

# AXXESS CARE MOBILE IOS TRAINING MANUAL November 2022



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axxess.com



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**DOWNLOADING APP** 

Go to the Apple App Store.



Select the search feature at the bottom right of the page.

Search	8
Q. Games, Apps, Stories and More	4
Trending	
hp smart	
vodafone nz	
homescapes	
mi fit	
fortnite	
clash of clans	
amazon	
photo editor-	
	Q

Search for Axxess CARE. The app is teal and has the Axxess logo (heart and key). Select 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.

KESSCARE (11) KESS TECHNOLOGY SOLUTIONS
p
BIGMAIL.COM

NOTE: If the app has been removed, go back to the App Store and search for Axxess CARE. After locating, a cloud  $\bigcirc$  icon will appear to re-download the app.

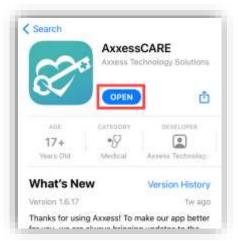
Then the download process will begin.







Once downloaded, select OPEN.



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.

attericket LTE	1=37 PM	<b>0</b> 83% 💼)
00		
AxxessCARE		

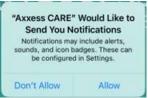
Select the Axxess CARE app to open. Select **Allow "Axxess CARE" to Use Your Location** so that Axxess can access the location while using the app. Allowing this feature is critical for the app to pinpoint locations accurately for Electronic Visit Verification (EVV), which will be covered later.







Select **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.



The following is the login screen. Select the teal **Login** button. The app version can be seen under the login button.





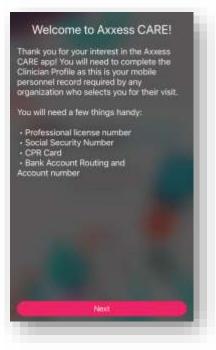


To utilize Axxess CARE, a clinician must sign up using an active Axxess account. Enter the email that was provided to the organization and the established password while logging into the web version of Axxess Home Health.

If the password was forgotten, then select the **Having trouble logging in?** hyperlink. The version number of the app will be listed at the bottom. After the email and password are entered, select **Log In**.

# **New Account/Sign Up**

Select the **Next** button after viewing the welcome page.



Setting up a new account is done in three steps:

1. <u>Basic Information</u> – Enter the user's name, Credentials, DOB, Address and Mobile Number, then select **Next**.





	1 of 4	
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Emily	Jane	-11
White	redde rame	
Credentials		
Registered Nurse	Û	Ľ
Add	Credeotlals	٦
Date of Birth 10/20/1991 Address		0
10/20/1991		0
10/20/1991		0
10/20/1991 Iddress 16000 Dallas Pkwy		0
10/20/1991 Iddress 16000 Dallas Pkwy Suite 700		0

2. <u>Profile Visibility</u> – In this segment, the user will determine the visibility of their profile with organizations. There are four visibility options to select

from under the "Clinician Map" section and the icon goes into more detail about what the organizations can see with each option.

	2 of 4
roi	ile Visibility
inga ihe iam odi cert idd	ct an option to share your profile with initiations seeking clinicians in your area. Information shared will be limited to your e, photo, phone number, city, state, ZIP e, credentials, star rating and any awards or fications carried. We will not share your ress, bank information or social security ber.
3n	ician Map 0
	Show my clinician profile to organizations seeking clinicians in my area.
	Show my clinician profile to organizations seeking clinicians in my area, other than my home organization.
	Co not show my clinician profile to organizations seeking clinicians in my area.
	Show my clinician profile only to my home organization.
_	
	Back ) Next





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



4. <u>Disclosure</u> - Read the Authorization Regarding Background Check Investigation. Select the acknowledgment receipt checkbox, then select I Accept.







5. Then the user will enter their first name and last name, which serves as their electronic signature. Then select the **I Accept** button.


NOTE: The electronic signature must match the first and last name entered during step one of the sign-up process.

After completing the previous three new account steps, the following prompt will ask the user to enter a four-digit PIN code:

	Set up your PIN	
1	2	3
1 4	2 *** 5	3 рег 6 ино
4		

Once a four-digit PIN code 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 five wrong PIN 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. Select **Complete Now** to go to the User Profile and complete the signup (Profile covered below).

Welcome back!
s for completing your profile. We are ing a simple check for safety, in the time you can start looking for visits near you
You must review and sign vaccination forms before applying for visits. Completes Now Remind Mo Later

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

> four background check is still not complete. You wil 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. At the top it shows any visits the user has past due, any visits that QA has returned to them, and any visits that are scheduled for completion (more details later). There are five tabs at the bottom of the screen: Home, Visits, Schedule, Messages, and Menu. The selected section will be highlighted in teal at the bottom of the tab. To refresh the screen, select the 🔁 icon in the top right corner.







