You **MUST** check 'No Active Medical/Mental Health Conditions' **OR** you must check 'Yes' or 'No' for those risks that apply to this patient.

### 3. OTHER CONDITIONS

You may add freeform text here about other Conditions the patient has.

### 4. SAVE DATA

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

### 5. 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.

OPTUM | OB Care My Workspace Inbox Add Patient Archive Support Account

6 HEALTH CONDITIONS 7 SOCIAL SCORING/ALTERNATIVE 8 ADDITIONAL NO. 9 OTHER FORMS

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

MEMBER OVERVIEW

### 6 ACTIVE HEALTH CONDITIONS First Prenatal

Identifies medical/mental health condition related to the mother; If member has had no Active Medical/Mental Health Conditions, check No Active Medical/Mental Health Conditions box in section header. For the following conditions, list specific disease type(s): Autoimmune, Cardiac, Hepatitis, Renal, Sickle Cell, STD, Thyroid. For all others, check Y/N.

2 No Active Medical/Mental Health Conditions

	Yes	No	If Yes, details:
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"/>		

BACK NEXT

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# FILLING OUT A FORM

## SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

### 1. SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

Complete all fields in the section with applicable information

2. You **MUST** check 'No Social, Economic, Lifestyle Conditions' **OR** you must check those risks that apply to this patient.

### 3. SUBSTANCE USE SCREEN

For details on the Substance Use Screen section, see page 22 of this user guide.

### 4. SAVE DATA

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

### 5. 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 several menu items: 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. On the right, there is a user profile for 'TEST1 ALEXANDER' with details: 'DOB: 1/21/2004', 'Age: 16', 'MCO Member ID: 1234abcd', and 'Health Plan: United Healthcare'. A 'MEMBER OVERVIEW' button is visible below the profile.

The main content area shows a navigation menu at the top with five items: '6 HEALTH CONDITIONS', '7 SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS' (highlighted in orange), '8 ADDITIONAL NOTES', and '9 REVIEW FORM'. The '7' item is circled in red with the number '1'. Below the navigation menu, the '7 SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS' section is titled 'First Prenatal'. A descriptive text states: '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.' A red circle with the number '2' is placed over the 'No Social, Economic, Lifestyle Conditions' checkbox.

The form contains several sections with checkboxes and radio buttons, and a table for trimester selection (1st Tri, 2nd Tri, 3rd Tri):

- Mental / Physical / Sexual Abuse:** Includes a checkbox for 'Hx' and a table for trimester selection.
- Special Needs/Challenges:** Includes a table for trimester selection.
- Housing Insecurity:** Includes a checkbox and a table for trimester selection. A red circle with the number '2' is placed over the checkbox.
- Food Insecurity:** Includes a table for trimester selection.
- Substance Use Disorder:** Includes a checkbox for 'Hx' and a table for trimester selection.
- Specify Other:** Includes a text input field.
- Opioid Therapy:** Includes a table for trimester selection.
- Substance Use Screen?:** Includes a checkbox and a table for trimester selection. A red circle with the number '3' is placed over the checkbox.

At the bottom of the form, there are two buttons: 'SAVE AND CONTINUE' (highlighted with a red circle with the number '4') and 'BACK'.

The footer contains the text: 'Copyright © 2020 — OPTUM — All Rights Reserved' and 'Terms of Use Privacy Policy'.

# FILLING OUT A FORM

## SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS — SUBSTANCE USE SCREEN

### 1. SUBSTANCE USE SCREEN

If you check 'Yes' for 'Substance Use Screen' you must complete all fields in the section with applicable information.

### 2. SUBSTANCE USE SCREEN TOOL

Identify the screening tool used, the date the screening was administered and the score.

### 3. SUBSTANCE USE SCREEN REFERRAL

If a referral was made due to the substance use screen, check the 'Yes' box and the Follow-Up Date for the referral. If a referral was not made, check the 'No' box.

