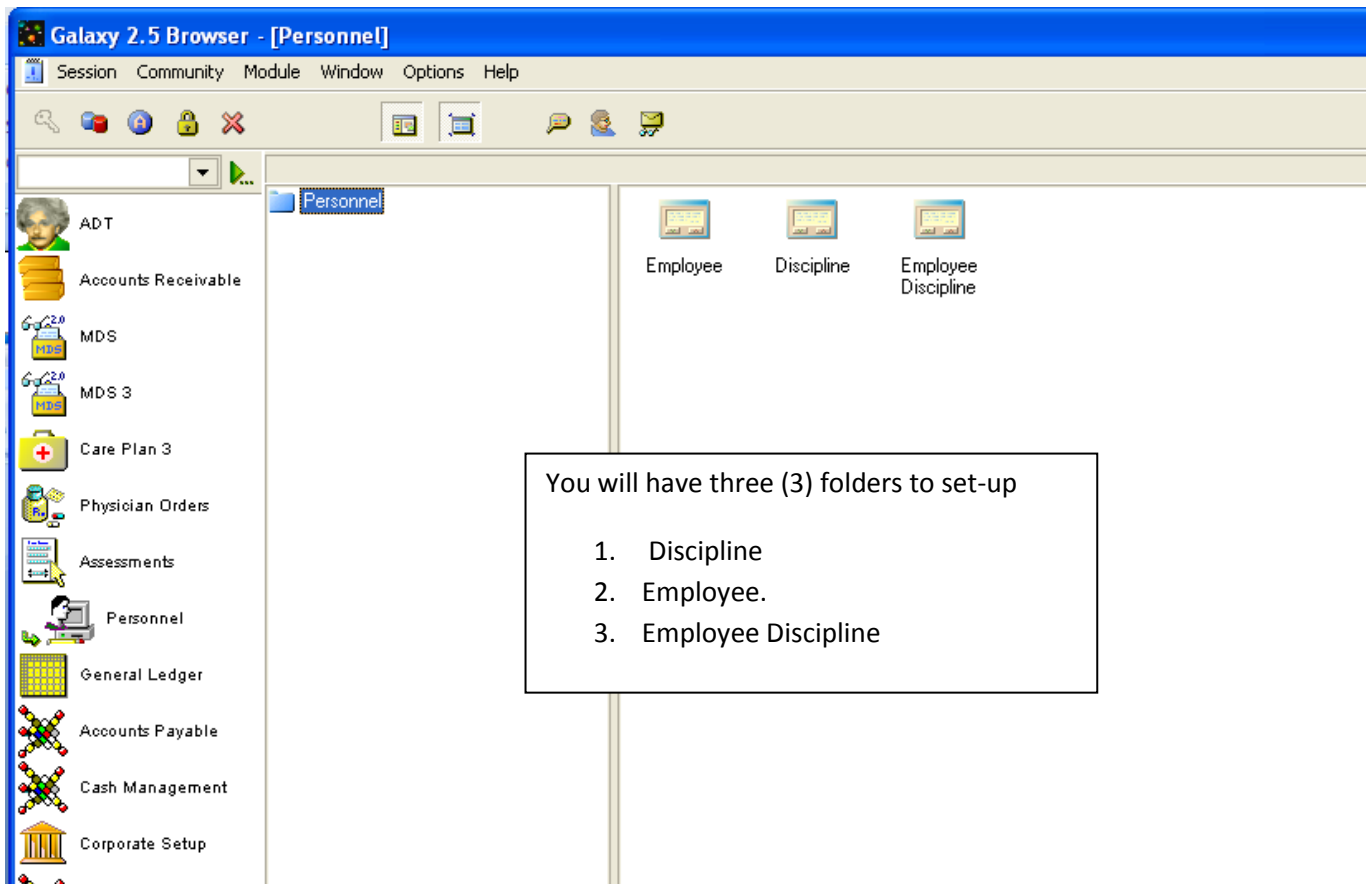
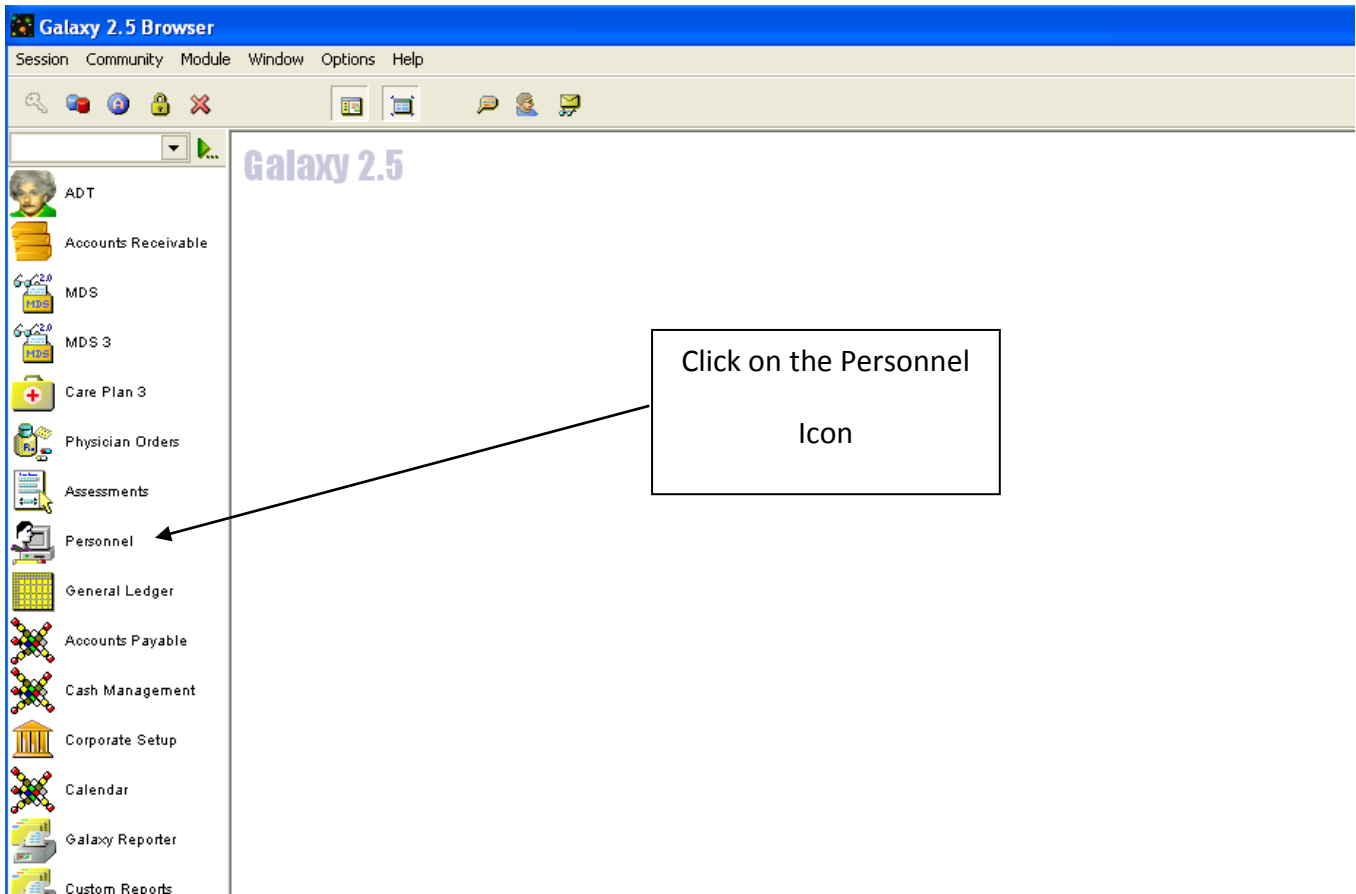


