PCQC Confirming/Editing Program Details

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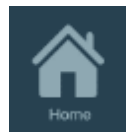
Confirming Program Profile

The Program Details consist of the following information displayed on the Program Profile.

Section	Information
Basic Information	Program Name Program Address Program Email Program Website Program Phone Number Age Groups Served (perinatal, pediatric, young adult, adult)
Administrative Home	Administrative Home Name Medicare Provider ID Organization Type City and State
Care Settings (Yes/No)	Hospital Office Practice Long-term Care Facility Assisted Living Facility Patient's Home
Permissions	List program in the Provider Directory on GetPalliativeCare.org Provide program information to health plans Contact program for potential participation in research opportunities
Sites of Care	Locations where the program provides palliative care

The Program Profile can be found by clicking on the Home icon. Select the program to view details for from the dropdown menu. If all the information is accurate for your program(s), no further action is required. If the information needs to be updated or pieces of information are missing, follow the steps in the next sections to make the needed updates.

Editing Program Details

1. Navigate to the Program Profile by clicking on the Home icon.

2. Select the program from the dropdown at the top of the Program Profile to confirm the program details.

3. If the Program Details information needs to be updated, click on "Edit Program Details" in the top-right of the Program Profile. This will load the program details page. If no updates are needed, proceed to step 7 to confirm the program sites are up to date.

4. Review the program details and make the appropriate edits. All items marked with an asterisk (*) require a response to save the updated program details.

5. After all changes are made, click save in the upper-right corner. Note – changes made to your program details are processed nightly and will be reflected in the Program Profile the next day.

6. To navigate back to the Program Profile, click on the Home menu icon.

Editing Program Sites

During the creation of your program's Program Profile, you need to identify all of the care settings where you deliver palliative care services. Not only does this tell the system what surveys to give you access to, but it also feeds the Provider Directory on GetPalliativeCare.org, if you have chosen to include your program.

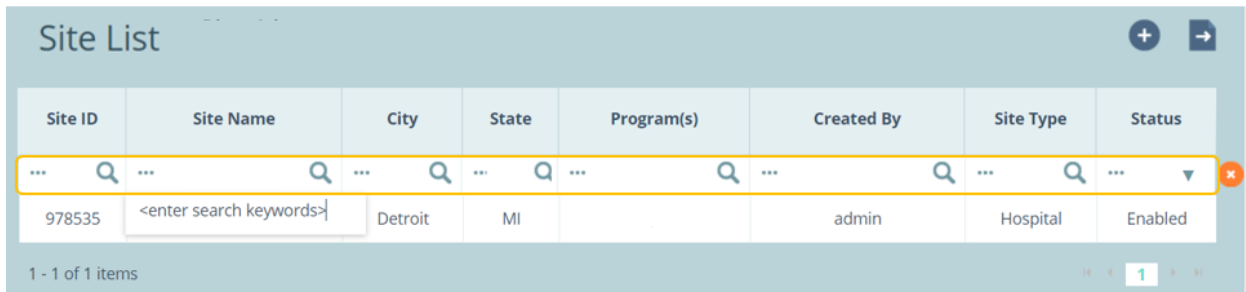For each care setting you serve, please include the following information:

- Hospital: Add each hospital where your palliative care program provides inpatient consultations
    - Required: Hospital Name, Address, City, State, Zip Code
    - Example: Hospital A in Brooklyn, NY, and Hospital B in Queens, NY
- Clinic/Office: Add each hospital where your palliative care program provides consultations in an ambulatory setting
    - Required: Office Practice Name, Address, City, State, Zip Code
    - Example: Palliative Care Clinic A in Boston, MA, Palliative Care Clinic B in Boston, MA, and Cancer Center A in Cambridge, MA
- Long-Term Care Facility: Add each long-term care facility where your palliative care program provides consultations for the facility's residents
    - Required: Long-term Care Facility Name, Address, City, State, Zip Code
    - Example: Nursing Home A in San Diego, CA, and Nursing Home B in La Jolla, CA
- Patient's Home & Assisted Living Facilities: Add one site, call it "Patient's Home," and select "Home" from the Site Type drop-down menu.
    - The counties where you provide in-home palliative care are selected on the "Edit Program" page
    - Note: if your palliative care program provides palliative care consults in assisted living facilities, these are also included in the generic "Patient's Home" setting as the consults are completed in the patient's residence

