QUALITY ASSURANCE

BUSINESS MODEL SOFTWARE TRAINING

HealthTrust
SOFTWARE

HealthTrust SOFTWARE

BUSINESS MODEL SOFTWARE

Quality Assurance: Recommended Training Course Agenda

Course Purpose: We recommend using the following training outline to ensure that training participants receive clear instructions on the importance of the Validation and Compliance features within 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: Case Managers, Management, QA Team

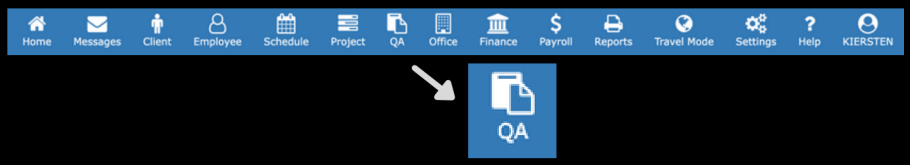
Estimated Duration: 1 hour, 15 minutes

TOPIC	DESCRIPTION	
Validating Visits	Learn how to validate clinical visits in the system	20 Minutes
Auditing	Learn how to run audits for specific patients in the system	20 Minutes
Incident Management	Learn how to add new incident reports to a patient's records	15 Minutes
Policy Manuals	Learn how to create, review and revise policy manuals in the system	10 Minutes
Training Courses	Learn how to create and revise training courses in the system	10 Minutes

Validating Visits

1 Go to 'QA' Tab

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

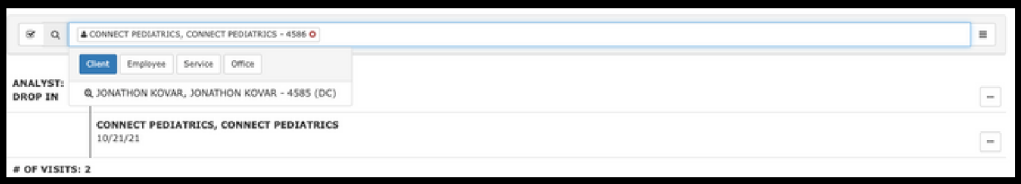


2 Go to the 'Care Validation' Section

- Click on the 'Care Validation' option in the sub menu bar.

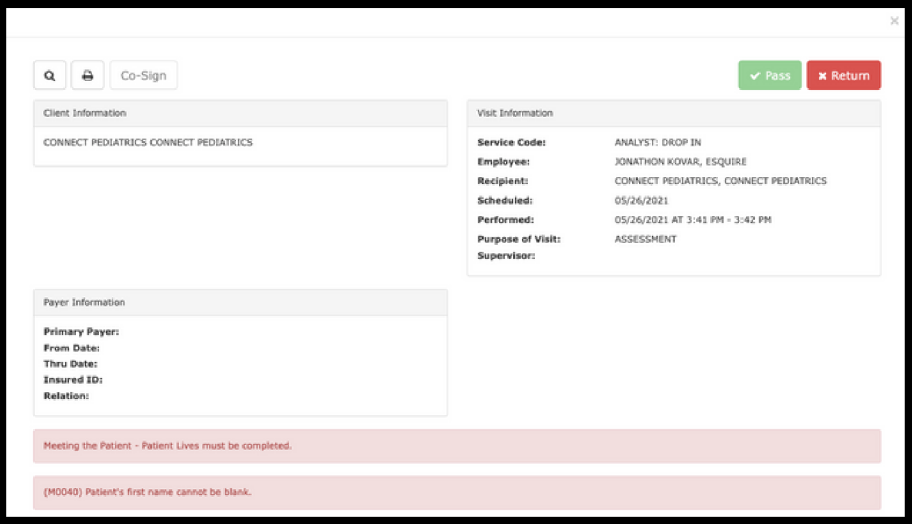
3 Search for the Visit

- Look for the specific visit you would like to review in the search bar.
- Based on your search it will populate a list of visits for you to choose from.



4 Visit Overview Page

- When you select the visit, it will open a page with the information. It will list out all the tasks that need to be reviewed/ completed.



