Galaxy Hosted Software

ADT Resident Screen

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12.23.11

ADT is all about the Resident. ADT (which stands for **A**dmission **D**ischarge **T**ransfers) is where you can add, view or maintain your resident information.

The ADT Resident Master is the location of all pertinent information about individual residents in the facility. Within the Master are a number of additional tabs (8) and links below (13) that represent basic medical, personal and billing information about the resident. You can also create records for individuals not yet residents in the facility. There are only three required Fields- First Name, Last Name and Social Security Number.

Resident Data

This tab contains information about the resident such as name, address, home phone, etc. When entering a new resident, you will also assign a room and bed here. The information entered here will appear on the Resident Report and on the Admission Record Face Sheet.

- **Resident ID-** This is an ID number that you will create for this specific Resident. Chose an alphanumeric numbering scheme. You have space for 12 characters. The system will not allow you to assign the same ID number to two different Residents. THIS IS A REQUIRED FIELD.

- **Medical ID-** If you do not assign a separate Medical ID, the system will assume the Resident ID and make them the same.

- **Name/Address:** Enter all Name and Address information accurately.

- **Social Security Number-** The system will check for duplicates and you will receive a warning if two numbers are the same. THIS IS A REQUIRED FIELD.

- **Bed/Room-** Rooms are in Company File Maintenance under Room and Bed. In the room section beds are found in the "History" field at the bottom. THIS IS A REQUIRED FIELD.

Background section Overview:

This tab contains information regarding the new resident's most recent residential history, birthplace, etc. Information entered here appears on the Admission Record Face Sheet as well as the Resident Report.

- **PHONE/FAX/Email-** Spaces is provided for the resident's phone fax and email address.

- **Birthdates-** Use the common date format (xx/xx/xxxx). Use the drop down to choose a date from the calendar provided.

- **Birth Place-** Choose a City and State. Example- Cleveland OH

- **Marital Status-** Use the drop down function to choose a status from the hard coded lookup. This will populate the MDS module.

- **Race/Ethnicity-** Use the drop down function to choose a status from the hard coded lookup. This will populate the MDS module.

- **Admitted From-** Use the drop down function to choose a status from the hard coded lookup. You have 8 choices

- **Prior Facility Stay-** If you have chosen a facility in the **"admitted from"** line other than **"PRI"** (private home or apt) you will be asked to choose a facility that the resident was transferred from directly. You must choose an organization that was set up in "Other Organizations" in Company File Maintenance, or add the organization to the database here.

- **How Transferred-** you created the choices here in **"Code and Classifications".** If you don't see the appropriate choice such as car-taxi, etc you can add the choice now.

- **Residential History 5 Years Prior to Entry-** Use the drop down function to choose a status from the hard coded lookup.

History section

History items include Citizenship, Language, Education, etc. Some of the information can be chosen from hard-coded lookup, other items are drawn from the database.

- **Citizenship-** Use the drop down function to choose a status from the hard coded lookup. This was created in the "**Demographics Code"** section of the "**Company File Maintenance."**

- **Language-** Select the main or native language spoken by the Resident. Use the drop down function to choose a status from the hard coded lookup. This was created in the "**Demographics Code"** section of the "**Company File Maintenance."**

- **Religion-** Use the drop down function to choose a status from the hard coded lookup. This was created in the "**Demographics Code"** section of the "**Company File Maintenance."** This information will populate the MDS module.

- **Education-** Use the drop down function to choose a status from the hard coded lookup. This information will populate the MDS module.

- **Occupation:** Use the drop down function to choose a status from the hard coded lookup. This was created in the "**Demographics Code"** section of the "**Company File Maintenance."**

- **Mothers Name/Fathers Name-** Fill in the name of the resident's mother and father for ID purposes.

- **Lived alone:** Use the drop down function to choose a status from the hard coded lookup. This information will populate the MDS module.

- **Military Service:** If the resident served in the military enter the information here. Use the drop down function to choose a status from the hard coded lookup. This was created in the "**Demographics Code"** section of the "**Company File Maintenance."**

- **Military Discharge Date-** If you are able to obtain the Military Discharge Date, enter the date here.

- **Spouse if Resident-** If the resident has a spouse in the facility, select the the resident from the database here.

Preferences section

This tab contains information about the resident's personal preferences regarding different services. These fields were created in the "Other Organizations" Section of Company File Maintenance.

- **Barber Beauty-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Laundry-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Ambulance-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Hospital-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Funeral Home-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Place of Worship-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.

- **Cable Service-** If your facility offers cable service select a choice from the drop down of "yes" or "no".

- **Telephone Service-** If your facility offer private telephone service select a choice from the drop down of "yes" or "no".

- **Resident Phone-** If you chose "yes" you will be prompted to enter the resident's phone number.

- **Vehicle Model-** enter the vehicle model

- **Vehicle Tag-** Enter the vehicle tag

- Vehicle Parking- If your facility assigns parking spaces, note the parking space number.

Classifications section

This tab contains information regarding the resident for Height and Weight, admissions intent and financial status. It also includes legal status information such as the resident's legal status such as the use of a guardian. In ADT this is for ID purposes. This information will also be entered in the Physicians Order Module.

- **Admission Intent –** Enter the resident's intended stay type here using the drop down function to access the database. This information was created.

- **Height-** enter the resident height in inches.

- **Weight-** enter the resident weight in pounds both of the above are for ID purposes

- **Registered to Vote-** chose yes or no.

- **Comatose-** default is set to "no". *This populates MDS section B question 1.* This is the only location to change resident to Comatose.

- **Living Well-** The resident may have a legal document called a "living will" chose yes or no. This is a term from the MDS module.

- **Organ Donation-** If the resident desires to donate their internal organs use yes button, otherwise select no. This is a term from the MDS module.

- **Legal Guardian-** If the resident has a legal guardian use the select yes button, otherwise select no. This is a term from the MDS module.

- **Representative Payee-** If the resident uses this select yes button, otherwise select no. This is a term from the MDS module.

- **Final Expense Insurance-** If the resident has insurance for the purpose of covering final, or, Funeral expenses use the yes button, otherwise select no.