Route Visits will show the projected route for any accepted visits for that day.

The **Daily Covid-19 Screening** tab allows the user to complete their daily COVID-19 risk assessment from the main menu. Users must accept consent for the screening to continue. The following is an example of the COVID-19 Assessment. Select **Complete** when done to submit.

rtail love moderfu	e haand on your urgs	entry questions and select a relation's politics and by screening will be saved by
Person	Screened: Ager	icy Staff
Name:	Karthik Permian	aju -
Refuse	d Screening:	]
Report	ed Temperature *	FO
	Service many	
	countries with sust ssion?	ained community
fever, el	hills, cough, shortn	toms of COVID-19, such as ess of breath, difficulty or lody aches, headache,
fever, ci breathai new los	have signs or symp hills, cough, shortn ng, fatigue, muscle	toms of COVID-19, such as ess of breath, difficulty or body achen, headache, sore throat, congestion,
fever, cr breathainew los	have signs or symp hills, cough, shortn ng, fatigue, muscle a of taste or small, :	toms of COVID-19, such as ess of breath, difficulty or body achen, headache, sore throat, congestion,
fever, of breathing new los nurry of in the la someon	have signs or sympt have signs or sympt ng, fatigue, maacle a of tasie or small, ose, nausea, verniti ter et 14 days, have yo te diagnosed with C scient for COVID-19	toms of COVID-19, such as ess of breath, difficulty or lady aches, headache, are threat, congestion, ng or diarrheat No No a had contact with
fever, c) breathing name los name los name los in the la some or investig	have signs or sympt have signs or sympt ng, fatigue, maacle a of tasie or small, ose, nausea, verniti ter et 14 days, have yo te diagnosed with C scient for COVID-19	toms of CDVID-19, such as es of breath, difficulty or lady schen, headache, sere threat, congestion, ng et diarrhea? Isi a had contact with OVID-19, under
fever, c breaths new los nunny o in the la sameori investig illnews? Oo you	have signs or symp hills, cough, shortn ng, fatigue, mascle ase, nausea, venniti ee er dagroseed with C poten for COVID-19	toms of COVID-19, such as ess of breath, difficulty or body aches, headachs, sen threat, compassion, og er diarrhea? Ist a had contact with OVID-19, under or with a respiratory Ist a community-based spread





# 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. Select the month with the drop-down arrow.

	September 2021	5
Wed	nesday	
Skill	ed Nurse Visit	
Assi	gned	
	Gaylord Trail PEVINE, TX 76051	
Skill	ed Nurse Visit	
Anni	house	

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, select the up arrow or swipe up on the list calendar.

H	lome	S	Schedu	le	Visi	ts
	3	Septer	mber 2	02	17	P
5	M	-if	W	T.	F	ŝ
					17	
	27		29			
29	Wedn	esday		1	1	
20	Skille	d Nurs	e visit	PE	UP	го
	Assig	ned	CC	LLA	APS	E
		aylord To VINE, TO		Service of	-	

# **Visits**

This tab displays 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.





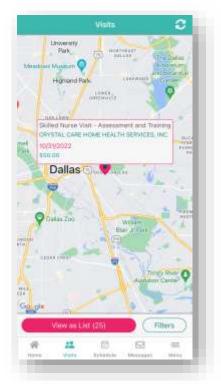


Sun, 09/26/2021		
SN Wound Care	Visit - Wound Care	
Azza Provider Service	ces Inc.	100
Pay Rate: \$50.00	(1.8 Miles Away)	

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



A ricon will list available visits in the map view. Select 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 selecting the Filters button in the bottom right.



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 selecting the  $\mathbf{L}$  icon which will enter the current location's address. Enter a date range by writing or selecting the calendar icon and





selecting a date. Decide how wide the search for visits should be by dragging the pink dot along the pink line.

C AIL	Not Applied	Applied
Location		
Current Loc	ation	ŵ
Visit Date R	inge	
A DECEMBER OF A DECEMBER OF		MIDDIMYY
MM/DE/	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	MURDER FILT
Start Date	TYTY] to (11 M End Da	and the second 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. Select the **Skills Competencies** button to select all applicable competencies, i.e., IV, CHF or COPD Management etc. Then select **Done** in the top right or the filter visits back arrow in the top left to return. After selecting the filters, select the **Apply Filters** button or select **Reset Filters** to set back to the default parameters.

	Minimum of \$0 / visit
Visit Typ	De
External	
Internal	<b>(</b>
Internal vi	sits are visits from your parent company
Compet	encies
C.	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:

Internal Visit ?

#### 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. Select on a message to view.

-	OASIS-D1 Start of Care
28	Visit date: 09/14/2021
-un	1 unread messages
Mon	lay, September 27
	Skilled Nurse Visit
	Visit date: 07/22/2021

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 select the **Send** button. Select the back arrow in the top left when done messaging to get back to the message center.





