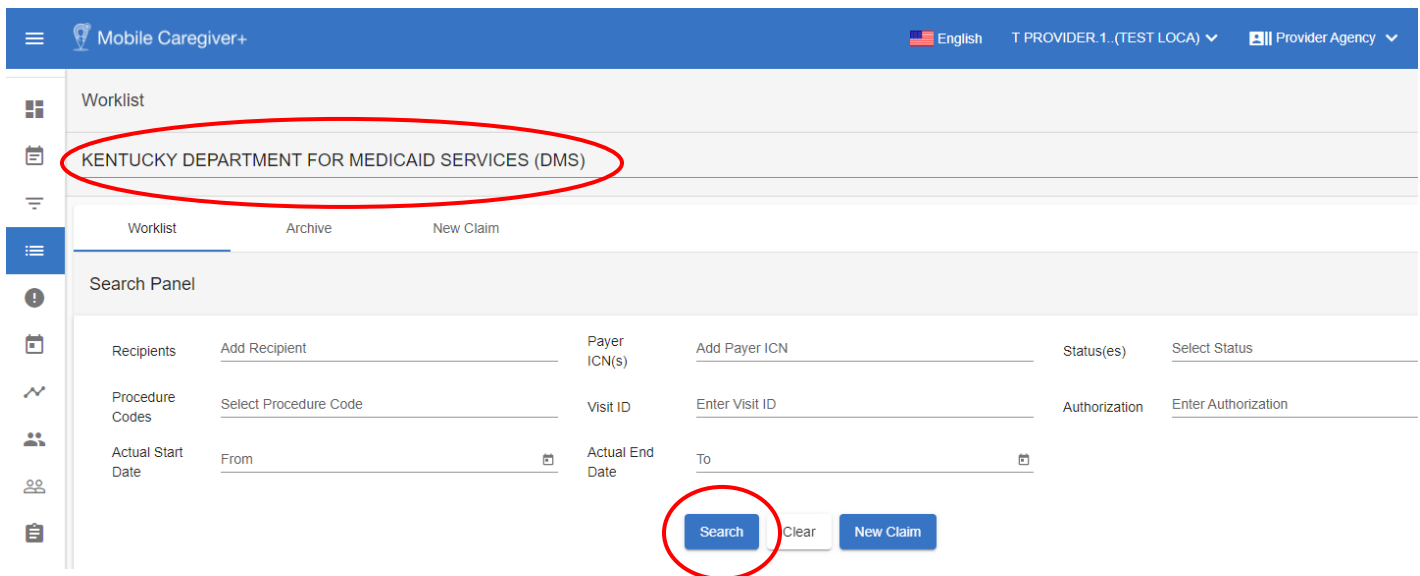


## Mobile Caregiver+ Quick Reference Guide Archiving Visits from the Work List

If you need to remove an unmatched visit or a non-payable visit from the Work List, it can be archived. Archived visits can be restored at a later time if needed. Please note that archived visits are not included in reports.

