

Galaxy Hosted Software

ADT Resident Screen

Nick M. D'Angelo
12.23.11

ADT is all about the Resident. ADT (which stands for Admission Discharge Transfers) is where you can add, view or maintain your resident information.

Galaxy 2.5 Browser - [ADT <Resident>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-400] "Adams, Mike"

Advanced Directives Billing Data User Defined

Master Resident Data Background History Preferences Classifications

Resident ID	Medical ID	Resident Name	Preferred Name	Gender	SSN	Current Status	Admission Date	Discharge Date	Fin. Class
01-400	01-400	Adams, Mike	Mike	M	243-07-9662	ADM	09/19/2010		MCD
01-327	01-327	Aikman, Troy K	Troy	M	285-02-7421	ADM	04/29/2011		MCD
01-361	01-361	Alomar, Santos	Sandy	M	413-22-6514	ADM	05/02/2011		MCD
01-336	01-336	Bear, Yogi	Boo Boo	M	941-01-3365	ADM	04/29/2011		MCR
01-344	01-344	Bickell, Bryan		M	217-05-6541	ADM	12/19/2009		MCR
01-356	01-356	Brantley, Michael C	Michael	M	192-65-7143	ADM	05/02/2011		MCR
01-364	01-364	Brown, Christopher M	Chris	M	527-17-9851	ADM	05/02/2011		PVT
01-328	01-328	Butkus, Richard M	Dick	M	415-03-7851	ADM	04/29/2011		MCR
01-357	01-357	Cabrera, Orlando L	O Cab	M	195-21-9804	ADM	05/02/2011		MCR
01-365	01-365	Callaway, Thomas D	Cee Lo	M	664-22-3561	ADM	05/02/2011		MCD
01-347	01-347	Caron, Jordan	Jordan	M	951-00-2491	ADM	04/29/2011		MCR
01-354	01-354	Choo, Shin- Soo	Choo	M	212-45-9701	ADM	05/02/2011		MCD
01-326	01-326	Cribbs, Joshua	Josh	M	314-65-2147	ADM	04/29/2011		MCR
01-346	01-346	Demers, Jason	Jay	M	275-42-6361	ADM	04/29/2011		MCD
01-323	01-323	Elway, John A	John	M	294-85-3201	ADM	04/29/2011		MCD
01-370	01-370	Fenty, Robyn R	Rihanna	F	264-26-9534	ADM	05/02/2011		MCD
01-372	01-372	Ferrell, John W	Will	M	262-49-7010	ADM	05/02/2011		MCR
01-362	01-362	Germanotta, Stefani Joanne A	Lady Gaga	F	514-29-7066	ADM	05/02/2011		PVT
01-373	01-373	Gibson, Mel Colm-Cille G	Mel	M	971-43-6210	ADM	05/02/2011		PVT
01-350	01-350	Green, Michael A	Mike	M	216-51-4002	ADM	04/29/2011		MCR
01-342	01-342	Gretzky, Wayne D	Wayne	M	314-58-0042	ADM	04/29/2011		MCR
01-379	01-379	Heigl, Katherine M		F	842-76-2241	ADM	05/02/2011		MCR
01-324	01-324	Hillis, Peyton		M	941-21-3547	ADM	04/29/2011		MCD
01-368	01-368	Hudson, Kathryn E	Katy Perry	F	196-00-7326	ADM	05/02/2011		MCR
01-341	01-341	Jackson, Albert	Fat Albert	M	119-50-2274	ADM	04/29/2011		MCR
01-339	01-339	Jetson, George	George	M	274-15-6021	ADM	04/29/2011		MCD

Field: RESIDENT_NAME Relates: >= Status: ADM DIS All

Value: [Apply Simple Filter](#) [Print All Admission Records](#)

[Advanced Filter](#) [Refresh](#) [Set Default Resident](#) [Default Facility...](#)

- Admission Record
- Status
- Draft Census
- Census
- Contacts
- Physicians
- Marketing
- Notes/Photo
- Allergies
- Drug Allergies
- ICD9
- Diagnosis Draft
- Agreements & Consents

Idle TESTDEMO GLOBAL_ENTERPRISE D'Angelo, Nick [SYS]

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.

Galaxy 2.5 Browser - [ADT <Resident>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

Advanced Directives		Billing Data		User Defined	
Master	Resident Data	Background	History	Preferences	Classifications
Resident ID	✘ 01-327	Address1	✘ 900 e Randall Mill Rd		
Medical ID	✘ 01-327	Address2	✘		
Title	✘	City	✘ Arlington		
Last Name	✘ Aikman	State	✘ TX	Zip	✘ 76011
First Name	✘ Troy	County	✘		
Middle Name	✘ Kenneth	SSN	✘ 285-02-7421		
Suffix	✘	Room	✘ 301		
Preferred Name	✘ Troy	Bed	✘ 1	Room History	
Gender	✘ M	Status	ADM	Admission Date	04/29/2011

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.**

Galaxy 2.5 Browser - [ADT <Resident>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

Classifications: Master
Advanced Directives: Resident Data
Billing Data: Background
User Defined: History, Preferences

Phone1: (817)892-5000 x Admitted From: HOS
Phone2: () - x Prior Facility Stay: Our Lady of Resurrection
Fax: () - x How Transferred: Family
E-Mail:
Birth Date: 11/21/1966 Age: 45
Birth Place: West Covina, CA
Marital Status: S
Race/Ethnicity: WHT

Residential History 5 years prior to entry:

Prior Stay Here	<input checked="" type="checkbox"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Stay in Other NH	<input checked="" type="checkbox"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Other Residential Facility	<input checked="" type="checkbox"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
MH/ Psychiatric Setting	<input checked="" type="checkbox"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
MR/DD Setting	<input checked="" type="checkbox"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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.

The screenshot shows a software window titled "[Nick] 'Nicks Place'" with a sub-header "[01-327] 'Aikman, Troy K'". The window is divided into four main sections: "Classifications", "Advanced Directives", "Billing Data", and "User Defined".

