

# Hospital Exemption Notification System (HENS) – Hospital User Guide

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## Purpose and Overview of HENS

To admit an individual to a Medicaid-certified Nursing Facility (“nursing facility”) under the PASRR hospital exemption provision of the Ohio Administrative Code, 5101:3-3-15.1, hospitals are required to provide the nursing facility with a completed form ODJFS 07000 signed by the physician, and then send a copy of the form to the PASSPORT Administrative Agency (PAA). The Hospital Exemption Notification System (HENS) is a web-based system that provides a way for the hospital to complete form 07000 electronically and submit the form to both the PAA and the receiving nursing facility. The nursing facility can then access HENS and print and/ or save the notification so it becomes part of the individual’s record.

The electronic notification submitted by the hospital to the PASSPORT Administrative Agency and the nursing facility using HENS will not include an actual physician’s signature. However, as part of the submission process, the hospital staff must attest that they have appropriate documentation signed and dated by the physician verifying that the exemption criteria are met. The notification, created by the hospital and submitted to the nursing facility via HENS, will meet the PASRR requirements for admission to the nursing facility. The PASSPORT Administrative Agency will accept the notification submitted via HENS as meeting the requirement to provide a copy of the notification to the PASSPORT Administrative Agency.

The PAA is responsible for forwarding those notifications that include symptoms of SMI and/ or a diagnosis of MRDD to the Ohio Department of Mental Health (ODMH) and/ or the Ohio Department of Developmental Disabilities (DODD). Based on responses to questions in the *Diagnoses* section of the electronic notification, the HENS will automatically make those notifications available to the ODMH or DODD.

The general process for using HENS is as follows:

The Hospital Process:

- The hospital user will complete the notification in HENS, certifying that the individual meets the requirements for the hospital exemption. Only a hospital can complete a notification.
- The hospital will submit the notification simultaneously to the nursing facility and the PASSPORT Administrative Agency via HENS.

The PASSPORT Administrative Agency (PAA) Process:

- The PAA will log into HENS and be able to access all notifications submitted to their PAA by a hospital in their region.
- The PAA will electronically add the notifications into their PASSPORT Information Management System (PIMS) computer system.

The Nursing Facility Process:

- The Nursing Facility will log into HENS and be able to access all notifications for individuals admitted to their nursing facility.
- The Nursing Facility will be able to print or save a copy of the notification for the individual's file.

The ODMH and DODD Process:

- Any notification that needs to be referred to the Ohio Department of Mental Health will be referred automatically by HENS based on a "yes" answer to question 2 in the Diagnoses section.
- Any notification that needs to be referred to the Department of Developmental Disabilities will be referred automatically by HENS based on a "yes" answer to questions 3 and/ or 4 in the Diagnoses section.
- ODMH and DODD will log into HENS and be able to view/retrieve only those notifications referred specifically to them.

### About the HENS application

The HENS is a web-based application. To use the system, the user must have a computer with Internet access and printer capability (to print the notifications, if needed).

HENS will maintain notifications after the final activity on the notification has ceased. Final activity includes required action taken by the hospital, the PAA, the Nursing Facility and, if appropriate, the Department of Mental Health or Developmental Disabilities. Users that require a print copy of the notification for their records should print a copy of the notification when they have completed activity on the notification.

### How to set up users

The Ohio Department of Aging is responsible for the administration of the HENS system. The department will identify a HENS administrator at each PASSPORT Administrative Agency. The PASSPORT Administrative Agency will set up a HENS administrator at each participating hospital. Setting up, updating, adding or removing users is covered in the Administrators User Guide.

### Role of the HENS administrator

- Each PAA will work with participating hospitals to identify a HENS administrator at the hospital and to create a user ID for that hospital administrator.
- The system administrator at the hospital is responsible for creating user IDs for each hospital staff member who will access the system. The administrator can add, change or delete any user that they have created.
- Each staff member who will use the HENS system at the hospital will need a user name and password for the system.

### How to login

- Type the URL: <http://HENS.age.ohio.gov> into the browser. The system will take you to the login screen.
- Enter your assigned user name and password and click "login."



### Forgotten Password

If you forget your password, you can re-set it. From the login screen, click on “forgot password?” and enter your user name on the next screen. A new password will be sent to the e-mail address that is on record with the system. You can then use this password with your user name to log in to the system. The password is randomly generated, so your first act when you’ve logged into the system successfully should be to change your password to something that will be easier to remember.

