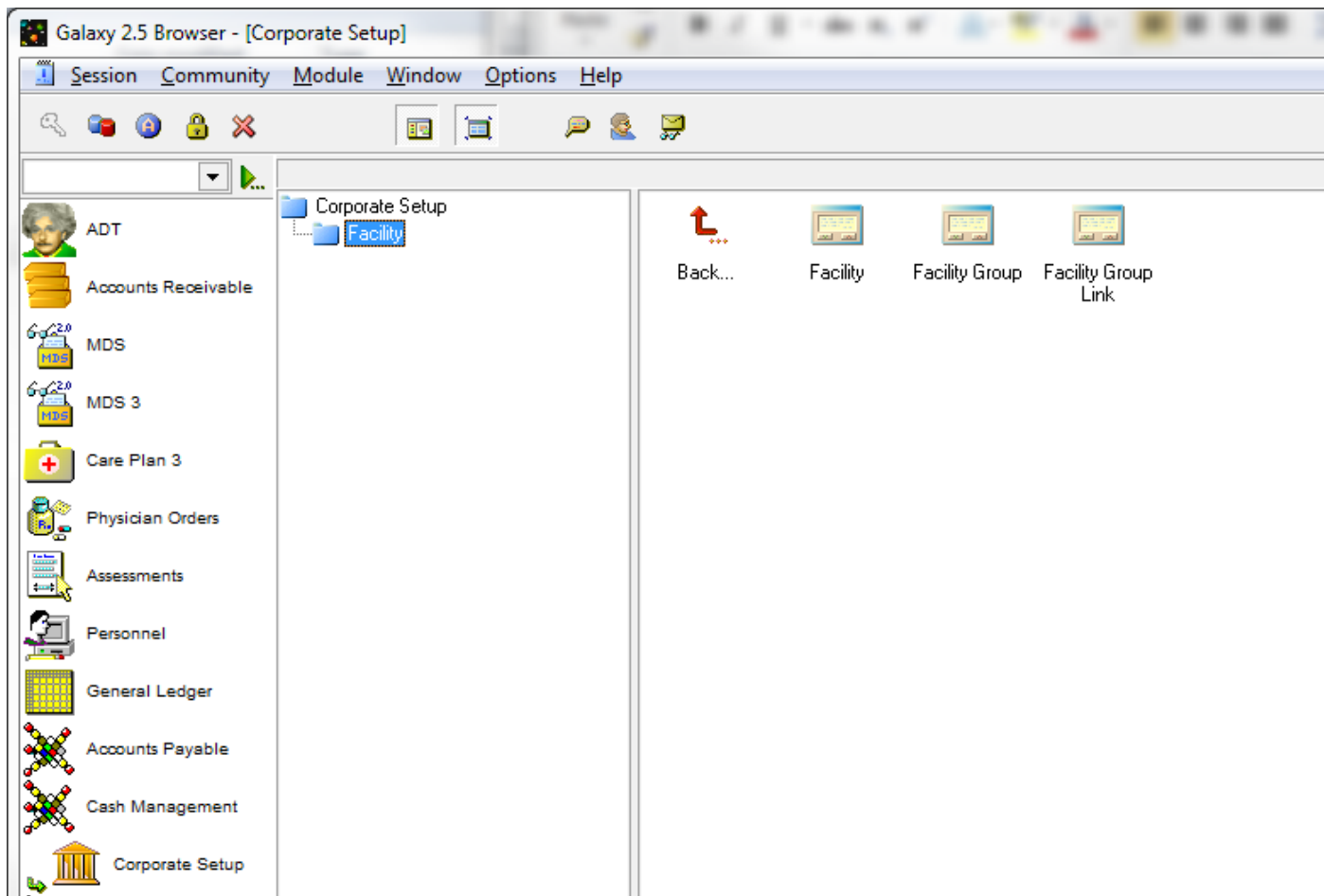


Galaxy Hosted Software

Corporate Setup

Nick M. D'Angelo, Sr
May 2011

Corporate Setup – Creating/adding a facility



Click on the Facility link

You will see a list of your current facilities.

