

HOME CARE OVERVIEW TRAINING MANUAL January 2022



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axxess.com



Table of Contents

LOGIN TO AXXESS	3
AXXESS PLANNER	3
NAVIGATION MENU	4
Home	4
Create	6
View	14
Clients	16
Schedule	19
Billing	22
Employees	23
Admin	25
Reports	27
Help	28
RESET SIGNATURE	30
RESET LOGIN PASSWORD	31
Current Login Password is Unknown	31
Current Login Password is Known	32
HELP CENTER	33





LOGIN TO AXXESS

Navigate to <u>www.axxess.com</u>. Select the **LOGIN** button.



Input user credentials and select the Secure Login button.



AXXESS PLANNER

The Axxess Planner displays pertinent information specific to a user. Shortcuts have been placed on the left side of the page to allow for easy access to the Axxess applications the organization is using. Clinicians can also see upcoming visits, past due visits, unread messages, and a map of today's visits. To access client charts, document a visit or bill for a particular client, select the appropriate Axxess application on the left side of the page.

CAXXES		Wednesday, Onr 21, 2021 02:02 PM Obunit, Bay of In N207	and serie serie series states they be	11
Training & Education		Taday's Visita Schodule (1) 😜 1 (Medwada, Car 27, 2012 5 0		
Harry Health	-	Tiki Red Narte Visit - Matsile Rem JISS ABABA 1900 Delles Perferen Tatle 7089 Delles 75	The Annual Annua	10
Assess Training Agency		TIGUE DALLAS, TX TIQUE SINCI 795-5990	and the second second second second	
Haspice		Control	Acceleration in Daily Survey and Acceleration	
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Garess DDE			Passed monor bill superior bernard	5
ALLERS RCM				
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- 3



NAVIGATION MENU

Once logged in, the navigation menu at the top will allow for easy access to the data.

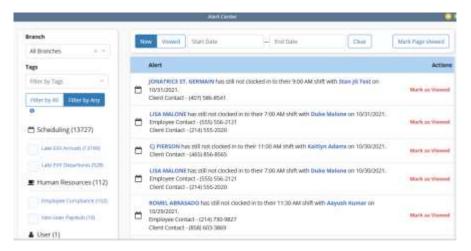


Home

The Home menu allows access to the following actions based on permissions granted to the user.



Alert Center - Various administrative alerts are generated in this screen for an organization to act on.



My Account - Users can quickly edit their profile or reset their signature.

🖶 Home	J Create	Q View	Clients	🛗 Schedule
Alert Center	Ş			
My Account		Edit Profile		
Quality Assurance (QA) Center			Reset Signature	
Mu Schadul	Tacke			





Quality Assurance (QA) Center - View tasks that are pending approval by the QA Nurse.

		Data Rango 📑	Brench Dallas	 Client Statu 10/31/2021 	a - Salect - Teg Type	× - Select	•	Eacel Export Refinals
				nter 🔘 Virenge by Yasik 🔘		Start 7) prog		
	Client	Date +	Task	Sta	tuin .			Assigned To
0	10HINSON.	10/08/2021	Peri Stote - Will M R	Sub	mitted with Signat	une 🙀		RamaRar Axxess R#
	johnatori, FLOWER	10/09/2021	New Service (Man-)	EA. Sub	mitted With Signat	wa 🖗		Ramalkar Axxens RI
	BEHES.	10/09/2025	SN Vist-Courtney	Sub	matted With Signat	ure 🕫		Melisa Gonzalez RN

My Schedule - View the schedule/tasks in a list view.

October 2021	> [Temp] [100	a need the la		- teat	9 3	1 1017
Loning	Mandag	Barrieg	Minkatalay 7	Norsky	triang to	anoty
*						
18	1	Line (1000)	0	- 14	8	
		10 100 100	30			
	21		12 ¹		-	
			AVAIL NO.	The second se	Dame.	National Pro-

My Dashboard - Opens the Home Care dashboard.

Andread Strategiese and a
tions & lightner succession at 1000 genetic traveless the test plants to an ideation frames for the succession of the space of the same of each state of the second state of the same of





My Messages - Opens the Message Center to view/send messages.



Create

The **Create** menu allows access to the following actions based on permissions granted to the user.

Create • Q. View •	A Clients
Client	>
Referral	>
anguary	
Care Period	
Message	
Communication Note	
Personnel Note	
Authorization	
Order	
Facility	
Payment Source	
Physician	
Contact	
incident/Accident Log	
infection Log	
Physician Face to Face 8	Encounter
Pharmacy	
Treatment	

Client - Allows a user to create either a Medical or Non-Medical Client.

Create	Q View	III Clients	🗰 Schedule	CC Bil
Client	- U		Medical Client	
Referral			Non-Medical Client	£
Care Period				
Message				





Referral - Create either a Medical or Non-Medical Referral.

🖌 Create	Q View	Clients	🛗 Schedule	🖾 Billi
Client		,		
Referral			Medical Referral	
Care Period			Non-Medical Refe	rral
Message				

Inquiry - Opens a new window that allows a user to create a new inquiry for a potential client.

Contact First Name *	ML	Last Name *	Client Fin	st Na	me	MA	Last Name
Contact Phone Number *			Client Ph	one N	lumber		
Home - 🞫 1	- En	ter Phone Number	Home	+		-	Enter Phone Number
Agency Branch *			Comment	ts			
Select Branch							
inquiry Date +							
11/01/2021							

Care Period - Opens a new window that allows a user to create a care period for a client.

		New Care Period	ii.		
Client					· Required
	Client		- Select Client -	•	
Details					
Care Period Start Data		a*	Start of Care Date		÷
Care Period Longth	Open	v	Case Manager	- Select user	~ *
			Primery Physician	Start Typing	0
Comments 📦 (dia 2009) Hone					
					A





Message - Opens a blank message to compose to another user in the system.

		New Message Access Testing Agency	
w Mes	sage		Cancel
	То		
	Subject		
Send	Regarding	- Select Client -	
	Attachments	Browse No file selected.	

Communication Note - Creates a new communication note for a specific client/care period.

