

New User Orientation

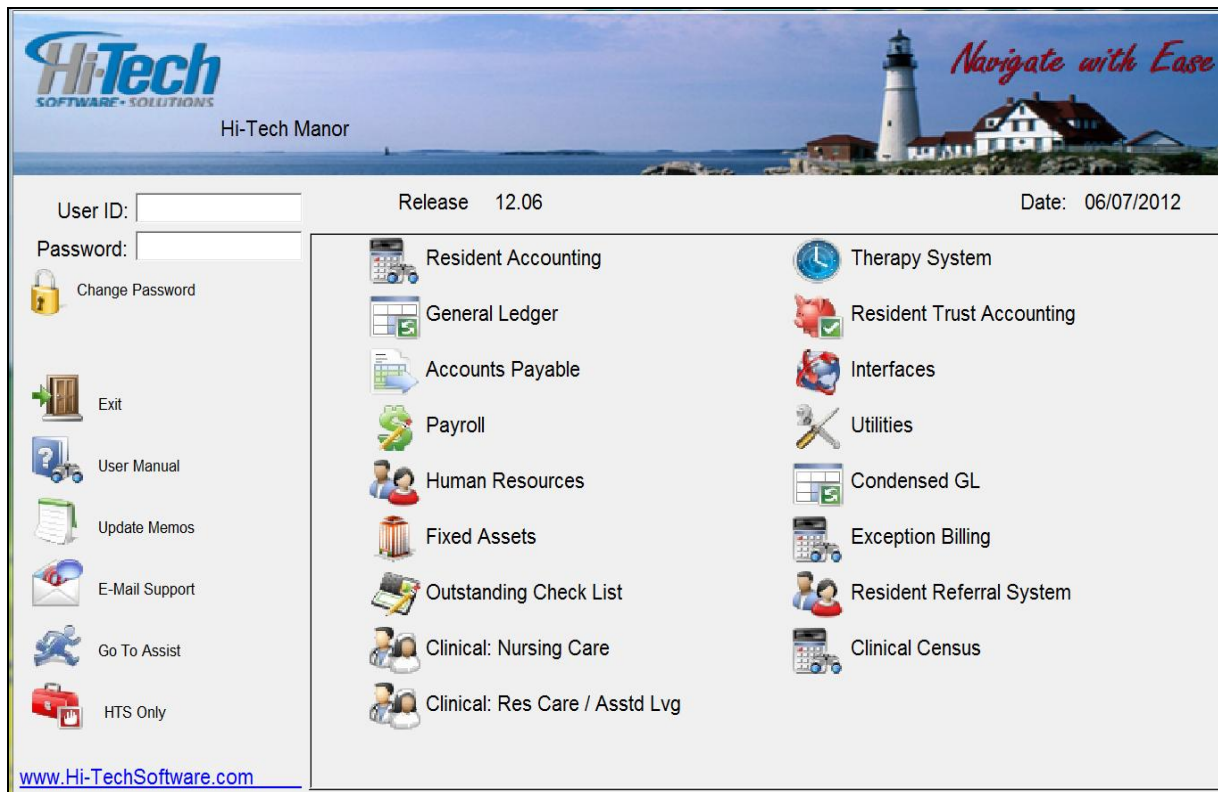
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Hi-Tech Menu System

HTS Login Menu

The Login Menu is the first screen that displays when you click the HTS icon on your desktop. This menu displays *all* HTS applications.

After you log in, you can access the applications used at your facility, based on menu security.

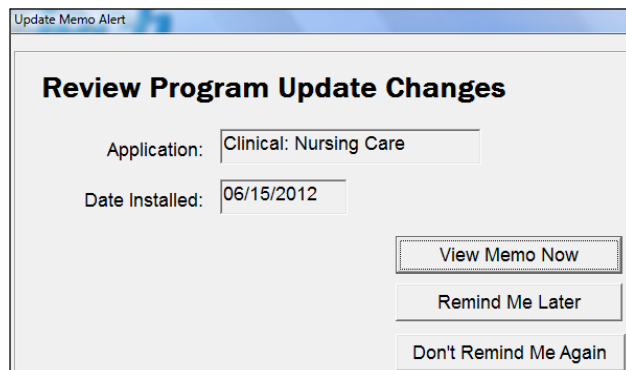


Update Memo Alert

After an update is installed, when you log in, the Master Menu will display the Review Program Update Changes message (on right). Click the following:

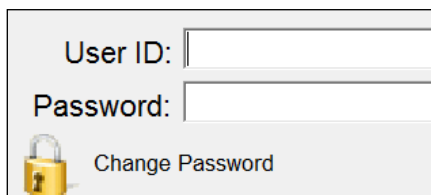
- **View Memo Now** to display/print the memo.
- **Remind Me Later** to display the Alert again in 24 hours for this User ID.
- **Don't Remind Me Again** to stop the display of this Alert for this User ID.

The Alert will be displayed for up to 30 days until the user clicks **View Memo Now** or **Don't Remind Me Again**




Log In to the HTS System

You must log in before you can use any programs.
Security can be added to a User ID to limit program choices.



User ID:

Password:

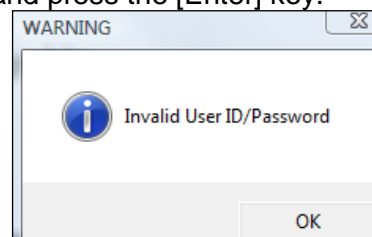
 Change Password

NOTE: Your System Administrator (SA) must create a User ID for anyone who wants to log in to the System.

User ID: (1-10 alpha-numeric characters) Enter your User ID.
Press the [Enter] key or click in the **Password** field.

Password: Enter your Password (1-10 alpha-numeric characters) and press the [Enter] key.

If you enter the *wrong* User ID, the screen will display:
Invalid User ID/Password error message. Click OK and try again.



When you enter a valid User ID and Password:

- Your Home Menu will display all applications authorized for your User ID.
- Within those applications, if your User ID does not have access to a program, that menu option will be displayed in *non-bold italics*.

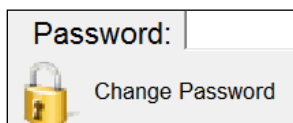
The Password field is a "blind" field. As you enter your codes, only bullets (•••••) will be displayed. Someone watching cannot see what you enter.

Keep your Password secret. If someone uses your User ID and Password, any changes they make or records viewed will be logged under your User ID.


IMPORTANT: Once you have logged into the HTS System, do *not* leave your computer unattended. Another person could access data, and this action would be logged under your User ID. If you leave your system, *exit the program*.

Create or Change a Password

From the Log In or Home screens, enter your **User ID** then click the **Change Password** icon.