### My Profile

Each user in the system has a profile. As a user, you can change your e-mail address, phone number and actual name from the *My Profile* tab. All other fields on this tab are controlled by the system or the administrator at your site and cannot be changed by the user.

### Change Password

You can change your password from the *My Profile* page. To do this, first log in to the system using your user name and password. Next, click on *My Profile* from the home page. At the bottom of the profile information, next to “To change password,” click on “click here”. At the next screen, enter your old password, then enter a new password and verify the new password by entering it a second time. Finally, click “change password.” Once you have changed your password, an e-mail confirming that your password has been changed will be sent to the e-mail address recorded in your profile.

### Log Out

When you are done working in the system, click “Log Out.”

## Using the HENS Application

After you've logged in, the HENS system shows a list of notifications created by users at your hospital. The list will default to those notifications created by the user who has signed in (to see all the notifications created by all users at your hospital, change the filter settings. See **Changing the Information You See/ Using Filters** below.) The chart includes the following columns:

- *Delete*- Use this button to delete a notification in the list. You will be prompted to confirm that you want to delete the notification. You can only delete notifications that are "in process". Once a notification has been submitted, it cannot be deleted, nor can it be changed in any way.
- *Notification ID*- This number is automatically generated by HENS when a new notification is created.
- *Consumer Name*- This is the patient's name you enter into the system when creating a new notification. The list populates with the most recent notifications at the top of the list.
- *Hospital Name*- You will only see those notifications created by a registered user at your hospital, so only your hospital name should appear in this column.
- *Nursing facility*- This field identifies the nursing facility to which an individual is expected to be discharged. It is populated when you complete that section of the notification.
- *Status*- This field identifies the status of a notification. This field is populated by the system, based on the action you or others that interact with the notification have taken.
  - *In Process*- A notification has been created, but is not complete and has not been submitted to the PAA and nursing facility. This notification may be retrieved for completion and submission to the PAA and nursing facility.
  - *Submitted*- The notification has been created, completed and submitted to the PAA and nursing facility. Notifications that have been submitted can be viewed, but no changes can be made to the notification.
  - *PIMS Loaded*- The notification has been submitted to the PAA and has been added to their data management system, PIMS. Notifications that have this status can be viewed, but no changes can be made to the notification.
- *PASSPORT Agency*- This field is automatically populated by the system; the administrator identifies the appropriate PAA when the users are created.
- *ODMH Review Date*- This field is populated by the system for those notifications forwarded to the Ohio Department of Mental Health. This is triggered by a "yes" response to question two in the *Diagnoses* section. A date in this field shows that ODMH has reviewed the record.
- *DODD Review Date*- This field is populated by the system for those notifications forwarded to the Ohio Department of Developmental Disabilities. This is triggered by a "yes" response to questions three and/ or four in the *Diagnoses* section. A date in this field shows that DODD has reviewed the record.
- *Created By*- This field shows the user name of the hospital user that created the notification.
- *NF Review Date*- This field is populated by the system when the nursing facility reviews/ prints the notification.

The horizontal scroll bar allows the user to view the columns not immediately visible on the screen.

**Notifications List**

Welcome KEVIN CODY  
Hospital Name: FAIRVIEW

DELETE	Notification ID	Consumer Name	Hospital Name	Nursing Facility	Status
	1850225	ALEXANDER, WILLIAM	FAIRVIEW		INPROCESS
	1850224	SMITH, SHIRLEY	FAIRVIEW	ALTERCARE OF MENTOR	SUBMITTED
	1850223	TEST, TEST	FAIRVIEW		INPROCESS
	1850222	SCHUMACHER, DANA	FAIRVIEW		SUBMITTED
	1850221	FALCO, SHANE	FAIRVIEW		SUBMITTED
	1850219	WYLER, ALEX	FAIRVIEW	ALTERCARE OF MENTOR	SUBMITTED
	1850218	MERCER, JULIAN	FAIRVIEW	ALTERCARE OF MENTOR	SUBMITTED
	1850217	TRAVEN, JACK	FAIRVIEW	ALTERCARE OF MENTOR	SUBMITTED
	1850215	COLA, PENZA	FAIRVIEW	ALTERCARE OF MENTOR	PIMSLOADED
	1850213	CRANE, ICHABOD	FAIRVIEW	ALTERCARE OF WADSWC	SUBMITTED
	1850208	PIPER, PETER	FAIRVIEW		PIMSLOADED

Apply Filter | Hide Filter | Remove Filter - Records: 1 - 11 of 11 - Pages: 1

### Changing the Information You See/ Using Filters

Any of the columns of the chart may be filtered to change the results that appear in the list. Use the filter feature at the bottom of the column to change the results that are viewed.

