# MedRight Nursing Home Scheduling System

Version 4.05+ Featuring Medicare Compliance & SmartCheck Technology

User Manual



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### SPECIAL NOTICE

#### Medical Necessity & ICD9 Data

It is strongly recommended that the CPT4/ICD9 Reference Report be reviewed for accuracy with respect to your laboratory's Medicare requirements. This information is utilized by **MedRight** when determining the medical necessity of Medicare orders. Contact Software Inventors if you require assistance to update this data.

Software Inventors makes no warranty (express or implied) with respect to the accuracy of the CPT4 and ICD9 data included with *MedRight.* 

#### Year 2000

Software Inventors has tested **MedRight** to verify its operation in the year 2000 and beyond. We have found the system to operate properly and produce accurate patient schedules. In addition, the vendor of the computer language in which **MedRight** is written has indicated that the system will operate properly through the year 2100.

Software Inventors, however, makes no warranty (express or implied) with respect to the accuracy of *MedRight* in the year 2000 or beyond. It is strongly recommended that you test the system's performance to ensure its proper operation and accuracy for your purpose.

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	Using the System
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#### Section 4 Reports Scheduled Test Requisitions Unscheduled Test Requisitions Patient Reminder List Testing Summary Expiring Test Orders Requisition Summary Patient Setup Patient Labels Master File Lists Test Order Audit

Section 5 Other Features Personal Reminders Copy Master Files to **MedRight Home Care Scheduling** systems Database Maintenance Error Handling The *MedRight Nursing Home Care Scheduling System* version 4.0+ is the most advanced *MedRight* patient scheduling system created to date! Complete with Medicare compliance features and our exclusive SmartCheck technology, version 4.0+ provides unparalleled ease-of-use and reliability.

Designed to provide the laboratory with a marketing and operational advantage in the nursing home marketplace, the system is a proven patient management system which allows the laboratory's and nursing home's professional staff to spend more time caring for patients by relieving them of tedious and error-prone paperwork.

**MedRight** provides the ability to record patient demographic, billing, and test order information. Once entered, the system accurately tracks and schedules each patient's laboratory tests. Printed test requisition forms and a variety of reports can be generated to assist the laboratory and nursing home staff in providing superior patient care.

Incorporating one of the industry's most sophisticated and efficient scheduling algorithms, this unique system can precisely match any testing pattern, regardless of complexity. In addition, the system minimizes special phlebotomy trips by scheduling tests, whenever possible, on normal phlebotomy days. The results are a streamlined laboratory operation, increased revenues, and minimized costs.

Used properly, the *MedRight Nursing Home Scheduling System* significantly improves the quality of patient care, minimizes patient discomfort, enhances quality assurance programs, and builds a successful and mutually beneficial relationship between the laboratory and nursing home.

First, familiarize yourself with the basic capabilities of the *MedRight Nursing Home Scheduling System* by reading through this manual.

In order to realize the maximum benefit from this powerful system, analyze the current manual operation and identify all of the tasks currently being performed by the staff. With *MedRight*, some of these tasks may no longer be necessary, others may require major changes, while some will stay the same.

Try redesigning the operation from the ground up, drawing on the features and flexibility offered by the system. Like any new tool, simply 'shoe-horning' this system into the existing operation will be a frustrating experience with no real payoff.

Review the various reports available to the clients and identify their best use for your marketplace. Develop report generation schedules which meet the client's needs but do not needlessly burden the laboratory staff. Remember that inundating clients with paper or setting unrealistic performance requirements on the laboratory staff defeats the purpose of the system and frustrates all involved.

If possible, reports should be generated in a 'batch' mode for all clients. This will tremendously simplify the laboratory operations, but requires standardized reporting schedules for clients.

Review the system's capabilities and the laboratory's operations with the sales and customer service staff. Agree on areas where services may be tailored for clients, and under what circumstances such tailored services will be offered. Also identify areas where deviation from standard procedures will result in unacceptable laboratory workloads and costs.

The *MedRight Nursing Home Scheduling System* is a network-ready, multi-user system - allowing multiple workstations to maintain data or generate reports simultaneously. No processing occurs except under the control of the user and all patient data is directly maintainable, at any time.

Functions which require heavy user interaction, such as patient entry, are designed to provide fast response time. Likewise, complex and high-volume functions, such as requisition generation, can be performed in a 'batch' mode. This design approach frees laboratory personnel to attend to other tasks while the computer runs unattended.

All of *MedRight's* functions are grouped, by category, onto 2 easy-to-use menus. Commonly used functions appear on the main menu with system configuration functions on a secondary menu. Choosing a menu option is as simple as clicking on a menu button.

The system's exclusive SmartCheck technology constantly monitors data entry functions, ensuring that information is reasonable. Convenient on-screen prompts and help messages step the user through operating the functions, with a minimum of training.

## USING THE SYSTEM

### Installing MedRight

*MedRight* version 4.0+ requires the following minimum system specifications:

Pentium processor 128mb RAM 20mb Hard Disk space CD-ROM Microsoft Windows 98, NT, ME, 2000, or XP

To install *MedRight* on your computer, follow these easy steps. At any time, should you encounter any problems or have questions, feel free to contact us at (716) 592-2397. We will be pleased to walk you through the installation process.

- 1. Insert the *MedRight* installation CD.
- 2. If the Setup program does not start automatically: Click on START, then RUN Enter the command x:SETUP ('x' is the CD drive).
- 3. Choose the default answers to the installation questions.

### Starting MedRight

Following installation, locate the *MedRight* program group in the Start Menu and choose the Nursing Home Scheduling system. If the program group does not appear, *MedRight* may be started via Windows Explorer by executing the NHS40.EXE file located in the \*MedRight* folder.

When the introductory *MedRight* screen appears, you will be asked to enter a username and password. Use the User Code & Password which was included with your shipment for this initial entry into the system.

### IT IS STRONGLY RECOMMEND THAT THE PASSWORD SHIPPED WITH THE SYSTEM BE MODIFIED TO PREVENT UNAUTHORIZED ACCESS TO THE SYSTEM.

The system's Main Menu screen will now be displayed, and you're 'off & running'!

🕞 MedRight Nursing I	lome Scheduling Vers	ion 4.03.02			
	MedF	Right Sche Nursing Version	duling Sy <sup>Home</sup> 4.03	rstem	
		License Software Inver PO Box 5 Springville, N	d to ntors, Ltd 551 Y 14141		
	All rights reserved. Una forbidden withd	Copyright 1990 - 2005 by S uthorized use or duplicatio rut a license obtained from	ioftware Inventors, Ltd. n of this system or any j a duly authorized ageni	part thereof is expressly of the author.	
	User Code	Password	[	Log In	

### Exiting MedRight

To exit *MedRight,* always choose the Exit option of *MedRight's* Main Menu.

### Finding Patients

It is not necessary to know the correct or complete spelling of an individual's name in order to locate them. Type at least one letter at the Last Name prompt and click FIND. *MedRight* will then display the first alphabetical match.

Use the PREV and NEXT buttons to move alphabetically forward and backward through the patients. Choose the desired individual by clicking EDIT.

MedRight Nursing Home Scheduling Version 4.01.04			
Entry Reports Other			
Scheduled Reqs	Insurance Report	Personal Reminders	
Summary Schedule	Reminder List	Change Password	
Testing Summary	Patient List	Fix Databases	
Expiring Orders	Client List	Setup Menu	
Setup Sheet	Physician List	Exit	
Client Labels	Test List		
Patient Labels	CPT4/ICD9 Reference		
Client Test Reqs			
Patient Test Reqs			
	MedRight Rep Scheduled Regs Summary Schedule Testing Summary Expiring Orders Setup Sheet Client Labels Client Labels Client Test Regs Patient Test Regs	MedRight Main Menu         Reports         Scheduled Reqs       Insurance Report         Summary Schedule       Reminder List         Testing Summary       Patient List         Expiring Orders       Client List         Setup Sheet       Physician List         Client Labels       Test List         Client Test Reqs       CPT4/ICD9 Reference         Patient Test Reqs       Patient Test Reqs	

Alternately, patients may be located via their patient number. Either the full number, or a portion of the number may be entered. *MedRight* will then display the first patient found which matches the entry. Use the PREV and NEXT buttons to move numerically forward and backward through the patients.

For example, to find Robert Smith, any of the following methods may be used:

- 1. Enter 'S' at the last name prompt. *MedRight* will display the name of the first individual found in the database whose last name begins with 'S'. Use the down arrow key to find Robert Smith.
- 2. Enter 'SMI' at the last name prompt. *MedRight* will display the name of the first individual found in the database whose last name begins with 'SMI'. Use the up & down arrow key to find Robert Smith.
- 3. Enter 'SMITH' at the last name prompt. *MedRight* will display the name of the first 'SMITH' found in the database. Use the up & down arrow key to find Robert.
- 4. Enter 'SMITH' at the last name prompt and 'ROBERT' at the first name prompt. *MedRight* will display the name of the first 'ROBERT SMITH' found in the database.

5. Enter Robert Smith's patient number at the Patient # prompt.

### Finding Clients and Tests

When changing client and test information, it is not necessary to know the complete client number or test code. Enter at least one letter of the number or code and press FIND. *MedRight* will then display the closest match on the screen.

