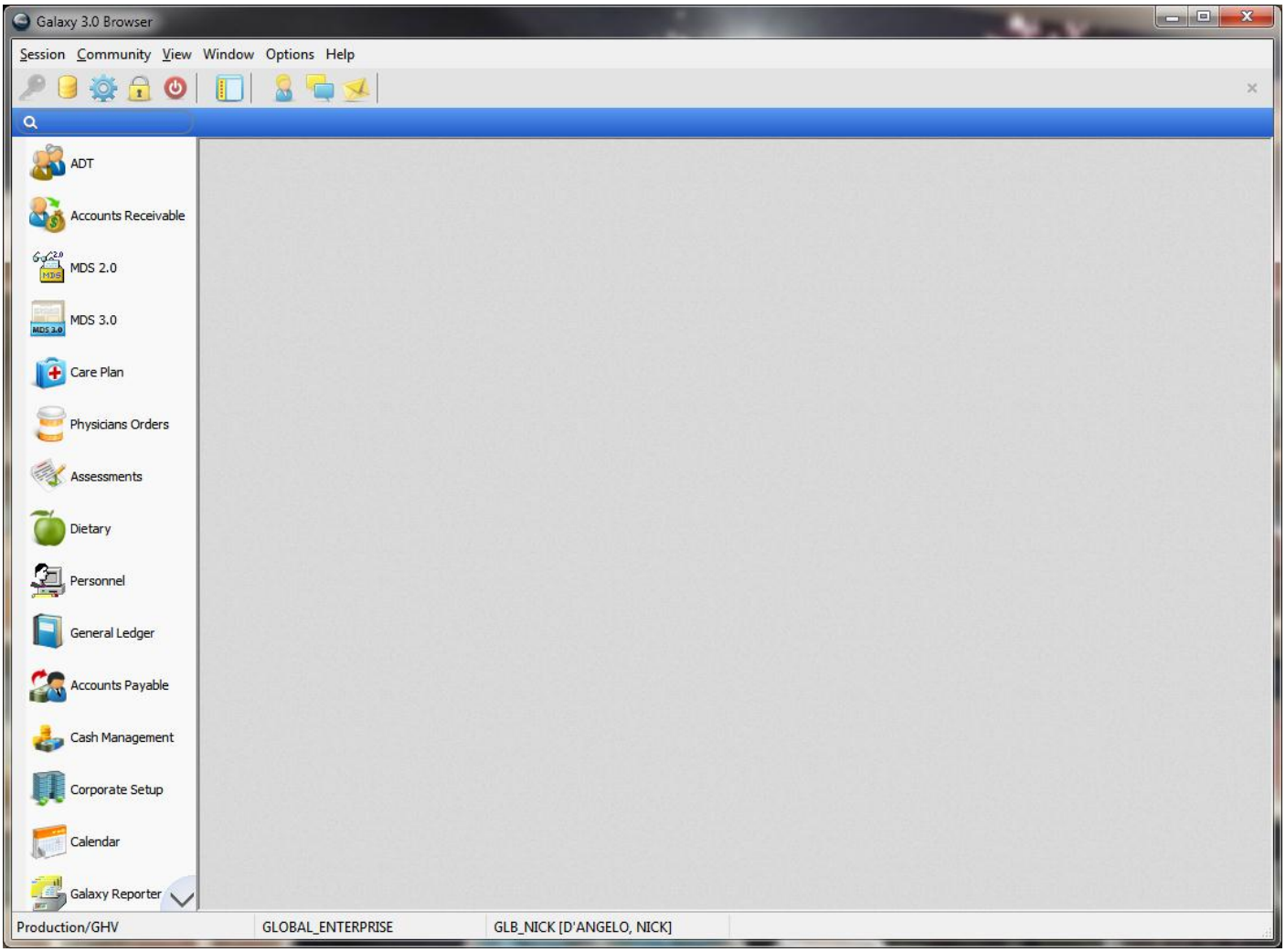
Galaxy Hosted Software

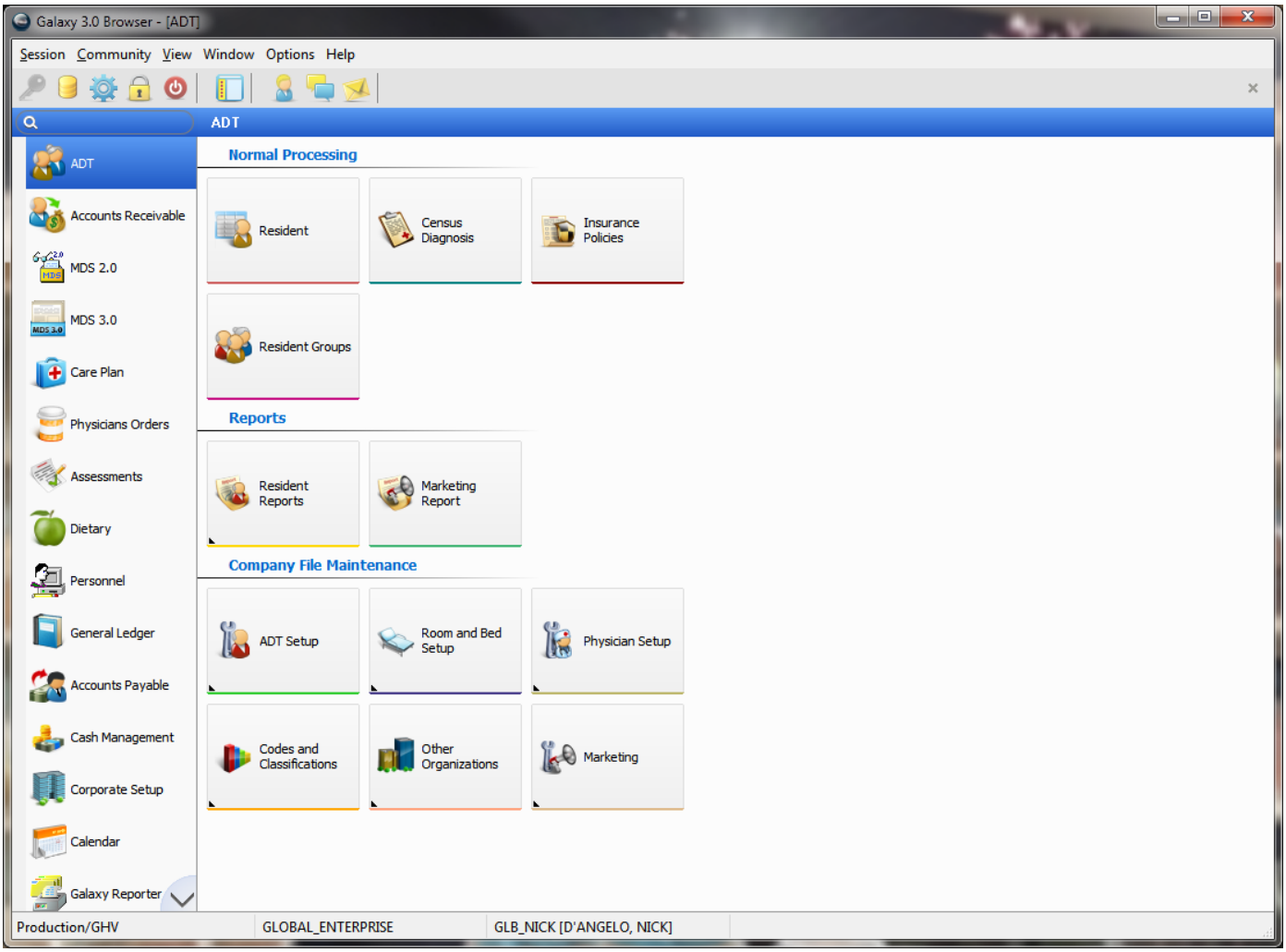
ADT Company File Maintenance

August 2012

Nick M. D'Angelo, Sr

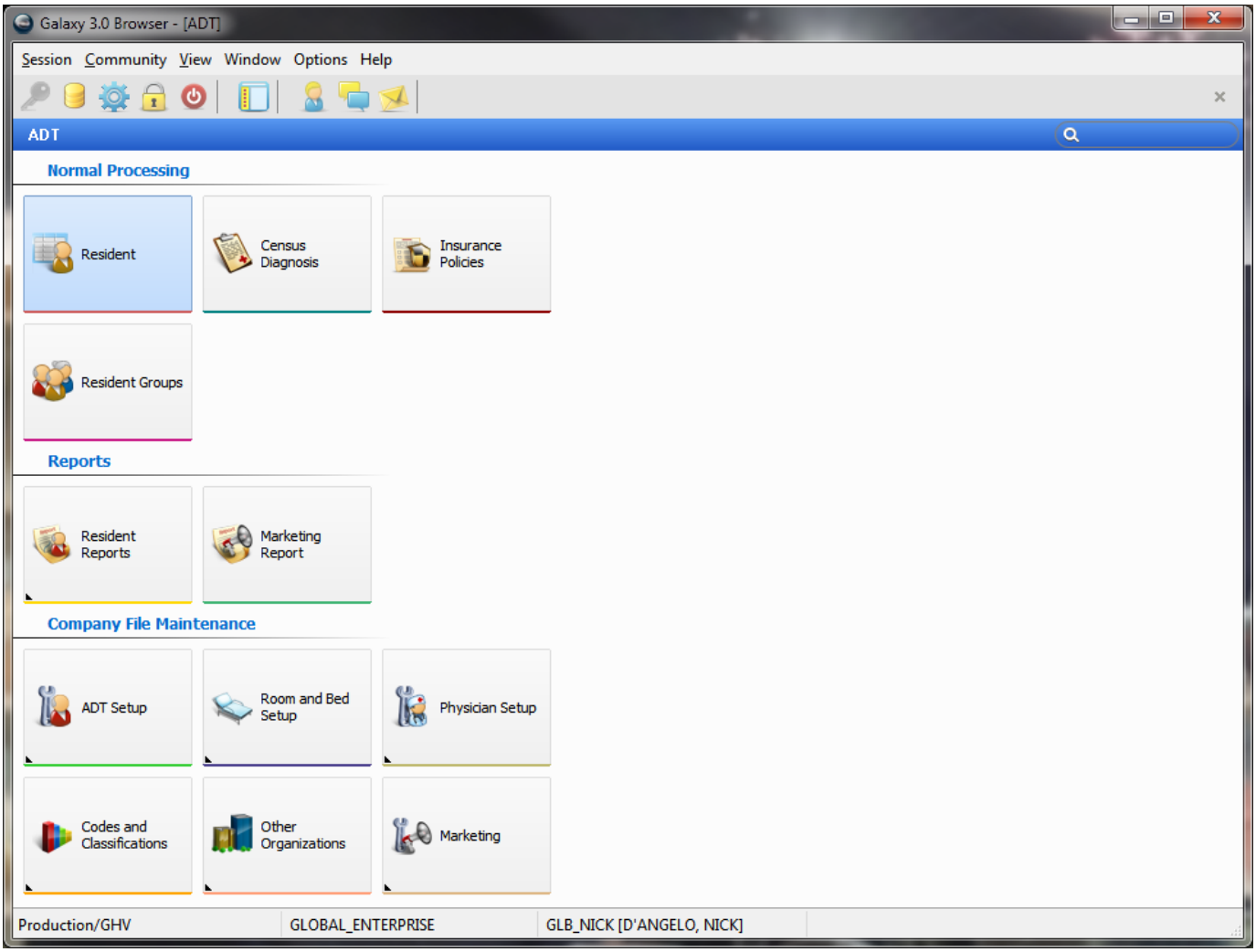


ADT (which stands for **A**dmission **D**ischarge **T**ransfers) is all about the Resident. The module includes the Resident Master and much accompanying data, such as President Contacts, Physician, Diagnoses, etc. Company File Maintenance includes master set up tables necessary for the Resident data,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



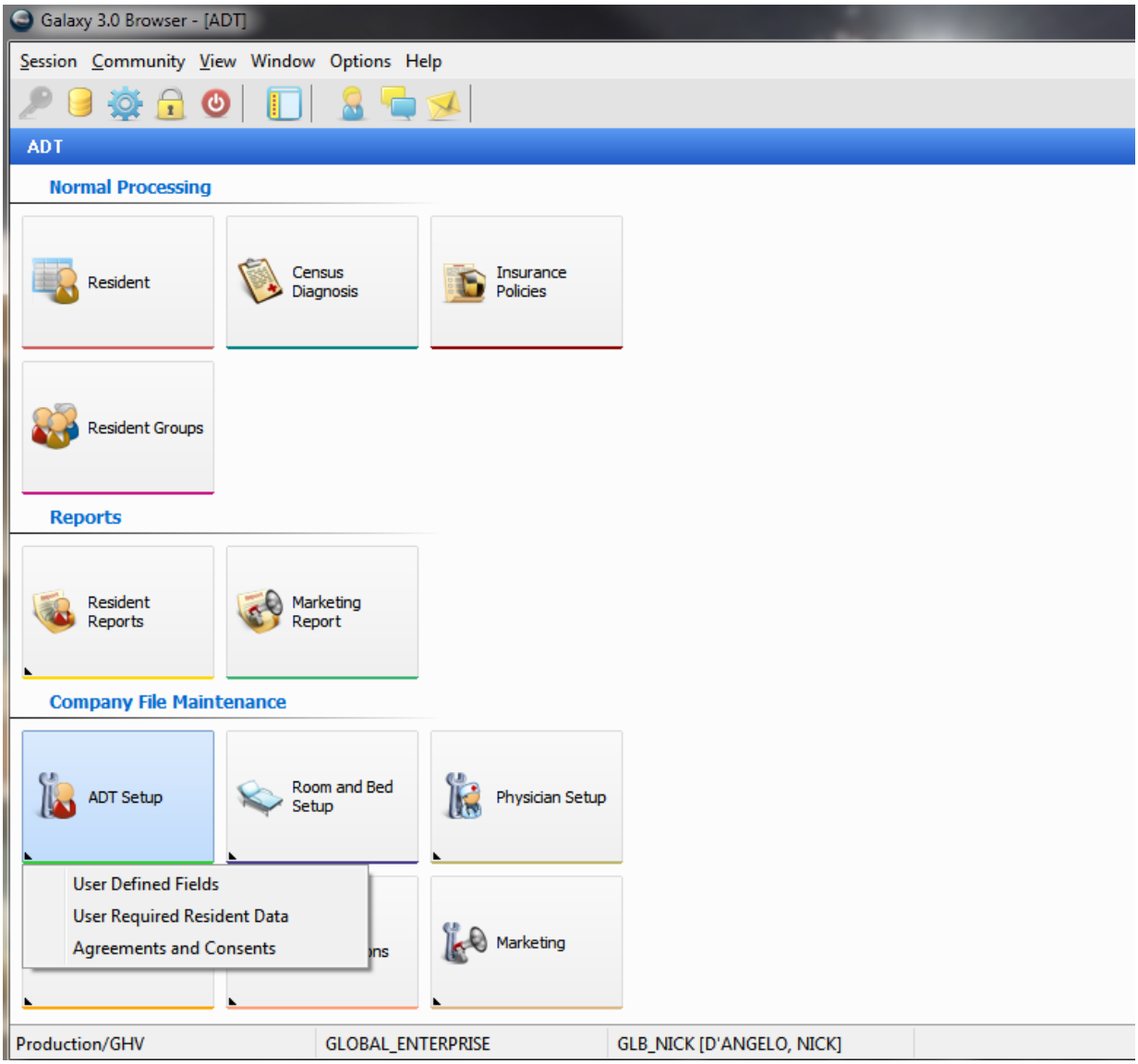
ADT is divided into 3 separate sections.