	New Communicator			
	Regarding		Physician	
Client Name	– Select Clent –	v * Physician	Start Typing	Q
Care Period	Select Care Period	w * .	New Physician	+
Dute	10/31/2021	m*	3.2 ×	
		Communication Text		
Subject Line				
		Load Templace		*
		View News 5000 characters remaining		A
-		risu fave 5000 characters remaining Messaging		A
Send note as Messag	ge when Completed			
Send note as Messag	ge when Completed			
Staff Signature	ge when Complexed	Messaging		







Personnel Note - The personnel note is permission-based and enables organizations to document employee communication

	New Petromei Note Access Testing Agency		- Desired
	Augurding		- 146,045
Ingiopie Rann		Select Employee	
Date		10(31)(2001)	a.
Type		Select Type	· w *
	Personnel Text		
Subject Line			
	Timed Template		-
	Har New 2006 Adversery remaining		
	Hemaging		
🗇 Send rom as Manage where Go	ngluted		
🙄 Sent rota as Manage when Co			
🔲 Sent rou as Munage where Co	Nyleted Trigliyyee Cammenta/Religione		
🗇 Send rots as Nasage wher Gr			
 Sent rom as Numage where Co 			
 Sent rom av Namage etor/Co 			
 Sent rom av Namage etor/Co 			
C Sent rom as Namage where's	Employee Commental Engenne		
C Sent rom as Namps where's			
C Sent rom ar Namps etoriCo	Employee Commental Engenne		
	Proprioree Continuential Temperature Particul III Aurorative recently Attachesisetia		
	Employee Contractly Technology Tech On Intel Di Astrony Security Attachtionies ar the spherad held, before so spherad hele piecewised with this person		
	Employee Contractly Technology To top 10 decays eveny Attachesista or the uphase links between uphase the phasested with the prever freedow.		
	Employee Contraction Endportee To not 20 downers wearing Attachesistic or the uphoad field. Britan or uphoad fire attacated with the preven- Freedom to the units of the strength of the preven- Freedom to the units of the strength of		
	Employee Contractly Technology To top 10 decays eveny Attachesista or the uphase links between uphase the phasested with the prever freedow.		
	Employee Contraction Endportee To not 20 downers wearing Attachesistic or the uphoad field. Britan or uphoad fire attacated with the preven- Freedom to the units of the strength of the preven- Freedom to the units of the strength of		
	Prophysic Contraction Incomercy Processing Contractions Attachments Incomerce Contractions Freese Contractions		

Authorization - Creates a new authorization detail for a specific client.

Deçail					
Clant Nette	- Select Client -	* *	Authorized Tasks	Select options	
Start Date		m*	Status	Select Status	v *
End Date		*	Authoritation Number		
Select a Chent, Start Date, and	f End Data in order to populate this lite				
Payment Source	- Select Payment Saurce -	÷			
Units Units		•	Select the days the authoritation is serve as selecting all days and son		
Units Units Unit Type	- Select Unit Type		same as selecting all days, and would ap of the week.	ild allow services to be perfor-	med an any
Units	Select Unit Type	•	same as selecting all days, and wou	ild allow services to be perfor-	med an any
Units Unit Type	1. 19 States and a state of the		same as selecting all days, and would ap of the week.	ild allow services to be perfor-	med an any
Units Unit Type	1. 19 States and a state of the		same as selecting all days, and was day of the week. Days authorization restricted to Taxel Units.	ild eilow services to be perfor	med an any





Client Name *		Care Period *		
		Select Care Period	-	This order is for the next care period
Date *		Time *		
MM/DD/YYYY	m	Enter Time	0	
Physician				
Physician *				
Select Physician	1	💭 Do not send	No physicia signature n	
Order Text				
Summary/Title *				
Order Description *				

Facility - Creates a new facility within the Home Care system for selection.

nformation						* = Required Fig
Name		*	Contact First Name			
Country	United States 👘 👳	*	Contact Last Name			
Address Line 1	Street and number, P.D.box, q/o	*	Email			
Address Line 2	Apertment, suite, unit, building, Rox		Primery Phone *			
City/Town		*	Faci 🔳 1	Enter	Phone Number	Extri.
State	×	*				
Postal Code		*	Fax Number		Add Alterr	sate Number
			m 1 ···································	Enter Fa	a Number	
Comment						





Payment Source - Creates a new payment source within the Home Care system.

	New Payment So	urce Akiess Testing Age	mcy		0.0
Information	Information			* = R	equired Field
Documents	Display Name Invoice Type	0.+	Payer Type Bill Type	None; no charge for current se ~ Institutional	•
	O 18-04		facility Type	-Select Facility Type •	0
	O HCFA 1500		Taxonomy	Start Typing	
	O Invoice) .	Tox ID	Stand-Alone Branch Tax ID or / ~	0+
			Agency NP1	Stand-Alone Branch NPI or Age ~	0
			This paym Provider 1	ent source requires a Secondary D 🛛	
			This paym limits	ent source includes family care provider	0)
			Agency he	s a contract with this insurance	D.
	Billing Requirements				
	Rounding Policies Select a rounding policy to calculate bill ra Rounding policies do not apply ta visit an		e selected, bill rate	s will calculate based on actual task duratio	и.
	O Bound by Time		Round by Te	nk Duration	

Physician - Creates a new physician within the Home Care system.

	New Physician Acces	s Te	sting Agency				2 🔍 🕄
Search Physician						*.	Required Rel
	NPI Number Lookup	- 67	tert Typing				
Physician Information							
First Name		*	Credentials				
Middle Initial			NPI Number				*
Last Name		*	Other Provider ID				
Taxonomy Code			PECOS Verification			Not Che	cked
Physician Address							
Country	United States = -	*	Order Delivery Method		Delivery Metho	nd	* *
Address Line 1	Street and number, P.O.Box, c/o	*	Primary Phone *				
Address Line 2	Apertment, suite, unit, building, flo	ł.	Work - 📰 1	Enter	hone Number	Extrs.	
City/Town		*					
State		*			Add Alteri	sate Numb	ir i
Postal Code		+	Fox Number				
Eastaha	- Select Specialty v	*	MI 1	Enter Fax	Number		





Contact - Creates a new contact within the Home Care system.

	New Contact Aoress	Tes	one Agency	
nformation				* = Required
Company Name			Contact Email	
Contact First Name		*	Contact Type	- Select Contact Type - 👻 *
Contact Last Name		*		
lddress				
Country	United States = =	*		
Address Line 1	Street and number, P.O.bin, c/n	*		
Address Line 2	Apartment, suite, unit, building, flo	8		
City/Town		*		
State		1.1		
Postal Code		*		

Incident/Accident Log - Creates a new incident/accident log specific to a client.