- Classifications:** Includes fields for Citizenship (USA), Language (ENGLISH), Religion (Christian), Education (CLG), Occupation1 (Professional Football P), and Occupation2 (News TV Personality).
- Advanced Directives:** Includes fields for Mother Name, Father Name, Lived Alone (N), Military Service, Military Discharge Date, and Spouse If Resident.
- Billing Data:** Includes a History tab.
- User Defined:** Includes a Preferences tab.

On the right side of the window, there are buttons for "New", "Edit", "Print", and "Close". At the bottom, there is a "Referral" section with fields for "Referral Type" and "Referral Source".

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.

[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

Classifications	Advanced Directives	Billing Data	User Defined
Master	Resident Data	Background	History
Barber Beauty	Best Cuts	Telephone Service	Yes No
Laundry	Laundry King	Resident Phone	
Pharmacy	Jones Pharmacy	Vehicle1 Model	
Ambulance	Life Care Ambulance Inc	Vehicle1 Tag	
Hospital	Northwestern Memorial H	Vehicle1 Parking	
Funeral Home	Everly Wheatley Fun. Ho	Vehicle2 Model	
Place Of Worship		Vehicle2 Tag	
Cable Service	Yes No	Vehicle2 Parking	
Expected Discharge Place		Parking Space	

New Edit Print Close

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.

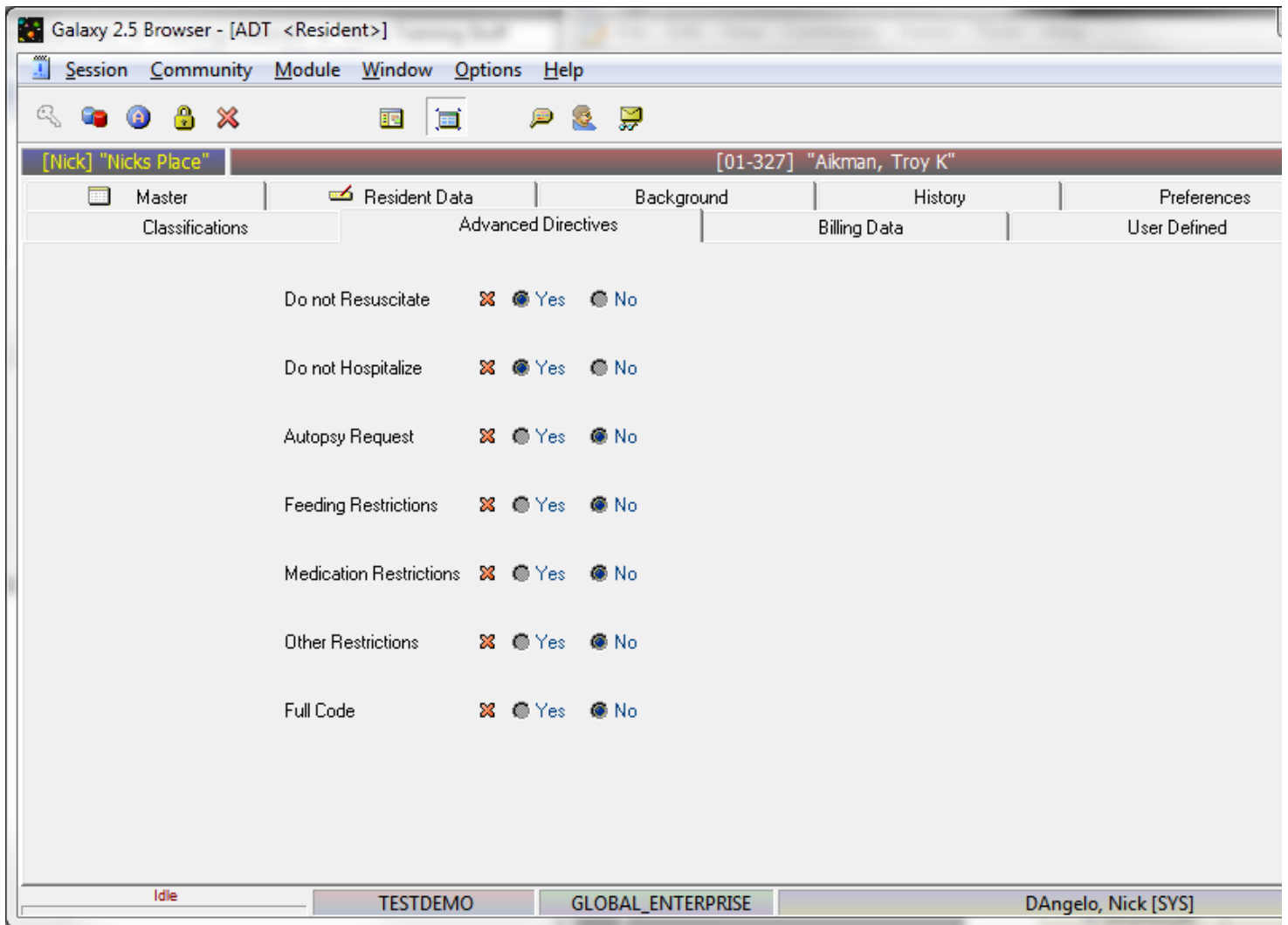
- **Barber Beauty-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.
- **Laundry-** Select a choice from the drop down. This is a link to "Other Organizations" in Company File Maintenance.
- **Ambulance-** Select a choice from the drop down. This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

Field	Value	Field	Value
Admission Intent	Long Term Stay	Organ Donation	Yes
Height (Inches)	76	Legal Guardian	No
Weight (Lbs)	220	Representative Payee	No
Registered To Vote	Yes	Final Expense Insurance	No
Comatose	No	Burial Fund Amount	0
Living Will	Yes		

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”.