AX101								
Plesa	e revie	w vitel	signi	)				
Tur, de	0.238, 2	1110	1554	0			ne vitel 1021 (g	algina 3. d erriv
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~	purs	) 0		1			Sh	Gend
~	purs	E F	8 1	1 T 1	r l	J	80	e
s	purs N E	E F		-		-	1	e

Select 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. Select 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. Select the trash icon when ready to delete it. Select **Done** in the top right when finished deleting visits.

	AXXESSCARE	Done
Message	Alerts	Deleted
Q, Search		
Tiesday, Sep	otember 28	
	OASIS-D1 Start o Visit date: 09/14/2021	of Care
Monday, Sep	hemiter 27	
• 🕘	Skilled Nurse Vis Visit date: 07/22/2021	it
Saturday, Se	ptember 25	
	Skilled Nurse Vis Visit date: 08/14/2021	it
Friday, June	10	
E	Skilled Nurse Vis Visit date: 06/26/2019	it
Thursday, Ju	no 17	
Select All	Skilled Nurse Vis	(2) 🏢





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



Removed messages are in the **Deleted** tab.



**MENU** 

Profile	
Applied Visits	
All Visits	
Earnings	
Payment Account	
My Star Ratings	
Organizations	
Tax Documents	
Contact Us	
Axxess Certification	
Security	
Log Out	

The Menu section has the following 12 options:

- 1. Profile
- 2. Applied Visits
- 3. All Visits
- 4. Earnings
- 5. Payment Account
- 6. My Star Ratings
- 7. Organizations



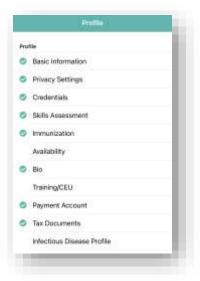




- 8. Tax Documents
- 9. Contact Us
- 10. Axxess Certification
- 11. Security
- 12. Log Out

# Profile

Select **Profile** to view the clinician's profile.



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. Privacy Settings
- 3. Credentials
- 4. Skills Assessment
- 5. Immunization
- 6. Availability
- 7. Bio
- 8. Training/CEU
- 9. Payment Account
- 10. Tax Documents
- 11. Infectious Disease Profile (optional)

Go back and make edits by selecting each step. The steps will show the  $\checkmark$  icon when complete.





140	
0	Basic Information
0	Profile
0	Credentials
0	Skills Assessment
0	Preferences
0	Vaccinations
0	Uploads
	Bio (nprimal)
0	Payment Account
0	Tax Documents
	Infectious Disease Profile (uptional)
540	urity
Pat	sword

#### **Basic Information**

Basic Information is where the user can update originally submitted information such as the user's name, credentials, address and mobile number.

	1 of 4
ame O	
Emily	Jane
White	Lásoft here a midde rame
redentials	
legistered Nurse	8
Add	Credeotials
ate of Birth	
10/20/1991	0
ddress	
6000 Daitas Pkwy	
Suite 700	
Suite 700 Dallas	

Click **Next** to continue to edit more information or **Done** in the top right hand of the screen to return to the previous menu.

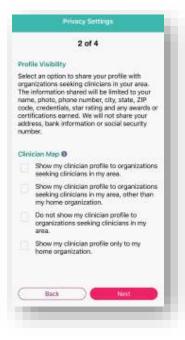
### **Privacy Settings**

In this segment, the user can edit the visibility of their profile with organizations. There are four visibility options to select from under the "Clinician Map" section





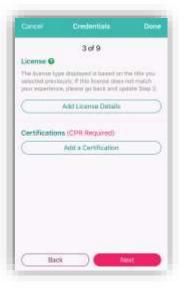
and the ① icon goes into more detail about what the organizations can see with each option.



Click **Next** to continue to edit more information or **Done** in the top right hand of the screen to return to the previous menu.

#### **Credentials**

This page lists Licenses and Certifications. To edit a license, select the  $\square$  icon.







From the Add License page, select 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. Select the **Save** button. The license will be listed as "Verification in Process" after initially being added. Once completed the license will show as "Verified.

	Add License	
Type Of	Upense	
selected	nae displayed is based on the title you . To change the type of license, you no your title in Step 2.	int
0	Registered Nurse (RN)	
	Number.	
	111	-
	Issue Date Expiration Date	
<b>(1.11</b>	COUNTY ) ( MUCCINTY	Ý.

