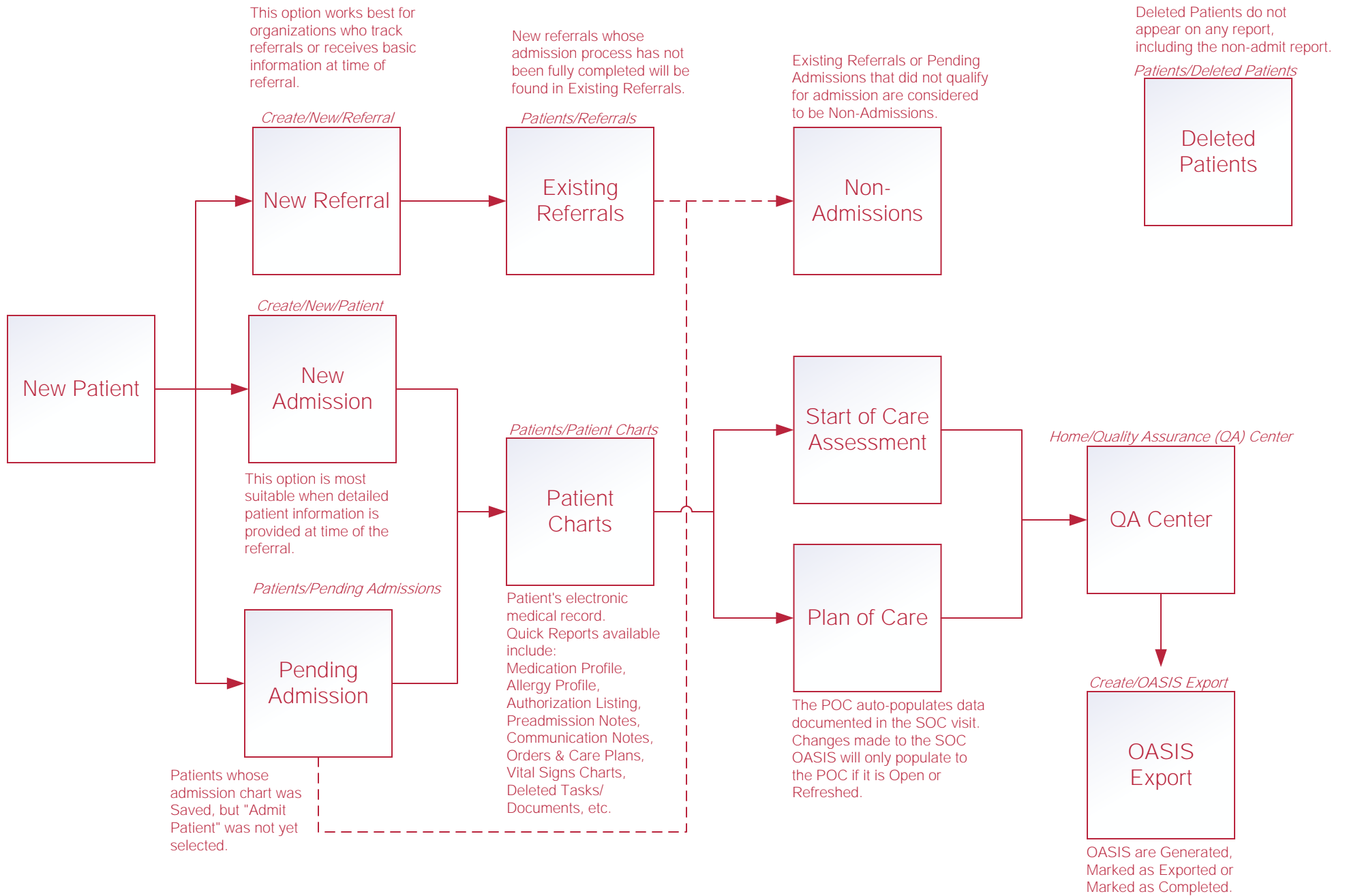


HOME HEALTH INTAKE & SCHEDULING FLOW CHART

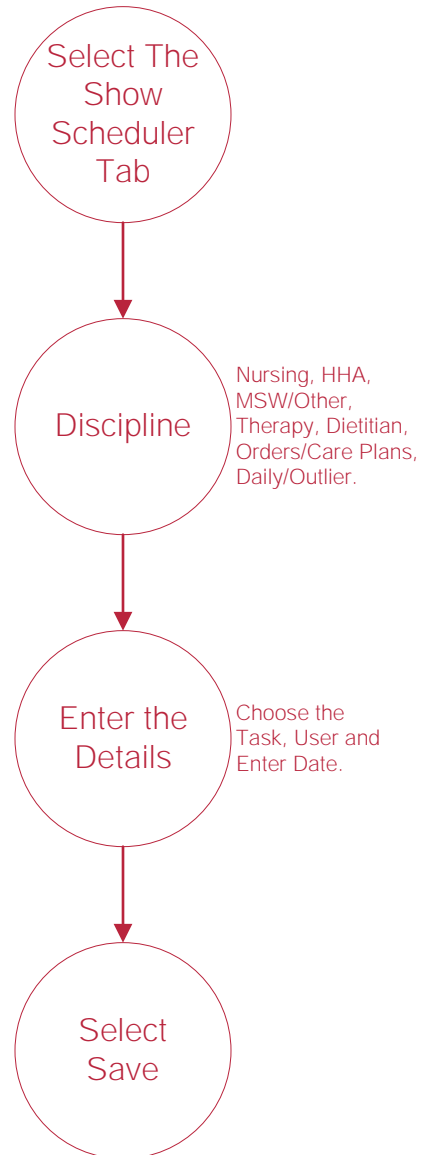
Intake Process



Scheduling Tasks*

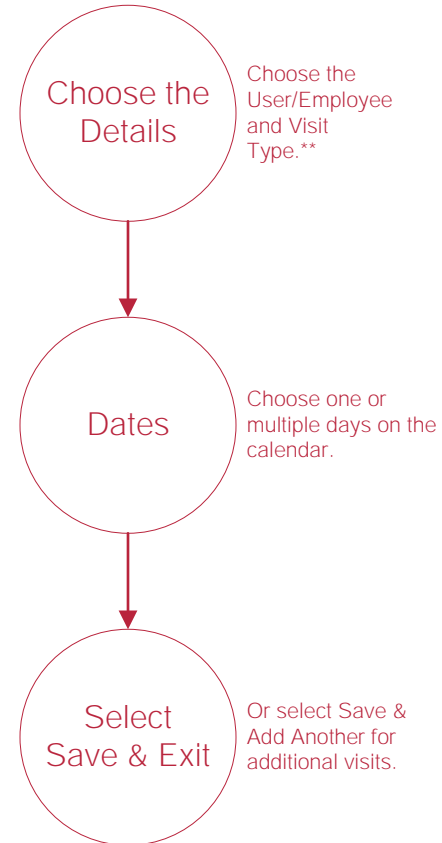
Schedule Single Task

Schedule/Schedule Center



Schedule Multiple Tasks

Schedule/Schedule Center/Schedule Manager/Schedule Employee

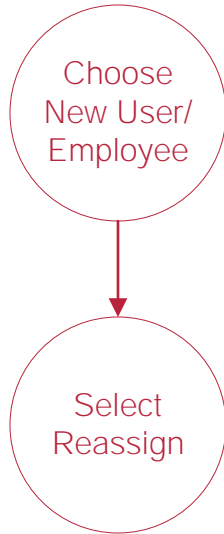


*Permissions-Based
** You can also select to post visits to Axxess Care in this step