Use the PREV and NEXT buttons to scroll forward and backward through the clients and tests. Choose the desired entry by pressing EDIT.

### Personal Reminders

The *MedRight Nursing Home Scheduling System* provides the ability to record various dates and related notes of which you would like to be reminded. Each time the *MedRight* main menu is activated, your



personal reminder list is checked and an alarm displayed if any items are due or overdue.

## SETTING UP THE SYSTEM

Prior to entering any patient information into *The MedRight Nursing Home Scheduling System*, the following items must be set up in the system's master files:

#### Client File

Enter each client's account number, name, and address. Optionally, two telephone numbers, a fax number, and up to 26 customized test codes may be entered.

No patient may be entered into the system for a client who does not appear in this file.

	MedRight Setup Menu	
Naster File Entry	Security	Other
Client Entry	User Access	Purge Client
Physician Entry	View Test Order Audits	Extract Client
Test Entry	Purge Old Audits	Merge Client
Medical Necessity Table		Set Preferences
ICD9 Codes		
Update Home Care		Main Menu

Test File

Enter the various laboratory tests. Required information includes the test code and name. In addition, fasting information and a note may be entered. If desired, tests may be grouped so that multiple requisitions are printed for the patient. This feature allows tests such as 4pm Glucose to appear on requisitions separate from other tests being performed for the patient.

#### Physician List

This optional entry allows the creation of a master list of physicians along with other information, which can be displayed during patient entry and maintenance.

### Medical Necessity Table & ICD9 Lists

This table is used to determine the medical necessity of test orders for Medicare patients. Approximately 150,000 entries are contained on the *MedRight* installation CD. While *MedRight's* included medical necessity table is common to many regions, we recommend that you review these entries to ensure that they are accurate and complete for your situation.

#### **User Access**

Create individual user codes and passwords to limit access to the system's features.

#### Preferences

#### Form Specs

Enter the type of requisition, requisition summary, label, and testing summary format and sort order.

#### Draw Fees

Enter the draw and trip fees to be printed on each requisition.

### **Compliance Settings**

Enter the Medicare compliance settings to be used by the system when validating test orders.

#### Laboratory Telephone Number

Enter the desired telephone number for client calls.

# ADD or CHANGE CLIENTS

Location Main Menu 🗯

Setup Menu 🗯

Client Entry

🚮 MedRight Nursing	g Home Scheduling Version 4.02.06	- 8 >	
	Client Information		
Client Name	Prev Prev Prev Prev Prev Prev Prev Prev		
or Client#	Find Find Edit Add Save Delete Q	Juit	
Dem	nographics Customized Requisition Tests Notes		
Client#	Allow Draws on Sunday		
Name	Monday		
Address	Tuesday		
	Wednesday		
	Thursday		
Telephone	Friday		
Fax	Saturday		
Rept Commer	nt		
Print Billing Co	odes on Scheduled Reqs 🔽 Patient/Client Reqs 🔽 Barcode Reqs 🔽		
Allow 'Division	n' 🔽 Valid Entries		
Allow Wing'	Valid Entries		
Allow 'Floor'	Valid Entries		
Last Update			

To locate a specific client, enter all or part of the client's name or number, then press FIND. Scroll through clients by pressing the PREV and NEXT buttons. If the last FIND was performed on a client name, PREV and NEXT scroll alphabetically, otherwise the scroll is by client number. Click ADD to add a new client.

Prompts	Client #	Enter the 10 character client number.
	Client Name	Enter the client name, up to 40 characters.
	Address	Enter the first line of the client's address, up to 30 characters.
	Address	Enter the second line of the client's address, up to 30 characters.

Telephone #	Enter the telephone number.
Fax #	Enter the fax number.
Comment	Enter a client comment, up to 60 characters.
Print Billing Codes On	Enter 'Y' to print billing test codes (entered on the Preferences Screen) on Scheduled and Patient/Client Requisitions for this client.
Barcode Reqs	Enter 'Y' to print barcoded patient information on requisitions for this client. (Contact Software Inventors for more information).
Allow Division	Choose 'Y' if a patient may have a Division entry made, 'R' if an entry is required for a patient, or 'N' if no entry is allowed.
Valid Entries	If entered, only phrases matching those entered will be allowed for a Division on the patient maintenance screen. Enter valid phrases, up to 5 characters each, separated by a comma.
Allow Floor, Wing	(As noted in Allow Division above.)
Valid Entries	(As noted in Division Valid Entries above.)
Allow Draws on	For each day of the week, choose 'Y' if test orders are allowed to start on this day or 'N' to prevent test orders from starting on this day. Choose 'O' to warn the operator that test orders should not start on this day but allow the restriction to be overridden. Choose 'F' to only allow Fasting orders to start on this day.
Customized Requisition Tests	Enter up to 26 test codes which will appear on the client requisitions.

Client Notes

Enter an unlimited number of notes concerning client.

*Notes* Client comments are automatically copied to the patient comment field when entering a new patient.

Client notes may be displayed from the patient and test order screens.

# ADD or CHANGE PHYSICIAN INFORMATION

Location	Main Menu 🗯
----------	-------------

Setup Menu 🗯

Physician Entry

R MedRight Nursing Home Scheduling Version 4.01.04			
Physician		Find Prev Edit Ad	d Save Delete Quit
Physician Information			
Client#			
Last Update 🛛 / /			

To locate a specific physician, enter all or part of the physician's name, then press FIND. Scroll through physicians by pressing the PREV and NEXT buttons. Click ADD to add a new physician.

Prompts	Physician Information	Enter the client name and other information, up to 50 characters.
	Client #	Enter the 10 character client number.
<b>Notes</b> Physician entries may be displayed fro However, unlike clients and tests, a ph be set up prior to entry on a patient scr		e displayed from the patient entry screen. and tests, a physician DOES NOT need to on a patient screen.
	Refer to 'Update Home ( <b>Scheduling</b> system with	Care' to update a <i>MedRight Home Care</i> this system's physician information.

# ADD or CHANGE TESTS

Location Main Menu 👄

Setup Menu 🗯

Test Entry

🛱 MedRight Nursing Home Scheduling Version 4.03.02		
Test Information		
Test Name Find Prev		
or Test Code		
Test Code Make EZOrder Panel		
Name		
Regular Tests		
Fasting Reminder Call		
Note		
Test Group		
Department		
CPT4 Codes		
EZOrder Panel Components		

To locate a specific test, enter all or part of the test's name or code, then press FIND. Scroll through tests by pressing the PREV and NEXT buttons. If the last FIND was performed on a test name, PREV and NEXT scroll alphabetically, otherwise the scroll is by test code. Click ADD to add a new test.

Prompts	Test Code	Enter the test code, up to 10 characters in length.
	Make EZOrder Panel	Check box to create an EZOrder Panel test.
	Test Name	Enter the test name, up to 30 characters.
	Fasting Specimen	Enter 'Y' if the test requires a fasting specimen, 'S' if fasting is suggested, or

	'N' if no fasting is required. Optionally, enter the number of fasting hours required.
Reminder Call	The requisition summary report has the option to only include tests where the Reminder Call is 'Y'. This allows customer service staff to contact a patient to remind them of draw appointment, such as an afternoon Glucose.
Test Note	Enter an optional note, up to 60 characters.
Test Group	Enter an optional test group, up to 1 character. When scheduled requisitions are printed, tests for a single patient are printed on separate requisition forms, according to their group.
CPT4 Codes	Enter up to 10 CPT4 codes associated with this test code.
EZOrder Panel Components	Enter up to 10 'regular' test codes which define this EZOrder panel.

**Notes** Test notes will be printed on requisitions and can be used to store specimen collection information or to identify the components of the test.

Use the test group feature to specify tests which should appear on a requisition form by themselves. For example, to cause *MedRight* to print 4pm Glucose tests onto a separate requisition from the patient's morning CBC test, enter a different group for the 4pm Glucose than that used for the CBC.

The CPT4 codes are used to associate a patient's test orders with the valid ICD9 codes, when determining whether the order complies with Medicare medical necessity rules.

Create EZOrder Panels for frequently ordered combinations of individually-ordered tests to streamline the laboratory's operations.

When ordering tests for a patient, any order for an EZOrder panel test 'explodes' into its component tests, with each component appearing as a separate test order. At no time does the EZOrder test code appear as an actual order for the patient.

Refer to 'Update Home Care' to update a *MedRight Home Care Scheduling* system with this system's test information.

# UPDATE MEDICAL NECESSITY TABLE

Location Main Menu 🗯

Setup Menu 🗯

Medical Necessity Table

📲 MedRight	Nursing H	lome Scheduling	Version 4.01.04 Medical	Neces	ssity Ta	ıble			_ <u>-</u> ×
Cpt4	G0107				Find	Prev Edit	Add	Save Delet	e Exit
	Cpt4	G0107	Valid ICD9s Add: click button	555.0 555.1 555.1 555.2 555.9 555.9 556.0 556.0 556.1 556.1 556.1 556.1 556.1 556.1 556.2 556.3 556.3 Add	ck on ICD9, th Delete	ien button			
			I.	CD9				Save C	ruit

To locate a specific CPT4 code, enter all or part of the code, then press FIND. Scroll through codes by pressing the PREV and NEXT buttons. Click ADD to add a new CPT4 code.