- **Burial Fund Amount-** Input the amount of money available from any source for burial purpose here. This includes insurance, saving, etc.
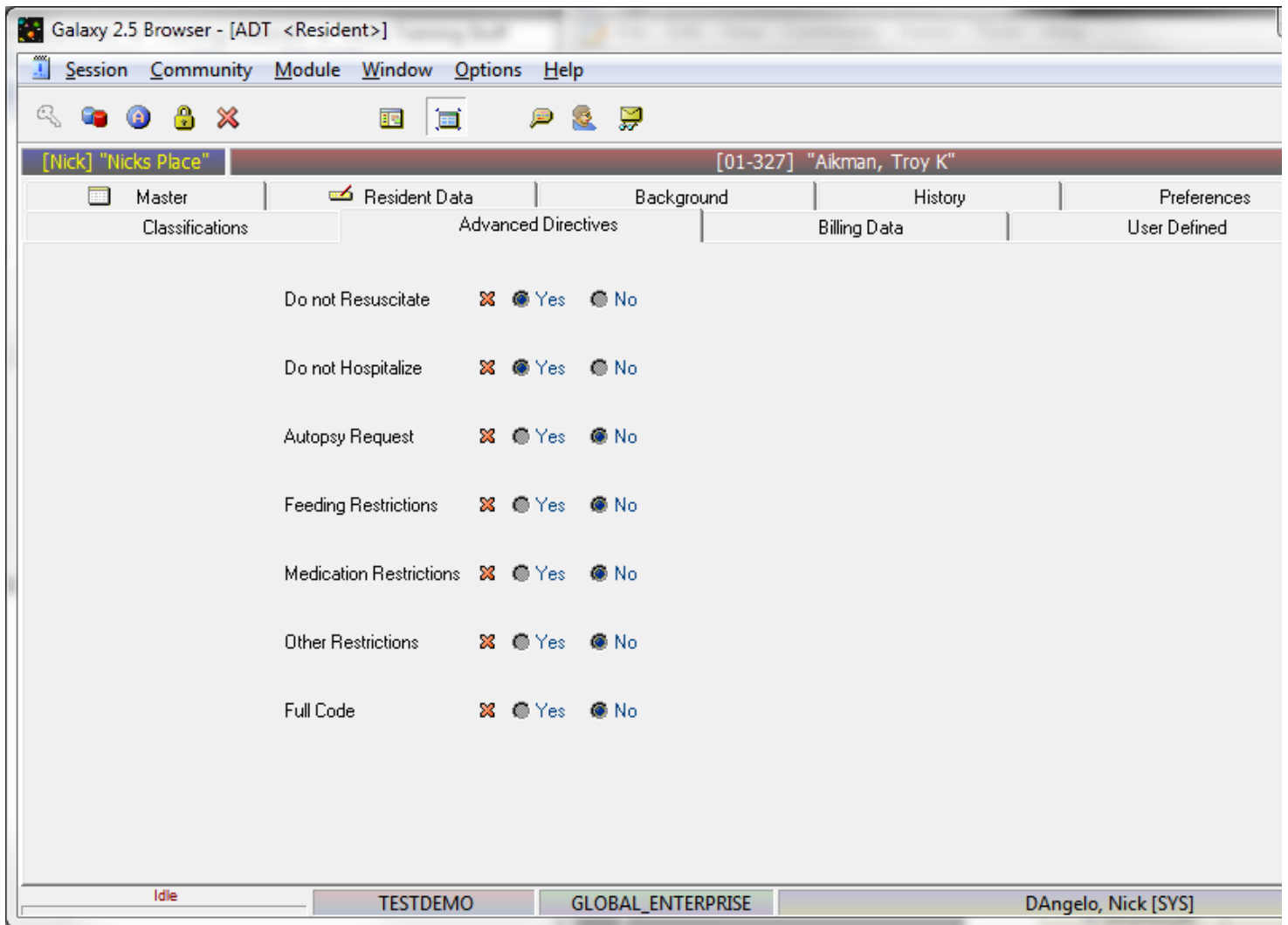
Advanced Directives

This tab contains six radio buttons that cover medical/legal classifications. If "yes" is selected for any of these using the radio buttons, the buttons, the patient has an order signed and this will be noted in the MDS module. If "YES" is selected that will show on the face sheet. If "No" us selected that will also show on the face sheet.

- **Do not Resuscitate-** If the resident has chosen this option note with a "YES" if not select "NO".

- **Do not Hospitalize-** If the resident has chosen this option note with a "YES" if not select "NO".

- **Autopsy Request-** If the resident has chosen this option note with a "YES" if not select "NO".

- **Feeding Instructions-** If the resident has chosen this option note with a "YES" if not select "NO".

- **Medication Restrictions-** If the resident has chosen this option note with a "YES" if not select "NO".

- **Other Restrictions-** If the resident has chosen this option note with a "YES" if not select "NO".

Billing Data

This tab contains information related to the resident's billing data. This information is used to populate information in the assessments.(MCD, MCR#, ETC). It is for information purposes and will be deleted when a census is created.

- **Financial class:** Use the hard coded lookup provided. Choices include
    1. **PVT-** Private
    2. **MCD-** Medicaid
    3. **MCR-** Medicare
    4. **CHM-** Campus
    5. **VET-** Veterans Administration
    6. **INS-** Private Insurance
    7. **OTH-** Other

- **Level of Care-** Use the drop down to choose a level of care from the database. (this is an AR function)

- **MCR Number-** If the resident has a Medicare number enter that here.

- **MCD Number-** If the resident has a Medicaid number enter that here. This could also be referred to as a State Medicaid .
- **VA Number-** If the resident has a VA number enter that number here.

- **Part B Eligible:** if the resident is eligible for Part B of Medicare indicate "YES" otherwise choose no.

- **Other Insurance-** If the resident has another form of insurance

- **Print Statement-** If you choose "yes" this will print a billing statement if "no" it won't.

- **Charge Late Fee:** You can determine whether or not you want this resident to be charged a late fee. "Yes" to charge, "No" to not charge.

