# **Galaxy Hosted Software**

ADT Company File Maintenance

August 2012

Nick M. D'Angelo, Sr



ADT (which stands for <u>A</u>dmission <u>D</u>ischarge <u>T</u>ransfers) is all about the Resident. The module includes the Resident Master and much accompanying data, such as President Contacts, Physician, Diagnoses, etc. Company File Maintenance includes master set up tables necessary for the Resident data, such as Room and Bed, Physician Types, etc. ADT Resident Master will be used by other Galaxy Modules.

Galaxy 3.0 Browser - [ADT]				The second second	- • ×
<u>Session</u> <u>Community</u> <u>V</u> iew	Window Options Help				
🔎 🥃 🔅 🕑	🔲 🤱 🗖 🐋				×
۵	ADT				
adt .	Normal Processing				
Accounts Receivable	Resident	Census Diagnosis	Insurance Policies		
6点20 100 MDS 2.0					
MDS 3.0	Resident Groups				
🝺 Care Plan	•••				
Physicians Orders	Reports				
Assessments	Resident Reports	Marketing Report			
Oietary					
Personnel	Company File Mainter	lance			
General Ledger	ADT Setup	Room and Bed Setup	Physician Setup		
Accounts Payable	<u> </u>		<u> </u>		
ash Management	Codes and Classifications	Other Organizations	K Marketing		
Corporate Setup					
Calendar					
Galaxy Reporter					
Production/GHV	GLOBAL_ENTERPRI	SE GLB_I	NICK [D'ANGELO, NICK]		

ADT is divided into 3 separate sections.

- Normal Processing
- Reports
- Company File Maintenance.

Galaxy 3.0 Browser - [ADT]		
Session Community View Window Options Help		
P 🗦 🔅 🔒 🕲 📘 💄 💆 📂		×
ADT		٩
Normal Processing		
Resident Census Diagnosis	Insurance Policies	
Resident Groups		
Reports		
Resident Reports Marketing Report		
Company File Maintenance		
ADT Setup Room and Bed	Physician Setup	
Codes and Classifications	Marketing	
Production/GHV GLOBAL_ENTERPR	RISE GLB_NICK [D'ANGELO, NICK]	

Let's look at Company File maintenance first. It is divided into 6 separate sections.

- ADT Setup
- Room and Bed Setup
- Physician Setup
- Codes & Classifications
- Other Organizations
- Marketing

Galaxy 3.0 Browser - [ADT]							
Session Community View Window Options Help	<u>S</u> ession <u>C</u> ommunity <u>V</u> iew Window Options Help						
🤊 🥃 🏟 🔂 🚺 🔲 🤷 🐂 🐋							
ADT							
Normal Processing							
Resident Census Diagnosis Insurance Policies							
Resident Groups							
Reports							
Resident Reports Marketing Report							
Company File Maintenance							
ADT Setup Setup Physician Setup							
User Defined Fields							
User Required Resident Data Agreements and Consents ons Marketing							
<u> </u>							
Production/GHV GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]						

ADT Setup

 User Defined Fields – You may have up to 10 user defined fields that you wish to track in addition to the general ADT information. These can be printed on your face sheet if you wish

Galaxy 3.0 Browser - [User Defined	d Fields]		
Session Community View Windo	w Options Help		
P 📄 🔆 🔒 🕑 📘	🔒 ᠲ 🐋		×
User Defined Fields			٩
☐ Master ☐ Details To display fields for specific Fac buttons below, otherwise fields f for your selection click on "New" Maximum number of fields allowe	ility or State select it by using "Lo or all facilities will be displayed. T ". d for any selection is 10.	ook up" or "Plus" To create ne <del>w</del> field	New Edit
Facility / State		Q 4	Delete
Number Facility State S	Sequence Box/Radio Caption	Field Type Caption Left Caption Right Length Decimal Places Show On Face	Sheet
	1 R Smoker	String Yes No 1 0 F	Close
Production/GHV	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]	

- User Required resident Data this is fields that you want to be either required or produce a warning if not filled out in ADT
- You can "Print Table" to see report of all fields chosen

Galaxy 3.0 Browser - [User Rec	quired Resident Data]		
Session Community View Wi	ndow Options Help		
🥭 🥃 🔆 🙆 🛽	🔲 🤱 🖕 🐋		×
User Required Resident Data			٩
	Available Fields:		Required Fields:
Status ADM <b>Q</b> State MD <b>Q</b>	RESIDENT ID MEDICAL ID SECONDARY ID QAR ID TITLE SUFFIX PREFERRED NAME SSN ADDRESS1 ADDRESS2		PREFERHED NAME
F70	STATE		
	ZIP COUNTY PHONE1 PHONE2 FAX		Warning Fields: EMAIL
Display Required/Warning Fields	ÉMAIL ADMITTED FROM PRIOR FACILITY STAY HOW TRANSFERRED BIRTH DATE BIRTH PLACE MARITAL STATUS CITIZENSHIP		
Print Table			Close
Production/GHV	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]	h

