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axxess.com



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DOWNLOADING APP

Go to the Apple App Store.



Tap on the search feature at the bottom right of the page.

Search	3
Q, Games, Apps, Stories and More	÷
Trending	
hp smart	
vodafone nz	
homescapes	
mifit	
fortnite	
clash of clans	
amazon	
photo editor-	
	Q

Search for Axxess CARE. The app is teal and has the Axxess logo (heart & key). Tap the **GET** button.







Then there will be a pop up from the bottom of the screen (if logged into Apple account) with an **Install** button.

-	WYERE ADD TO
	AXXESSCARE CTU KKRESS TECHNOLOGY SOLUTIONS UP
ACCOUNT	BIGMAIL.COM

NOTE: If the app is accidentally removed, go back to the App Store and search for Axxess CARE. After locating it, there will be a cloud \bigcirc icon to tap to redownload the app.

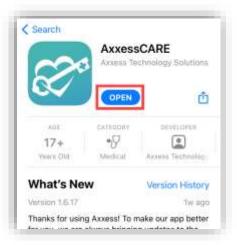
Then the download process will begin.



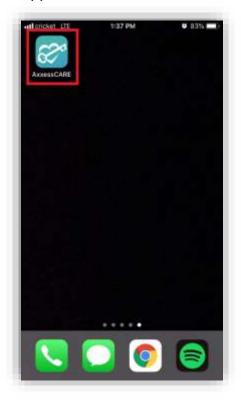
Once downloaded, tap the **OPEN** button.







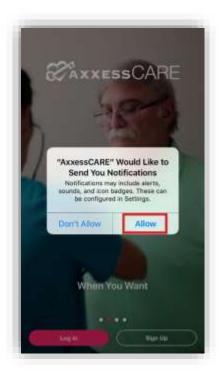
The app will now be located with the rest of the user's apps. Always download the latest update from the App Store for free.



Tap on the Axxess CARE app to open. Tap **Allow** so that Axxess can send notifications including alerts, sounds and icon badges depending on how the app notifications are configured in the device's settings.







Tap on the pink Log In button.



Tap **Allow While Using App** so that Axxess can access the location while using the app. Allowing this feature is **critical** for the app to pinpoint locations accurately for Electronic Visit Verification (EVV), which will be covered later.









The following is the login screen. To utilize Axxess CARE, a clinician must sign up using an active Axxess account. Enter the email that was provided to the organization and the established password while logging into the web version of Axxess Home Health. If the user does not have an Axxess CARE account, tap on the pink **Sign up** hyperlink. The app will show how many visits are currently available in the area. If the password was forgotten, then tap the **Need Help?** hyperlink. The version number of the app will be listed at the bottom. After the Email and Password are entered, tap on **Log In**.

AxxessCARE	
Welcome!	
Log in using your Assess account.	
Fieldwood	
Patiented	
Enable Touch ID	
Login	
Not a member yet? Sign up	
Need Help?	
14.17	

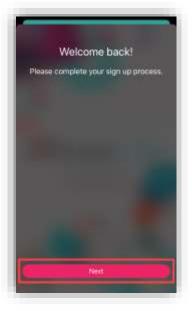
NOTE: Depending on the version of the iOS software or device, the Touch ID can be used to log in by moving the "Enable Touch ID" slider.





New Account/Sign Up

Tap the Next button after tapping on the **Sign up** hyperlink from the login page.



Setting up a new account is done in three steps:

1. <u>Basic Information</u> – Enter the user's name (if no middle, tap the no Middle Name checkbox), DOB, Address and Mobile Number then tap **Next**.

	1 of 3
ola	V 00(De-
Pierson	1 don't flave a Malde Name
12/26/19 ddress 16000 Dalla	
BOOD Dalla	i r dinwedy
Separat Par	2.00p09Heft
vallas	2.10µ69+4[
·····	

After entering Basic Information, the Nearby Opportunities screen will display what visits are available in the area. The day and date of the visit are listed first. The type of visit is shown in bold teal type. Below that is the organization caring





for the patient. Below is the Pay Rate and how far away the visit is based on the device's GPS. Tap **Continue** to finish the sign-up process.

2. <u>Background Check</u> – Enter the user's Social Security Number, tap the FCRA acknowledgment receipt checkbox, then tap **I Accept**.

	2 of 3
	rofessionals must undergo a simpli oheck for safety.
	ial Security Number 😡
000	- [20] - [2022]
	ept PRIVATE and will prily be used or background check
Comparise report local among the High space construction on a pro- Comparison of the com- action than 1 days, if y	(*) has employed Grande, the to chear a the energy particular comparison to the complete of provide strandgrand completes of your engagement with the dataset with indexed and taken you must complete the strangement of the strangement of the strangement of the strangement of the strangement of the strangement of the strangement of the strangement of the strangement of the strangement of t
4. Scennery of Your Reporting Act.	Wighta Under The Pair Credit
The Yesters Fee Only	IT Reporting Act (FERA) promotes the natorical private of the Tales of
mights Unde	ige technical of the Germany of Stee or the Fair Crantification and ICCAN that Three mail and scolarsheed with
Back	Accept

Another Background Check screen will show with more information for the user to read. Tap the acknowledgment receipt checkbox, then tap **I Accept**.







 <u>Disclosure</u> - Read the Authorization Regarding Background Investigation. Tap the acknowledgment receipt checkbox. Then the user will enter their First name and Last name, which serves as their Electronic Signature. Then tap the **I Accept** button.

NOTE: The Electronic Signature must match the first and last name entered during step 1 of the sign-up process.



After completing the previous three New Accounts steps, the following prompt will ask the user to enter a 4-digit passcode:

	Set Passonde
Ch	oose a passcode
0	
4	5)
Ģ	$\overline{\mathbf{O}}$
	Deliveral

Once a 4-digit passcode has been entered, confirm the passcode by entering it one more time. The passcode must be reentered any time a user leaves the app and comes back or the app times out due to inactivity.



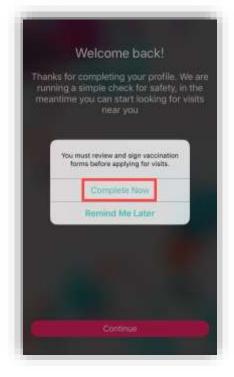




NOTE: More than 5 wrong passcode attempts will lock users out of the app.

If a new user is being created, the profile setup is still not finished.

The following window will show instructing that the user "must review and sign vaccination forms before applying for visits." Tap **Complete Now** to go to the User Profile and complete the signup (Profile covered below).







Trying to view visits will display the following orange warning until the background check is complete.

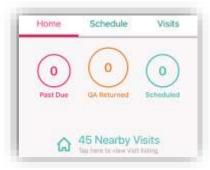
Your background check is still not complete. You will have limited access to viewing visits and your account until the background is complete.

MAIN MENU

Home

The following is the Axxess CARE Home screen. It is split between three tabs; **Home**, **Schedule** and **Visits**. The selected section will be highlighted in pink at

the bottom of the tab. To refresh the screen, tap the *icon*. See any visits that are Past Due, QA Returned and/or Scheduled (more details later). Below that, users can see how many visits are currently available in the area.



Below is a direct link to clinician Daily COVID-19 Screenings and below that are any Unread Messages an organization sends shown on the counter. The bottom portion is seven quick colorful links that can be seen by swiping left:

- Search Visits
- Earned Last 30 Days
- Average Visits Per Week
- Average Pay Per Visit
- Earned This Week
- Average Star Rating
- Projected Earnings

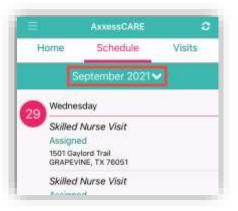






Schedule

The following is the Schedule tab. It shows a rolling calendar of past and upcoming days. If there is a visit on a day, the date number on the left will be pink. Tap on the month with the drop-down arrow.