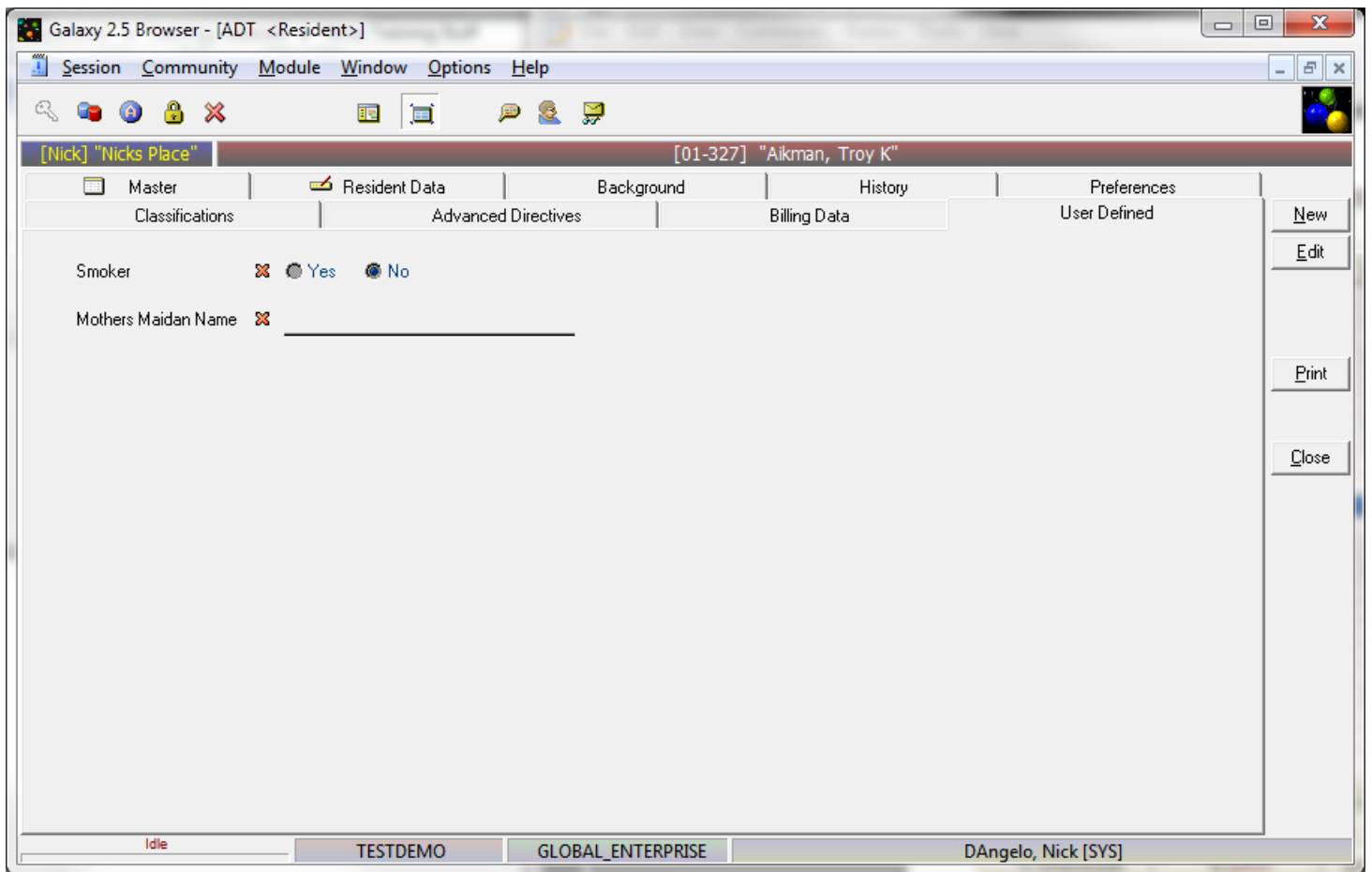
[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

Master	Resident Data	Background	History	Preferences
Classifications	Advanced Directives	Billing Data	User Defined	New
Financial Class	<input checked="" type="checkbox"/> MCD <input type="checkbox"/>	Part B Eligible	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Edit
Level Of Care	<input checked="" type="checkbox"/> INT <input type="checkbox"/>	Print Statement	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Print
MCR Number	<input checked="" type="checkbox"/> _____	Charge Late Fee	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Close
MCD Number	<input checked="" type="checkbox"/> 285027421	Send Collection	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
VA Number	<input checked="" type="checkbox"/> _____	Preferred Application	<input checked="" type="checkbox"/> _____ <input type="checkbox"/>	
Private Insurance Number	<input checked="" type="checkbox"/> _____			
Medicare Start Date	<input checked="" type="checkbox"/> 04/29/2011 <input type="checkbox"/> Medicare Start Date History			

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.

Galaxy 2.5 Browser - [ADT <Resident>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-400] "Adams, Mike"

Advanced Directives Billing Data User Defined

Master Resident Data Background History Preferences Classifications

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01-324	01-324	Hillis, Peyton		M	941-21-3547	ADM	04/29/2011		MCD
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01-339	01-339	Jetson, George	George	M	274-15-6021	ADM	04/29/2011		MCD

Field: RESIDENT_NAME Relates: >= Status: ADM DIS All

Value: [Apply Simple Filter](#) [Print All Admission Records](#)

[Advanced Filter](#) [Refresh](#) [Set Default Resident](#) [Default Facility...](#)

- Admission Record
- Status
- Draft Census
- Census
- Contacts
- Physicians
- Marketing
- Notes/Photo
- Allergies
- Drug Allergies
- ICD9
- Diagnosis Draft
- Agreements & Consents

Idle TESTDEMO GLOBAL_ENTERPRISE DAngelo, Nick [SYS]

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"

