

**ASPEN
SA/RO/CO
Communications**



Features

- Tools to improve timely processing
- Action Items
- Personal Activities (AST)

Key Notes

- **ACO**
 - Facility Properties Notes
 - Certification Kit
 - Overall
 - RO Comments (CLIA)
- **AEM**
 - Case Notes – SA and RO
 - CMPTS Remarks
- **ACTS**
 - Intake Notes
 - Extended RO and CO Notes
 - Investigation Notes
 - Hotline/New Call
 - Deemed/EMTALA Comments

Action Items

- Available in ACTS, ACO/AST, AEM
- Tips:
 - Filter, Filter, Filter
 - Missing what you know exists? Filter may be hiding it
 - Leverage Email Capabilities
 - State-specific Action Items
- Application-specific lists in ACTS/ACO Procedures Guides
- For RO staff, action items display at startup only if you activated an action item filter in a previous session

Activities

- Available in ACTS, AST and AEM
- Reminders:
 - Leverage Action Item displays and Email Notification
 - State-specific, Customizable Activities
- How-to: Add a New State Activity