This will show the calendar in a monthly view. The number of the current day will be in pink text. To collapse the monthly view, either tap on the upward-facing arrow or swipe up on the list calendar.

		1000		12.20	7.147	
H	ome	S	chedu	le	Visi	ts
	9	Septer	nber 2	02	17	P
5	М	- î Î î	Ŵ	Ť	F	š
					17	
	27		29			
29	Wedn	esday		1		
20	Skille	d Nurs	Visit	PE	UP	ГС
	Assign	ned	CO	LLA	APS	E
		aylord Tr VINE, TX	ail	Server and		-
	Skille	d Nurse	visit			

Visits

The third tab is available visits for which users can apply. The list displays the day, date, type of visit, organization, pay rate and how far away the visit is.







Sun, 09/26/2021		
SN Wound Care	Visit - Wound Care	
Azza Provider Service	es Inc.	1
Pay Rate: \$50.00	(1.8 Miles Away)	

The list can also be shown as a map view by tapping on the "View as Map" button. The number in parentheses is the count of how many visits are currently available in the area.



A visit icon will list available visits. Tap the pin to view details about the visit. It will list the type of visit, organization, date and pay rate. Another way to search through available visits is by tapping the Filters button in the bottom right.

	AxxessCAllE	
Home	Schedule	Visits
	NN AL	
	und Care Visit - Woun ill Healthcare Service	
00/27/	2021	
B40.00). 1(#2(Next 🙎
Q	MA	
	Q Cattor Zos	
24	Last March	
	and the state	
	ALL THEY BE	
Kentgan		
	VA Saniti Tesas	2
nda	100	
nogla -	AU8/09	Filters

The three tabs inside the filter are **AII**, **Not Applied** and **Applied**. The tab being viewed is highlighted in pink. Search by Location by typing in an address in the

text space or tapping the **I** icon which will enter the current location's address. Enter a date range by either writing or tapping the calendar icon and selecting a date. Decide how wide (in miles) the search for visits should be by dragging the pink dot along the pink line.







	Filter Visits	Close
Âll,	Not Applied	Applied
Location		
Otherent Loc	and the second sec	~
Comments and		In
	2000 L	Lid.
Visit Date R	ange	Led
	ange	tel M/DD/YYYY té
Visit Date R	ange YYYY) to 🛗 M End De	and the second second

In the bottom half of the page, use the same type of line to determine the minimum pay range. Decide to view visits that are External or Internal by moving the sliders. Internal visits are visits from the user's parent company/organization. Tap the **Skills Competencies** button to select all applicable competencies, i.e. IV, CHF or COPD Management etc. Then either tap **Done** in the top right or the Filter Visits back arrow in the top left to return. After selecting the filters, tap on the **Apply Filters** button or tap **Reset Filters** to set back to the default parameters.

	Minimum of \$0 / visit
Visit Typ	e
External	
Internai	(
Internal vis	its are visits from your parent company
Compete	encies
0	Skills Competencies

The Visits list will indicate if any visits are posted from the user's primary organization and are only available to the staff members of that organization with the following purple icon:





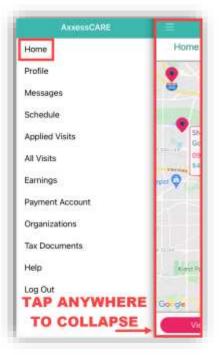


SIDE MENU

Tap the menu button = in the top left to see the Side Menu. It has the following 10 options:

Home

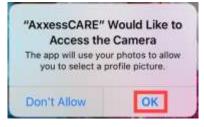
Tap **Home** to collapse the side menu or tap anywhere outside of the side menu to collapse.



Profile

Tapping Profile goes to the personal clinician profile. The Profile will show the

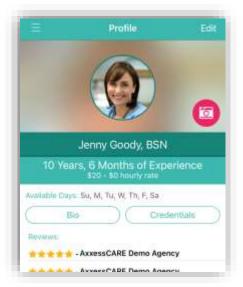
user's picture. To upload a picture, tap the icon. Choose to **Take a Photo** or **Choose from Library** and select **OK** to give access to camera.







The Profile will list the name and credentials, length of time in the field, rate and available days. The bottom portion will show the reviews received from organizations for which the user has performed a visit. Tap the **Edit** option in the top right.



Make edits to the personal profile including changing the Passcode and Password. The Profile Editing screen reviews the nine-step profile setup.

- 1. Basic Information
- 2. Profile
- 3. Credentials
- 4. Skills Assessment
- 5. Preferences
- 6. Vaccinations
- 7. Uploads
- 8. Bio (optional)
- 9. Payment Account
- 10. Tax Documents
- 11. Infectious Disease Profile (optional)

Go back and make edits by tapping each step. The steps will show the \checkmark icon when complete. Tap the back arrow \checkmark to return to Profile.







0.000	
٢	Basic Information
0	Profile
0	Credentials
0	Skills Assessment
0	Preferences
0	Vaccinations
0	Uploads
	Bio (optional)
0	Payment Account
0	Tax Documents
	Infectious Disease Profile (optional)
Geb	urtty
Pas	isword
	12 -

Tap the **Bio** button from the Profile.

(Bio)

Users can enter their experience in the healthcare industry in the free text space. There are also text spaces below this area to enter optional links to their LinkedIn Profile or Other Professional Link. The next two steps are setting up payments, which will be explained later.

	Hio	Done
	8 of 9	
	your time to sh 11 your story in health	
Short Bio (Dp	(forul)	
LinkedIn Prof	La blak (
(Dominal)	te unit.	-
Other Profess	ional Link	
(Optional)		1
Back		Next

From the Profile, tap **Credentials**.





Credentials

The page will list Licenses and Certifications. To edit a license, tap on the \square icon.

	3 af 9	
License	0	
selected p	e type displayed is based on th reviously. If this license does r ferce, please go back and up	iot match:
	Add License Details	2
Certifica	tions (CPR Required)	
0	CALL IN CALL	-
	Add a Certification	
	Add a Certification	
	Add a Certification	
<u> </u>	Add a Certification	

From the Add License page, tap on the RN button below Type of License to choose from a list of other licenses. Fill in the License State, Number, Date and Expiration Date. Then tap the **Save** button.

110.000	license	beset on the title you	
selected.	To change the our title in Shep	type of license, you must	
	Registere	nt Nursa (RN)	
License S	itate		
Sair			
License M	ipaces of		
Conse P	ipaces of		
00000	ipaces of	Expiration Date	
CODOD Original I	000	Exploration Date	
CODOD Original I	ono ssue Date		
CODOD Original I	ono ssue Date		

The license will be listed as "Verification in Process" after initially being added. Once completed the license will show as "Verified." Back at the Credentials page, tap on the **Add A Certification** button.







Tap the **Tap to Choose** button below Type of Certification to find a certification. Enter an Expiration Date. Then tap the **Tap to Add** button to add a photo of the certification for the front and the back (both required). Then tap the **Save** button.

Type Of Ce	rtification	(_
9		CPR		
Expiration	Tate			
m Maria	D/YYYY			
ksid A Phot	0			
	Front	of Certili	cation	
		ō		
) S	lap to Ack	ś	
	Back	of Certific	sation	
		5		
				_

NOTE: Adding the CPR Certification and driver's license are required.