- Normal Processing
- Reports
- Company File Maintenance.



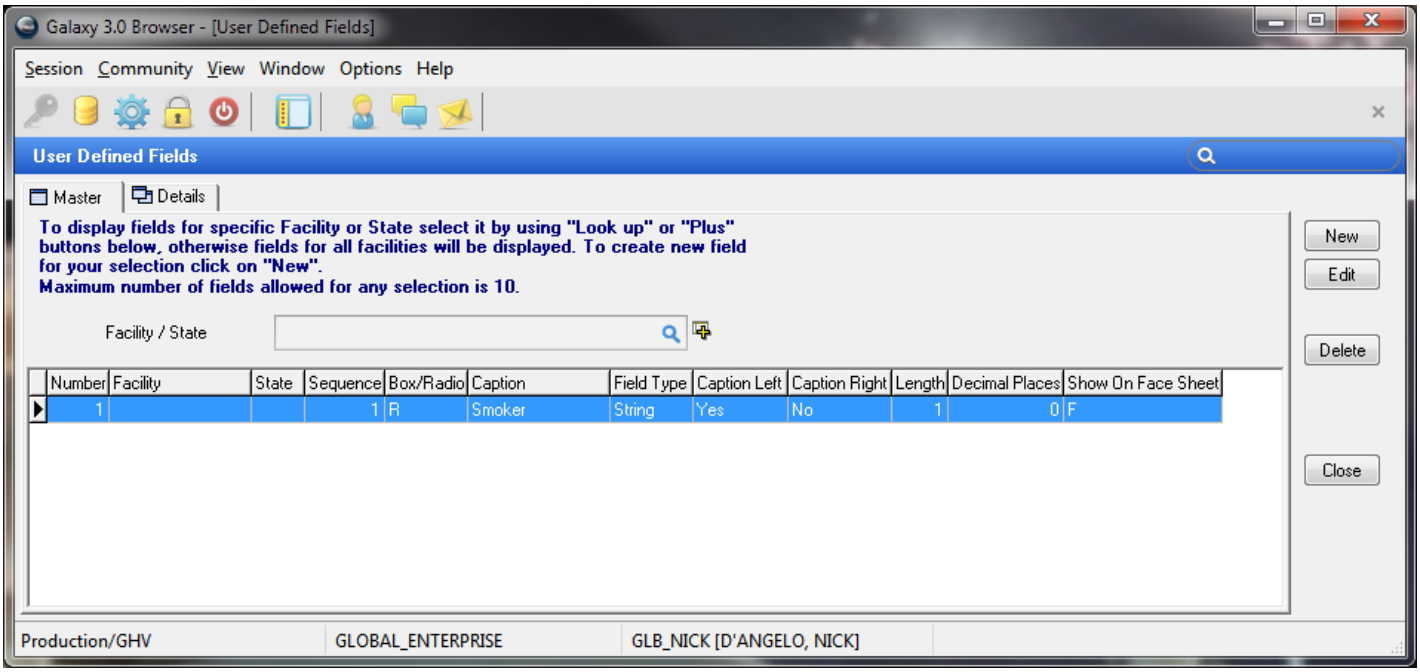
Let's look at Company File maintenance first. It is divided into 6 separate sections.

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

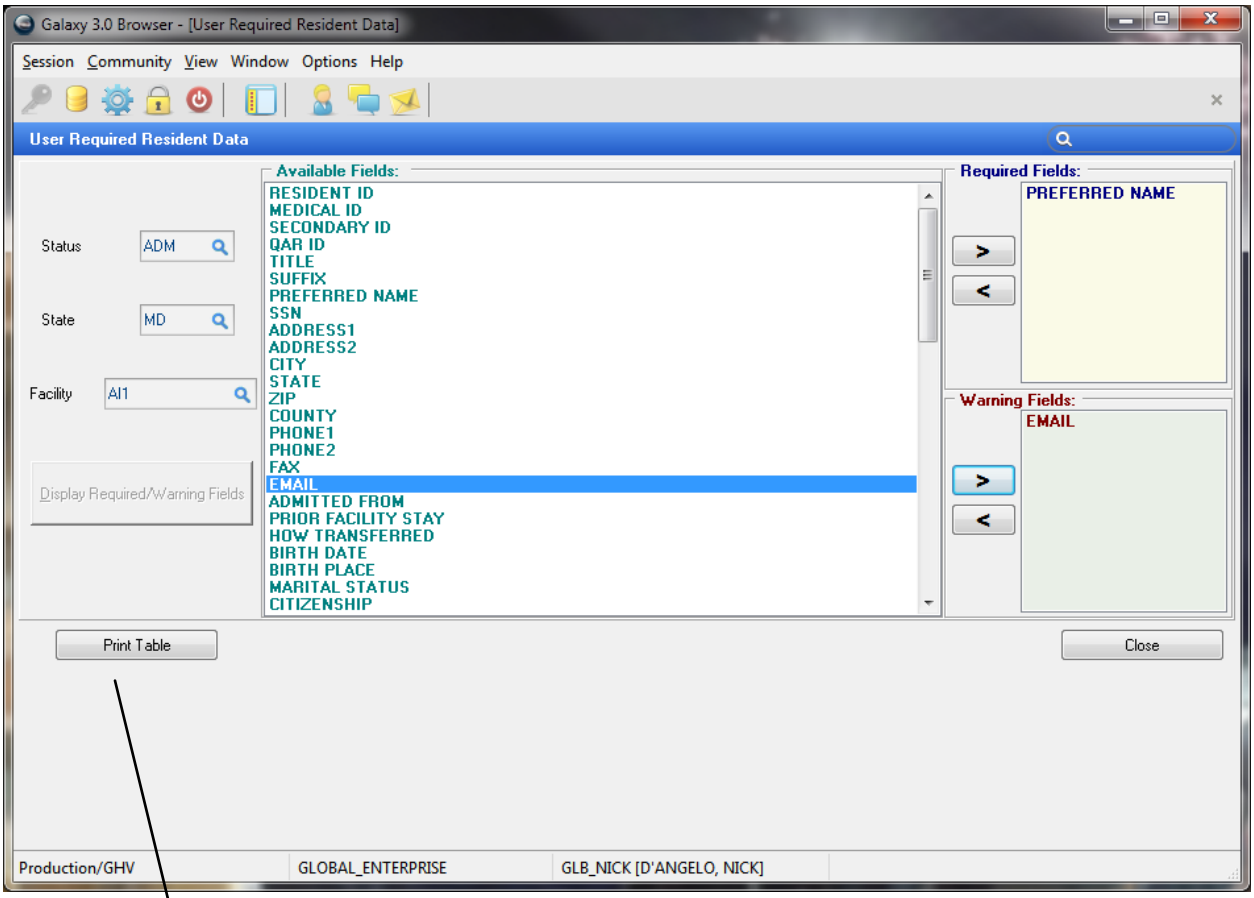

Galaxy 3.0 Browser - [ADT]
Session Community View Window Options Help
ADT
Normal Processing
Resident
Census Diagnosis
Insurance Policies
Resident Groups
Reports
Resident Reports
Marketing Report
Company File Maintenance
ADT Setup
Room and Bed Setup
Physician Setup
User Defined Fields
User Required Resident Data
Agreements and Consents
Marketing
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



- 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



User Required/Warning Resident Data

Field Name	Required/Warning	Status	State	Facility
EMAIL	W	ADM	MD	AI1
PHONE1	W	INQ		
PREFERRED_NAME	R	ADM	MD	AI1
SSN	W	PRE		

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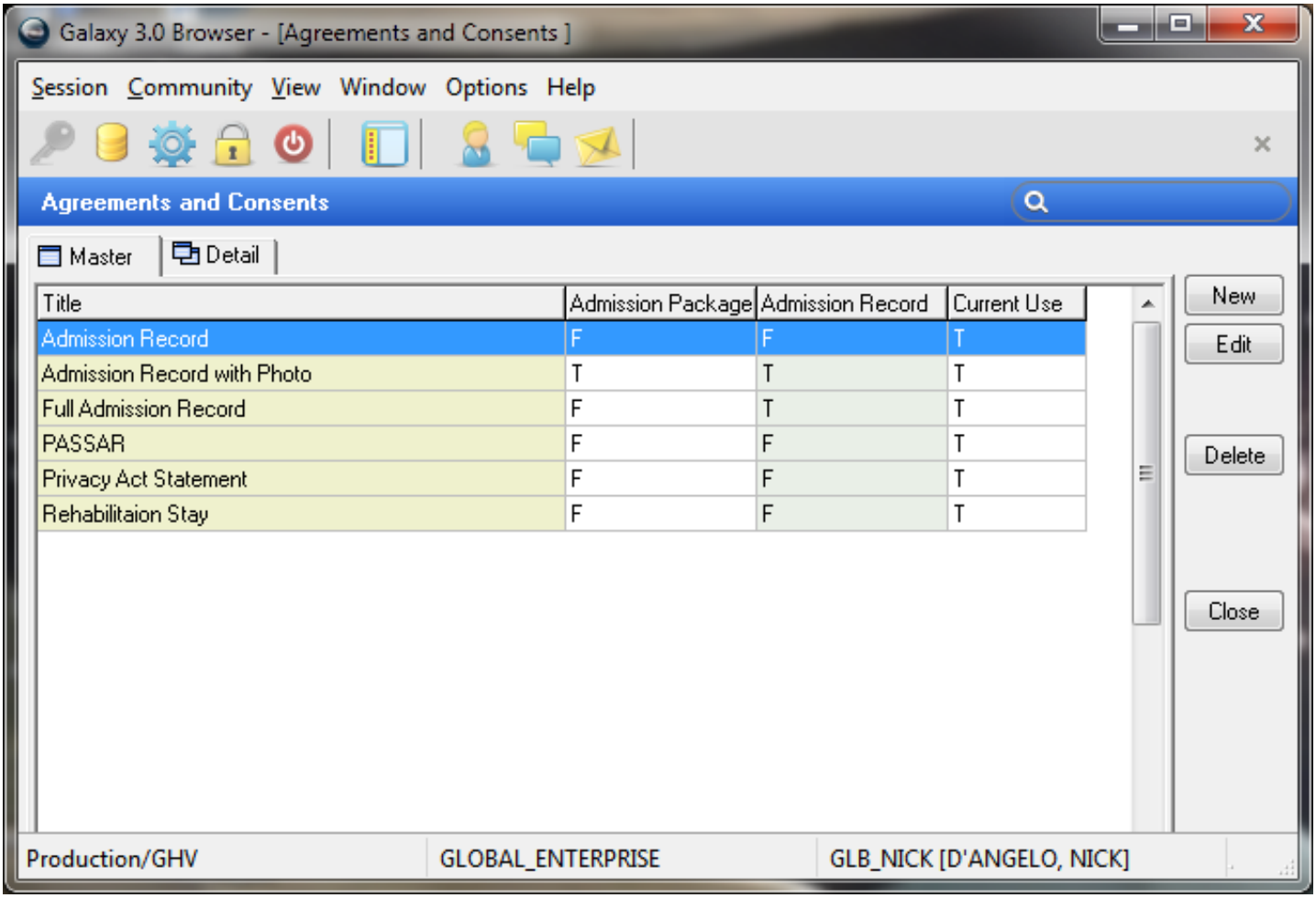
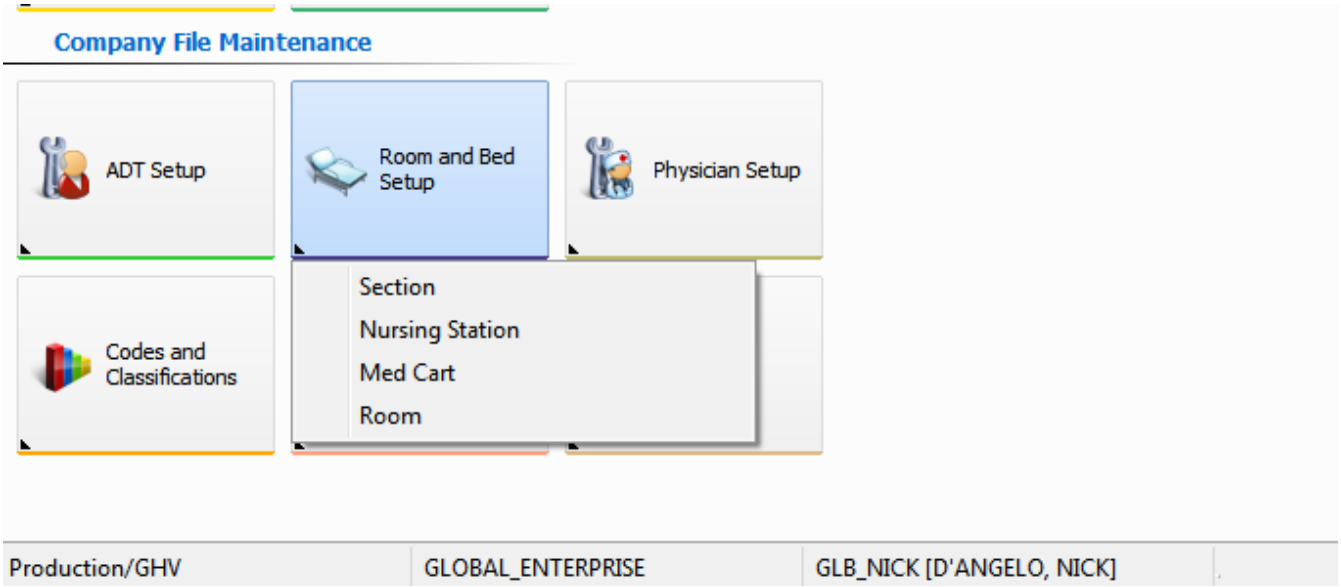
Total Pages: 1 User: D'ANGELO, NICK