	New Incident/Accident	Log Alo	ess Testing Agency		<u> </u>
Information					* = Required
Client	Select Client	¥ *	M.D. Notified?	Yes	v
Care Period	- Select Care Period -	~ *	Family/CG Notified?	Ves	*
Type of Incident		*	New Orders?	Yes	×
Date of Incident		*			
Physician	Start Typing	9			
	New Physician	+			
ndividual(s) Involved					
Client	Caregiver	- 3	Imployee/Contractor	C Other	
Description					
Describe Incident/Acciden					
		Load T	erriplate		





Client *		Care Period *		Date of Infection *	
Select		Siriect	-	Type or Select	
hysician			Treatment Prescribed*	M.D. Notified *	New Orders *
Enter Physician		٩	Yes No NVA	Yes No NA	Yes No NIA
New Physician					New Order
					THE REPORT OF THE PARTY OF THE
ype of Infection					THEM IN DR
	ary Skin Wound	Unitary Other			. Here is the
Gastronitestrial Respirato	ory Skin Wound	Unitary Other			
Type of Infection Generatestinal Respirate Treatment/Antibiotic Select Template	ary Skim Wound	Univery Other			-
Gastrointestinal Respirato	ny Skin Wound	Uninary Other			

Infection Log - Creates an infection log record for a specific client.

Physician Face to Face Encounter - Creates the face-to-face encounter documentation for a specific client/care period.

Client	Information		Physician	* = Require
Client	Information		Physician	
Client Name	- Select Client - v	Physician	Start Typing	Q. *
Care Period Associated	- Select Care Period 🗸 🔸		New Physician	+
	Pace 1	o Face		
Face to Face Encounter Date			10/31/2021	
O POC Certifying Physicia		O Non POC Certifying	Physician.	
and the home health periods provided are	Physician franc to Fast Descenter request document that no realizely reasonsy. The physician will carrily by signing the f issue, diagnosis, or condition related to t	son äs fören entstanden datannenk and r	aturning to the Norme Newlife agency:	555 STANIGSS





Pharmacy - Creates a new pharmacy within the Home Care system.

formation						*.	lequired
Name		*	Primary Phone *				
Country	United States = =	*	Work - = 1	- Enter P	ione Number	Extric	
Address Line 1	Street and number, F.O.Inco, e/a-	*				Directory	
Address Line 2	Apartment, nutle, unit, building, fluc		Fax Number		Add Alter	nate Numbe	5
City/Tawn		٠	Paz Number				
State		*	Mil 1 -	Enter Fax	lumber		
Pastal Code	0 0 + E 3	*	Contact First Name				
			Contact Last Name				
			\$mail				
Comment							
							1
							-

Treatment - Creates a new treatment within the Home Care system.

Title				
Instruction	Title			
	Instruction			
A				1
You have 5000 characters remaining		w have \$000 characters	ensing	

View

The **View** menu allows access to the following actions based on permissions granted to the user.

Q View 📐 📧 Clients	🛗 Schedi
Orders Management	•
OASIS Management	•
Lists	•
Print Queue	
Blank Forms	





Orders Management - View orders that are pending co-signature, pending physician signature, orders to be sent and orders history.

Q View 📰 Clients	🛗 Schedu	le 🛛 Billing 😣 Employ
Orders Management		Orders To Be Sent
OASIS Management	•	Orders Pending Signature
Lists	•	Orders History
Print Queue		Orders Pending Co-Signature

OASIS Management - Location to review OASIS ready for export, OASIS previously exported and OASIS that have not been exported.

Q View	Clients	🛗 Sche	dule	CO2 Billing	🕒 En
Orders Ma	nagement		•		
OASIS Man	agement	15	• 0/	SIS Ready for E	xport
Lists			• Ex	ported OASIS	
Print Queu	e		No	t Exported OAS	iis
Blank Form	15				

Lists - View items in the system, such as a list of Referrals, Clients, Physicians, Payment Sources, etc.







Print Queue - Displays tasks that are ready to be printed and delivered to the appropriate recipient.

		Prive Queue (Annal Testing Agency			-
	Branch Dates	v Dote Range	10/24/2021	10/31/2021	Excerized Technol	_
	() Resp by th	erri 🔿 droug by Sater 🔿 dr	nug by Tatk 📋 Broug by Clin	Nias Sort Typey		
	Client	Date -	Task	Status	Employee	
	JOHNSON, FLOWER	10/28/2021	Physician Order	Submitted Pending Co- Signature	Remaikar Assess EN	a
0	JOHNSON, FLOWER	10/28/2023	Physician Grider	Submitted Pending Co- Signature	Ramakur Aoxess IN	-
0	MALONE, DUKE	10/28/2021	Physician Order	Submitted Pending Co- Signature	Lisa Matone RN	ä

Blank Forms - View blank versions of visits to be printed and filled out manually.

	Dalas v	
Assessments	Visit Notes	Coordination of Cares
5N Assessment (Start of Care)	Skilled Nurse Visit	SN Discharge Summary
PT Evaluation	SN Psychiatric Visit	60 Day Summary/Case Conference
OT Evaluation	PT Vioz.	Transfer Summary
OT Re-Evaluation	PT Discharge	Communication Note
ST Evaluation	OT VISR	Coordination of Care
MSW Evaluation	ST Wet	PT Discharge Seminary
PT Re Evaluation	5T Discharge	OT Discharge Summary
MSW Assesument	HHAAde Wait	Initial Summary of Cere
Non-QASS Start of Care	MSW Visit	5T Descharge Summary
Non-QASIS Recentification	MSW Discharge	Personnel Note
Non-GASIS Discharge	Dietician Visit	Supervisory visits
SN Assessment (Recentification)	PTA Visit	Types of the Decision of the Constant of the State
ST Re-Evaluation	COTA Viut	LVNULPM Superveicity Visit
PT Reassessment	MSW Progress Note	HED/de Supervisory Visit
All development	Date Kona	PTA Supervisory Visit

Clients

The **Clients** menu allows access to the following actions based on permissions granted to the user.







Client Center - View client charts within the system, including Active, Pending, Discharged, Non-Admitted and Hospitalized clients.

			Client Centur	Anness Testing Altericy					
Brunch -	- Al Branches - 🗸 👻	Create + View +	Profiles + 1	Schedule + Docume	nts + Billing +				
Status A	ktive 🗸							Quick Re	ports
Туре Л	u ~	\sim	ABABA	JESS L. O	CNB			Client Profile	^
Payer A	u v	S	Female, Age	41 - MRN: GDS11192030				Treatment Pro	für
Tags		11-5	Physician: Ab	butt, Nicole				Medication Pro	stie
Find	11000	DDB 03/12/1980 Phone (866) 795-5990 SOC 07/22/2021 Phone Type Work						Infectious Dise Profile	950
Last Nam	ie – First Name –	~		100 - Canada	Medical	18	via.	Immunization	Profile
ABABA	JESS L	(Change Photo)		[[Directions]] Admitsions	Contraction of the local division of the loc			Allergy Profile	
ABEL	AMY	1	Refresh	Schedule Activity	Change Status			Authorizations	Hitting 👻
ABIJO	TOFUNM	-							
ABRAMS	JUANITA	6	roup by None	Y Show AI	✓ bate The C	are Period ~ 09/	10/2021	Open	E
ADAM	BILDAD	Task	Date -	Time In - Out	Assigned To	Status			Action
MADA	MARCIE	SN Test	09/22/2021	N/A	Joel Canedalla RN	Not Yet	#	8	
ADAMS	ANDY					Started			
ADAMS	JACK	SN Psychiatric	09/23/2021	10:00 AM-11:00 AM	Cj Pierson RN	Not Yet	*	8	
ADAMS	KAITLYN	Assesament	11220000000			Started		-	-
ADAMS	MARCIE	Skilled Nurse Visit - Mobile	09/24/2021	09:00 AM-05:00 PM	Siddhi Chechani RN	Not Yet Started	ñ	8	
	TOM	MSW Evaluation	09/27/2021	01:00 AM-02:00 AM	Wendy Amerson BN	Missed		8	
ADAMSSS	State of the state	M2W CVBRADDER							(A)