#### **User Required/Warning Resident Data**

Field Name	Required/Warning	Status	State	Facility
EMAIL	w	ADM	MD	Al1
PHONE1	w	INQ		
PREFERRED_NAME	R	ADM	MD	All
SSN	w	PRE		
Page Number: 1				Printed: 08/08/2012 3:27:21 PM
Total Pages: 1				User: D'ANGELO, NICK

 Agreements and Consents – these are your Admission Records (Face Sheets) and any other consent forms you may have.

6	Galaxy 3.0 Browser - [Agreements ar	nd Consents	]	-			
	Session <u>C</u> ommunity <u>V</u> iew Window	Options H	elp				
	🖉 🥃 斄 🔂 🕘 📃	8 🖣					×
	Agreements and Consents				Q		
	🗖 Master 🛛 🔁 Detail 📄						
	Title		Admission Package	Admission Record	Current Use	•	New
	Admission Record		F	F	T		Edit
	Admission Record with Photo		T	T	T		
	Full Admission Record		F	T	T		
	PASSAR Privacu Act Statement		r F		T	=	Delete
	Behabilitaion Stav		F	F	T		
			•				Close
P	roduction/GHV	GLOBAL_EN	TERPRISE	GLB_NICK	[D'ANGELO, N	ICK]	

Company File Maint	enance					
ADT Setup	Set	om and Bed up	Physici	an Setup		
Codes and Classifications	Section Nursi Med Roon	on ing Station Cart n				
Production/GHV		GLOBAL_EN	TERPRISE		GLB_NICK [D'ANGELO, NICK]	4

Room and Bed Setup – this is divided into 4 sections that MUST be done in this order

- Section
- Nursing Station
- Med Cart
- Room

Galaxy 3.0 Browser - [Section]								
Session	Session Community View Window Options Help							
🔎 ອ 🙀 🔂 📘 🤮 🖕 🐋 🛛 🛛 🗙							×	
Sectio	n					Q		
🗖 Mas	ter Detail							
Castion		MCD Configural		Allow Toron Cort	Current Llea			New
ACT	Astera		MCD-Centined	Allow Temp Cert.			£.	
ALE	Activity Continues Continues	F	F	F	т			Edit
	Assisted Living Section	F	F	F	T			Clone
DCP		F	F	F T	T			
FB	Football	F	F	F	т		Ξ	Delete
ннс		F	F	Т	т			Print
нку	Hockey	F	F	F	т			
ICE	Non-Certified Section	F	Т	F	т			
MUS	Musicians	F	F	F	T			Close
No	Non CMS	F	F	F	T			
		F	F	Т	T			
SNE	Skilled Nursing Section	T	T	F	T			
тоо	Animated Toons	F	F	F	T			
100					•			
							-	
Filter And Refresh Master Data								
Field [News] Advanced Filter								
Refresh Data								
Valu	e	Apply Simple F	Filter	acility Constraint				
Galaxy 3	.0 Dev/TESTDEMO GLOB	AL_ENTERPRIS	E	GLB_NICK [	D'ANGELO, NI	ICK]		

A facility may be subdivided into several Sections. As an example a Section might be a Medicare Distinct Part, a Non-Certified Wing, an Alzheimer Unit, etc. There might be several buildings on a campus, with for example an Assisted Living Center and/or a Retirement Center.

Section		٩
🗖 Master 📮 Detail		
Section	ACT	New Edit
Description	Actors	Clone
MCR Certified	© T ⊚ F	Delete
MCD Certified	○ T	r
MCR Override Allowed	© T ⊚ F	Close
Facility Constraint	। <b>Q</b>	
CMS Reporting	⊚Yes ©No	
Current Use	⊚Yes ⊘No	
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]

- Section: a three character ID is allowed for a Section.
  - o "ALC: Assisted Living Center
  - "SNF" for Medicare Distinct Part
  - "INT" for Intermediate Care Unit
- Description: This is the full name of the Section, such as "Assisted Living Center" Or "Medicare Distinct Part"
- MCR Certified: If all the beds in this Section are Certified for Medicare Skilled Patients Select "YES". An example would be the "Medicare Distinct Part."
- MCD certified: If this Section allows for Medicaid Patients, Select "Yes"
- An example of selections NOT certified for Medicaid would be a Retirement Apartment.
- MCR Override Allowed: Sometimes, you have a Medicare Patient to accommodate, and there are no beds available in the Medicare Certified Section. It is possible to temporarily certify a bed in a non certified section. This might be possible in an Intermediate Care section but not in a Retirement Section. Obviously, if this is a Medicare A Certified Section, then MCR Override allowed will be disabled and marked "NO". Select "Yes" or "NO" as appropriate for this Section.