Back at the Credentials page, select the **Add Certification** button. Select **Tap to Choose** below Type of Certification to find a certification. Enter an expiration date, select **Tap to Add** to add a photo of the certification and select **Save**.

ysie of Ce	-theaton	
	Tap to Choose	 2
alestee	Date	
to the	anna -	
hiloid a P	noto	5
	Yep to Add	4
0	noar )	

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

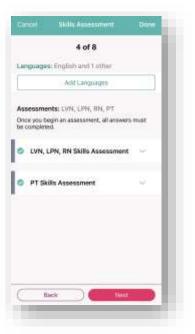




Click **Next** to continue to edit more information or **Done** in the top right hand of the screen to return to the previous menu.

#### **Skills Assessment**

This section was also previously completed by the user during profile setup, but that information can be edited here.



Languages previously chosen will be displayed at the top of the screen. Select **Add Languages** to add or edit languages.

Under assessments, the previously completed assessments can be viewed or the assessment can be updated at this time. 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 subcategories of skill levels to be answered. Select **Next** to move on to more assessment categories.







anotheral I	V Insertion & Care	
t - Independ	serd	
- Partienti	with supervision	
- Regures	professional development	
-Picher In	t ta partanis	
	c Therapy	
4 - indep		
3 - Parto	erre with super datas.	
2 - Herpi	ine pulsianiai development	
T - Produ	(not to perform))	
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	
a Indanas	vient	

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

Congratulations You have successfully completed your skills assessment.
ОК

#### Immunization

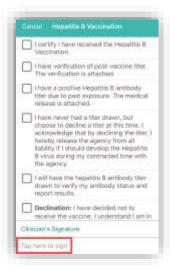
During the initial setup, clinicians will need to document their vaccinations. Tuberculosis and Hepatitis B are required. These can be found under the **Attestation** tab





1	munization	1	Attestatio	10
v	Tuberculosi	is Fact Shee		
v		Vaccination		1
1	Ru Shot Ve	ccination		
-	Babk	-	Next	

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



Clinician's will enter their signature and then select Done.







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



The **Immunization** tab displays currently entered immunizations as well as offers the ability to add new records. Select **Add Immunization** to bring up the information screen.

ype Of Imm	unication
COVID-19, BA	saster >
munizatio	n Bitabus
Actor	Commindicated Declined
ate Admini	stared
10/31/20	22
Vho Admini	stared
Dinic	3
at #	
3830272	
Aanidacture	
Pfizer	>
Comorbid Co	andition Present:
	Tes
_	
Car	- C stan

Select the type of immunization from the drop-down screen. Select from three status options: Active, Contraindicated, or Declined. If contraindicated or declined is chosen, a reason must be selected from the options listed in the drop-down. If active is chosen, the user will select the date administered, who administered the immunization, and lot number. Some immunizations will ask if a comorbid condition is present. Select **Save** to document entered information and **Cancel** to back out. The immunization is now listed under the immunization tab.

Click on an entered immunization to see details. Select **Inactivate** to inactivate the vaccine. Select the  $\hat{\mu}$  icon to delete the immunization (permission based.)







Click **Next** to continue to edit more information or **Done** in the top right hand of the screen to return to the previous menu.

#### **Availability**

After opening availability, the user will see a calendar screen brought up to the current month. The user can use the arrows to go back and forth between the current month and future months.

TAD BE	No ENTER	hen onloc	1.010.081	10,10,10	ONE AND	ADATA.
	100	ere now t	howing a	o Uninal	latio	
		Nov	ember 3	2022		5
s	м	т	w	Ť		5
			2	8	4	5
22	7	8	.9	2		12
13	54	15	10	17	и	19
20	21	22	23	24	25	26
27	28	79	30			
						ADDAY
	lot Ava	itable		An	sitable	

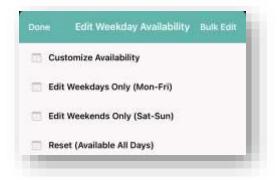
The current day will show in teal. If the user has marked themselves as unavailable, the date will be greyed out. To select different days, click a different date and the teal circle will move to the selected date.







Select **Bulk Edit** at the top for options to customize availability, edit weekdays only, edit weekends only, or reset current settings to make the user available for all current days.



Once the selection has been made, the user can this select to edit the time schedule and to edit the month range with the available times and dates of the clinician.

To edit Month Range,	
tap here	
Cancel	Save
Contra Particia	
	Jane -
CON NEC	
10 November	Editing Time
10 November	Editing Time

Select **Not Available** to mark the user unavailable for visits. Select **Available** to now be viewable as available to work.

Not Available	Available
	Contraction of Contra

Select **Save** to finalize availability. The following success message will indicate changes have been updated.

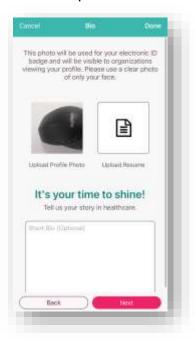






#### Bio

The bio information entered in this section is used for the user's electronic ID badge and will be visible to organizations viewing their profile. Select the icon (or current photo) above **Upload Profile Photo** to add a clear photo of the user's face. Select the icon above **Upload Resume** to either add a photo of a resume or a PDF or document version. The user will need to allow permission for the application to access their camera or photos.