Referrals - View a list of pending referrals and begin the admission process.

		Ro	ferral List Acco	ess Testing	Agency				3 🗧 🕻 🖉
		Branch Dalas Filte	v er by Text Start	Client Type Typeig	A	۷			New Referral + Excel Export Refresh
Referral Date	Name	Admission Source	Date of Birth	Sex	Status	Created By	Medical		Action
10/01/2021	Five, Client		02/14/1950	Male	Pending	Celestian Rosales RN	Yes	4	Edit Delete Admit Non Admit
12/12/2019	igbe. Kelechi		01/10/1970	Male	Pending	Kelechi Igbe RN	No	ä	Edit Delete Admit Non Admit
10/01/2021	Johnson, Oscar1		10/04/1960	Male	Pending	Ramalkar Axxess RN	Yes	4	Edit Delete Admit Non Admit
06/17/2021	Long, Greg		05/01/1971	Male	Pending	Greg Long RN	No	ē	Edit Delete Admit Non Admit
08/11/2021	Malone, Barbara		01/18/1946	Female	Pending	Lisa Malone RN	No	8	Edit Delete Admit Non Admit





Inquiries - View a list of inquiries to be edited, converted into referrals or removed.

				Na	Ary List.				
Branch					Date	Range			
Select B	unides.				06	01/2021		- 11/01/2021	
								Derite	port Additinguity
inquiry Data *	Contact Name	Contact Phone momber	Client Name	Client Phone number	Created by	Created	Comment		Actions
a609/7025	HANS. VANESSA	(798) 563-1232	s.,		ESTILLOSO, DHESSADEL	88/12/2021			Convert to Referral OF 18
06/12/2021	1151, 1451	0000000000	8		CASTRO, SALVADOR	06/12/2021			Camount to Referral
08/16/2021	BICKFORD, 54L	1407) 596-5821	b .		ST. GERMAN JONATRICE	6 08/16/2021	test test		Cenvert te Bafarral

Pending Admissions - View and add new clients for admission into the system.

		Pending Client Admin	NOTE AKRES	i Testing A	e mity			
	Branch	Dallas v Filter by Text	Client Typing			ā.		tiew client + Caret Expert Genesit
MRN	Client	Referral Source	Jer.	Medical	Branch	Reg. SOC	Zφ	Attion
N10152020	Jason, annahg		Male	Yes	Dellas	10/13/2020	15784	tatt Admit hem-Admit
12345578	Alsmadi, yesmin		Female	Yes	Dallas.	07/14/2021	75248	Erit Admit Non-Admit
AC10122021	Ciement, Dame		Male	Yes	Dalles	10/12/2021	752/48	tal Admit Non-Admit
RK02212145	Client, Pending		Male	Ves	Dalles	02/22/2021	752.68	Edit Admit Non-Admit
343	atar, arastar		Female	Yes	Dalkas.	02/21/2018	75243	Edit Admit Non-Admit
852	Dos. Jane		Female	Yes	Dallas	01/15/2019	47130	Fall Aurol Nuts-Admet

Non-Admissions - Inclusive list of all non-admissions logged in the system. From this screen, a user can also admit a client if they were marked incorrectly.

			Non-Adminer	Clents] And	estenne A	letký -				1	1.18
		Branch D	alas	v) filter	by Yest [Siz	et Typing			6		lænt + Export KS/h
MRN	Client	Insurance	DOB	Phone	Phone Typ	Sea	Non-Admit Reason	Non-Admit Dat	Medic		Action
	Ete. Xy		01/02/1987	(464) 356-4567	Home	Male	Other	10/19/2021	tes		Agnet
	Seev. Luna		03/18/1971	1546546546	Rome	Mole	Referral Refused Service	18/20/2021	res		Admit
112112212	Smith, Nancy		02/05/1090	(444) 444-8484	Home	Female	Inappropriate For Home Care	07/15/2021	ne.		Almil
657567	Ghghi, Hgghg		01/25/1962	(857) 857-6576	Mobile	Main	Other	07/12/2021	Yes.		Admit
ACT002	jonės. Mac	Test UB : 125456	10/06/1952	1234569999	Mobile	Male	Out of Service Area	67/02/2021	Yes		Admit





Hospitalization Logs - Clients that have been transferred to the hospital by completing a Transfer OASIS are visible in this screen for tracking purposes.

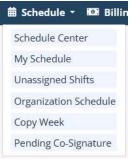
		Holp	duitation Logs	Axxess Testing	Agency			
		Date Range (09/	01/2021	☐ - 10/31	/2021		1	Hefresh Facel Export
		,	liter by Text 😒	et Typing				area capon
MRN	Client	Source	in Date	End Date	Status	Last Home Visit	User	Facility
GD511192030	ABABA, JESS L.	User- Generated Transfer	10/12/2021	10/12/2021	Active	10/12/2021	Eric Stone K	Memoria
CM012521	BENES, FLAIME	OASIS Transfer Assessment	09/16/2021	10/01/2021	Active		Courtney Mcleod	Memoria

Deleted Clients - Clients that have been deleted from the system are visible in this screen and are able to be restored, if necessary.