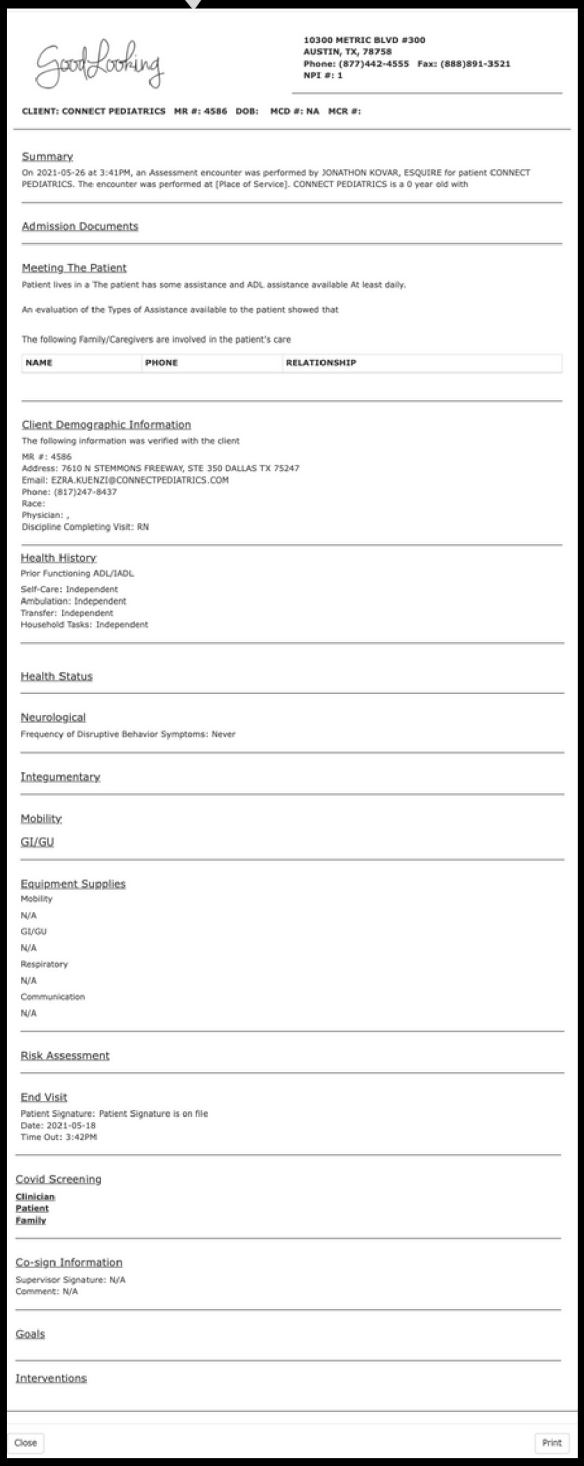
5a Navigating the Care Validation Page

- The Magnifiy Glass button opens the visit so you can review everything in the visit from start to finish.

Validating Visits Continued

5b Navigating the Care Validation Page

- For a hard copy of the visit, click on the printer icon and it will open a documented, print-ready version.
- Simply, click on the 'Print' button at the bottom to send to your printer.



GoodLooking

10300 METRIC BLVD #300
AUSTIN, TX, 78758
Phone: (877)442-4555 Fax: (888)891-3521
NPI #: 1

CLIENT: CONNECT PEDIATRICS MR #: 4586 DOB: MCD #: NA MCR #:

Summary

On 2021-05-26 at 3:41PM, an Assessment encounter was performed by JONATHON KOVAR, ESQUIRE for patient CONNECT PEDIATRICS. The encounter was performed at [Place of Service]. CONNECT PEDIATRICS is a 0 year old with

Admission Documents

Meeting The Patient

Patient lives in a The patient has some assistance and ADL assistance available At least daily.