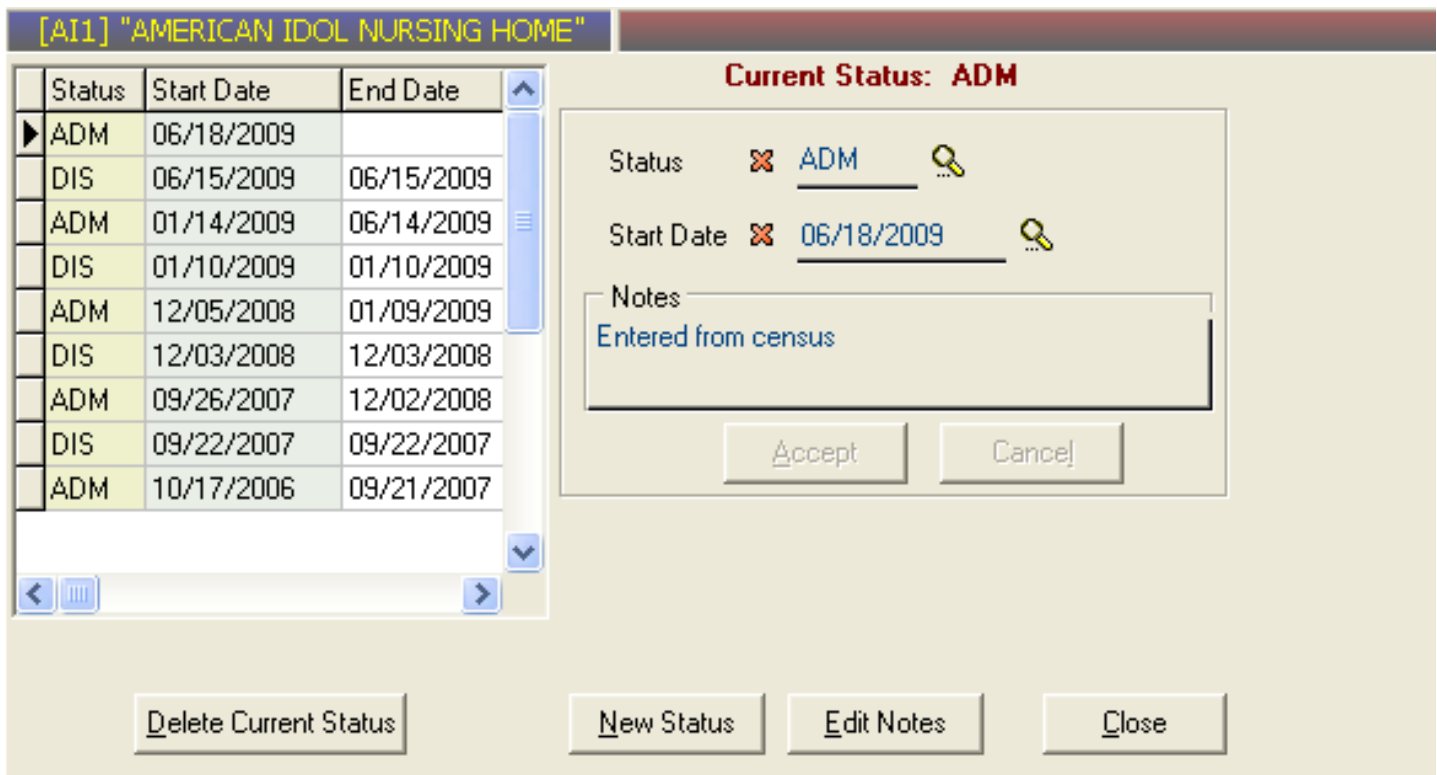
Admission Record Facility: Nicks Place

Resident ID 01-327	Nursing Station SW	Room - Bed 301 - 1	Gender M	Fin Class MCD	Care INT
Last Name Aikman		First Name Troy Preferred Name Troy		Middle Name Kenneth	
Address 900 e Randall 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) 926-2000x		Pharmacy Jones Pharmacy Funeral Home Everly Wheatley Fun. Home (703) 998-9200x	
PHYSICIANS					
HUGHES, BOBBY H Status ATTENDING Speciality Generalist UPIN T13960 Phone			D Angelo, Nick Status ALTERNATE Speciality Family Practice UPIN xxxxxx Phone (330) 626-1781x		
CRAPSTER, ERIC R Status OTHER Speciality Orthopedics UPIN Q14986 Phone			Moore, Aaron Status OTHER Speciality Urologist UPIN 201458 Phone		
CONTACTS					
1. Whorthey, Rhonda Type SPOUSE Relationship Spouse		Address 925 N Collins Str Arlington TX Home Phone (817) 832-5000x 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) 892-5000x 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 unspfn t st uncntrld 2. 729.89 Musckel 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.

