



Washington State Department of
Labor & Industries



OCCUPATIONAL HEALTH **BEST PRACTICES**

— *Working together to keep people working* —

Using the Occupational Health Management System (OHMS)

Operations and Administration

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What is OHMS?

- The Occupational Health Management System (OHMS) is a web-based software system that was created by L&I to support occupational health best practices programs. OHMS is envisioned as a group of software applications (aka, “best of breed”).

The screenshot displays the Occupational Health Management System (OHMS) interface. The top navigation bar includes the Washington State Department of Labor & Industries logo, user information (WVA Train1), and a LOG OUT button. The main content area is organized into several panels:

- Alerts And Notifications:** Shows a list of alerts under the heading "OHMS Prepared Environment".
- Recent Records:** A table listing recent records with columns for Record ID and Name.
- Lists:** A table showing various lists and their corresponding record counts and assigned counts.

List	Records	Assigned
Claims in Process COHE ALLIANCE WWA	423	0
New Claims COHE ALLIANCE WWA	27	0
Open Care Coordination Requests	2	0
Candidates for an FRQ	1	0
Shared Cases - Cases shared with me or my group(s)	1	0
COHE Records	1	0
- Tasks:** A table showing tasks with columns for Type, Priority, Name, and Record Type.
- Quick Links:** A section titled "Welcome To The Occupational Health Management System (OHMS)" with a message and a "Feedback" link.
- Activity:** Contains two visualizations:
 - New Claims Trend:** A line graph showing the number of claims over time (01/04 to 02/14). The Y-axis is "# of Claims" (0 to 20). The X-axis is "Week".
 - In Process Claims - COHE ALLIANCE WWA:** A pie chart showing the distribution of claim statuses.

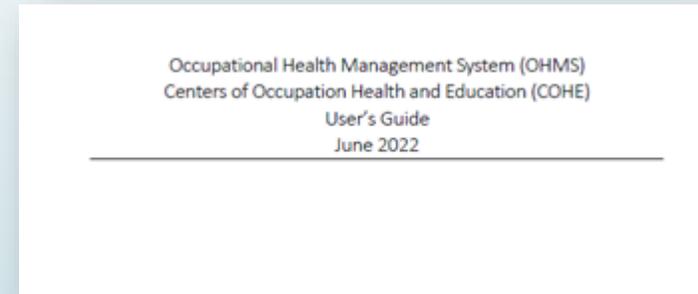
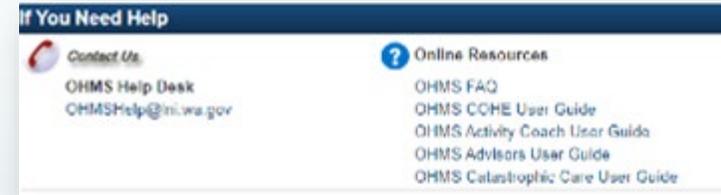
Status	Percentage
Loss of earning power (LEP)	46.9%
Compensable (Time-loss, PPD)	25.4%
Provisional (TL)	9.2%
Non-compensable (medical only, MC)	9.2%
No Status	9.2%
Rejected	0%
Not yet allowed, noncompensable	0%
Kept on salary (KOS)	0%
- If You Need Help:** Provides contact information for the OHMS Help Desk and Online Resources.

The OHMS User Guide

- ▶ The OHMS User Guide is your authority on the functionality within OHMS and how to navigate the application.
- ▶ If you have any additional questions, you should contact your occupational health best practices contract manager / project lead.

Accessing & Navigating the OHMS User Guide

- ▶ Location:
 - ▶ In OHMS at the bottom left hand of the screen
 - ▶ “If You Need Help” online resources
- ▶ Document type:
 - ▶ Opens as a PDF, typically in the user’s browser
- ▶ Navigating:
 - ▶ Table of Contents on page 2
 - ▶ Sections of user guide are hyperlinked



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OHMS User Guide Sections

- 1: Overview
- 2: Entering OHMS
- 3: Navigating OHMS
- 4: Searching OHMS
- 5: OHMS Records
- 6: Worklists
- 7: Working on a Claim
- 8: HSC Case Notes – Documenting Your Work
- 9: Ghost Claims
- 10: (S)HSC Assignment
- 11: Provider, Advisor and HSC Enrollment and Disenrollment
- 12: OHMS Report Types and User Access
- 13: Program Director or Designee Activities
- Appendix A: Entrance and Exit Criteria for MAVEN Worklists
- Appendix B: Claim Risk Score Calculation
- Appendix C: OHMS Interfaces with L&I Systems

Administrative Operations Functions

Sections focusing on administrative operations are:

- ▶ Section 10: (S)HSC Assignment
- ▶ Section 11: Provider, Advisor, and HSC Enrollment and Disenrollment
- ▶ Section 12: OHMS Report Types and User Access
- ▶ Section 13: Program Director or Designee Activities

Section 10: (S)HSC Assignment

- ▶ (S)HSCs can be assigned to specific providers so that when that provider is the Attending Provider on a claim, their assigned (S)HSC is then assigned to the claim in OHMS.
- ▶ Each Best Practice must also assign a **Default Care Coordinator** so that if any (S)HSC Assignment mistakes occur, an (S)HSC is still assigned to and aware of the claim.