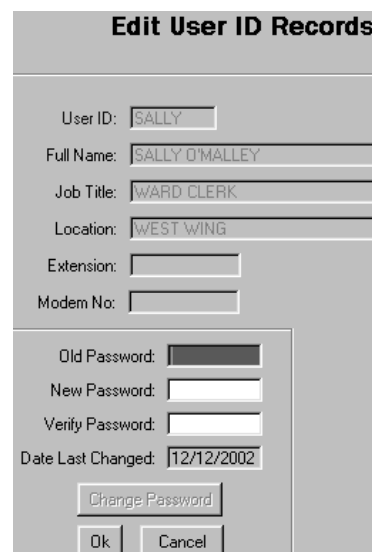
Password:

 Change Password

Edit User ID Records screen will be displayed with your User ID.
Old Password: If you are setting up the *first* password, leave this field **blank**. Press the [Enter] key.

Enter **New Password** (1-10 alpha-numeric characters).

Verify Password: Enter the same *new* password.
It must match the New Password entry or when you click **Ok**, the screen will display: **New Passwords do not Match**.



Edit User ID Records

User ID:

Full Name:

Job Title:

Location:

Extension:

Modem No:

Old Password:

New Password:

Verify Password:

Date Last Changed:

Electronic Signatures

As you move towards more electronic documentation and signature in Hi-Tech, be sure that each staff person's User ID record also includes credentials that should be included with the electronic signature.

Your System Administrator can access to these records through **Utilities > System Structure > Maintenance > User/Security**.

In the **Full Name** field, add the credentials after the last name, as shown on the right.

User ID:	ISTONE	
Full Name:	ISAAC STONE RN	
Job Title:	RN	

In the IMAR System, enter the credentials in the Title field, as shown below:

Login :	don
Last Name :	DON
First Name :	Ima
Initials :	DON
Title :	RN

Inside an Application

Once you have selected an application, that application name displays at the top of your screen and the additional **Home** and **Search** icons will display on the left.

User ID: HTS* Clinical: Res Care / Asstd Lvg Date: 06/07/2012

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User Support Icons on Menu



Home: Click to return to your home menu.



Search Menus: Use to locate a menu option or specific report within the selected application. Example 1: You want to print the report shown below:

03/21/2008	RESIDENT PICK DETAIL REPORT			HTW-NRPK	PAGE 001	
HI-TECH NURSING & REHAB						
RESIDENT	LAST NAME	FIRST NAME	BIRTHDAY	SOC SEC NO	MEDICAID NO	MEDICARE NO
1132	ADAMS	HANNAH J	06/10/1934	105378545	12344758A	0154521478B
1476	AKERS	HENRY H	02/18/1917	001112451	11124585A	015458572A
1314	ALLEN	IRENE E	03/30/1912	511 68 8972	86295151A	5214521521D
1500	AMIDON	LEATRICE K	05/12/1931	212 14 5875		125452876A
1273	ANISTON	THERESA F	11/15/1909	001 55 6841	52152478A	5452152127D
1517	APPLEBEE	CLARA T	06/27/1919	521256632	121212121A	125588745A

Continued on next page.

Click the **Search Menus** icon to display the Search box:

Enter Search Description:

Find

You can search using the program name at top of the report i.e. HTW-NRPK.

Enter the information *after* “HTW–“ i.e. **NRPK**. Click **Find** button.

Note: you can also search on common names for the program such as **PICK**.

This will display the menu name for program: **Resident – Clinical** (see below)

Click the check box under **View** to display the **Location Path** of this program within the current application menu. Select those menu items to launch the program.

Enter Search Description:

No results? Search again using a shorter phrase or fewer letters.
If you know the program number, enter the last 4 characters.

View	Location ID	Description
<input checked="" type="checkbox"/>	09:06:02:01	Resident - Clinical
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

Location Path

Clinical: Res Care / Asstd Lvg

Reporting

Custom Reporting

Resident - Clinical

Make those selections on the menus:

Admission Procedures	Face Sheet Reporting	Resident - Clinical
Documentation	⇒ Custom Reporting	Resident - Accounting
MDS / Care Plans	Orders	Stay Table
Case Mix	MDS	
QI / QA / Survey Reports	Care Plans	
⇒ Reporting	Calendar	

Continued on next page...

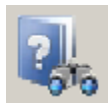
Example 2: To edit a Physician's record, at **Enter Search Description**, enter PHYSICIAN, (not Edit Physicians). Click **Find** button.

Enter Search Description:		PHYSICIANS	Find	No results? Search again with fewer letters. If you know the program number, enter characters.
View	Location ID	Description		
<input checked="" type="checkbox"/>	09:07:01:01	Physicians		Location Path Clinical: Res Care / Asstd Lvg Libraries Face Sheet Physicians

Check the view check box to display the **Location Path**. Make those menu selections:.

Admission Procedures	⇒ Face Sheet	Physicians
Documentation	Orders / Flow Sheet	Insurance
RCA / Service Plans	P/G/A Library	Statistics
Case Mix	Documentation	ICD-9 Codes
QI / QA	Facility	Print Invalid ICD-9 Codes
Reporting	Calendar	Update Annual ICD-9 File
⇒ Libraries		Allergies

More Support Icons



User Manual: From the Login Menu, view Part 1 of the Menu System: Instructions for General Users.

After you login and select an application, click this icon to view the instructions for that application.

HTS provides current User's Instructions with each application update.



Update Memos: Each time you install an update, the Memo for that Release is to this list. Select the Memo you want to read.



E-mail Support: *Send* new support-related issues to:

support@hi-techsoftware.com . Several support people receive at this address. If you email an individual and that person is out of the office, your email will not be read until he/she returns.

IMPORTANT: If you fax a support issue to HTS, follow up with a phone call to provide additional information and so your support issue can be logged in the order it is received.



GoToAssist: Establish Live Remote Assistance with the Hi-Tech Support Staff .

- Wait for Hi-Tech Phone Support to tell you when to click above on GoToAssist. This will connect you to Live Remote Assistance.
- Enter your Name, Facility Name, and the Code that HTS will provide. Phone Support will lead you through the process.

A GoToAssist session is available only through Phone Support during our Office Hours: Monday -Friday: 8 am to 5 pm

www.hitechsoftware.com. Go to our website to review recent news and Webinar schedules, download updates, learn more about HTS history, staff, services and products.



Exit: Click to exit Hi-Tech.

HTS System Structure

Information in the Hi-Tech Systems flows from one process to another eliminating duplicate data entry. For example:

1. You will first build the resident's face sheet information in Edit Medical Record.
2. You will then enter Physician Orders, including the diet order and med orders.
3. When you enter an MDS or an MDS-RCA, these programs pull in existing face sheet information from Edit Medical Record.
4. For Residential care, the MDS-RCA will pull in medications from Physician Orders into; Service Plan Part 1 will pull in the diet order from Physician Orders.

The System Flow Charts on the next page show how Library Codes and Face Sheet information is shared among other parts of the Hi-Tech Clinical Records System.