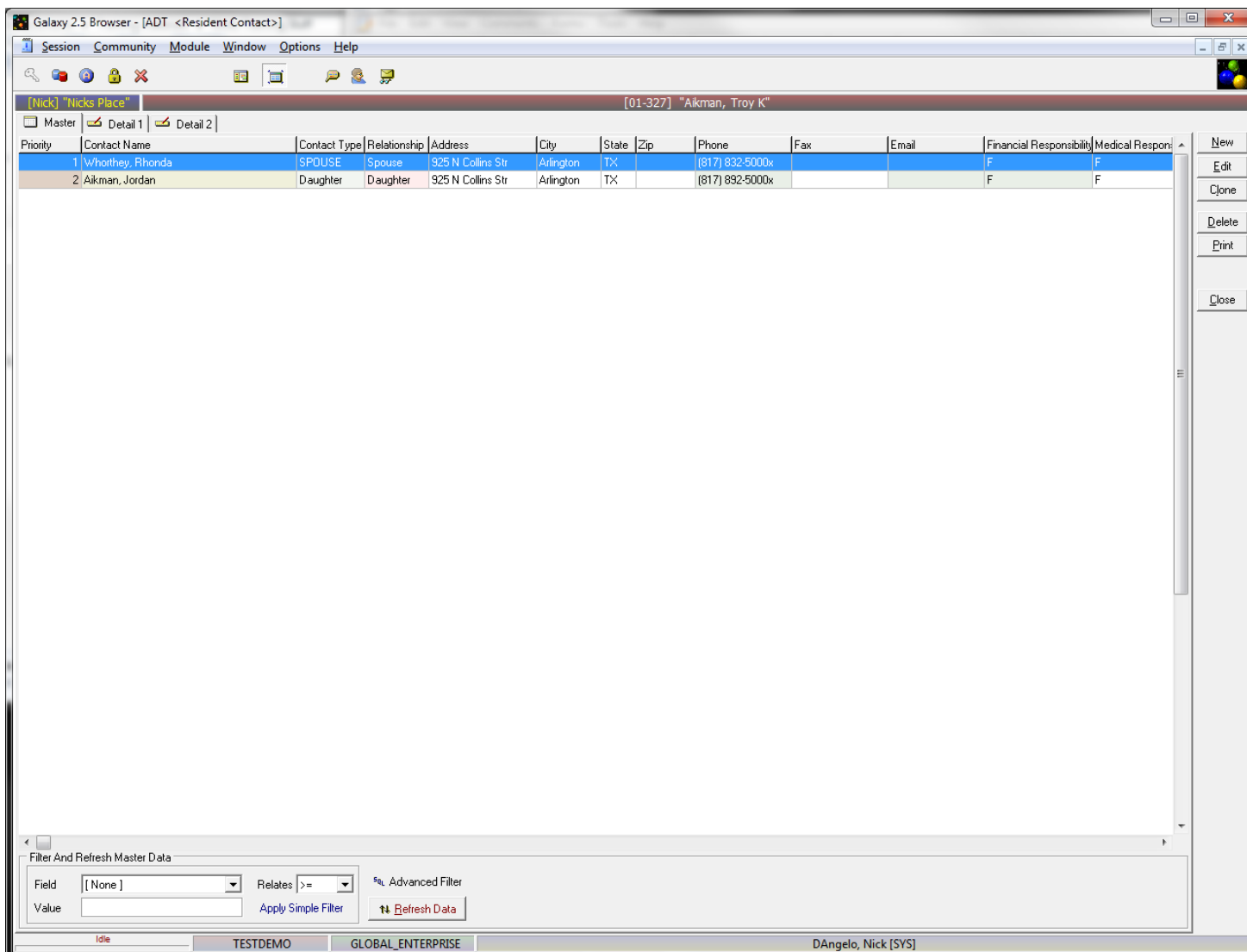
12/23/2011



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.

Galaxy 2.5 Browser - [ADT <Resident Physician>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

Master Detail



Doctor Name	Doctor Status	Specialty	Start Date	End Date
HUGHES, BOBBY H	ATTENDING	Generalist	04/29/2011	
D'Angelo, Nick	ALTERNATE	Family Practice	01/01/2011	
Moore, Aaron	OTHER	Urologist	04/29/2011	
CRAPSTER, ERIC R	OTHER	Orthopedics	01/01/2010	


Galaxy 2.5 Browser - [ADT <Resident Physician>]

Session Community Module Window Options Help

[Nick] "Nicks Place"


Master Detail


Doctor Name  

Doctor Status 

Specialty

NPI

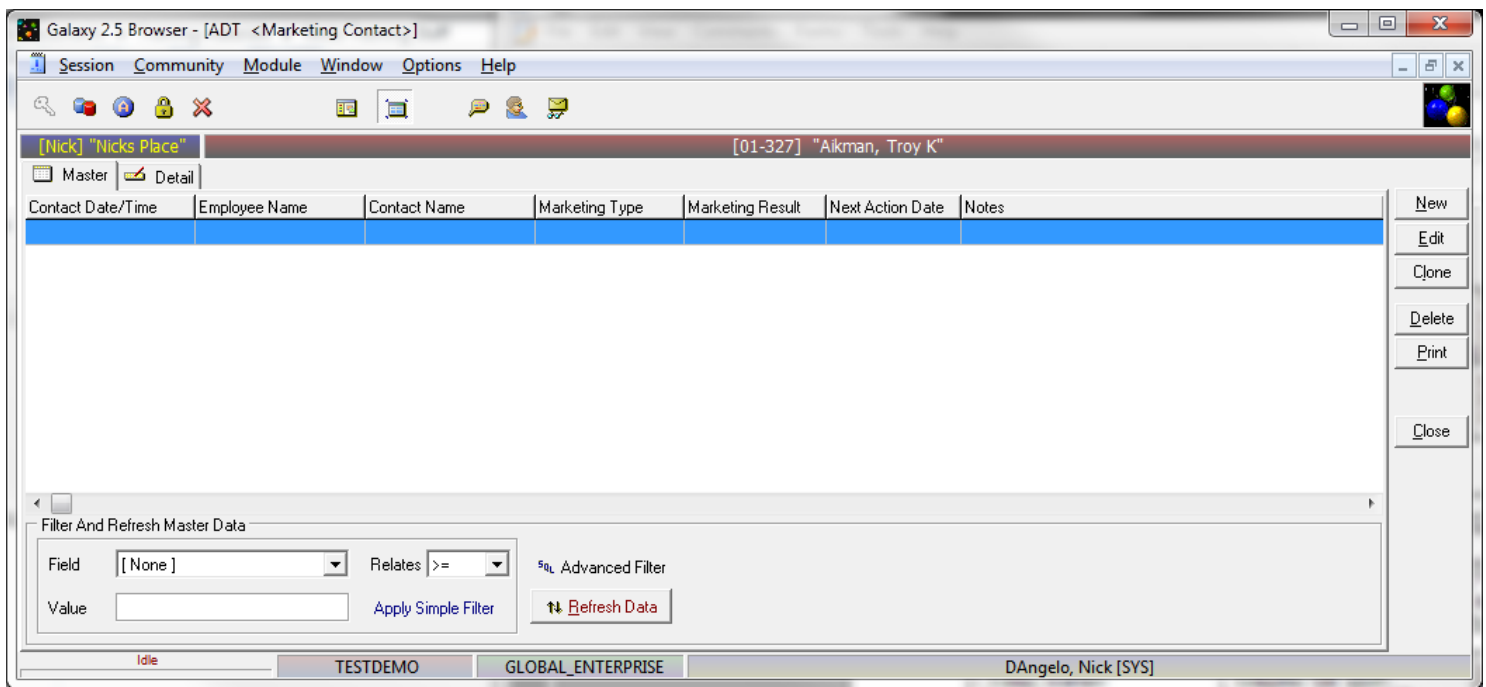
Start Date 

End Date 

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.