There is also a free text box to enter a short bio that organizations will have access to read about the user's story in healthcare. This is an optional field. Click **Next** to continue to edit more information or **Done** in the top right hand of the screen to return to the previous menu

#### Training and CEU

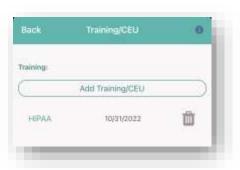
Healthcare organizations and clinicians are responsible for maintaining current records of required annual training. To demonstrate completion of the required





training programs, clinicians can upload training records to Axxess CARE for organizations to review. Organizations should verify that all required training has been completed before assigning visits to a clinician.

Select **Add Training/CEU** to add a training or CEU. To learn more about this requirement, select the **Select** icon.



To upload training records to Axxess CARE, select a training type from the Training menu. Enter the date the user completed the training and upload a copy of their training certification. Based on the training completion date, Axxess CARE will monitor upcoming expirations and alert users when a required certification is set to expire in 30 days. Once the user renews the training certification, upload a copy to update the training records.

2	Select Type of Training
-	
ate Of	Training
1/1	NDD/YYYYC
lap To J	dd A Thuining
	Tap to edd a training





Clinicians can also upload records for training that is not required. To demonstrate completion of non-required training, select Other under Training and input the name of the training program. Enter the date of completion and upload a copy of the certification. The system will not alert users to upcoming expiration for training that is not required. Select **Save** to finalize documents.

NOTE: A photo, PDF, or document must be uploaded to save the document.

# **Payment Account**

In the Payment Account section, bank account information can be edited. Click

the icon to learn more about this process. The bank information entered during user setup or most recently will be listed.

	Deposit	
	7 of 8	
Bar	nk Account	0
AV future payment bank ac	ls wið be deposi count informati	ted using this an
TEXAS BANK		11-1-1010
C Edit De	sodsit krformalik	m O

To update this information, select **Edit Deposit Information.** Here the user will enter routing number, bank name, account number, and account number again to confirm. Select **Where do I find this?** for assistance. Click **Submit** for Axxess to verify the bank information.





**Tax Documents** 

	e Payment	
	9 of 9	
	Set Up Direct Deposit	
	We've made getting paid easy!	
Histor	g Number (Bidigte)	
0000	00004	
Bæsk?	Name	
Accou	int Number	
0000	0000000	
Confir	m Account Number	
00000	00001/0000	
-	Where do I find this?	0
0	Back Juditte	D
-		-
	Tax Documents CA	044
	Tex Documents CN W-9 1099	014
Approprie In most of Will Once yes opticed a pathwn Th three Any access y document H in yolet koop too receive to	W-9 1099 A case in independent contracture for a specific Agency A construit your form and you can be now their RDD contrainer your formand and you can be now their RDD contrainer your formand and contracted the specific with an out document from that Agency asses, you need to 18 out and provide the agency with ultimer filled out your tas aboutment, along the lease Agency our need to 18 out and provide the agency with ultimer filled out your tas aboutment, along the lease Agency our need to 18 out and provide the agency with ultimer filled out your tas aboutment along the lease and approved to the through AssessCAPH on an any two leases to 1980 sole responsibility on company with all books, takes an obligations that persons to all graves compensation your on an Agency.	s O D-d N Y
Approprie In most of Will Once yes opticed a pathwn Th three Any access y document H in yolet koop too receive to	₩-9 1099. the unit relegended contractor for a specific Agence choose and APR platform and poil and more and more and the specific Agence and the document have have a specific Agence and the document have that Agence. and the document have that Agence, the agency will be agency and the document have that Agence and the document have the Agence and the document have the Agence and the document have the agency will be agency and the agency and the agency of	s O D-d N Y
Reprocess In ancate of Weil Coupled a balant balant there. Any accesses the system terrained terrain	W-9 1099. A set on independent contractor for a specific Agence Accessed AME platform and poil and more and more than 900 and the set of the set of the set of the set of the set and the set of the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the set of the set of the set of the set of the the set of the	e D Bhu T Ay

In the Tax Documents section, there are two tabs: **W-9** and **1099**. Under the **W-9** tab, the user can edit their previously entered W-9 information by selecting **Complete W-9 Tax Document**. The sections will pre-populate with previously





entered data. The user will follow prompts and edit information as needed. Select **Save** when finished. Select **View W-9 Tax Document** to see previously uploaded files.



In the **1099** section, there is a list of specific organization provided tax documents based on the tax from uploaded in Clinical Documentation. There is a hyperlink for the associated main organization below. When clicked, the PDF of the 1099 will pull up for viewing. Select **Close** in the top right corner to exit.