Reassigning and Deleting Tasks*

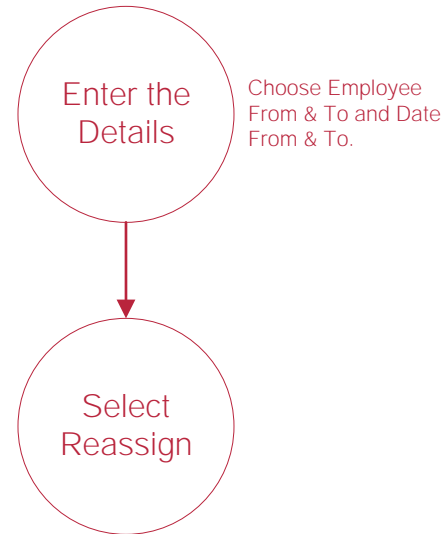
Reassign Single Task

Schedule/Schedule Center/Menu/Reassign



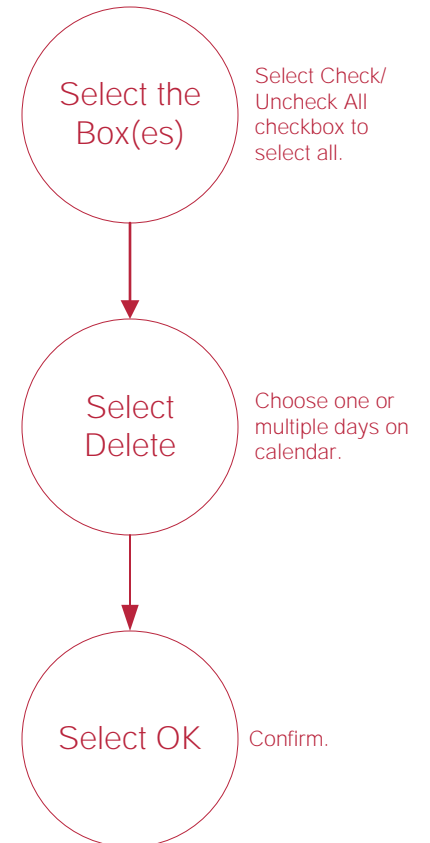
Reassign Multiple Tasks

Schedule/Reassign Schedule



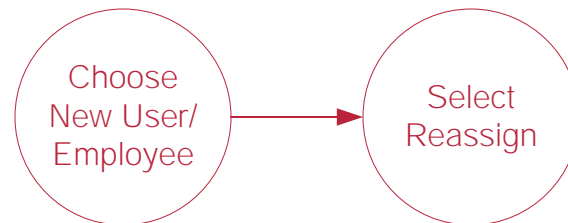
Delete Multiple Tasks

Schedule/Schedule Center/Schedule Manager/ Delete Multiple Tasks



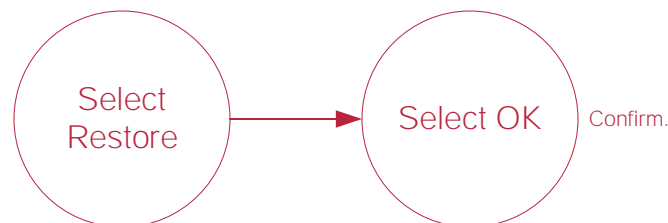
Alternative Reassign Single Task

Patients/Patient Charts/Menu/Reassign



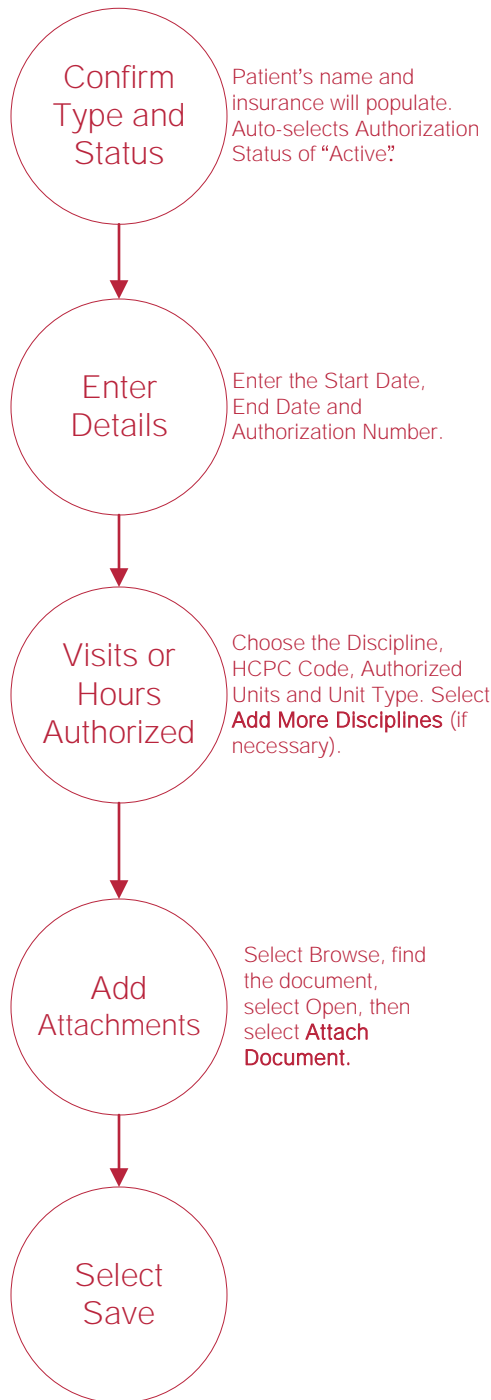
Retrieve Deleted Tasks