An evaluation of the Types of Assistance available to the patient showed that

The following Family/Caregivers are involved in the patient's care

NAME	PHONE	RELATIONSHIP

Client Demographic Information

The following information was verified with the client

MR #: 4586
Address: 7610 N STEMMONS FREEWAY, STE 350 DALLAS TX 75247
Email: EZRA.KUENZI@CONNECTPEDIATRICS.COM
Phone: (817)247-8437
Race:
Physician: ,
Discipline Completing Visit: RN

Health History

Prior Functioning ADL/IADL

Self-Care: Independent
Ambulation: Independent
Transfer: Independent
Household Tasks: Independent

Health Status

Neurological

Frequency of Disruptive Behavior Symptoms: Never

Integumentary

Mobility

GI/GU

Equipment Supplies

Mobility
N/A
GI/GU
N/A
Respiratory
N/A
Communication
N/A

Risk Assessment

End Visit

Patient Signature: Patient Signature is on file
Date: 2021-05-18
Time Out: 3:42PM

Covid Screening

Clinician
Patient
Family

Co-sign Information

Supervisor Signature: N/A
Comment: N/A

Goals

Interventions

Close Print

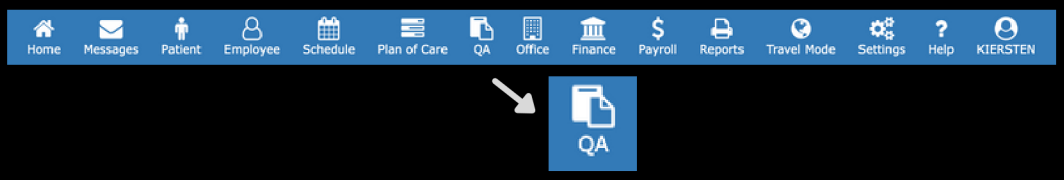
5c Navigating the Care Validation Page

- Choose from the red and green buttons at the top left to either 'Pass' or 'Return' a visit.

Auditing

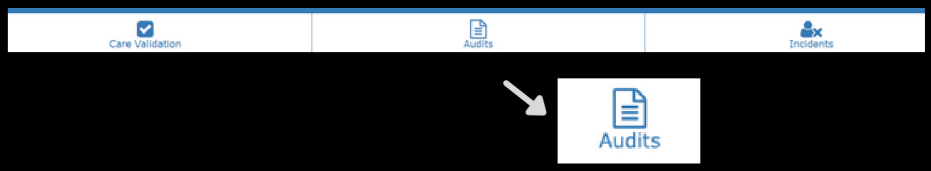
1 Go to 'QA' Tab

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



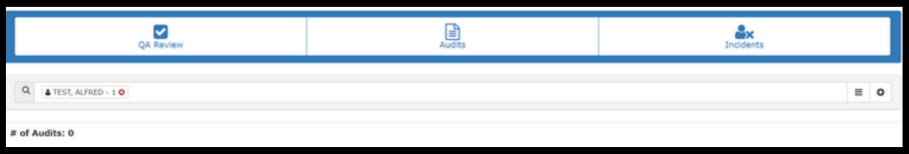
2 Go to the 'Audits' Section

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



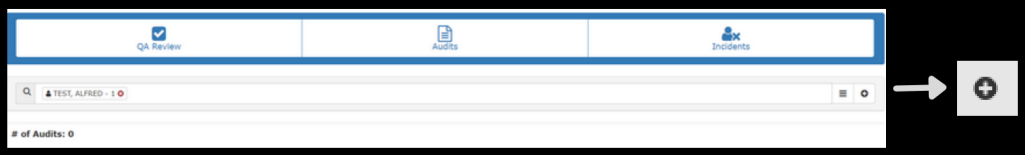
3 Select the Patient to Run an Audit

- Click on the Patient you want to run an audit for. If you don't see it listed, you can use the search bar.