		Branch – Al Branches – 👻 Pilter by	Text Start Typ		1 0	Hefresh	1	Excel Exp
						Consideration of the second		
MIRN	Client -	Address	Date of Birth	Sex	Phone	Phone Type	Last Status	Action
10162015	Garcia, Grayson F.	16000 Dallas Plowy 700 Dallas TX 75248	07/14/2015	Male	(972) 495-6887	Home	Active	Restore
5JG1957	Graybill, Joseph	123 5 Main St Milledgeville GA 31061	08/12/1950	Male	(706) 318-7648	Home	Active	Restore
SJG1957	Graybill, Joseph	123 S Main St Milledgeville GA 31061	08/12/1950	Male	(706) 318-7648	Home	Active	Restore
12345	Harris, Chris	12345 Dallas TX 75254	01/12/1988	Male	1321312312	None	Active	Restore
BG4586	He, Ga	16000 Dallas Parkway Dallas TX 75205	05/21/1950	Female	(878) 958-9544	None	Active	Restore
12433	Hesed, Leah	4251 Commons Dr W 5202 Destin FL 32541	01/18/1947	Female	(214) 575-7700	None	Active	Restore

Schedule

The **Schedule** menu enables access to the following actions based on permissions granted to the user. NOTE: See Intake/Scheduling manual for further details.







Schedule Center - Client-specific schedule is accessible from this screen which also enables a user to add additional visits to the schedule.

					Schedule Ce	intar: Assessi Tentin	ng Agentasy			12.00
0	Employee	Ne	w > Care P	eriod + T	ask Monage	r Matching +	Visit Log View	w Authorization(s)	More v	
Inanch	- Al Branches -	*								
Cartus .	Active	¥:	ABABA, JE	SS L (GDS	51119203	30) . Female			Care Peri	od(s): 09/20/2021 to
VINC	Al	. 1	7 16000 Dates F	arkway Nb, I	Delles, TX ·	(866) 795-5990	• 📕 03/12/1980			Open
wer	AL	5	100	22227		-				(
12016	ria.		< October	2021 >	76549	Month Wee	k Dev		8	C List Tasks
ags			Sunday	Mo	rday	Tuesday	Wednesday	Thursday	Friday	Saturstay
ind	20122010	- 6		wanner.		artis e sua constata		Collection Collection	1	2 4
Last No				100AM -		Custom Visit Moni	203AM - 3100AM Infusion Initial	Life Skills 2 Acute Acute (%)	STOCAM - 7:00AM	Skilled nurse visit
ABABA	JESS L AMY			- New York	American RV		March Roy M.	900AM - 100PM Continuous Care Fla	Byrept Case Of	Alight Sec 15
4800	TOFUNMI							Enclose IN		
BRAM			-	3		5	1	6 1		
DAM	BILDAD		Annue Grune H	Skilled N	tersing Vite	Continuesias Care Fil Austine Direct RN	Life Skale 2 Algen data Ri	Skilled Nurse Visit	Physician order Read Kouse IN	Physician antier Read reserve its
DAM	MARCIE		2-20 AM	-	Transition of the	1215AM-115AM	Skilled Nursing Visi	Pertolam IV EXCAM-700AM	Physician order	12 0040-12 01 AM
DAMS	ANDY		drienne HHA No Algebran H	ty Infanion		MSW Evaluation	Det love W	Infusion Initial	Aurol Covereiti	74 hour visit note
DAMS	IACK			14	1		6.03AM - 7.00AM Indusion Initial			Sand Court IV
DAMS	KAITLYN			10		12	Burner Color RV		15	15
DAMS	MARCIE		bysician order	Kim P1 R		1200M-215M	and the second	Guttom Cars Plan	Skilled Nursing Visi	Pediatric SN Note
DAMS	SS TOM		August Appage 41	and the second s	and finds that	SOC Whit	Align in Kala (N	Read Course IN	fire three std	Annual Particle Str.
DDISO	N MEDICAL		2:06AM - 12:0TAM		ursing Visit	Contractor IN	1200AM - 1205AM Skilled Noming Visi	HILA Care Plan	1200AM - 1.00AM Costom Care Note	
DDISO	N NON-MEDIC AL		August Novern AV 1985 145-810		_	12-00AM - 12-01AM PAS Note - Mobile Conference W	Amine Draw (H	CALL STREAM	Aud lower fil	
DHIKA	RI SUSHAY			17	18	15	3	0 21	22	List Tasi

My Schedule - View the user's schedule/tasks in a calendar or list view just like under the **Home** tab.

Unassigned Shifts - Central location to identify upcoming shifts that have not been assigned to a worker.

	Branch Dalas	✓ Clier Filter by 1		Clent v Tasks	Al -	Excel Export
3	October 2021 >	oday Honth V	Veek Day	0		C Hide Lis
1	Task/Document	Scheduled Date	Day	Scheduled Time	Status	Client
	Skilled Nurse Visit - Mobile	10/25/2021	Monday	N/A	Not Yet Started	BUFFINGTON, LILO
٥	home health aide visit	10/24/2021	Sunday	10:00 AM-04:00 PM	Not Yet Started	ABABA, JESS L.
3	ASAP HHA visit note	10/23/2021	Saturday	11:00 AM-04:00 PM	Not Yet Started	JG TEST, MARY
	home health aide visit	10/23/2021	Saturday	10:00 AM-04:00 PM	Not Yet Started	ABABA, JESS L.





Organization Schedule - Overview of all visits occurring throughout the organization for a given date.

Oct 31 - Nov 6, 2021 >	Tuing		- Milleanthea	- *	Tiely.	Weekly 🖸		the legity
clavia agriculture prov	Heart	No. 541 11	Mare, Asar 2	Tee Nov 2	Wed, Nev 3	Thu Nov-1	Pri, Nav 6	Sol, New W
pa haar sakan Musery (an sole)	ų.							
jis Teall allows Broatti faile allows	-	Par 2p Internet (Max Maximum Casimum Casimum Casimum		No. 29 Selector Mill No. Distriction Contractor	Racip- activity (1988) Vial 1. Second partners		Randar Interneting Interneting Interneting	
Andreas Andrea Mathematika	0							
atterne southe	0							
Della Ballon Brazza (MD Nees	0							

Copy Week - Enables users to copy a scheduled week of visits for a client.

Clients	- Select Ele	nts • *	Authorized Taska	- Select Tasks	•
Conflict Handling					
Authorization Conflicts		Client Schodule CanRic	ta.	Caregiver Schedule Conflicte	
- Select -	(u)*	- Select -	**	- Select -	÷
Source	10/31/2021	0.00	Destination		
Start Date	10/31/2021	a *	Start Date	11/07/2021	
Weeks to Cepy	3	(R) *	Weeks to Copy To	1	1
		11/06/2021	End Date		11/12/2021

Pending Co-Signature - Notes that require a Co-Signature will be listed in this section until signed by the responsible co-signer.