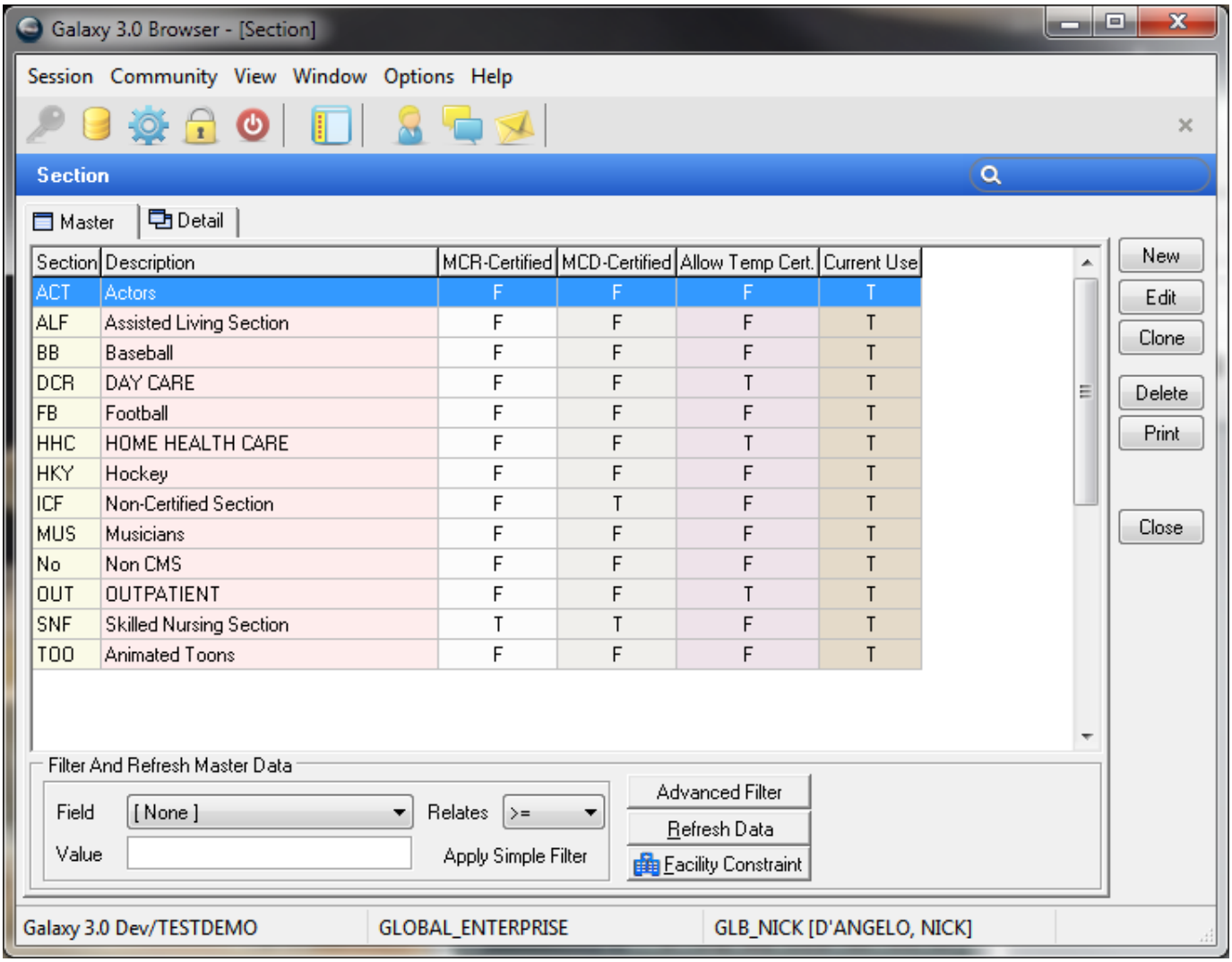
- Agreements and Consents – these are your Admission Records (Face Sheets) and any other consent forms you may have.



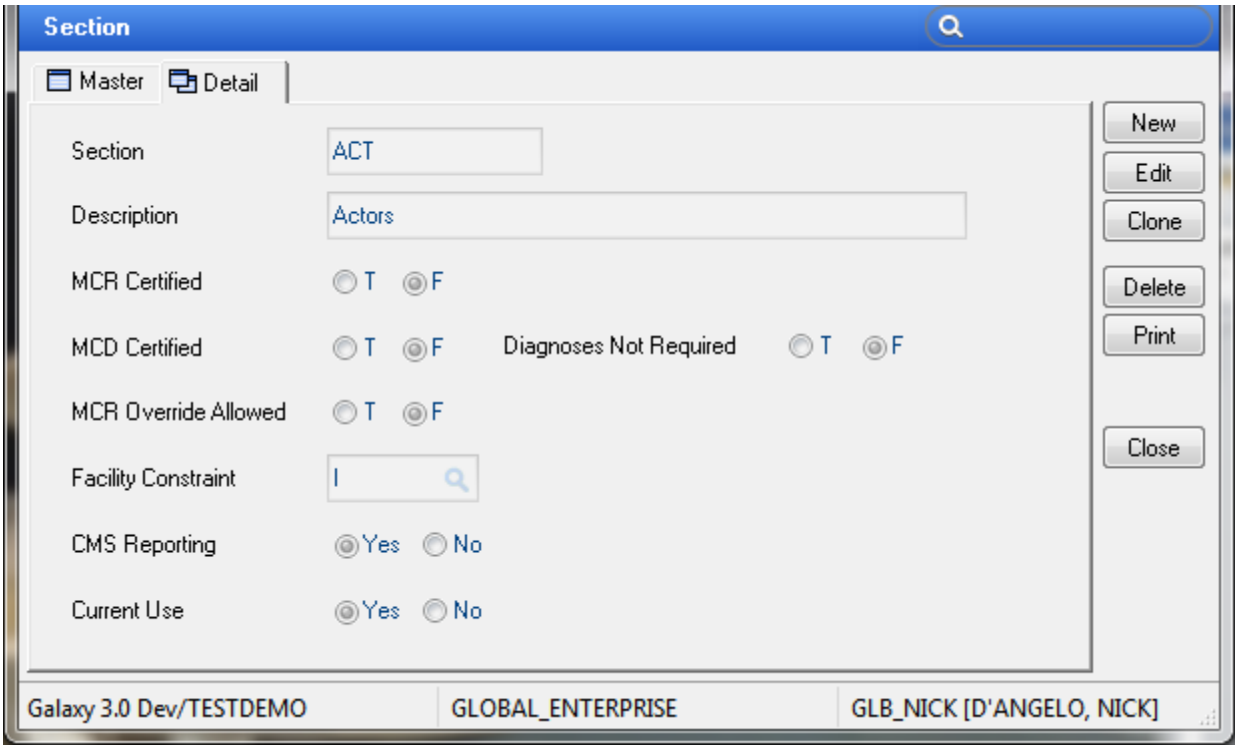


Room and Bed Setup – this is divided into 4 sections that MUST be done in this order

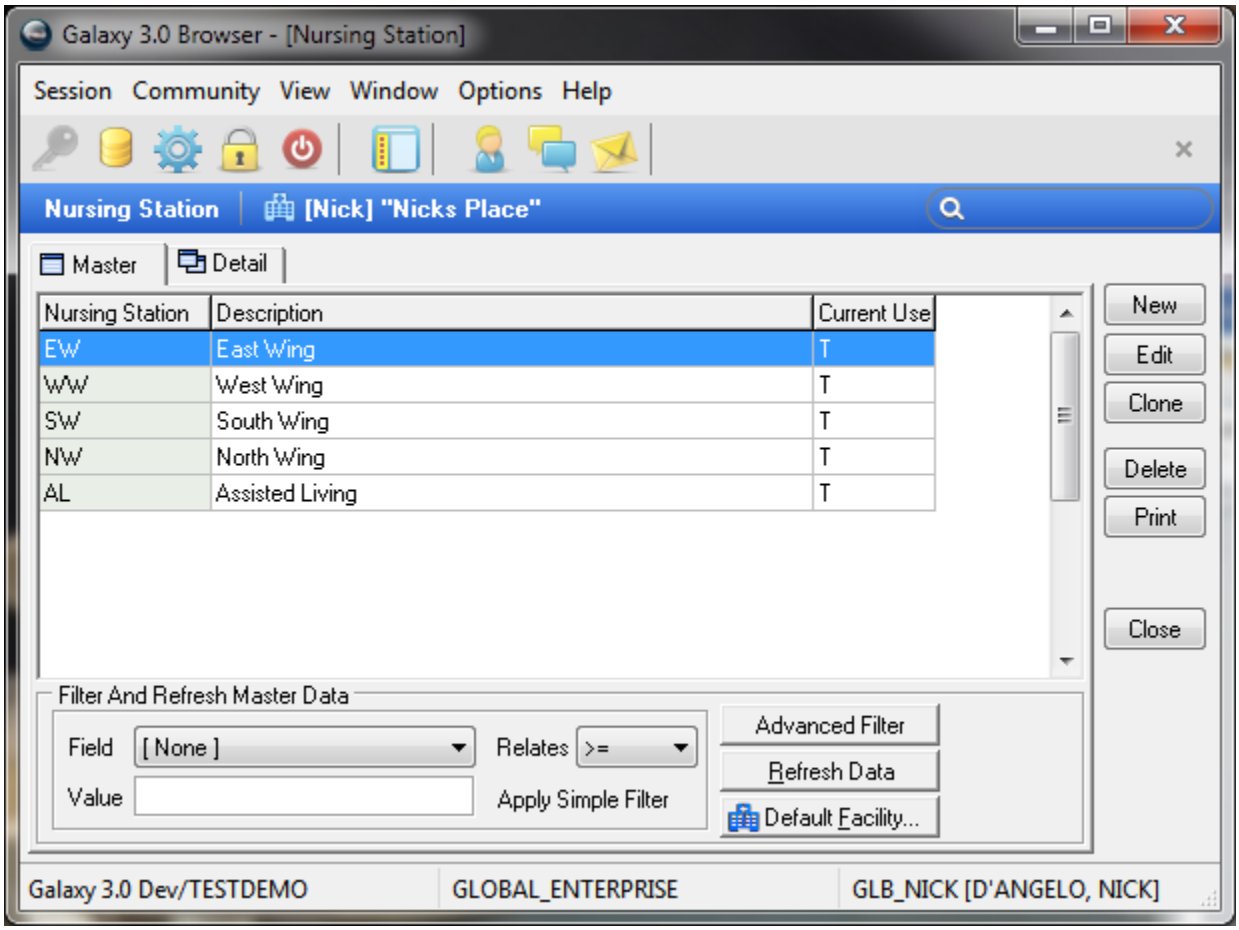
- Section
- Nursing Station
- Med Cart
- Room



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: a three character ID is allowed for a Section.
  - “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.

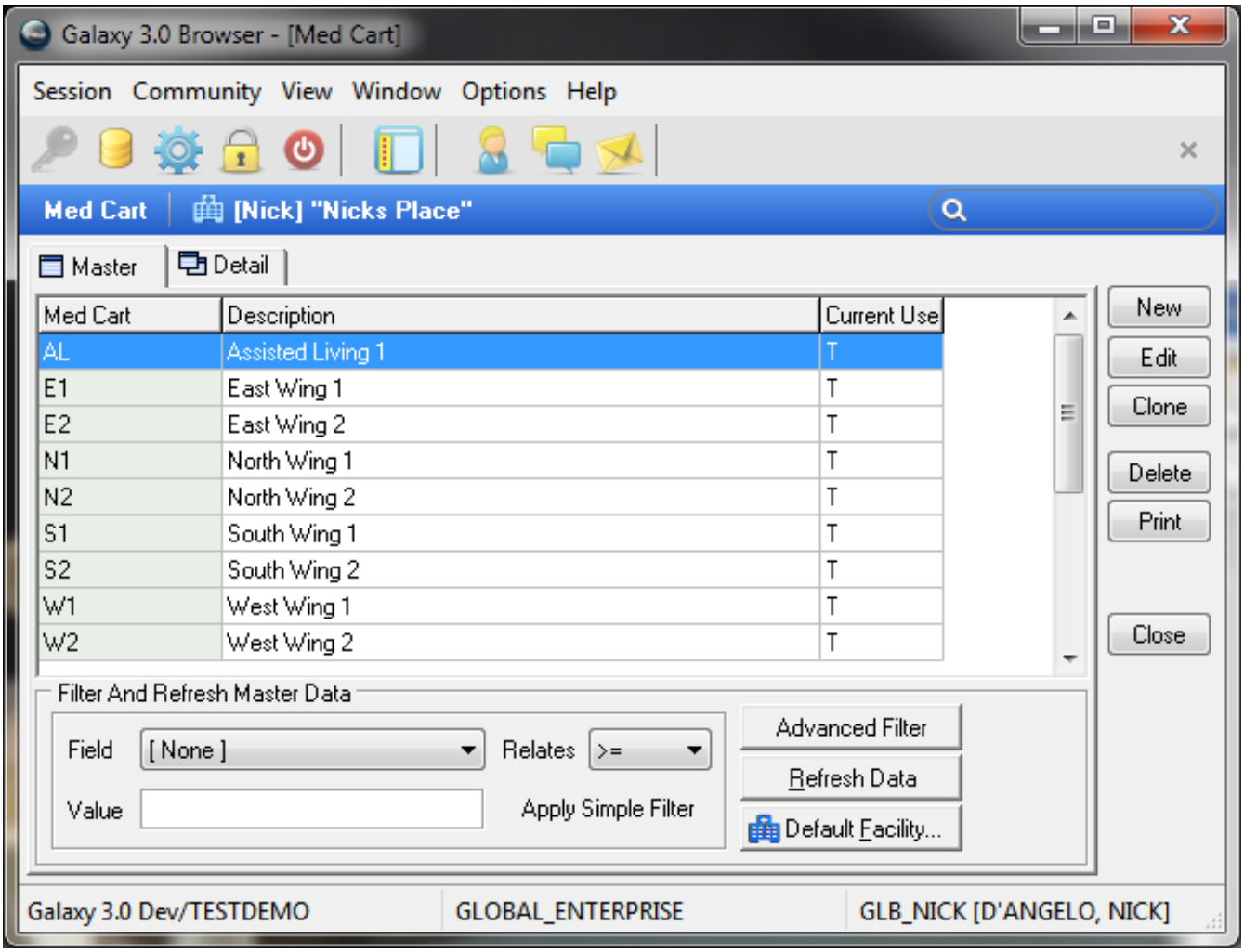


Within any section there is at least one nursing station and perhaps two or three stations.

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.