Provider Summary

Basic Information

Provider ID:	P-160713
Name:	Alinea Mario G Md
Work Phone:	(253) 459-7500
Attachments:	1 (Add) (View)

Notifications

The person has related Enrollment case 100001917 [Open]

Provider Info [Concerns](#) [Provider](#) [Tasks](#) [History](#)

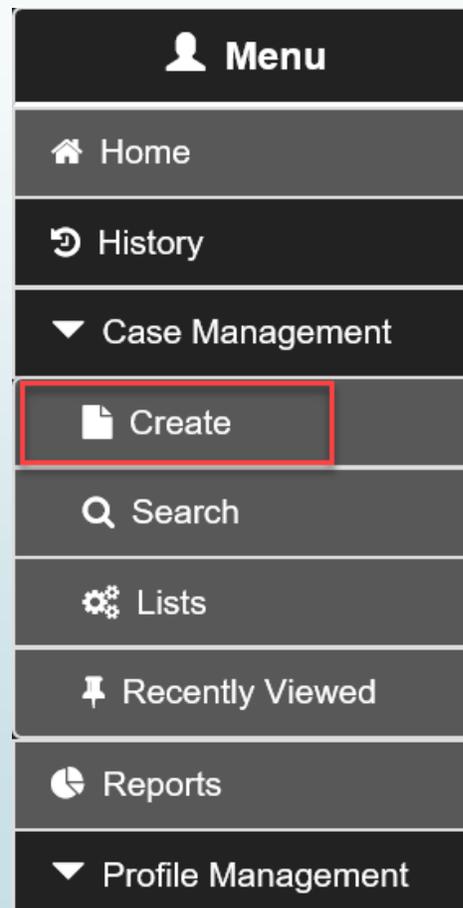
Further Information

Question Package	Participant
Best Practices Program Participation	Alinea Mario G Md
Care Coordinators	Alinea Mario G Md
Provider Contacts	Alinea Mario G Md
Provider Profile	Alinea Mario G Md

[View Provider Info](#)

Section 11: Provider, Advisor, and HSC Enrollment and Disenrollment

- ▶ OHMS supports automated enrollment and disenrollment of providers, advisors, and (S)HSCs in a best practices programs.
- ▶ Enrollment and disenrollment information submitted via OHMS is sent to L&I's core systems and is processed overnight.
- ▶ All eligible L&I providers (including (S)HSCs) are loaded into OHMS and updated on a daily basis as L&I systems are updated.



Two screenshots of the OHMS interface. The top screenshot is titled "Create Provider Enrollment" and shows a form with a "Record Type:" dropdown menu set to "Enrollment" (highlighted with a red box). Below the dropdown are "Find Provider" and "Clear" buttons, both also highlighted with red boxes. The bottom screenshot is titled "Create Provider Disenrollment" and shows a similar form with the "Record Type:" dropdown menu set to "Disenrollment" (highlighted with a red box). Below the dropdown are "Find Provider" and "Clear" buttons, both also highlighted with red boxes.

Section 12: OHMS Report Types and User Access

Report Category	Report Type
Best Practices Program Management Reporting	Initiated Claims Report Tasks Active in Reporting Period (S)HSC Case Load Report
Enrollment/Disenrollment	BP Current Enrollment BP Disenrollment by Date Range BP Enrollment by Date Range
Financials <i>(only applicable for Best Practices Programs that submit HSC bills through OHMS)</i>	Care Coordinator Billing
Functional Recovery	FRQ Program FRQ Results
L&I Contract Manager	Care Coordinator ERTW Referral
Provider/Employer Tools	Employer Multiple claims List of Advisors

Section 13: Program Director or Designee Activities

Generate **Care Coordinator Services by Provider Claims** report.

View **Contract Management** tasks and comments

Menu

- Home
- History
- Case Management
- Create
- Search
- Lists
- Recently Viewed
- Reports**
- Profile Management

Maven Reporting

Maven Reporting

Category: Best Practices (BP) Program Mgmt. (Contractor) ▼

Select Report: Care Coordinator Services by Provider Claims ▼

Description: Reports HSC activities on claims by provider, so that a user can identify which providers have had some COHE HSC contact and which providers have not. Select a date range (claim established dates) to view summary and drill down results by provider.

Date_Start*: 09/02/2019

Date_End*: 10/04/2019

Run Report Home

Best Practice Program

Basic Information

Case ID:	C-100000004
Name:	GHC COHE
Attachments:	0 (Add)

Notifications

Record exists in worklists [View List](#)

BP Details [Concerns](#) [BP](#) [Tasks](#) [History](#)

Further Information

Question Package	Participant	Last Update
Administrative	GHC COHE	01/28/2019
Assignment Rules	GHC COHE	12/11/2014
COHE Contact Log	GHC COHE	01/03/2019
Start-up Activities	GHC COHE	06/26/2014

Questions?

L&I has help and resources available to support you.

- ▶ On your OHMS home page:
 - ▶ The OHMS User Guide
 - ▶ OHMSHelp@lni.wa.gov
- ▶ Your occupational health best practices contract manager / project lead