To add a new ICD9 for a CPT4, click ADD. To edit or delete an ICD9 code, click on the ICD9 code in the displayed list, then click the desired action (EDIT or DELETE).

Prompts	ICD9	Enter the ICD9 code which is to be
		considered valid for the CPT4 code.

**Notes** While **MedRight's** included medical necessity table is common to many regions, we recommend that you review these entries to ensure that they are accurate and complete for your situation.

Refer to 'Update Home Care' to update a *MedRight Home Care Scheduling* system with this systems' medical necessity information.

# UPDATE VALID ICD9 CODES

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	ing frome seried	ang resion 4.0	ICD9 I	nformat	ion	
ICD9 Phrase	I					Prev
or ICD9 Code				F	ind	Next

Setup Menu 🗯

Main Menu 🗯

Location

ICD9 Phrase		Find	Nevt	Edit	Add	Save	Delete	Exit
			INCAL					
ICD9 Code	V82.9			Changin	g an ICD	9 code <i>d</i> e	oes not	
ICD9 Phrase	SCREEN FOR CONDITION NOS			necessit	y tables.	Table ch	anges	
				mustbe	entereu i	nanuany.		

To locate a specific ICD9 code, enter all or part of the ICD9 phrase or code, then press FIND. Scroll through ICD9 codes by pressing the PREV and NEXT buttons. If the last FIND was performed on an ICD9 phrase, PREV and NEXT scroll alphabetically, otherwise the scroll is by ICD9 code. Click ADD to add a new ICD9 code.

Prompts	ICD9 Code	Enter the ICD9 code.
	ICD9 Phrase	Enter the ICD9 phrase, up to 36 characters.
Notes	When changing the ICE	09 code associated with a phrase,

**MedRight** will NOT automatically update the medical necessity table with the new code. Medical necessity tables updates must be performed for each CPT4 affected by the ICD9 code.

Refer to 'Update Home Care' to update a *MedRight Home Care Scheduling* system with this system's ICD9 information.

# ADD A NEW USER CODE

Location

		Setup Me	enu 🗯	
			User Access	
🕫 MedR	Right Nursing Home Schedu	ling Version 4.03.02		
		User A	ccess Information	
Use	er Code		Find Prev Edit Add	Save Delete
Us	ser Code		All Changes Take Effect the Next	Time
Na	ame		User Logs Into MedRight	
Pa	assword			
All	ow: Patient Entry	-	Setup Menu	
	Delete Old Orders/Cor	nments 🗨	Client/Doctor Entry	
	Report Generation	-	Test Entry	
			Cpt4/ICD9 Entry	
			User Code Entry	
La	st Password Change 🛛 🗸	(	Extract/Merge/Purge	
La	st Login to MedRight 🛛 🗸 ,	(	Update Home Care	
			Preferences Entry	

To locate a specific usercode, enter all or part of the code, then press FIND. Scroll through users by pressing the PREV and NEXT buttons. Click ADD to add a new usercode.

Prompts	User Code	Enter the 3-6 character code, consisting of any characters on the keyboard.
	User Name	Enter the user name, up to 15 characters.
	Password	Enter a 3-6 character password, consisting of any characters on the keyboard. Note that alphabetic characters are not case-sensitive and automatically converted to upper-case.

Choose either 'Y' or 'N' if the user code is to be allowed to perform functions indicated by each of the categories listed:

> Patient Maintenance Report Generation Deletion of Outdated Orders & Comments Setup Menu Access Client/Doctor Maintenance Test Maintenance CPT4/ICD9 Maintenance User Code Maintenance Extract/Merge/Purge User Code Maintenance Update Home Care System System Preference Maintenance

**Notes** It is recommended that each staff member have a unique user code and that the passwords for the 'ADMIN' and 'ALL' codes be changed.

Allow

With the exception of the password and user name, the ADMIN user code may not be modified.

#### IT IS STRONGLY RECOMMEND THAT THE PASSWORDS SHIPPED WITH THE SYSTEM BE MODIFIED TO PREVENT UNAUTHORIZED ACCESS TO THE SYSTEM.

# ENTER or CHANGE FORM SPECIFICATIONS

#### Location Main Menu 🗯

n Menu 🖷

Setup Menu

Set Preferences

		System Preferences	v Edit Add	i Save Delete <b>Exit</b>
Form Settings & Draw Fees		Compliance Settings & File Locations	s	MedRight License
Requisition Format	3	Billing Test Code 1		
Print Medicare Waiver	Y -	Billing Test Name 1		
Barcode Patient Number	N 🔻	Billing Test Code 2		
Requisition Summary Format	1	Billing Test Name 2		
Test Summary Format	1	Billing Test Code 3		
Label Format	1	Billing Test Name 3		
Expiring Test Order Format	2			
Expiring Test Letter Salutation	Dear Doct	tor:		
Patient Setup Sheets	1			

Prompts	Requisition Format	Enter the number of the desired format.
	Print Waiver	Choose 'Y' to automatically print the Medicare Beneficiary Waiver on Medicare patient requisitions.
	Barcode Patient #	If enabled on your license, choose 'Y' to print a barcode on the requisition
	Requisition Summary F	Enter the number of the desired format.
	Test Summary Format	Enter the number of the desired format.
	Expiring Test Order F	Enter 1 for the report format, 2 for the letter format.

Letter Salutation	Enter the phrase to be used at the start of Expiring test order letters
Patient Setup Sheets	Enter the number of the desired format.
We recommend that you	print samples of the various report

*Notes* We recommend that you print samples of the various report formats and sort orders to determine the most appropriate option for your clients.

Settings are saved automatically when the EXIT button is pressed.

# ENTER or CHANGE REQUISITION DRAW FEES

#### Location Main Menu 🖛

Setup Menu

Set Preferences

	S	System Preferences		
		Find Prev	Edit Add	Save Delete <b>Exi</b>
Form Settings & Draw Fees		Compliance Settings & File Locations		MedRight License
Requisition Format	3	Billing Test Code 1		
Print Medicare Waiver	Y -	Billing Test Name 1		
Barcode Patient Number	N 🔻	Billing Test Code 2		
Requisition Summary Format		Billing Test Name 2		
Test Summary Format	1	Billing Test Code 3		
Label Format	1	Billing Test Name 3		
Expiring Test Order Format	2			
Expiring Test Letter Salutation	Dear Doctor:			
Patient Setup Sheets	1			

Prompts	Code	Enter draw fee test code, up to 10 characters.
	Name	Enter draw fee name associated with code, up to 30 characters.
		u

*Notes* Draw fees are printed on all requisitions.

Settings are saved automatically when the EXIT button is pressed.

# ENTER or CHANGE COMPLIANCE SETTINGS

### Location Main Menu 🗯

SetupMenu 🗯

Set Preferences

🕼 MedRight Nursing Home Scheduling Version 4.03.02						
		Syster	n Prefere	ences		
				Find Prev	Edit Add S	ave Delete Exit
Form Settings	s & Draw Fees	Compli	ance Settings & F	File Locations	Medf	Right License
Check diagnosis against ICD9 codes Y   Check Medicare medical necessity Y   Apply Medicare rules to all patients N   Limit duration of test orders to 6						
Location of patient data files		EDRIGHT\NHSDATA	ĸ	Changing require M	file locations will edRight to be rest	arted.
Data File Sizes:	Patients Orders Comments	0 Clients 0 Physiciar 0 Tests	0 ns 0 1,782	User Codes	1	

Prompts	Check Diagnosis	Choose 'Y' if the system is to check the validity of ICD9 codes for test orders.
	Check Medicare	Choose 'Y' if the system is to verify the medical necessity of Medicare orders.
	Apply Medicare Rules To All Patients	Choose 'Y' if the system is to verify medical necessity regardless of insurance type.
	ICD9 Codes to be	Choose 'Y' if ICD9 codes will be entered with a decimal point or N to enter ICD9 codes without decimal points.
	Limit Duration of	Enter the maximum number of months for which standing orders may be entered, either 6 or 12.

Location of patient data	Enter the DOS or UNC path which identifies the location of a shared <i>MedRight</i> database.
Deactivate user codes	Choose the number of days after which an unused user code is denied entry to <i>MedRight</i> . Leave blank if no limit is to be enforced.
Require passwords to	Choose the number of days after which a user must change their password. Leave blank if password changes are not to be enforced.

*Notes* Settings are saved automatically when the EXIT button is pressed.

# PATIENT & TEST ORDER ENTRY

The *MedRight Nursing Home Scheduling System* stores demographic (ex. name, birth date), billing (insurance), and test order information on patients.

Since all of a patient's information may not be available to the laboratory at the same time, billing and test order information may be entered separately from the demographic information.

To set up a patient, the following must be known:

Patient Number (typically, Social Security Number) Patient Name Gender Attending Physician

Take caution to avoid entering the same patient under 2 different patient numbers. This can easily occur if the nursing home is prone to mix-ups and sends 2 copies of the patient's paperwork to the laboratory. *MedRight's* exclusive SmartCheck technology can notify you of patients with similar names, birth date, and gender.

Test orders should be entered exactly as indicated by the client. There is no need to 'translate' orders, such as changing a monthly CBC to every 4 weeks. *MedRight* is flexible enough to handle any type of order requested by the patient's physician, and should be entered as indicated to maintain a clean audit trail.