### How to Archive a Visit

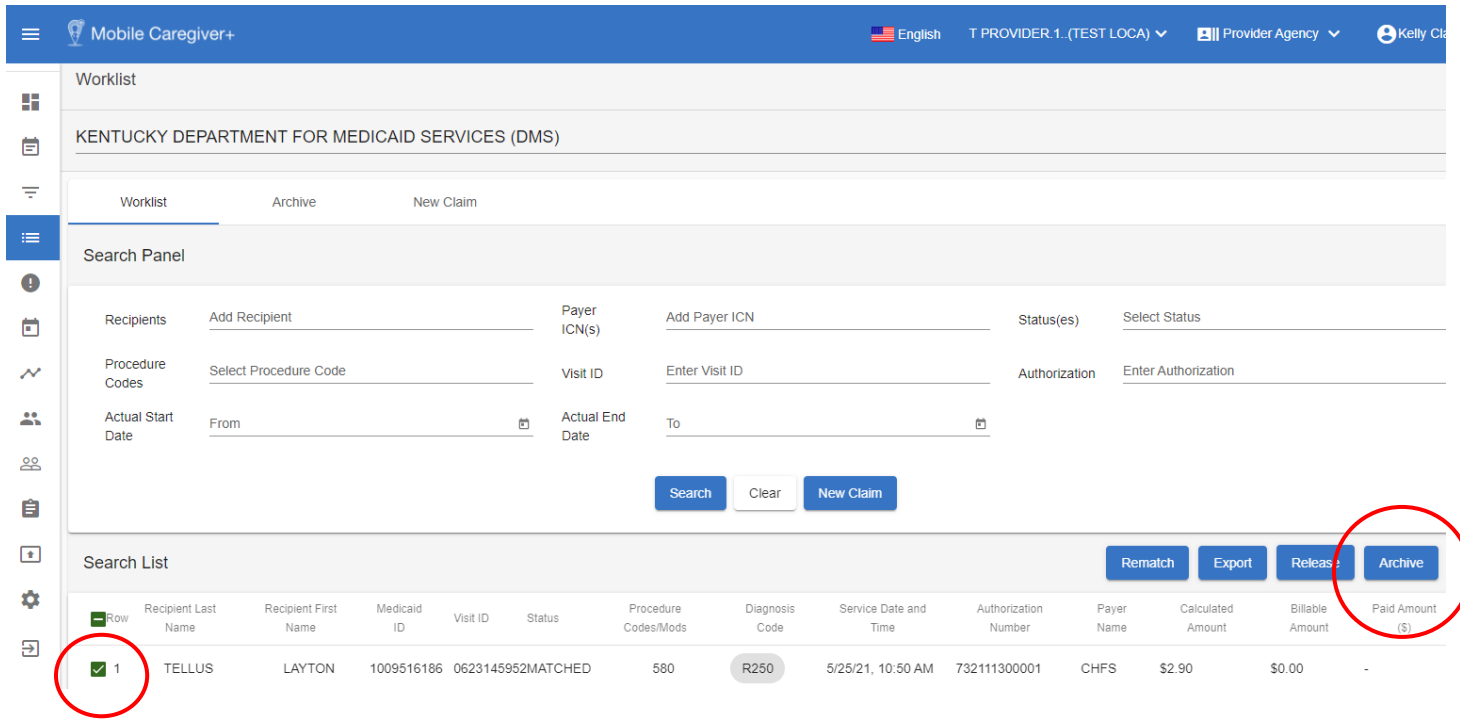
To archive visits, log into the [Mobile Caregiver+ Provider Portal](#). Choose the **Work List** icon on ☰ the left side of the page to open the **Worklist** page. Click in the **Payer** field to populate Kentucky Department for Medicaid Services as the payer. This will bring up a list of visits. You can use the fields at the top of the page to refine your search by **Recipient**, **Procedure Code**, **Actual Start Date** or **Actual End Date**, **ICN**, **Visit ID**, **Status**, and/or **Authorization**. Once you have selected any additional search criteria, hit the blue **Search** button.



The screenshot shows the Mobile Caregiver+ Provider Portal interface. At the top, there is a blue header with the text 'Mobile Caregiver+' and a hamburger menu icon. Below the header, there is a navigation bar with three tabs: 'Worklist', 'Archive', and 'New Claim'. The 'Worklist' tab is selected. Below the navigation bar, there is a search panel with several input fields: 'Recipients' (Add Recipient), 'Payer ICN(s)' (Add Payer ICN), 'Status(es)' (Select Status), 'Procedure Codes' (Select Procedure Code), 'Visit ID' (Enter Visit ID), 'Authorization' (Enter Authorization), 'Actual Start Date' (From), and 'Actual End Date' (To). The 'Search' button is circled in red.

The visits will generate below the search fields in the **Search List**. Select the visit or visits you want to archive by clicking the box next to it. You can archive multiple visits at once. Once you have selected the visit(s) you want to archive, hit the blue **Archive** button on the top right side of the **Search List**.