Galaxy 3.0 Bro	owser - [Nursing Stat	ion]					
Session Comm	Session Community View Window Options Help						
2 🖯 🕸	🔒 ❹   🔲	🤱 ᠲ 💋			×		
Nursing Statio	n   🏨 [Nick] "Nic	:ks Place"	Q				
🗖 Master 🗖	Detail						
Nursing Station	Description		Current Use	<u>^</u>	New		
EW	East Wing		Т		Edit		
ww	West Wing		T		Clone		
SW	South Wing		T	=			
NW	North Wing		T		Delete		
AL	Assisted Living		T		Print		
				Ŧ	Close		
Filter And Refre	sh Master Data		Advanced Cities				
Field [None	•]	▼ Relates >= ▼					
Value		Applu Simple Filter	<u>R</u> efresh Data				
		Арру этпріст іксі	💼 Default <u>F</u> acility				
Galaxy 3.0 Dev/T	ESTDEMO	GLOBAL_ENTERPRISE	GLB_NICK [D'	ANGELO,	NICK]		

Within any section there is at least one nursing station and perhaps two or three stations.

An example is a Skilled Nursing Unit that has two floors, with a nursing station on each Floor. These can be given different designations with the system.

Nursing station is a Facility Specific Table, because, unlike Sections, the naming conventions Associations with Rooms are likely to be different for each Facility.

You MUST select (or have already selected) a Facility (if your company has multiple Facilities) before entering this Data.

Galaxy 3.0 Brow	ser - [Med Cart]		ı x			
Session Commun	Session Community View Window Options Help					
2 ອ 🔆 🖞	🔁 🕑 📘 🔝 🤷 🔁		×			
Med Cart 🛛 🛱	[Nick] "Nicks Place"	Q				
🗖 Master 🗖 De	etail					
Med Cart [	Description	Current Use	New			
AL /	Assisted Living 1	Т	Edit			
E1 E	East Wing 1	Т	Clana			
E2 E	East Wing 2	Т				
N1 1	North Wing 1	Т	Delete			
N2 1	North Wing 2	Т				
S1 9	South Wing 1	Т	Print			
S2	South Wing 2	Т				
W1 \	West Wing 1	Т				
W2 V	West Wing 2	Т	Close			
Filter And Refresh	Master Data					
Field [None ]	Relates N-	Advanced Filter				
		<u>R</u> efresh Data				
Value	Apply Simple Filter	Default <u>F</u> acility				
Galaxy 3.0 Dev/TES	TDEMO GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO,	NICK]			

Med Cart Routes can further define a yet smaller group of rooms.

A large Nursing Station might have more than one Cart going to a group of specified rooms.

Galaxy 3.0 Bro	Galaxy 3.0 Browser - [Room]						
Session Comm	unity View \	Nindow Optic	ons Help				
P 🔒 🔆	🔒 🕘		🖣 🐋				×
Room 🛱 [I	Nick] "Nicks	Place"			Q		
🗖 Master 🛛 🔁	Detail						
Room	Section	Nursing Station	Med Cart	Sequence	Current Use	*	New
101	ACT	EW	E1	1	Т		Edit
102	ACT	EW	E1	21	Т	=	Clone
103	ACT	EW	E1	2	Т		
104	ACT	EW	E1	20	Т		Delete
105	ACT	EW	E1	3	Т		Dint
106	ACT	EW	E1	19	Т		Print
107	ACT	EW	E1	4	Т		
108	ACT	EW	E1	18	Т		
109	ACT	EW	E1	5	Т		Close
110	ACT	EW	E1	17	F		
111	MUS	EW	E2	6	Т	-	
Filter And Refre	sh Master Data				4		
Field [None	-1	•	Belate >=	- Adva	anced Filter		
	~1			<u>R</u> ef	resh Data		
Value			Apply Simple Fil	ter 🔒 💼 Defa	ault <u>F</u> acility		
<u> </u>							
Galaxy 3.0 Dev/TE	ESTDEMO	GLOB	AL_ENTERPRIS	E	GLB_NICK	D'ANGELO,	NICK]

Each room must be entered individually.

Use whatever number sequence is already in use.

It is important to note that within each room there could be a number of beds. This area is accessed through The HISTORY tab at the bottom of the screen.