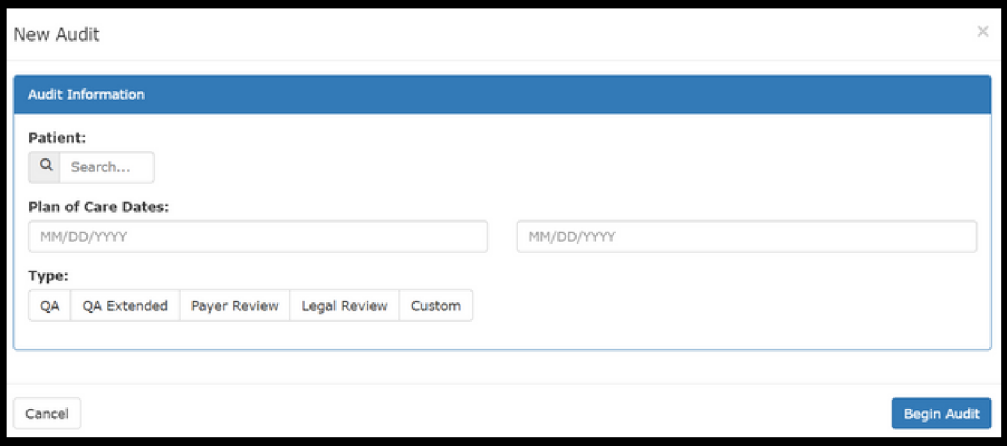
4 Add a New Audit

- To add a new Audit, click on the '+' button to the right of the search bar.



5 Begin Audit

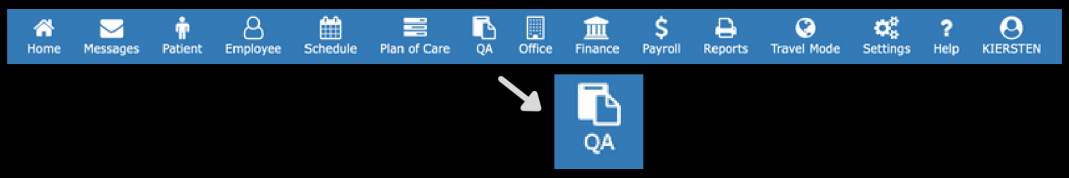
- The 'New Audit' form will open up. Input all the required information and select the type.
- Then click 'Begin Audit.'



Incident Management

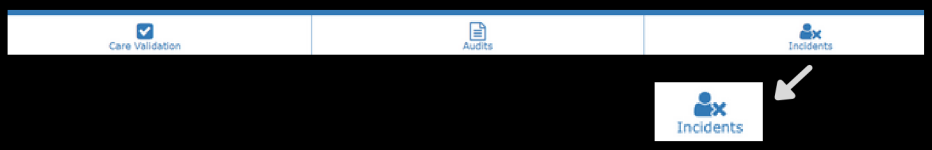
1 Go to 'QA' Tab

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



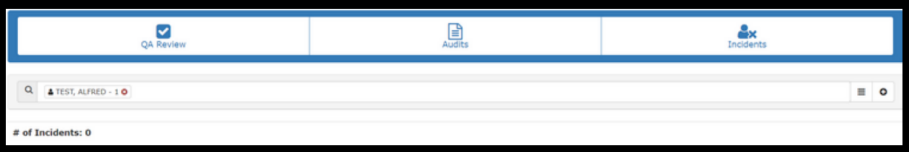
2 Go to the 'Incidents' Section

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



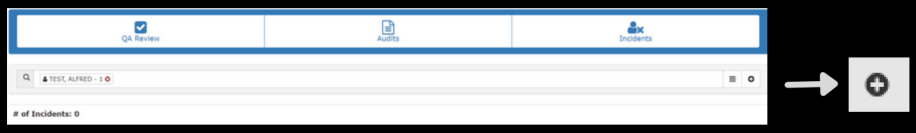
3 Select the Patient

- Click on the Patient associated with the Incident. If you don't see it listed, you can use the search bar.