Patients/Patient Charts/Quick Links/Deleted Tasks



New Authorization

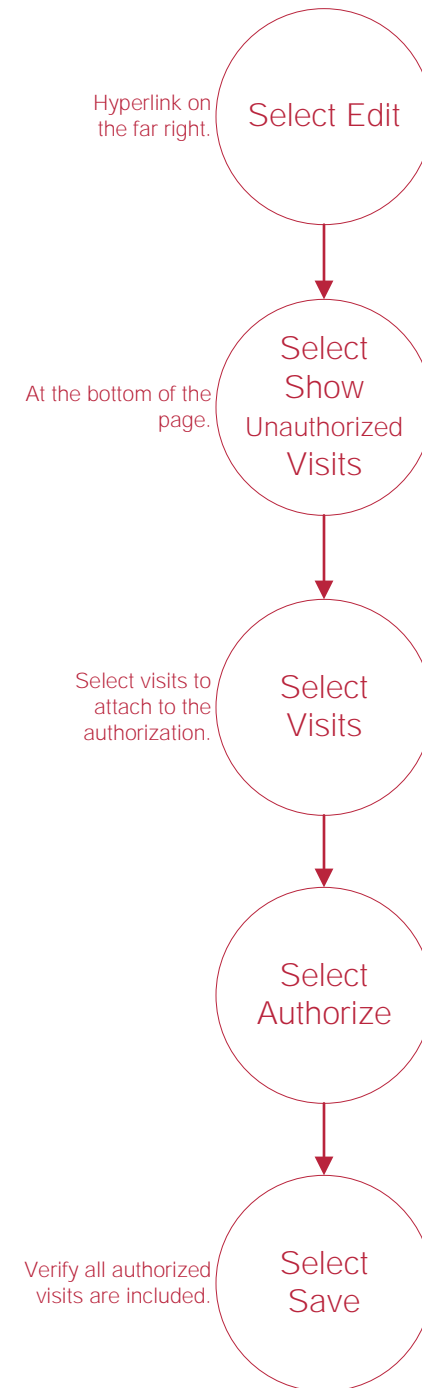
Schedule/Schedule Center/Authorizations/Add Authorization
OR Patient/Patient Charts/New/Authorization



Authorizations*

Authorize Multiple Tasks

Patient/Patient Charts/Quick Links/Authorization Listing
OR Schedule/Schedule Center/Authorizations



*Permissions-Based

Help Center Process

Help/Help Center



Help Center

This center will provide step-by-step instructions on areas of the software, as well as instructional videos.