- **Preferred Application-** Use the drop down function to bill from among different trust fund accounts. "R" indicates a regular account. This is used for ancillary billing only.
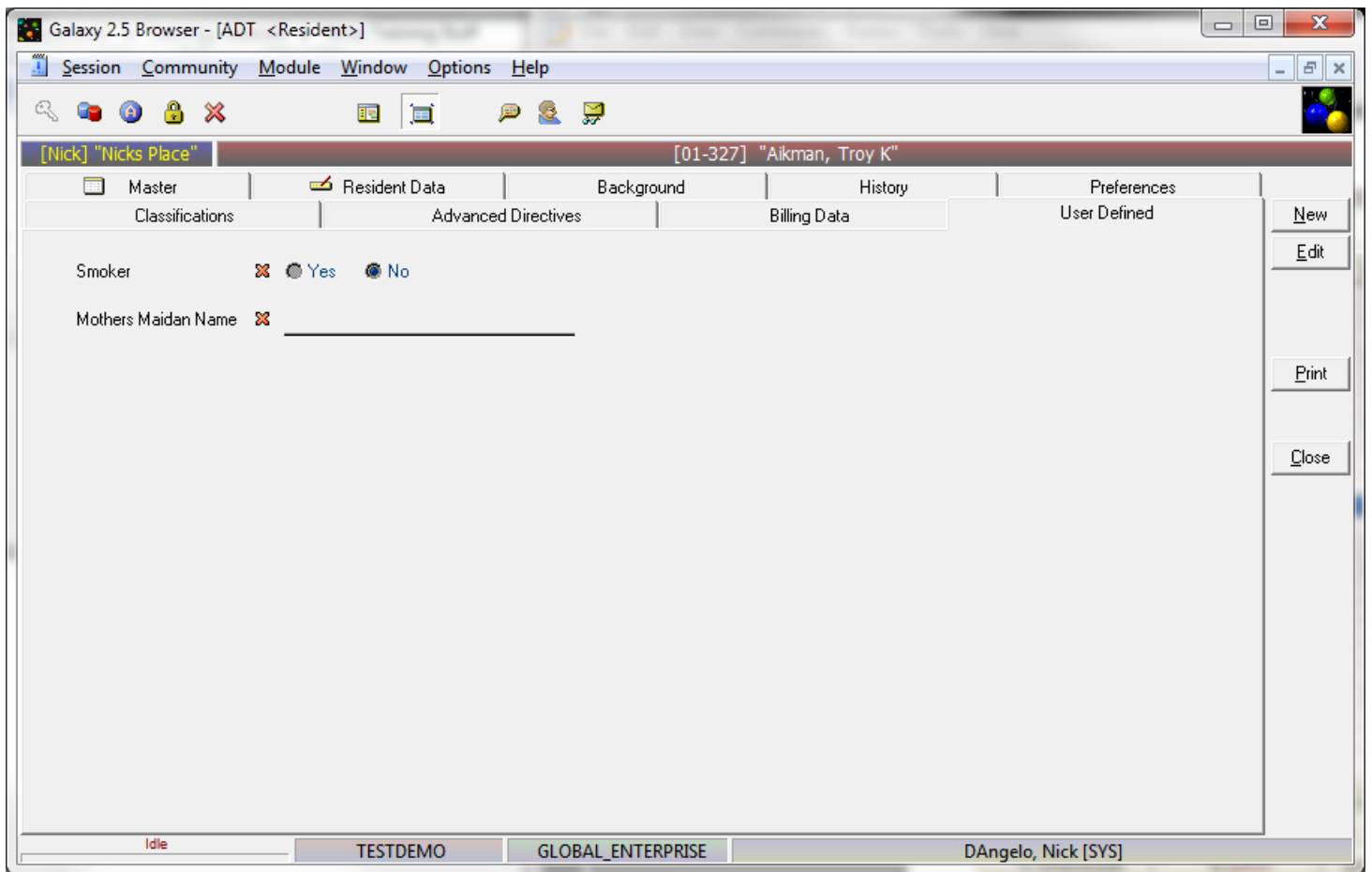
User Defined allows you to create up to 10 additional fields that can be tracked for each resident. These can be either yes/no answers or short data entry fields.

At the bottom of the Resident Master Screen is the Link section. Some of these must be filled out for every resident, whereas others are optional. These fields relate to the resident's Medical condition (ICD-9 codes), Physician, Allergies, etc. You also have a HTML document that is the admission record. This can be printed directly from the "Admission Link"

Admission Record   Facility: Nicks Place

Resident ID 01-327	Nursing Station SW	Room - Bed 301 - 1	Gender M	Fin Class MCD	Care INT

Last Name	First Name	Middle Name	
Aikman	**Troy** Preferred Name **Troy**	**Kenneth**	

Address 900 e Randoll Mill Rd
   Arlington TX 76011-
County
Phone   (817)892-5000 x

Admission Date   04/29/2011
Admitted From   HOS
Admission Intent LT
Prior Facility Stay Our Lady of Resurrection

SSN # 285-02-7421
MCR #
MCD # 285027421
Part B Eligible N

Marital Status S
Spouse Whorthey, Rhonda
Father
Mother

Birth Date 11/21/1966 Age 45
Birth Place West Covina, CA
Citizenship USA

Race/Ethnicity WHT
Religion Christian
Occupation Professional Football Player

Ambulance Life Care Ambulance Inc

Hospital Northwestern Memorial Hos
   (312) 926-2000 x

Pharmacy Jones Pharmacy

Funeral Home Everly Wheatley Fun. Home
(703) 998-9200 x

PHYSICIANS

HUGHES, BOBBY H   Status ATTENDING
Speciality Generalist
UPIN T13960   Phone

D Angelo, Nick   Status ALTERNATE
Speciality Family Practice
UPIN xxxxx   Phone (330) 626-1781x