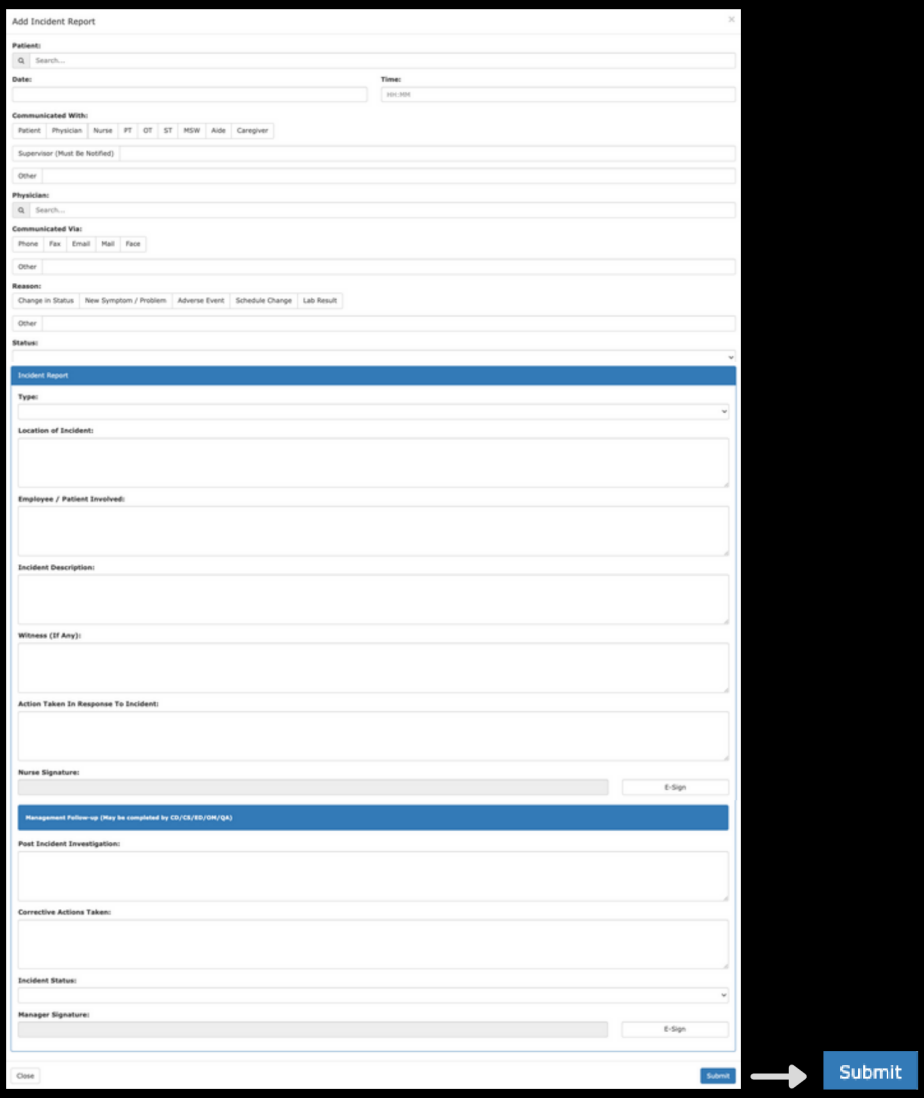
4 Add a New Incident Report

- To report a new incident, click on the '+' button to the right of the search bar.



5 Complete the Add Incident Report

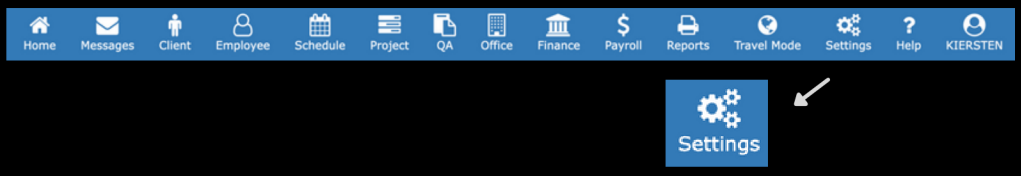
- The 'New Incident Report' form will open up. Input the Patient's information, the Details of the Incident, and Management Follow-Up information.
- Make sure to include the required E-signatures.
- Don't forget to click 'Submit.'



Policy Manuals

1 Go to 'Settings' Tab

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

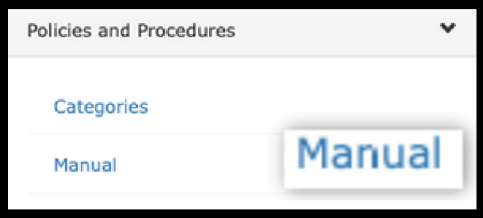


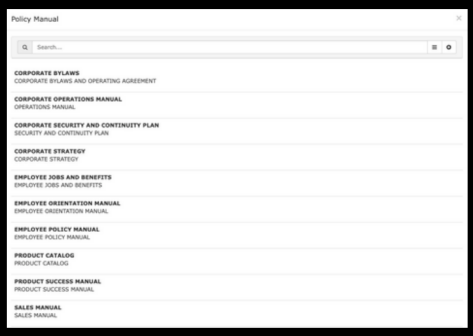
2 Advanced ⟶ Policies and Procedures

- Click 'Advanced' in the list so a drop down opens.
- A secondary list will open. Click the 'Policies and Procedures' option.