For example, the system defaults to show only those notifications that are *In Process* and that were created by the signed in user. These are notifications that still require action on the part of that hospital user. If you want to see all of the notifications that have been created by you as a user at your hospital, use the filter feature at the bottom of the status column to change the results. At the bottom of the *Status* column, click on the double down arrow to the right of the box that says “equal to.” (see **Using the HENS application** above for a description of what each status means.)

Move your pointer to the “no filter” option and once it is highlighted, click to select it. Then click on “apply filter” to see the new results.

Your results list will now include all the notifications you have created at your hospital. Follow the same process to change the list of notifications to those created by any user at your hospital. At the bottom of the *Created by* column, click on the double down arrow to the right of the box that says “equal to.” Move your pointer to the “no filter” option and once it is highlighted, click to select it.

Then click on “apply filter” to see the new results. Your results list will now include all the notifications created by any user at your hospital.

You can use the vertical scroll bar to move up and down in the list. Remember, the list populates with the notifications that have been created most recently at the top.

You can apply the same filter features to the other columns as well. For example, if you are searching for a patient named “Mary”, you can filter the consumer name list to show just those notifications that contain “Mary.” At the bottom of the *Consumer Name* column, select “contains” in the top box, and then type “Mary” in the bottom box. Click “apply filter”.

You could also show just those individuals who have been discharged to a particular nursing facility, by using the filter feature at the bottom of the *Nursing Facility* column.

After you’ve used the filter to narrow or expand the results shown, you can clear all filters and show all records by clicking on “remove filter” below the notifications box. To use filters again, you may need to click “show filters.”

### Selecting an Existing Notification

To select an existing notification, click on the number in the *Notification ID* column on the initial screen.

### Starting a new notification

After you have logged into HENS, hover your cursor over the *Notifications* button on the menu (this button is located to the right of the *Home* button). You will see an option to “Create a new notification”. Select that option to start a new notification.

### Entering information into the Notification

The electronic version of the ODJFS 07000, as represented in HENS, captures the same content as the paper version of the 07000, so questions are worded similarly. The electronic notification is separated into tabs, which correspond to sections of the paper 07000; the content for each tab is described below.

Required fields are noted with \*\*. If you do not complete a required field, an error message will appear. The notification cannot be saved unless these required fields are completed. You will not be able to print or submit a notification until required information is completed.

**Patient Information:** This section is aligned with Section A (Identifying Information for the Applicant/Patient) of the 07000 form. The notification will always open on the *Patient Information* tab.

- Enter the name of the individual seeking nursing facility admission in the *Last Name*, *Middle Initial*, and *First Name* fields. **The Last Name and First Name are required.**

- Enter the *Street Address* (home address, not the hospital address) of the individual seeking nursing facility admission into the *Street Address, City, State, and Zip Code* fields as applicable.
- Enter the individual's *Ohio County of Residence* in the field. A drop down list of Ohio counties will appear if you click on the down arrow to the right side of this list. You can either select an option from the drop down list, or if you begin to type the name of the county in the box, it will auto-populate from the list. If you type and the county name auto-populates, press the enter key to accept the populated response. [The Ohio County of Residence field is required.](#)

NOTE: If this person is not a resident of Ohio, then nursing facility admission under the hospital exemption is not allowed and you must complete and send JFS form 3622 to the PASSPORT Administrative Agency.

