COVID-19 Risk Stratification Tool Instructions

About This Tool

NYC REACH developed an Excel-based COVID-19 Risk Stratification Tool using conditions published by the Centers for Disease Control and Prevention (CDC). This tool helps practices use their EHR data to identify and conduct the appropriate outreach and intervention for patients at high risk for severe illness due to COVID-19. The tool ***only*** calculates risk based on the patient's age and underlying medical condition. The high-risk categories in the tool are listed below. For all other categories of high-risk patients, please use other reports to determine their risk status. *Note: You may customize this tool to meet other needs of your patient population.*

- People ages 65 years and older
    - New York State Department of Health recommends people ages 50 and older
- People who live in a nursing home or long-term facility*
- People of all ages with an uncontrolled underlying condition such as:
    - Asthma (moderate to severe)
    - Chronic kidney disease being treated with dialysis
    - Chronic lung disease
    - Diabetes
    - Hemoglobin disorders (e.g. Sickle Cell Anemia)
    - Immunocompromised
        - Examples: cancer treatment, bone marrow or organ transplant, immune deficiencies, HIV with a low CD4 cell count or not on treatment, and prolong use of corticosteroids and other immune weakening medications
    - Liver Disease
    - Serious heart conditions
    - Severe Obesity

Using the Tool

Step 1: Run Diagnosis Report from EHR

If you are not on eClinicalWorks (eCW), run an electronic health record (EHR) or billing report of patients with the following columns:

- Patient Name
- Patient Account Number
- Age (If not, the patient's DOB)
- ICD-10 Code
- Date of Encounter

Optional Criteria

- Phone Number – (highly suggested for outreach)
- Ethnicity
- Race
- Attributed Provider

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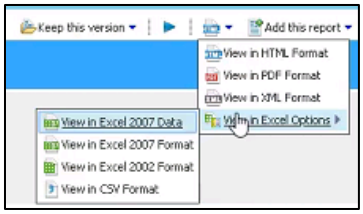
If you are on eCW, you can run EBO report **51.01** to get the appropriate columns. To access the **eBO reports** in eClinicalWorks, follow these steps:

1. In the eCW application, go to **Reports**
2. Select **eBO reports**
3. Once the eBO window opens up, switch to **Classic View**
4. Select **eCW EBO** which is listed as a public folder
5. Select **5—Clinical Reports**
6. Select the folder **51 – Analysis by Diagnoses**
7. Select report **51.01 Analysis Diagnosis**
    a. *Suggestion: run the report for the past 12 months*
8. Once the filters have been applied, select OK
9. To export the report to Excel, follow these steps:
    a. Select the HTML icon nestled between **Play** and **Add this Report**
    b. Hover over **View in Excel Options**
    c. Select **View in Excel Data**



Note: Be sure to allow pop-ups in your Web Browser or else the eBO report may not download properly

The information in this EHR/billing report will be used by the COVID-19 Risk Stratification Tool. Ensure all information is exported to Excel. Next, you will transfer that information to the **COVID-19 Risk Stratification Tool.**

Step 2: Transfer the EHR/Billing Report Data to the Risk Stratification Tool

Paste the results of your EHR/Billing Report into the first tab of the Risk Stratification Tool as follows:

1. Copy the entire **Patient Name** column in your EHR report spreadsheet, and paste in the COVID Risk Stratification Tool's Patient Lists tab, column A (Patient Name), starting from Cell A2.
2. Copy the entire **Account Number** column in your EHR report spreadsheet, and paste in the COVID Risk Stratification Tool's Patient Lists tab, column B (Patient Account Number), starting from Cell B2.
3. Copy the entire **Age** column in your EHR report spreadsheet, and paste in the COVID Risk Stratification Tool's Patient Lists tab, column C (Patient Age), starting from Cell C2.
4. Copy the entire **Diagnosis (ICD-10)** column in your EHR report spreadsheet, and paste in the COVID Risk Stratification Tool's Patient Lists tab, column D (ICD Code), starting from Cell D2.
5. Copy the entire **Encounter Date** column in your EHR report spreadsheet, and paste in the COVID Risk Stratification Tool's Patient Lists tab, column G (Patient Account Number), starting from Cell G2.
6. Do not make adjustments to columns E or F. If you have incorporated additional information into your export (e.g. Phone Number), you may use column after Column G.