The *MedRight Nursing Home Scheduling System* can produce reports covering any period of time in the past or future. The ability to produce historical reports can be valuable to nursing homes as a means of monitoring their inhouse quality assurance / risk management activities.

Historical reporting is not possible if patient test orders are deleted from the computer when the order is discontinued by the physician. Therefore, if historical reporting is to be offered, do not delete test orders for patients. Rather, indicate the appropriate 'End Date' for the test order. Likewise, if the schedule frequency of a test order is changed, do not change the frequency within the system. Place an 'End Date' on the old order and enter a new one with the new frequency.

In this way the *MedRight Nursing Home Scheduling System* always 'knows' the past test order pattern for the patient and can produce accurate historical reports for the clients.

## ADD or CHANGE PATIENTS Billing and Demographic Information

Location Main Menu Patient Entry

🔀 MedRight Nu	ursing Home Scheduling Version 4.03.02		
Patient Information			
Last Name	First Find Prev Edit Add Save Dolot	Print Ouit	
or Patient#	Next Next	Req	
Demogra	aphics Insurance Test Orders Date Specific Comments Pa	tient Notes	
Last Name	First Patient#		
Client#	Note Soc Sec #		
Birthdate	II Gender 💌		
Physician List (	☐ Add to Patient Requisition Que	Show All Patients for	
Сору То		Dunlicate	
Address		Patient SmartCheck	
		Show Draw	
Division List	Wing Floor Room	Schedule	
Remind In			
Lab Comments			
Report Comments			
Last Update:	Demo / / Orders / / /		

To locate a specific patient, enter all or part of the patient's name or code, then press FIND. Scroll through patients by pressing the PREV and NEXT buttons. If the last FIND was performed on a patient name, PREV and NEXT scroll alphabetically, otherwise the scroll is by patient code. Click ADD to add a new patient. Click DELETE to remove a patient from the system.

Prompts	Last Name	Enter the patient's last name, up to 20 characters.
	First Name	Enter the patient's first name, up to 15 characters.
	Patient #	Enter the 9 digit number assigned to this patient. Typically the patient's Social Security Number is used.

	An optional 10th character may be entered in those rare cases where multiple patients share a common Social Security Number.
Client #	Enter the 10 character client number.
SS#	Enter the patient's Social Security Number, if not used as the Patient #
Gender	Enter 'F' for female or 'M' for male.
Birth Date	Enter the patient's date of birth. If earlier than 1900, enter the 4 digit year (ie. 1892).
Physician	Enter the patient's physician name, up to 30 characters.
Copy to Doctor	Enter any physician who is also to receive copies of the patient's test results. Up to 30 characters.
Copy to Address	Enter the address of the Copy To physician, using 2 lines, up to 30 characters per line.
Division, Wing	If the nursing home is organized into divisions and/or wings, enter them here for the patient. Otherwise, leave blank.
Floor	Enter the floor on which the patient is found.
Room	Enter the patient's room number.
Reminder Month	Enter the number corresponding to the month for which a reminder should be printed. Ex 1 = January
Reminder Note	Enter a reminder note, up to 30 characters.

Lab Comments	Enter phlebotomy notes, up to 75 characters. These appear on patient requisitions.
Report Comments	Enter notes, up to 75 characters, to be printed on the laboratory results report.
Add to Requisition Que	When printing patient unscheduled requisition, an option exists to include only queued patients. Check to include this patient in the que.
Add to Label Que	When printing patient labels, an option exists to include only queued patients. Check to include this patient in the que.



Medicare #Enter the patient's Medicare Id number,<br/>up to 14 characters.UPIN #Enter the attending physician's UPIN<br/>number, up to 6 characters.

PPS Start Date	Enter the first date on which the patient is covered by a Medicare Prospective Payment system.
PPS End Date	Enter the last date on which the patient is covered by a Medicare Prospective Payment system.
Medicaid #	Enter the patient's Medicaid Id number, up to 20 characters.
Private	Enter the name and/or address of the patient's private insurance company. Up to 20 characters may be entered in the first field, up to 60 in the second.
Policy #	Enter the patient's private insurance policy number, up to 15 characters.
Group #	Enter the patient's private insurance group number, up to 15 characters.
Category #	Enter the patient's category number, up to 15 characters.
NPI/Phys ID #	Enter the license number of the attending physician, up to 15 characters.
Relation	Choose '1' if the patient is the insured, '2' if the patient is the insured's spouse, '3' if the patient is the insured's child, or '4' for any other relationship.
Insured Name Last	Enter the last name of the insured party, up to 20 characters.
Insured Name First	Enter the first name of the insured party, up to 15 characters.

*Notes* The 'Show All Patients for Client' button will display a list of patients existing in the database for the specified client.

The 'Duplicate Patient SmartCheck' button displays a list of patients in the database for the specified client having similar sounding names and the same birth date. Enter the patient name, client, and birth date prior to running SmartCheck.

The 'Show Draw Schedule' button displays a list of scheduled draw dates for the patient. The date range displayed covers the previous 2 months and future 6 months.

The 'Note' button displays any notes entered for the client on the client entry screen.

Use standard abbreviations for Division, Wing, and Floor entries. Reports are sorted based on these fields so that they may be easily separated for distribution to nursing stations. Inconsistent use of abbreviations will result in a confusing sort order. For example, the system regards the 'South' wing as different from the 'S' wing and will sort reports incorrectly for the client. Use the client setup screen to specif whether these fields can be entered for a patient along with valid entries.

The client entry screen provides options to allow, require, or prevent entry of Division, Wing, and Floor. Optionally, valid phrases for each may be defined.

If a comment was entered on the client entry screen, it will be preloaded into the Report Comments field when adding a new patient.

If a Medicare # is entered for the patient, requisitions printed for that patient will include an 'Advanced Beneficiary Waiver Notice', if that option was chosen in the 'Form Specs' option of the Setup Menu.

The Reminder Month and Note fields may be used to track a patient's anniversary date.
# ADD or CHANGE PATIENTS Test Orders

Location

Main Menu

Patient Entry MedRight Nursing Home Scheduling Version 4.03.02 Patient Information Last Name First Save Quit or Patient# Demographics Insurance Test Orders Date Specific Comr Patient Notes Last Name First Patient # Full Every Test Code ICD9 Test Name Start Date End Date Term # Unit On URINALYSIS 510.0 PT PТ 01/02/2005 07/02/2005 IN. W SUN СВС CBC (COMPLETE BL001/02/2005 N 510.0 07/02/2005 W. **I**SUN -Add or EZAdd: click button. Edit, Reinstate, or Delete: click on order, then button Show Draw EZAdd Reinstate Add Edit Delete Schedule Full Term Test Code Start 1 End Order | List ICD9 Every# Unit List

To locate a specific patient, enter all or part of the patient's name or code, then press FIND. Scroll through patients by pressing the PREV and NEXT buttons. If the last FIND was performed on a patient name, PREV and NEXT scroll alphabetically, otherwise the scroll is by patient code.

To add a new order, click ADD. To edit, reinstate, or delete a specific test order, click on the order in the displayed list, then click the desired action (EDIT, REINSTATE, DELETE).

The EZADD option is designed to facilitate entry of multiple test orders with the same starting & ending dates, cycle, and diagnosis. When this option if chosen, *MedRight* preloads these fields based on the most recently added order for the patient.

Prompts	Test Code	Enter the code of the test to be performed.
	Start Date	Enter the first date on which the test is to be performed.
	End Date	Enter the date on which the test order is to be stopped.
	Full Term Order	Check this box if the order is to be treated as a maximum length order, even though the end date is less than 6/12 months from the start date.
	Every #, Unit	These 2 fields define the frequency with which the test is to be performed.
		The cycle # indicates how cycle units are to pass between tests. The cycle unit indicates the time period. Valid cycle units are: D Daily W Weekly W+ Weekly M Monthly Y Yearly T 1 Time Order
		The W+ cycle is used to enter weekly cycle orders which are to be performed on multiple days of the week. When selected, the user is prompted to indicate the days of the week on which the order is to be drawn. <i>MedRight</i> uses this information to automatically create multiple weekly test order records for the patient.
		Examples:

To schedule	E	nter
a test	#	Unit
Daily	1	D
Every 3 days	3	D
Weekly	1	W

Every 2 weeks	2	W	
Every 2 months	2	Μ	
Every year	1	Υ	
One time only	1	Т	
Every 2 weeks on	2	W+	
Mon & Thurs		Μ	Th

Enter one or more ICD9 codes to support the test order, separated by a space. Up to 60 characters may be entered. If no diagnosis is known, leave blank.

NotesThe 'Show Draw Schedule' button displays a list of scheduled draw<br/>dates for the patient. The date range displayed covers the<br/>previous 2 months and future 6 months.<br/>Enter the Every # and Unit to correspond EXACTLY to the<br/>physician orders. Do not 'interpret' the orders since this destroys<br/>the audit trail and places the laboratory and client at risk.

ICD9

A test entered with monthly ('1M') frequency is not the same as one scheduled every 4 weeks ('4W'). A '1M' test is scheduled 12 times per year while a '4W' test is scheduled 13 times.

Only tests with an Every Unit of 'D', 'W' or 'T' may have a start date during the 5th week of a month.

The End Date will be preloaded, based on the settings in the 'Compliance Settings' option.

