

TOPS Cleft Module - Speech evaluation: To be completed at age 3 years and annually thereafter

- Before **Cleft Palate Speech evaluation forms** can be added for a cleft case, form status for both TOPS **Intake** and **Outcome** case forms must be saved as **Complete**.
- From **TOPS > My Cases**, the **INTAKE STATUS** and **OUTCOME STATUS** column display the status for the case forms (either **Incomplete** (red text) or **Complete** (Green text)). If the form status is **Incomplete**, you can click directly on the **Incomplete** or **Outcome Form Overdue** link for the case and complete the required data fields for the form status to be saved as **Complete**.

VISIT/PROCEDURE DATE	INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS
3/19/2019 - 42200	Complete	30-day Post op	Enter Outcome Form
1/9/2019 - 19318	Incomplete	N/A	Outcome Form Overdue
1/15/2019 - Multiple Codes ⓘ	Complete	30-day Post op	No Adverse Events

(Note: From the case form, click the **Submit** button on the bottom of the page after you finish the necessary data fields):

Submit

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- After your cleft case has been saved as complete, from the patient grid click on the “**Add Follow Up**” link underneath the column labeled **CASE ACTION** to enter a new follow-up visit beyond the 30-day Post Op.

INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS	CASE ACTION
Complete ⓘ	30-day Post op ⓘ	No Adverse Events	Add Follow Up ⓘ Add New Case ⓘ

(Note: **Add Follow Up** link becomes active after both TOPS **Intake** and **Outcome** case forms have been saved as complete)

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- Enter the **Follow Up Date** and click the **Submit** button at the bottom of the page to save as complete and go to the **Follow-Up Outcome** form. (Note: Only follow up date is required on this page.)

Patient Follow-Up Outcome **TOPS Intake Form: Demographic Details**

- ✗ Demographic Details
- ✓ Clinical Details
- ✓ Procedures
- ✓ Initial Cleft Palate Repair ⓘ
- ✓ Treatment-Cleft Palate ⓘ
- ✓ ICD-10 Code
- ✗ Applied Measures
- ✓ Custom Fields

Medical Record Number (MRN)* ⓘ	cleftbirthtest
Primary Visit/Procedure Date	02-28-2023  
Follow Up Date* ⓘ	07-19-2023  
First Name*	Cleft
Middle Name	
Last Name*	Birthdate
Date of Birth* ⓘ	2/2/2020  
Gender* ⓘ	<input type="radio"/> Male <input checked="" type="radio"/> Female
Patient Race/Ethnicity (Check all that apply)* ⓘ	<input checked="" type="checkbox"/> White / Caucasian <input type="checkbox"/> Black or African-American <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> American Indian / Alaska Native <input type="checkbox"/> Native Hawaiian / Other Pacific Islander <input type="checkbox"/> Other / Unknown
Payment Source (Check all that apply) ⓘ	<input checked="" type="checkbox"/> Private Insurance <input type="checkbox"/> Medicare <input type="checkbox"/> Medicaid <input type="checkbox"/> Self-Pay <input type="checkbox"/> Worker's Compensation <input type="checkbox"/> Other

[Proceed to Clinical Details tab](#)

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- Enter the **Follow Up Outcome** and click the **Submit** button at the bottom of the page to save as the follow up visit as **Complete**. (Note: If “Adverse Events”, select the complication and then click **Submit** button.)

Patient Follow-Up Outcome

✕ Outcome Visit

Medical Record Number (MRN)*	cleftbirthtest
Primary Visit/Procedure Date	02-28-2023
Date of Outcome (if < 30 days post op)	mm-dd-yyyy
Follow Up Date*	07-19-2023
First Name*	Cleft
Middle Name	
Last Name*	Birthdate
CPT Codes of this Case	42200
Follow-up Outcome*	<input type="radio"/> No Adverse Events <input type="radio"/> Adverse Events <input type="radio"/> Outcome Unknown
Comments	

Submit Cancel

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- After submitting the **Follow Up** for your cleft case, the Cleft Palate **Speech Evaluation Overdue** link will be displayed on the patient grid under the “**Case Action**” column. Click the Speech Evaluation Overdue link to complete the form and repeat this process annually thereafter.
- If patient age < 3 years, Speech Evaluation links will not be displayed on patient grid.
- **Surgical Management of VPI** form to be completed only if surgery is performed to correct speech.