- Enter the individual's *Social Security Number* (digits only) in the appropriate field. [Social Security Number is a required field.](#)
- Enter the individual's *Date of Birth* (two-digit month, forward slash, two-digit day, forward slash, four-digit year). You must enter the forward slashes between the numbers. [The Date of Birth is required.](#)
- Select whether the person is *Male* or *Female* by selecting the appropriate radio button.
- The *Hospital Name* will automatically populate, based on the location of the user.
- In the *Medicaid Recipient* field, select the payment source being sought for the NF admission. You can select from the choices in the drop down box by clicking on the down arrow to the right of the box and selecting the appropriate choice. [This is a required field.](#)
- In the *Discharge from Psychiatric Unit to NF* field, select "Yes" or "No". [This is a required field.](#)
- Enter the *Discharge Planner Name* and *Discharge Planner Phone* in the appropriate fields. [The Discharge Planner's name is required.](#)
- Enter the *Living Arrangement Prior to Hospital Admission* by selecting the appropriate setting from the choices provided. The selections are grouped by setting types -independent living (own home/apartment, homeless), institutional settings (ICF/MR, psychiatric hospital, prison), and community-based residences (group home, assisted living, other).
- The bottom section, labeled *Review* will be completed automatically by HENS when the appropriate agency has reviewed the notification. This section is informational, so the hospital can tell the status of the review process.
- Click the "save" button at the bottom of the data fields. If the information has been saved successfully, a message will appear at the top of the section telling you so. If a required piece of information is missing, the field will have a message below it requesting that you complete the field. **The section will not be saved if required information is missing.**

If you start a new notification, but are unable to complete it in one sitting, at a minimum complete the required fields in the *Patient Information* section. In order for the system to save a patient's form to return to later, the *Patient Information* section must be completed and successfully saved.

Hospital Exemption Notification System

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### Hospital Exemption from Preadmission Screening Notification

Fields marked \*\* are mandatory

Patient Information Saved Successfully

Patient Information | Diagnoses | Nursing Facility | Certification

#### IDENTIFYING INFORMATION FOR APPLICANT/PATIENT

Member Information	Medical Information
Last Name ** BANDOLIN	Hospital Name ** MOUNT CARMEL EAS
MI	Medicaid Receptient ** Yes
First Name ** CHRISTIAN	Discharge from Psychiatric Unit to NF? ** <input type="radio"/> Yes <input checked="" type="radio"/> No
Street Address	Discharge Planner Name ** CLIFF
City	Discharge Planner Phone
State (Ex. OH)	
Zip	
Ohio County of Residence ** FAYETTE	
Social Security # (99999999) ** 222345678	

**Diagnoses:** This section is aligned with Section B (Diagnosis of Serious Mental Illness, Mental Retardation, or Related Condition) of the ODJFS 07000 form.

- Question 1: Select “Yes” or “No” to indicate whether or not this person received an adverse PASRR determination within the past 60 days. If you enter “Yes,” then complete the field requesting the date of the adverse determination. Only a date that is within the past 60 days will be accepted.
- Question 2: Select “Yes” or “No” to indicate whether or not this person has a diagnosis of any mental disorder listed. If you enter “Yes,” you will be required to indicate at least one of the

listed disorders. Multiple disorders may be marked. If 2.h is indicated, then complete the available field with a brief description. [A response to question 2 is a required.](#)

- Question 3: Select “Yes” or “No” to indicate whether or not this person has a diagnosis of mental retardation as described in the notification. [A response to question 3 is a required.](#)
- Question 4: Select “Yes” or “No” to indicate whether or not this person has a severe, chronic disability as described in the question. If “Yes” is selected, then a field is available for a brief description. [A response to question 4 is a required.](#)

Click “save” at the bottom of the data fields. If the information has been saved successfully, a message will appear at the top of the section telling you so. If a required piece of information is missing, the field will have a message requesting that you complete the field. **The section will not be saved if required information is missing.**

**Nursing Facility:** This section is aligned with Section D (Identifying Information for the Nursing Facility to Which the Individual will be Admitted) of the ODJFS 07000 form.

- *Select the Nursing Facility* to which the individual is to be admitted by typing the first few letters of the name of the facility. An alphabetical list of nursing facilities starting with those letters will become visible. Use the arrow keys or the mouse to scroll through the list and locate the nursing facility. Most of the requested information regarding the Nursing Facility will be automatically completed when you use the list of nursing facilities provided by the system. You cannot edit information about the facility that is populated automatically in this process. If you believe the information that auto-populates about a nursing facility is incorrect, please notify your PASSPORT Administrative Agency so the information can be updated in the system.
- If you are unable to locate the nursing facility to which the individual will be discharged in the drop down list, you must submit the notification to the PAA and the nursing facility via fax. If you have completed the *Patient Information* and *Diagnoses* sections of the notification in HENS, you are able to print the notification with the information you’ve entered to that point. To print a notification, click on the *Certification* tab and click the “print notification” button. For additional information on printing, please see **Printing a Notification** below. If you fax a notification to a nursing facility using the form created in HENS, be sure to complete the attestation in the Certificatio If a faxed notification must include a physician signature in order to meet the PASRR requirements for hospital exemption.
- Please contact your PASSPORT Administrative Agency to report missing nursing facilities so they can be added to the system. The Ohio Department of Aging is using the list of nursing facilities generated by the Ohio Department of Health to create the list of facilities available in HENS and ODA is responsible for updating the list.
- *Date of Expected Admission:* Enter the date that the individual is being or is expected to be admitted to the nursing facility. [This is a required field.](#)