CRAPSTER, ERIC R   Status OTHER
Speciality Orthopedics
UPIN Q14986 Phone

Moore, Aaron   Status OTHER
Speciality Urologist
UPIN 201458 Phone

CONTACTS

	Address	Responsibility
1. Whorthey, Rhonda Type SPOUSE Relationship Spouse	Address 925 N Collins Str Arlington TX Home Phone (817) 832-5000 x Work Phone Cell Phone	Medical Responsibility N Financial Responsibility N Healthcare POA N Financial POA N
2. Aikman, Jordan Type Daughter Relationship Daughter	Address 925 N Collins Str Arlington TX Home Phone (817) 892-5000 x Work Phone Cell Phone	Medical Responsibility N Financial Responsibility N Healthcare POA N Financial POA N
3. Type Relationship	Address Home Phone Work Phone Cell Phone	Medical Responsibility Financial Responsibility Healthcare POA Financial POA

Resident Diagnosis
1. 250.91 DMI unspf nt st uncntrld
2. 729.89 Muscskel sympt limb NEC
3. 780.2 Syncope and collapse
4. 250.13 DMI ketoacd uncontrold
5. V57.89 Rehabilitation proc NEC
6. V45.01 Status cardiac pacemaker
7. 728.2 Musc disuse atrophy NEC
8. 272.4 Hyperlipidemia NEC/NOS

Advanced Directives
Living Will
Do not resuscitate
Do not hospitalize
Organ Donor

N Final expense insurance

Y Registered to Vote

Allergies
1. Dairy Products
2.
3.
4.
5.
6.
7.
8.

Additional Information
Laundry Laundry King

Insurance Information
Private Insurance Policy #

> **Admission Record**
>
> This document combines the information from the tabs above and any other links to create an admission sheet that can be printed. It includes a header with the resident's personal information.

12/23/2011
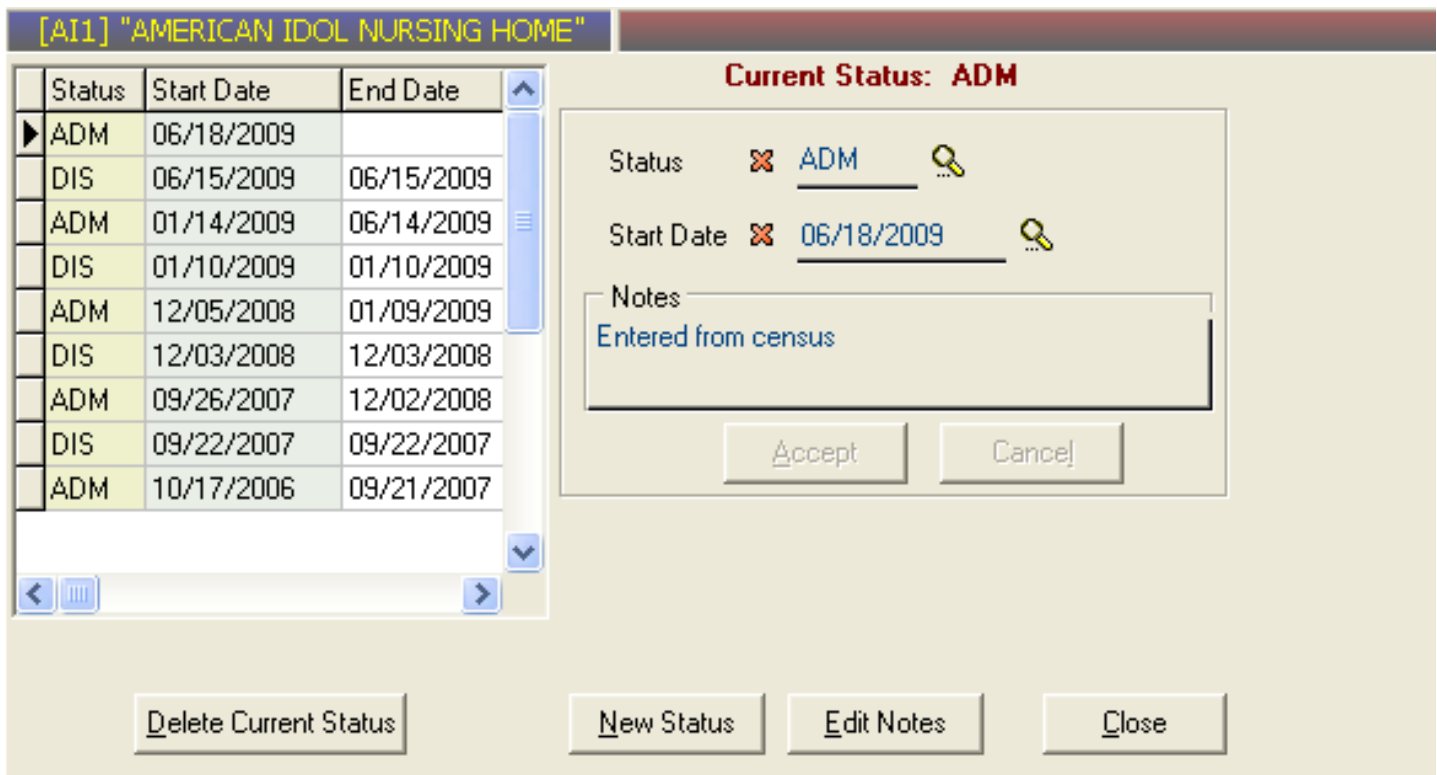
Status section

   Every resident in the system must be assigned a status. You have the option to create a status here. However, if you create a census (using our billing module - AR) this option will be disabled.
   1. The current status displays in the top left corner of the screen.