### 4. SAVE DATA

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

The screenshot shows a web form titled "Substance Use Screen?". It contains the following fields and controls:

- 1** Substance Use Screen? (Radio buttons for Yes and No; the Yes button is checked with a green checkmark)
- 2** Validated Substance Tool Used? (Dropdown menu)
- Date Admin (Date input field)
- Score (Text input field)
- 3** Referral? (Radio buttons for Yes and No)
- Follow-Up Date (Date input field)
- 4** SAVE AND CONTINUE (Dark button)
- BACK (Dark button)

At the bottom of the form, there is a footer with the text "Copyright © 2020 — OPTUM — All Rights Reserved" and links for "Terms of Use" and "Privacy Policy".



# 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.

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

Once you click 'Add Note' 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 'Save and Continue' or 'Back' button to save the data and navigate to the previous section [Back] or the next section [Save and Continue] to review the final form.

The screenshot shows the top navigation bar with 'OPTUM | OB Care' and links for 'My Workspace', 'Inbox', 'Add Patient', 'Archive', 'Support', and 'Account'. A patient profile for 'JANE DOE' is visible, including DOB (1/8/1995), Age (25), and MCO Member ID (123456789). Below the navigation tabs (HEALTH CONDITIONS, SOCIAL, ECONOMIC, LIFESTYLE, ADDITIONAL NOTES, REVIEW FORM), the 'ADDITIONAL NOTES' section is active. A red circle with the number '1' highlights the 'ADD NOTE' button. The text 'No notes added.' is displayed below the button.

This screenshot shows the 'ADDITIONAL NOTES' form for 'First Prenatal'. The 'Subject' and 'Content' input fields are highlighted with a red circle and the number '2'. Below the input fields, the 'ADD ANOTHER NOTE' button is highlighted with a red circle and the number '3'. At the bottom of the form, the 'SAVE AND CONTINUE' button is highlighted with a red circle and the number '4', and the 'BACK' button is also visible.