Entry of ICD9 codes is optional. However, if an entry is made, the system will validate the entries to ensure they are valid ICD9 codes. Further, if the system has been instructed to do so, the medical necessity of the test order will be validated for Medicare patients.

To discard an addition or change, click QUIT before completing the test order line.

It is recommended that test orders not be deleted, unless entered by accident. Rather, enter an 'End Date' for the order. Once a test is deleted, the system no longer 'remembers' that it existed. Therefore, any reports which show the patient's historical test schedule will be inaccurate. Likewise, it is recommended that test orders cycles not be changed, unless entered by accident. If the physician changes the frequency with which a test is to be performed, enter an 'End Date' for the existing order and then add a new order with the new cycle. This ensures the ability to produce an accurate historical test schedule and maintains an accurate audit trail.

When ordering an EZOrder Panel, the order 'explodes' into the panel's component tests, with each component appearing as a separate test order. At no time does the EZOrder test actually appear as an order for the patient.

The Full Term Order flag is useful when the test order's length of term, as defined by the start and end dates is not a full 6/12 months, but the order is to be included on an Expiring Test Order report or letter. For example, an order for a monthly test being started on Monday 1/31/2005 and running for 6 months might be entered as:

<b>Start</b> 1/31/05	<b>End</b> 1/31/05	<b>q</b> 1T	Since 1/31/2005 is the 5 <sup>th</sup> Monday of January, a
2/28/05	6/27/05	1M	monuny order cannot be started.
s naithar ar	dor'o start	anda	and anon a full 6 months (

Since neither order's start and end span a full 6 months (assuming a 6 month reorder requirement is specified in the compliance options), *MedRight* would not include it in the expiring test order letter to the physician. Checking the Full Term Order box for the 2/28/05-6/27/05 order would signal *MedRight* to include the order, regardless of its start and end dates.

*MedRight* automatically maintains an audit trail of changes made to a patient's test orders. The audit trail may be displayed or printed from the Setup Menu.

### ADD or CHANGE PATIENTS Date Specific Comments

Location

Main Menu 🗯

Patient Entry MedRight Nursing Home Scheduling Version 4.01.04 \_ 8 × Patient Information Last Name First Save Quit or Patient# Insurance Test Orders Patient Notes Demographics Date Specific Comn Last Name First Patient # Add or Date Replace Report Comment . Show Draw Add Schedule Add or Replace Date Report Comment

To locate a specific patient, enter all or part of the patient's name or code, then press FIND. Scroll through patients by pressing the PREV and NEXT buttons. If the last FIND was performed on a patient name, PREV and NEXT scroll alphabetically, otherwise the scroll is by patient code.

To add a new date-specific comment, click ADD. To edit or delete a specific comment, click on the comment in the displayed list, then click the desired action (EDIT, DELETE).

Prompts	Date	Enter the date on which the comment is to appear on the patient's requisition.
	Add or Replace	Choose 'A' if this comment is to appear on the patient requisition along with the

comment entered with the patient demographic information.

Choose 'R' if this comment is to appear instead of the comment entered with the patient demographic information

Comment

Enter the comment phrase, up to 60 characters.

**Notes** This feature allows the 'generic' patient comment appearing on the patient demographic screen to be replaced or enhanced on the specified date.

Date-specific comments only appear on scheduled test requisitions.

Ensure that the date entered is an actual test date for the patient. *MedRight* does not check to ensure that a requisition is scheduled to be printed for this date.

The 'Show Draw Schedule' button displays a list of scheduled draw dates for the patient. The date range displayed covers the previous 2 months and future 6 months.

Enter the Every # and Unit to correspond EXACTLY to the physician orders. Do not 'interpret' the orders since this destroys the audit trail and places the laboratory and client at risk.

Only 1 date-specific comment may be entered for a specific date.

# DELETE OUTDATED TEST ORDERS

Location	Main Menu	

**Delete Old Orders** 

MedRight Main Menu			
Patient Entry		Other	
Patient Entry		ersonal Reminders	
Purge Old Orders	Purge Old Test Orders Make Backup First!	Change Password	
Purge Old Commer	Include C All Clients C Selected Clients	Fix Databases	
		Setup Menu	
		Exit	
	Press CTRL & click to select multiple clients 🗸 🔽 Show list by name		
	Delete orders with END date prior to 1/		
	Proceed		
-			

Prompts	All or Selected Clients	If only patient orders for specific clients are to be deleted, choose 'Selected Clients' and highlight one or more desired clients.
	Delete orders with END DATE prior to	Enter the date to be used in identifying orders considered outdated. This date is matched against the End Date entered for each patient test order.
Notes	Once deleted, orders can correct End Date and Clie	not be 'recovered'. Ensure that the ent information is entered.
	IT IS STRONGLY RECO BE MADE PRIOR TO DE	MMENDED THAT A ` OF THE SYSTEM LETING OLD TEST ORDERS.

### DELETE OUTDATED DATE-SPECIFIC COMMENTS

Location Main Menu 🖦

**Delete Old Comments** 

R MedRight Nursing Home S	<sup>cheduling Version</sup> 4.01.04 MedRight Main Menu	
Patient Entry	Reports	Other
Patient Entry		ersonal Reminders
Purge Old Orders	Purge Old Date-Specific Comments Make Backup First!	Change Password
Purge Old Commer	Include C All Clients C Selected Clients	Fix Databases
		Setup Menu
		Exit
	Press CTRL & click to select multiple clients	
	Delete comments for dates prior to	
	Proceed	
-		J

Prompts	All or Selected Clients	If only comments for specific clients are to be deleted, choose 'Selected Clients' and highlight one or more desired clients.
C	Delete comments for dates prior to	Enter the date to be used in identifying comments considered outdated. This date is matched against the date entered for each patient date-specific comments.
Notes	Once deleted, comments	s cannot be 'recovered'. Ensure that the

**Notes** Once deleted, comments cannot be 'recovered'. Ensure that the correct Date and Client information is entered.

# IT IS STRONGLY RECOMMENDED THAT A BACKUP OF THE SYSTEM BE MADE PRIOR TO DELETING OLD COMMENTS.

# DELETE OUTDATED AUDIT RECORDS

View Test Order Audits

Main Menu 🗯

Setup Menu 🖛

MedRight Nursing Home Scheduling Version 4.03.02 MedRight Setup Menu Master File Entry Security Other Client Entry User Access Purge Client Test Order Budi Physician Entry Extract Client Merge Client Test Entry Purge Old Audit Records Make Backup First! Set Preferences Medical Necessity Ta ICD9 Codes Delete audit records for dates prior to Update Home Care Main Menu Exit Proceed

**Prompts** Delete audit records for dates prior to

Location

Enter the test order change date to be used in identifying test order audit records considered outdated.

*Notes* Once deleted, audit records cannot be 'recovered'. Ensure that the correct Date entered.

IT IS STRONGLY RECOMMENDED THAT A BACKUP OF THE SYSTEM BE MADE PRIOR TO DELETING OLD TEST ORDER AUDIT RECORDS.

# **RELEASE LOCKED PATIENT**

Location Main Menu 👄

Setup Menu 🗯

Release Locked Patient

aster File Entry	Security	Other
Client Entry		Purge Client
Physician Entry	Release Locked Patient This function will remove the 'Being Updated' message and	Extract Client
Test Entry	allow the patient to be edited	Merge Client
Route Entry	caronary server participation to be announced to prevent possible data loss	Set Preferences
Medical Necessity T:		
ICD9 Codes	T	Main Menu
	Show list by name	
Update Nursing Ho	Release Lock Exit	

**Prompts** Patient

Select the patient to be released.

**Notes** When a user edits a patient record, the system automatically 'lock' the patient to prevent other users from accessing the patient. The lock is automatically released when the updated patient information is saved.

In rare situations a patient's lock may not be released. This is generally due to power failures, hardware issues, or if the Windows security settings automatically log a user out of the system for non-use. This function is used to manually release the lock. THIS FUNCTION SHOULD BE USED RARELY. TO AVOID ACCIDENTAL LOSS OF THE PATIENT'S INFORMATION, ENSURE THAT THE PATIENT IS NOT ACTUALLY BEING UPDATED BY A USER PRIOR TO RELEASING THE LOCK. The *MedRight Nursing Home Scheduling System* produces a variety of useful operational reports for both the nursing home and laboratory.

Scheduled Test Requisitions - A plain paper requisition form identifying the tests to be drawn on a specific patient. Requisitions are sorted by patient name within Division, Wing, and Floor allowing for easy distribution to nursing stations.

Requisition Summary Report - A concise report showing all patients and test orders for a specified day or range of dates. Designed as a companion report for patient requisitions. Optionally, space can be provided at the bottom of each page for 'last minute' physician orders. This report can also serve as the phlebotomy draw log by having the phlebotomist initial draws performed.

*Testing Summary Report* - A concise report showing each patient's test and scheduled draw dates, arranged chronologically by patient.

*Expiring Test Orders Report* - An invaluable report showing all patient with test orders due to expire within a specified range of dates. Also available in a letter format.

Patient Reminder List - Provides a list of patients whose reminder month matches that requested. This report can be used to identify the anniversary month of patients along with a reminder note.

Patient Setup Sheet - A 'single page' report for each patient showing the demographic and test order information. This report is particularly useful when reviewing patient entries for accuracy. In addition, by printing this report for only patients whose information has been updated, this report serves as a convenient method of confirming patient changes with the client.