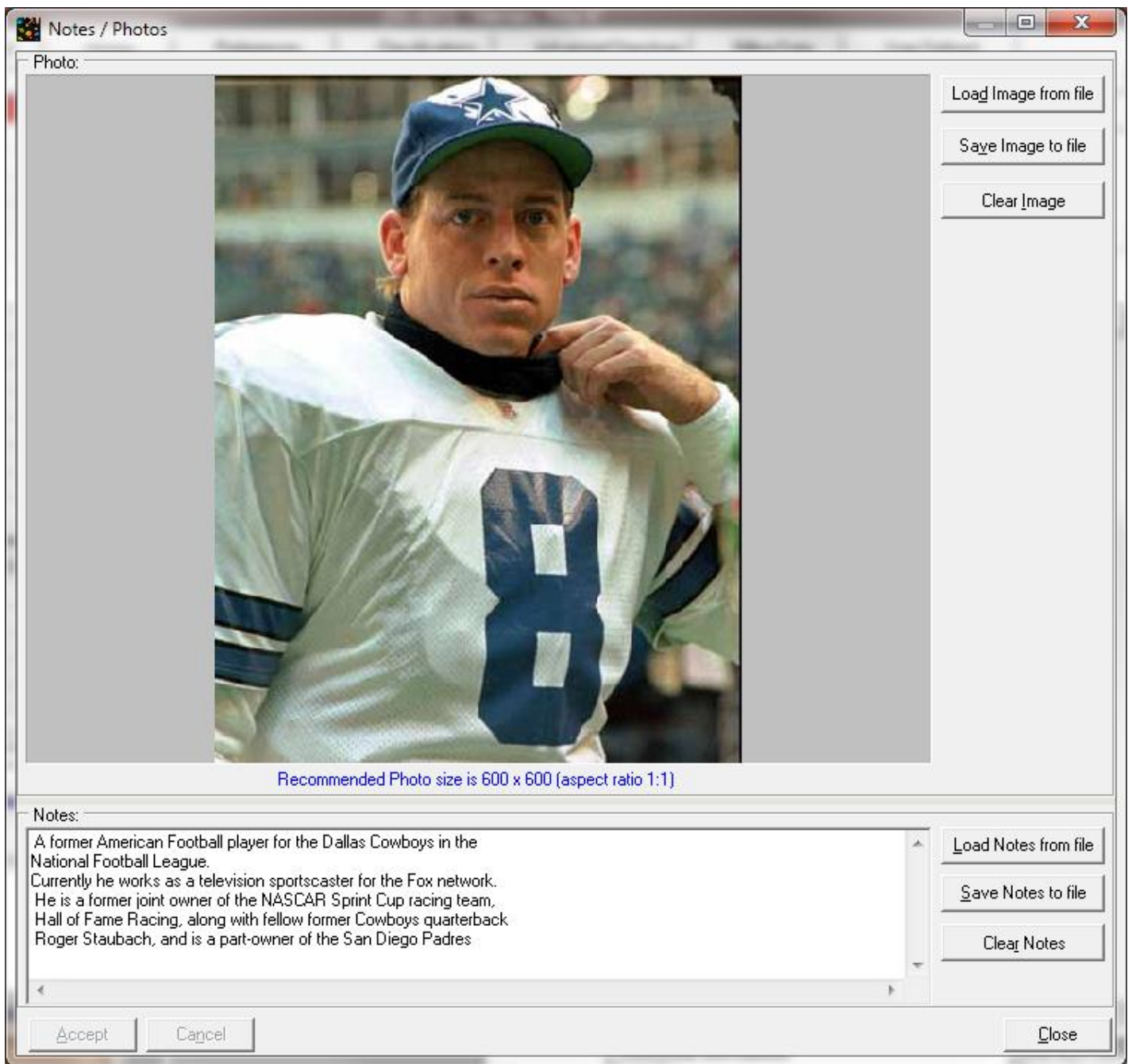
- Doctor Name- Use the drop down function to choose a Physician for the resident. This information was created in the Physicians section of Company File Maintenance.
- Doctor Status- Use the drop down to choose the Physicians Status. Choose either "Attending", "Alternative", or, "Other".
- Start Date- 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)

