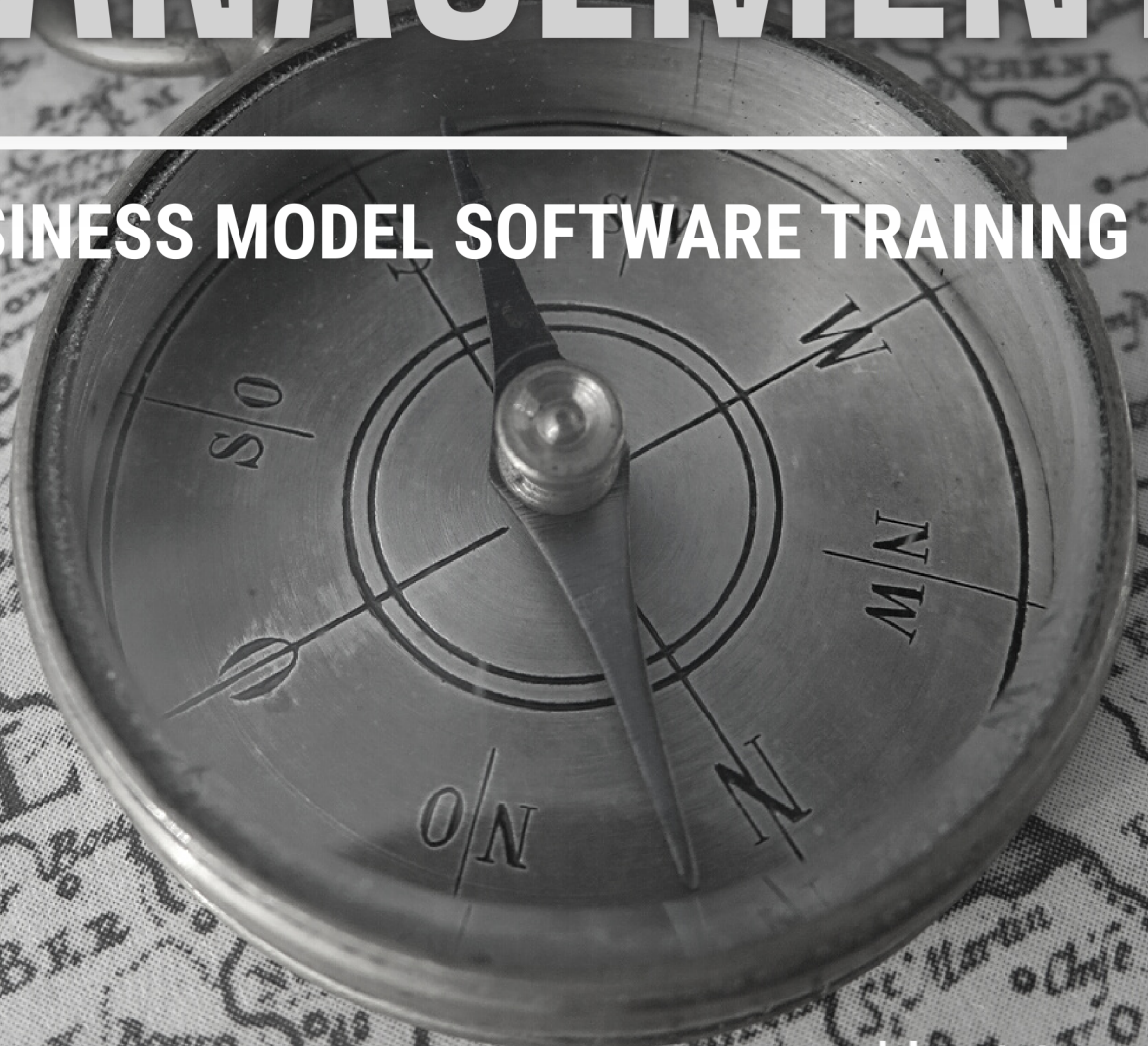


ORDER MANAGEMENT

BUSINESS MODEL SOFTWARE TRAINING




Order Management: Recommended Training Course Agenda

Course Purpose: We recommend using the following training outline to ensure that training participants receive clear instructions on how to track patient orders through the software. The sequence of courses can be changed based on agency training needs and schedule; however the content of each course should remain as stated.