Galaxy 3.0 Browser	- [Room]	
Session Community	View Window Options Help	
2 🥃 🔆 🔒	🕑 🔲 🧕 🖕 🐋	×
Room 🛛 🛱 [Nick]	"Nicks Place"	٩
🗖 Master 📮 Detail		
		New
Room	101	Edit
		Clone
Sequence	1	Delete
Continu		Print
Section		
Nursing Station	🖻 EW 🔍 🕂	Close
Med Cart	🕼 E1 🔍 🕂	
Current Use	⊚Yes ⊘No	
Galaxy 3.0 Dev/TESTDE	EMO GLOBAL_ENTERPRISE GLB_NICK [D'ANGELO, N	ICK]

- Room: enter the Room number, for example "101" –(9 character alphanumeric is allowed)
- Sequence: Rooms serviced by a given Med Cart may be arranged in the sequence that we would service them. For example, a Med Cart Route serving Rooms 101 through 108 might go down one side of the hall and back up the other. So rather Than servicing Room 101 then 102, then 103, it might first go to 101, then 103, 105, 107 then back up the hall to 108, 106, 104 and finally 102. We would designate room 101 as Sequence 1, room 103 as Sequence 2, Room 104 as Sequence 7, and Room 102 as Sequence 8. Properly sequencing rooms will also benefit the CARE PLAN and PHYSICANS ORDER modules.

- Section: Each room is associated with a particular Section. We have already created these in our database. Use the magnifying glass to drop down the Sections that apply in this Facility, and select the appropriate one.
- Nursing Station: Each room may be associated with a particular Nursing Station. We have already created these in our database. Use the magnifying glass to drop down the Nursing Stations that apply in this Facility, and select the appropriate one.
- Med Cart: Each room is associated with a particular Med Cart. We have already created these in our database. Use the magnifying glass to drop down the Med Cart that apply in this Facility, and select the appropriate one.

A Button appears at the bottom of the Room Grid called "HISTORY". This is where we will establish the list of valid bed for each Room.

Galaxy 3.0 Browser - [Room History]					
Session Community View Window Options Help					
P ອ 🕸 🔒 🕗 📘 🚨 🚍 🐋					
Room History 🛛 🛱 [Nick] "Nicks Place"					
History For Room: '101', Section: 'ACT'					
Start Date         Rm Active         Bed 1         Act 1         Bed 2         Act 2         Bed 3         Act 3         Bed 4         Act 4         Bed 5         Act 5         Bed 6         Act 7         Bed 8         Act 8         Bed 9         Act 9	Iew Edit				
	elete Print				
Filter And Refresh Master Data       Field [None]       Relates >= ▼       Value       Apply Simple Filter					
Galaxy 3.0 Dev/TESTDEMO GLOBAL_ENTERPRISE GLB_NICK [D'ANGELO, NICK]	H				

It is called "HISTORY", because an "Effective Date" determines the date this status took effect. For example, a room may be made "INACTIVE" because of the need for more office space, storage, or as isolation Room.

Within each room there is the possibility of activating up to nine beds.

Galaxy 3.	🕒 Galaxy 3.0 Browser - [Room History]							
Session Co	Session Community View Window Options Help							
2 😑 -	🔯 🔒 🔮 🚺	🔲 🤱 🖕						×
Room Hist	tory 🛛 🏨 [Nick] "N	licks Place"					Q	
🗖 Master	🔁 Room	History	For Room:	'101', Secti	ion: 'ACT	•		
Effective [	Date 09/12/2011	Q Room	Active	@ Yes	© No			New Edit
Beds			I.					
Bed 1	1 Active	⊚Yes ©No	Bed 6		Active	© Yes	⊚ No	Delete
Bed 2	2 Active	⊚Yes ⊘No	Bed 7		Active	© Yes	() No	Print
Bed 3	3 Active	©Yes ⊚No	Bed 8		Active	© Yes	() No	Close
Bed 4	Active	©Yes ⊚No	Bed 9		Active	© Yes	@ No	
Bed 5	Active	©Yes ⊚No	2000		Houro	0.00	0.00	
Galaxy 3.0 D	ev/TESTDEMO	GLOBAL_EN	TERPRISE		GLB_NI	CK [D'AN	GELO, NICK	]

Galaxy 3.0 Browser - [ADT]	Galaxy 3.0 Browser - [ADT]						
Session Community View Window	Session Community View Window Options Help						
e 🖉 🖉 🏂 🖉 📔	🤱 ᠲ 💋			×			
ADT 🛛 🛱 [Nick] "Nicks Place"			Q				
Resident Groups				<b>^</b>			
Reports							
Resident Reports Re	rketing port						
Company File Maintenance				=			
ADT Setup	om and Bed tup	Physician Setup Specialities					
<b></b>		Physicians		-			
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENT	Define Custom Fields	ANGELO, NICK]				

Physician Setup – this is where you will setup all the physicians who work within your facility.

All physicians that work at the home are listed by specialty.

This does not just include Medical Doctors.

