

PERINTAL RISK ASSESSMENT (PRA) FREQUENTLY ASKED QUESTIONS

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Top Questions

How do I get more PRA forms?

Forms are printed from PRA|SPECT with your practice site name, address, phone, and fax. Each PRA Form (2 pages) contains a unique identification number that can only be used once. Duplicates are not allowed in the PRA|SPECT system. Do not reuse, copy, or print multiple copies of the same forms. Print options vary between operating systems, browsers, and browser versions. For printing assistance, contact FHI at PRA@snjpc.org or 856-665-6000.

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Why should I complete a PRA form on a patient that will never have a MCO assignment?

Beyond serving as an authorization for MCO payment, the PRA form provides early and accurate identification of prenatal risk factors, referrals to prenatal and perinatal care initiatives, as well as information and a greater understanding of all pregnant women in the state of New Jersey. In addition, PRA data serves as a mechanism to obtain critical public health information to assess statewide need for education and perinatal health initiatives.

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Our practice site would like to enter forms online. However, we will still need to fax some forms for processing. Is it possible to do a combination of online and fax data entry?

YES. You may do a combination of online and fax data entry. However, the method of data entry for a patient's PRA form determines the method of data entry for all subsequent Follow-up forms submitted for the pregnancy.

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I work at multiple practice sites. How do I setup my account to view multiple practice sites?

Contact FHI at 856-665-6000.

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My colleague is asking for my username and password? Should I share this information?

NO. All PRA users must be registered with FHI prior to accessing PRA|SPECT. The primary contact assigned to the practice site is able to add new users or you may contact FHI at 856-665-6000.

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Is it more advantageous for our practice site to enter forms online or fax them to FHI?

If you are filling out the paper form, you will save time by faxing the form to FHI for processing. Forms are processed in real-time as they are received during normal business hours.

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Should a patient's pregnancy be confirmed prior to submitting a PRA form?

YES. A form may not be submitted without a patient's EDC.

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PRA Form

Is it necessary to complete all the fields on the PRA form?

YES. All fields on the PRA form should be completed. If a field is not applicable it may remain blank.

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May a patient fill out the PRA form?

NO. The form must be completed by a certified healthcare professional.

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What is the FHI ID number?

The FHI ID number is the unique identification number assigned to the form for tracking (located on the bottom right of the PRA form). Page 1 and Page 2 must contain the same FHI ID number. Duplicates are not allowed in the system, and will be returned for resubmission on a new form. Never reuse, copy, or print multiple copies of the same form.

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I do not have all of the information available to complete every field on the PRA form at the patient's first prenatal visit? What should I do?

Asterisked (*) fields are required, and must be completed for the form to be submitted. The form may be entered and saved online until the information is known. Users should not fax the form to FHI for processing until the information is known. Faxed forms missing required information will be returned to the provider via PRA Fax Alert.

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What is Community Home Visiting?

Home visiting services designed to promote healthy pregnancy, birth outcome, positive parenting, and self-sufficiency.

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How do I view a completed form on PRA|SPECT?

Completed forms are viewable on a patient's record.

www.praspect.org → Login → Click Patient Records → Click Patient Search → Enter search information → Click Search Patients → Click  to left of patient name → Click [PRA](#) or [Follow-up](#) under PRA History

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All the selections in a section are negative. Do I need to select 'No' for each field?

4Ps PLUS - YES. If all selections in 4Ps Plus are negative, select 'No' for each field.

PREGNANCY RISK FACTORS, CURRENT MEDICAL CONDITIONS, OR PSYCHOSOCIAL RISK FACTORS - NO. If all risk factors are negative in Pregnancy Risk Factors, Current Medical Conditions, or Psychosocial Risk Factors select 'All Risk Factors Negative' at the top of each section.

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How do I delete forms from PRA|SPECT?

Once submitted, forms may not be removed from PRA|SPECT. If a form was submitted in error, please contact FHI at 856-665-6000.

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I would like to print all the PRA forms completed during a month. How do I do this?

Patient Group Print allows the user to print all the forms completed during a specified date range.

www.praspect.org → Login → Click Patient Records → Click Patient Group Print → Enter dates → Click Search Patients → Click Select All to select/deselect all checkboxes (Click individual checkboxes to select/deselect forms) → Click Retrieve Forms → Click Open → Click PDF file → Click Open → Print

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Follow-up Form

What is a Follow-up form?

A Follow-up form is used to communicate insurance changes, corrections, and updates about the patient's record - additional medical information or referral(s) necessary, and should be completed and faxed as many times as necessary to keep the patient's information current.

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When should I complete a Follow-up form?

A Follow-up form should be completed upon notification of a MCO assignment or change, new medical risk factor information, or new referral(s).

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Do I need to complete a Follow-up form on all prenatal patients?

NO. A Follow-up form only needs to be completed upon notification of a MCO assignment or change, new medical risk factor information, or new referral(s).

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Do I need to complete every field on the Follow-up form?

NO. Health Insurance and MCO are the only required fields on the Follow-up form. If Uninsured, select 'Uninsured' for Health Insurance and 'None' for MCO.

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I am completing a Follow-up form for a patient that has no insurance changes. How do I indicate this?

Enter the current insurance information for Health Insurance and MCO fields. If Uninsured, select 'Uninsured' for Health Insurance and 'None' for MCO.