Recommended Course Attendees: Management, Clinical Staff, Intake & Schedulers

Estimated Duration: 1 hour 30 minutes

TOPIC	DESCRIPTION	
Adding a New Plan of Care	How to a new plan of care into the system for a specific patient	30 Minutes
Adding a New Physician Order	How to add a new physician's order for a specific patient	30 Minutes
Adding a New Aide Care Plan	How to add a new aide care plan for a specific patient	15 Minutes
Transmitting an Oasis	How to transmit an OASIS	15 Minutes

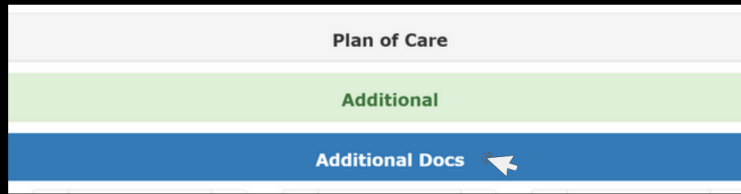


Adding a New Plan of Care

1

Open 'Additional Docs'

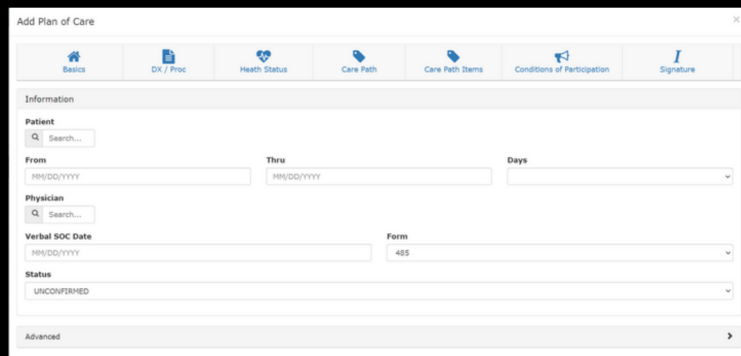
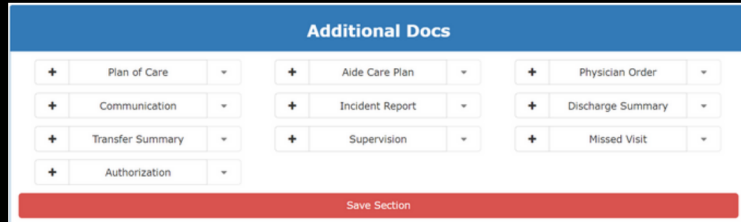
- Click the 'Additional Docs' button in the Evaluation list.
- A drop down will open.



2

Add New Plan of Care

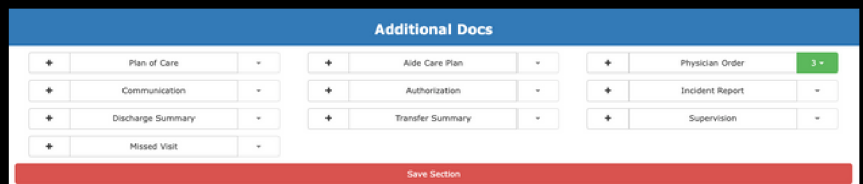
- In the listed options, select the '+' button to the left of 'Plan of Care'. An 'Add Plan of Care' form will open.
- Complete the required fields in the form and then click the 'Save' button.



3

Save Additional Docs Section

- Once you have included all documents and input their information in the Additional Docs section, click the red 'Save Section' button.

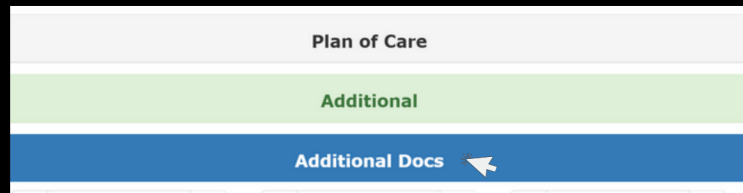




Adding a New Physician Order

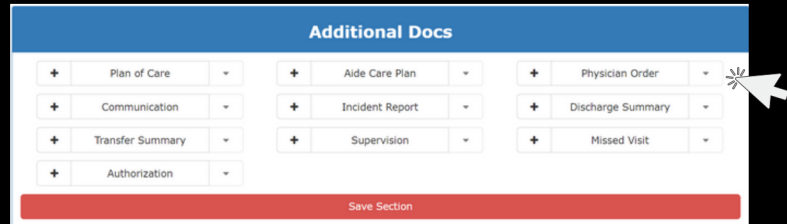
1 Open 'Additional Docs'

- Click the 'Additional Docs' button in the Evaluation list.
- A drop down will open.



2 Add a New Physician's Order

- In the listed options, select the '+' button to the left of 'Physician Order'. An 'Add Physician Order' form will open.
- Complete the required fields in the form and then click the 'Save' button.



Add Physician Order

Patient:

Physician:

Date: Time:

Date Sent: Date Received:

Problem (Why do we need a new order?):

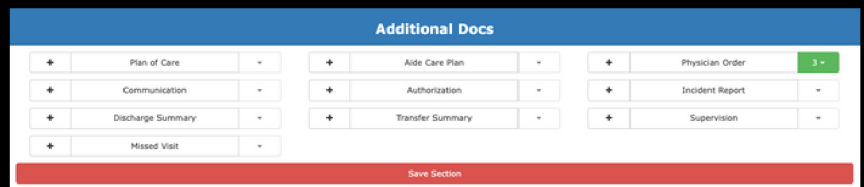
Order Type:

Orders:

Advanced

3 Save Additional Docs Section

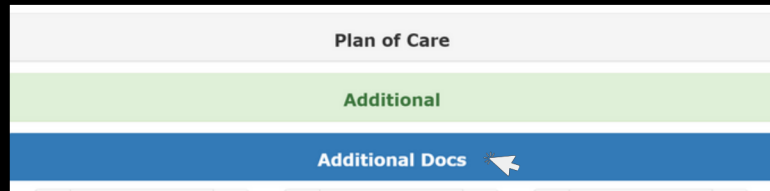
- Once you have included all documents and input their information in the Additional Docs section, click the red 'Save Section' button.