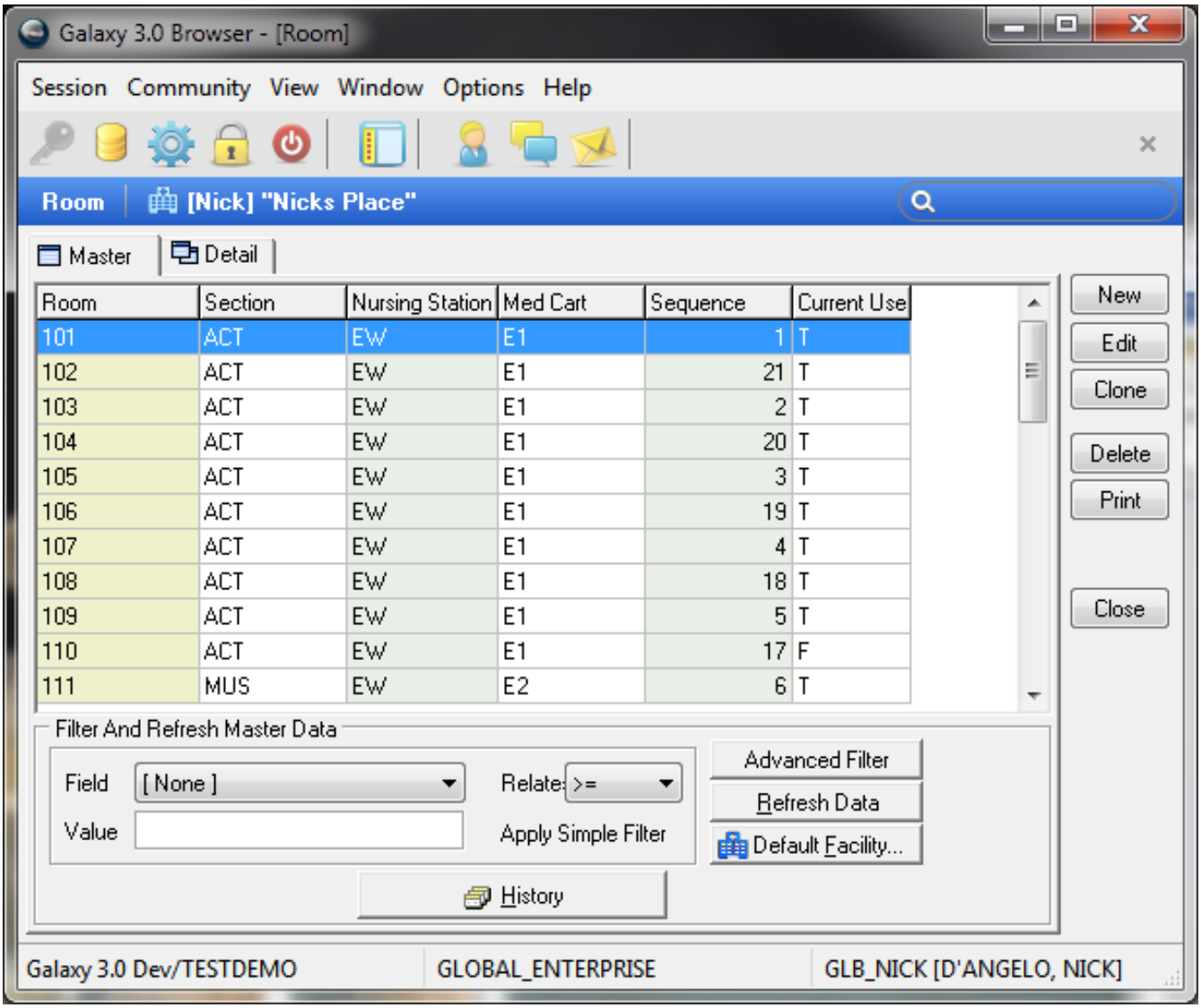
Nursing station is a Facility Specific Table, because, unlike Sections, the naming conventions Associations with Rooms are likely to be different for each Facility.

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



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

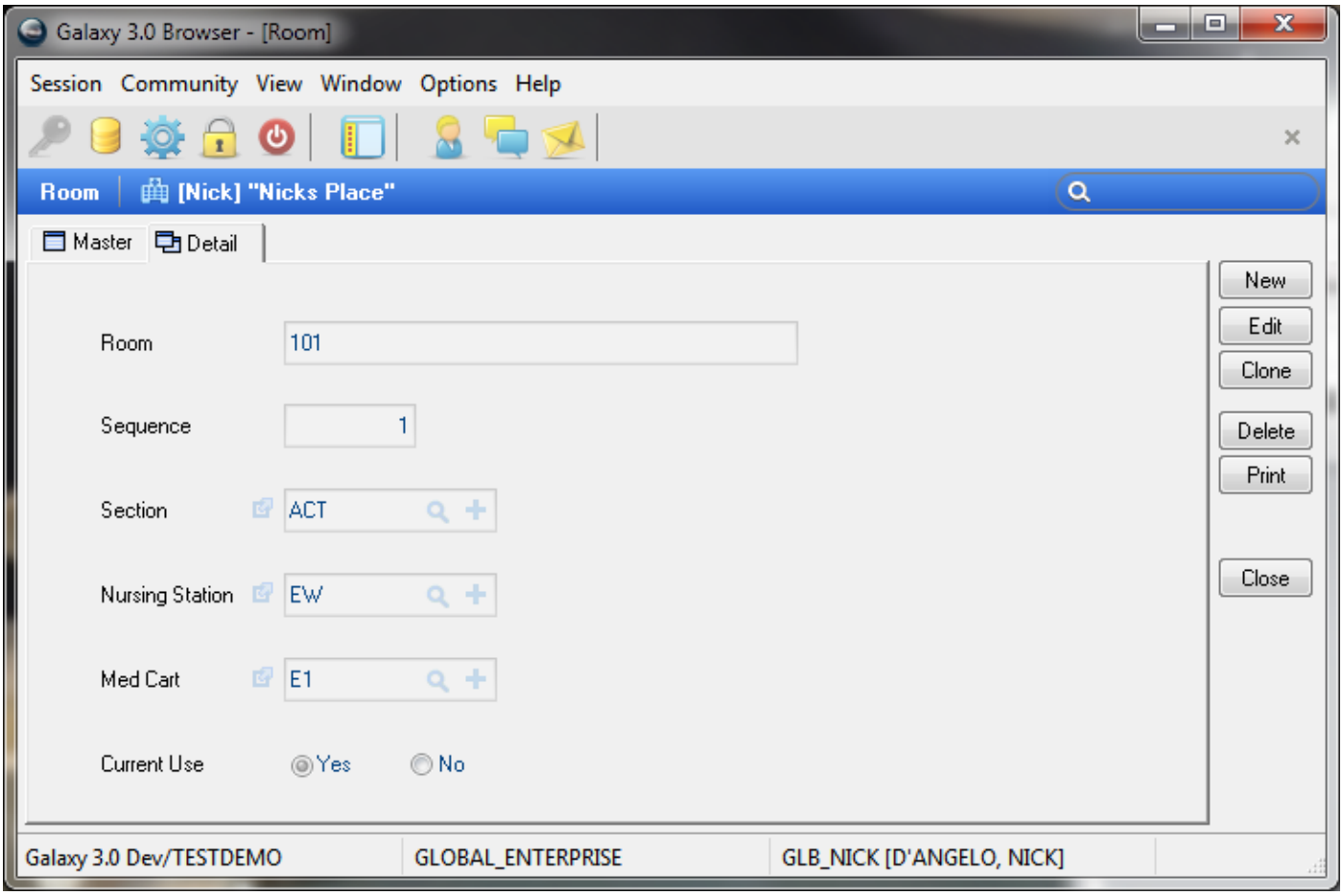
A large Nursing Station might have more than one Cart going to a group of specified rooms.



Each room must be entered individually.

Use whatever number sequence is already in use.

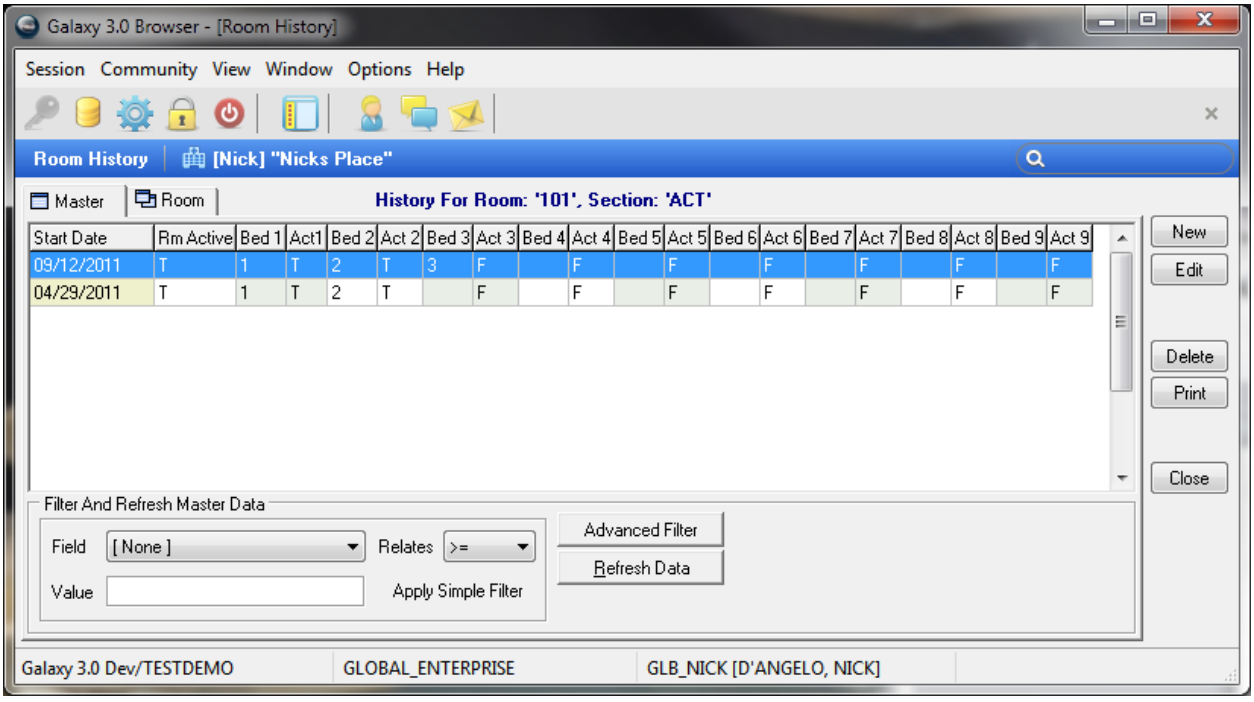
It is important to note that within each room there could be a number of beds. This area is accessed through The HISTORY tab at the bottom of the screen.



- 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.

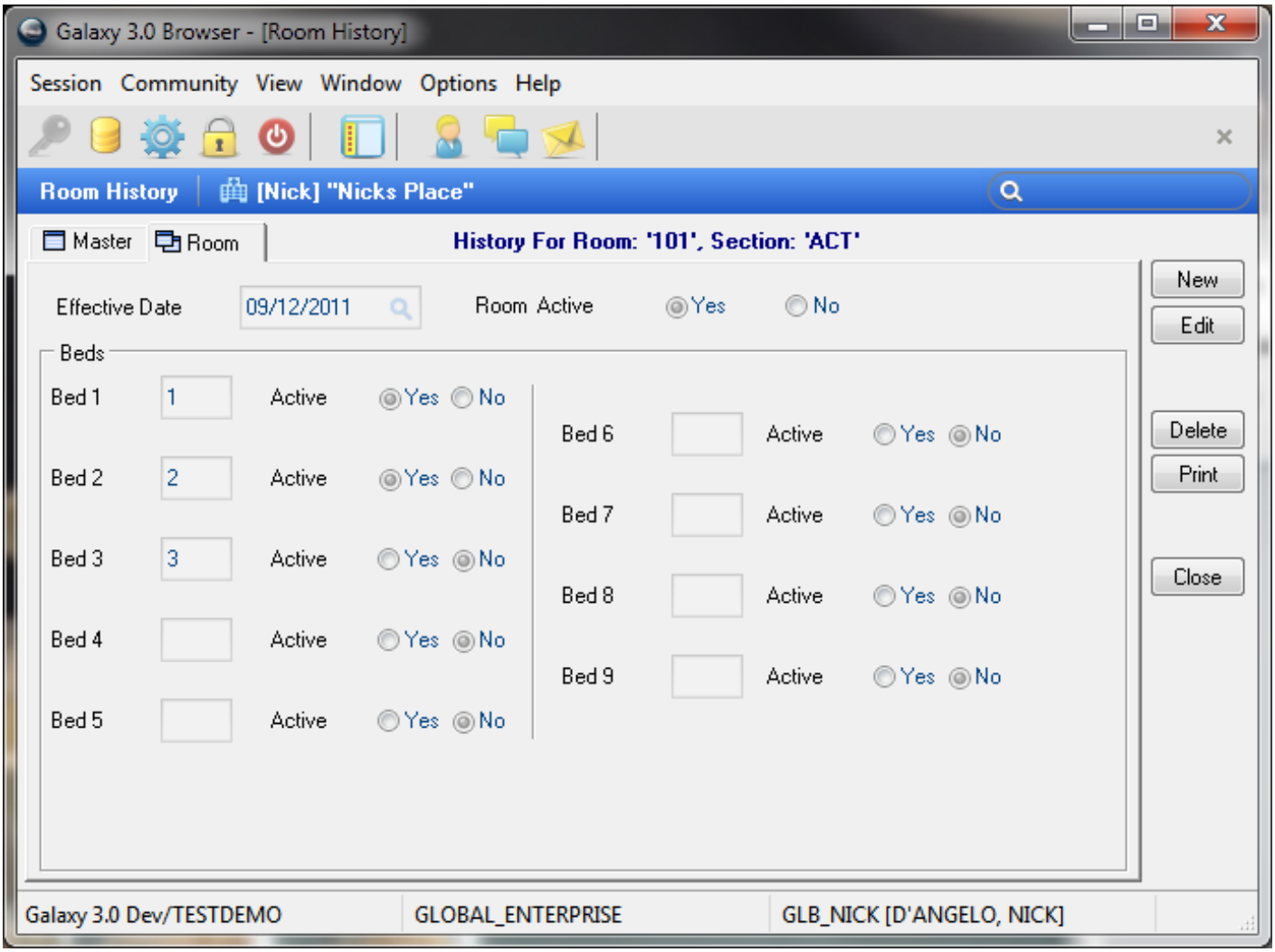
- Section: Each room is associated with a particular Section. We have already created these in our database. Use the magnifying glass to drop down the Sections that apply in this Facility, and select the appropriate one.
- Nursing Station: Each room may be associated with a particular Nursing Station.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

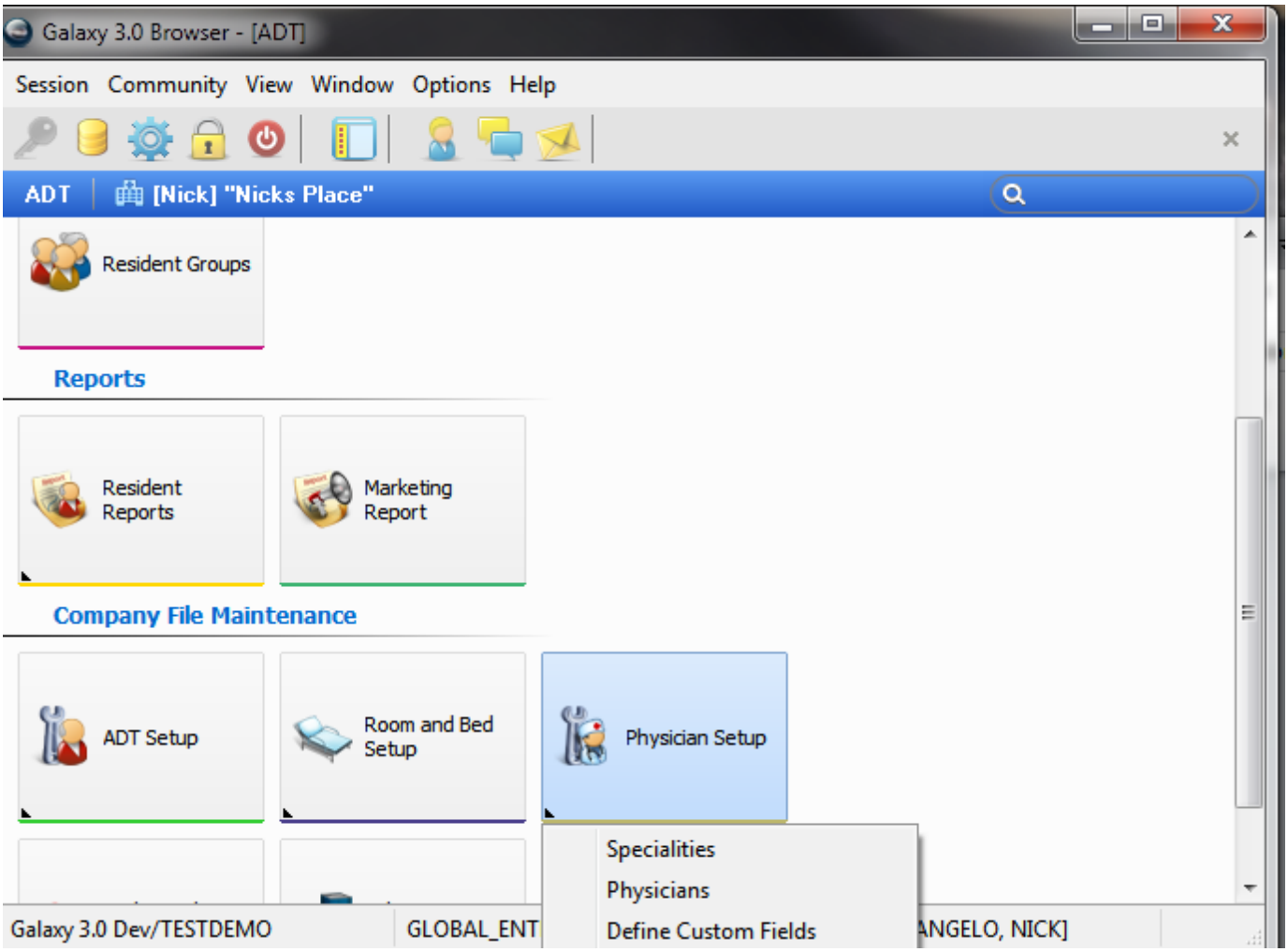
A Button appears at the bottom of the Room Grid called “HISTORY”. This is where we will establish the list of valid bed for each Room.



