

Adding Organizational Policies to the CareEnhance Review Manager Program - 2010

Click on Start

Click on Programs

Click on Review Manager Enterprise

Click on Review Manager Enterprise Admin

Log into program

Click on Customization

 Click on Organization Policies

 Click on Maintain

Click on the InterQual Product where org policies are to be entered

- LOC: Acute Adult
- LOC: Acute Pediatric
- LOC: Durable Med. Equipment

To add or edit an org policy

- Select the Subset where org policy will be added or edited under “Subset” and click on that subset. An “Add Organizational Policy” link will display on the right.
- Click the link.
- Click on “Admission both” on the navigation pane. The screen will display the criteria “tree”.
- Open the section of the criteria to where the org policies are to be added. Click on the criteria point that the org policy being added pertains to.
- Click the “Add/Edit Policy” button, located at the top left of the screen and enter org policy. Click “ok.” An “E” will display next to the criteria point.
- Enter all org policies for that subset.
- Click in “Version Description” and enter the reason for the policies, (ex: AFMC Organizational Policy)
- Click the “Save” button. A message will display: “Organizational Policy Saved.” Click “ok.”
- Click “Edit” if changes need to be made to any policy. Make all edits before you activate the policies.
- Click “Make Active Version” to activate the new policies. This message displays: “Policy Activation Successful.”