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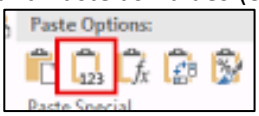
Step 3: Make Adjustments to EHR/Billing Data

Once the EHR/billing information is pasted, you will make some adjustments to columns on the Patient Lists tab to ensure the Tool is accurately showing analysis of diagnoses. In this step, the tool will find any rows where the same patient is reporting different diagnoses, and will combine all diagnoses for a patient into one row for you, in Column E (ICD-10 Aggregated column). Follow the steps below to configure each tab in the COVID-19 Risk Stratification Tool and ensure ***all*** ICD-10 codes appear in one cell for the same patient.

Tab 1: Patient List

1. **Paste Combined Diagnosis column as Values:** The tool has used a formula to combine multiple patient diagnoses into Column E. We want to protect this information. To do this, highlight the entire column E, right click and copy, and then while Column E is still highlighted, right click again, and click *Paste Special* and *Paste as Values* (or look for icon below)



2. **Sort the Length Column:** To ensure all diagnoses are captured for each patient, we will need to ensure the rows with the highest number of diagnoses are at the top of the report. In column **F**, titled ***Length***, copy the column and right click to re-paste as **Values (v)** in the same column. Reorganize the column F, ***Length*** from the highest to lowest number. Highlight Column F (Length), and click Data, Sort Z > A. Now, the rows with the most diagnoses will be at the top of the report.
   Remove duplicate patient rows: Highlight all columns. Select the *Data* tab, Select *Remove Duplicates*

   Leave **ONLY** ***Patient Name*** and ***Patient Account Number*** **checked off**. Remove the checks from all of the other boxes. The final result will be a unique patient list with ***all*** ICD-10 codes attributed to the patient. The next step is to transfer the final patient list

Tab 2: COVID Risk Strat. Report

1. After your **Patient List** has been filtered and organized, transfer that data from the **Patient List** tab to the **COVID-19 Risk Stratification** tab in the same Excel worksheet. Follow these steps:
   a. Copy and paste the Patient Names in column **A, cell A2**, from **Patient List** to **COVID Risk Stratification column A, cell A2.**
   b. Copy and paste Account Number in column **B**, **cell B2**, from **Patient List** to **COVID Risk Stratification to column B, cell B2**
   c. Copy and paste the Age in column **C**, **cell C2**, from **Patient List** to **COVID Risk Stratification column C, cell C2**
   d. Copy and paste the ICD-10 Aggregated column **E**, **cell E2**, from **Patient List** to **COVID Risk Strat. Report column D, cell D2**
   e. **DO NOT MODIFY COLUMNS E-Q**
      a. Note: To ensure all the formulas apply across each cell, double-click the bottom-right vertex of the cell from COLUMNS E through Q. This will apply the formula to all cells.
         i. DO NOT double-click cells that do not have a formula

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Step 4: Use Report to Prioritize Patient Outreach or Intervention

Any patient who has a value of **"Yes"** in columns **E and/or G** will be considered at High-Risk patient for COVID-19 and should be contacted. The columns for **E and G** respectively are: ***High Risk Age*** and ***High-Risk Condition.*** Patients can also be filtered by the number of conditions they have in column **F**, Total **Number of Conditions.**

Considerations

Although this tool was developed to identify high-risk patients who are at risk for severe illness from COVID-19, it can be used to identify patients in your panel who do not fall into the high-risk groups mentioned above. This includes patients with behavioral health conditions, high-cost patients, and patients with social determinants of health. For pediatric providers, consider health conditions that you believe put your patients at higher risk.

Additional COVID-19 Resources

- Other Populations at Risk of COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/other-at-risk-populations.html
- Groups at Risk for Severe Illness(with actions): https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html

Recommendations for treating high-risk patient groups or sick patients

- Find alternatives for face-to-face visits to reduce the number of in-person visits if possible.
    - Conduct telehealth visits; encourage patients to use the patient portal, and to call a health care professional if they become ill with COVID-19 symptoms
- Identify a health care professional who can conduct telehealth services, such as daily telephonic check-ins with high-risk patients.
- Assess patients' ability to engage in home monitoring, their ability to self-isolate, and their risk of transmission to others in their household.
- CDC has a Phone Advice Line tool that includes an initial phone script, accompanying decision algorithm, and tailored care advice messages.
- Review the CDC's exhaustive list of goals and strategies, including those listed above: Outpatient and Ambulatory Care Settings in response to the community spread of COVID-19