Skills Assessment

Clinicians must document their skills in the Skills Assessment. Tap on **Get Started**.







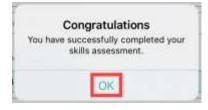
Select the skill level for each category of care between Independent, Performs with supervision, Requires professional development and Prefer not to perform. Most categories have sub-categories of skill levels to be answered. Tap **Next** to move on to more assessment categories.

-		
4 - Independ	derd .	
2-Pertinett	with supervision	
z - Reguren	professional developments	
t - Pinter in	t ta jartam	
Antibiotic	c Therapy endets	
3 - Parto	inni witti signer christe	
2 - Herpi	ine professional development	
The second	nut to perform	
Ci - man		
Site Care		

As the user makes their way through the assessment, the progress bar will move at the top.

Cancel	Skills Assessment	Done
_		
Peripheral	IV Insertion & Care	
4 - Indepen	dent	

Users will receive a confirmation message once complete. Tap **OK** to continue.







Preferences

Clinicians must decide specific preferences on the minimum Pay Range, the Max[imum] Distance willing to travel and which days they are willing to work. Tap **Select Available Days** to choose the days.

Cancel	Preferences	Done
	5 of 9	
Pay Range		
•	Minimum of \$0 / visit	
Distance Fr	rom Current Location	2
	Any Distance	•
Available D	ays:	
	Select Available Days	
2 · · · ·	ack	and the

Tap the day(s) the user is available to complete visits in Axxess CARE. Tap **Done** in the top right when complete.

¢	Available Day(s)	Done
Mark al	I that apply	
Sunday		
Monday	6	
Tuesday	1	
Wednes	iday	
Thursda	ay .	
Friday		
Saturda	y	

Vaccinations

During the initial setup, clinicians will need to document their vaccinations. Tuberculosis and Hepatitis B are required. Tap on the vaccination.





1100	cel Vaccinations	Done
	6 of 9	
1	Tuberculosis Fact Sheet	
1	Hepatitis B Vaccination	2

Read the information, then check the boxes confirming personal attestations. Select **Tap here to sign** in the bottom left.

Cancel	Hepatitis B Vaccination
	tify I have received the Hepatitis B cination.
	e verification of post-vaccine titer, verification is attached.
titer	e a positive Hepatitis B antibody due to past exposure. The medical ase is attached.
cho ackr here llabi B vir	ve never had a titer drawn, but use to decline a titer at this time. I well a the two declining the titer, by release the agency from all isty if I should develop the Hepatitis us during my contracted time with agency.
drav	have the hepatitis B antibody titer on to verify my antibody status and rt results.
	lination: I have decided not to ive the vaccine. I understand I am in
Clinician	s Signature
Tap here	to sign

Clinician will enter their signature and then tap the **Done** button in the top right.







Complete each vaccination, and the page will change from exclamation points to check marks signifying completion.

Cancel	Vaccinations	Done
	6 of 9	
-	erculosis Fact Sheet	2
Hep	atitis B Vaccination	2

Uploads

It is recommended that the clinician upload their Profile Photo and Resume. Tap on either icon to upload.







Then decide to **Take a Photo** or **Choose from Library** to find a photo from the device to upload.



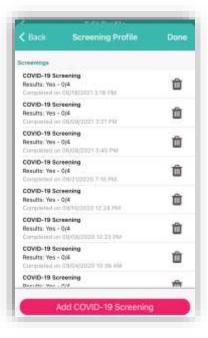
Infectious Disease Screening

View user completed screenings or add a new screening. Before completing a clinician COVID-19 screening on Axxess CARE, users must provide consent by selecting **ACCEPT** in the Consent Required pop-up box.

Consent Requi	ired
your level of risk for diseases. Verify yo this information by results of your scr	ease Profile assesses or contracting infectious our consent to document y clicking Accept. The eenings will remain ir user profile.
considential in you	

Select a completed screening to view the screening questions and answers. The screening questions and answers appear in gray.

NOTE: Completed screenings cannot be edited.



Select Add COVID-19 Screening to add a new screening.





lisk Level	
Law	High
Additional Screening	Requirements:
- Select Agency	
- Select Template	
Print Land and Second region	
Screening Acknowled These screened the to providing care. A procedures where for af COVID-19 based	igement
Screening Acknowled These screened the to providing care. A procedures where for af COVID-19 based	Igement shove-selected person price gency policies and lowed to prevent the spread on the results of this

Answer the screening questions, assign a risk level and enter Signature Date and Time. Select **Complete** to finish and save the screening. Once a clinician COVID-19 screening is completed, the results appear in the clinician's profile for organizations to review before assigning a visit. Based on the COVID-19 screening risk assessment, **Low Risk** or **High Risk** appears above the clinician's photo for organizations to quickly and easily review when selecting visit applicants.

Messages

The Message Center is split into three tabs: Messages, Alerts and Deleted. The selected tab will be highlighted in pink. The number in parentheses to the right of the tab indicates how many new items there are in that tab. Use the Search bar to narrow down the list in each tab.

Messages (1)	Alerts	Deleted
--------------	--------	---------

Messages are tied to previous, current and future visits. The visit date is listed to the left. The visit type is at the top, followed by the visit date (unread will show in pink text). For unread messages, the date to the left is highlighted teal, and read messages are light gray. Tap on a message to view.









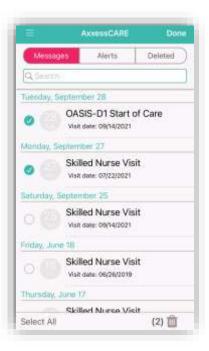
The visit information will be listed at the top with a button to view the **Visit Details**. Below the messaging exchange is shown. Messages from the organization appear on the left side of the page, citing the date and time they were sent. QA returned notes will be listed in orange (more on QA process later). Messages sent by the user will be on the right side. To write a message, type in the free text space at the bottom of the page, then tap the **Send** button. Tap the back arrow in the top left when done messaging to get back to the Message center.

1.000	/2021 eesime seCAP	in any	i iyani	mil		Ca	sit De	PERHITS .
_	e revie							
1.000	w 20, 2	0.0500.00	10000	2				
				- A.G				signs Bi44PM
\oplus								
	purs			1			Sh	-
s		-	R 1	1 F 1	rι	J	2273	e
s	ours W I	= 1	RT					17-
s Q 1	purs W I	D		G	н	J		e

Tap on the **Edit** option in the top right to remove one or more messages. Bullets will appear to the left of the messages where one or more may be selected. Tap the **Select All** option in the bottom left to automatically check all messages. The number of selected messages will be in parentheses in the bottom right next to the trash icon. Tap the trash icon when ready to delete it. Tap on **Done** in the top right when finished deleting visits.







There will be a pink notification at the bottom of the screen allowing users to **Undo Delete**.



Removed messages will now be in the **Deleted** tab.



Schedule

See previous Schedule section

Applied Visits

This shows a list of all visits that the user applied to perform. Visits are listed one by one with the date at the top, the type of visit, organization, Pay Rate and how far away the visit is from the current location. Tap on **Status** in the top right to see the total numbers for all visits.





	Applied Visits	Status
Sun, 09/26/202	á	
OASIS-D1 R	ecertification - Assess	sment
and Training		5
	ES OF ILLINOIS, INC.	
Pay Rate: \$70.0	0 (1.8 Miles Away)	

A table will expand from the bottom of the page to show the number of Applied, Unassigned and Withdrawn/Returned visits. Tapping outside the table will collapse it.