*Patient Labels -* Patient labels for use on generic client requisitions or specimen collection tubes.

*Patient Requisitions* - Plain paper requisitions which contain the patient's demographic and billing information. No scheduled test orders are shown, however the client's customized tests appear. The requisitions

are designed to facilitate the ordering of stat and one-time tests by the client.

*Client Requisitions* - Plain paper requisitions which contain the client's name, address, and customized tests. The requisitions are designed to facilitate the ordering of stat and one-time tests by the client.

*Insurance Report* - Prints a list of patients and their insurance information for a single client or multiple clients.

*Patient List* - Provides a list of patients for a single client or all clients. This report can be used to identify patients with a specific test code ordered, a specific physician, or insurance entries.

Client List - A list of all clients in the system.

Test List - A list of all tests in the system.

Physician List - A list of all physicians in the system.

*CPT4/ICD9 Cross Reference* - Provides a cross reference report of all CPT4 codes and their associated Medicare medical necessity ICD9 codes. May also be printed to all ICD9 codes, identifying their associated CPT4 codes

**MedRight** reports can be generated for any period of time (past or future) and can be reproduced as often as required. Additionally, any report can be previewed on the screen, allowing the option to select only specific pages for printing.

# PATIENT REQUISITIONS Scheduled Tests

Location Main Menu 🖛

Scheduled Requisitions

Patient Entrj	Include C Selected Patients	Other
Patient Entry Purge Old Order:		sonal Reminders
Purge Old Comme	Press CTRL & click to select multiple patients V Show list by name	Fix Databases
	Include Clients Selected Clients	Setup Menu Exit
	Include test orders for dates 11 through 11 On regs for 11 print this date instead 11	
	Preview Print Exit	

Prompts	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	Include Test Orders for Dates	Enter the first and last dates for which requisitions are to be printed.
	On Reqs for Print This Date Instead	To print a substitute date for a specific date, enter the date to be changed and the substitute date. This allows requisitions which fall on a holiday to be

printed with the substitute draw date instead.

**Notes** For patients with an entry in the Medicare # field, the requisition will include an 'Advanced Beneficiary Waiver Notice', as required by Medicare.

If a patient is covered by a Medicare Prospective Payment system, the PPS dates are printed along with the Medicare #.

When a substitute date is printed, only the requisitions are affected. The patient's test order will still show the original draw date.

# **REQUISITION SUMMARY**

Location

Main Menu 🗯

	Requisition Summary	
Patient Entry	Include C All Patients C Selected Patients	Other
Patient Entry	+1	rsonal Reminde
Purge Old Order: Purge Old Comme	Press CTRL & click to select multiple patients  Show list by name Include All Clients Selected Clients	hange Password Fix Databases
		Setup Menu
	Press CTRL & click to select multiple clients Show list by name Include test orders for dates 11 through 11 On reas for 11 orint this date instead 11	
	ONLY orders with draw date override N  ONLY reminder call tests N Include comments N Frint area for 1 Time & Stat Orders N Frint summary counts Y	

Prompts	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	Include Test Orders for Dates	Enter the first and last dates for which orders are to be printed.
	On Reqs for Print This Date Instead	To print a substitute date for a specific date, enter the date to be changed and the substitute date. This allows requisitions which fall on a holiday to be

	printed with the substitute draw date instead.
Only Orders With Draw Date Override	Choose 'Y' to only include only orders which override the normal draw days for the client.
Only Reminder Call Tests	Choose 'Y' to include only orders for tests where a reminder call has been specified in the master test setup.
Include Comments	Choose 'Y' to include patient comments on the report.
Sort By	Choose 'Room' to sort patients by room within Division, Wing, & Floor or 'Name' to sort patients alphabetically within Division, Wing, & Floor.
Print Area for 1 Time and Stat Orders	Choose 'Y' to include an area near the bottom of the report for recording 'last minute' orders. (Note that this option is not available if format #5 or #6 is selected on the Set Preferences screen.)
Print Summary Counts	Choose 'Y' to print a report showing the number of patients drawn by date, by client. The summary report will appear at the end of the patient detail report. Choose 'N' to skip the summary report or 'ONLY' to print only the summary without the patient detail.

*Notes* The Requisition Summary is a companion report to the scheduled test requisitions.

In addition to providing the nursing home with advance notice of the patients to be drawn, it serves as a convenient easy-to-read phlebotomy draw log.

When a substitute date is printed, only the requisitions are affected. The patient's test order will still show the original draw date.

# **TESTING SUMMARY**

#### Location Main Menu 🗯

**Testing Summary** 

	MedRight Main Menu	
Patient Entr	Patient Testing Summary	Other
Patient Entry	Include C Selected Patients	sonal Reminders
E citicat		
Purge Old Order		nange Password
Purge Old Comme	<b>_</b>	Fix Databases
	Press CTRL & click to select multiple patients 🔽 Show list by name	Setup Menu
	Include • All Clients • Selected Clients	Exit
	<b>_</b>	
	Press CTRL & click to select multiple clients 🔽 Show list by name	
	Include test orders for dates // through //	
	Include comments	
	Preview Print Exit	

Prompts	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	Include Test Orders for Dates	Enter the first and last dates for which orders are to be printed.
	Include Comments	Choose 'Y' to include patient comments on the report.

# **EXPIRING TEST ORDERS**

#### Location Main Menu 🗯

Expiring Test Orders

	MedRight Main Menu	1
Patient Entr	Include C Selected Patients	Other
Patient Entry		rsonal Reminders
Purge Old Order		hange Password
Purge Old Comme	Press CTRL & click to select multiple patients 🔽 Show list by name	Fix Databases
	Include C All Clients C Selected Clients	Setup Menu
	2	Exit
	Press CTRL & click to select multiple clients 🔽 Show list by name	
	Include test orders for dates 1 / through 1 /	
	Include order less than 6 months duration N	
	Also include 1 time orders 🛛 🔍	
	Preview Print Exit	

Prompts	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	Include Test Orders for Dates	Enter the first and last dates for which requisitions are to be printed.
	Include Test Orders Less Than Months Duration	Choose 'Y' to include testing which was not ordered for the maximum duration allowed by the Medicare compliance setting.

Include 1 Time Orders Choose 'Y' to include 1 time orders, otherwise choose 'N'.

*Notes* Both report and letter formats are available.

Test orders entered with the 'Full Term' box checked will always be included, if the order's end date falls with the specified date range.

Test orders which have been reinstated are automatically excluded from this report by *MedRight*.

# PATIENT SETUP SHEET

#### Location Main Menu 👄

Setup Sheet

	MedRight Main Menu	
Patient Entr	Patient Setup Sheet	Other
Patient Entry	Include C (All Patients) C Selected Patients	rsonal Reminder
Purge Old Order	<u>A</u>	hange Password
Purge Old Comme		Fix Databases
	Press CTRL & click to select multiple patients 🛛 🔽 Show list by name	Setup Menu
	Include Clients C Selected Clients	Exit
	Press CTRL & click to select multiple clients 🔽 Show list by name	
	Last changed from	
	Preview Print Exit	

orinted, ghlight
inted, nlight
ents vithin a start blank.
;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;

*Notes* This report serves as a easy method of confirming patient changes with the client.

### **CLIENT LABELS**

#### Location Main Menu 🖛

**Client Labels** 

Right Nursing Home	Scheduling	Version 4.01.04 MedRight Main Me	enu	
Patient Entry		Reports		Other
Patient Entry				rsonal Reminders
Purge Old Order:		Client Labels		hange Password
Purge Old Comme	Sort by	Client Name C Client Number		Fix Databases
	Include	All Clients     C Selected Clients		Setup Menu
				Exit
			-	
		I Press CTRL & click to select multiple clients	Show list by name	
		Preview Print	Exit	
				1

PromptsSort ByChoose desired sort order.

All or Selected Clients

If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.

*Notes MedRight* uses a label format compatible with the Avery #5160.

### **PATIENT LABELS**

#### Location Main Menu 👄

Patient Labels

•		
Patient Entr	Patient Labels	Other
Patient Entry	Include C Selected Patients	rsonal Reminder
Purge Old Order		hange Password
Purge Old Comme		Fix Databases
	Press CTRL & click to select multiple patients 🛛 🔽 Show list by na	Setup Menu
	Include C All Clients C Selected Clients	Exit
		<b>T</b>
	Press CTRL & click to select multiple clients 🛛 🔽 Show list by na	ime
	Conly Include Queued Patients	
	Number of (collated) labels per patient	
	Preview Print Exit	

Prompts	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.		
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.		
	Only Include Queued Patients	Choose 'Y' to include only patients which have been added to the label que.		
	Number of labels Per Patient	Choose the desired number of labels for each patient.		

*Notes MedRight* uses a label format compatible with the Avery #5160.

