Washington State Department of
Labor & Industries

OCCUPATIONAL HEALTH **BEST PRACTICES**

— *Working together to keep people working* —

# Using the Occupational Health Management System (OHMS)

1

Operations and Administration

# 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 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

**If You Need Help**

| Contact Us | Online Resources |
|---|---|
| OHMS Help Desk | OHMS FAQ |
| OHMSHelp@lni.wa.gov | OHMS COHE User Guide |
| | OHMS Activity Coach User Guide |
| | OHMS Advisors User Guide |
| | OHMS Catastrophic Care User Guide |

Occupational Health Management System (OHMS)
Centers of Occupation Health and Education (COHE)
User's Guide
June 2022
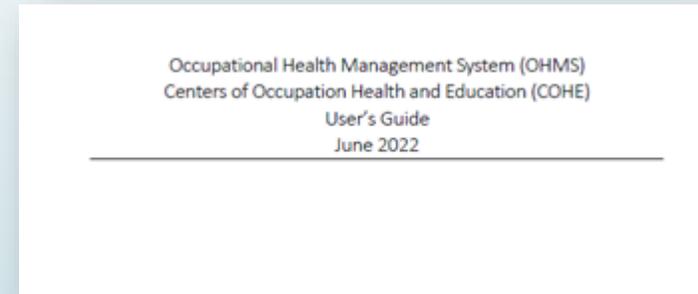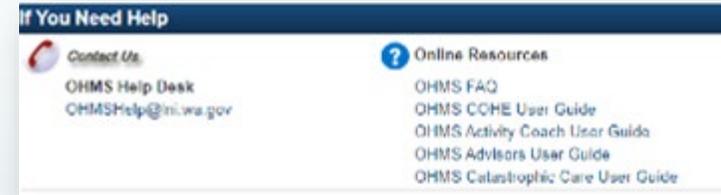
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# OHMS User Guide Sections

- 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.
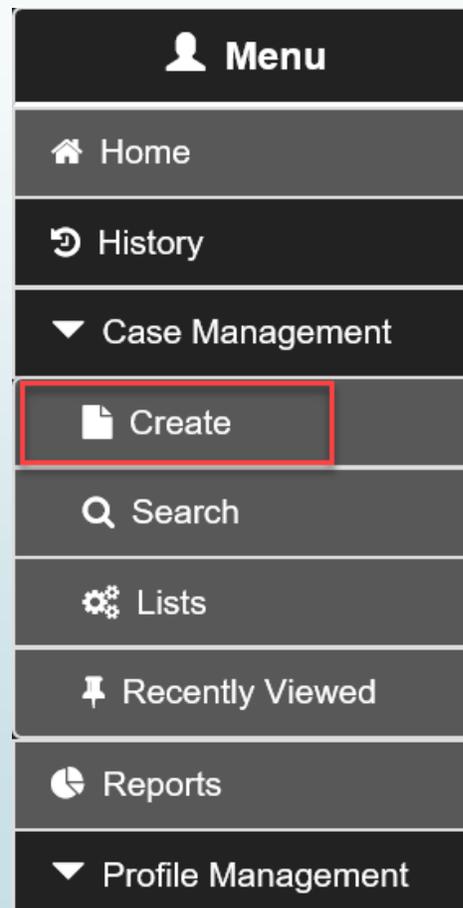
# Section 12: OHMS Report Types and User Access

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

# Section 13: Program Director or Designee Activities

Generate *Care Coordinator Services by Provider Claims* report.

View *Contract Management* tasks and comments

# Questions?

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

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