# 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.

## 2. 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.

## 3. ATTESTATION

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

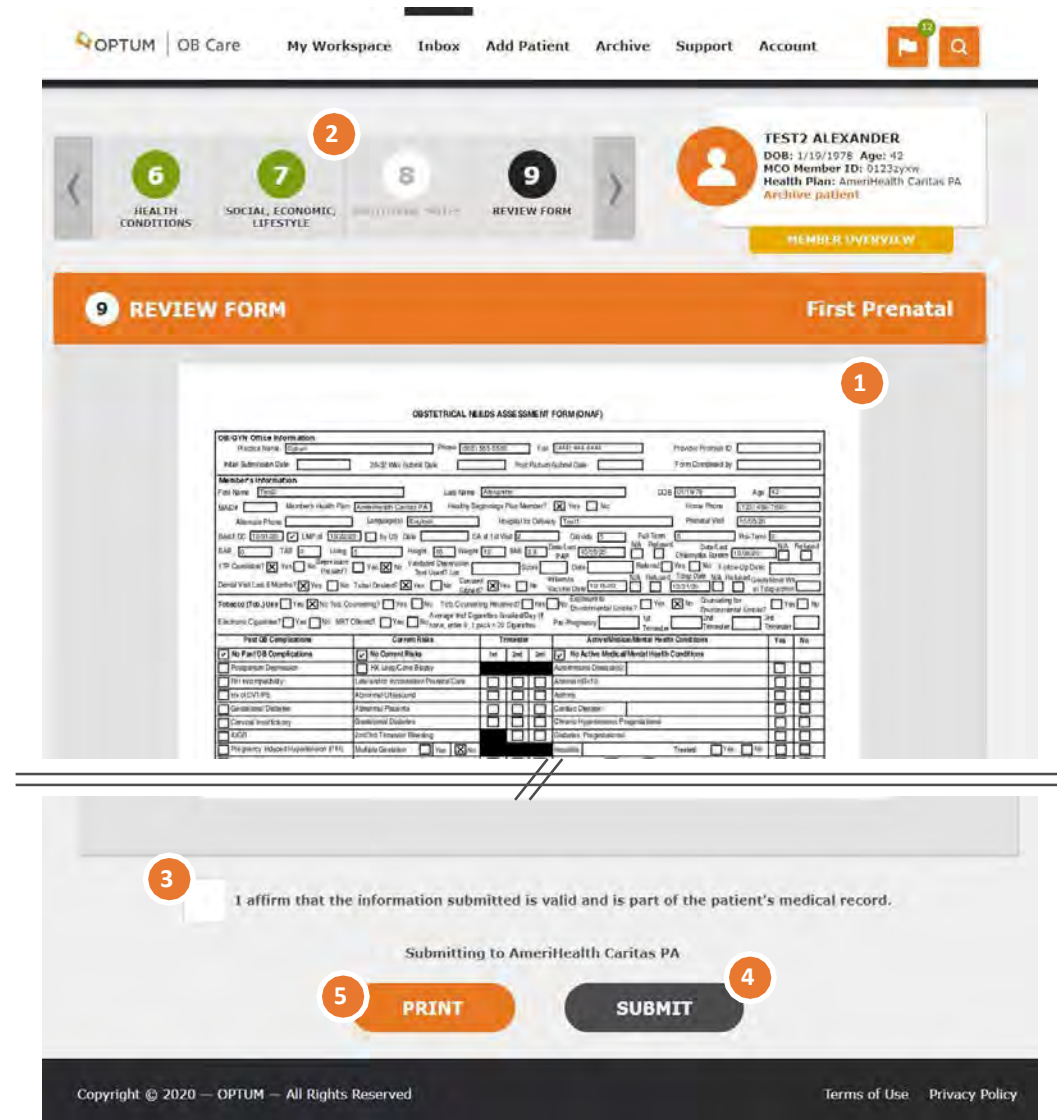
## 4. SUBMIT

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. 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.





# 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) you can choose to archive the patient. This will move them into the Archive section of the application.

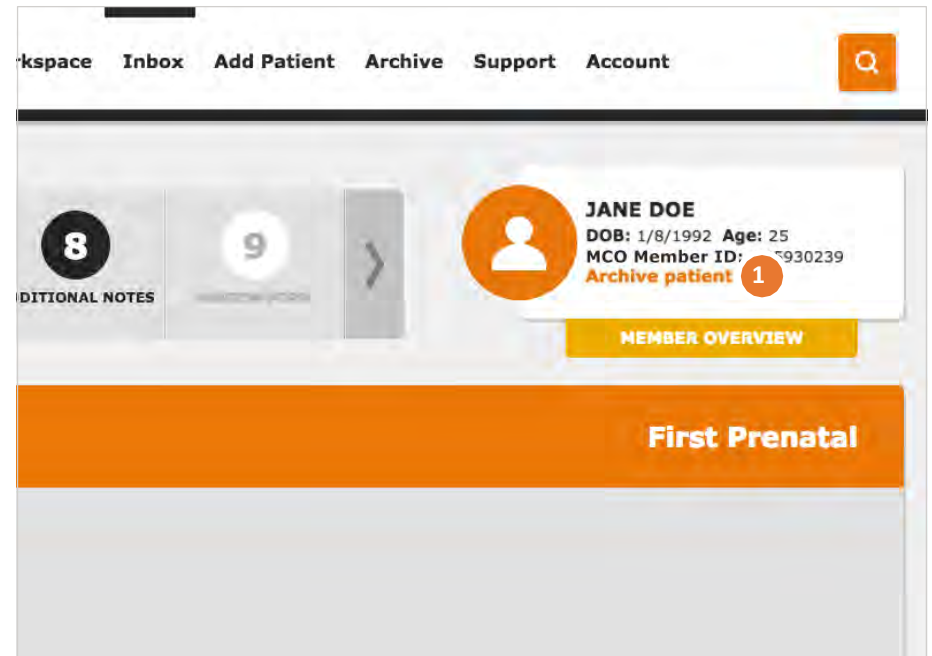
The archive section contains all patient records that have been archived, and those patient records that have been completed for the entire pregnancy (including the post-partum form).