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Online Data Entry

I do not have all of the required information; may I still be able to enter a PRA form online?

YES. You may save the form on the Review|Submit|Exit data entry page.

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I made a mistake on the PRA form I submitted online. How do I correct it?

First Name, Last Name, Address, Phone numbers, Emergency Contact and Phone, SSN, DOB, Race, or Primary Language may be changed by clicking Update on the patient's record. Insurance information, Pregnancy Risk Factors, 4Ps Plus, or Plan of Care may be updated by Completing a new Follow-up Form on the patient's record.

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There are incomplete forms listed in the PRA stats. How do I access these forms?

Incomplete forms are saved PRA forms only accessible to the practice site and FHI. These forms will not appear in Patient Search until submitted.

www.praspect.org → Login → Click Patient Records → Click Incomplete PRA forms → Click Access Form

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Are other users at the practice site able to access forms that I save on PRA|SPECT?

YES. All registered users at the practice site are able to access incomplete forms.

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How do I save a Follow-up form?

Follow-up forms cannot be saved. You can only remove or submit a Follow-up form.

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Fax Data Entry

I do not have all of the required information; may I still fax a PRA form?

NO. Forms without the required information cannot be processed. Please hold the form until all the required information is complete.

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I made a mistake on a PRA form I faxed to FHI for processing. How do I correct it?

Print the patient's Follow-up form from PRA|SPECT, make corrections on the printed form, and fax it to FHI for processing.

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I received a PRA Fax Alert. What should I do?

Complete the missing information, and refax both pages of the PRA form to FHI. Do not include a coversheet.

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I received a PRA Fax Alert for a patient that is no longer being seen at our practice site. What should I do?

Contact FHI at 856-665-6000.

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Account Information

How do I change my password?

www.praspect.org → Login → Click User Administration → Click Account Update Options → Click Change password → Enter information → Click Update Account

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How do I change my email address?

www.praspect.org → Login → Click User Administration → Click Account Update Options → Click Change email address → Enter information → Click Update Account

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How do I change my security question/answer?

www.praspect.org → Login → Click User Administration → Click Account Update Options → Click Change security question/answer → Enter information → Click Update Account

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How do I change my name, title, or phone number?

www.praspect.org → Login → Click User Administration → Click Account Update Options → Click Change name, title, phone number → Enter information → Click Update Account

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How do I deactivate my account?

The primary contact at your practice site is able to deactivate your account or you may contact FHI at 856-665-6000.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click User Information → Click last name of user to be deactivated → Select No, Remove Access from the Access dropdown menu → Click Save Changes

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Why do you need my email address?

Should you forget your username or password, you may enter your email address to receive an email containing your login credentials. You will also receive important program messages and updates via email.

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Practice Site Information

How do I update the practice site information?

The primary contact assigned to the practice site is able to modify the practice site information.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click Practice Information → Click Edit Practice Information → Enter information → Click Save Changes

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How do I change the primary contact for the practice site?

Contact FHI at 856-665-6000.

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How do I add a new user?

The primary contact assigned to your practice site is able to add new users or you may contact FHI at 856-665-6000.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click User Information → Click add new → Enter user information → Click Save Changes

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How do I remove a user that is no longer with the practice site?

The primary contact assigned to your practice site is able to remove user access or you may contact FHI at 856-665-6000.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click User Information → Click last name of user to be deactivated → Select No, Remove Access from the Access dropdown menu → Click Save Changes

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How do I add a new physician?

The primary contact assigned to your practice site is able to add new physicians or you may contact FHI at 856-665-6000.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click Physician Information → Click Add New → Enter information → Click Save Changes

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How do I remove a physician that is no longer with the practice site?

The primary contact assigned to your practice site is able to control the display of physicians or you may contact FHI at 856-665-6000.

www.praspect.org → Login → Click User Administration → Click Practice Update Options → Click Physician Information → Click last name of physician → Select No from Display Option dropdown menu → Click Save Changes

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MCO Information

How long does it take the MCOs to receive forms?

MCOs receive forwarded PRA data within 24 hours of form submission.

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I have not received payment for a PRA form. What should I do?

Each plan handles authorization/payment differently. Should you experience difficulty obtaining authorization/payment, please contact FHI at 856-665-6000.

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Technical Questions

What will ensure optimal results on PRA|SPECT?

For optimal results, use Internet Explorer <http://windows.microsoft.com/en-US/internet-explorer/downloads/ie> or Firefox <http://www.mozilla.org/en-US/firefox/new/>

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My internet browser is asking if I want it to remember my password. What should I do?

For security purposes, select 'No' if your internet browser asks to remember your password.

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I am unable to view forms on PRA|SPECT. What should I do?

Ensure that Adobe Reader <http://get.adobe.com/reader/> is installed on your computer. If you install any items, logoff of PRA|SPECT and close your internet browser. Then reopen and login to PRA|SPECT. If you are still unable to view forms, contact FHI at 856-665-6000.

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I am unable to find a patient's record. What should I do?

Search by a different field. For optimal results, limit search to one or two fields. Incomplete Forms (saved forms entered online, not submitted) will not appear in the patient search. If you are still unable to find the patient's record contact FHI at 856-665-6000.

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