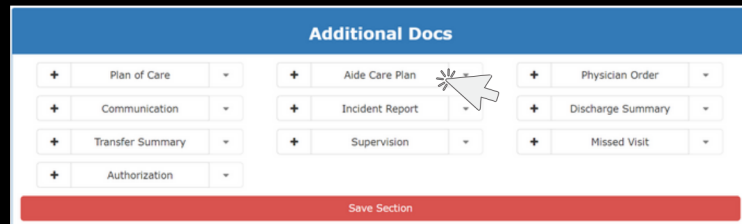


Adding a New Aide Care Plan

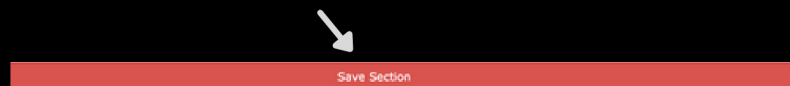
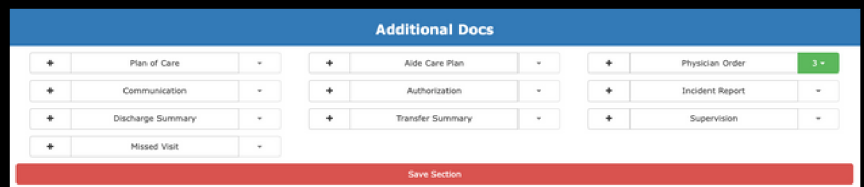
- 1 Open 'Additional Docs'**
 - Click the 'Additional Docs' button in the Evaluation list.
 - A drop down will open.



- 2 Add a New Aide Care Plan**
 - In the listed options, select the '+' button to the left of 'Aide Care Plan'. An 'Add Aide Care Plan' form will open.
 - Complete the required fields in the form and then click the 'Save' button.



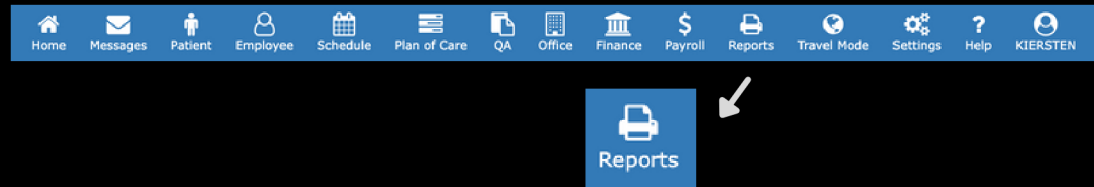
- 3 Save Additional Docs Section**
 - Once you have included all documents and input their information in the Additional Docs section, click the red 'Save Section' button.



Transmitting an OASIS

1 Go to 'Reports' Tab

- On your home page, click the 'Reports' tab at the top tool bar.



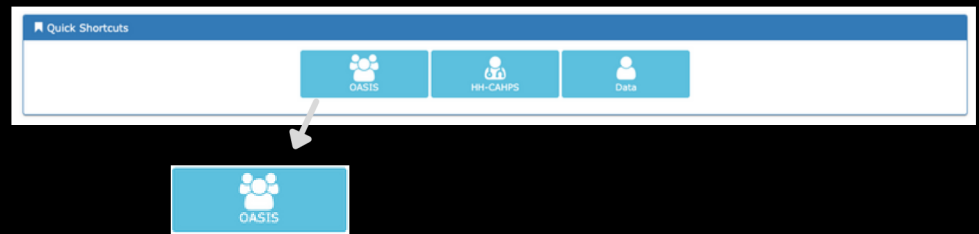
2 Go to the 'Exports' Section

- Click on the 'Exports' option in the sub menu bar.



3 Select OASIS

- Click on the 'OASIS' option in the Quick Shortcuts menu.



4 Fill Out the OASIS Filter Form

- Fill out all the open fields.
- Select Submit at the bottom right.

The image shows a 'Filters' form with the following fields and options:

- Group OASIS By:** A dropdown menu with 'Agency ID' and 'Office' as options.
- Agency ID:** A text input field.
- Patient:** A search input field with a magnifying glass icon and the text 'Search...'. Below it, the text 'M0090 (Assessment) Date' is displayed.
- MM/DD/YYYY:** Two date input fields.
- Only show assessments for medicare and medicaid payer sources.
- Only show assessments that have not been transmitted.
- Reset:** A button at the bottom left.
- Submit:** A button at the bottom right.