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.



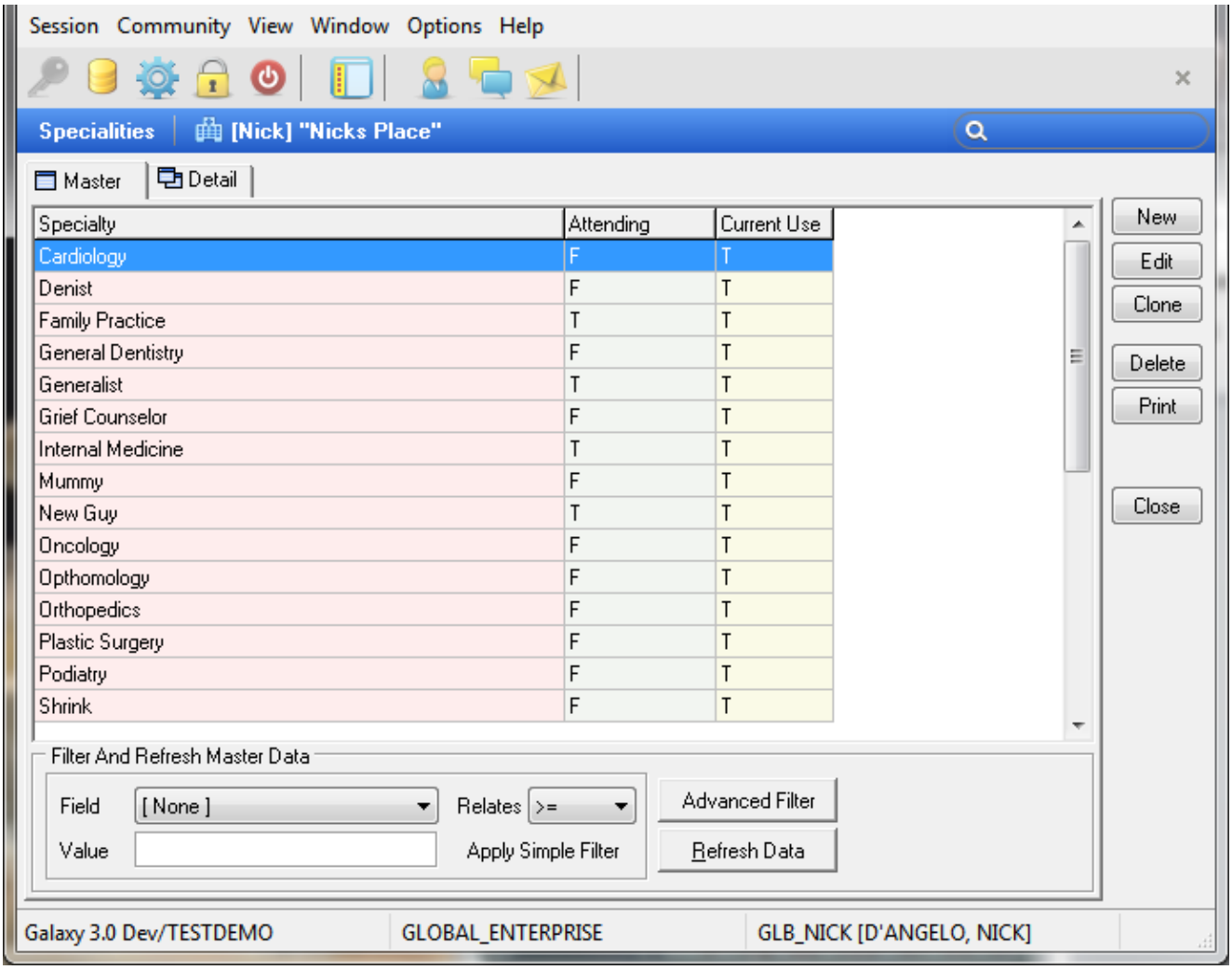


Physician Setup – this is where you will setup all the physicians who work within your facility.

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

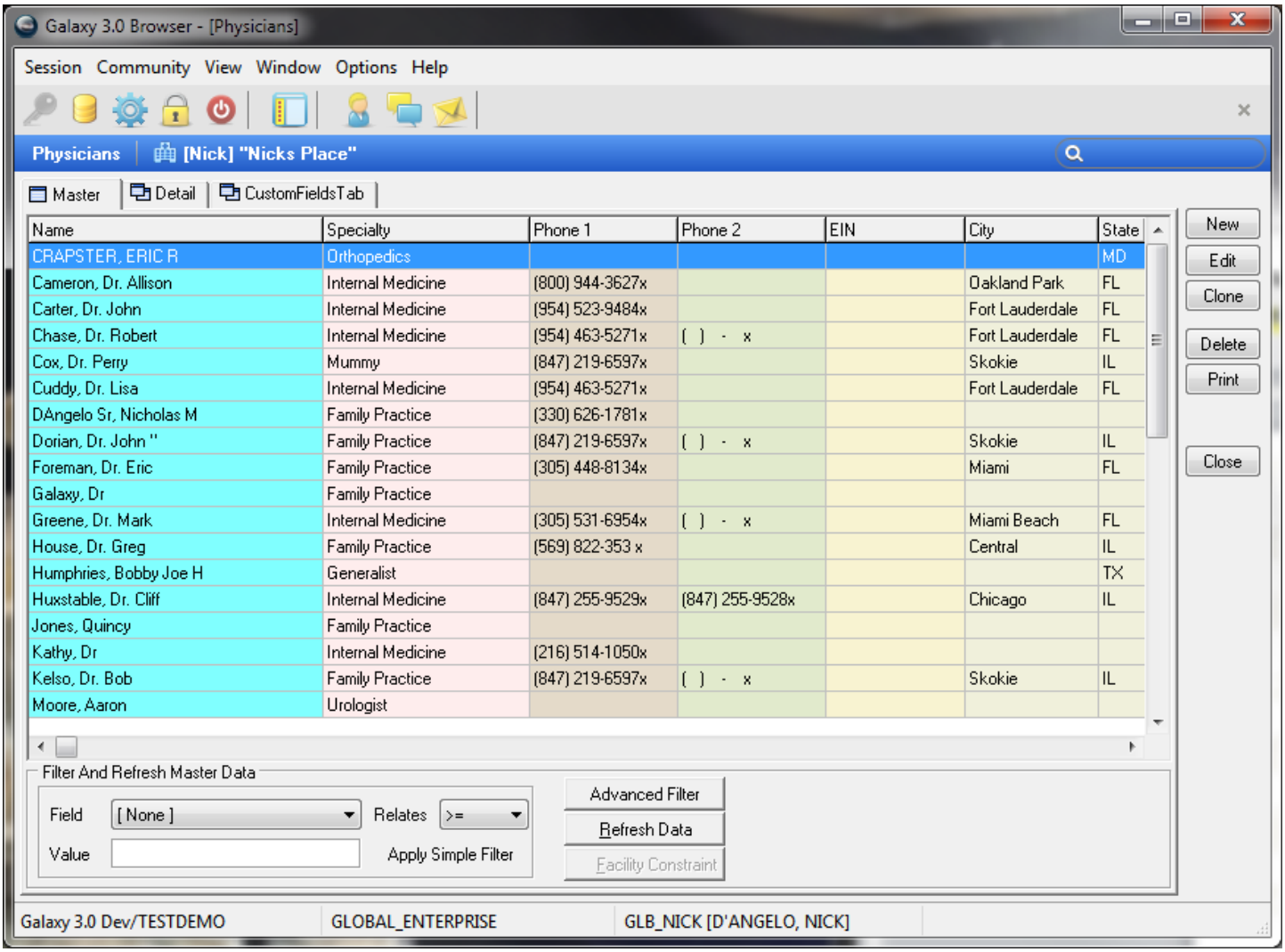
This does not just include Medical Doctors.

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

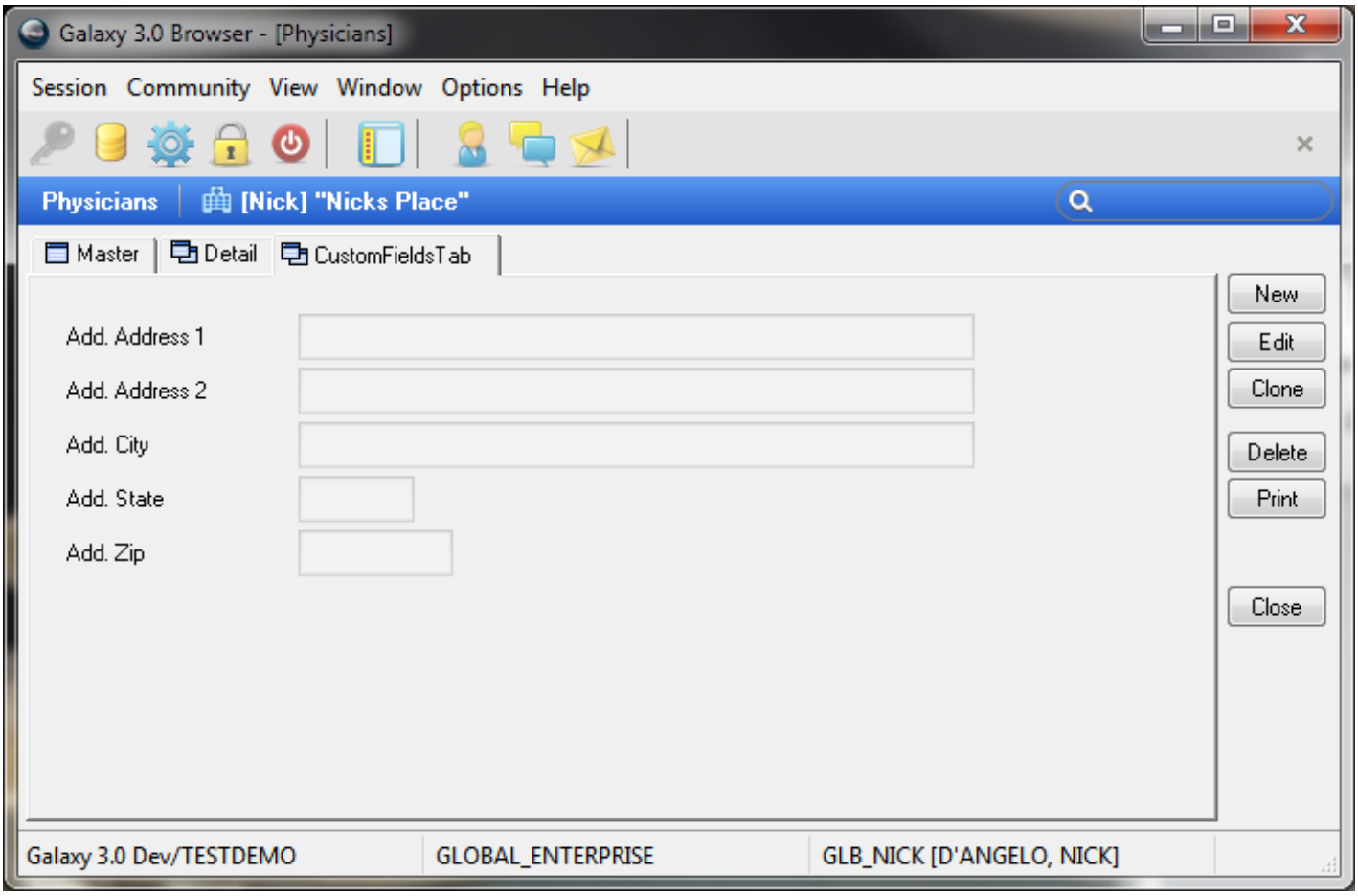


- SPECIALTIES: Enter the name of the Specialty; examples are “Internist” or “Cardiologist”. There are 20 characters to enter the complete name.

