

## OVERVIEW

### COLLECTING MIPS SPECIFIC PROs WITH KEET

In general, there are 3 ways to deliver PROs with Keet when the patient is in the clinic. It is up to you to decide which method works best for you, your patients, and your clinic.

#### DELIVERY METHODS

- 1) With a tablet in the clinic (auto-scored)
- 2) Via paper forms
- 3) Or, verbally completing the PRO form with a patient and marking the answer in Keet.

This doc provides instructions for creating patients in Keet, assigning forms to patients, and step-by-step guides for each of the form delivery options. It also walks you through how to exclude patients from MIPS by disqualifying the patient in Keet.

To give a high-level overview, here's what you need to do for each new initial evaluation:

- STEP 1.** Sign into Keet. Go to: [login.keethealthapp.com](http://login.keethealthapp.com)
- STEP 2.** Check to make sure you're on the correct location if your clinic has multiple locations. (You'll see us reiterate this in each Step-by-Step).
- STEP 3.** Find or add the patient.
- STEP 4.** Make sure the patient has the MIPS Qualification Form - Clinic assigned to their account. **ALL** patients must complete this form.
- STEP 5.** If they're eligible, assign the correct Patient Reported Outcome.
- STEP 6.** If they're not eligible (if you selected "Other" on the MIPS Qualification Form - Clinic), you can stop here. Best practice suggests documenting the exclusion criteria in your EMR. There's nothing else MIPS specific you'll need to do with this patient.
- STEP 7.** Deliver and collect the correct PRO using one of the 3 delivery methods described above.
- STEP 8.** Collect PRO again at discharge in addition to regular intervals per clinic practice.

## MIPS CHEAT SHEET

# MATCHING REGION OF INJURY TO THE RIGHT MEASURE

We've made this cheat sheet to help you match the "Regions of Injury" with the right MIPS outcome measures. To see a patient's region of injury, go to the patient's profile and look at the responses to the "MIPS Qualification - Clinic Form".

My neck/upper back → NDI

My shoulder/upper arm → Quick DASH

My elbow/forearm → Quick DASH

My wrist/hand → Quick DASH

My mid-back/lower back → MDQ

My knee → KOS

My hip/thigh → LEFS

My lower leg → LEFS

My ankle/foot → LEFS

## STEP-BY-STEP ADDING A PRO FORM

- STEP 1.** Log into Keet (login.keethealthapp.com).
- STEP 2.** Confirm that you're on the correct location if your clinic has multiple locations.
- STEP 3.** Search for your patient on the patient list screen.  
*\*If you don't see your patient check the Adding a Patient Step-by-Step. **Please note that patients created by EMR integrations do not appear until the next morning.***
- STEP 4.** Select the patient's name to open the patient record.
- STEP 5.** Select the **Forms** tab on the patient profile. You should see the MIPS Qualification Form - Clinic already on the patient account. This should be completed for **all** patients.
- STEP 6.** If you don't see the form on the patient's profile, search for the MIPS Qualification Form – Clinic by using the form search bar. Click to add it to the patient's profile.
- STEP 7.** Complete the MIPS Qualification Form - Clinic and based on the answers, determine if the patient qualifies. The patient's answer will determine which **PRO** form should be added.  
*\*Not sure which form to add? You can use the MIPS Cheat Sheet found in this guide.*
- STEP 8.** Search for the correct PRO Form using the form search bar. Click to add it to the patient's profile.