   2. The right top corner of the screen is where you can change the resident's status by clicking the magnifying glasses.

   3. On the bottom of the tab going left to right you have the following selections.

   - Delete Status- this will delete the status that is currently in use.
   - New Status- this will enable you to create a new status for the resident. If a resident has already been admitted
      The only status that you can choose is DIS for discharged. Otherwise you may select from the follow.
      INQ- Inquiry
      WTL- Waiting list
      PRE- Pre-admission
      ADM- Admission
      OUT- Outpatient
      HHC- Home Health Care
      DCR- Day Care

      - **Edit Notes**- These are notes that are entered upon admission. Chose Edit Notes in the **NOTES** box
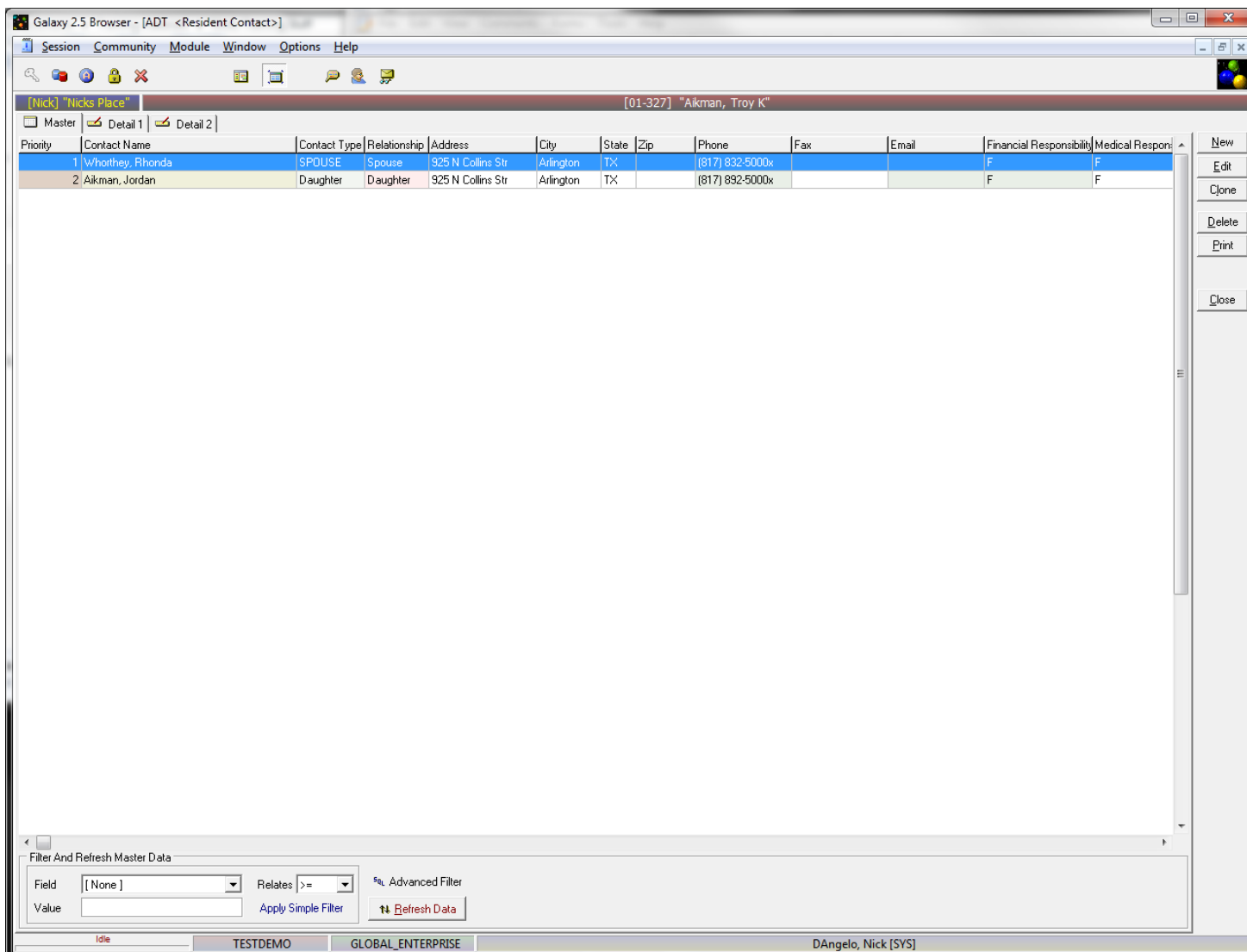
CONTACTS

Contact other than the resident's Physician should be entered here. Examples are Banker, Attorney, Spouse (if not a resident) etc. Information here is drawn from the database contacts created in the "Contact Types" Section of Company File Maintenance.

- **Contact Priority-** If a resident has more than one accountant, attorney, relative etc. you can establish a priority here by entering the number "1" to create a primary contact.
- **Contact Type-** Use the drop down function to choose a contact type from your database. They were created in the "Contact Types" Section of Company File Maintenance.
- **Last Name/First Name/ Middle Name:** Fill in the name of the contact with as much information as possible.
- **Relationship:** Note the relationship of the contact to the resident. For example: in contact type you may have created a space for "Family". Here you would enter the specific relationship information such as "sister".
- **Address/City/State/Zip:** Enter the complete address information.

PHYSICIANS

Enter one or more Physicians assigned to the resident on this tab. This information is drawn from the Physicians section of Company File Maintenance.