Galaxy Hosted Software

Personnel Module Guide

Nick M. D'Angelo, Sr.  
May 2011



Discipline ID	Description	Discipline Type	Standard Pay Rate	Non-Schedule Time	Work Area	Modifier	Sequence	Facility Constraint	Cur
RN	Registered Nurse	OTH	0	0			0	N	T
LPN	Licensed Practical Nurse	OTH	0	0			0	N	T
NA	Nurse Aide		0	0			0	N	T
Nursing	Nursing	OTH	0	0			0	N	T
DTY	Dietary	DTY	0	0			0	N	T
ALL	All Diciplines	OTH	0	0			0	N	T
HK	Housekeeping		0	0			0	N	T
Bus	Business	OTH	0	0			0	N	T
Bus2	Business Office 2	OTH	0	0			0	N	T
MDS Co	MDS Coordinator	OTH	0	0			0	N	T
CLGY	spiritual advisor		0	0			0	N	T
IDT	Inter-Disciplinary Team	OTH	0	0			0	N	T
SS	social services	OTH	0	0			0	N	T
ACT	activities	ACT	0	0			0	N	T
PT	physical therapy		0	0			0	N	T
OT	occupational therapy		0	0			0	N	T
Rstortiv N	Restorative nursing	OTH	0	0			0	N	T
LMassT	Licensed Massage Therapist	OTH	0	0			0	N	T
C P Acu	Certified Practitioner of Acupuncture	OTH	0	0			0	N	T
MD	physician	OTH	0	0			0	N	T
LPHypn	Licensed Practitioner of Hypnosis	OTH	0	0			0	N	T
SLP	speech and language pathologist	OTH	0	0			0	N	T
RT	Respiratory therapy	OTH	0	0			0	N	T
PHRM	pharmacy	OTH	0	0			0	N	T
volunteer	volunteer	OTH	0	0			0	N	T

Discipline will be whichever classifications you choose to assign to your employees.

You will create a short ID and the full description. These are the only two fields that are required.

Next is the employee folder.

You will need to assign employee ID. If you do not have actual employee ID's, you may use simple numeric ID's starting with 01.

First name, last name, discipline and credentials need to be entered.

Clinical signature needs to be yes for anyone whose signature you wish to see in the MDS lists.

User mode should be R for review mode. This allows the users to view as well as enter in their sections.