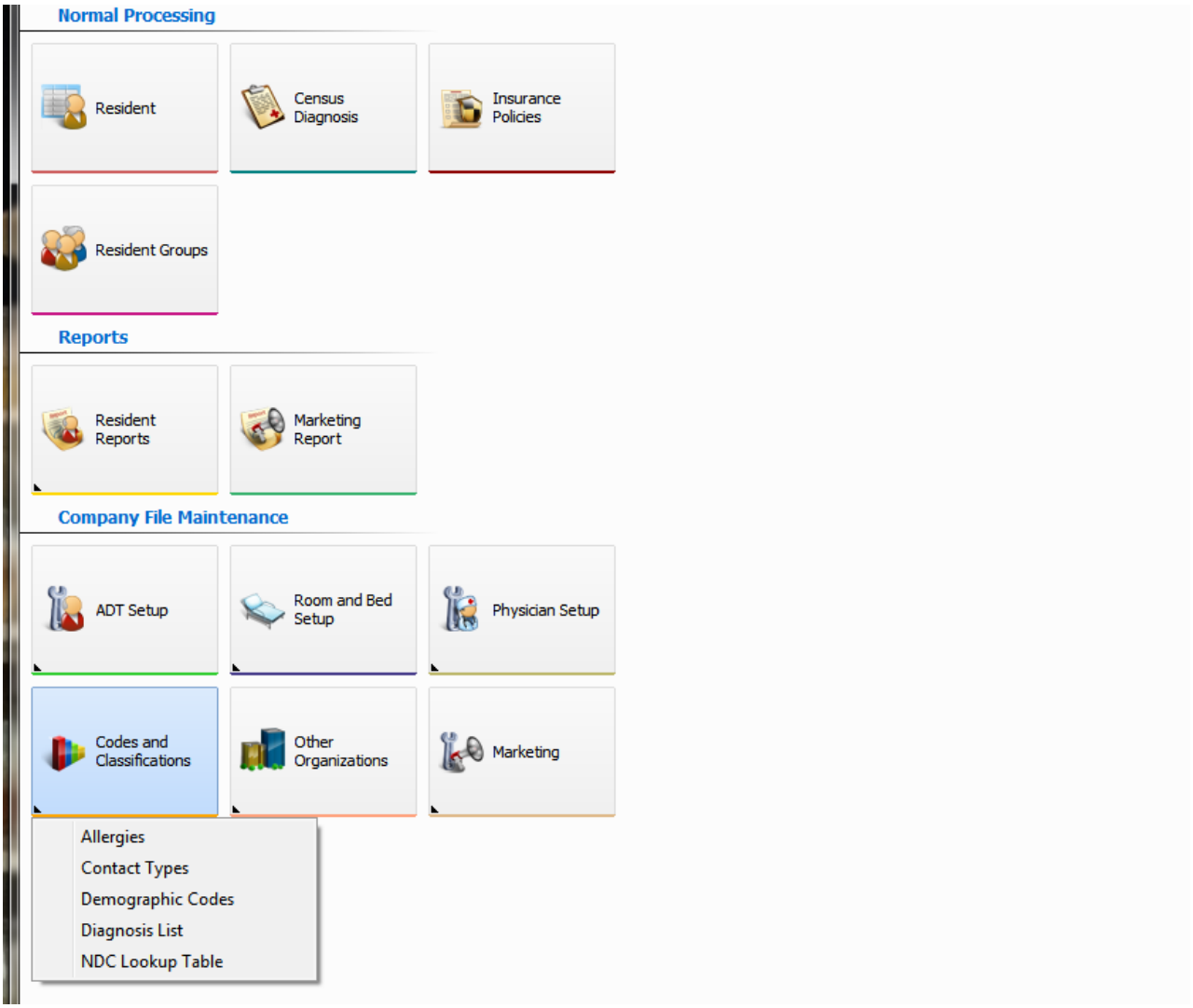
- ATTENDING: Only certain types of Physicians are capable of being Attending Physicians such as Internal Medicine, Family or General Practice, etc. Certain types of Practitioners are never attending, such as Dentist or Optometrists. Select “Yes” or “No” as appropriate.



- 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



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



Codes and Classifications is broken down into 5 segments.

The first three require you to set the tables up.

- Allergy
- Contact Types
- Demographics Code

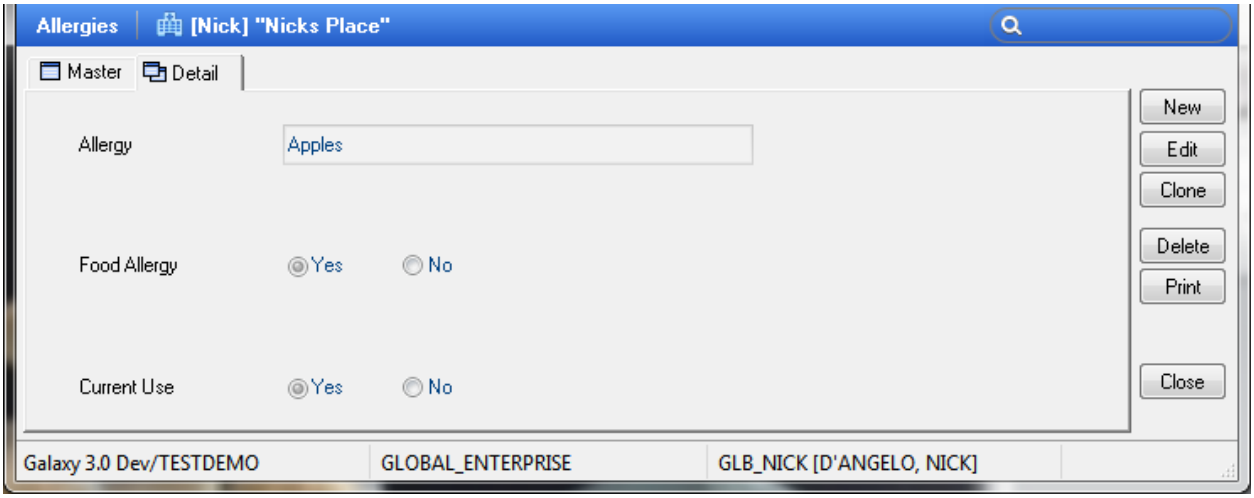
The last two are hard coded lists that we update yearly for you.

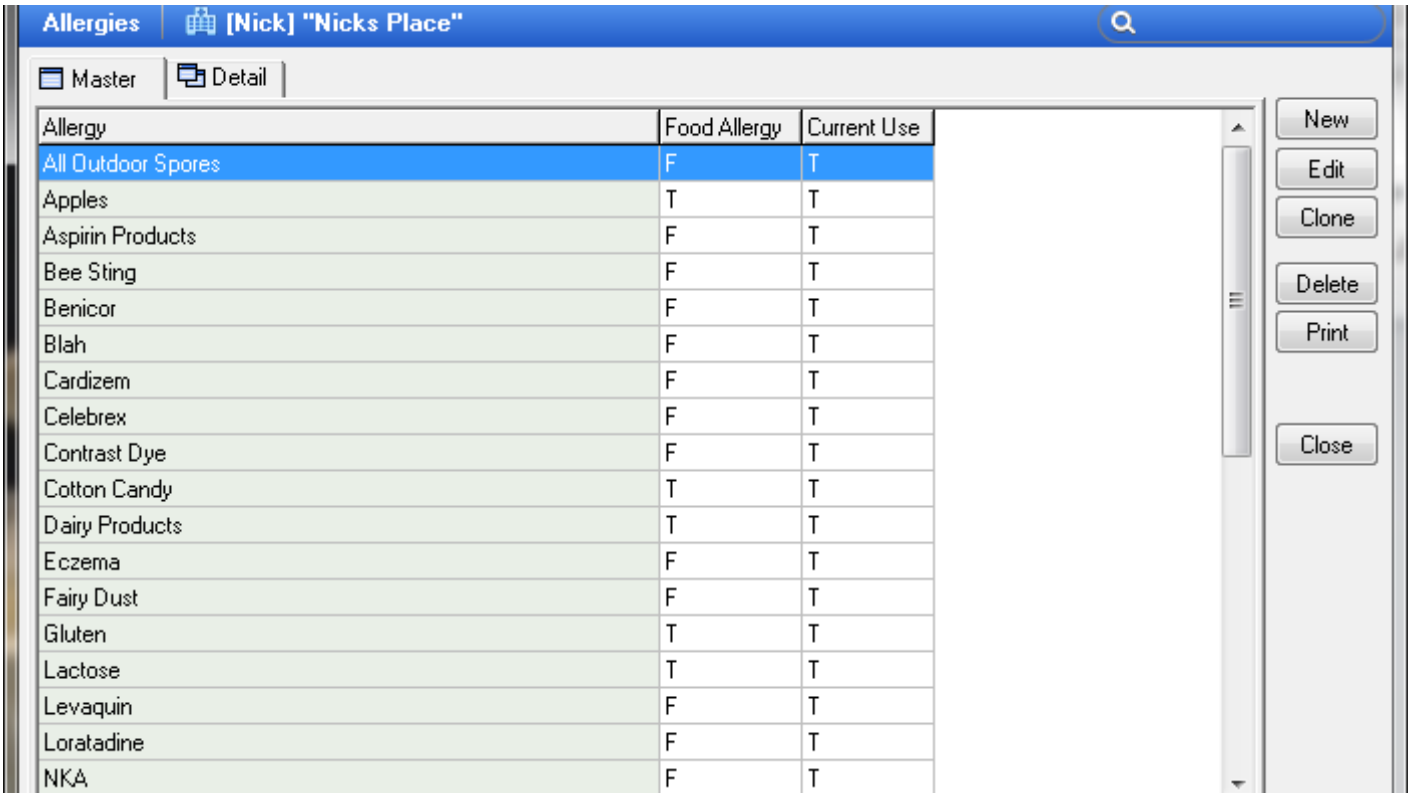
- Diagnosis List
- NCD Lookup

Allergies

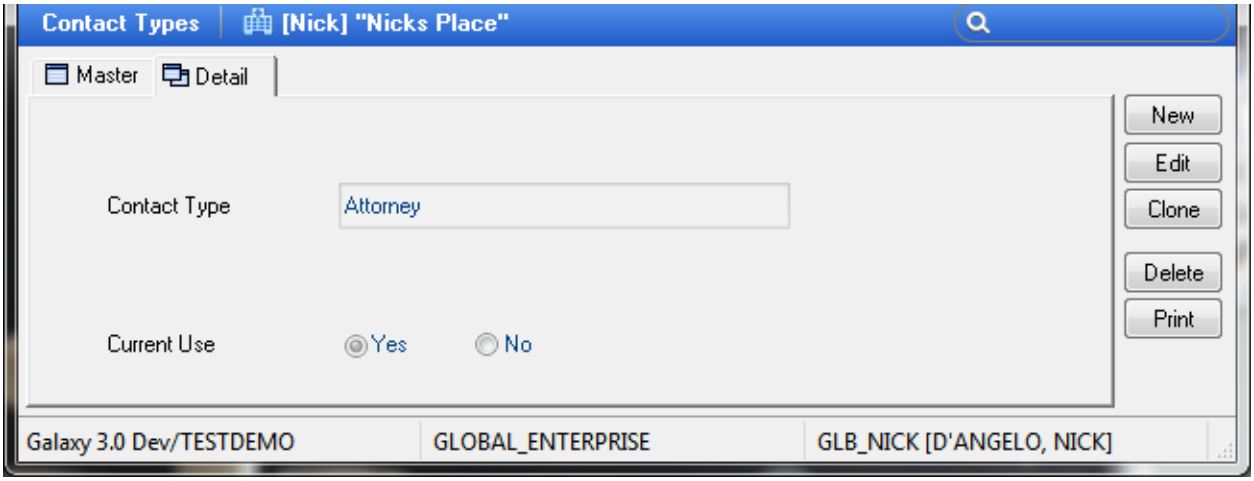
Here you will list any allergies that you wish to track for your residents.

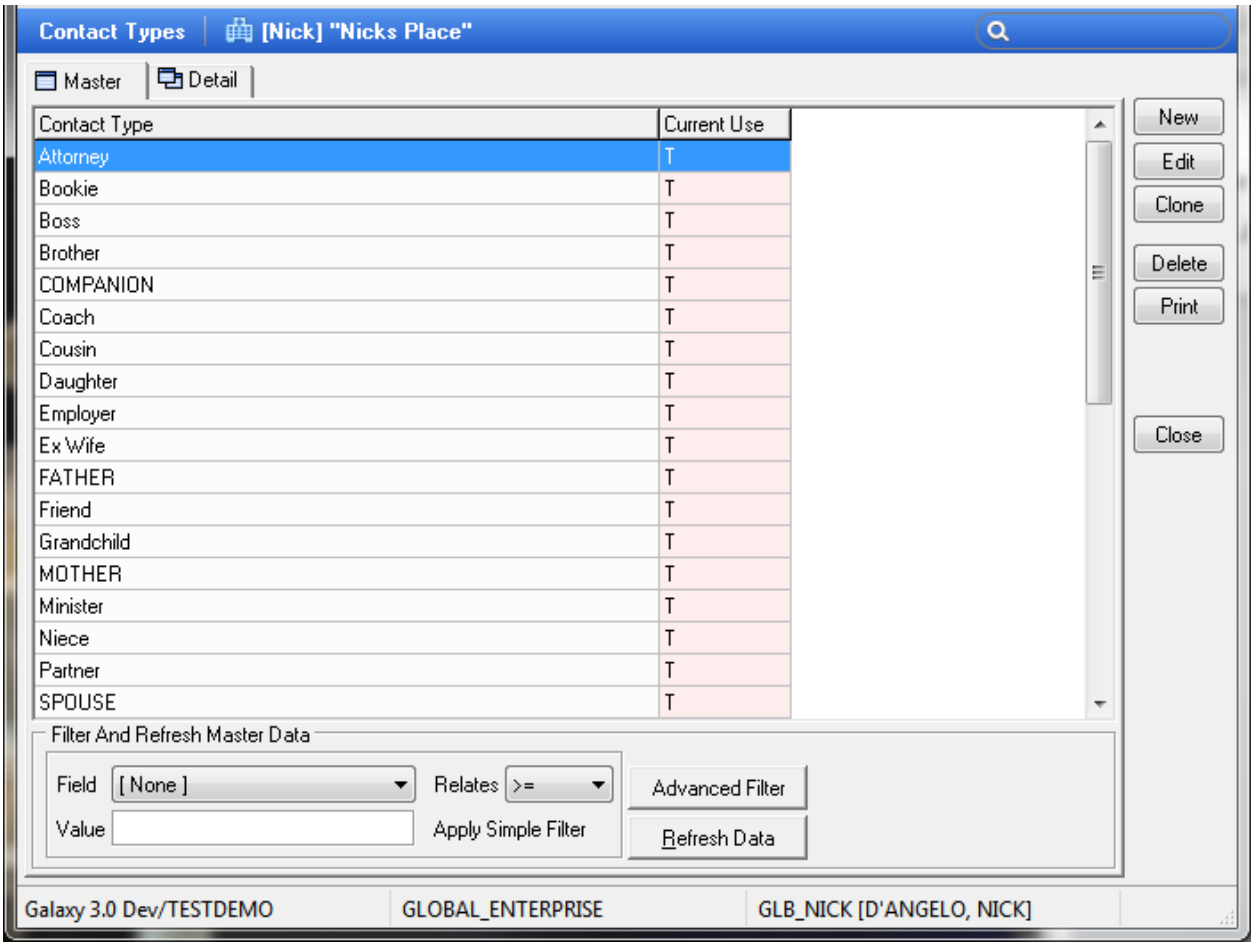
- You can also mark it as a food allergy here