Libraries

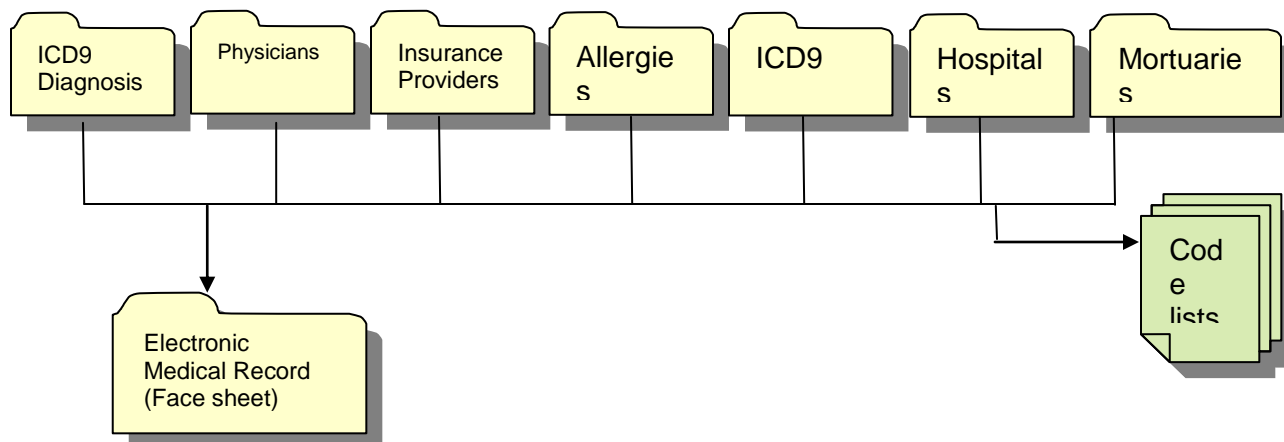
HTS provides several libraries that you can edit to fit your facility's needs. Select frequently used text from libraries rather than re-enter this information.

This will make your use of HTS much more efficient. Libraries include:

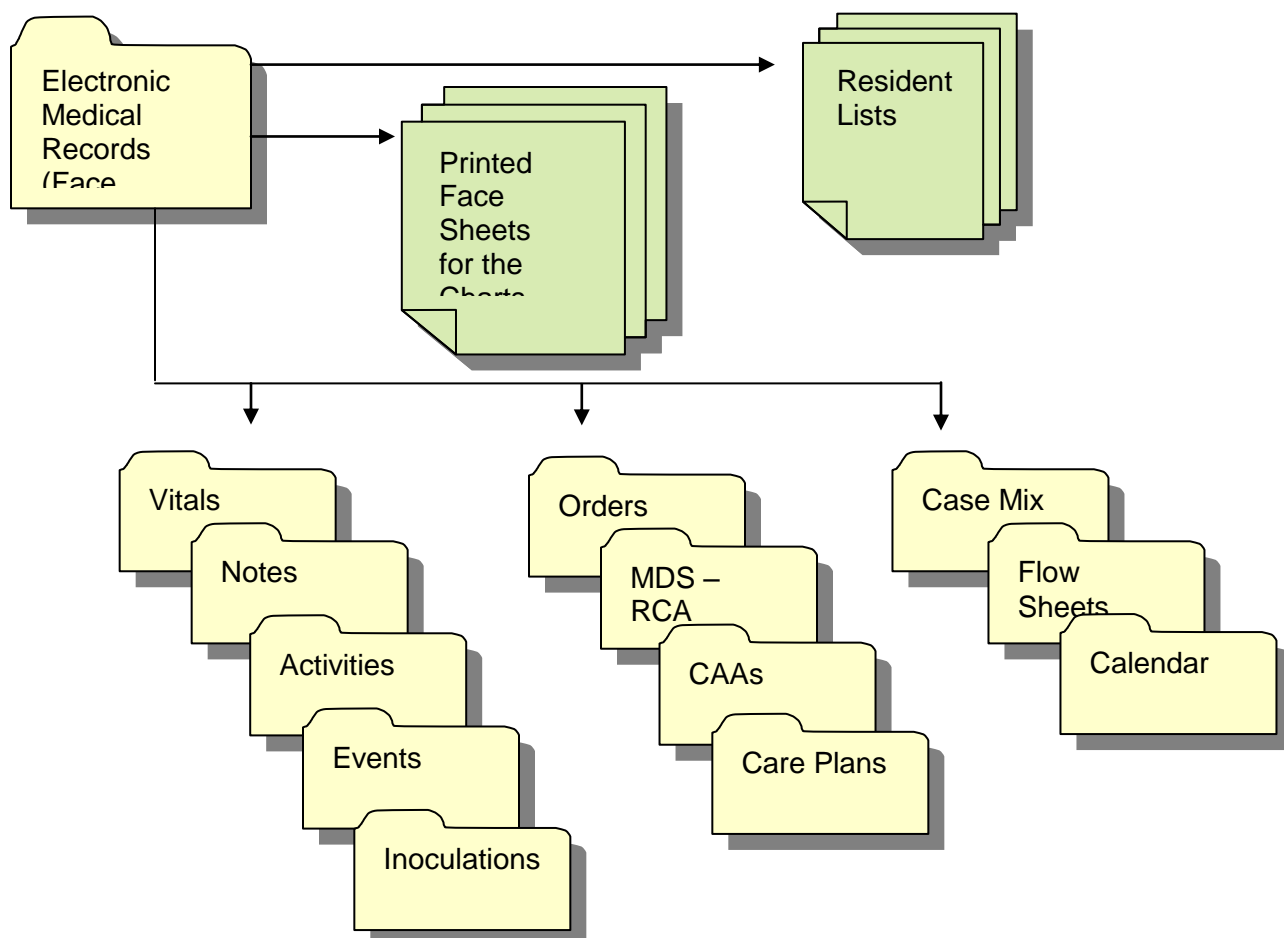
- | | |
|-----------------------------------------|------------------------------------------------------|
| 1. Physician Library (Name and address) | 10. Problems / Goal / Approaches
(for care plans) |
| 2. Med / Treatment Frequency | 11. Resident Notes |
| 3. Routine / Diet / Standard Order | 12. Resident Inoculations |
| 4. Allergy | 13. Activities |
| 5. Insurance | 14. Events |
| 6. Hospital | 15. Flow Sheet |
| 7. Mortuary | 16. CAA Resources |
| 8. City / Town | |
| 9. County | |