- Doctor Name- Use the drop down function to choose a Physician for the resident. This information was created in the Physicians section of Company File Maintenance.
- Doctor Status- Use the drop down to choose the Physicians Status. Choose either "Attending", "Alternative", or, "Other".
- Start Date- Use the drop down function to choose a start date from the Calendar provided for the Physician assignment to that particular resident.
- End Date- Use the drop down to choose an end date from the calendar.
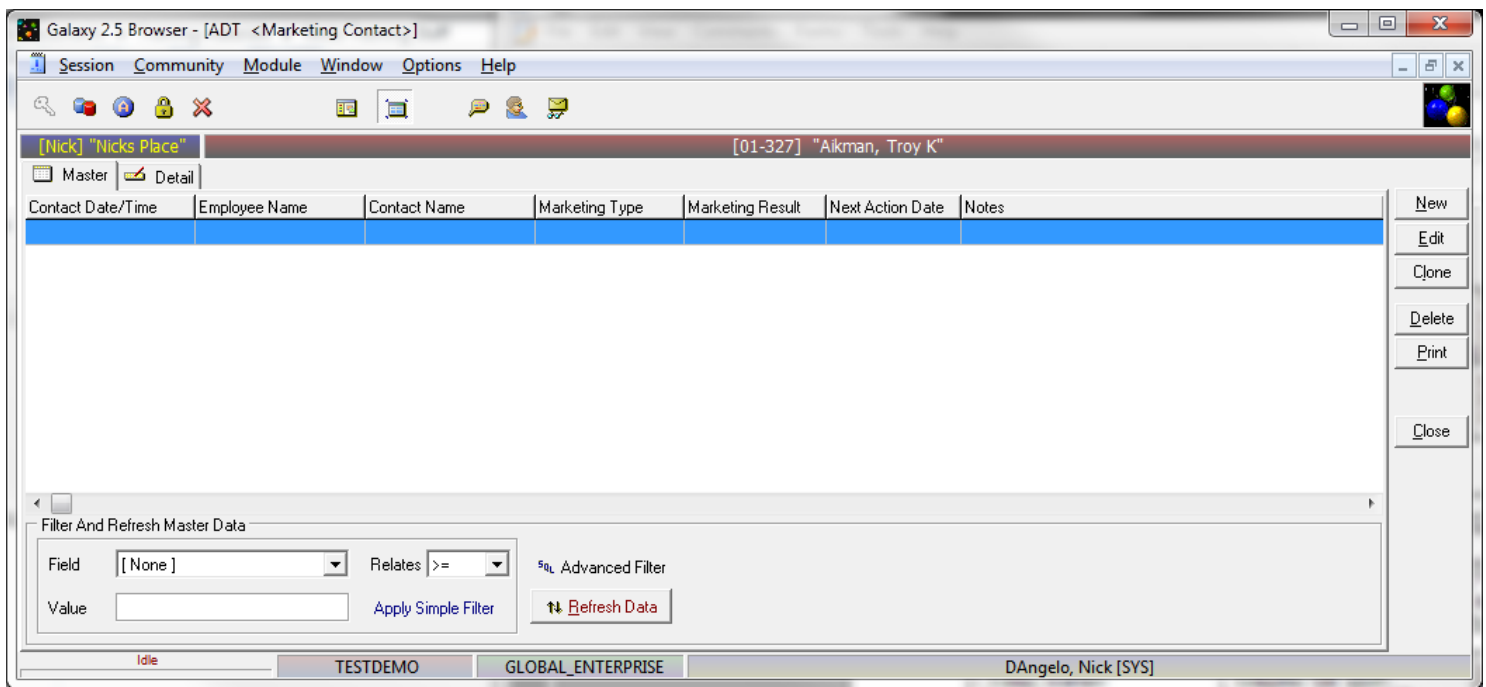
Marketing

   This tab is designed to record marketing efforts you have made to recruit potential residents. It helps to accomplish two things. It gives you guidance about what you need to do in order to obtain new residents by giving a "next action date" for a follow up call. It also provides information for the report function (see marketing)

- Contacts Date/Time- Use the drop down to select a time and date from the calendar provided.
- Employee- Use the drop down to select the staff member that made the marketing contact to the potential resident. Information came from the employee section of the Personal module.
- Resident Contact- Use the drop down to select a resident contact from the database. This information is drawn from the "Contact Type" section in Company File Maintenance.
- Marketing Type- Use the drop down to select a Marketing type from the database. This information is drawn from the "Marketing Type" Section in the Company File Maintenance.
- Marketing Results- Use the drop down function to select a Marketing Result. This information is drawn from the "Marketing Result" Section in the Company File Maintenance.

Notes / Photos

Photo:

Recommended Photo size is 600 x 600 (aspect ratio 1:1)

Load Image from file
Save Image to file
Clear Image

Notes:

A former American Football player for the Dallas Cowboys in the
National Football League.
Currently he works as a television sportscaster for the Fox network.
He is a former joint owner of the NASCAR Sprint Cup racing team,
Hall of Fame Racing, along with fellow former Cowboys quarterback
Roger Staubach, and is a part-owner of the San Diego Padres

Load Notes from file
Save Notes to file
Clear Notes

Accept   Cancel   Close

NOTES/PHOTO

This link provides a location for any notes or digitized photos you may have of the Resident. There are two areas, one for notes and the other for Photos. They are both designed to enable you to download the information from another file on your system (PC).

The photo will come from a file that exists on you system and is from a digital camera, a disk, or a scanner. Our software will automatically resize whatever photo you are using to the proper size for the program.
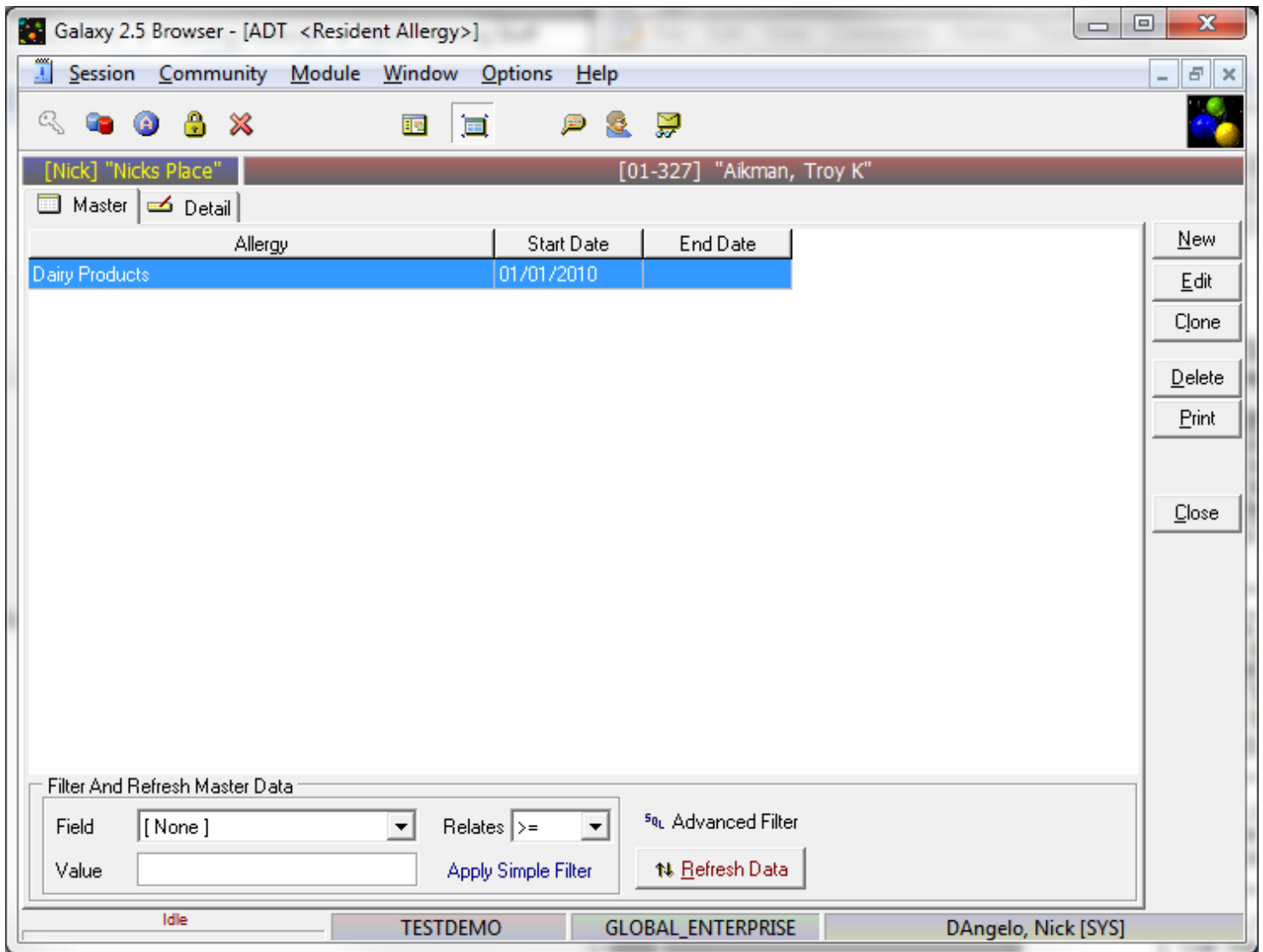
Allergies