Dentists, Podiatrists and other Medical Practitioners should also be listed as well.

Session Community View Window Options Help				
🥭 🥃 🏚 🕑 📘 🚨 💆	4			×
Specialities 🛛 🛱 [Nick] "Nicks Place"			٩	
🗖 Master 🛛 🔁 Detail				
Specialty	Attending	Current Use	•	New
Cardiology	F	Т		Edit
Denist	F	Т		Claure
Family Practice	Т	Т		
General Dentistry	F	Т	E	Delete
Generalist	Т	Т		
Grief Counselor	F	Т		Print
Internal Medicine	Т	Т		
Mummy	F	Т		
New Guy	Т	Т		Close
Oncology	F	Т		
Opthomology	F	Т		
Orthopedics	F	Т		
Plastic Surgery	F	Т		
Podiatry	F	Т		
Shrink	F	Т		
Filter And Refresh Master Data			•	1
Field [None]	- Ad	vanced Filter		
Value Apply Simp	ble Filter <u>R</u>	efresh Data		
Galaxy 3.0 Dev/TESTDEMO GLOBAL_ENTERF	PRISE	GLB_NICK	[D'ANGELO, NICK]	

- SPECIALTIES: Enter the name of the Specialty; examples are "Internist" or "Cardiologist". There are 20 characters to enter the complete name.
- ATTENDING: Only certain types of Physicians are capable of being Attending Physicians such as Internal Medicine, Family or General Practice, etc. Certain types of Practitioners are never attending, such as Dentist or Optometrists. Select "Yes" or "No" as appropriate.

🕒 Galaxy 3.0 Browser - [Physicians]							
Session Community View Window	Options Help						
🥬 🥃 🕸 🔁 🚺	🤱 🔁 🐋						×
Physicians 🛛 🛱 [Nick] "Nicks Pla	ice"				Q		
🗖 Master 🛛 🔁 Detail 🛛 🔁 CustomField	dsTab						
Name	Specialty	Phone 1	Phone 2	EIN	City	State	New
CRAPSTER, ERIC R	Orthopedics					MD	Edit
Cameron, Dr. Allison	Internal Medicine	(800) 944-3627x			Oakland Park	FL	Clana
Carter, Dr. John	Internal Medicine	(954) 523-9484x			Fort Lauderdale	FL	Lione
Chase, Dr. Robert	Internal Medicine	(954) 463-5271x	() · x		Fort Lauderdale	FL :	Delete
Cox, Dr. Perry	Mummy	(847) 219-6597x			Skokie	IL	
Cuddy, Dr. Lisa	Internal Medicine	(954) 463-5271x			Fort Lauderdale	FL	Print
DAngelo Sr, Nicholas M	Family Practice	(330) 626-1781x					
Dorian, Dr. John ''	Family Practice	(847) 219-6597x	() · x		Skokie	IL	
Foreman, Dr. Eric	Family Practice	(305) 448-8134x			Miami	FL	Close
Galaxy, Dr	Family Practice						
Greene, Dr. Mark	Internal Medicine	(305) 531-6954x	() · x		Miami Beach	FL	
House, Dr. Greg	Family Practice	(569) 822-353 x			Central	IL	
Humphries, Bobby Joe H	Generalist					TX	
Huxstable, Dr. Cliff	Internal Medicine	(847) 255-9529x	(847) 255-9528x		Chicago	IL	
Jones, Quincy	Family Practice						
Kathy, Dr	Internal Medicine	(216) 514-1050x					
Kelso, Dr. Bob	Family Practice	(847) 219-6597x	() · ×		Skokie	IL	
Moore, Aaron	Urologist						
							•
						•	
Filter And Herresh Master Data		Advanced	Filter				
Field [None]	▼ Relates >= ▼						
		<u>R</u> efresh D	ata				
	Apply Simple Filter	Eacility Co	nstraint				
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTERPRISE	GLB_N	VICK [D'ANGELO, N	ICK]			

- Name/Address/Phone : You can enter up to three phone numbers and a fax number
- Email: Space is provided for an Email address.
- MCD ID: This is available if appropriate or necessary for the State
- License: This is for the Physician's State License Number

Galaxy 3.0 Browser - [Physicians]			
Session Community View Window	Options Help		
🥭 🥃 斄 🔁 🔘 🔲	🧕 ᠲ 🐋		×
Physicians 🛛 🛱 [Nick] "Nicks Pla	ace"	Q	
🗖 Master 📮 Detail 📮 CustomField	sTab		
Add. Address 1 Add. Address 2 Add. City Add. State Add. Zip			New Edit Clone Delete Print Close
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]	

The Custom Fields Tab allows you to add additional adress information to the physician if needed

Normal Processing		
Resident	Census Diagnosis	Insurance Policies
Resident Groups		
Reports		
Resident Reports	Marketing Report	
Company File Main	tenance	
ADT Setup	Room and Bed Setup	Physician Setup
Codes and Classifications	Other Organizations	Marketing
Allergies Contact Types Demographic Code Diagnosis List NDC Lookup Table	25	

Codes and Classifications is broken down into 5 segments.