System Flow Charts

Face Sheet Library Codes



Edit Resident Medical Records



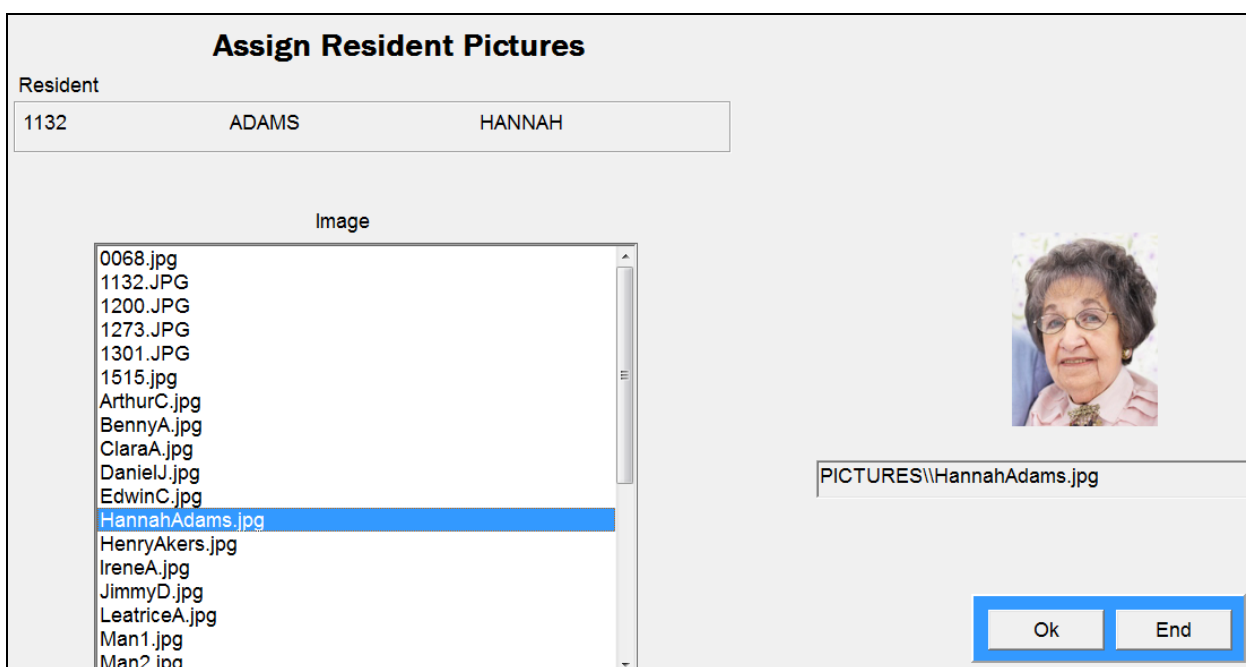
Attach a Photo to Resident's EMR

Through Edit Medical Record, you can add a photo of the resident to the **Demographics** screen.

NOTE: Save photos as jpeg files (JPG) to the PICTURES folder on Hi-Tech DATA drive, or to another folder and path that you have defined through:

Libraries > Clinical Profile > , , Resident Photo Storage Path.

1. Click . The screen will default to your PICTURES folder or other path that you have defined. See NOTE above.
2. Choose a photo from the **Image** list. The photo will be displayed.
3. Click



4. The photo will be added to the resident's **Demographics** screen.

Demographics

Resident ID

Prefix

First Name

Middle Name

Last Name

Suffix

HIPAA

☒ Consent

☒ Authorization

Gender (M/F)

Marital Status

Face Sheet Screens

Guidelines for entering face sheet information.

- Enter dates, phone numbers, and social security numbers without spaces, slashes or dashes. The program will format the entry.
- Do not use the letter O for the number zero, or the number zero for the letter O.
- **Libraries:** You can click the binoculars to select a response from one of the system libraries. HTS provides some of these libraries, such as the ICD9 Diagnosis library. You must build other libraries of information that is specific to your facility, such as the Physician library.

You can add some new library items from the **Edit Medical Record** program. For example, on the **Physicians / Diagnosis** screen, at **Primary Physician** enter a Physician code not yet on file. The program will ask, **Do you wish to add this Doctor?**. Click **Yes**. The program will allow you to create a new physician's record.

Create codes and access existing code records through **Libraries > Face Sheet** and the edit program for that type of code. *(Follow state and federal regulations when creating codes.)*

- To print any library, choose the print icon at the bottom right corner of the screen.

Resident Inquiry

Resident ID : Enter or lookup the Resident ID.

Click the binoculars to display the Resident Inquiry screen:

Starting Last Name

Done.

▲

Res ID	Last Name	First Name	Unit /Rm /Bed	Level	Insurance	Admit	Disc
<input type="checkbox"/> 1132	ADAMS	HANNAH	0010	035-1	2	MEDICAID	01/04/2008
<input type="checkbox"/> 1476	AKERS	HENRY	0020	022-1	3	PRIVATE	01/03/2006
<input type="checkbox"/> 1314	ALLEN	IRENE	0020	024-2	3	PRIVATE	06/08/2004
<input type="checkbox"/> VT1500	AMIDON	LEATRICE	0030	021-1	3	MEDICAID	04/04/2008

- **Starting Last Name:** Key in last name (not case-sensitive) and press [Enter] key
- Click **Page Up** and **Page Down** buttons to move up and down the list of names.
- Click column header to sort records by that topic. Click again to reverse-sort.
- Uncheck ☒ **Active Residents Only** at bottom of screen to include discharged residents.
- To select a resident, click the checkbox to the left of the name.

The selected resident will be displayed.

Admission Procedures >

Edit Medical Record

NR03

Edit Medical Record accesses “traditional” face sheet information and parts of a resident’s clinical record that can be maintained outside of the **Edit Medical Record** program.

The screenshot shows the 'Demographics' window with the following fields and sections:

- Resident ID:** A text field with a small icon to its right.
- Prefix:** A text field.
- First Name:** A text field.
- Middle Name:** A text field.
- Last Name:** A text field.
- Suffix:** A text field.
- Nickname / Preferred Name:** A text field.
- Social Security No.:** A text field.
- Canadian SIN:** A text field.
- Date of Birth:** A date picker.
- Phone:** A text field.
- Group Id's:** A text field with '0 0 0' entered.
- HIPAA:** A section with checkboxes for 'Consent' and 'Authorization'.
- Gender (M/F):** A dropdown menu.
- Marital Status:** A dropdown menu.
- Race:** A dropdown menu.
- Level of Care:** A dropdown menu.
- Primary Payer:** A text field.
- Unit:** A text field.
- Room/Bed:** A text field with '000 0' entered.
- Admit Date:** A date picker.
- Time:** A time picker.
- Source:** A text field.
- City:** A text field.
- County:** A text field.
- Original Admission Date:** A date picker.
- Discharge Date:** A date picker.
- Time:** A time picker.
- Status:** A text field.
- To:** A text field.
- Buttons:** A row of buttons labeled 'Delete', 'End', 'Ok', and 'Cancel'.
- Right Panel:** A vertical list of buttons: 'Demographics', 'Contacts', 'Insurance', 'Physicians / Diagnoses', 'Allergies / Adv Dir / Other', 'Vitals', 'Order / Flowsheet / Kardex', 'Clinical Assessments', 'Care Plans', 'Activities / Events', 'Inoculations', 'Calendar', 'Notes', 'Documents', 'Stay Tables', 'Patient Liability Data', and 'Balances'.

After you select a resident, you can edit several parts of a resident’s clinical record from the **button panel** on the right side of the screen.

The top five buttons access parts of the “traditional” Face Sheet.

You might also have access to the resident’s financial information when you click the **Balances** button at the bottom of the button panel.

Other buttons access information that you can also maintain *outside* of **Edit Medical Record** by selecting an edit option on a menu, for example, **Documentation > Vitals**.

If you select the button from the **Edit Medical Record**, when you complete processing in that record, the program will return you to the resident’s **Demographics** screen.

Your System Administrator can limit which users can access certain information. Call HTS for assistance.