#### 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	red
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.
connuential in you	

On the main screen, there are two tabs: Screenings and Test Results.







Screenings	Test Results
COVID-19	
Result - Yes 0/4	0
Completed in 10/07/202	2.238.04
COVID-19	
Result - Yes 0/4	Û
Completien on discovery	前非無戶給

Under the Screenings tab, 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 Screening to enter a new screening.







Answer the screening questions, assign a risk level, and enter signature date and time. Select **Complete** and then submit signature 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.

In the **Test Results** tab, a list of previously completed tests can be viewed. Click into the specific test to view document previously uploaded. Select the trash can icon to delete the test documentation (permission based.)

Screenings	Test Results
COVID-19 Test	e 1
Result - Negative	0
Seegment on 95-311-2022	
1.2	

To add new, select **Add Test Results.** First select type of test from the dropdown, select a positive or negative result, date administered, and upload test file in either photo, PDF, or document. A file must be present to save. Select **Save** to document the test results.





Type of Test	
tend have of Perr	X
Test Result	
Pestive	Magaline
Date Administered	
Manager	
Uploait File	
Choose File	1

NOTE: A photo, PDF, or document must be uploaded to save the document.

## **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. Select **Status** in the top right to see the total numbers for all visits.

	Applied Visits	
Sun, 09/26/	2021	
OASIS-D	Recertification - Asses	sment
and Train	ing	
VISITING NU	IRSES OF ILLINOIS, INC.	
Pay Rate: \$7	(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. Select outside the table to 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. Select the visit to view more details. This page can be sorted by Status and Date by choosing either in the top right.

All Visits		
	Filter by: Status + Date +	
Skilled Nurse Visi	t	
Paid	09/09/2021	
Yang, Paul		
Skilled Nurse Visi	t	
Completed	08/15/2021	
Tang, Paul.		
OASIS-D1 Start o	f Care	
Revewing	08/16/2027	
Youe, Bannarerer		
Skilled Nurse Visi	t'	
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 Eamings		O Nated Visite
AL	L TRANSACTIONS	
Received		\$0,30 >
Pending Release	6	\$0.00 >
Anticipated		\$0.00

In the **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



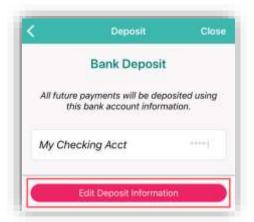


the **Sort By** button to sort payment details by date, organization name or patient name.



## **Payment Account**

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



Enter the routing and account number of the user's bank account. If those numbers cannot be found, select **Where Do I Find This?**. Once entered, select **Submit** to complete.







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

## **My Star Ratings**

From this tab, the user can see star ratings from organizations. It will list how many stars were received as well as from which organization.

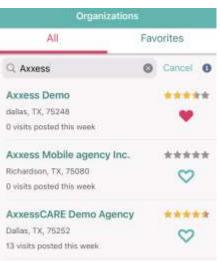


# **Organizations**

From this tab, the user can search through organizations by name, city, state, or ZIP.



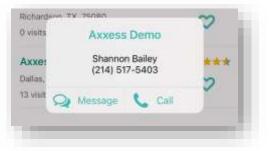




Star ratings from other Axxess CARE users can be seen to the left of the patient's name. The organization can also be favorited by selecting the heart icon.

Filtering by favorites only is also an option by selecting the **Favorites** tab. After selecting an organization, the administrator or manager name and phone number can be viewed and there is an option to message the organization or call. Select

the **1** icon for more information.



#### **Tax Documents**

If users work as an independent contractor for a specific organization using Axxess CARE and earn more than 600 dollars, users will receive tax documents. Upload that document by selecting the **Upload Document** button.



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## Help

Listed at the top are multiple ways to follow Axxess on social media. If the password is forgotten, enter the email address associated with the account and select **Reset Password**. To call Axxess Support, who are available Monday – Friday from 5:00 a.m. - 9:00 pm CT. The phone number is (214) 575-7711.

Follow Axxess			
	9	f	0
Frequently Aske	id Question	na -	
Read answers to c the Access CARE L			s in
-	FAQ		10
instructions to rea	et your passa		n
Instructions to res-	et your passa	the	m
	el your pàssa	the	h
Instructions to res Direct Actions Re	et your pless escel Pass support hear	word sword	
Instructions to res Direct Actores Re Need Help? Contact our clear	et your pless escel Pass support hear	word sword	nugh





The FAQ buttor	n sends users to	a Axxess He	elp Center sit	te to ask any	questions
related to Axxe	ss CARE.			-	

	e Avaess User Community to X are, learn and grow together. Learn Moce
Øaxxe =	ESS 🔒 Login 🗮
Axxess	CARE Scheduling for
	Scheduling

# **Axxess Certification**

From this tab, Axxess Training and Certification platform can be launched for addition education and training. Log in with the Axxess username and password used for logging into Axxess CARE.