### CLIENT REQUISITIONS One-Time and Stat Tests

Location Main Menu 🗯

Client Test Reqs

<table-of-contents> MedRight Nursing Home</table-of-contents>	cheduling Version 4.02.06	
·		
Patient Entry	Reports	Other
Patient Entry	Client Test Requisition	rsonal Reminders
Purge Old Orders		hange Password
Purge Old Commer	Include Clients C Selected Clients	Fix Databases
		Setup Menu
		Exit
	Press CTRL & click to select multiple clients 🔽 List by name	
	Number of (collated) requisitions per client	
	For each client, print a reorder form after requisition number 0	
	Preview Print Exit	
-		_
Patient Entry Purge Old Orders Purge Old Commen	Include All Clients   Selected Clients   Press CTRL & click to select multiple clients Fress CTRL & click to select multiple clients Client 1 ÷ For each client, print a reorder form after requisition number   •    •   •	rsonal Reminders hange Password Fix Databases Setup Menu Exit

Prompts	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	Number of requisitions per Client	Choose the desired number of requisitions for each client.
	Print Reorder Form After Requisition Number	A convenient reorder form may be inserted automatically into the stack of requisitions for the client. If desired, indicate the number of the requisition after which the form is to be printed.

### PATIENT REQUISITIONS One-Time and Stat Tests

Location Main Menu 🗯

Patient Test Reqs

📲 MedRight Nursing Home	Scheduling Version 4.01.04	_ @ ×
	MedRight Main Menu	
Patient Entr	Patient Test Requisition	Other
Patient Entry	Include C Selected Patients	rsonal Reminders
Purge Old Order		hange Password
Purge Old Comme	Press CTRL & click to select multiple patients	Fix Databases
	Include C All Clients C Selected Clients	Setup Menu
	E	Exit
	ri -	
	Press CTRL & click to select multiple clients	
	Number of (collated) requisitions per patient	
	For each patient, print a reorder form after requisition number 0	
	Preview Print Exit	

Prompts	All or Selected Patients	If only specific patients are to be printed choose 'Selected Patients' and highlight one or more desired patients.		
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.		
	Only Include Queued Patients	Choose 'Y' to include only patients which have been added to the requisition que.		
	Number of requisitions per Patient	Choose the desired number of requisitions for each patient.		

Print Reorder Form After Requisition Number	A convenient reorder form may be inserted automatically into the stack of requisitions for the patient. If desired, indicate the number of the requisition
	after which the form is to be printed.

# **PATIENT INSURANCE REPORT**

Location Main Menu 🗯

Insurance Report

	MedRight Main Menu	
Patient Entry	Reports	Other
Patient Entry		rsonal Reminders
Purge Old Order:	Patient Insurance Report	hange Password
Purge Old Comme		Fix Databases
	Include Call Clients C Selected Clients	Setup Menu
		Exit
	Press CTRL & click to select multiple clients 🛛 🔽 Show list by	name
	Preview Print Exit	

*Prompts* All or Selected Clients

If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.

# PATIENT REMINDER LIST

#### Location Main Menu 🗯

**Reminder List** 

		Med	IRight Main I	Menu		
Patient Entry			Reports			Other
Patient Entry						rsonal Reminders
Purge Old Order:		Pa	tient Reminder	List		hange Password
Purge Old Comme	Sort by	Patient Name	C Nursing Station	Month	January 💌	Fix Databases
	Include	All Clients	C Selected Clients			Setup Menu
					×	Exit
		Press CTRL & click	to select multiple clients	🔽 Sho	w list by name	
		Preview	Print		Exit	

Prompts	Sort By	Choose the desired sort order.
	Patient Reminder Month	Choose the month for which patients should be included.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.

# **MASTER PATIENT LIST**

#### Location Main Menu 🖛

Patient List

角 MedRight Nursing Hom	e Schedulin	g Version 4.0	3.02			- PX
-	ſ		Patient Lis	t		
Patient Entry	Sort by	Patient Nar	ne 🕤 Nursing Statior			Other
	Include	All Clients	C Selected Client	s		
Patient Entry					<u> </u>	rsonal Reminders
Purge Old Order:						hange Password
Purge Old Comme					-	Fix Databases
		Press CIRL & c.	lick to select multiple clie.	its 🖌 S	Show list by name	Setup Menu
	Limit to	Patients With	n All of the Following	l:		
	Order for	<ul> <li>Any Test</li> </ul>	C Selected Test	S		Exit
					<u>^</u>	
					·	
		Press CTRL &	click to select multiple te:	its 🔽	Show list by name	
	Test Orde	r Cycle			_	
	Doctor Na	ime Containin	g			
	Insurance					
	1		Enter MEDICARE or M	EDICAID to limit i	to those patients	
	Pr	eview	Print		Exit	

Prompts	Sort By	Choose the desired sort order.
	All or Selected Patients	If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.
	All or Selected Clients	If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.
	<i>Limit to Patients With</i> Order For	Choose one or more tests to limit patients to be printed to only those with an order for the specified tests.

Test Order Cycle	Enter a test cycle to limit patients to only those containing one or more test orders with that cycle.
Doctor Name Containing	Enter a name to limit patients to only those where the specified characters exist in the physician name field.
Insurance Containing	Enter insurance information to limit patients to only those where the specified characters exist in any of the Medicare, Medicaid, or private insurance fields. To include all Medicare or Medicaid patients, enter the word MEDICARE or MEDICAID.

- *Notes* In addition to the patient number, name, location, and physician name, the report identifies the patient's test order status:
  - ACT One or more active orders exist
  - EXP All test orders have expired
  - NO No test orders exist for the patient

# MASTER CLIENT LIST

Location Main Menu 👄

**Client List** 

		MedRight Main M	enu	
Patient Entry		Reports		Other
Patient Entry			I 🖪	rsonal Reminders
Purge Old Order:		Client List		hange Password
Purge Old Comme	Sort by	Client Name Client Number		Fix Databases
	Include	All Clients     C Selected Clients		Setup Menu
			<u> </u>	Exit
			-1	
		I Press CTRL & click to select multiple clients	Show list by name	
		Preview Print	Exit	

*Prompts* Sort By

All or Selected Clients

Choose the desired sort order.

If only specific clients are to be printed, choose 'Selected Clients' and highlight one or more desired clients.

# **MASTER PHYSICIAN LIST**

Location Main Menu 🖛

Physician List

	MedRight Main Menu		
Patient Entry	Reports	Other	
Patient Entry	Scheduled Regs Insurance Report	A Personal Reminders	
Purge Old Order		hange Password	
Purge Old Comme	Physician List	Fix Databases	
	Sort by C Physician Name C Client Number	Setup Menu	
	Only from through	Exit	
	unough		
		-	
	Patient Test Reqs		

*Prompts* Sort By

Only From ... Through

Choose the desired sort order.

To limit the report to a range of clients/names, enter starting and ending clients/names.

# MASTER TEST LIST

Location Main Menu 👄

Test List

	MedRight Main Menu		
Patient Entry	Reports	Other	
Patient Entry	Scheduled Reqs Insurance Report	Personal Reminders	
Purge Old Order	Test List	hange Password	
Purge Old Comme		Fix Databases	
	Sort by C Test Code	Setup Menu	
	Only from through	Exit	
	Only without CPT4 codes		
	Preview Print Exit		
	Patient Test Reqs		

Prompts	Sort By	Choose the desired sort order.		
	Only From Through	To limit the report to a range of names/codes, enter starting and ending names/codes.		
	Only without CPT4 Code	Choose 'Y' to include only tests where no CPT4 codes have been entered.		

# **CPT4/ICD9 CROSS REFERENCE**

Location Main Menu 🖛

CPT4/ICD9 Reference

		Me	dRight Main M	enu	
Patient Entry			Reports		Other
Patient Entry	1			1	A Irsonal Reminders
Purge Old Order:		CF	PT4/ICD9 Referen	ce	hange Password
Purge Old Comme	Sort by	Cpt4	C lod9		Fix Databases
	Include	All Cpt4/lcd9	3 C Selected Cpt4/lcd9		Setup Menu
		80048 80051			Exit
		80053 80061			
		80074 Press CTRL & cl	ick to select multiple Cpt4/Icd9 (	odes	
		Preview	Print	Exit	1

*Prompts* Sort By

All or Selected CPT4/ICD9 Choose desired sort order.

If only specific CPT4/ICD9s are to be printed, choose 'Selected CPT4/ICD9' and highlight one or more desired entries.
# **TEST ORDER AUDIT REPORT**

Location Main Menu 👄

Setup Menu 🗯

View Test Order Audits

aster File Entry	v Security	Other
Client Entry		Purge Client
Physician Entry	Test Order Audit Report	Extract Client
Test Entry	Include • All Patients C Selected Patients	Merge Client
ledical Necessity T:		Set Preferences
ICD9 Codes	*	
Update Home Cai	Press CTRL & click to select multiple patients 🛛 🔽 Show list by name	Main Menu
	Include audit records for dates 11 through 11	
	Preview Print Exit	

*Prompts* All or Selected Patients

Include audit records for dates

If only specific patients are to be printed, choose 'Selected Patients' and highlight one or more desired patients.

Enter the dates to be used in identifying audit records to be included on the report.

Notes

The *MedRight Nursing Home Scheduling System* contains useful utilities to facilitate your personal time management. In addition, a facility is provided to assist in repairing damaged databases.

*Personal Reminders* - Allows the entry of a list of important dates and their related notes. *MedRight* checks this information whenever started to ensure that important dates aren't forgotten.

Change Password - Allows user access password to be modified.

*Fix Databases* - Causes the *MedRight Nursing Home Scheduling System* to review the information in its databases and effect simple repairs.

*Purge Client* - Allows all of the patients for a client to be purged from the database in one easy step.