Adding Site to Program

1. Click on "Add/Edit Sites" in the Program Sites section near the bottom of the Program Profile.

   Program Sites

   Hospital A, Hospital B, Office Site A, Long-Term Care A

   Add/Edit Sites

   How do I add/edit sites?
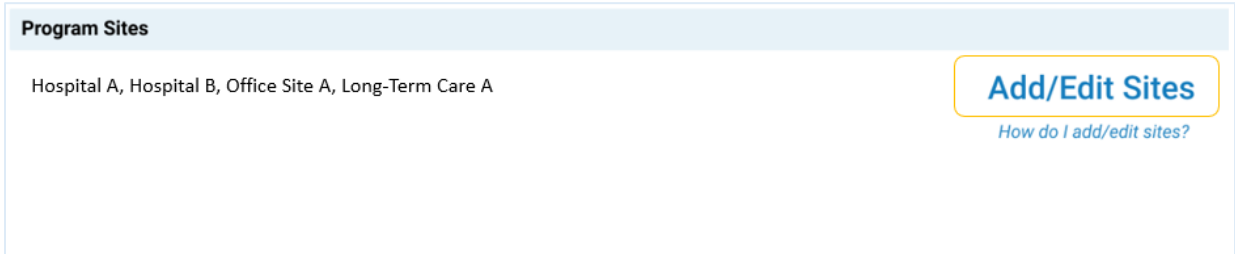
2. Search the Site List to find the site to add to your program(s). The Site List contains all facilities in the Centers for Medicare & Medicaid Services (CMS) Provider of Services (POS) file. The CMS POS file contains an individual record for each Medicare-approved provider and is updated quarterly. The Site List can be searched/filtered by each column in the table. If your site is not in the list, follow the instructions in the Creating a New Site section of this document.

   ### Site List

Site ID	Site Name	City	State	Program(s)	Created By	Site Type	Status
... 🔍	... 🔍	... 🔍	... 🔍	... 🔍	... 🔍	... 🔍	... ▼
978535	<enter search keywords>	Detroit	MI		admin	Hospital	Enabled

   1 - 1 of 1 items

3. Click on the row of the site to add it to your program(s).

Site ID	Site Name
... 🔍	... Test Hospital 🔍
978535	Test Hospital

4. The Edit Site page will load. Scroll down to the Program Affiliation box. Click on the pencil icon.
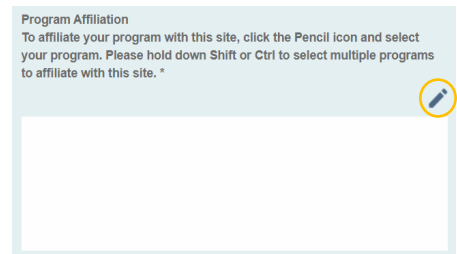
   Program Affiliation
   To affiliate your program with this site, click the Pencil icon and select your program. Please hold down Shift or Ctrl to select multiple programs to affiliate with this site. *

5. From the list of your palliative care programs, select the program(s) to associate with the site. To select multiple programs, hold ctrl while selecting programs. Click apply.

Program List

	Program Name	City	State
	Metrix Program (Pediatric)	Ann Arbor	MI
	Metrix Program (Patient Home)	Ann Arbor	MI
	Metrix Program (Adults)	Ann Arbor	MI

Select all   2 Selected ✕

1 - 3 of 3 items   1

CANCEL   **APPLY**

6. The selected program(s) will appear in the Program Affiliation box.

Program Affiliation
To affiliate your program with this site, click the Pencil icon and select your program. Please hold down Shift or Ctrl to select multiple programs to affiliate with this site. *

Metrix Program (Patient Home)
Metrix Program (Pediatric)