## Mobile Caregiver+ Quick Reference Guide Archiving Visits from the Work List



Worklist

KENTUCKY DEPARTMENT FOR MEDICAID SERVICES (DMS)

Worklist Archive New Claim

Search Panel

Recipients Add Recipient Payer ICN(s) Add Payer ICN Status(es) Select Status

Procedure Codes Select Procedure Code Visit ID Enter Visit ID Authorization Enter Authorization

Actual Start Date From Actual End Date To

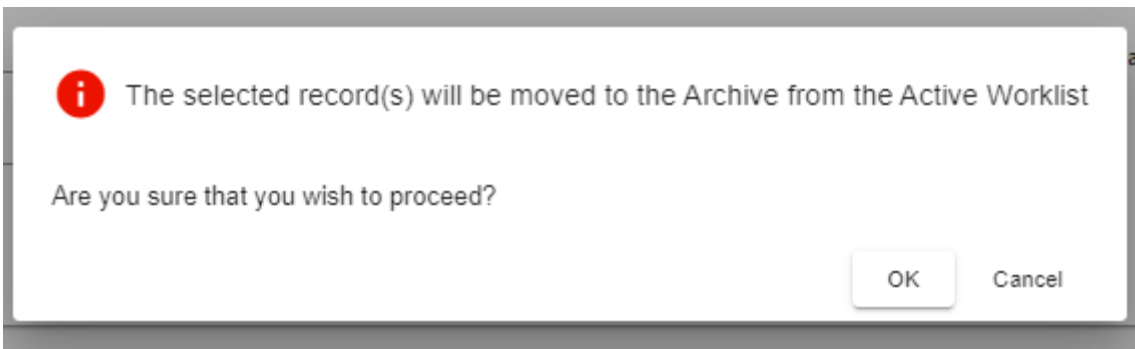
Search Clear New Claim

Search List

Rematch Export Release **Archive**

Row	Recipient Last Name	Recipient First Name	Medicaid ID	Visit ID	Status	Procedure Codes/Mods	Diagnosis Code	Service Date and Time	Authorization Number	Payer Name	Calculated Amount	Billable Amount	Paid Amount (\$)
<input checked="" type="checkbox"/> 1	TELLUS	LAYTON	1009516186	0623145952	MATCHED	580	R250	5/25/21, 10:50 AM	732111300001	CHFS	\$2.90	\$0.00	-

A message will appear asking you to confirm you want to archive the visit(s). Click **OK**.



**i** The selected record(s) will be moved to the Archive from the Active Worklist

Are you sure that you wish to proceed?

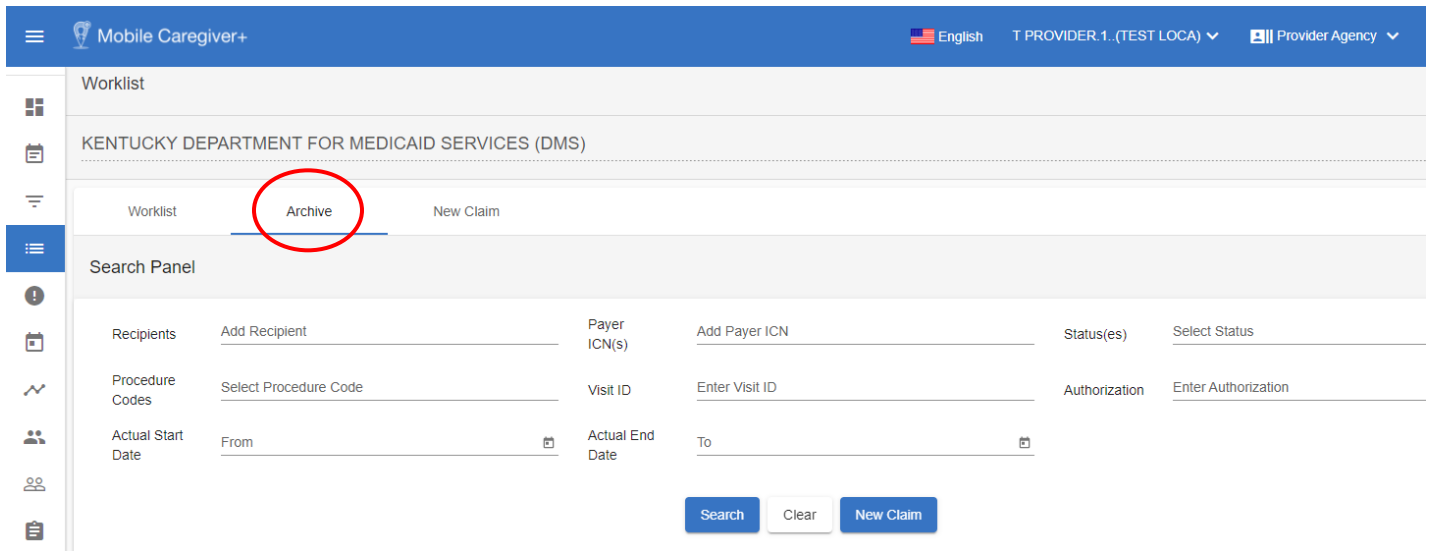
OK Cancel

A blue alert will appear in the right lower corner of the screen letting you know the visit(s) have been archived.

