Instructions to complete monthly MDC LARP report

1. Blank reports are available via email at mdh.mdclarpprogram@maryland.gov
2. Select the month that you are reporting on. Each report is due by the 10th of the following month. Ie May report will be due June 10, June's report will be due July 10th
   a. Double click on the month you wish to complete
   b. When it opens—before completing- download and save as the Name of the Month and year (ie May 2024) – saving it to your desktop
   c. Close the report you opened.
   d. Locate the file you just downloaded on your desktop (ie May 2024) and open.
   e. Fill in all the green boxes -name, phone, email, date, etc
      i. Hours worked—should be 40 hours per week (unless on vacation)
      ii. #medicaid appt/week scheduled - total # Medicaid appt scheduled for week
      iii. #medicaid appt/week completed – total # of the Medicaid appt that were scheduled that were actually completed—could be same number but could also be less due to no shows
      iv. Total # patients/week- this is ALL patients completed for the week regardless of insurance type
   f. When done completing the form – click save as and rename (ie May 2024 final)
   g. The format should be an editable PDF- which means when you open the saved pdf you should be able to click on any of the boxes and edit

In addition to the monthly report please submit

1. Monthly spore test results (should be tests for each week of the month for each autoclave)
2. Water line testing- May be monthly or quarterly depending on manufacturers recommendation