The buttons are arranged vertically in the following order:

- Demographics
- Contacts
- Insurance
- Physicians / Diagnoses
- Allergies / Adv Dir / Other
- Documents
- Vitals
- Order / Flowsheet / Kardex
- Clinical Assessments
- Care Plans
- Activities / Events
- Inoculations
- Calendar
- Notes
- Documents
- Stay Tables
- Patient Liability Data
- Balances

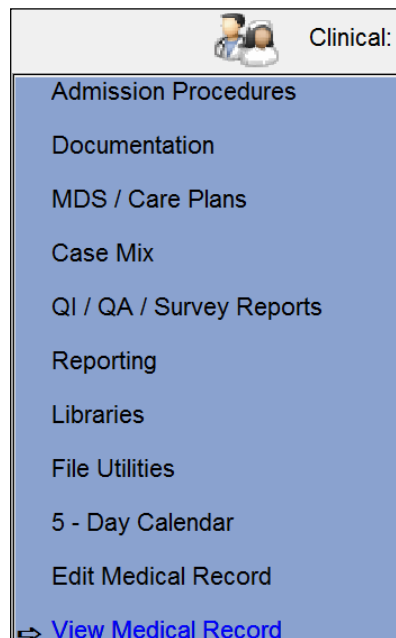
View Medical Record

Use this method to provide view-only access to Surveyors and users who can view, and not change, the Medical Record.

From the Clinical Menu, select **View Medical Record**.
This will display **Edit Medical Record > Demographics**.

Select the resident and then select the type of information in the button panel on the right side of the screen.

You will be able to view but not change the information on that screen.



Demographics

Resident ID: 1132

Prefix:

First Name: Hannah

Middle Name: J

Last Name: Adams

Suffix:

Nickname / Preferred Name: MRS A

Social Security No.: 105-37-8545

Canadian SIN:

Date of Birth: 06/10/1938

Phone: 207 474 7122

Group Id's: 101 102 0

Gender (M/F): Female

Marital Status: Married

Race: 5 - White, not of Hispanic origin

Level of Care: 2 ICF

Primary Payer: 0001 MEDICAID

Unit: 10 NF UNIT

Room/Bed: 035 1 ROOM & BOARD

Admit Date: 01/04/2009

Time: 13:00

Source: 01 PRIVATE HOME OR APPT.

City: SKOW SKOWHEGAN

County: SOME SOMERSET

Original Admission Date: 02/01/2006

Discharge Date:

Time:

Status:

To:

Demographics

- Contacts
- Insurance
- Physicians / Diagnoses
- Allergies / Adv Dir / Other
- Vitals
- Order / Flowsheet / Kardex
- Clinical Assessments
- Care Plans
- Activities / Events
- Inoculations
- Calendar
- Notes
- Documents
- Stay Tables
- Patient Liability Data
- Balances

Reporting > Custom Reporting > Resident - Clinical

Custom Reporting

NRPK

You can design listings of information that you have entered into residents' face sheets; for example:

- Resident names and room numbers
- Birth dates and age
- Religions
- Medicare and Medicaid numbers
- Admit and discharge dates.

If you have already created and saved report designs, the program will first display a list of these reports (on right).

To *print* a report listed on this screen, click the checkbox in front of the report name to check mark it.

☒ 1 Resident by ID numbe

(You can select more than one.)

Click **Print** at bottom of the screen.

To *design* and print a *new* report, click **New Report**. See the next page.

To *delete* an existing report design, select report title and click **Delete**.

To *change* an existing report design, select that report and click **Edit**. The report will display the existing report design screens for you to change and record. See the next page.

Click **End** to end the program without printing.

Checkbox	Report Title
<input checked="" type="checkbox"/>	1 Resident by ID numbe
<input type="checkbox"/>	2 Residents-Last Name
<input type="checkbox"/>	3 Residents religions
<input type="checkbox"/>	4 All birthdays
<input type="checkbox"/>	5 December birthdays
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Date to use on Reports: 06/07/2012

Select Reports from the above list to print **Print**

Build a New Report **New Report**

Select Reports from the above list to Delete or End **Delete** **End**

Select "ONE" Report from the above list to Edit **Edit**

Design a New Report or Edit an Existing Report Design

You must complete *two* screens when designing a report. Screen 1 (below) allows you to select which residents will be included on the report, and in what order:

Resident Reporting - Pick Detail Report			
Select Sort Order <input type="radio"/> Resident ID <input checked="" type="radio"/> Last Name <input type="radio"/> Unit / Room Bed <input type="radio"/> Religion <input type="radio"/> Physician <input type="radio"/> Birth Date <input type="radio"/> Primary Payor	Active Residents Only <input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Individual Include Zero Admit Dates <input type="radio"/> Yes <input type="radio"/> No	Resident ID: <input type="text"/>	
All Residents <input type="radio"/> Yes <input type="radio"/> No		Census Date <input type="text"/>	
Disch. Residents Only <input type="radio"/> Yes <input type="radio"/> No		Birthday Month <input type="text"/>	
Print Birthday List <input type="radio"/> Yes <input checked="" type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
All Units <input checked="" type="radio"/> Yes <input type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
All Physicians <input checked="" type="radio"/> Yes <input type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
Admit Date Range <input type="radio"/> Yes <input checked="" type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
Discharge Date Range <input type="radio"/> Yes <input type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
All Groups <input checked="" type="radio"/> Yes <input type="radio"/> No		From <input type="text"/> Thru <input type="text"/>	
HIPAA Privacy / Disclosure <input type="checkbox"/> Log Non-Care Purpose / Use (Skip Residents without Authorization)			
Page Break on Resident <input type="checkbox"/>			
Double Space <input type="checkbox"/>			
Number of Copies <input type="text"/> 1			
Report Date 11/24/2009			

Select the **Sort Order** that you want. You will usually sort in alphabetic order by Last Name or in numeric order by resident ID. Choose the other options depending on the type of information you are printing. Please note that selecting **Birth Date** sorts by the year born, so oldest residents are listed first.

Select Sort Order	<input type="radio"/> Resident ID
	<input checked="" type="radio"/> Last Name
	<input type="radio"/> Unit / Room Bed
	<input type="radio"/> Religion
	<input type="radio"/> Physician
	<input type="radio"/> Birth Date
	<input type="radio"/> Primary Payor

If this is a list that will include protected health information (PHI), and it will be disclosed to persons outside the facility for reasons other than treatment, payment, or other health care operations (TPO) click ☒ **Log Non-Care Purpose/Use** and complete the **HIPAA Disclosure Information**.

HIPAA Privacy / Disclosure
<input type="checkbox"/> Log Non-Care Purpose / Use
(Skip Residents without Authorization)

This record will be added to the HIPAA Disclosure Log which can be printed by selecting from the Master Menu:
Utilities > HIPAA Processing > Print Disclosure Log (on right).

Click User Manual icon on the Utilities Menu for more information on HIPAA.