7. Click the save icon in the upper-right corner to save the changes made to the site. The site is now affiliated with the program(s). Note – changes made to your program details are processed nightly and will be reflected in the Program Profile the next day.
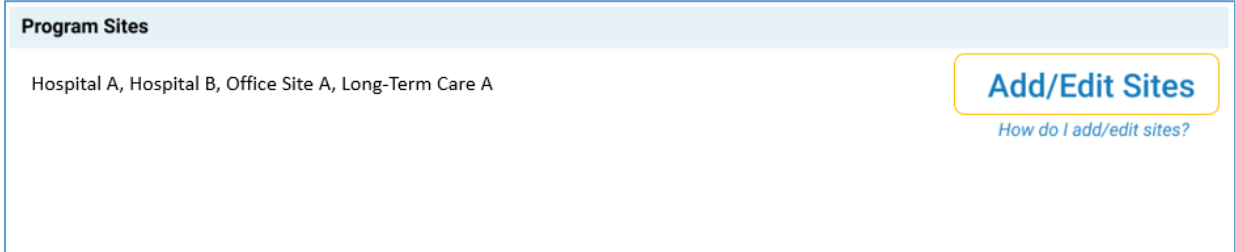
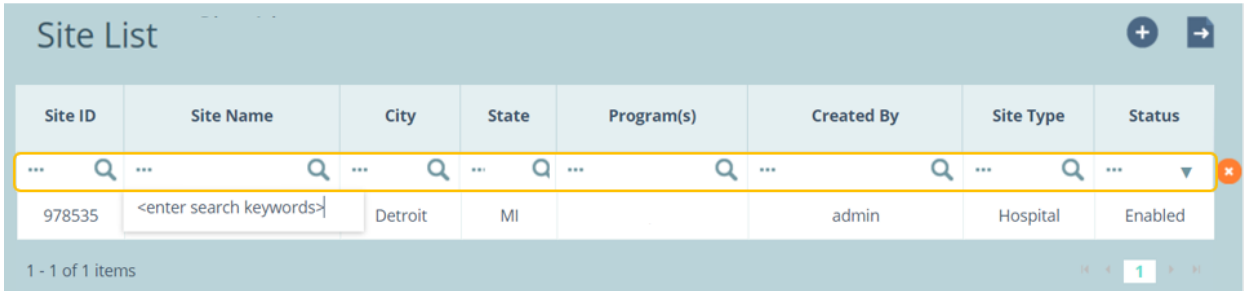8. To navigate back to the Program Profile, click on the Home menu icon.
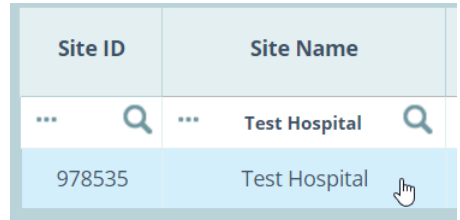
Removing Site from Program

1. Click on "Add/Edit Sites" in the Program Sites section near the bottom of the Program Profile.


2. Search the Site List to find the site to remove from your program(s). The Site List can be searched/filtered by each column in the table.

3. Find the site to remove from your program(s) in the list. Click on the row of the site.

4. The Site Information page will load. Scroll down to the Program Affiliation box. Your program(s) associated with the site will be listed in the box. Click on the pencil icon.
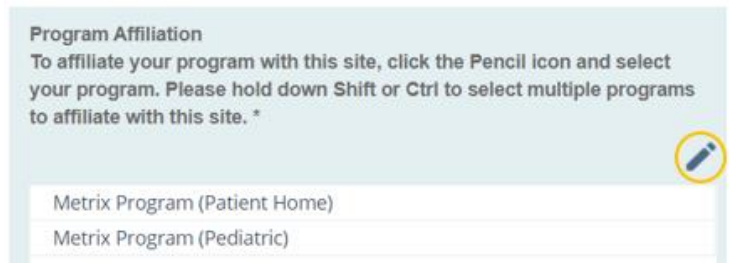
5. From the list of your palliative care programs, deselect the program(s) you would like to disassociate from the site. If only one of multiple programs is being disassociated from a site, hold ctrl while deselecting the program(s). Click apply.

6. The remaining selected program(s) affiliated with a given site will appear in the Program Affiliation box.

Program Affiliation
To affiliate your program with this site, click the Pencil icon and select your program. Please hold down **Shift** or **Ctrl** to select multiple programs to affiliate with this site. *

Metrix Program (Pediatric)