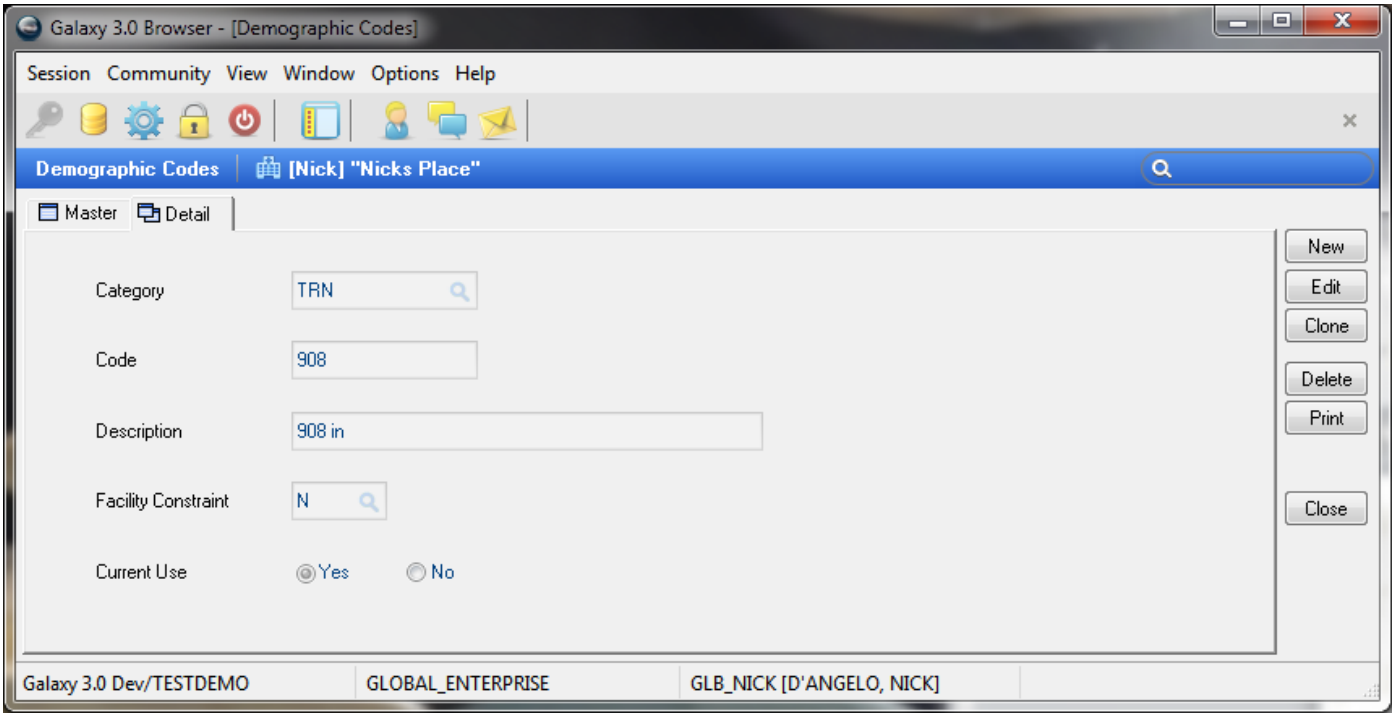


Contact Types - This is where you will create the contact types for all your residents' contacts.

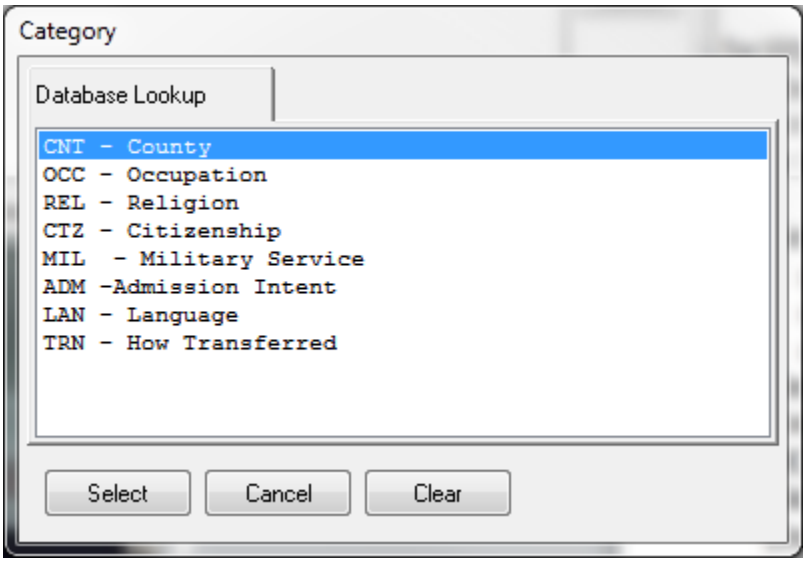




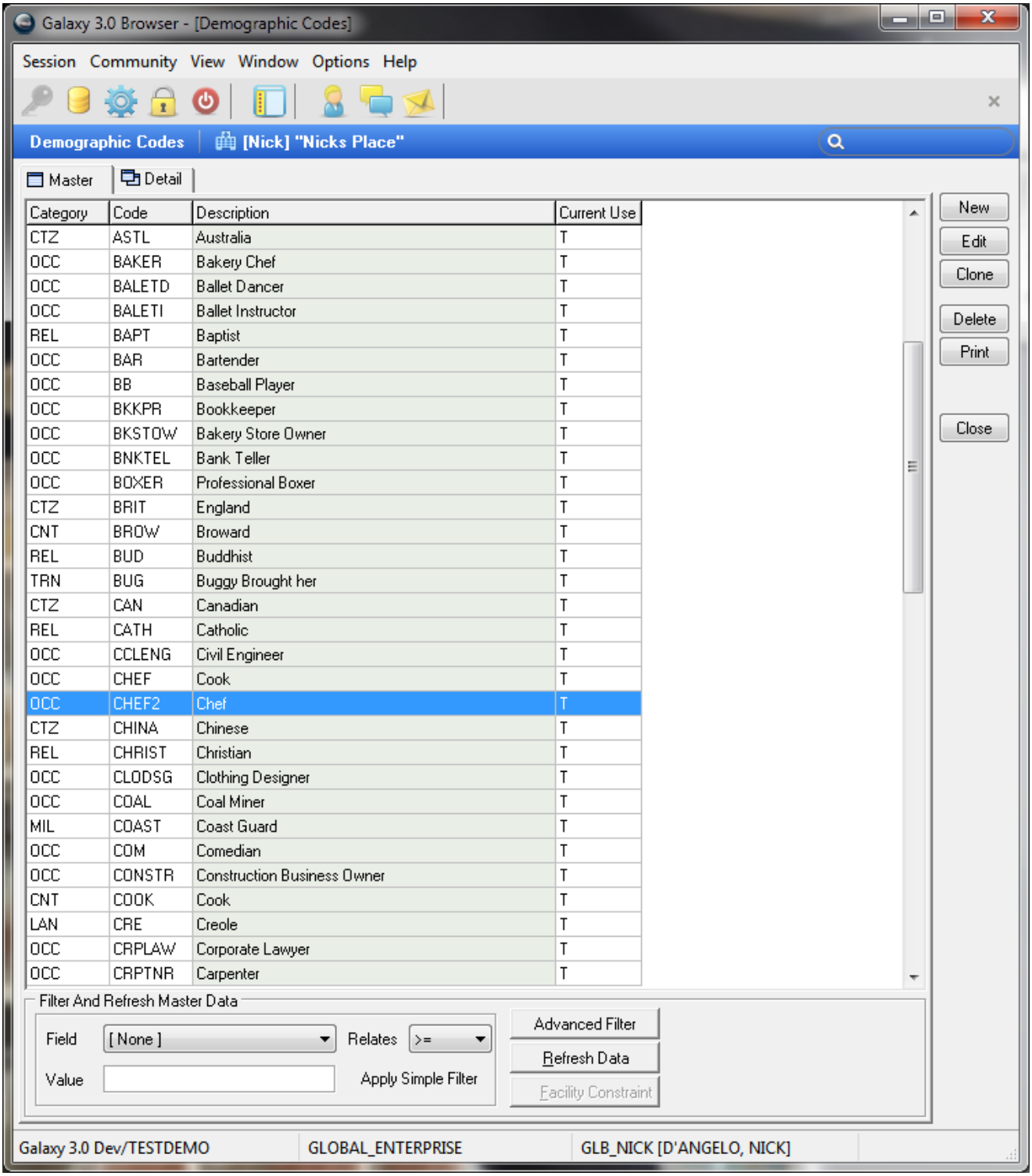
Demographic Codes - This is where you will add in the demographic codes for your residents



- Category – Choose from one of 8 hard coded categories

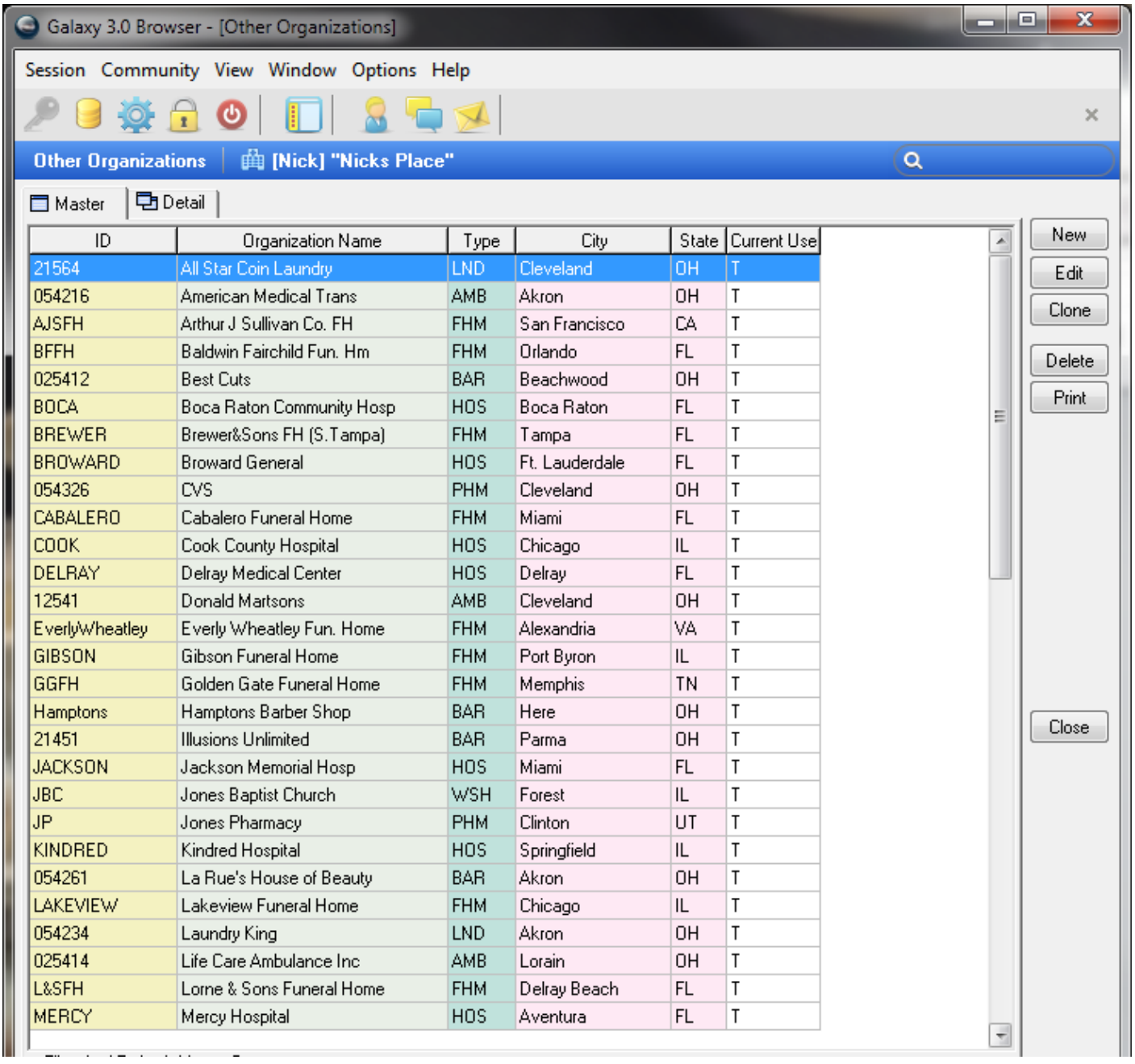


- Code – you can create using up to 6 characters or numbers
- Description – your description for this code

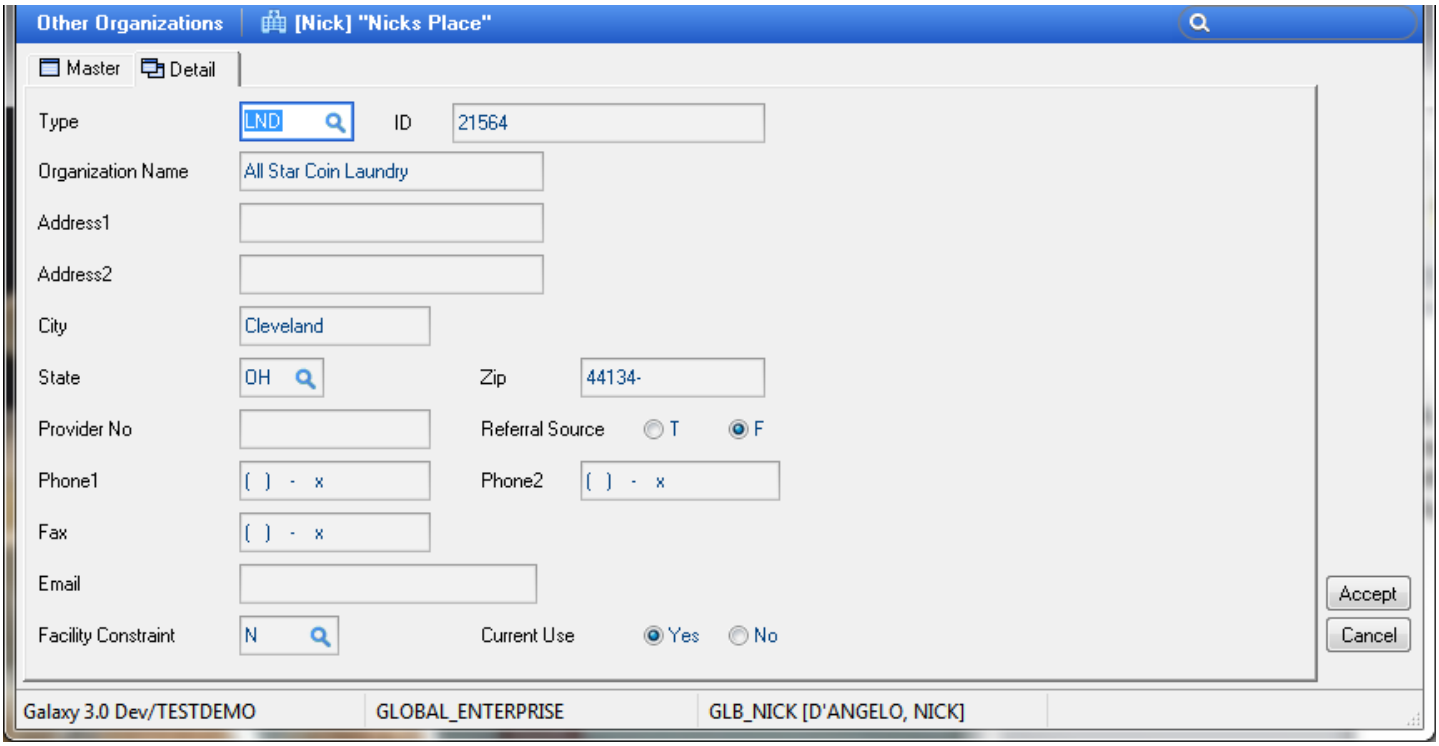


Other Organizations

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



ID	Organization Name	Type	City	State	Current Use
21564	All Star Coin Laundry	LND	Cleveland	OH	T
054216	American Medical Trans	AMB	Akron	OH	T
AJSFH	Arthur J Sullivan Co. FH	FHM	San Francisco	CA	T
BFFH	Baldwin Fairchild Fun. Hm	FHM	Orlando	FL	T
025412	Best Cuts	BAR	Beachwood	OH	T
BOCA	Boca Raton Community Hosp	HOS	Boca Raton	FL	T
BREWER	Brewer&Sons FH (S.Tampa)	FHM	Tampa	FL	T
BROWARD	Broward General	HOS	Ft. Lauderdale	FL	T
054326	CVS	PHM	Cleveland	OH	T
CABALERO	Cabalero Funeral Home	FHM	Miami	FL	T
COOK	Cook County Hospital	HOS	Chicago	IL	T
DELRAY	Delray Medical Center	HOS	Delray	FL	T
12541	Donald Martsons	AMB	Cleveland	OH	T
EverlyWheatley	Everly Wheatley Fun. Home	FHM	Alexandria	VA	T
GIBSON	Gibson Funeral Home	FHM	Port Byron	IL	T
GGFH	Golden Gate Funeral Home	FHM	Memphis	TN	T
Hamptons	Hamptons Barber Shop	BAR	Here	OH	T
21451	Illusions Unlimited	BAR	Parma	OH	T
JACKSON	Jackson Memorial Hosp	HOS	Miami	FL	T
JBC	Jones Baptist Church	WSH	Forest	IL	T
JP	Jones Pharmacy	PHM	Clinton	UT	T
KINDRED	Kindred Hospital	HOS	Springfield	IL	T
054261	La Rue's House of Beauty	BAR	Akron	OH	T
LAKEVIEW	Lakeview Funeral Home	FHM	Chicago	IL	T
054234	Laundry King	LND	Akron	OH	T
025414	Life Care Ambulance Inc	AMB	Lorain	OH	T
L&SFH	Lorne & Sons Funeral Home	FHM	Delray Beach	FL	T
MERCY	Mercy Hospital	HOS	Aventura	FL	T