Applied (2)
Unassigned (0)
Withdrawn/Returned (0)

All Visits

Shows all visits in every status. It will list the type of visit; the status will appear in the line below. The patient's name will be on the left and to the right users will see the date of the visit. Tap on the visit to view more details. This page can be sorted by Status and Date by choosing either in the top right.

	Visits
	Filter by: Status + Date +
Skilled Nurse Visit	
Paid	08/08/2023
Yang, Baar	
Skilled Nurse Visit	
Completed	09/16/2021
Tang, Paul	
OASIS-D1 Start of C	
Revewing	09/16/2027
Youe, Banwawer	
Skilled Nurse Visit	
Past Due	09/24/2021
Augusta, Grant	

Earnings

This page will show the total amount earned in the last 30 days. Below this number, users will see the Received amount, which is the amount deposited from the organization into the bank that is set up in the Payment Account. The Pending Release amount shows the total of payments currently being processed by the organization. The Anticipated amount reflects any visits that have been started and finished pending a QA review with the organization.







₽.	Earnings	Account
April \$0,00 Earnings		O okatedi Visita
AL Received	L TRANSACTIONS	\$0.30 >
Pending Release	é.	\$0.00 >
Anticipated		\$0.00 >

In the Received Earnings section, select the icon in the top right corner of the screen to download and/or print payment details. Use the buttons across the top of the screen to filter payment information by month, year or a selected **date** range. Use the **Sort By** button to sort payment details by date, organization name or patient name.

CAP TO EARNING	то
September 2021	Date Range
Visits 1	Sort By 🚍
EM.J.ERVRY	4
MONTH	\$0.50
OR RANGE	
Skilled Nurse Visit	
06/30/2021 - Yang, Paul AxxessCARE Demo Agency - Funds Relation	10.50 >
	Y DATE,
06/09/2021 Yang Paul AxxessCARLORG PALA	ME OR
Funato Released	
Skilled Nurse Visit	TNAME
06/04/2021 - Yang, Paul	\$0.50 2
AxxessCARE Demo Agency	

Payment Account

All payments from organizations will be deposited into the bank account information listed by the summary here. To update the bank account, tap the **Edit Deposit Information** button.





Ba	ank Deposit	
	ents will be dep account inform	
My Checking	Acct	· •••••17

Enter the Routing and Account Number of the user's bank account. If those numbers cannot be found, tap the **Where Do I Find This?** button. Once entered, tap the **Submit** button to complete.

	9 of 9
S	et Up Direct Deposit
Wer	ve made getting paid easy!
Routing Nu	mber (9 digits)
00000000	0 (
Account Nu	imber
00000000	00000
\square	Where Do I Find Tive?

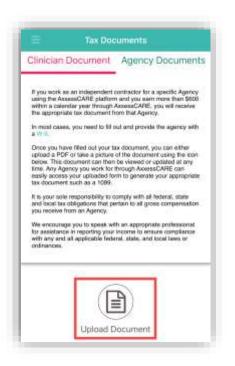
Tax Documents

If users work as an independent contractor for a specific organization using Axxess CARE and earn more than \$600 within a calendar year through Axxess CARE. In that case, users will receive the appropriate tax document from that organization. Upload that document by tapping the Upload Document button.









Help

If the password is forgotten, enter the email address associated with the account and tap **Reset Password**. To call Axxess Support, who are available Monday – Friday from 7:00 am – 7:00 pm CST. The phone number is (214) 575-7711.

F	Help
	Frequently Asked Questions
	A list of commonly asked questions from the AixessCARE community
	FAQ
	Forgot Password?
	Provide your email to receive a message with instructions to reset your password.
6	nat Altidonia
2	Roset Password
	Need Help?
	Contact our customer support team Monday through Friday 7:00 a.m. to 9:00 p.m. (Central Time)
3	Email Us
	14.17



- 33



The top section (Frequently Asked Questions) **FAQ** button will send users to a Axxess Help Center site to ask any questions related to Axxess CARE.

earn More	
s 🔒 Log	
ARE Sched Clinicians	uling for
	ARE Sched

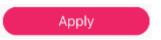
Log Out

To leave the app, tap on **Log Out**. To get back into the app, tap the **Log In** button, re-enter the email address and password, then tap **Log In** button again.

<u>VISITS</u>

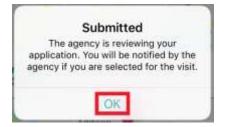
Applying for Visit

Tap on a visit from *Main Menu/Visits*. It will list the visit type, date, Pay Rate, how far away and the organization. Tap on the **Apply** button.

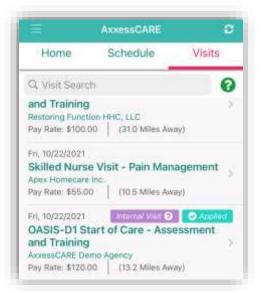


After applying for a visit, a confirmation window will appear. Tap **OK**. The visit will now be on the list of Applied Visits. The organization will now have to determine whose application they will accept (if there's more than one) in the Axxess CARE web application.





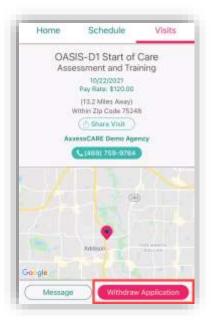
A badge will now show to the right of the visit showing the user has applied for the visit.



If the application was made accidentally or if circumstances change and the user can no longer perform the visit, the user can withdraw their application. By returning to the visit details page and selecting the **Withdraw Application** button.







If the organization accepts the application, it will then come back to the user's device. There will be a purple notification bar toward the top of the screen letting the user know to accept the visit. Tap on the notification bar.

	AxxessCARE	
Home	Schedule	Visits
	Man and a second	100
	visit that is pending is visit before the off	

The next page is the Pending Visits screen. There is also a timed limit to accept the visit that is decided per organization. Tap the **Accept** button.

(CENSO)	g Visits	Done
You have a visit that is Accept this visit befo		
Friday, 10/22/2021 OASIS-D1 Start of Care and Training	Expires in 19 e - Assessme	
AxxessCARE Demo Agency	V	sternal Visit
www.esterunt.metuin.uBleach		
Pay Rate: N/A (0.0 mi fr	om home)	
	and the second	lisit

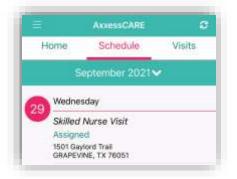




There will be a confirmation that the visit has been accepted. Tap on **OK**.



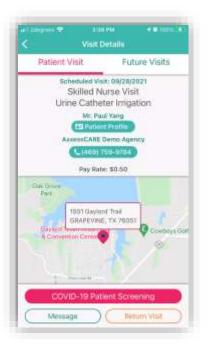
The visit will now show on the Schedule as Assigned. Tap on the visit to go to the specifics, including the Patient Profile and the ability to start the visit.



There is an option to call the organization if there are any questions. Also, if the visit cannot be performed, tap the **Return Visit** button. Tap on the **Patient Profile** button to be able to look at the patient chart before starting the visit.







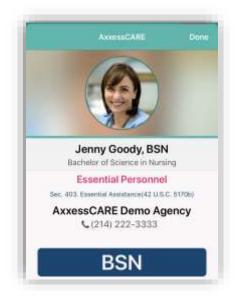
If there is a request to see the user's identification during the visit, tap the **ID Badge** button from the Visit Details page.



The following ID Badge will display. Tap on **Done** in the top right to close the badge.