-	AXXE	55
C		
User	1ame	
Pasa	word	
Ren	ember username	
-	11256	_
	Leg in	
Forget	ee your neername or pass	word?
	s must be enabled in your	browser
0		
Login	ning your account on:	
	Assess Identity	





## **Security**

To change the password or update the pin, select which needs to be changed and follow the prompts to do so.

202	1981 T	
360	niek	-1
٢	Password	
0	PIN	

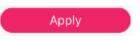
# Log Out

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

# <u>VISITS</u>

# **Applying for Visit**

Select a visit from main menu/visits. It will list the visit type, date, pay rate, how far away and the organization. Select the **Apply** button.



After applying for a visit, a confirmation window will appear. Select **OK**. The visit will be on the list of applied visits. The organization determines whose application they will accept (if there's more than one) in the Axxess CARE web application.



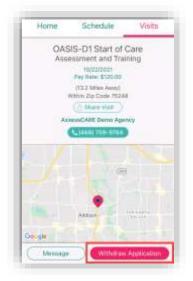
A badge shows to the right of the visit showing the user has applied for the visit.







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. Select the notification bar.



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

	nding Visits	Done
	hat is pending acc t before the offer e	
Friday, 10/22/2021 OASIS-D1 Start of and Training	Expires in 19 Care - Assessme	
AxxessCARE Demo A	gency	nbernai Visit
	) mi from home)	
Pay Rate: N/A   (0.0		
Pay Rate: N/A   (0.0 Agency is using stan	dard payroll for this	visit

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



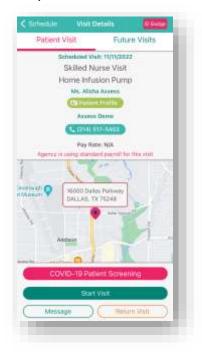


the vis	it on 10/22/2021	
	Success You have accepted the visit	
	rea name accepted son water	

The visit will show on the Schedule as Assigned. Select 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. If the visit cannot be performed, Select the **Return Visit** button. Select the **Patient Profile** button to be able to look at the patient chart before starting the visit.



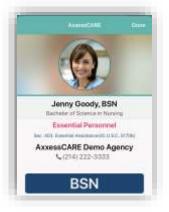




If there is a request to see the user's identification during the visit, select the **Badge** button from the **Visit Details** page.



The following ID badge will display. Select **Done** 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 and payer.







Select **Call** to dial the patient's phone number and **Map** to see the patient's location in the map or direction apps available.

The patient profile also shows 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. Select the **Care Team** button.



The Care Team window shows all users/clinicians that are tied to this patient.

Message team members individually by selecting the message icon or call them by selecting the phone icon. To message the group, select the **Start Group Text** button. Select outside of the window to close or the **X** in the top right.

Trish Ricks, RN	60
atricia Ricks, RN	62
lonna Cook, None	60
obert Smith, RN	69
Q Start Grou	p 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's profile and going to the Orders section and selecting **Add Orders**.



Confirm the auto-generated attending physician, date, time, and effective date. If the order is for a next episode, slide the toggle. Confirm with the physician that the order will be sent to and any additional physicians that might want a copy. Enter the order summary.

New Order	5	
For Primo, Jost	huia	
10/2	2/2021 - 12/20/2021	
Attending Physicia	n*Robert, Rubin	)
Date*	10/22/2021	
Time*	09:11 AM	
Effective Date*	10/22/2021	
Order is for Next	Episode	3
Send to*	Robert, Rubin	
Copy to	Select Physician	)
Order Summary*	Enter Order Summary	

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.





Plan of Care Onters	
Discipline Prequency	
Supply Manager	
Charges will have to order characterism.	
Other Orders	
	1
WERNER, Planet Male, any orderer address	ALC: NO
sattion off that from to zie Plan at Date for reaction off that for the zie Plan at Date for reactions and governments.	ockey and
Senature Time 09-11 AM	Ø
Signature time is required when completely	His state
Savn	

NOTE: Any orders entered in this section will not flow to the Plan of Care Summary and may impact the survey.

#### 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 **Save and Exit** button to finish or select **Save & Add Another** to add additional immunizations.

All fields a	re required to saw	elmmunication.	
Type of inv			
COVID-19,	First Dose		
Select Whe	Administered		
Clinic			
Manufactur			
Moderna			
Date Admin	isturial.		
11/13/2022	12		
Date due :			
12/11/20/22	8		
Carrio/bid (	ondition Present		
1	res	No	





To add declined records from the immunizations page, select 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 **Save & Exit** button to finish or select **Save & Add Another** to add additional declined immunizations.