## Mobile Caregiver+ Quick Reference Guide Archiving Visits from the Work List

### Searching for Archived Visits

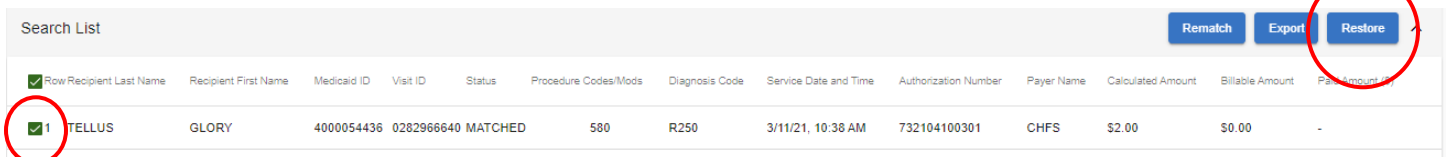
Archived visits can be searched and returned to the **Work List**, if needed. To find archived visits, log into the [Mobile Caregiver+ Provider Portal](#). Choose the **Work List** icon ☰ on the left side of the page to open the **Worklist** page. Click in the **Payer** field to populate Kentucky Department for Medicaid Services as the payer. Above the **Payer** field, you will have three options: **Worklist**, **Archive**, and **New Claim**. Choose **Archive**.



This will generate a list of archived visits. You can use the fields at the top of the page to refine your search by **Recipient**, **Procedure Code**, **Actual Start Date** or **Actual End Date**, **ICN**, **Visit ID**, **Status**, and/or **Authorization**. Once you have selected any additional search criteria, hit the blue **Search** button.

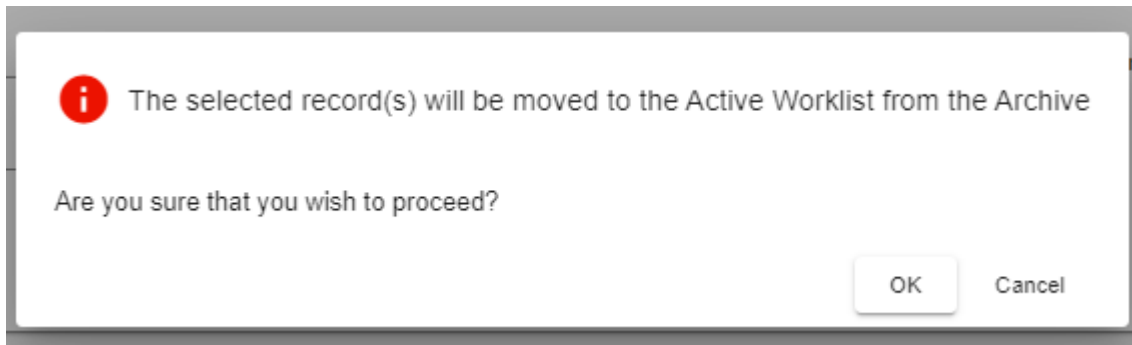
### Restoring Archived Visits

You can restore archived visits. To do this, search for the visit(s) you want using the steps above. When you find the visit you want to restore, check the box next to the visit(s) and click the blue **Restore** button.



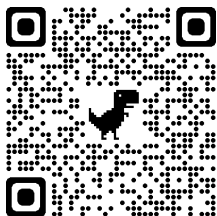
A message will appear asking you to confirm you want to move the visits from the **Archive** to the **Work List**. Click **OK**.

## Mobile Caregiver+ Quick Reference Guide Archiving Visits from the Work List



A blue alert will appear in the right lower corner of the screen letting you know the visit has been restored. The visits should now be available in the **Work List**. You can use the instructions at the top of this guide to search for the claim in the **Work List**.

### Additional Information



A complete list of EVV resources is available in the [EVV QRG – Who to Call](#) listing, the [DMS EVV website](#), or by scanning the QR code to the left using your mobile device.