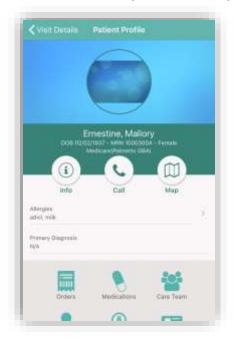






Patient Profile

The following is the Patient Profile. All information shown has been entered through the Axxess Home Health web application. It shows the patient's DOB, MRN #, Gender, Payor. Tap **Call** to auto-dial the patient's phone number. Tap **Map** to see the patient's location in the map/directions apps available.



The Patient Profile will also show the patient's Allergies, Primary Diagnosis and links to view, edit and/or add to their Orders, Medications, Care Team, Physicians, Pharmacy, Emergency Contacts, Communications, Visit History, Documents and Immunizations. Tap the **Care Team** button.









The Care Team window will show all users/clinicians that are tied to this patient. Message team members individually by tapping the message icon or call them by tapping the phone icon. To message the group, tap on the **Start Group Text** button. Tap outside of the window to close or the **X** in the top right.

a de la companya de la	
Trish Ricks, RN	60
Patricia Ricks, RN	69
idonna Cook, None	60
Robert Smith, RN	62
Q Start Group	Text

Orders

Orders can be added (permissions based) outside and inside of visits. This can be done outside the visit by going to the Patient Profile and going to the Orders section and selecting the **Add Orders** button.







Confirm the auto-generated Attending Physician, Date, Time and Effective Date. If the Order is for Next Episode slide the toggle. Confirm the physician the order will be sent to and any additional physicians that might want a copy. Enter the Order Summary.

New Order		
C	2/2021 - 12/20/2021	
Attending Physicia	••*Robert, Rubin	;
Date*	10/22/2021	
Time*	09:11 AM	
Effective Date*	10/22/2021	
Order is for Next	Episode	0
Send to*	Robert, Rubin	
Copy to	Select Physician)
Order Summary*	Enter Orther Summa	

Choose the order type from Medication Orders, Plan of Care Orders, Discipline Frequency, Supply Manager and Other Orders. Users will be prompted to add more specific information to the order, depending on what type is chosen. Confirm the Signature Time. Select **Save** to keep what has been entered to be completed later or select **Complete** to finish the order.







Orders		
Plan of Care Orde	HTTS.	>
Discipline Freque	007	
Supply Manager		5
Charges will fice	to under description	
Other Orders		
		10
	Note, any orders entered wite the Plan of Care Sor Writy	
rection will not flo	w to the illan of Care So unity	
Signature Time	w to the illan of Care So unity	tropy and
Signature Time	w to the Plan of Care So unity 09:11 AM	tropy and
Signature Time	w to the Plan of Care Sur array 09:11 AM	tropy and

Immunizations

Immunizations can be added outside and inside of visits. This can be done outside the visit by going to the Patient Profile and going to the **Immunizations** section and selecting the blue **Add** button. Choose the Type, Administered by, Manufacturer, Date administered and whether Comorbid Condition Present. If this is the only immunization being added select the **Done** button to finish or select **Add Another** to add additional immunizations.

'All fields are	required to sa	ive Immun	ization.
Type			
COVID-19 Va	iccine, Single	Dose	
Administered	by		
Clinic			
Manufacturer	0		
Pfizer			
Date administ	tered		
10/20/2021			
Cómorbid Co	ndition Prese	it i	
Yes		No	
	Done	1	
	Add Anot		





To add declined records from the immunizations page, tap the red **Decline/Contraindication** button. Enter the Type, Date documented, whether Declined or Contraindication and the Reason. If this is the only immunization being declined select the **Done** button to finish or select **Add Another** to add additional declined immunizations.

All fields	are required	d to save Immur	ization.
Type			
Flu			
Date doc	umented		
10/19/20	21		
D	eclined	Contrained	cabon
Reason			
No Reas	n		
	an .		
	1	Done	
	177,5544	Another	

To inactivate active immunizations listed, swipe the item to the left and there is an option to **Inactivate** or **Delete**.

COVID-19 Vaccine, Single Dose 10/20/2021 by clinic	Active		
Flu 10/19/2021 by unknown W Reason	COVID-19 Var	Contractor crant to contract	
10/19/2021 by unknown	st.	Inective	ite Delete
Inactive	10/19/2021 by u	nknown	(3) <u> </u>
	Inactive		
2000			
Add Decline / Contraindication	1	102202	





Confirm the inactivation or deletion and then inactive immunizations will be listed under the Inactive group.

Pharmacies

To see the patient pharmacy list, navigate to the **Pharmacy** section in the patient's profile. If no pharmacies were added previously or by the organization through the Home Health web application, users can add them to the profile or add new pharmacies altogether (permissions based).



Tap the Add Pharmacy button and search through the Existing Pharmacies list or to add a new pharmacy to the database, tap the **Add New Pharmacy** button.

Existing Pharmacies	0
9. Search Existing Pharm	nacies
ABC Pharmacy	(555) 555-5569
Dafas, TX	
Blue Bunny	(214) 517-8888
212 Main Sk Rans, TX, 35076	
Cara's Pharmacy	(111) 112-2222
Address 7, Address 2 DALLAS, TX, 75248	
CVS (123) 588-9652	
123 Flowers THE COLONY, TX, 20058	
Cvs (469) 521-2689	
UD Dove Road, Suite 56 Deltas, TX, 75000	
Get Well Pharmacy	(555) 555-5555
ten extremes everilation	





Enter all information available. The Name and Phone Number are required.

			Haunt					Savu
Phart	nacy N	4ame	•					
Wak	greens	é						
Addre	ess Lin	e1						
674	Z E Ma	ocikin	gbird	Lan	ę.			
Addre	ess Lin	e 2						
			2.0					
City								
DAL	LAS							
*D/	ALLAS	2						
q	w	e i	r i	t i	6.	L	i c	p
а	s	d	đ.	g	h	j.	k	Т.
0	z	х	с	۷	b	n	m	0
							1	

Tap **Save** to save the pharmacy details. After the page has been saved, the pharmacy will be added to the organization list and the list of pharmacies for the patient. In the pop-up window, tap **Primary** or **Additional**.

Existi	ng Pharmacies	0
q	asth Existing Pharmacies	
Shelle	y's Pharmacy (214) 517-5400	
Tele and	liess system	
Step 2011	Add Pharmacy Would you like to make itstgemens the patient's privacy or additional pharmacy?	888
Texp	Panary	1890
While	Additional	5123
No.44	Cancel	

Users can call a pharmacy directly from the patient's profile by tapping on the phone icon. To delete a pharmacy from the list, select the trash can icon.







Performing Visit

From the Visit Details, tap on the **Start Visit** button.



If the user is not in the area of the patient's address, the following Warning will display:



The main menu of the visit is shown below. The following are examples of a Skilled Nurse Note. The visit is split into sections that can be expanded or collapsed. When categories are expanded, the arrow to the right will be facing downward. Tap on **Collapse All** in the bottom right to minimize all categories.

Required questions will have either a red asterisk* or it will be written that "At least one response is required" or "Must have answer."

Load Previo	ius
Visit Information	
fait info Castoria	
Vişit Çate	
09/24/2021	
Time Io	
Bitter Value	
Time Out	
Enter yakan	
Travel Time In	
Enter Volue	
Travel Time Out	
Enter Value	
Associated Mileage	

When completing a visit note, users can load previous documents by tapping **Load Previous** at the top of the current note and selecting a previous note from the drop-down menu. The last five completed visit notes of the same type will populate in the drop-down menu. Once a previous visit note is selected, the



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current note's fields will populate with data from the selected visit note. All fields will remain editable for the clinician to adjust as needed.

