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REGISTERING FOR OB CARE

(PART 1a)

Go to obcare.optum.com

**IF YOU ALREADY HAVE AN OPTUM ID:**
Click Sign in and use your Optum ID credentials to log in to OB Care.

After logging in, you will see a page asking you to “Complete Your Registration” by signing up for a clinic. Your user account is tied to a clinic, which allows you to see the patient records for patients within your clinic (or if you are solely an admin, to manage the users for your clinic).

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.
REGISTERING FOR OB CARE (PART 1b)

Go to obcare.optum.com

IF YOU DO NOT HAVE AN OPTUM ID:
Click Register. You will be directed to Optum ID where you will need to make an Optum ID account.

Check your inbox for the email address you used to register. You will receive an email that will ask you to activate your Optum ID. Click “Activate.”

This will bring you back to Optum ID. Now click “Continue.”

Click “Agree” to allow Optum ID to share your user credentials with OB Care. This allows you to use your Optum ID to sign into OB Care.

You will be signed into OB Care automatically (just this time), and you will see a page asking you to “Complete Your Registration” by signing up for a clinic. This will allow you to see the patient records for patients within your clinic.

Use the search bar to search for your clinic. Select your clinic.

Your account will be pending until your clinic admin approves your access and assigns your access level.
REGISTERING FOR OB CARE
(PART 2)

Even if your clinic does not have a clinic admin, follow the previous steps on pages 3 or 4 for Optum ID registration.

After using search bar to search for and select your clinic, you may see a message describing that your registration is complete but your clinic does not have a designated admin yet.

This means that you are the first person to sign up for OB Care in your clinic and we will need to verify your account.

To continue with OB Care registration, contact OB Care Support.
SIGNING IN TO OB CARE

Go to obcare.optum.com

Click Sign In and use your Optum ID credentials to log in to OB Care.

After signing in, you will land on My Workspace.
1. **NAVIGATION LINKS**
Select any of the navigation links on the top header to go to the respective section of the application.

2. **TILES**
Select any of the tiles on the Workspace and you will also get to the respective section of the application.

3. **SEARCH**
Select the button for ‘Search’ to navigate to the Search screen where you can search for a patient record.

4. **FOOTER**
Use the footer to navigate to the Terms and Conditions and the Privacy Policy.
Click the search icon in the top left corner of the workspace.

1. **SEARCH CRITERIA**
Enter a patient name in the Search box. Hit enter to return the results.

2. **SEARCH RESULTS**
Navigate through search results to find the desired patient and select to enter the patient’s record.

3. **ADD PATIENT**
If the patient record you searched for does not exist, you can add the patient by clicking the Add Patient button.
Click the ‘Inbox’ navigation link at the top of the page, or from ‘My Workspace’ select the title ‘Inbox’

**NOTE:** if you are new to the OB Care tool, the Inbox will look blank until you have created your first patient record.

1. **FILTERS**
   Filter works separately from search. You can select a filter from the dropdown list.

2. **PATIENT LIST**
   Patient List default is All Patients and shows 10 patients per page, but this can be narrowed down by a filter or search.

3. **PATIENT LIST NAVIGATION**
   The Next and Back button allow you to navigate through the Patient List (up to 10 patients displayed per page).

4. **EDITING A PATIENT FORM**
   To enter a patient form and start making changes, click the pencil icon.

5. **VIEWING A PATIENT FORM**
   To simply view a patient record, click the document icon from the Inbox and you can view a preview of the form submission to the MCO.
ADD PATIENT

Click the ‘Add Patient’ navigation link at the top of the page, or from ‘My Workspace’ select the tile ‘Add Patient’

1. ADD PATIENT
Enter ‘First Name,’ ‘Last Name,’ ‘MCO Member ID’ and ‘DOB.’

2. SUBMIT OR CANCEL
Click Submit to continue filling out the ONAF for a visit or click Cancel to void adding the patient.
1. SELECT A VISIT
Select the visit (First Prenatal, 28-32 Week, Postpartum, or an additional Risk Visit) for which the ONAF is being submitted.

2. FILLING OUT THE FORM
You can go to the individual sections of the form by clicking the associated button. Once the required information is collected, the button will appear green, to show the completed status.

PLEASE NOTE: Date display on Risk Form page is the date when User started to fill out the form and not the date when patient had the risk visit.
FILLING OUT A FORM

MEMBER INFORMATION

1. MEMBER INFORMATION
Complete member information section.

2. SELECTING THE MCO
This is an important step in filling out the form. You will need to select the patient’s MCO correctly, as this will determine where the ONAF will be sent when you submit it electronically though this website.

3. SAVE DATA
Click ‘Save and Continue’ button to save the data.

4. SECTION STATUS
As forms are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
1. GENERAL HEALTH
Complete all fields in this section with applicable information
NOTE: Putting the cursor in some fields will display a pop up with tips on what information to enter in the field.

2. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

3. SECTION STATUS
As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
FILLING OUT A FORM

DEPRESSION AND TOBACCO

1. DEPRESSION AND TOBACCO
Check ‘Yes’ or ‘No’ to answer the three questions in this section. If you check ‘Yes’ to answer the question, additional information is required. See below for details.

2. DEPRESSION PRESENT?
Check ‘Yes’ if depression is present. If not, check ‘No.’ If you check ‘Yes’ additional information is required. For details, see page 15.

3. TOBACCO USE?
Check ‘Yes’ if the patient uses tobacco. If not, check ‘No.’ If you check ‘Yes’ additional information is required. For details, see page 16.

4. EXPOSURE TO ENVIRONMENTAL SMOKE?
Check ‘Yes’ if the patient has been exposed to environmental smoke. If not, check ‘No.’ If you check ‘Yes’ additional information is required. For details, see page 17.

5. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

6. SECTION STATUS
As sections are completed, you can check status by scrolling through the menu of forms at the top of the page. After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
1. Depression Present?
If you checked ‘Yes’ for the ‘Depression Present?’ question, you will see this screen and must complete the following information.

2. Result
Check the ‘Positive’ or ‘Negative’ box.

3. Validated Depression Tool Used?
Select the depression tool used from the ‘Select Depression Tool’ dropdown. Enter the date the tool was administered and the Depression Screen Score.

4. Referral?
If a depression referral has been made, check the ‘Yes’ box and enter the referral Follow-Up Date. If not, check the ‘No’ box.
1. **Tobacco Use?**
If you checked ‘Yes’ for the ‘Tobacco Use?’ question, you will see this screen and must complete the following information.

2. **Average Number of Cigarettes**
Enter the number of cigarettes in Pre-Pregnancy and the 1st, 2nd and 3rd Trimesters as appropriate. Each pack of cigarettes = 20 cigarettes.

3. **Tob. Counseling Offered?**
Check ‘Yes’ if Tobacco Counseling has been offered. Check ‘No’ if it has not been offered.

4. **Tob. Counseling Received?**
Check ‘Yes’ if Tobacco Counseling has been received. Check “No” if it has not been received.

5. **Electronic Cigarettes?**
Check ‘Yes’ if the member uses Electronic Cigarettes. If not, check the ‘No’ box.

6. **NRT offered?**
Check ‘Yes’ if NRT has been offered. Check “No” if it has not been offered.
1. **Exposure to Environmental Smoke**
   Check ‘Yes’ if the patient has been exposed to environmental smoke. If not, check ‘No.’ If you check ‘Yes’ the Counseling for Environmental Smoke? question will appear.

2. **Counseling for Environmental Smoke?**
   Check ‘Yes’ if the patient has been given counseling for environmental smoke. If not, check ‘No.’
FILLING OUT A FORM

PAST OB COMPLICATIONS

1. PAST OB COMPLICATIONS
Complete all fields on the sections with applicable information.

2. You MUST check ‘No Past OB Complications’ OR you must check those complications that apply to this patient.

3. OTHER OB COMPLICATIONS
You may add additional information here about other OB Complications the patient has.

4. SAVE DATA
Select the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

5. SECTION STATUS
As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
FILLING OUT A FORM

CURRENT RISKS

1. CURRENT RISKS
Complete all fields in the section with applicable information.

2. You MUST check ‘No Current Risks’ OR you must check those risks that apply to this patient.

3. OTHER CURRENT RISKS
You may add additional information here about other Current Risks the patient has.

4. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

5. SECTION STATUS
As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
FILLING OUT A FORM

ACTIVE HEALTH CONDITIONS

1. ACTIVE HEALTH CONDITIONS
   Complete all fields on the form with applicable information.

2. You MUST check ‘No Active Medical/Mental Health Conditions’ OR you must check ‘Yes’ or ‘No’ for those risks that apply to this patient.

3. OTHER CONDITIONS
   You may add freeform text here about other Conditions the patient has.

4. SAVE DATA
   Select the ‘Next’ or ‘Back’ button to save the data and navigate to the previous form [Back] or the next form [Next].

5. SECTION STATUS
   As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
FILLING OUT A FORM
SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS

1. SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS
Complete all fields in the section with applicable information.

2. You MUST check ‘No Social, Economic, Lifestyle Conditions’ OR you must check those risks that apply to this patient.

3. SUBSTANCE USE SCREEN
For details on the Substance Use Screen section, see page 22 of this user guide.

4. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].

5. SECTION STATUS
As sections are completed, you can check status by scrolling through the menu of forms at the top of the page.

After the section has been satisfactorily completed, the section will appear green. If it has not been completed, it will appear black or gray.
FILLING OUT A FORM
SOCIAL, ECONOMIC, LIFESTYLE CONDITIONS – SUBSTANCE USE SCREEN

1. SUBSTANCE USE SCREEN
If you check ‘Yes’ for ‘Substance Use Screen’ you must complete all fields in the section with applicable information.

2. SUBSTANCE USE SCREEN TOOL
Identify the screening tool used, the date the screening was administered and the score.

3. SUBSTANCE USE SCREEN REFERRAL
If a referral was made due to the substance use screen, check the ‘Yes’ box and the Follow-Up Date for the referral. If a referral was not made, check the ‘No’ box.

4. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue].
These sections are exclusive to OB Care and allow the physician or provider to add additional information that is not explicitly asked in the ONAF.

In the Current Risks or Active Conditions sections, or in the separate Notes section, you will find the option to add freeform notes.

1. ADD NOTE
Select the button to ‘Add Note’ if you have more information regarding the member that is not already captured within the forms.

2. SUBJECT AND CONTENT
Once you click ‘Add Note’ enter a Subject for the note that is easily recognizable and the content of the note.

3. ADD ANOTHER NOTE
Add another note as applicable and follow the same steps as outlined in Step #2 above.

4. SAVE DATA
Click the ‘Save and Continue’ or ‘Back’ button to save the data and navigate to the previous section [Back] or the next section [Save and Continue] to review the final form.
After completing the form, review the form before submitting.

1. REVIEW THE FORM FOR ACCURACY
Review the data entered on previous screens to ensure accuracy and completeness.

2. EDIT FORM
After review of the completed form, if any changes are needed, these can be done by navigating back via the section status menu and selecting the appropriate section.

3. ATTESTATION
Select the box to attest that the information is true and correct to the best of your knowledge.

4. SUBMIT
Once all information is validated and attestation is checked, click the ‘Submit’ to send the form to the selected MCO. Text above the submit button will remind you once more to which MCO this form will be submitted. After clicking submit, you are automatically returned to the home page and a message displays at the top indicating the form has been submitted.

5. PRINTING THE FORM
If you wish to print the form, you may do so at the end, by clicking the Print button.

NOTE: Any “additional notes” added in the additional notes section will be submitted with the form. It will not appear on the form but on an additional page.
ARCHIVING A PATIENT

If a patient record for any reason must be moved from the inbox (e.g. transferred care to another clinic, miscarriage, pregnancy terminated) you can choose to archive the patient. This will move them into the Archive section of the application.

The archive section contains all patient records that have been archived, and those patient records that have been completed for the entire pregnancy (including the post-partum form).

1. TO ARCHIVE A PATIENT RECORD:
   Click on the patient record from the Inbox. In the mini-profile on the upper right, click “Archive patient.”

You will be asked to select the reason for archiving the patient before clicking submit.

This will move the patient record to the archive.
1. ARCHIVE

Use the ‘Archive’ navigation link at the top of the page, or from ‘My Workspace’ click the tile ‘Archive.’

If a patient has discontinued their care at the clinic, had a miscarriage, completed the pregnancy, or for any other reason their record needs to be removed from the inbox, you move them to the Archive. You cannot edit a patient again after it has been archived, this is a permanent action. In the archive, you may view these archived patient records.

This feature may also be used in the event that there is an error which caused the ONAF to be returned back to the provider. The provider may archive the patient and create a patient to submit the correct visit type with the needed changes.

The filters, numbers of results and pages work in the same way as the inbox.

To view an archived patient record, click the document icon.
One benefit of submitting your ONAFs through this application is that the data carries over between visits. This eliminates the need to copy over information each time you submit a patient’s ONAF.

After submitting an ONAF (e.g., the First Prenatal ONAF) the subsequent form will be pre-populated with the data entered for the previous visit. Any changes to the data can be made, but are not necessary if nothing has changed (e.g., if the patient’s phone number has changed, you can correct it. Otherwise you can leave it the same but the effort is spared to re-type it.)

This is the case on all sections of the form, including those that have information for all 3 trimesters (e.g., Current Risks has a check box for each trimester).
FOR THOSE USERS DESIGNATED AS THE CLINIC ADMIN:

From ‘My Workspace’ click the tile ‘Admin.’

The Admin screen allows admins to manage the users within their clinic that will have access to patient data. Only admins will see the “Admin” tile on their workspace. Admins are responsible for approving other users to their clinic.

1. LIST OF USERS IN THE CLINIC
You will see a list of all users, active and inactive in your clinic. This list is color-coded for convenience. To edit a user’s permissions, click the pencil icon.

2. ACTIVE/INACTIVE STATUS
To approve a user to work with patient data, change the status from ‘Pending’ to ‘Active.’ If a user no longer should be able to log into the tool and be able to access patient data (e.g., left the position), you can change their status to ‘Inactive.’

NOTE: Users who have not logged in to their account in 90 days will be set to inactive and must be reactivated by their clinic admin.

3. CHANGING USER ROLES
To change a user’s permissions, select one or more user roles.

PROVIDER – can access and edit patient data.
STAFF – can also access and edit patient data.
ADMIN – can approve users to the clinic.
CONTACT US

From ‘My Workspace’ hover over ‘Support’ in the header and click ‘Contact Us.’

For issues, problems, or questions relating to the OB Care application:

1-800-765-6808
IRD_client_support@optum.com

For questions regarding the form, you may contact DHS.

For any questions specific to an MCO (e.g., reimbursement, maternity programs), please contact the MCOs.

The contact information is provided on this page.