	Branch Dalas		Date Range 10/18/2021 Rer by Yest Start Typing	☐ - 11/01/2021	8	fieftesh
Visit Start Time		Client	Туре	Clinician	Sign Date	
10/19/2021		ARTHUR, SHELBA	IIN Continuous Rowshert	Krystal Pana RN	10/19/2021	
10/20/2021		CAZORLA, SANTI	PT Discharge	Kunle Odufuye RN	10/20/2021	
10/21/2021		PHDD, DANE	Custom Visit - Mobile	Dane Ruccio RN	10/26/2021	
10/21/2021		PROD. DANE	Custom Visit - Mobile	Dane Ruccio RN	10/21/2021	
10/22/2021		ARTHUR SHELBA	Communication Note	Krystal Pana RN	10/22/2021	

Billing

The **Billing** menu allows access to the following actions based on permissions granted to the user. NOTE: See Billing manual for further details.

KOI Billing • E	Employees • 🖌
Invoice	>
Managed Care/G	Other Insurances>
Pending Claims/	Collections
Remittance Advi	ce

Invoice - Enables a user to create invoices, review outstanding invoices and invoice history for clients on private pay.

ents •	Schedule -	🚥 Billing - 🖽 🛙	imployees - 🎤				
Crea	te Involces	Involce	>				
Outs	tanding Invoices	Managed Care/Other Insurances>					
Invol	ce History	Pending Claims/Co	ollections				
		Remittance Advice					

Managed Care/Other Insurances - This menu provides a user access to create claims for managed care/other insurances as well as review outstanding claims, claims history and claim submission history.

lients - 🖬 Schedule -	🗱 Billing - 🖽 Employees -
	Invoice >
Create Claims	Managed Care/Other Insurances>
Outstanding Claims	Pending Claims/Collections
Claims History	Remittance Advice
Claim Submission History	





Pending Claims/Collections - This menu enables users to manage all claims and invoices with outstanding balances in a central location.

						Fisheling Clarmy Claim	clate:									
ol	lection	is Center								0	0000	nej) (neertee Mintei	ý 8400		01
54	act Branch	er.	- 80/12/25	- 19	11/02/2021	• Managad		14	Servet Per	m		-	Mara Ithan	-	quit	1
Age (5 =	Clent Name 1	MRN	Insurance ID	Silled Date	Billing Period 1	Payer :	Status :	Billed Amount	Expected Amount	Total Payments	+ Adj	-Adj	Balance	Notes	Activ	-
0	Spotado alie	343445	Ucare9OM	11/01/2021	10/25/2021 - 10/25/2021	UCARE RCM	Submitted	\$30.00	\$30.00	80.00	\$0.00	¥0.00	830.00		æ	8
0	Samethin the	545445	UCARE A	11/01/2021	10/25/2021 10/25/2021	Ucarie Availity	Submitted	\$10.00	\$25.00	\$1.00	\$0.00	\$0.00	\$20.00		ur.	8
0	Santosh Ale	543445	ROMmat	11/01/2021	10/15/2021 - 10/15/2021	AssensRCM trut.	Submitted	\$45.00	\$50.00	\$11.00	\$0.00	\$4.00	\$45.00		ur.	8
5	CHEW SPEED	MG85112021	\$0000000335000	10/27/2021	09/27/2021 10/27/2025	Welsa's Test	Submitted	\$200.05	\$0.00	10.00	\$0.00	NG 00	\$299.00		Df.	e
5	vebbe jubrice	786583	234	10/27/2021	10/21/2021 -	claim Bentra	Overpaid	110.00	\$5.00	¥13.98	\$0.00	853.00	9. 453.00		Df.	Ð

Remittance Advice - This menu enables users to view remittance advice and add checks.

			Resolution Advice						10
Type to start th payer	-	Payment Date St. — 7	wymwnt Date Sr	Search by ZFT Numbe	ft;	Search	n Auld Ren	mare	•
Check (EFT) Number	Payment Date +	Payer 1	Received Date =	Payment Amount	Remaining Balance	Claim Count		Actin	es
BAOCT27Claim	10/27/2021	Claim - Remit - RA	10/27/2021	\$1,500.50	8987.00	1	Alex Details	-	
2342341294	10/27/2021	AA Insurance - ALM	10/27/2021	\$103.005.00	\$100.000.00	ŧ	View Details	mit	
Oct21Claim	10/21/2021	Test QA Insurance - IBA	10/21/2021	\$100.00	\$95.00	t	View Details	Dit i	
Claim001	10/12/2021	Claim Insurance ce	10/12/2021	\$1,580.00	\$1,425.00	2	View Distants	1.01	
Invoice001	10/10/2021	invoice cell	10/10/2021	\$1,500.00	\$1,500.00	1	View Details	HIT	
Locator19test	10/03/2021	HCFA Professional -RA	10/03/2021	\$100.00	\$100.00	1.1	stew Details	E01	=
12345	10/01/2021	FR Claims	10/01/2021	\$100.00	\$100.00	11	View Details	Auto	
123456	(19/27/2021	Melisa's Text	09/27/2021	\$2,000.00	\$1,200.00	9.E	View Details	1411	

Employees

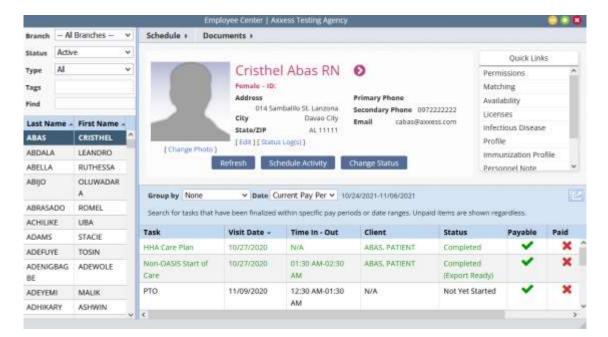
The **Employees** menu enables access to the following actions based on permissions granted to the user.







Employee Center - Employee records and access permissions are managed from this screen.



New User – A direct link to be able to add a new user.

	. Ne	ew User 1 Axxess Testing Agency					
Information	Website Access	so the software.		(j		* - 8e	quired Petr
	Personal Information						
	First Name			Date of Birth	Month	 Day Year 	*
	Middle Initial			Check for an existing has the same name a	and date	teck for User Conflict	Ľ.
	Last Name			of birth as the user y add.	ou are		
	E-mail Address			Social Security Nun	nber		
	Suffix			EVV Worker ID			*
	Sex	- Select Sex	* *			🗆 N/A	
	Gender Pronouns	- Select Gender Pronouns -		Country		United States 👘 👻	*
	Languages	Select a Language	*	Address Line 1	Street and	number, P.D.box, c/o	*
				Address Line 2	Apartment	t, suite, unit, building, ñ	
				City/Town			





Payroll - Reports for payroll purposes can be run from this screen.