The first three require you to set the tables up.

- Allergy
- Contact Types
- Demographics Code

The last two are hard coded lists that we update yearly for you.

- Diagnosis List
- NCD Lookup

#### Allergies

Here you will list any allergies that you wish to track for your residents.

• You can also mark it as a food allergy here

Allergies 🛛 🏥 [Nick] "N	licks Plac	e"	٩	
🗖 Master 📮 Detail				
Allerau	Apples			New
Alloigy	Abbies			Clone
Food Allergy	@Yes	© No		Delete Print
Current Use	@ Yes	© No		Close
Galaxy 3.0 Dev/TESTDEMO		GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]	н

Allergies 🛛 🛱 [Nick] "Nicks Place"			(Q)
🗖 Master 🛛 🔁 Detail			
Allergy	Food Allergy	Current Use	New
All Outdoor Spores	F	T	Edit
Apples	Т	Т	
Aspirin Products	F	Т	Cione
Bee Sting	F	Т	Delete
Benicor	F	Т	
Blah	F	Т	Print
Cardizem	F	Т	
Celebrex	F	Т	
Contrast Dye	F	Т	Close
Cotton Candy	Т	Т	
Dairy Products	Т	Т	
Eczema	F	Т	
Fairy Dust	F	Т	
Gluten	Т	Т	
Lactose	Т	Т	
Levaquin	F	Т	
Loratadine	F	Т	
NKA	F	T	-

Contact Types - This is where you will create the contact types for all your residents' contacts.

Contact Types 🛛 🛱 [Nie	ck] "Nicks Place"	(Q)
🗖 Master 🔁 Detail		
Contact Type	Attorney	Edit
Current Use	⊚Yes ⊘No	Print
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]

Contact Types 🛛 🛱 [Nick] "Nicks Place"	٩
🗖 Master 🛛 🔁 Detail 📔	
Contact Type	Current Use New
Attorney	T Edit
Bookie	T
Boss	T
Brother	T Delete
COMPANION	T
Coach	T
Cousin	T
Daughter	T
Employer	T
ExWife	T
FATHER	T
Friend	T
Grandchild	T
MOTHER	T
Minister	T
Niece	T
Partner	T
SPOUSE	T
Filter And Refresh Master Data	
Field [None]	Advanced Filter
Yaha Azab Circle Eller	
Apply Simple Filter	<u>R</u> efresh Data
Galaxy 3.0 Dev/TESTDEMO GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]

Demographic Codes - This is where you will add in the demographic codes for your residents

Galaxy 3.0 Browser - [Dem	ographic Codes]		
Session Community View	Window Options Help		
P 🥃 🔅 🖯 🖉	🔲 🤱 ᠲ 🐋		×
Demographic Codes 🛛 🛱	[Nick] "Nicks Place"		٩
🗖 Master 📮 Detail			New
Category	TRN Q		Edit Clone
Code	908		Delete
Description	908 in		
Facility Constraint			Close
Current Use	@Yes ©No		
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTERPRISE	GLB_NICK [D'ANGELO, NICK]	

• Category – Choose from one of 8 hard coded categories

Category	
Database Lookup	
CNT - County	II
OCC - Occupation	Ш
REL - Religion	Ш
CTZ - Citizenship	Ш
MIL - Military Service	Ш
ADM -Admission Intent	Ш
LAN - Language	l
TRN - How Transferred	Ш
	II
	Ш
	4
Select Lancel Llear	

- Code you can create using up to 6 characters or numbers
- Description your description for this code

