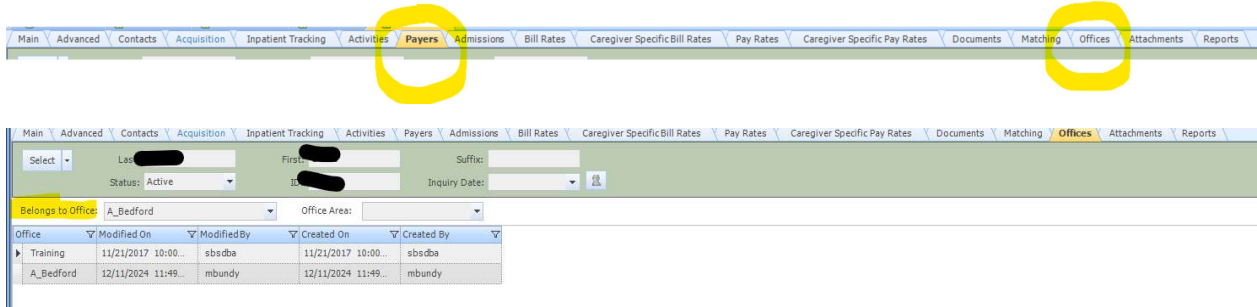
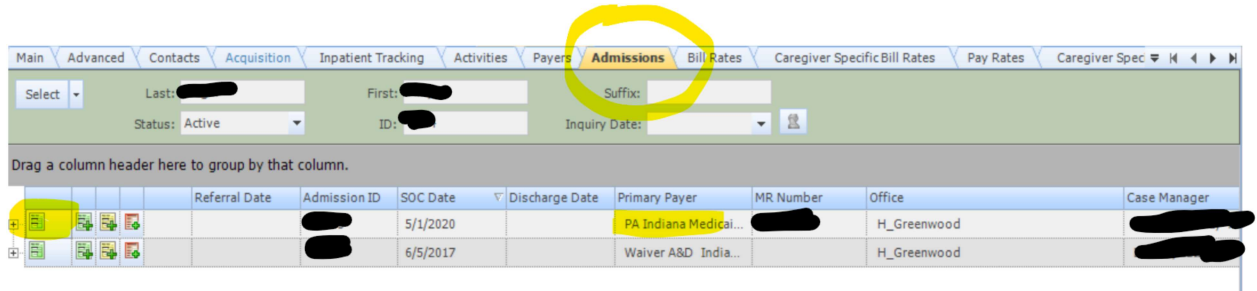


If a client is moving branch locations and remains on the same license:

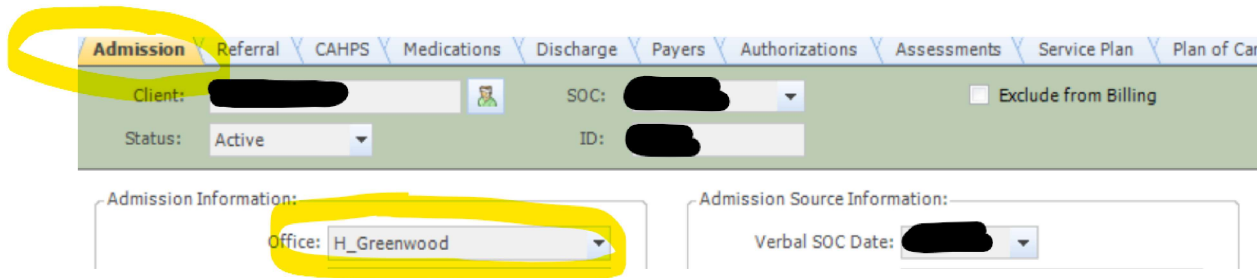
Go to client → Payers tab – add new payer for the new branch location. You need to move the new Payer(s) to primary, secondary, etc. → Offices tab – add new branch location (office) and make sure 'belongs to office' is updated to the new office you just entered. Do not delete the previous payers or previous offices in the client chart.



Go to the Admissions tab and choose the first admission you want to update →



Once in the admission → update the office to the new branch.



Then go to the payers tab and delete all the payers except the payer for THAT ADMISSION.

Up	Dn	Payer Sequence	Alloc	Payer	Fee Chart	Policy	Effective From	Effective To	Pmt Allocation	Pmt A
▶	▲	Primary Payer	1	PA Indiana Medicaid (Green...)			12/11/2024	12/31/9999	Balance	

Go to the schedule and ensure the payer is corrected to the matching office.

Up	Dn	Payer Sequence	Alloc	Payer	Fee Chart	Policy	Effective From	Effective To	Pmt Allocation
▶	▲	Primary Payer	1	PA Indiana Medicaid (Green...)			12/11/2024	12/31/9999	Balance
*	▲	Additional Payers							

The RNCM needs to obtain an MD order for the client to receive services at their new address. They will update the POC and send to the MD for signature.

The RNCM will complete a home environment safety evaluation (Matrixcare form) prior to the HHA's first shift at the new address.

The RNCM will need to obtain new consents with updated address (Page 1 and 2) and the admission packet (adobe).

The RNCM will also need to update the client's individual emergency plan form (adobe).