## 1. 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

## 1. 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, the navigation bar includes 'OPTUM | OB Care', 'My Workspace', 'Inbox', 'Add Patient', 'Archive' (highlighted with a red circle and the number 1), 'Support', and 'Account'. Below the navigation, the 'ARCHIVE' title is followed by the subtitle 'View Reporting on active and completed Assessments'. An 'ADD FILTER' button is located on the left, and 'Showing 1 - 1 of 1' with a dropdown arrow 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 the text 'Page 1 of 1'. The footer contains 'Copyright © 2020 — OPTUM — All Rights Reserved' and 'Terms of Use | 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 are 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 that 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 application. The patient is JANE DOE, 28-32 weeks. The form includes the following risk categories and their status across trimesters:

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"/>

Other Current Risks:

Navigation: BACK, NEXT

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# FOR THOSE USERS DESIGNATED AS THE CLINIC 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.'

**NOTE:** Users who have not logged in to their account in 90 days will be set to inactive and must be reactivated by their clinic admin.

## 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' page in the OPTUM interface. The page title is 'ADMIN (Manage Users)'. There is a search bar and a filter button. 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.

NAME	USERNAME	ROLES	EMAIL	CLINIC	STATUS	
Debra Gordon	anton	SuperAdmin Staff	debra.gordon37@example.com	CENTRAL OUTREACH WELLNESS CENTER	Active	 1
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 in the OPTUM interface. The form has fields for Name, Username, Email, Status, Roles, and Clinic. A red circle with the number '2' highlights the Status dropdown menu, which is currently set to 'Active'. A red circle with the number '3' highlights the Roles section, which has radio buttons for Super Admin, Admin, Provider, and Staff (which is selected). At the bottom, there are 'CANCEL' and 'SUBMIT' buttons.

**EDIT USER**

Name: Debra Gordon

Username: anton

Email: debra.gordon27@example.com

Status: Active 2

Roles:  Super Admin,  Admin,  Provider,  Staff 3

Clinic: CENTRAL OUTREACH WELLNESS CENTER

**CANCEL** **SUBMIT**

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# 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](tel:1-800-765-6808)

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

For questions regarding the form, you may contact DHS.

For any questions specific to an MCO (e.g., reimbursement, maternity programs), 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>Department Of Human Services Bureau Of Fee For Service Programs</b> Attn: Intense Medical Case Management Unit Commonwealth Towers 303 Walnut Street, 9th Floor Harrisburg, PA, 17101 <b>Phone:</b> 1-800-537-8862 <b>Fax:</b> 717-705-8391	<b>AmeriHealth Caritas Northeast - New East Zone Bright Start Program</b> 8040 Carlson Road, Suite 500 Harrisburg, PA 17112 <b>Phone:</b> 1-888-208-9528 <b>Fax:</b> 1-855-809-9205
<b>Health Partners Of Philadelphia Baby Partners Program</b> 901 Market Street, Suite 500 Philadelphia, PA 19107 <b>Phone:</b> 215-967-4690 <b>Fax:</b> 215-967-4492	<b>Actna Better Health Special Needs Case Management</b> 2000 Market Street, Suite 850 Philadelphia, PA 19103 <b>Phone:</b> 215-282-3521 <b>Fax:</b> 877-683-7354
<b>Gateway HealthSM MOM Matters Program®</b> Four Gateway Center 444 Liberty Avenue, Suite 2100 Pittsburgh, PA 15222-1222 <b>Phone:</b> 1-800-392-1147 <b>Fax:</b> 1-888-225-2360	<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> 1-877-353-6913
<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>United Healthcare for Families Healthy First Steps</b> 2 Allegheny Center, Suite 600 Pittsburgh, PA 15221 <b>Phone:</b> 1-800-599-5985 <b>Fax:</b> 1-877-353-6913
<b>AmeriHealth Caritas Pennsylvania - Lehigh/Capital and New West Zone Bright Start Program</b> 8040 Carlson Drive, Suite 500 Harrisburg, PA 17112 <b>Phone:</b> 1-877-364-6797 <b>Fax:</b> 1-866-755-9935	<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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