Users can edit patients' demographic information from the mobile device. To edit a patient's information at the point of care, navigate to the **Demographics** tab and select **Edit Patient Information**

Depending on the assessment being completed, there might be some built-in tests. The following is an example of a BMI Score. The score will be automatically updated while completing the test, depending on how questions are answered. The Total Score will show (green text in the circle), depending on the test, their score might put the patient in a group. The following example shows that based on the weight and height, the patient's score indicates obesity.

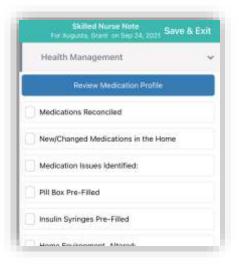
	24, 2021 Save & EXI
Enter Walue	mmHg
Blood Pressure Right Stantli	10
Estar Value	mmHg
BMI Calculator Weight (in pounds)	
Height (in inches)	
Height Britishes)	in

Medications

To add medications during a visit, go to the Health Management category and tap the **Review Medication Profile** button.







NOTE: The functionality of adding a medication works the same outside of the visit in the Patient Profile.

Inside the Medication Profile, tap on **Add New Medication**. Then search for the medication in the text box. Once found, tap on the medication.

		m
	teract and cause adverse effects. Please drug in interaction report.	2
N.	Add New Medication	
.	Sign Medication	
Active		
COUMADIN 2 2 bits - maily by 1	MG ORAL TABLET	
MULTI VITAMI		
	5 ML ORAL SUSPENSION)
Discontinued		
COUMADIN 2	MG ORAL TABLET	,

Write in the amount. Select the Physician, Classification and Routes from their corresponding drop-down menus. Tap the tab whether the medication is **New**, **Changed** or **Unchanged**. Move the slider if it is a Long-Standing Medication. Select a Start Date and Date Through. Write in the frequency, then move the slider depending on whether the medication needs to be added as new through an order or a current one found in the home. Once completed, tap the **Done** button unless there are additional medications, then tap **Add Another**.





mpunt		
Physician		~
Classification		\sim
Routes		\sim
New	Changed	Unchanged
ong Standing N	Nedication	
itart Date:	(m. e.e.)	
Date Through:	MANU MANU	obywny
Préguence		

If more than one medication is added, the system will automatically run them for potential interactions. If the system finds any interactions, they will be listed as a Warning highlighted in the color of severity at the top of the page. Tap the Warning. Then tap the combination of medications that are conflicting to read more. Tap Medications in the top left to go back to the Medication Profile.

	Medications	Done
	neract and cause adverse effect drug in interaction report.	s Please 5
	Add New Medication	
	Sign Medication	
Active		
COUMADIN 2	MG ORAL TABLET	0.00

NOTE: Interactions are only run for medications currently listed in the Axxess Axxess Home Health database.

Once a medication has been entered, edit by tapping on the name of the medication. Scroll to the bottom of the page to **Delete** (added in error) or **Discontinue** (patient is no longer taking this medication). After tapping Discontinue, confirm by tapping **Discontinue** again. It will then be listed in the Discontinued section of the medication profile.





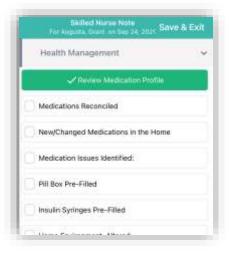
this me	want to discontinue edication?
Cancel	Discontinue

Once finished with the medication reconciliation, tap the **Sign Medication** button to verify medications have been clinically reviewed. Sign with a finger or stylus above the line after the X. When completed, tap **Done** in the top right.

Medications	Done
iteract and cause adverse effect drug in interaction report.	s. Please 🔾
 Add New Medication	
Sign Medication	

COUMADIN 2 MG ORAL TABLET

The medication profile button will change from blue to green showing reviewed.



Templates

When completing documentation, users can select a template from the **Templates** menu to populate the template's text in the associated text field for patient teaching and seamless point-of-care documentation.



50



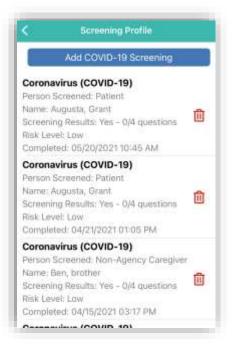
interventions	
COVID-19 Teaching Resource	
COVID-19 Vaccine Information	
Select Template	2
Enter address the	
Response to Care/Progress	
Intel ventions	
COVID-19 Teaching Resource	
COVID-19 Vaccine Information	
Select Template	5
PATHOPHYSIOLOGY: Alzheimer's disease is the most common cause bementia es the loss of intellectual and social at enough to interfere with activities of daily living. tissue degenerates and causes a steady decline and mental abilities. The course of the disease vit	ilities severe Healthy brain in memory
Response to Care/Progress	

COVID-19 Screenings

COVID-19 screenings can be documented through skilled nurse visits, OASIS assessments, therapy assessments and therapy visit notes. Select the **Infectious Disease Profile** button to navigate to the patient's Infectious Disease Profile.







To add a COVID-19 screening, tap the Add COVID-19 Screening button.

• 1	nfectious Disea	se Scree	GDC Resource	5
с	OVID-19 Scree	ening		ý
and se organi results user p	ete the following lect a risk level b cation's policies of this screening rofile.	ased on yo and proced	ures, The	
	ient			
Refu	ed Screening		0	
Terre	perature (°F)			2
E	inter Temperat	tonec		
the l	ive you traveled ast 14 days to a munity transmis:	country wit		
Quest	ion must be answe	red when cu	mpiete	
	Yes		No	
COV	o you have signs ID-19, such as fe tness of breath.	ever, chills,	cough,	

Choose the person screened and enter their name and relationship. Answer the screening questions and assign a risk level. Users can select a template from the drop-down menu to load it into the screening. Under the Templates menu, users can enter additional screening requirements or comments in the Additional







Screening Requirements section. When all the screening fields are complete, tap the Screening Acknowledgment slider. The Electronic Signature will autogenerate based on the time the form was opened.

C. AND COURT	Divesse Scree	CDC Resources
Addminal Screen	ing Requirement	
	STARTS CONT	
- Select Term		
broad gentline al an		
Screening Ackness Qualities must be		orpiero.
	above self-screw	
to providing can this screaring, i organization's p prevent the spre	 Based on the r have followed in olicies and proce rad of COVID-18 	weath of V states to
to providing can mis screaring, i organizations p prevent the spin Dectminic Signati	 Based on their have followed in officies and proce red of COVID-18 une 	weath of V states to
to providing car mis screaming, to organization's p prevent the spin Dectminic Signation Signature Clobe	 Based on the r have fishwed in oficies and proce rad of COVID-18 une 	weath of V states to
to providing can mis screaring, i organizations p prevent the spin Dectminic Signati	 Based on the r have fishwed in oficies and proce rad of COVID-18 une 	weath of V states to
to providing car mis screaming, to organization's p prevent the spin Dectminic Signation Signature Clobe	 Based on the r have followed in solicies and proce- uses of COVID-18 unit 	weath of V states to

Logs

Incident logs can be accessed and documented from a SN Note, PT Visit, OT Visit or ST Visit on the mobile app. To create an incident log from a Skilled Nurse Note, navigate to the Care Coordination category and tap the **Add Incident Log**.

