PERINATAL RISK ASSESSMENT FOR VITAL INFORMATION PLATFORM (PRA FOR VIP) FORM COMPLETION TIP SHEET

FORMS & FUNCTIONS	
FIRST VISIT FORM	Completed at first OB visit and submitted within 5 business days
FOLLOW-UP FORM	Used to update First Visit form and entered within 48 business hours
VIP SUPPLEMENTAL FORM	Submitted when patients are 30-36 weeks gestation
BIRTH WORKSHEET	Included with prenatal chart for delivery hospital by patient due date
PRINT BIRTH RECORD	Selected to access prepopulated birth worksheet for delivery hospital
PREP FOR VIP	Used for forms for undelivered patients prior to PRA for VIP Go Live

- The PRA|SPECT web portal can be accessed from any device with a secure and reliable internet connection. Save www.praspect.org to your browser favorites for quick access.

- Forms are designed to be completed by OB staff. However, demographic components can be filled out by patients.

- One or multiple staff members can complete forms. Paper forms can be used for handwritten collection of information. However, OB providers must enter all forms on PRA|SPECT.

- Forms can be started before, at, or after first visit. 4Ps Plus component and Community Based Service (CBS) referral and (if applicable) Tobacco Cessation referral dialogue must be administered during appointment.

- Once First Visit form is saved, it is accessible to any of the OB provider's registered users under Incomplete Forms. Submitting the First Visit form creates the patient record that can be retrieved via Patient Search.

- Follow-up and VIP Supplemental forms cannot be completed until First Visit form is submitted. Follow-up forms can no longer be completed once VIP Supplemental form is submitted. **All insurance updates must be made prior to submitting VIP Supplemental forms.** Print Birth Record is enabled upon submission of VIP Supplemental form.

  To retrieve submitted forms:
  Click Patient Records > Click Patient Search > Enter search fields > Click Search Patients > Click ⬍ to left of patient last name > Click form name under PRA History > Right-click form and Select Print and/or Click 💾 to access file to upload to an electronic medical record (EMR) system

WINDOWS KEYBOARD SHORTCUTS	
TAB	Move through fields
SHIFT + TAB	Move to previous field
ENTER	Make selection
SPACE BAR	Select or deselect checkboxes
ARROWS	Navigate radio buttons and dropdown menus
TYPE AHEAD LOGIC	Enter first few letters of desired selection to easily pick from dropdown menu

FAMILY HEALTH INITIATIVES