This tab creates a list of the resident's non-food allergies. Food and Drug allergies each have a separate section.

- Start Date: Use the drop down to select a start date for the date when the resident first developed this allergy.
- End Date: Use the drop down to select a end date for when the resident stopped having the allergy.
- Note: for inputting notes about the allergy.
- *** Please note that Drug Allergies tab follow the same basic format but each include one extra tab.
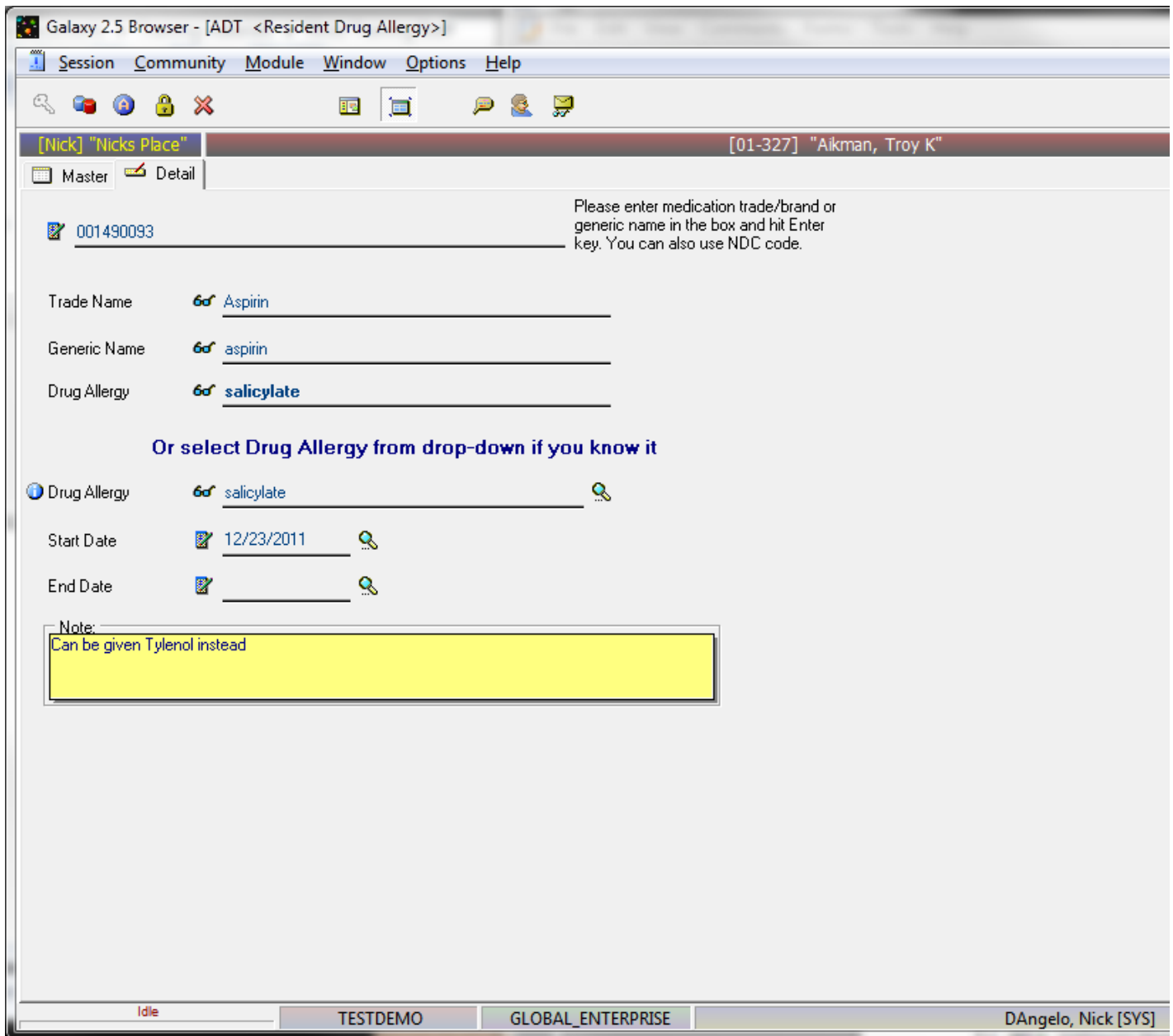
- For Drug Allergies:
  - Allergy: Use the drop down to add a Drug Allergy to the resident profile from the database provided.

