Using Risk Groups

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Version 14.19

Overview

Risk Groups can be used as a method for grouping patients by patient population risks. These are patients with situations that may require some kind of surveillance on the part of the provider.

Adding Risk Groups

OP does not come with any Risk Group pre-entered. If you determine that Risk Groups are a feature you would like to utilize in your practice, then follow these instructions to set up Risk Groups:

1. Navigate to **Utilities > Manage Codes > Coded Values**
2. Scroll to the bottom of the list in the Code Table Purpose section of the window.
3. Click **Risk group**.
4. Click the **Insert Record** button to add a Risk group.
5. Enter a Description.
6. Enter a Numeric ID and Sort number. These numbers can be the same.

> 📌 **Note**: The Numeric ID and Sort number must be added in order for Risk Groups to function properly. The "Not Applicable" Risk Group should always remain active and have the Numeric ID and Sort number of 0.

7. Click the **Post Edit** button to save.
8. Continue this process until all desired Risk groups have been added. Risk groups can also be Archived. In the event that a Risk group will no longer be used, select the checkbox in the Archived column to hide it from the Risk group listing.
9. Log out of OP and close out of the program completely.
10. Upon restart and login, the new Risk group(s) will be available for use.

Assigning a Patient to a Risk Group

When you determine a patient should be assigned to a Risk group that you have already added into your system, you will:

1. Click the **Rgstr** button on the Smart Toolbar.
2. Search for and select the patient.
3. Click the **Patient** tab if you are not already on it.
4. Click the Risk group dropdown and select the risk group that should be assigned to the patient.
5. Click the **Post Edit** button to save.

Locating All Patients Assigned to Risk Groups

It may be useful to see all of the patients that belong to a particular Risk group. To do so,

1. Click **Reports** in the main menu.
2. Select **Demographic Analysis/Recall**.
3. In the Patient Demographics tab select your search parameters.

> ℹ️ For more information on how to use the Demographic Analysis/Recall report, **click here**.

4. Click the **Show/Hide/Move Columns** ⛁ button to add additional columns to the report.
5. Click the checkbox for **Risk Group** to add this to your report.
6. Click the **Search** button.
7. Locate the **Risk Group** column.
8. Click the **Risk Group** column header. This will function as a toggle to view the Risk Groups together in ascending or descending order.
9. To filter your search results to only see a certain Risk Group:

   - Hover over the Risk Group column header until you see a filter icon.
   - Click the filter icon.
   - Select the checkbox(es) of the Risk Group(s) you would like to view patient listing for.