	Incident Log For GJ Kim in 09/20/2021	
1	Palant information	
	Individuals Involved	
-	Type of Intident	
	Esthalize and Animes	
-	insided (Interfalian/Control of	
	Follow-Up	





Once documentation is entered in the Follow-Up section, the incident log can be signed and completed. A PDF version of the incident log can be accessed from the patient's chart. When submitted with a signature, the log will go to QA.

mut that			manage and
810.11			Arms to the
			IN DECEMPTORY.
develop 1	1000	istate	
	and the second se	tions processes	-ex (ad and 1
Tree planteer.		thrown a Mingroom.	deligioni regiline el terrore
			CONT OF STATE
Churchers, Bagererit		Circal Noniger	manufacture and
The Monager	and the second second	Altereting Physical	
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NAME OF TAXABLE			
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	and and		terrorisetter 1
31 mm			
Fare of Automation			
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of Tanana	Series .		
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(B.har)		be and	loane

Infection logs can be accessed and documented from an OASIS, SN Visit, PT Visit, OT Visit or ST Visit on the mobile app. To create an infection log from a Skilled Nurse or PT/OT/ST Visit, navigate to the Infection Control category and tap **Infection Log.**

 Skilled Nurse For Phyllon Alle 	Visit Holi 08/12/2021
Load Previous Note	
Infection Control	
COVID-19 What You Ne	ed to Know
Universal precautio	ons observed
Sharps disposed p	er biohazard P&P
Soiled waste dispo	sed per biohazard
Patient demonstrative regarding infection	tes knowledge deficits control:
nfection Control Surve	illance
New infection susp	pected
New infection diag	nosed.
Infec	tion Log
Infectious (Disease Profile
Save Note	Complete Note





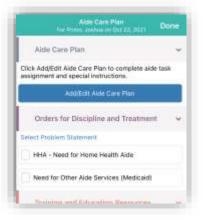
Complete the sections listed.



Once documentation is entered in the Follow-Up section, the infection log can be signed and completed. The saved log will appear in a report for infections that require a follow-up. Completed reports will appear in a report for infections.

Aide Care Plan

When documenting an OASIS or Skilled Nurse Visit on the mobile app, clinicians can add and document an Aide Care Plan. To document an Aide Care Plan from an OASIS visit, navigate to the **Aide Care Plan** section and tap **Add/Edit Aide Care Plan**.



The following tabs appear on the Aide Care Plan.





Aide Care Plan	
Things to Report	
Special Considerations	
Plan Details	>
Notifications	
400 - 19 - 19 - 19 - 19 - 19 - 19 - 19 -	
Complete N	itin .

The Signature Date and Time fields pre-populate with the current date and time and can be edited as needed. When **Complete Note** is selected, the Aide Care Plan will appear in the Schedule Center in "Pending OASIS Approval" status. The Aide Care Plan will then flow to the QA Center to be approved. Once the Aide Care Plan and OASIS have been approved in QA, the care plan can be linked to scheduled aide notes.

OASIS

Edit Patient Info

To edit a patient's information at the point of care, navigate to the **Demographics** category and select **Edit Patient Information**.

Demographics For Prink, Jushia on Oct 22, 2021	Doge
Demographics	7
Edit Pallant Info	
atient Information - READ ONLY	
M0040 - Patrem Name: - READ ONLY First Name - READ ONLY	0
Joshua	
MI - READ ONLY	
Eviter Value	
Lest Name - READ DNLY	
Primo	
Suffix - READ ONLY	
Birther Malae	
M0066 - Birth Date: - READ DALY	0





ł	Idit Patient Information Save & E	кıт
P	stient Information	2
R	ace/Ethnicity	2
P	atient Language)
P	ayment Source	2
A	dmission Source and Timing (PDGM)	: 3
Ē	olsode Management	3
5	tate Surveyor/Auditor Access	3
A	oditional OASIS Demographics	2

The page will open and display the following information captured at intake. Required fields will appear with asterisks. Update the information on this page as needed. Users will have the opportunity to enter a mailing and visit address for the patient. Tap **Save & Exit** in the top right to finish updates.

	Edit Patient adarmatic	" Save & Exit
imary (Address	
Primar	y Address Line 1	
1600	0 Dallas Pkwy	
Primar	y Address Line 2	
Erta	r Addhess	
M006	0 - Primary Zip Gode	
7524	18	
Primar	y Zip 4	
Fister	2.0	
Piina	y County	
Collin	n County	
Primar	y City	
DALL	LAS	
M0058	0 - Primary State	
TEX/	AS	

Advance Care Plan

When completing an OASIS assessment, an **Advance Care Plan** section appears in the **Prognosis** category. Users can tap the **Advance Care Plan** button in this section to document advance care planning while in the OASIS.





	gnasis va en Det 72, 2021	Done
Advance Care Plan	6	~
Advance	Care Plan	
Note: If patient does not hi please select 'Need for Ad problem statement from 'C Treatment' to provide inter with Advance Directives in	Ivance Care Plann Orders for Discipli rventions to assis	ning' ine and t patient
Plan of Care: Progr	nosis	9
Select a response.		
Guarded		
Poor		
Fair		

Once **Advance Care Plan** is selected, seven options for advance care planning will appear:

- Advance Care Plan
- Living Will
- DNR, Out of Hospital
- Durable Power of Attorney for Health (A text box for Name and Relationship opens)
- Physician Orders for Life-Sustaining Treatment
- Medical Orders for Life-Sustaining Treatment
- Other Legal Documents Valid Under State Law

Users can also document four options for treatment preferences. At the bottom of the screen, a Comments text box is available for users to enter any additional information.





	Advance Care Plan Save	RENIT
Adv	anced Care Plan	
Advinced	Care Plan/Admission	
or a sumo provide la	patient have an advance care plan gate decision make AND able to gal documentation for the home dical record?	0
Yes		
😪 Adr	vanced Care Flan	
1:00		
1 C	Jving Will	
	WR, Dut of Hospital	
0		
	WR, Out of Hospital	
	NR, Out of Hospital Durable Power of Attorney for Health Ynysician Orders for Life-Sustaining	ibmen)t

Emergency Preparedness

To document emergency preparedness information from a comprehensive assessment, navigate to the **Risk Assessment** category and tap **Emergency Preparedness.**

Risk Assessment For Press Justice on Oct 22, 2021	Done
Hospitalization Risk Assessment T and Emergency Preparedness	osis
Choose a lisk assessment tool based on igency preference.	
SMH Project BOOST-Hospitalization Readmin Assessment Post-Acute Care	ssion Risk
HHQI- Acute Care Hospitalization Risk Asses for Patients Without Hospitalization, 30 Days Acute Care or Recent Discharge	
Envirgency Preparedness	
Note: Please enter required emergency preparedness information to update chart.	s
Risk for Hospitalization	0
Height/Weight	

The following tabs appear under Emergency Preparedness.



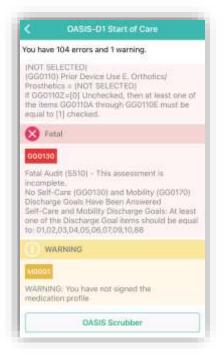


Emergency Preparedness	
Additional Emergency Preparedness Information	1
Evacuation Zone	
Comments	

Tap **Save and Exit** to return to the assessment when you are finished documenting emergency preparedness details. The Emergency Preparedness will change to green with a check mark to confirm completion.

Scrubber

The OASIS scrubber can be used to audit OASIS assessments for clinical inconsistencies, coding inconsistencies, fatal audits and CMS warnings, so clinicians can correct any errors and maintain accurate OASIS documentation. Once an OASIS is completed on the app, tap the **Check for Errors** button to run an OASIS audit. Once the audit is completed, the **OASIS Scrubber** button will appear at the bottom of the assessment.