Here you can choose EDIT to work on one you already have or NEW to create a new facility

Facility ID	Facility Short Name	Address 1	Address 2	City	State	Zip	Current Use
AI1	American Idol	333 Woodstock Lane		CHICAGO	IL	60660-	T
HHV	Hollywood HCV	1234 HOLLYWOOD BLVD		BEACHWOOD	OH	44122-	T
Nick	Nicks Place	123 Nicholas Way		Kent	OH	44240-	T
STAR1	Star Struck	90210 MERLOSE PLACE		HOLLYWOOD	LA	33019-	T

Master	Detail 1	Detail 2
Facility ID	<input type="checkbox"/> Nick	
Facility Name	Nicks Place	
Facility Short Name	<input type="checkbox"/> Nicks Place	
Address1	<input type="checkbox"/> 123 Nicholas Way	
Address2	<input type="checkbox"/>	
City	<input type="checkbox"/> Kent	
State	<input type="checkbox"/> OH <input type="text"/>	Zip <input type="checkbox"/> 44240 <input type="text"/>
Phone1	<input type="checkbox"/> (877) 888-4599x <input type="text"/>	NPI <input type="checkbox"/> 1063640555 <input type="text"/>
Phone2	<input type="checkbox"/> () - x <input type="text"/>	Taxonomy Code <input type="checkbox"/> <input type="text"/>
Office Fax	<input type="checkbox"/> (165) 141-060 x <input type="text"/>	
Nursing Fax	<input type="checkbox"/> () - x <input type="text"/>	

Detail 1 – This is the basic information for the facility such as address and NPI.

Facility ID will identify this facility in all our modules

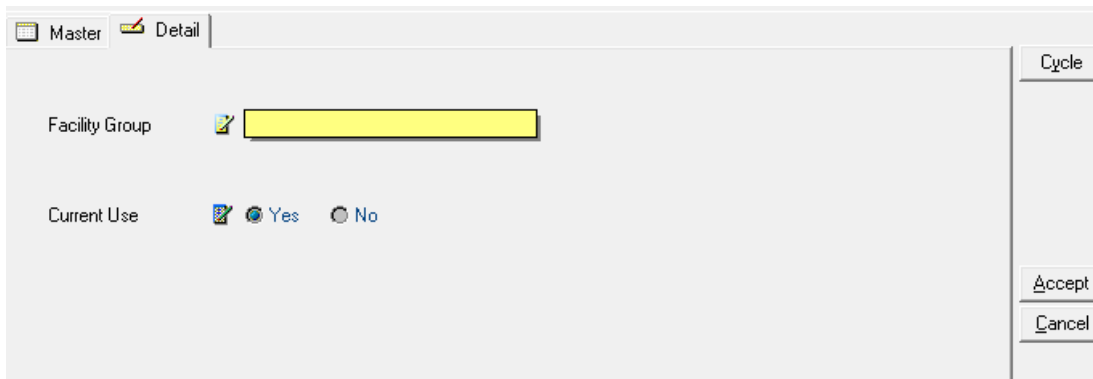
Short Name can be the same as facility name or another if you prefer

Master	Detail 1	Detail 2
MDS Sub Coordinator	<input type="checkbox"/> Nick DAngelo	
Modem Number	<input type="checkbox"/> () - x <input type="text"/>	
Email	<input type="checkbox"/> ndangelo@galaxyhosted.com <input type="text"/>	
Federal EIN	<input type="checkbox"/> 800243896 <input type="text"/>	
Year End	<input type="checkbox"/> 12 <input type="text"/>	Urban Rural <input type="checkbox"/> <input checked="" type="radio"/> Urban <input type="radio"/> Rural
MCD Provider	<input type="checkbox"/> 154701982 <input type="text"/>	
MCR Provider	<input type="checkbox"/> 154701 <input type="text"/>	Provider 1500 <input type="checkbox"/> <input type="text"/>
Auto Resident ID	<input type="checkbox"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	NY Operation Number <input type="checkbox"/> <input type="text"/>
		Current Use <input type="checkbox"/> <input checked="" type="radio"/> Yes <input type="radio"/> No
Pharmacy Export	<input type="checkbox"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	

Detail 2 – This is the detailed information for the facility that is required for submissions.