HIPAA Disclosure Information	
Request Date	02/27/2003
Requestor Name	<input type="text"/>
Address	<input type="text"/>
City State Zip	<input type="text"/>
Purpose	<input type="text"/>
What disclosed	PICK DETAIL REPORT
Authorization:	<input checked="" type="radio"/> On File <input type="radio"/> Written Request
<input type="button" value="Cancel"/> <input type="button" value="Ok"/>	

Decide which residents to list. Active, All or Individual.

If **Active Resident Only** ☒ **Yes**, you can select to ☒ **Include Zero Admit Dates** (without Admit Dates in the face sheet because not yet entered into the census:

Active Residents Only	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Individual	Resident ID:	
<input type="checkbox"/> Include Zero Admit Dates			
All Residents	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Disch. Residents Only	<input type="radio"/> Yes <input checked="" type="radio"/> No	Census Date	

If you respond ☒ **No**, you can list Active and/or Discharged residents, and enter a **Census Date** to list those in the facility on that date.

Active Residents Only	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> Individual	Resident
<input type="checkbox"/> Include Zero Admit Dates		
All Residents	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Disch. Residents Only	<input type="radio"/> Yes <input checked="" type="radio"/> No	Census Date

Print Birthday List	<input type="radio"/> Yes <input checked="" type="radio"/> No	Birthday Month	
----------------------------	---------------------------------------------------------------	----------------	--

: This will select only those residents with birthdays in a specific month. Enter the birthday month (i.e. 1 for January, 12 for December)

The next part of the screen allows you to be more specific about which residents should be included on the report.

- If you do not want to exclude any residents, leave the existing selections.
- If you do want to be more selective, click the opposite radio box ☒ and enter a selection range at From and Thru.

All Units	<input type="radio"/> Yes <input checked="" type="radio"/> No	From	1	Thru	9999
All Physicians	<input type="radio"/> Yes <input checked="" type="radio"/> No	From	1	Thru	9999
Admit Date Range	<input type="radio"/> Yes <input checked="" type="radio"/> No	From		Thru	
Discharge Date Range	<input type="radio"/> Yes <input checked="" type="radio"/> No	From		Thru	
All Groups	<input type="radio"/> Yes <input checked="" type="radio"/> No	From	1	Thru	999

Access to these items might depend on previous selections. For example, if you have selected **Active** residents only, it makes no sense to ask for a discharge date range, because Active residents should have no discharge date in their face sheet.

Page Break on....: This part of the screen depends on previous selections. For example, the text at the right will be displayed if you are sorting by **Resident ID** or **Last Name**. If you select **Page Break** it will print a *separate page for each resident*, which is **not** a good idea..

Page Break on Resident	<input type="checkbox"/>
Double Space	<input type="checkbox"/>
Number of Copies	1
Report Date	06/07/2012

If you selected another sort order, for example **Unit /Room Bed**, the screen will display the options to the right. Clicking **Page Break** and **Break Total on Unit** is a *good idea* because it will print each Unit on its own page, making the report easier to read.

Page Break on Unit	<input type="checkbox"/>
Break Total on Unit	<input type="checkbox"/>
Double Space	<input type="checkbox"/>
Number of Copies	1
Report Date	06/07/2012

Click **Ok** to display Screen 2. On Screen 2, select the columns of information that will be listed on the report.

Sorted by	Last Name	Space Left	122																				
Select up to 10 items for Detail Line																							
<input checked="" type="checkbox"/> 01 RESIDENT ID <input type="checkbox"/> 02 LAST NAME <input type="checkbox"/> 03 FIRST NAME <input type="checkbox"/> 04 LEVEL OF CARE <input type="checkbox"/> 05 SOC SEC NO <input type="checkbox"/> 06 GENDER <input type="checkbox"/> 07 MS CODE <input type="checkbox"/> 08 BIRTHDAY <input type="checkbox"/> 09 AGE <input type="checkbox"/> 10 RELIGION <input type="checkbox"/> 11 PARISH <input type="checkbox"/> 12 N/A <input type="checkbox"/> 13 IDEAL WEIGHT <input type="checkbox"/> 14 N/A <input type="checkbox"/> 15 N/A <input type="checkbox"/> 16 N/A <input type="checkbox"/> 17 N/A <input type="checkbox"/> 18 PRIMARY DR & 2ND <input type="checkbox"/> 19 1ST 8 DIAGNOSES <input type="checkbox"/> 20 1ST 2 ALLERGIES <input type="checkbox"/> 21 PREV. ADDRESS 1 <input type="checkbox"/> 22 PREV. ADDRESS 2		<div style="background-color: #007bff; color: white; padding: 5px;"> WARNING: Items will be printed on the report in the order shown below. </div> <div style="border: 1px solid #007bff; padding: 5px;"> <p style="text-align: center;">Selection Order:</p> <table border="1" style="width: 100%;"> <tr><td style="width: 5%;">1</td><td>RESIDENT ID</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table> </div>		1	RESIDENT ID																		
1	RESIDENT ID																						
<div style="display: flex; justify-content: space-around;"> Run End Reset Save List Choices </div>																							

Sorted by lists sort order selected on Screen 1.

Space Left indicates how much space is left on the page (from left to right margin) for information to be printed each time you select an item.

Click an item to check mark it: ☒ 01 Resident ID. Selected items will be listed under **Selection Order** in the sequence selected. Column headings will be printed in this same order. To change the order you can uncheck an item, and then check it again to add it to the end of the order.

Run To print or display the selected records. Does not save the design.

End To end the program without printing.

Reset To remove selections from Screen 2 so you can choose again.


List Choices To print a listing of the items on the screen.

Save To save this report design.

When *saving a report design*, the program first lists the existing report designs (on right). Enter a **Code** not yet in use and the description of the report, for example:

Code	20
20 Character Description	PAYMENT NUMBERS
<div>SaveEnd</div>	

Click **Save**. The program will ask if you want to print the report now.

 Report Saved - Do you want to print it now?
<div>YesNo</div>

The next time you run this program, the saved report will be available for selection:

<input type="checkbox"/>	1	Resident by ID numbe
<input type="checkbox"/>	2	Residents-Last Name
<input type="checkbox"/>	3	Residents religions
<input type="checkbox"/>	4	All birthdays
<input type="checkbox"/>	5	December birthdays
<input type="checkbox"/>	20	PAYMENT NUMBERS

Reporting Options: Print, Display, Create File

Most Reporting programs will display in the following format and provide options to print a paper copy.

1564	DILLINGHAM	LORRAINE J
1238	DRAPER	DELILAH J
1537	GENTRY	ARIANNA G
1556	GILESPIE	LILLIAN F
1376	GUNDERSON	JEREMIAH M
1492	JAMES	HANNAH P
1404	KETCHUM	VERNETTA G
1561	LANCASTER	YVETTE
1263	LANDRY	CONSTANCE L

☐ Condense Print
 Beginning of Report
Exit
End of Report
PageUp

Print Report
Print Page
Jump to Page 0001 of 0003
Top Margin:
PageDn

☐ Create File
 Left Margin:

Print the Report

Make your selections on the program screen. Click **Ok** or **Print**.
The report will be displayed. For example:

0860	OLDHAM	ALBERTA F
0870	RUNYAN	RITA M

☐ Condense Print
 Beginning of Report
Exit
End of Report
PageUp

Print Report
Print Page
Jump to Page 0001 of 0003
Top Margin:
PageDn

☐ Create File
 Left Margin:

File Path/Name

Click the **Print Report** or **Print Page** buttons (on left) to print to paper all or portions of the displayed report. The report will remain on the screen.