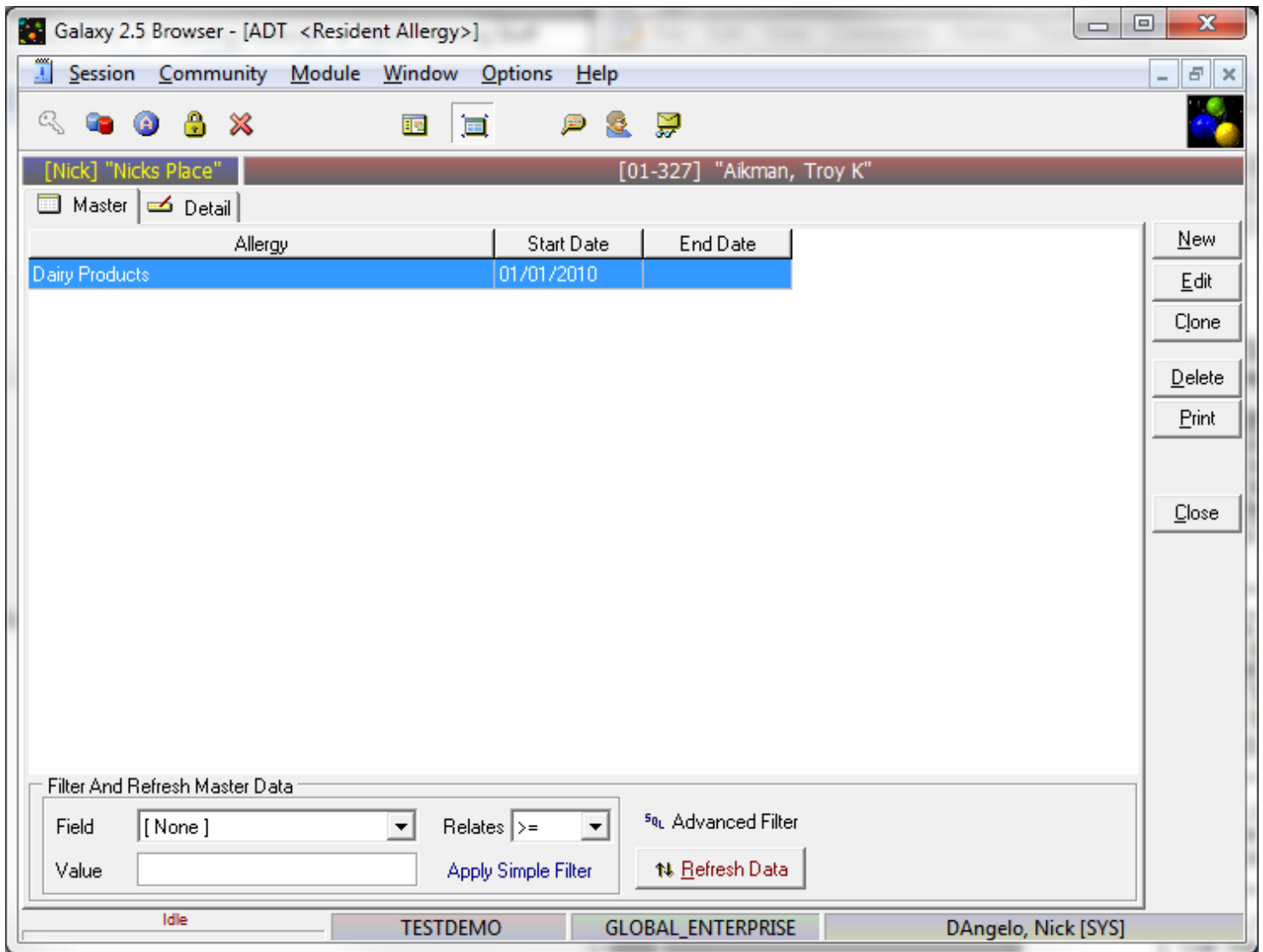
- Contacts Date/Time- Use the drop down to select a time and date from the calendar provided.
- Employee- Use the drop down to select the staff member that made the marketing contact to the potential resident. Information came from the employee section of the Personal module.
- Resident Contact- Use 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/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).

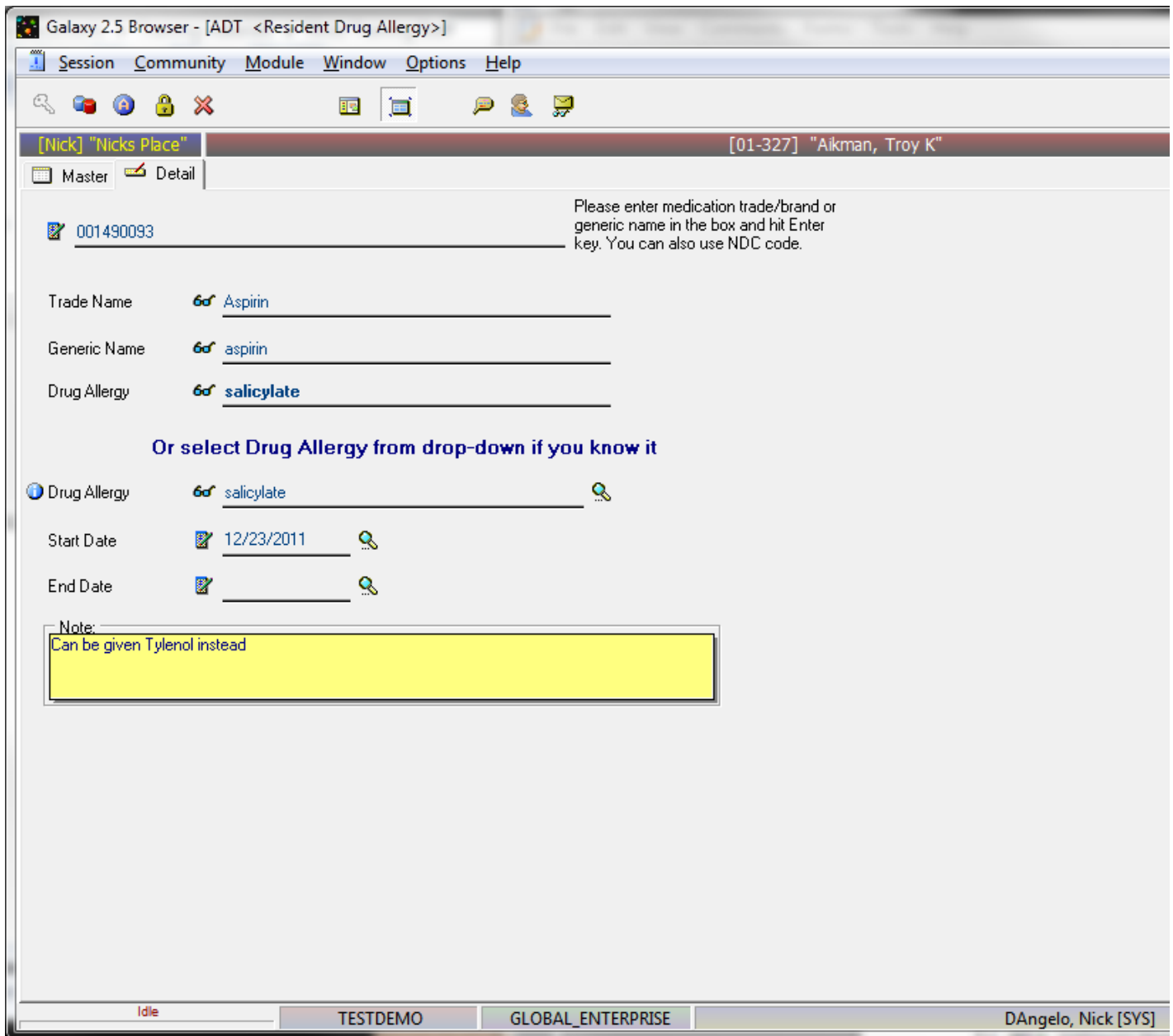
The photo will come from a file that exists on your system and is from a digital camera, a disk, or a scanner. Our software will automatically resize whatever photo you are using to the proper size for the program.