		Payroll Axxess Te	sting Agency		
Branct	- Al Branches -	v Late Tasks Include	v Pay Period	10/24/2021 - 11/06/2021 (Ci v	Esport to -
	Task Status	- Select *	Employee Type Al		
	Payroll Status	Al v Celumo	to Display 6 selected		Pay Period
		Search Employee Type	Employee's Name		Help (
		Employee Ta			
		Client	Date		
		Churry	100 March 100		
	+ TI	he tasks details and rate have been h	ocked. I The task has be	en paid.	
	1.11		CONTRACTOR FOR THE STATE	are parts.	
Implayee	Client	Payment Source	Task	Actual Date/Time 0	Hours O
tmplayee	Client	Payment Source	Task	Actual Date/Time 0	Hours
Imployue	Cient	Payment Source	Task	Actual Date/Time 🖲	Hours
					cano.
				Actual DaterTime ® o get a list of tasks for Pay	cano.
					(1997) (2005)
	ielect your opti	ons from the fields above ;	and click 'Refresh' t	o get a list of tasks for Pay	
	Select your option	ons from the fields above ;		o get a list of tasks for Pay	Hours C

License Manager - Administration of employee licenses are handled from this screen, enabling quick identification of an expiring license.

			Gome Manager						C	1
Search by Employee.							New License/Compilance			-
fmployee 1	License Type *	License Number	Category 1	Issue Date 1	Espiration Date 1	Attachments	Software User?	A	ctio	na
Cristhel Abas RN	1st Eval	123456789	License/Certifications	06/01/2020	ta à	100	Nes	œ	8	11
Matt Abbut RN [deleted]	1st Exal	L12345	Ucense/Certifications	02/01/2019	N/A	10	Yes	œ	8	+++
Amanda Powell RN	1st Exal	TESTER 4	License/Certifications	10/01/2021	10/01/2023		No	œ	æ	-
Clarice Manluctao	1st Eval	0321354	License/Certifications	07/01/2020	07/01/2021	144	Xes	18	Ē.	÷
Andrew Tenajeros RN (deleted)	1st Eval	541544	License/Certifications	10/01/2020	4/4	3.4	Yes	ø	8	-
ida Adecer RN [deleted]	1st Eval	444	License/Certifications	04/20/2020	44	44	Yes	13.	2	
Dane Ruccio RN	Tst Eval	test	License/Certifications	10/01/2019	5.0	0	Yes	œ	8	
Tewadayo Azubuike RN	1st Eval	123456789	License/Certifications	05/01/2020	99	10	Yes.	12'	8	
Harsh Srivestav RN	1st Eval	11	License/Certifications	01/01/2021	03/02/2021	10	Yes	8		-
Grane Bas 200	Tel Esial	8.515 	Linamal artifications	10/13/2021			Ver	· ce		

Admin

The **Admin** menu enables access to the following actions based on permissions granted to the user. NOTE: See Admin manual for further details.

🔑 Admin	🔟 Reports	🕜 Help
New		•
Lists		•
Company Se	tup	





New - Add new items in the system, such as a Referral, Facility, Pharmacy, etc.

D Billing . D Employees .	1	Admin *	- 10	Rep
Referral >	1	Verw-		>
Cierz >	. 1	105		. >
Imputy	- R	Company 5	etiqi	
Care Period				
Communication Nate				
Personnel Note				
Authorization				
Order				
Facility				
Payment Source				
Physician				
Certait				
Template				
Supply				
Document Type				
Mysioan Face to Face Encounter				
Adjustment Code				
Pharmacy				
Treatment .				
Service Plan Ltd				

Lists - View items in the system, such as a list of Referrals, Clients, Physicians, Payment Sources, etc.

ling - 🖾 Employees +	♪ Admin -	Lii Re
	New	,
Clerità	Lists	3
Referrals	Company 5	etup
Inquiry		
Contacts		
Templates		
Supplies		
Facility		
Payment Sources		
Physicians		
Users		
Missed Walts		
Adjustment Codes		
Document Management		
Pharmacies		
Treatments		
Service Plan List		

Company Setup - Company-wide settings and information are managed from this screen.

NOTE: An Administrator/DON (permission-based) signature is required to access this screen.





nfurmatice	Commony Information			
Balberrytheri Plari	Company Information	n;		
External integrations	61 255			
Rilling	Company Name *	Tax ID *	Tax ID Type	CAHPS Vendor
Tenancial	Access Testing Agency	123456789	EIN (Employer ide., P	Devta Satisfaction.
Payol	workers resould will inch	12,2406762	Ene Rudbroheiungen	Deyta secondors.
License & Compliance	National Provider Number	Medicare Provider Number	Medicaid Provider Number	Union Among Daris ID
Ciricel	National Provider Number	medicare Provider number	Medicale Provider Number	Unique Agency DASIS ID Code
Scheduling	5804467890	MCAREID1	200037790A	Code
Documenti Managementi	1 - TT CLOW CT.T			000000000
Duttern Care Documentation Custom Service Documentation				
Clent Chart Information	a second second second			
Clear Chart Internation	Contact Person			
	Ingerage services	1203203217	2020	
	First Name *	Last Name *	Email *	
	Anthony	Osheku	tamaik	ari@exxess.com
	Primary Phone			
	Home - 💷 1 -	(878) 767-8787		
		Add Alternate Number		

Reports

The **Reports** menu enables access to the following actions based on permissions granted to the user.



Report Center - Provides access to reports available within the system.

	Report Center	
Client Reports	Billing/Financial Reports	Employee Reports
Care Period Ending	Bill History	Employee Birthday Listing
Census by Date Range	Claims Detail	Employee Compliance
Citent Admission	Unbilled Managed Care Claims	Employee Roster
Clent Birthday Listing	Unbilled Visits for Managed Claims	Payroli Summary
Client by Physician	MONTH-END CLOSE:	Annual Utilization Report (California)
Client Olscharge	Claim & invoice Activity	Discharges By Reason
Client MAR	Month-End AR Report	Discutiges by nearon
Client Roster	Payment/Adjustment Adiasty	Electronic Visit Verification Reports
Durable Medical Equipment	Schedule Reports	EEN Export Report (HHAeXchange)
Emergency Prepareziness	Authorizations Due	Survey Reports
Physician License Expiration	Authorizations 100/ication	COVID-19 Veccinations Report
Referral Tracking	Chert Calendar	Infectious Disease Screening Report
	Clients with no Future Tasks Scheduled	metanos pacase screening report
	Cost Report	
	Electronic Visit Verification Log	
	Employee Calendar	
	Wissed Visits	
	Schedule Deviation	
	Schedule Summary	
	Task by Status	





Completed Reports - Some reports will be queued until compiled. Once the data has been compiled, the report will be available from this section.