To view other parts of the report:

Click **Beginning of Report** or **End of Report** to move directly to the top or bottom of the report.

Click **PageUp** **PageDn** to move up or down one page at a time.

Use **Jump to Page** of **002** to move to a specific page of the report.

Use the vertical scroll bars on the right side of the screen to scroll up and down through the report. Click the up or down arrow to move one line at a time, or click and hold on the movable button to scroll quickly.



Condense Print

☒ **Condense Print:** A wide report with several columns will be condensed to fit on one screen, and it might be difficult to read.

1314	ALLEN	IRENE E	2	511 68 8972	F	W	03/30/1912	91	820.9	OPEN FRACTURE UNSPECIFI
										957.1 OTHER PHYSICAL THERAPY
										957.2 OCCUPATIONAL THERAPY
										518.4 UNSPECIFIED ACUTE EDEMA
										486 PNEUMONIA, ORGANISM UNS

Uncheck ☐ **Condense Print** to expand the text.

0469	DANIELSON	MARTHA	2	025448975	F	W	09/08/1918	84	380	C BAPTISTA
										00
1564	DILLINGHAM	LORRAINE J	1	652125895	F	W	10/21/1926	76	70	E ERSTWHILE

Print Report
 Print Page
 ☐ Condense Print

You won't see the entire report, so click at the bottom of the report to display the right side of the report. A vertical dashed line indicates the viewing edge of the report.

RESIDENT	LAST NAME	FIRST NAME	LE	SOC	SEC NO	GEN	MS	BIRTHDAY	AGE	
1132	ADAMS	HANNAH J	2	105378545	F	M	06/10/1934	61		207 474 8544

To move this edge to see more text, adjust **Panel Freeze Point** using the up and down arrows. On the sample below, we increased the Panel Freeze Point to display the age:

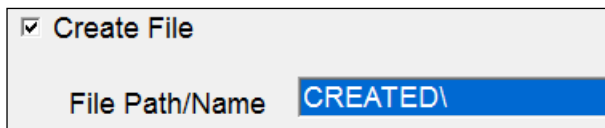
RESIDENT	LAST NAME	FIRST NAME	LE	SOC	SEC NO	GEN	MS	BIRTHDAY	AGE	
1132	ADAMS	HANNAH J	2	105378545	F	M	06/10/1934	69		207 474 8544

We then reduced the **Freeze Point** to display the Physician name for the phone number that is displayed.

RESIDENT	LAST NAME	FIRST NAME	LE	SOC	SEC NO	GE	BOTH PHYSICIANS	
1132	ADAMS	HANNAH J	2	105378545	F	125	R KNOX	207 474 8544

Create a File

To create a file that can be imported into Excel or other spread sheet application, check mark ☒ Create File.



File Path/Name: after **CREATED** enter a file name of your choice (up to 8 characters).

Type in the full path to save the file in a different drive and directory.

Click **Ok**. The file will be given the extension .HTF (for **Hi-Tech File**) and be saved in the specified directory.

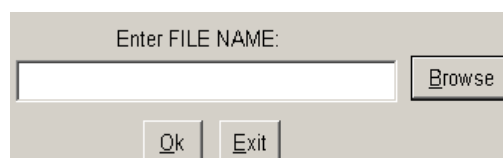
In the spreadsheet program, import the file. See your spreadsheet software user's manual .

If you can access **Utilities**, to display or print the file, select **Utilities > Created Files > Display or Print**.

At the Enter FILE NAME prompt, click **Browse** to display a list of files that you have spooled.

Select the file and click **Ok**.

The report will be displayed or printed.

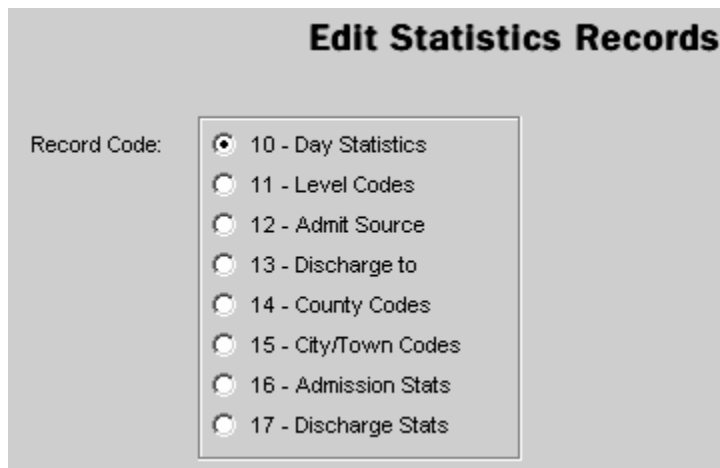


Libraries > Face Sheet**Statistics
RB18**

The Resident Billing System uses these codes to maintain statistics on the census changes processed through the Census programs. Clinical can use these same codes to identify residents through **Edit Medical Record**. If your Clinical and Billing Systems are integrated, please consult with your billing office before accessing these programs.

Each type of census record has its own input screen where you can describe the code.

10 - DAY STATISTICS should only be accessed by your billing office.



Edit Statistics Records

Record Code:

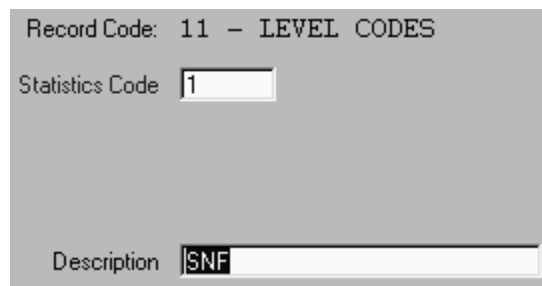
- ☒ 10 - Day Statistics
- ☐ 11 - Level Codes
- ☐ 12 - Admit Source
- ☐ 13 - Discharge to
- ☐ 14 - County Codes
- ☐ 15 - City/Town Codes
- ☐ 16 - Admission Stats
- ☐ 17 - Discharge Stats

11 - LEVEL CODES

Purpose of stat: Defines the Level of Care codes used in Census so you can track number of residents in each level of care.