7. Click the save icon in the upper-right corner to save the changes made to the site. The site is now affiliated with the program(s). Note – changes made to your program details are processed nightly and will be reflected in the Program Profile the next day.
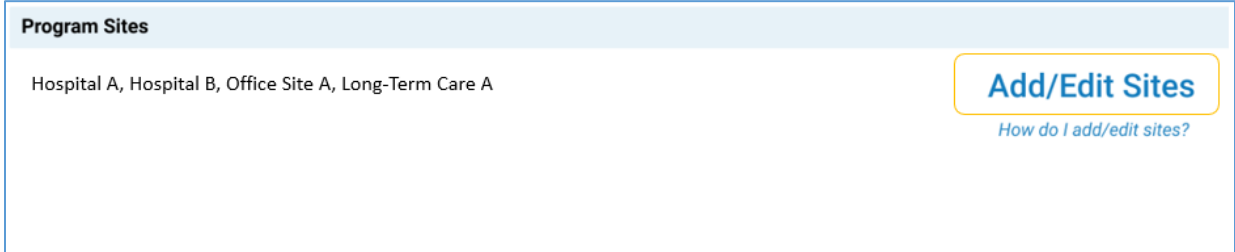
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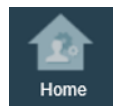
Creating a New Site

1. Click on "Add/Edit Sites" in the Program Sites section near the bottom of the Program Profile.

Program Sites

Hospital A, Hospital B, Office Site A, Long-Term Care A

Add/Edit Sites

How do I add/edit sites?

2. Search the Site List to confirm your site is not already in the list. The Site List contains all facilities in the Centers for Medicare & Medicaid Services (CMS) Provider of Services (POS) file. The CMS POS file contains an individual record for each Medicare-approved provider and is updated quarterly. The Site List can be searched/filtered by each column in the table.
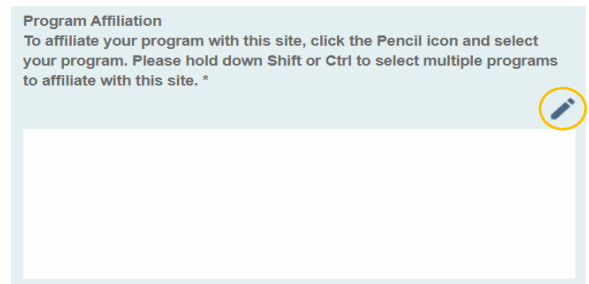
Site ID	Site Name	City	State	Program(s)	Created By	Site Type	Status

Site List

<enter search keywords>
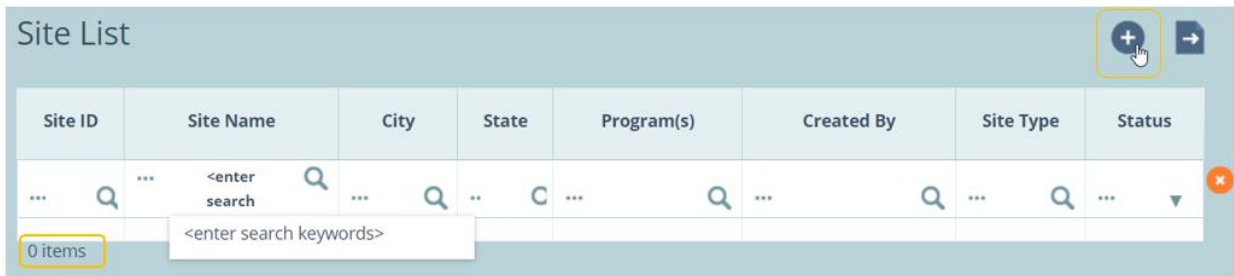
0 items

3. If you confirmed the site is not already in the Site List, click the "Add Site" button in the upper-right corner.

4. Fill out the Add Site form. All items marked with an asterisk (*) require a response before saving the site.

5. After the Site Information items are filled out, scroll down to the Program Affiliation box. Click on the pencil icon.

Program Affiliation
To affiliate your program with this site, click the Pencil icon and select your program. Please hold down Shift or Ctrl to select multiple programs to affiliate with this site. *

6. From the list of your palliative care programs, select the program(s) to associate with the site. To select multiple programs, hold ctrl while selecting programs. Click apply.

7. The selected program(s) will appear in the Program Affiliation box.

Program Affiliation
To affiliate your program with this site, click the Pencil icon and select your program. Please hold down Shift or Ctrl to select multiple programs to affiliate with this site. *

Metrix Program (Patient Home)
Metrix Program (Pediatric)

8. Click the save icon in the upper-right corner to save the changes made to the site. The site is now created and affiliated with the program(s). Note – changes made to your program details are processed nightly and will be reflected in the Program Profile the next day.

9. To navigate back to the Program Profile, click on the Home menu icon.