Tap the **OASIS Scrubber** button to open and review a PDF of the findings. Tap the **<Back** option in the top left to get back to the errors/warnings.





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Audit and Signature

The app enables users to audit, sign, complete and submit OASIS assessments at from the device. Auditing an OASIS assessment ensures that all OASIS questions have been answered and enables users to correct any errors that are identified. To run an OASIS audit, complete the OASIS documentation and tap **Save & Exit** or **Check for Errors**. When the audit is complete, a list of errors and warnings will appear for correction.

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	DASIS Scrubber

Select an error or warning from the list to view the OASIS question. A description of the error will appear at the top of the screen, followed by the OASIS question





and response items. Select a response to resolve the error and click the arrow icon in the bottom-right corner to advance to the next error.

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3 - Three			
4 - Four or	more		
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Once all errors have been corrected, the HHRG and case-mix calculations will appear. The expected payment amount will also appear for users with the appropriate permissions. The signature page will be available once the users taps **Save & Sign**. The page will include all options available on the web signature page. Tap **Save & Exit** once all steps have been completed. OASIS assessments cannot be submitted until an audit is completed.

Completing Visit

To leave the visit and save progress, tap on the **Save & Exit** button in the top right of the visit menu.

Load Previous	
Visit Information	3
Vital Signs	3
Neurological	3
Respiratory	3

To return to the visit, tap on **Documentation** button. To leave the patient's residence before documenting is finished, tap on the **Patient Signature** button.





100	ocumentation	D C	Patient Signature
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When documentation is finished, tap **Complete**.

Integumentary	3
Pain Profile	3
Endocrine/Hematologic	ು
Nutrition	,
Complete	C Expand All

Confirm the Signature Date, enter the Signature Time, then tap **Complete**.

6	Compl	iete Note
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9/29/2	2021	
Signatu	ire Time	
Enter	Time	
Signatur completi		are required when
0	complete.	Save and Exit

This is when the Electronic Visit Verification process begins. If the patient is not able to sign, tap **Select Unable to Sign Reason**, and choose the reason why they are not able to sign from the following options:

- Physical Impairment
- Mental Impairment
- Other (must indicate other reason)

Tap the **Collect Patient Signature** button.





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The patient is then prompted to enter their signature. Either sign with a finger or use a stylus. When finished tap on **Done** in the top right.



Tap the Get Staff Signature button.

Complete Note	Visit Verification	
	Re-Sign Patient Signature	
	Select Unable To Sign Reason	
Enter reason your location is not nee	r the natient's home address.	

The clinician is then prompted to enter their signature. Either sign with a finger or use a stylus. When finished, tap on **Done** in the top right.

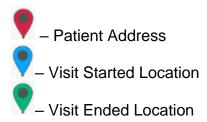
A completion confirmation will display along with instruction that the organization's QA department will be reviewing the visit. Tap on **OK**.







On the Visit Details page, to see the Electronic Visit Verification, tap on **Visit Log**. The Visit Verification page shows the Verified Time In & Out and the Signature along with the:



Tap on **Back** in the top left to get back to the schedule. From Visit Details, tap on **View Documents**. This will show the PDF printed version of the completed visit. Tap on **Visit Details** to go back.





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NOTE: EVV time in and out will not automatically pull to visit notes. Time in and time out must be documented inside visit note.

Patient Voice Recording

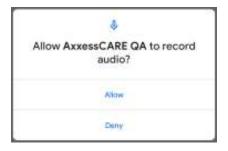
Users can collect a patient voice recording after selecting **Patient Unable to Sign**. When a patient cannot provide a signature to verify services, select **Patient Unable to Sign** and select the reason that a patient signature cannot be obtained. After specifying a reason, select **Collect Patient Voice Recording** to capture the patient's audio voice recording.

Collect Caretaker Signature	
Collect Patient Voice Recording	
Aatch Patient Location Address	
	Collect Patient Voice Recording

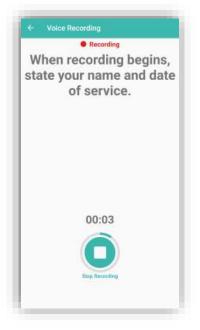
Select **Start Recording** and instruct the patient to state their name and the date of service.







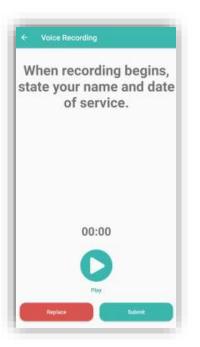
Select **Stop Recording** to end the recording once the patient has stated their name and the date of service. The recording will stop automatically if not ended before 30 seconds.



Select **Play** to play the recording. Select **Replace** to re-record or **Submit** to submit the recording. Once submitted, the **Patient Voice Recording** button updates to green to indicate that the recording was saved, and the user can continue completing the visit.







The Patient Voice Recording label will appear on the visit EVV log attached to the visit on the Axxess CARE app, instead of the patient signature, to indicate that a voice recording was collected to verify the visit.

O Patient Voic	e Recording
Patient Locati	00.
Vint Started L	ocetion
Visit Ended Lo	station

Once the visit is complete, the patient voice recording is saved and stored on the Electronic Visit Verification (EVV) Log screen.

QA Returned

While the visit is being reviewed by the organization's Quality Assurance (QA) staff, the visit status will show as Reviewing.







Once it has been returned from the QA staff, it will show as an "Alert" in the Message Center. Tap on the unread message/alert to view.



The message from the QA staff is listed in orange.

4 20092000 ₹ <	90.54 AM Message	🕈 🖬 60% 🖬
03/17/2021 - Hi To COPD Manageme AxxessCARE De	ent	(Visit Details)
Please add more i Thu, Mar 15, 2021		
Enteryour of	unslage here	
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The orange counter on the Home page will also change. Tap QA Returned.







All visits that have been reviewed will be listed on the Returned by QA page. Tap on the visit to review the notes.



The reason why the document was returned will be listed at the bottom of the page in the Return Comments. Tap on **Edit Documents** to make the requested changes, which will return to the visit. Make requested updates inside the visit, Complete again and re-sign.

< Back	Visit	Details
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Paid

Once the visit has been reviewed, approved and/or co-signed by the organization, the following notification will appear:



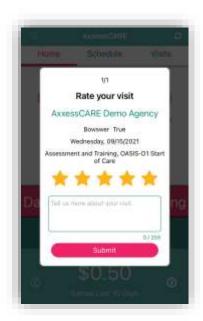
The next time logging into Axxess CARE, the system will prompt for a review of the organization.



Tap on the star rating to give for the visit; the stars will change to yellow and the **Submit** button becomes active.







The status of the visit will update to "Paid." The Paid visit will now be housed in the All Visits section. Tap on the visit to view the details.

11000	Visits	
	Filter by Status - D	obe •
Skilled Nurse Visit Paid Yorg, Paul	89/08/2023	×
Skilled Nurse Visit Completed Vierg, Itual	08/15/2021	8
OASIS-D1 Start of Ca Reviewing True, Trueseer	ow15/2021	ž
Skilled Nurse Visit	BOUTALIDD T	2

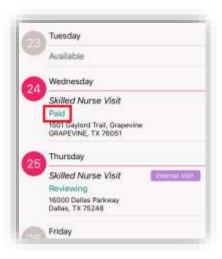
The Visit Details page shows the updated status, as well as when and how much the user was paid for the visit.

The visit will also have an updated status in the schedule.

NOTE: Payments can take up to five business days to show up in the clinician's bank account.









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