You can now create Facility Groups

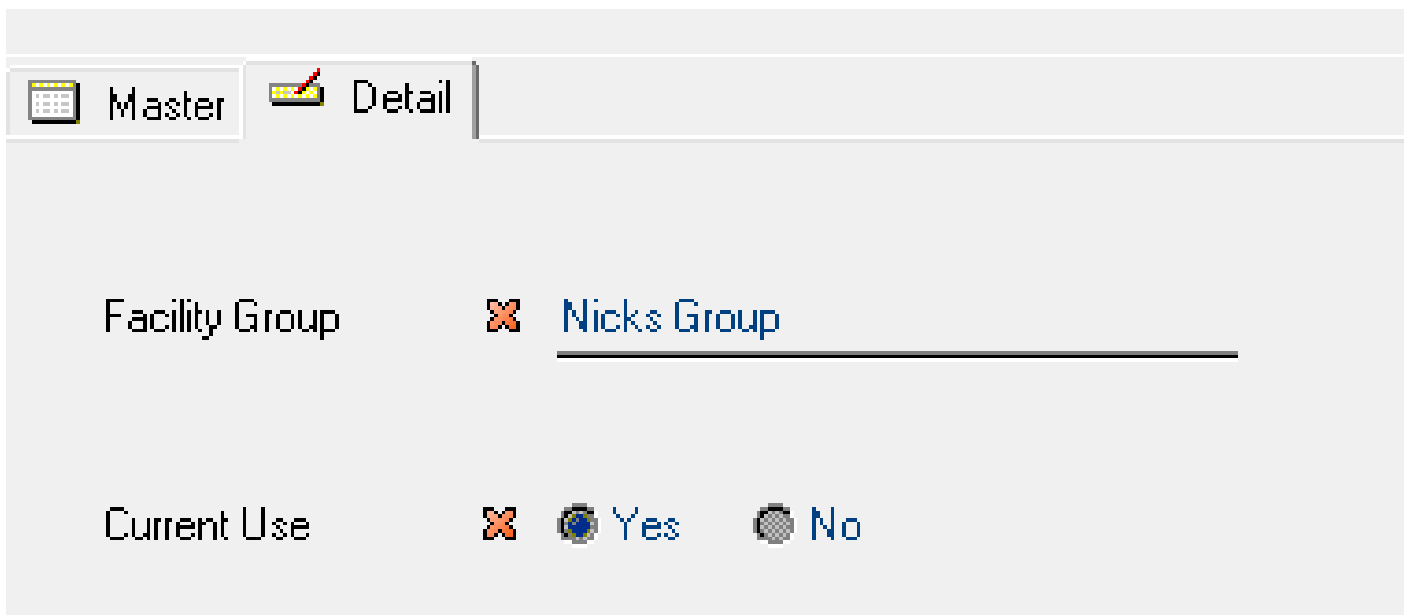
Click NEW – Create name for your Facility Group



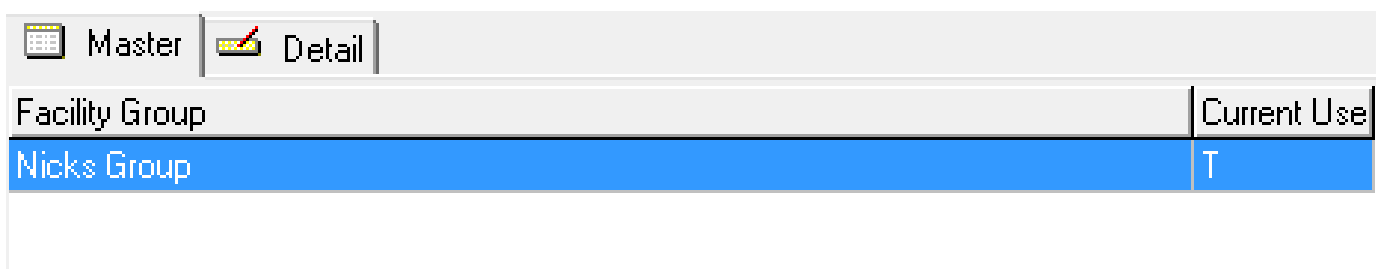
The screenshot shows a dialog box with two tabs: 'Master' and 'Detail'. The 'Detail' tab is active. It contains a 'Facility Group' label followed by a yellow text input field. Below it, the 'Current Use' label is followed by radio buttons for 'Yes' (selected) and 'No'. On the right side, there are three buttons: 'Cycle', 'Accept', and 'Cancel'.

You can create as many groups as you wish.

You can have a group for each region, a group for each district, a group for each supervisor, whatever you decide is appropriate for your business needs.



The screenshot shows the same dialog box as above, but with the 'Facility Group' field containing the text 'Nicks Group'. The 'Current Use' field has the 'Yes' radio button selected. The 'Cycle' button is no longer visible.



Facility Group	Current Use
Nicks Group	T

Once you have created your Facility Groups, you need to assign facilities to the group.

You click on the Facility Group Link and choose the Facility Group you wish to work on.

You can also create a new Facility Group here by clicking on the + sign.

Next, you click on the Facility Link and choose the Facility you wish to include in this group.

FACILITY	FACILITY_NAME
A11	AMERICAN IDOL NURSING HOME
HHV	HOLYWOOD HEALTHCARE VENTURES
Nick	Nicks Place
STAR1	STAR STRUCK HAVEN

You can add as many facilities as you need.

Facility Group	Facility
Nicks Group	A11
Nicks Group	Nick
Nicks Group	STAR1

One facility can be in multiple groups as well.

Facility Group	Facility
Nicks Group	AI1
Nicks Group	Nick
Nicks Group	STAR1
The Originals	AI1
The Originals	STAR1

This Facility Group can now be used when you are running many of the reports in ADT and MDS 3.0.