*Extract Client* - For the specified client, copies the patient demographic, billing, test order, and date-specific comment information entered into *MedRight* to a series of files for transfer to another computer's *MedRight Nursing Home Scheduling System.* 

*Merge Client* - Allows patient information which was extracted from another *MedRight Nursing Home Scheduling System* to be transferred into the patient database.

Update Home Care System - Provides a convenient means to replace the physician, test, medical necessity, and/or ICD9 information in a **MedRight Home Care Scheduling** system with the information contained in this system

# ADD or CHANGE PERSONAL REMINDERS

Location Main Menu 👄

Personal Reminders

🖁 MedRight Nursi	ng Home Scheduling Version 4.01.04 Personal Reminders	_ 8 ×
	Find Frev Edit Add Save D	elete Exit
Date	Note	
09/01/2003	REVIEW SYSTEM'S CAPABILITIES WITH SPRINGVILLE NURSING CTR	X
	Add: click button. Edit or Delete: click on note, then button	
	Add Edit Delete	
11		Save Quit

To add a new reminder, click ADD. To edit or delete a reminder, click on the reminder in the displayed list, then click the desired action (EDIT, DELETE).

 Prompts
 Date
 Enter the date you wish to be reminded.

 Note
 Enter key notes, tasks, etc related to the date.

Notes

# CHANGE USER ACCESS PASSWORD

Location Main Menu 🖛

Change Password

	MedRight	Main Menu	
Patient Entry	Rep	orts	Other
Patient Entry	Scheduled Reqs	Insurance Report	A Personal Reminders
Purge Old Orders	Summary Schedule	Reminder List	Change Password
Purge Old Comments	Enter new password or leave b	lank to keep current password	Fix Databases
			Setup Menu
	New Password		Exit
	Repeat Password		
		Save	
	Client Test Reqs		-
	Patient Test Reqs		

Prompts	New Password	Enter a 3-6 character password, consisting of any characters on the keyboard. Note that alphabetic characters are not case-sensitive and automatically converted to upper-case.
	Repeat Password	Enter the new password again. This password must match that entered above.
NI - 4	A management in discussion	

**Notes** A message is displayed indicating whether the password was updated.

## FIX DATABASES

Location Main Menu Fix Databases

#### Prompts

*Notes* Fixing the databases can never 'harm' the database and can be performed as desired without danger.

This option will also repair a variety of database problems.

### PURGE ALL PATIENT INFORMATION FOR A CLIENT

Location Main Menu 🗯

Setup Menu 🗯 **Purge Client** 

	MedRight Setup Menu	
aster File Entry	Security	Other
Client Entry	User Access	Purge Client
Physician Entry		Extract Client
Test Entry	Purge All Patients for a Client Make Backup First!	Merge Client
ledical Necessity Ta		] Set Preferences
ICD9 Codes		
Update Home Car		Main Menu
	Show list by name	,
	Purge Exit	

Select the desired client from the list. Prompts Client

Notes This option purges ALL patient information for the selected client.

> For added protection, first create a copy of the patient information using the 'Extract Client' option. Purged information cannot be recovered!

#### IT IS STRONGLY RECOMMENDED THAT A BACKUP OF THE SYSTEM BE MADE PRIOR TO MERGING PATIENT INFORMATION.

### EXTRACT ALL PATIENT INFORMATION FOR A CLIENT

Location Main Menu Setup Menu 🖛

Extract Client

Easter File Entry     Security     Other       Client Entry     Upge 2     Purge C       Physician Entry     Extract Patients for a Client     Extract O       Test Entry     BEST LONG TERM CARE     000000     Set Prefer       ICD9 Codes     ICD9 Codes     Image 2     Set Prefer       Update Home Car     Copy extracted data to     Image 2     Main Main Main Main Main Main Main Main		MedRight S	etup Menu		
Client Entry     Function Second     Purge C       Physician Entry     Extract Patients for a Client     Extract C       Medical Necessity Tr     BEST LONG TERM CARE     1000000     Set Prefer       Update Home Car     IC Dy extracted data to     IC :MEDRIGHTINHSDATA4     Main Main	er File Entry	Seci	urity		Other
Physician Entry       Extract Patients for a Client       Extract Q         Test Entry       BEST LONG TERM CARE       000000       Set Prefer         ICD9 Codes       ICD9 Codes       ICD9 Codes       ICD9 Show list by name       Main Million Millio	Client Entry	Heart		_	Purge Client
Test Entry       Merge C         4edical Necessity Tr       D00000         ICD9 Codes       ICD9 Codes         Update Home Car       Show list by name         Copy extracted data to       C:MEDRIGHTINHSDATA4	hysician Entry	Extract Patier	its for a Client		Extract Client
Medical Necessity Tr ICD9 Codes Update Home Car Copy extracted data to C:1MEDRIGHTINHSDATA4	Test Entry		000000		Merge Client
ICD9 Codes Update Home Car Copy extracted data to C:MEDRIGHTINHSDATA4 Main Main Main Main Main Main Main Main	al Necessity Ta	SEST LONG TENW CARE	00000	-	Set Preferences
Update Home Car Copy extracted data to C:IMEDRIGHTINHSDATA4	ICD9 Codes			<b>T</b>	
Copy extracted data to C:IMEDRIGHTINHSDATA4	late Home Car		🔽 Show lis	t by name	Main Menu
	Сору	extracted data to	NHSDATA4		
Extract Exit		Extract	Exit		

 Prompts
 Client
 Select the desired client from the list.

 Copy Extracted Data to
 Enter the path of the folder where the extracted files should be placed.

**Notes** The extract function does not remove the patients from **The MedRight Nursing Home Scheduling System**. Rather, it simply copies the patient demographic, billing, test order, and datespecific comment information to a series of files. The file names and location are displayed when processing is completed. The original patient information remains intact. The extracted patient information is stored in a series of 4 files. All 4 files are required to merge the patients into another *MedRight* system.

### **MERGE ALL PATIENT INFORMATION** FOR A CLIENT

Location Main Menu 🗯

Setup Menu 🖛 Merge Client

aster File Entry	Security	Other
Client Entry	Morgo Bationto for a Client	Purge Client
Physician Entry	Make Backup First!	Extract Client
Test Entry	BEST CARE NURSING HOME 10000	Merge Client
edical Necessity Ta		Set Preferences
ICD9 Codes	Show I	ist by name
Update Home Car	Location of files to be merged C:MEDRIGHT/NHSDATA	Main Menu
	Add to or replace existing patients for client <b>v</b> WARNING: If 'Add' is selected, ensure incoming patient number exist in the database. Otherwise duplicate patients records wil	s DO NOT already   be created!
	Merge Exit	

Prompts Client Select the desired client from the list. Location of Files to Enter the path of the folder containing be Merged the 4 files created by the Extract Client function. Add or Replace Choose 'A' to add the extracted patients the existing patients for the client. See warning note below! Choose 'R' to delete the existing patients for the client and replace them with the patients contained in the previously extracted files.

**Notes** If the 'Add' option is selected, it is possible for a patient to appear in the database more than 1 time, as the previously extracted information is simply appended to the existing database. This may result in patient maintenance problems or database corruption. If this option is selected, ensure that none of the patient numbers contained in the previously extracted files also exist in the current database.

#### IT IS STRONGLY RECOMMENDED THAT A BACKUP OF THE SYSTEM BE MADE PRIOR TO MERGING PATIENT INFORMATION.

## UPDATE MedRight Home Care Scheduling MASTER FILES

Location Main Menu 🖛

Venu 🖦 Setup Menu 👐

Update Home Care

aster File Entry	Security	Other
Client Entry	1	Purge Client
Physician Entry	Update MedRight Home Care Scheduling System	Extract Client
Test Entry	Copy MASTER PHYSICIAN FILE to Home Care Scheduling	Merge Client
fedical Necessity T	Copy MASTER TEST FILE to Home Care Scheduling	Bet Preferences
ICD9 Codes	Copy MEDICAL NECESSITY TABLE to Home Care Scheduling     Copy MASTER ICD9 FILE to Home Care Scheduling	
Update Home Cai	Location of Home Care Database	Main Menu
	Update	

Prompts	Copy MASTER TEST	Check this box to replace the home care scheduling system's master test information with this system's information.
	Copy MASTER PHYS	Check this box to replace the home care scheduling system's master physician information with this system's information.
	Copy MEDICAL NEC	Check this box to replace the home care scheduling system's medical necessity table with this system's information.

Copy MASTER ICD9	Check this box to replace the home care scheduling system's master ICD9 information with this system's information.
Location of Home Care Database	Enter the path of the folder containing the <i>MedRight Home Care</i> system database.

NotesThis function completely replaces the selected information in the<br/>MedRight Home Care Scheduling database with that from the<br/>MedRight Nursing Home Scheduling database.

#### SYSTEM PROBLEM NOTE

At what date & time did the problem occur?

What menu option was being performed?

What was the problem - <u>Be Specific</u>?

What error messages appeared on the screen or printer?

Was a specific client, patient, or test affected? Which one(s)?

What did you do to resolve the problem?

Date & Time	By Whom	Backup Set	Туре	Notes
			Partial Full	

#### SCHEDULING SYSTEM BACKUP LOG

NOTE! To provide added protection, a backup should be removed from the laboratory at least once per week.

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