VISIT/PROCEDURE DATE ↕	INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS	CASE ACTION
2/28/2023 - 42200	Complete ⓘ	30-day Post op ⓘ	No Adverse Events	Add Follow Up ⓘ Add New Case ⓘ
	Complete	1 Month Post op	No Adverse Events	Fistula Management ⓘ Speech Evaluation Overdue ⓘ Surgical Management of VPI ⓘ

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- Click “Add New Form” button

The screenshot displays a web application interface for the TOPS Cleft Module. At the top, it shows patient information: Name: Cleft Birthdate, Date of Birth: 2-2-2020, and Visit/Procedure Date: 2-28-2023. An 'Exit Form' link is in the top right corner. Below this is a dark blue header bar with 'Medical Record Number(MRN): cleftbirthtest' on the left and 'Speech Evaluation' on the right. Underneath, there is a link to 'Download Speech Evaluation Form' and a light blue 'Add New Form' button, which is highlighted with a red rectangular box. Below the button is a table with four columns: STATUS, DATE SUBMITTED, VIEW/EDIT, and REMOVE. The table content shows 'No records found/Inserted.'. At the bottom right, there is a grey 'Cancel' button with an 'x' icon.

Name: Cleft Birthdate Date of Birth: 2-2-2020 Visit/Procedure Date: 2-28-2023 [Exit Form](#)

Medical Record Number(MRN): cleftbirthtest **Speech Evaluation**

[Download Speech Evaluation Form](#) [Add New Form](#)

STATUS	DATE SUBMITTED	VIEW/EDIT	REMOVE
No records found/Inserted.			

[× Cancel](#)

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- Complete the speech evaluation form and click the “Save” button.

Name:Cleft Birthdate Date of Birth:2-2-2020 Visit/Procedure Date:2-28-2023 [Exit Form](#)

Medical Record Number(MRN):cleftbirthtest **Speech Evaluation**

Speech Evaluation

Date Recorded* 07-19-2023 📅 🗑️

Velopharyngeal Assessment

Numeric Scale Used? Yes No [Clear](#)

Select Numeric Scale used Americleft ▼

	Patient Score ⓘ	Maximum Per Scale ⓘ
Voice	1	1
Speech Acceptability/Intelligibility	1	1
Audible Nasal Air Emission	1	1
Nasality (Hyper vs. Hypo)	Hyper ▼	
OVERALL SCORE	3	3

[Back To List](#) [✓ Save](#) [✕ Cancel](#)

cleft test 5/5/2002 4/17/2023 12/14/2022 - 42200 Incomplete N/A Outcome Form

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- Click “**Exit Form**” to return to the patient grid.
 - If you need to edit or view the form, click the pencil icon.
 - If you need to remove the form, click the garbage can icon

The screenshot displays the TOPS Cleft Module interface. At the top, patient information is shown: Name: Cleft Birthdate, Date of Birth: 2-2-2020, and Visit/Procedure Date: 2-28-2023. A blue button labeled "Exit Form" is highlighted with a red box. Below this, a dark blue bar contains the text "Medical Record Number(MRN): cleftbirthtest" and "Speech Evaluation". A link "Download Speech Evaluation Form" is visible on the left, and a button "Add New Form" is on the right. A table with four columns: STATUS, DATE SUBMITTED, VIEW/EDIT, and REMOVE, is shown. The first row contains the data: Complete, 07-26-2023, a pencil icon, and a trash can icon. This table is also highlighted with a red box. Below the table is a pagination control showing "1" of 5 records. At the bottom right, there is a "Cancel" button.

Name: Cleft Birthdate Date of Birth: 2-2-2020 Visit/Procedure Date: 2-28-2023

Exit Form

Medical Record Number(MRN): cleftbirthtest Speech Evaluation

Download Speech Evaluation Form Add New Form

STATUS	DATE SUBMITTED	VIEW/EDIT	REMOVE
Complete	07-26-2023		

Records 01-01 of 01

Cancel

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- **Speech Evaluation** form is now complete (**Outcome Form Overdue** no longer appears underneath Case Action)

VISIT/PROCEDURE DATE ↕	INTAKE STATUS	OUTCOMES POST OP	OUTCOME STATUS	CASE ACTION
2/28/2023 - 42200	Complete ⓘ	30-day Post op ⓘ	No Adverse Events	Add Follow Up ⓘ Add New Case ⓘ
	Complete	1 Month Post op	No Adverse Events	Fistula Management ⓘ Speech Evaluation ⓘ Surgical Management of VPI ⓘ