- Click “save” at the bottom of the data fields. If the information has been saved successfully, a message will appear at the top of the form telling you so. If a required piece of information is missing, the field will have a message requesting that you complete the field. **The section will not be saved if required information is missing.**

**Certification:** This section is aligned with Section C (Certification for Hospital Exemption) of the ODJFS 07000 form.

- The top section captures the certification by the physician that the patient requires nursing facility care for the condition treated in the hospital, and that the patient is expected to be in the nursing facility for less than 30 days.
- In the appropriate spaces, type the physician’s first and last name and license number. **Both of these fields are required.**
- Certification Date is the date the physician certifies that exemption requirements have been met. You can either type the date in, following the two digit month, slash, two digit day, slash, four digit year format, or by clicking on the calendar icon and selecting a date. Click “save”. **You will not be able to submit the form to the PAA and the nursing facility until a date is entered.**

Under the *Submit* section, mark each of the three boxes to attest that you have read and understand each. Then click the “certify and submit” button. This releases the notification to the PAA and the nursing facility meeting the PASRR hospital exemption reporting requirement. **A notification will not be successfully submitted if any of the required fields in any section are not complete.**

Once you have clicked “certify and submit,” the screen will refresh and you will see a message at the top that the notification has been submitted to the PAA and the nursing facility.

If you select a nursing facility which has not yet been registered as a HENS user, the notification will submit to the PAA but NOT the nursing facility. An alert will appear on the screen notifying the hospital user that the notification did not submit to the NF. The hospital is required to fax the completed notification to the nursing facility to meet the PASRR requirements. If the notification is completed in HENS, including the attestations on the *Certify* tab, the notification may be printed from HENS and faxed. The PAA will receive an automated e-mail informing them that a non-registered nursing facility has been selected and the PAA will work with that nursing facility to add it as a user so the submission process to that nursing facility becomes automatic.

Submit

**BEFORE YOU SUBMIT THIS COMPLETED FORM, PRINT A COPY OF THE COMPLETED FORM AND OBTAIN PHYSICIAN'S SIGNATURE AND DATE.**

**BY CLICKING ON 'CERTIFY & SUBMIT' BELOW, I CONVEY THE FOLLOWING ASSERTIONS:**

I attest that documentation exists that substantiate all of the following per OAC 5101:3-3-15.1:

- The foregoing documentation will be maintained by the hospital and will be furnished at the request of the Ohio Department of Job and Family Services or its designee.
- This individual requires NF services for the condition for which he or she received care in the hospital; and
- Documentation exists that has been signed and dated by the individual's physician, no later than the date of discharge from the hospital, that the individual requires fewer than thirty (30) days of NF services.

The foregoing documentation will be maintained by the hospital and will be furnished at the request of the Ohio Department of Job and Family Services or its designee.

This is to certify that the foregoing information is true, accurate and complete. I understand that any false claims, statements, or documents, or concealment of a material fact, may be prosecuted under applicable Federal or State laws.

### **Saving a started form that you wish to complete later**

If you start a new notification, but are unable to complete it in one sitting, at a minimum complete the required fields in the *Patient Information* tab. In order for the system to save a patient's notification to return to later, the *Patient Information* section must be completed and successfully saved. If you complete information in any of the other sections, be sure to click "save" in each section. **The section will not be saved if required information is missing.**

If you exit the system and come back to complete the notification later, the correctly saved notification will appear in the list when you first log-in to the program. The status of a notification that is started, but not complete and/or submitted, is *In Process*.