ICD9

This tab provides a location for the resident's ICD9 diagnosis. ICD9 is coded system that assigns a specific number to each possible medical diagnosis. Each diagnosis must be entered here.

- ICD9: Enter the ICD(code number here, you can enter a partial number that will then pull a list off all possible "final"
  Diagnostic codes.

- Doctor Diagnosis: This is the Physician diagnosis and often a general statement such as "Diabetes". The actual ICD9 diagnosis usually has a more detailed description such as "Diabetes Mellitus-Insulin Dependent". This is for information purposes only. A more detailed diagnosis can be obtained in the "Physician Order" module.

- Start Date: Use the drop down to choose a start date for when the ICD9 diagnosis was first made.

- End Date: Use the drop down to choose a End Date for when the ICD9 diagnosis was no longer applicable.

- Draft Diagnosis: A Physicians initial diagnosis. If this button is enabled then you can import the diagnosis from the link marked "Diagnosis Draft".

- Sequence: are used to assign priority to main diagnosis. Using a Sequence will create a primary and secondary diagnosis that will appear on billing forms. This information can be password protected.

- Note: Use this box to enter notes regarding ICD9 Diagnosis.
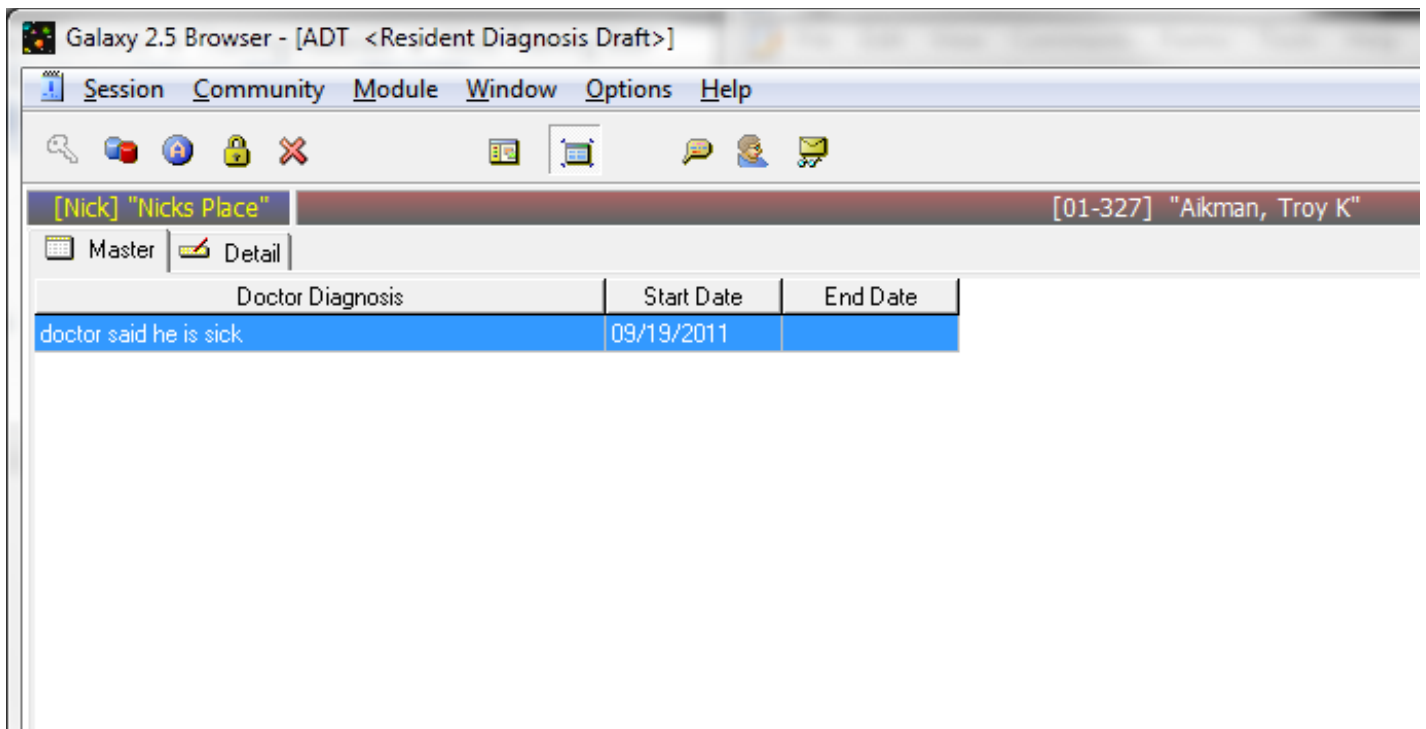
Diagnosis Draft

   This link is the location of the initial diagnosis that a Physician will make. It is the Physician's informal description. Later, this can be imported into ICD9.

- Doctor Diagnosis: Enter the Physicians initial diagnosis here.
- Start date: Use the drop down date to select a date when the Draft Diagnosis was first made.
- End date: Use the drop down date to select a date when the Draft Diagnosis was no longer applicable.
- Note: Use this to enter a note regarding resident's Draft Diagnosis.

Agreements & Consents

   This tab is provided for the Facilities Agreement and Consent forms that the resident will acknowledge when forms are printed and signed. This is linked to the Agreement and Consent Section of the Company File Maintenance. These Documents must exist in HTML format and can be converted from MS Word Documents.

- Add New Agreement: Choose to add new agreement to view all possible documents from the Database. Select the Document that you want the resident to sign. These are printed one at a time.
- Load E Copy: You can download an Agreement from your system. Load E-copy from file. Select a folder for the location of you file and download. The file will appear in the text window.
- Save E Copy: You may want to export the agreement to an outside file on your drive or elsewhere. Choose save E copy to File, determine the location and save the file.
- Clear E-copy: This will delete the File from the system.