## STEP-BY-STEP

### DELIVERING PROs VIA CLINIC TABLET

- STEP 1.** Log into Keet (login.keethealthapp.com).
- STEP 2.** Confirm that you're on the correct location if your clinic has multiple locations.
- STEP 3.** Search for your patient on the patient list screen.  
*\*If you don't see your patient follow the Adding a Patient Step-by-Step.*
- STEP 4.** Select the patient's name to open the patient record.
- STEP 5.** Confirm the patient has a form on the profile by selecting the **Forms** tab.  
*\*\*If the patient doesn't have a form please see the Adding a PRO Form Step-by-Step.*
- STEP 6.** Select the **Edit Info** option under the patient's name.
- STEP 7.** Set the patient's username to their email, or something memorable to the patient.
- STEP 8.** Set the patient's password using the Keet password criteria (at least one uppercase and lowercase letter, one number and must be at least eight characters long).
- STEP 9.** Click Save.
- STEP 10.** Write the patient's login information down for them.
- STEP 11.** Open the Keet app on the tablet.  
*Option 2: Open the Google Chrome app and pull up login.keethealthapp.com.*
- STEP 12.** Have the patient log into their profile and complete the form.
- STEP 13.** Check to make sure the patient logged out after they've given you the tablet back. Click logout if they haven't.

## STEP-BY-STEP DELIVERING PROs VIA PAPER

- STEP 1.** Provide patient the correct paper PRO form.  
*\*Paper PRO forms can be downloaded from the Learning Lab.*
- STEP 2.** Log into Keet (login.keethealthapp.com).
- STEP 3.** Confirm that you're on the correct location if your clinic has multiple locations.
- STEP 4.** Search for your patient on the patient list screen.  
*\*If you don't see your patient follow the Patient Creation Step-by-Step.*
- STEP 5.** Select the patient's name to open the patient record.
- STEP 6.** Confirm the patient has a MIPS Qualification Form - Clinic on their profile.  
*\*\*If the patient doesn't have a form please see the Adding a Form Step-by-Step.*
- STEP 7.** Add the correct PRO form to the patient.
- STEP 8.** Transfer the values from the paper PRO form to Keet.
- STEP 9.** Click Save.

**STEP-BY-STEP**

**VERBALLY COMPLETING PROs WITH THE PATIENT**

- STEP 1.** Log into Keet (login.keethealthapp.com).
- STEP 2.** Confirm that you're on the correct location.
- STEP 3.** Search for your patient on the patient list screen.  
*\*If you don't see your patient follow the Adding a Patient Step-by-Step.*
- STEP 4.** Select the patient's name to open the patient record.
- STEP 5.** Confirm the patient has a MIPS Qualification Form - Clinic on their patient profile.  
*\*\*If the patient doesn't have a form please see the Adding a Form Step-by-Step.*
- STEP 6.** Add the correct PRO form to the patient.
- STEP 7.** Select the "complete form" icon to the right of the PRO Form name.
- STEP 8.** Complete the form by reading the form questions to the patient and selecting their answers on the form.
- STEP 9.** Select Complete.

FOR THERAPISTS

## HOW TO DISQUALIFY AN EXCLUDED PATIENT

- STEP 1.** Log into Keet (login.keethealthapp.com).
- STEP 2.** Confirm that you're on the correct location.
- STEP 3.** Search for your patient on the patient list screen.  
*\*If you don't see your patient follow the Adding a Patient Step-by-Step.*
- STEP 4.** Select the patient's name to open the patient record.
- STEP 5.** Select the **Edit Info** option under the patient's name.
- STEP 6.** In the Disqualified section, select the Disqualified checkbox.
- STEP 7.** Click Save.

## STEP-BY-STEP ADDING A PATIENT

- STEP 1.** Log into Keet (login.keethealthapp.com).
- STEP 2.** Confirm that you're on the correct location.
- STEP 3.** Select "Patients" from the account menu bar.
- STEP 4.** Select the **ADD PATIENT** option.
- STEP 5.** Enter the required information.
  - First Name
  - Last Name
  - Email\*
  - Date of Birth
  - Patient ID\*\* - ONLY Customers with an EMR integration
- STEP 6.** Click Save.

*\*If your patient doesn't have an email address, you'll need to create a unique placeholder. We recommend using none@[Patient First Name][Patient Last Name].com (example: none@johnsmith.com)*

*\*\* In Clinicient this is called the Clinicient ID # and is located on the Personal Information tab on the patient's record.*

### Looking for more?

You can see our complete list of documentation and support topics at:  
<https://keethealth.zendesk.com/hc/en-us>