### **Save, save, save**

While a notification is still *In Process*, you are able to change information about the individual in any section of HENS. After you have changed information in any of the sections, remember to click "save" at the bottom of the tab to ensure the updated information is saved to the notification. Once a notification has been submitted to the PAA and the nursing facility, changes are no longer permitted.

### **Accessing a partially completed form that you previously saved**

Return to the HENS system, typing the URL <http://HENS.age.ohio.gov> into your web browser. At the Login screen, enter your user name and password then click "Login".

When the notifications chart appears, locate the individual for whom you need to complete the notification. Select the individual by clicking on the number in the *Notification ID* column next to their

name. You'll notice that only those notifications that are *In Process* and that you have created are visible in the list. To see notifications created by other users at your hospital, follow the instructions in **Changing the information you see/ Using filters** above.

The notification will open to the *Patient Information* tab. If something has changed about the patient since you started the form, you can make changes to the information in any of the tabs. This is only possible while the notification is still *In Process*. If you complete or change information in any of the other sections, be sure to click "save" in each section.

### Viewing past submissions

Log-in to HENS using your user name and password. Click on *Notifications* in the bar at the top. The system defaults to show only those notifications that are *In Process* and that you have created. These are notifications that still require action on the part of the hospital user. If you want to see all of the notifications that you have created, use the filter feature at the bottom of the *Status* column to change the results.

At the bottom of the *Status* column, click on the double down arrow to the right of the box that says "equal to." Move your pointer to the "no filter" option and once it is highlighted, click to select it.

Then click on "apply filter" to see the new results. Your results list will now include all the notifications you have created at your hospital.

You can use the vertical scroll bar to move up and down in the list. Remember, the list populates with the notifications that have been created most recently at the top.

Follow the same process to change the list of notifications to those created by any user at your hospital. At the bottom of the *Created by* column, click on the double down arrow to the right of the box that says "equal to."

Move your pointer to the "no filter" option and once it is highlighted, click to select it.

Then click on "apply filter" to see the new results. Your results list will now include all the notifications created by any user at your hospital.

### Printing a notification

If you need to print a notification, follow the steps above to log in to the system (see **How to Login**) and select the consumer for whom you want to print a notification (see **Selecting an Existing Notification**). Once the notification is open, click on the *Certification* tab and then click on "print notification". The print preview screen shows the notification as it will print. To print, select the printer icon in the upper left corner of the gray bar. The standard windows print screen will appear that allows the user to select a printer and which pages to print.

The print option is available once the required fields in the *Patient Information* and *Diagnoses* sections have been completed.

To print a notification that has already been submitted to the PAA, open the notification you wish to print (see **Viewing past submissions** for instruction on how to view and open a notification that has already been submitted to the PAA). Once you've opened the notification, click on the *Certification* tab and click "print notification" then follow the instructions above.

**Hospital Exemption Notification System**

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Print icon | Export icon

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Find... 1 of 2 100%

**Main Report**

Ohio Department of Job and Family Services  
**HOSPITAL EXEMPTION  
 FROM PREADMISSION SCREENING NOTIFICATION**

**Instructions for the Hospital Discharge Staff:** Fill in electronically or use black ink and print clearly. Submit the original notification to the nursing facility and a copy to the local PASSPORT Administrative Agency (PAA) prior to the discharge from the hospital. This form must be completed fully in order for the Nursing Facility to accept payment for

**SECTION A: IDENTIFYING INFORMATION FOR APPLICANT/PATIENT**

<b>Last Name</b> ALEXANDER		<b>First Name</b> WILLIAM		<b>MI</b>
<b>Street Address</b>		<b>City</b>	<b>State:</b>	<b>Zip</b>
<b>Ohio County of Residence</b> CUYA		<b>Sex</b> M	<b>Date of Birth (mm/dd/yyyy)</b> 08/08/1938	
<b>Social Security #</b> 234567890		<b>Medicaid Recipient</b>		
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Pending <input type="checkbox"/> Managed Care Plan		

### Saving a Notification as a .pdf

The HENS will also allow the user to save a notification as a .pdf file. This feature is accessed via the “Print Notification” on the *Certification* tab. Click on “print notification” and then, when the print preview screen appears, click on the “export” icon in the gray bar at the preview, next to the printer icon. Click on the icon, and on the next screen, click on the “export” button in the lower right corner. At the next screen, click the “save” button. The standard “save as” window will appear and the user can select a location to which the file should be saved and can name the file.