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)

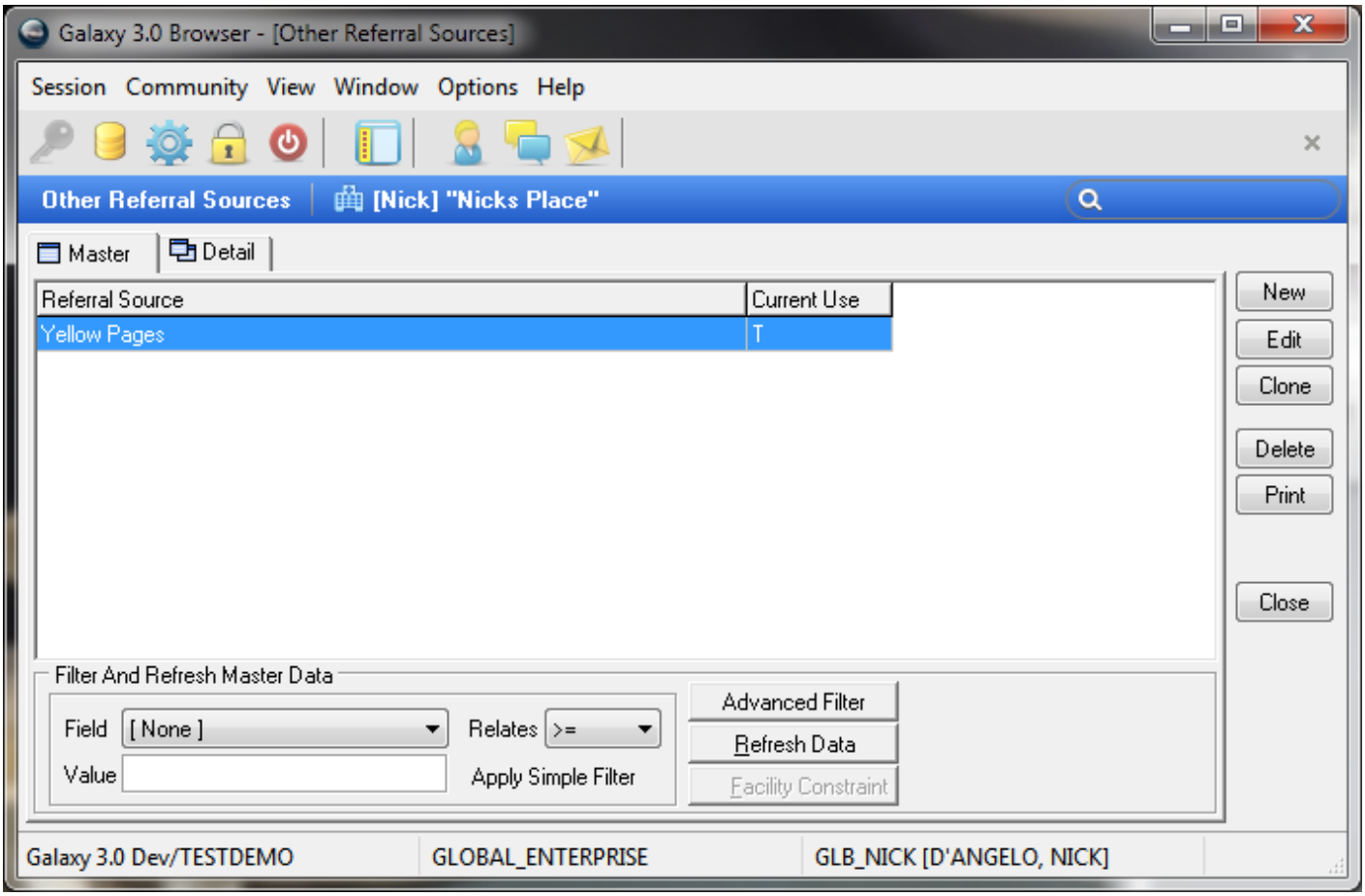
Email: If the organization has an email address you would enter it here.

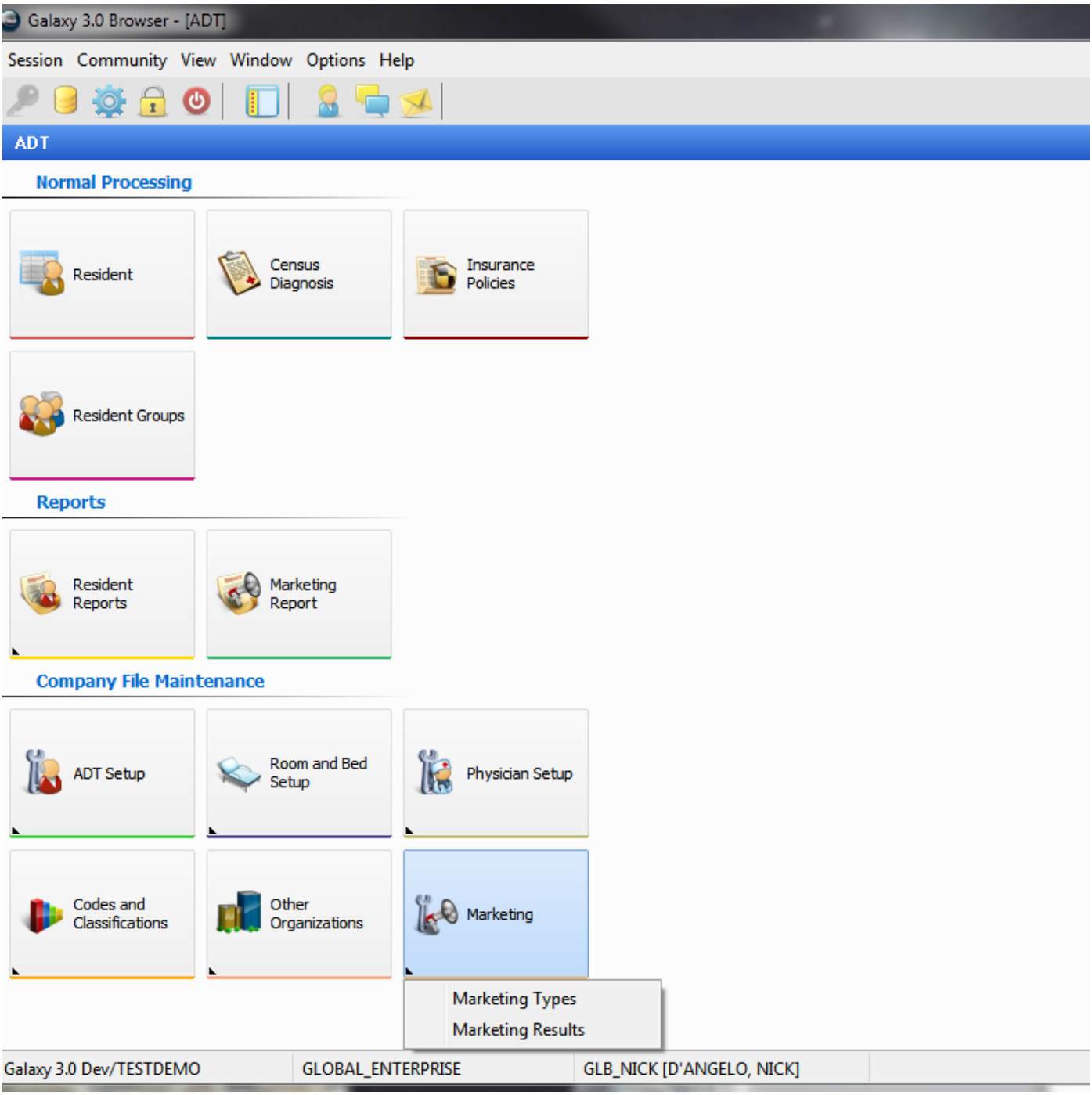
Other Referral Sources

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.

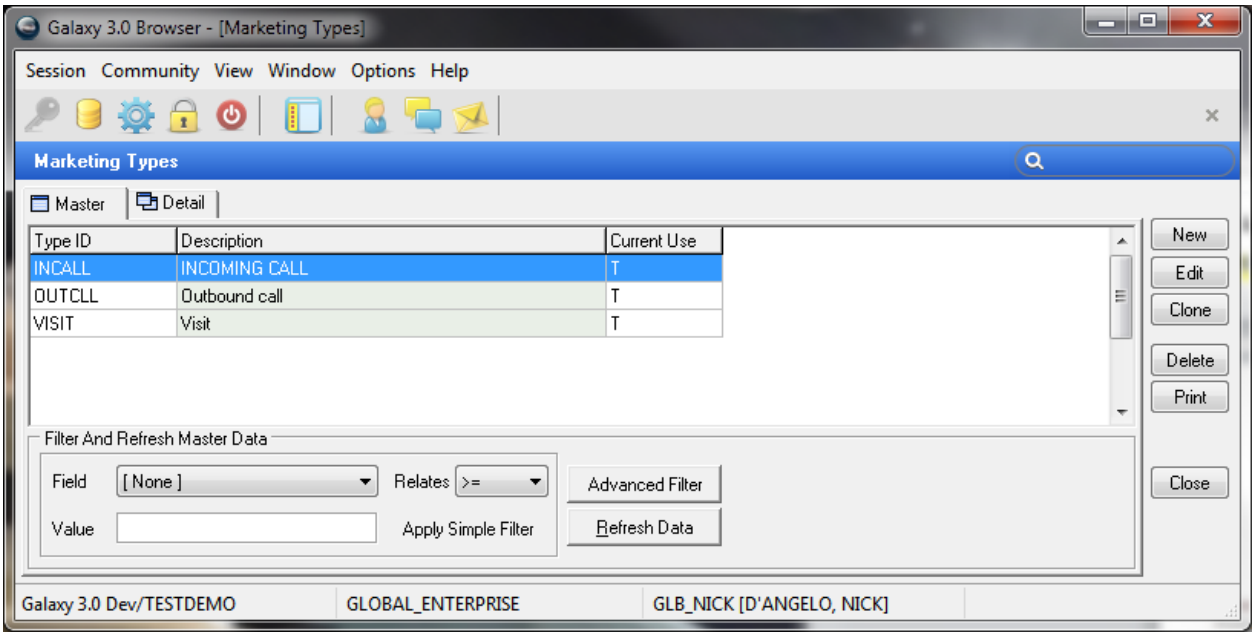
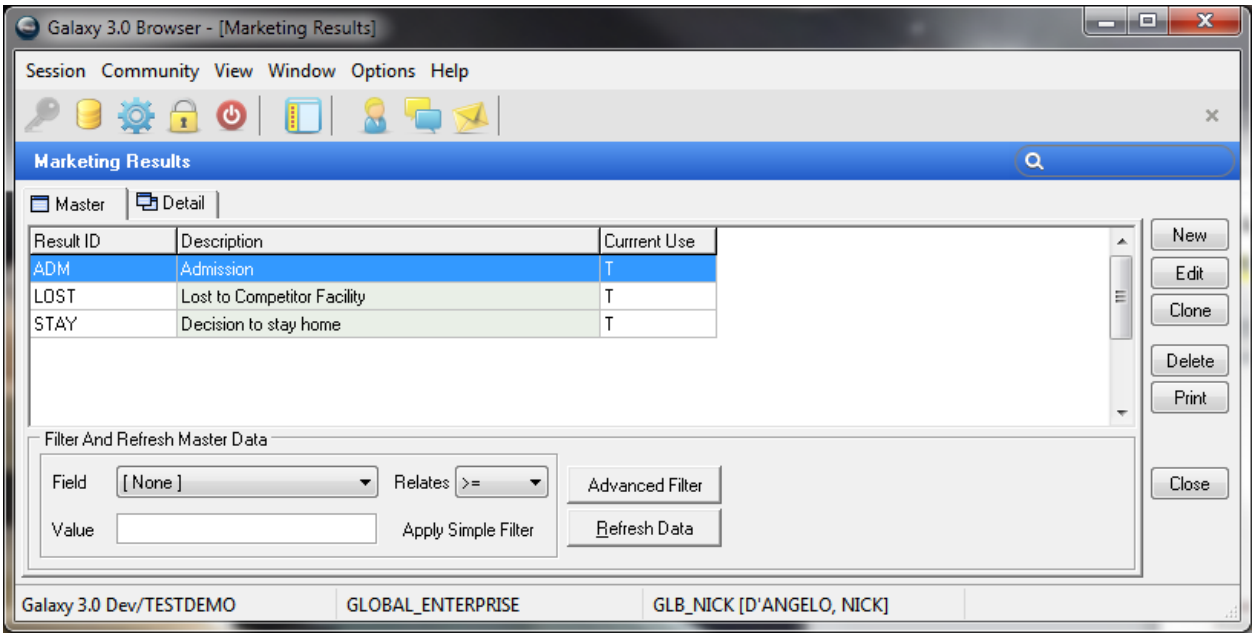
- Referral Source: An example of a Referral source is “The Home Town Journal P.R. article”.
- Current Use: default is yes





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

Marketing Types



Marketing Results