

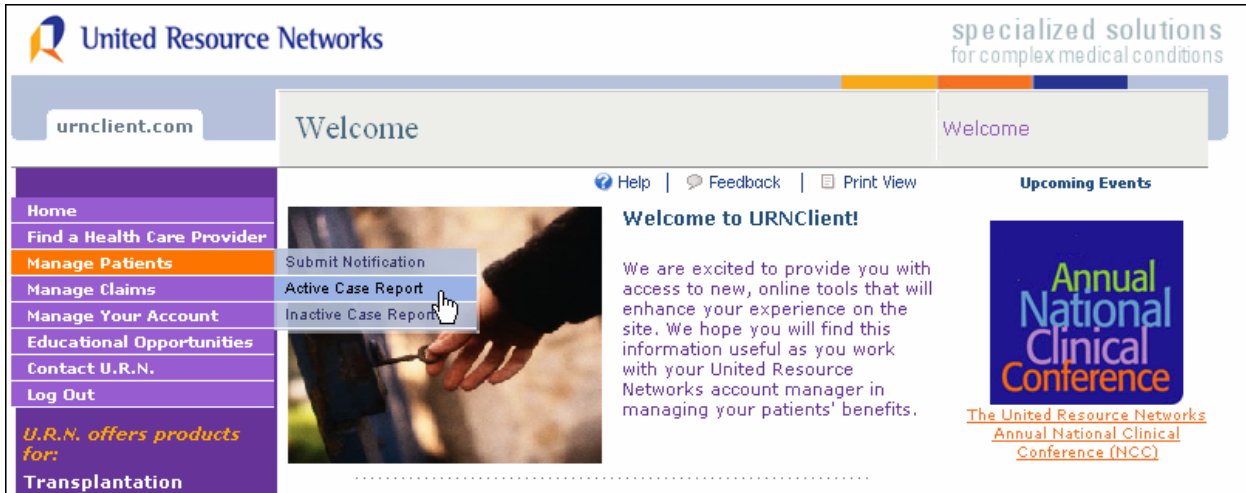


How to Use the Online Active Case Report

United Resource Networks(U.R.N.) clients should work with patients’ health care providers to manage the patient process. The Active Case Report (Active Patient List Report) provides a record of the clinical dates for each patient and assists case managers in following their patients’ progress and enables correct pricing of claims.

Accessing the Active Case Report

To access the Active Case Report, simply enter in the URL for URNClient (www.urnclient.com) into the address bar of your internet browser application (i.e., Internet Explorer). After reaching the site, enter your username & password into the fields provided. This information will be validated by security on the site. From the Welcome page, simply click on the **Manage Patients** menu item and select **Active Case Report** on the fly-out menu.



URNClient Welcome Page

NOTE: Based on your contractual agreement with U.R.N., you may have access for multiple groups. For instance, if you are a case manager servicing multiple clients, you will receive a screen that asks that you select the client name to view the active case information available. Simply click on the hyperlink (located on the client name field) and you will open that client’s patient case information.

If your contractual relationship with U.R.N. is direct, you will not see this page. You will be taken directly to the Active Case Report (Active Patient List) for your company once you click the menu item.

Understanding the Active Case Report

The Active Case Report on URNClient.com contains 16 columns of patient case information.

Name	Date Of Birth	Facility Name	Product	Program Description	Case Manager	Status	Case Effective Date	List Accept Date	Admit Date	Transplant/Initial Infusion Date	Last Infusion Date	Discharge Date	Inactive Date	Phase 5 Start	Phase 5 End
Doe, Jane	01/25/1977	University Medical Center	NTWK	KIDNEY CADAVERIC	Manager, Casey	Listed/Waiting	10/01/2005	02/05/2006							
Doe, John	08/05/1954	Hospital Center	NTWK	KIDNEY CADAVERIC	Manager, Casey	Evaluation	09/15/2006	01/15/2007							

URNClient Active Patient Report (Active Case Report) Page

Understanding the Active Case Report (Continued)

Window	Associated Fields
Active Patient Report (Active Case Report)	Name Date of Birth Facility Name Product Program Description Case Manager Status Case Effective Date List Accept Date Admit Date Transplant/Initial Infusion Date Last Infusion Date Discharge Date Inactive Date Phase 5 Start Phase 5 End

Search Results Display & Filter Bar

When you open the Active Case Report, you'll see search results displayed at the upper left corner of the table display. Details about how you can use the filtering bar are provided in the graphic below:

Total # of Results; Displayed 15 items to a page

259 results found, displaying 1 to 15

SEARCH CLEAR

Pressing the search button begins the data filtering process.

You can clear your search criteria by pressing the clear button.

Filtering Fields. There are four fields on this filtering bar that can be used to sort the data within the table enabling you to bring back specific information that you desire. You can enter information in one or more fields.

Patient Name	Program Type	Transplant Status	Group Name
	Liver		

Page Navigation and Export Features

There are several ways to navigate within the Active Case Report to view data presented. You can use the filtering bar to retrieve specific results or you can use the navigation bar to move through the report page by page. Within the navigation bar, you can also determine how many rows of data you want to view. The graphic at the right depicts the use of this navigational tool within the Active Case Report.

You can control the # of rows you can view by using the drop-down

First Prev Next Last | 15 Rows Displayed | Export XLS

The navigation bar located above the data table lets you easily move to the First, Prev, Next or Last page of the table simply by clicking on that labeled arrow.

Options are available to let you export the data using Excel or in some instances, a PDF.

To export the document to Excel, you'll simply click on

the Excel icon labeled "Export XLS". The application will offer you a window where you can choose to open and/or save the document created by clicking on the export button. Provided below is an example of report exported from the Active Case Report.

	A	B	C	D	E	F	G	H	I	J
1	Name	Date Of Birth	Facility Name	Product	Program Description	Case Manager	Status	Case Effective Date	List Accept Date	Admit Date
2	Doe, Jane	01/25/1977	University Medical Center	NTWK	KIDNEY CADAVERIC	Manager, Casey	Listed/Waiting	10/01/2005	02/05/2006	
3	Doe, John	08/05/1954	Hospital Center	NTWK	KIDNEY CADAVERIC	Manager, Casey	Evaluation	09/15/2006	01/15/2007	
4										
5										
6										

Who do I Contact with Questions?

If you have questions about how to use the Active Case Report, definition of terms, or questions regarding content, please contact your Account Manager at (800) 847-2050. If you experience technical or performance related issues, please use the feedback form on the URNClient.com site.

How do I Provide you with Feedback?

Feedback is essential to the development and effectiveness of our tools. There several ways that you can provide feedback.

- You can use the "Submit Feedback to U.R.N." link on the "Contact U.R.N." page to send us feedback.
- You can email your feedback to urn.tech.support@uhc.com

At United Resource Networks, we believe strongly that our Web sites are only as good as the service they provide to the constituents we serve. To that end, we strongly encourage you to provide us with your feedback regarding the URNClient.com Web site. We are continuously working to improve and enhance this Web site to meet your needs.

United Resource Networks

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If you have questions or need assistance with the new site, please contact U.R.N. at:

Phone: (800) 847-2050

Email: URN_Customer_Service@uhc.com

Fax: (262) 313-9808