🕒 Galaxy 3	.0 Browser -	[Demographic Codes]				• X
Session C	ommunity	View Window Options Help				
2 🥃	🏟 🔒	🕘 🔲 🤰 🗲 🗩				×
Demogra	phic Codes	🛱 [Nick] "Nicks Place"		Q		
🗖 Master	🔁 Detail	1				
Category	Code	Description	Current Use		*	New
CTZ	ASTL	Australia	Т			Edit
000	BAKER	Bakery Chef	Т			
OCC	BALETD	Ballet Dancer	Т			Lione
000	BALETI	Ballet Instructor	Т			Delete
REL	BAPT	Baptist	Т		_	
OCC	BAR	Bartender	Т			Print
000	BB	Baseball Player	Т			
000	BKKPR	Bookkeeper	Т			
000	BKSTOW	Bakery Store Owner	Т			Close
000	BNKTEL	Bank Teller	Т		-	
OCC	BOXER	Professional Boxer	T		=	
CTZ	BRIT	England	Т			
CNT	BROW	Broward	T			
REL	BUD	Buddhist	T			
TBN	BUG	Buggy Brought her	T			
CTZ	CAN	Canadian	T			
REL	CATH	Catholic	T			
OCC	CCLENG	Civil Engineer	T			
0000	CHEF	Cook	T			
000	CHEF2	Chef	Т			
CIZ	CHINA	Chinese	т			
BEL	CHRIST	Christian	T			
000		Clothing Designer	T			
000	COAL	Coal Miner	T			
MI	CUTST	Coast Guard	Т			
000	СОМ	Comedian	T			
	CONSTR	Construction Business Dwner	Т			
CNT	COUR	Cook	T			
LAN	CBE	Creale	T			
			T			
	CODTNO	Corporter	T			
		Laipentei	1		*	
Filter And	Herresh Mas		Advanced Filter			
Field	[None]	▼ Relates >= ▼	<u>R</u> efresh Data			
Value		Apply Simple Filter	Eacility Constraint			
Galaxy 3.0 D	ev/TESTDE	MO GLOBAL_ENTERPRISE	GLB_NICK [	D'ANGELO, NICK]		

#### Other Organizations

These are different organizations and business that your facility interacts with on behalf of your Residents.

🕒 Gala	xy 3.0 Brow	ser - [Other Organizations]							
Session	Commun	nity View Window Options H	lelp						
2	) 🔅 (	🕤 🕘   🔲 🔒 🗲	1						×
Other	Organizati	ons 🛛 🛱 [Nick] "Nicks Place	e''				Q		
🗖 Mas	ter 🔁 D	etail							
	ID	Organization Name	Туре	City	State	Current Use			New
21564		All Star Coin Laundry	LND	Cleveland	OH	T			Edit
054216	6	American Medical Trans	AMB	Akron	OH	Т			
AJSFH		Arthur J Sullivan Co. FH	FHM	San Francisco	CA	Т			
BFFH		Baldwin Fairchild Fun. Hm	FHM	Orlando	FL	Т			Delete
025412	2	Best Cuts	BAR	Beachwood	OH	Т			
BOCA		Boca Raton Community Hosp	HOS	Boca Raton	FL	Т		=	Print
BREW	ER	Brewer&Sons FH (S.Tampa)	FHM	Tampa	FL	Т		_	
BROW	ARD	Broward General	HOS	Ft. Lauderdale	FL	Т			
054326	6	CVS	PHM	Cleveland	OH	Т			
CABAL	ERO	Cabalero Funeral Home	FHM	Miami	FL	Т			
COOK		Cook County Hospital	HOS	Chicago	IL	Т			
DELRA	Y	Delray Medical Center	HOS	Delray	FL	Т			
12541		Donald Martsons	AMB	Cleveland	OH	Т			
E verly\	Vheatley	Everly Wheatley Fun. Home	FHM	Alexandria	VA	Т			
GIBSO	N	Gibson Funeral Home	FHM	Port Byron	IL	Т			
GGFH		Golden Gate Funeral Home	FHM	Memphis	TN	Т			
Hampto	ons	Hamptons Barber Shop	BAR	Here	OH	Т			
21451		Illusions Unlimited	BAR	Parma	OH	Т			Liose
JACKS	ON	Jackson Memorial Hosp	HOS	Miami	FL	Т			
JBC		Jones Baptist Church	WSH	Forest	IL	Т			
JP		Jones Pharmacy	PHM	Clinton	UT	Т			
KINDR	ED	Kindred Hospital	HOS	Springfield	IL	Т			
054261		La Rue's House of Beauty	BAR	Akron	OH	Т			
LAKEV	IEW	Lakeview Funeral Home	FHM	Chicago	IL	Т			
054234	1	Laundry King	LND	Akron	OH	Т			
025414	1	Life Care Ambulance Inc	AMB	Lorain	OH	Т			
L&SFH		Lorne & Sons Funeral Home	FHM	Delray Beach	FL	Т			
MERC	7	Mercy Hospital	HOS	Aventura	FL	T			

Other Organizations	🛱 [Nick] "Nicks Place"	
🗖 Master 📮 Detail		
Туре	LND Q ID 21564	
Organization Name	All Star Coin Laundry	
Address1		
Address2		
City	Cleveland	
State	OH <b>Q</b> Zip 44134-	
Provider No	Referral Source 💿 T 💿 F	
Phone1	() · x Phone2 () · x	
Fax	() - x	
Email		Accept
Facility Constraint	N Q Current Use  Ves No	Cancel
Galaxy 3.0 Dev/TESTDE	MO GLOBAL_ENTERPRISE GLB_NICK [D'ANGELO, NICK]	