3 Go to Manuals

- Click 'Manuals' in the Policies and Procedures list.
- The 'Policy Manual' page will open listing all your existing policies.



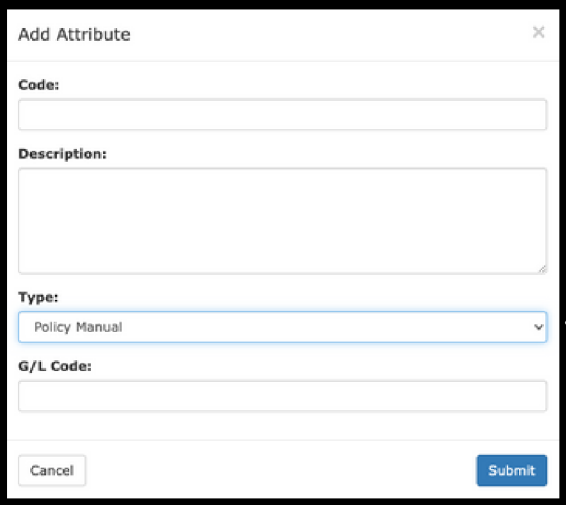


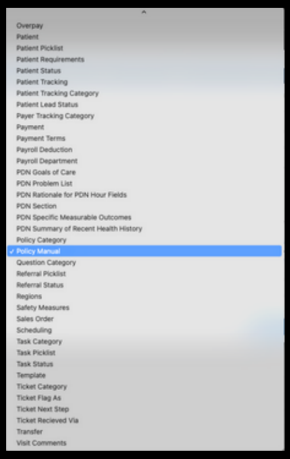
4 Add an Attribute

- To include an attribute, click the '+' button to the far right of the search bar.

5 Complete the Add Attribute Form

- When the "Add Attribute" form opens, you will fill out the fields.
- Select the 'Type' of manual you want to add the attribute to from the drop down.
- Don't forget to click 'Submit'.





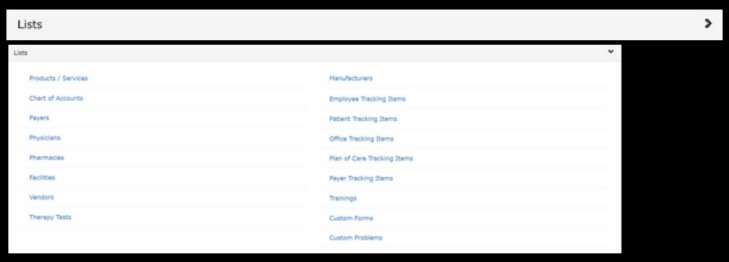
Training Courses

1 Go to Settings

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

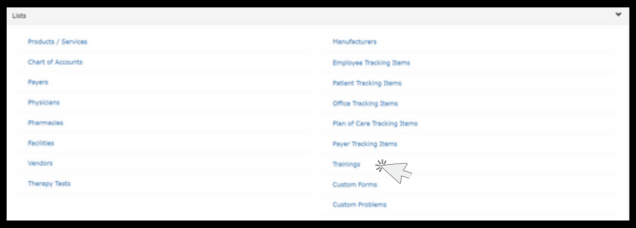
2 Lists → Trainings

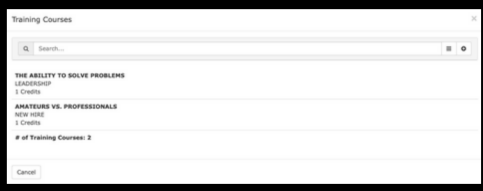
- Click 'Lists' in the settings options so a drop down opens.



3 Go to Trainings

- Click 'Trainings' in the Lists section.
- A page will open listing all your existing training courses.





4 Add a Course

- To add a course, click the '+' button to the far right of the search bar.

5 Complete the Add Training Course Form

- When the "Add Training Course" form opens, you will fill out the fields.
- Select the permissions for the course.
- Don't forget to click 'Submit'.