The following are already defined. **Do not delete or change these codes:**

- 1 = SNF (skilled)
- 2 = ICF
- 3 = RCF (Residential Care), BC or BCF
- 4 = MR
- 5 = Other




Record Code: 11 - LEVEL CODES

Statistics Code: 1


Description: SNF

Sample Face Sheet

Page 1 of 2

HI-TECH NURSING & REHAB		Resident Face Sheet (Page 1 of 2)			
Date: 06/07/2012		2187		THERESA P APPLETON	
Nickname Birth Date 04/23/1930 Gender F Race White Marital Status Widowed Language French / English Verbal Hospital Choice INLAND HOSPITAL Pharmacy CVS		Admit Date/Hr 09/21/2011 15:35 Adm from ACUTE CARE HOSPITAL Original Admit 01/12/2004 Unit/Rm/Bed RCF UNIT 026 2 Religion Catholic Parish St Ann's			
Resident Phone 207 474 7123 Level SNF SS # 001-00-2043 Medicare A # 934562709A Medicare B # 934562709A Medicaid # 86295151A		Primary Payor MCR A Medicare D# Mcd Carrier Mcd Eff. Date 00/00/0000 Mcd Rev. Date 07/01/2003		MCR C Plan Claim # Group # Oth Insurance BLUE CROSS Claim # XVB123456 Group #	
First to Notify / Emergency CHARLES APPLETON POB 150 SKOWHEGAN ME 04976 HUSBAND Home 207 474 4122 Other 210 474 2145 Jan-Mar		Primary Physician ADECCO DAVID PHONE 207 488 5452 FAX 207 477 5454 Allergies AMOXICILLIN, DEMORAL, PENICILLIN, SULFA, PET HAIR			
<input checked="" type="checkbox"/> Financial Contact <input checked="" type="checkbox"/> 1st to Notify <input type="checkbox"/> 2nd to Notify <input type="checkbox"/> 3rd to Notify <input type="checkbox"/> Case Manager <input type="checkbox"/> Day Program		<input type="checkbox"/> Legal Guardian <input checked="" type="checkbox"/> DPOA - Medical <input checked="" type="checkbox"/> DPOA - Financial <input type="checkbox"/> Medical POA <input type="checkbox"/> Financial POA		Advanced Directives <input checked="" type="checkbox"/> DNR - Do not resuscitate <input type="checkbox"/> DNI - Do not intubate <input type="checkbox"/> DNT - Do not transport <input type="checkbox"/> Do not hospitalize	
<input type="checkbox"/> Full Code <input type="checkbox"/> No Code <input checked="" type="checkbox"/> Living Will <input type="checkbox"/> Organ Donor					
Diagnoses (DX) Hosp Adm. DX: 1: 250.01 DIABETES MELLITUS/DIABETES MELLITUS WITHOUT MENTION OF COMPLICATIO 2: 401.9 ESSENTIAL HYPERTENSION/UNSPECIFIED ESSENTIAL HYPERTENSION 3: 294.11 PERSISTENT MENTAL DISORDER DUE TO CONDITIONS CLADementia IN CONDITIONS CLASSIFIED ELSEW 4: 733.09 OTHER DISORDERS OF BONE AND CARTILAGEOTHER OSTEOPOROSIS 5: 311 DEPRESSIVE DISORDER, NOT ELSEWHERE CLASSIFIED 6: 438.20 LATE EFFECTS OF CEREBROVASCULAR DISEASE/LATE EFFECT OF CEREBROVASCULAR DISEASE, HEMIP 7: 414.00 OTHER FORMS OF CHRONIC ISCHEMIC HEART DISEASE/CORONARY ATHEROSCLEROSIS OF UNSPECIFIED 8: 272.0 DISORDERS OF LIPOID METABOLISM/PURE HYPERCHOLESTEROLEMIA 9: 10: 11: 12:					

Page 2 of 2

HITECH NURSING & REHAB		Resident Face Sheet (Page 2 of 2)			
Date: 06/07/2012					
2187 THERESA P APPLETON					
Previous Address					
POB 150					
SKOWHEGAN		ME 04976			
Dentist		Financial Contact			
NONE SPECIFIED		CHARLES APPLETON		<input checked="" type="checkbox"/> Financial Contact	
		POB 150		<input checked="" type="checkbox"/> 1st to Notify	
				<input type="checkbox"/> 2nd to Notify	
				<input type="checkbox"/> 3rd to Notify	
				<input type="checkbox"/> Case Manager	
				<input type="checkbox"/> Day Program	
				<input type="checkbox"/> Legal Guardian	
				<input checked="" type="checkbox"/> DPOA - Medical	
				<input checked="" type="checkbox"/> DPOA - Financial	
				<input type="checkbox"/> Medical POA	
				<input type="checkbox"/> Financial POA	
PHONE FAX 0000000000		SKOWHEGAN HUSBAND		ME 04976	
-Physician		Home 207 474 4122			
CALUMET KAREN		Other 210 474 2145		Jan-Mar	
357 RIVER ROAD					
ALBION ME 04910					
PHONE 207 453 5547 FAX					
Cardiologist					
Physician		2nd to Notify			
Heart Glen		GLORIA SANDERS		<input type="checkbox"/> Financial Contact	
Main Street		234 MADISON AVE		<input type="checkbox"/> 1st to Notify	
Burlington VT 58745				<input checked="" type="checkbox"/> 2nd to Notify	
PHONE 802 456 8545 FAX 802 456 8546		SKOWHEGAN		<input type="checkbox"/> 3rd to Notify	
Cardiologist		FRIEND		<input type="checkbox"/> Case Manager	
				<input type="checkbox"/> Day Program	
				<input type="checkbox"/> Legal Guardian	
				<input type="checkbox"/> DPOA - Medical	
				<input type="checkbox"/> DPOA - Financial	
				<input type="checkbox"/> Medical POA	
				<input type="checkbox"/> Financial POA	
Day Program or 3rd to Notify		Home 474 2458			
VIRGINIA WEST		Other 207 895 4321		Camp	
100 FRONT ST					
SKOWHEGAN ME 04976					
DAUGHTER		-Legal Guardian			
Home 474 4321		NONE SPECIFIED		<input type="checkbox"/> Financial Contact	
Work 474 2222				<input type="checkbox"/> 1st to Notify	
				<input type="checkbox"/> 2nd to Notify	
				<input type="checkbox"/> 3rd to Notify	
				<input type="checkbox"/> Case Manager	
				<input type="checkbox"/> Day Program	
				<input type="checkbox"/> Legal Guardian	
				<input type="checkbox"/> DPOA - Medical	
				<input type="checkbox"/> DPOA - Financial	
				<input type="checkbox"/> Medical POA	
				<input type="checkbox"/> Financial POA	
<input type="checkbox"/> Financial Contact <input type="checkbox"/> 1st to Notify <input type="checkbox"/> 2nd to Notify <input checked="" type="checkbox"/> 3rd to Notify <input type="checkbox"/> Case Manager <input type="checkbox"/> Day Program		<input type="checkbox"/> Legal Guardian <input type="checkbox"/> DPOA - Medical <input type="checkbox"/> DPOA - Financial <input type="checkbox"/> Medical POA <input type="checkbox"/> Financial POA			
Other					
PLACE OF BIRTH: Canada		LIFE TIME OCCUPATION: Mill Worker			
Discharge Plan		To remain at Hi-Tech Manor until we can no longer meet her needs.			
Discharge Date/Hr		00/00/0000 00:00		Reason To	
Mortuary		LAWRY BROTHERS			
		107 MAIN STREET FAIRFIELD ME 04937		207 453 6049 125	