USER ID needs to be chosen for each employee. This will be the user id that we created and gave to you for your employees. This will be used in MDS to track the users entering data.

The other fields are optional and can be filled in at your discretion.

Master | Detail | Detail 2

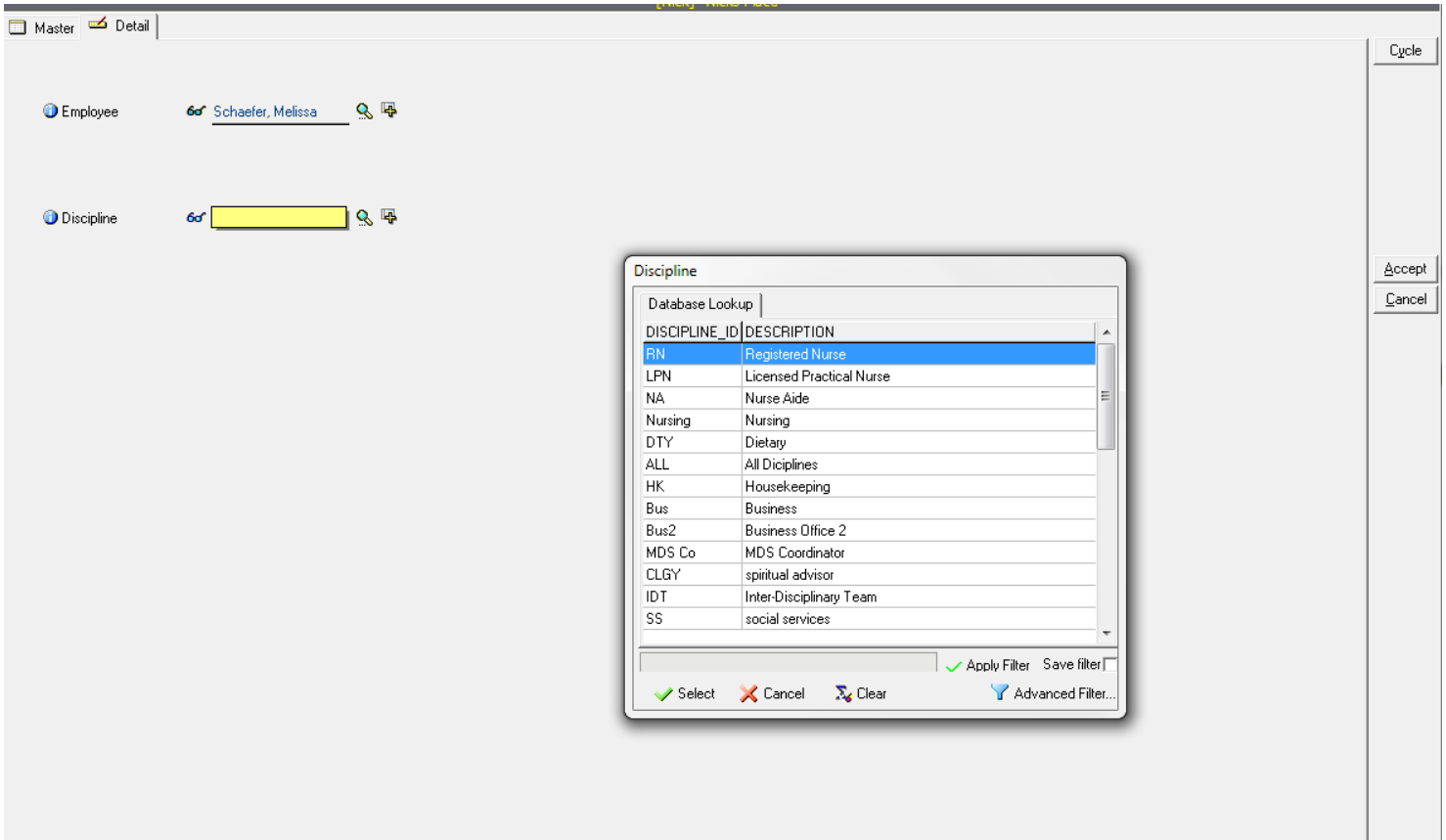
Employee ID	1235
Last Name	D'Angelo
First Name	Nick
Middle Name	
Title	
Gender	M
SSN	
Clinical Signature	<input checked="" type="radio"/> Yes <input type="radio"/> No
Discipline	Nursing
Credentials	
License Number	
User ID	GLB_NICK
Current Use	<input checked="" type="radio"/> Yes <input type="radio"/> No
User Mode	R
Electronic Signature	<input type="radio"/> Yes <input checked="" type="radio"/> No

Master | Detail | Detail 2

Address 1	23900 Commerce Rd
Address 2	
City	Beachwood
State	OH
Zip	44122-
Phone 1	
Phone 2	
Phone 3	
Fax	
E-mail	

# Employee Discipline

Employee Discipline is where you will link each employee to their designated discipline



[Nick] "Nicks Place"

Employee Name	Discipline ID
Clarkson, Kelly J	RN
D'Angelo, Nick	ALL