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.

Galaxy 2.5 Browser - [ADT <Resident ICD9>]

Session Community Module Window Options Help

[Nick] "Nicks Place" [01-327] "Aikman, Troy K"

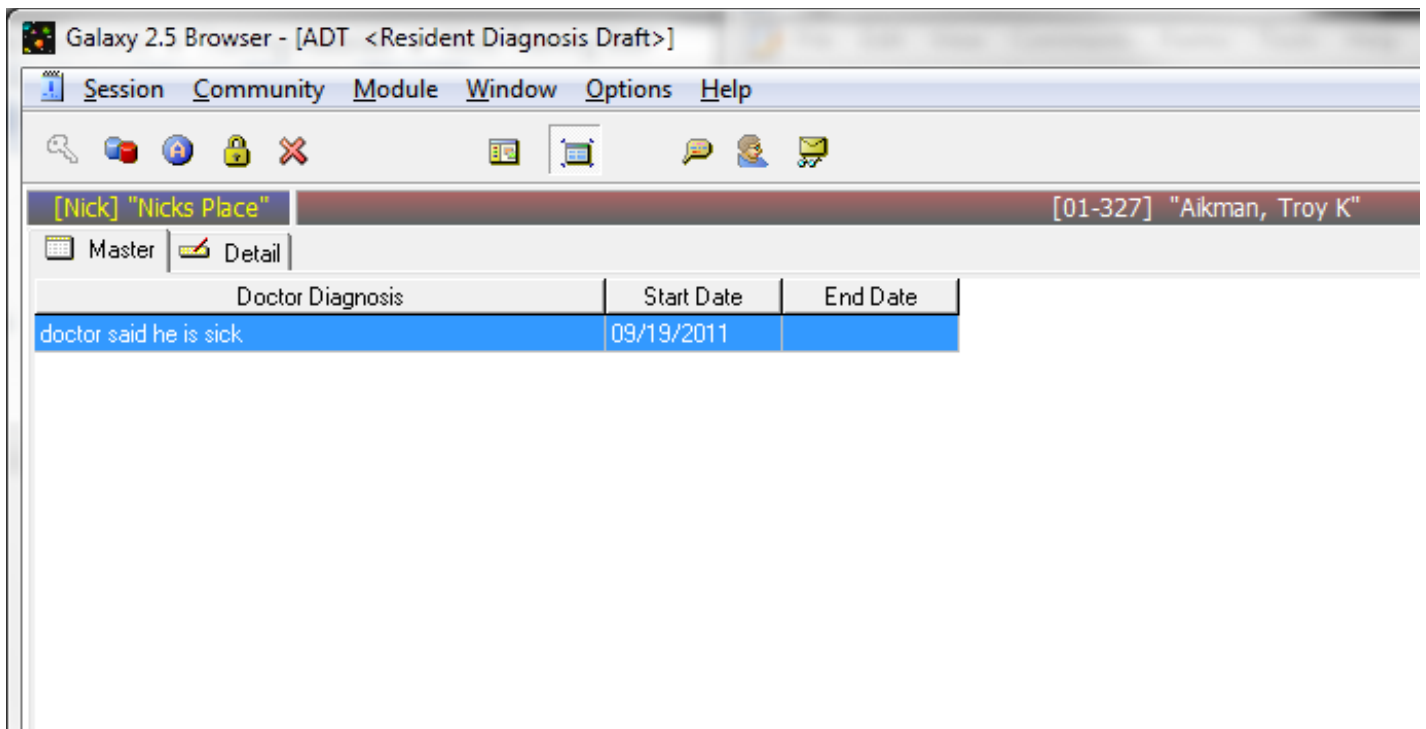
Master Detail

ICD9	Pri	Adm	Gluc	Inj	PT	OT	ST	Description	Start Date	End Date	Doctor Diagnosis	Sequence
250.91								DMI unspfd nt st uncntrld	07/01/2011			1
729.89								Musckel sympt limb NEC	05/01/2011			2
780.2								Syncope and collapse	05/01/2011			3
250.13			♦					DMI ketoacd uncontrold	08/11/2011			4
V57.89					♦			Rehabilitation proc NEC	05/01/2011			5
V45.01								Status cardiac pacemaker	05/01/2011			6
728.2								Musc disuse atrophy NEC	05/01/2011			7
272.4								Hyperlipidemia NEC/NOS	05/01/2011			8
136.9								Infect/parasite dis NOS	05/01/2011			9
401.9	♦							Hypertension NOS	05/01/2011			10
427.31								Atrial fibrillation	05/01/2011			11
412.								Old myocardial infarct	05/01/2011			12
501.								Asbestosis	05/04/2011			13
781.2								Abnormality of gait	05/01/2011			15
300.00								Anxiety state NOS	05/01/2011			16

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.