Type: A Hard-Coded list of type of Organizations includes

- HOS Acute Care Hospital
- SUB Sub-Acute Care
- SNF—Skilled Nursing Facility
- ICF Intermediate Care Facility
- MRD--Mental Retardation/Development Disabled
- ALF—Assisted Living Facility
- OHF—Other Health Facility
- HHC—Home Health Care
- RET—Retirement Center
- REH—Rehabilitation Hospital
- PHM—Pharmacy
- FHM—Funeral Home
- AMB—Ambulance
- LND—Laundry
- BAR—Barber/Beauty Shop
- WSH—Place of Worship

ID: This is a three letter ID that you give to this organization. For example Fox Chase Cancer Center might be "FCC"

Organization Name: This is the full name of the Organization such as "Foxchase Cancer Center"

Address: This is the complete address including any alternate address for the organization.

Provider Number: This any provider number that the Organization might have.

Phone/Fax: Includes all applicable phone and fax number.

Referral Source: Is the facility a source of referrals? Note this here by answering "T" or "F" (True or False)

Email: If the organization has an email address you would enter it here.

**Other Referral Sources** 

This section enables you to list other Referral Sources which are not Physicians or other Organizations.

Some examples are newspaper or magazine ads, yellow pages, or P.R. articles that appear in publications.

- Referral Source: An example of a Referral source is "The Home Town Journal P.R. article".
- Current Use: default is yes

Galaxy 3.0 Browser - [Other Referral Sources]		
Session Community View Window Options	Help	
🥭 🗟 🌣 🔁 🕲 📘 🙎 🦷		×
Other Referral Sources 🛛 🏥 [Nick] "Nicks I	Place"	٩
🗖 Master 📮 Detail		
Referral Source	Current Use	New
Yellow Pages	Т	Edit
		Clone
		Delete
		Print
Filter And Befresh Master Data		
	Advanced Filter	
Field [None]	s <b>&gt;= ▼</b> <u>R</u> efresh Data	
Value Apply 9	Simple Filter Eacility Constraint	
Galaxy 3.0 Dev/TESTDEMO GLOBAL_E	ENTERPRISE GLB_NI	CK [D'ANGELO, NICK]

Galaxy 3.0 Browser - [Al	[דס					
Session Community View Window Options Help						
🕭 🧔 鯘 🧧 🖉	)  🔲 🤱 🖕 🕯					
ADT						
Normal Processing						
Resident	Census Diagnosis	Insurance Policies				
Resident Groups						
Reports						
Resident Reports	Marketing Report					
Company File Maint	enance					
ADT Setup	Room and Bed Setup	Physician Setup				
Codes and Classifications	Other Organizations	Marketing				
		Marketing Types		1		
		Marketing Results	;			
Galaxy 3.0 Dev/TESTDEMO	GLOBAL_ENTE	ERPRISE	GLB_NICK	[D'ANGELO, NICK]		

Marketing allows you to track the various types of that you may be using as well as the results.

## Marketing Types

Galaxy 3.0 Brow	vser - [Marketing Ty	pes]				_ 0	x
Session Commu	nity View Window	Options Help					
2 🖯 🔆 .	🔒 🕘 📘	🧕 🖶 🐋					×
Marketing Type	s				Q		$\square$
🗖 Master 📴 🛙	Detail					1	
Type ID	Description		Current Use			Nev	~
INCALL	INCOMING CALL		T			Edit	t
OUTCLL	Outbound call		T			E Clon	
VISIT	Visit		T				
						Dele	te
						+ Prin	ıt
Filter And Refresh	n Master Data						
Field [None	9]	▼ Relates >= ▼	Advanced Filter			Close	e
Value		Apply Simple Filter	<u>R</u> efresh Data				
Galaxy 3.0 Dev/TES	STDEMO	GLOBAL_ENTERPRISE	GLB_NIC	K [D'ANGELO, NICK]			

### Marketing Results

Galaxy 3.0 Browser	- [Marketing Results]		
Session Community	View Window Options Help		
P ອ 🕸 🔒	🙂 🔲 🤷 🚘 🐋		×
Marketing Results		Q	
🗖 Master 🛛 🗖 Detail	1		
Result ID De:	scription Currrent Use	•	New
ADM Adr	mission T		Edit
LOST Los	st to Competitor Facility T	=	Clone
STAY De	cision to stay home T		
			Delete
			Brint
		-	
Filter And Refresh Mas	ster Data		
Field [None]	Relates >=      Advanced Filter		Close
Value	Apply Simple Filter <u>B</u> efresh Data		
Galaxy 3.0 Dev/TESTDE	EMO GLOBAL_ENTERPRISE GLB_NICK [D'ANGELO, NICK]		