1	Name	Format	Status	Requested By	Started	Completed	Action	
2	Schedule Summary	Excel	Completed	Cj Pierson RN	11/2/2021 09:27:14 AM	11/2/2021 09:27:15 AM	Orietz	
1	Schedule Summary	Excel	Completed	C) Plerson RN	7/27/2020 10:28:59 AM	7/27/2020 10:28:59 AM	Oelete	

EVV Exception Center - Enables users to manage, correct and resubmit EVV data when EVV exceptions occur.

A	Branches	ž.	-	Select Payer		+	10/26/2021 - 11/02/2021	* Search	c Client Nam	0	Search
								Refresh	itali Kesobri	100	buik lyricire i
	Client Name #	Task Name I	Payment Source #	Assigned To 1	Visit Date	EVV Time In EVV Time Out	Exception	Exception Date +	Provider 1	Branch	Action
	Malone. Duke	Skilled Nurse Visit - Mobile	OHO Medicals	f Malone, Disa	10/25/2021	16/26/2021 - 5:16 PM 10/26/2021 - 5:21 PM	The visit was rejected because Sandata does not support the patient's state you provided. Check the patient address in the patient's chart and correct as needed.	10/26/2021	Sandata	Dailas	Resultrin Ignore
	Malone, Duke	Custom Visit - Mobile	OHID Medicald	Malone, Usa	10/26/2021	10/26/2021 - 5:17 PM 10/26/2021 - 5:19 PM	The visit was rejected because Sandata does not support the patient's state you provided. Check the patient address in the patient's chart and correct as needed.	10/26/2021	Sandata	Daltas	Besubmi ignor

Help

The **Help** menu enables access to the following actions based on permissions granted to the user.



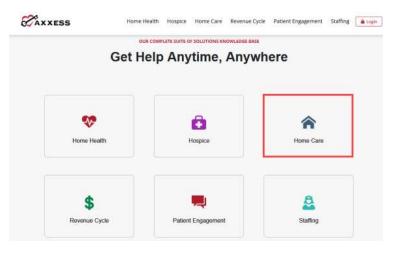




User Community - Direct link to the user community for users to connect, share, learn and grow together.



Help Center – A direct link to the Help Center that has answers, articles and videos related to Home Care content.



On-Demand Training - A direct link to a host of different Axxess Home Care Live Webinars.





Recent Software Updates - Identifies recent updates made to the software, including bug fixes and new features.

	M	/hat can we help	you with?	
	9.744	un unhan your were looking for		
Getting Started Intele-Scheduling Billing Center	The following for memory in And Aversit Prime Car Providition of prim	ess Holve Care for important alerts F r non-thigheyt additional inviting to the	Reven Cart, Acons will alort you when revi Radesa, Tanity Portal Re Creix pryst 11 -estes (source to set to Revailed and the Crest car	end pay
Field Staff	Contract of Contract		Edit Support Laurus I N	termit fariting in
Cerical	transitio-			
Mubile and EVV		Informacioni Display Name	Assess builts	
64885-D	Success .	involte Type		
witegrationic		0.000		
Live Webinard		O 1924 1928		
Software Opdates		Of Issue		
Rendy Portal Investor Update Usar Rendsh hone Direct Weaps Hystolar Updature for Resume		Trackade practicing literator	na far stale pager Tank Pigerson (Salaria y)	

Submit a Ticket - Direct link to submit a support ticket for a current issue.

COVID-19 Resource Center - A direct link to the Axxess COVID-19 Resource Center which includes Best Practices, Hear from Experts, Helpful Downloads, Personal Protective Equipment (PPE) and Helpful Links. The page can also be found by going to <u>www.axxess.com/covid-19</u>

Follow Axxess - Connect with Axxess on social media including Facebook and LinkedIn using the quick links provided in this menu.

RESET SIGNATURE

Home/My Account/Reset Signature.

A new window will display, as seen below. Select **Reset Signature** and a link will be sent to the email address associated with the account. Review the system generated email that was sent to the user's email address for a personalized link to reset the signature. Upon selecting the link, a screen will appear in the web browser prompting to verify the information and enter a new signature.



A STREET A DAVID	toper (7s Signa	ature Axxess Testing Agency	0
Reset Sign	ature		
		to reset your signature. An e-mail with let your signature will be sent to L	
	Rese	et Signature Cancel	
	C	AXXESS	
	G	AXXESS	
	1000	AXXESS	
	To change you steps.		
	To change you steps.	ur Axxess signature, follow these	
	To change you steps. Step 1 - Veri	ur Axxess signature, follow these	
	To change you steps. Step 1 - Veri Name Emuli	ur Axxess signature, follow these	
	To change you steps. Step 1 - Veri Name Emuli	ur Axxess signature, follow these ify your information below. Preston er a new signature.	
	To change you steps. Step 1 - Veri Name Emuli Step 2 - Ento	ur Axxess signature, follow these ify your information below. Preston er a new signature.	

After inputting a new signature, select **Change signature** and a prompt will display confirming the change was successful. Close the internet browser window and log back into Axxess to use the newly updated signature.

RESET LOGIN PASSWORD

To reset the Axxess login password, follow one of the methods listed below.

Current Login Password is Unknown

Navigate to the login page and select **Forgot your Password?** Continue to follow the prompts to enter the email address used to login to Axxess and select **Send**. This will send a password reset link to the user's email address.





CAXXESS	
Email address	
Password	
Remember Me Forgot your Password?	
Secure Login	

Current Login Password is Known

Home/My Account/Edit Profile.

On this screen, input the current password and new password desired in the boxes provided. Select **Save** to confirm the change.

	Edit Profile 1 Chris		-
Login Password	Electronic Signature		
Current Pasaword		Current Signature	
New Password		New Signature	
Confirm New Password			
Address			
Country	Select Country +	Primary Phone	
Address Line 1	Street and number, F.O.box, c/o	Home - Enter Phone Number	
Address Line 2	Apertment, suite, unit, huilding, fin-		
City/Town Postal Code	() T	Add Alternate Number	
3.0.001.0.000		💼 1 🐳 Enter Fax Number	

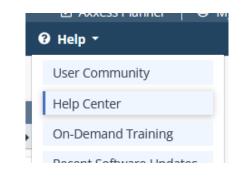




HELP CENTER

Help/Help Center

A great resource that is available 24/7 is our Help Center. It is a place to get answers to frequently asked questions or watch videos of all of Axxess' products. It can be accessed by going to:



Or also available at https://www.axxess.com/help/

Get	Help Anytime, Anyw	
We Home Health	Hospice	Arren Care
\$ Revenue Cycle	Patient Engagement	Staffing