Type of him		to save immuniza	tion.
influenza	00-030000		
enuenza			_
Data Doctar	nerribuit		
11/13/2022			
Dec	finit	Contraindic	rten
lane.			
	diam'r.		
Due to an a			
Due to an a			
	Eave	ued Eart	

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

Active		~~~
COVID-19 Vax 10/20/2021 by 6	ccine, Single Dose	
ist	Inaction	Delete
Flu 10/19/2021 by u	riknown	
W Reason		
Inactive		
	Add	
100	cline / Contraindication	i ii





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

#### **Pharmacies**

To see the patient's 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).



Select the **Add Pharmacy** button and search through the Existing Pharmacies list. Select **Add New Pharmacy** to add a new pharmacy to the database.





Existing Pharmacies	0
Q. Search Existing Pha	macies :
ABC Pharmacy Datas, TX	(555) 555-5569
Blue Bunny 212 Main Sk Plans, 13, 35076	(214) 577-8888
Cara's Pharmacy Admiss 1, Address 2 BALLAS, TC, 75248	(111) 112-2222
CVS (123) 588-9652 129 Flowers THE SOLCHW, TX, 70006	
Cvs (489) 521-2589 123 Dove Road, Suite M Defan, TX, 75010	7.
Get Well Pharmacy	(565) 555-5555

Enter the information available. The name and phone number are required.

				Phae				Savo
Pharma	aty N	ane	•					
Walgr	eens							
Addres	s Lin	e T						
6742	E Mo	cikin	gbird	Lone	e.			
Addres	s Lin	e 2						
			1.0					
City								
DALL	AS							
*DAL	LAS							
q w	e		r H	t i	6.	J.	i   c	p
а	s	d	đ	g	h	J.	k	1
0	z	x	с	v	b	n	m	0
	-							

Select **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, select **Primary** or **Additional**.



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Existin	ng Pharmacies	0
0,55	arth Existing Pharmacies	
	y's Pharmacy (214) 517-5400	
	Henr system	
10110	Add Dharmony	-
Step 2011	Add Pharmacy Would you like to make matgement the patient's privacy or additional ordermore?	888
Step	Would you like to make malgreens the	888
Step 2001 Flare Texp	Would you Bo to make Matgeneris the patient's primary or additional	
Step 2011 Flam Texp	Would you like to make Hidgmens the patient's primary or additional pharmacy?	

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

< Patient Pharma	eV.
Primary Pharmacy	
Walgreens 5742 & Mockingbard Lame DALLAB, TX, 75206	د 🗈
Additional Pharmacies	
There is no addition associated with th	

## **Performing Visit**

From the Visit Details, select the Start Visit button.



If the user is not near 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. Select **Collapse All** in the bottom right to minimize all categories.





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

Salled Nurse Note For Augusta, Grant an Isla 24, 2007 Save & Exit			
Load Previou	s		
Visit Information	,		
ait info Contorn			
Vişit Çlate			
09/24/2021			
Time Io			
Bitter Volum			
Time Out			
Enter Value			
Travel Time In			
Enter Value			
Travel Time Out			
Enter Value			
Associated Mileoge			
Complete	Collapse Al		

When completing a visit note, users can load previous documents by selecting **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 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.

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.





Enter Walue	mmHg
Blood Pressure Right Standing	i i
Enter Value	mmHg
BMI Calculator	
Weight (in pounds)	
Height (in Inches)	
Height (in Inches)	in
	in
60	

#### **Medications**

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

Ŕ	Skilled Nurse Note Augusta, Grant on Sep 24, 2021	Save & Exit
Hea	ith Management	
	Review Medication Profile	
Medi	sations Reconciled	
New/	Changed Medications in the H	ome
Medi	ation Issues Identified:	
PIII B	ox Pre-Filled	
Insuli	n Syringes Pre-Filled	
Home	Endenament Alternet	

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

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





Warring Name (bogs not interior) and close enterior afficies Name (net) for drag to drag in the latent	
Abi New Medication	
Say Medicalitat Robin	
Active	
TYLENCE.	
DORAMINE 1.8 MG/ML-D6% INTRAVENOUS SOLUTION	
ASPREST ADD - ADD TO THE ADD - ADD	1.1
ASPIRIN - COMPOUNDING POWDER (OBSOLETEN) 117 - dag to 117 formati	
COLMADIN The set of the second	
COLMADN 2 MB ORA, WELET	
Discordinated	
KARELTO 16 MG ORAL TARLET	- 0

Write in the amount, select the physician, classification and routes from their corresponding drop-down menus. Select 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, select the **Done** button unless there are additional medications, then select **Add Another**.

Account	
Providen	÷
Closefficiation	v
Polates	
New C	hanged Undweged
Long Standing Medi	utios 🖸
Rart Date:	AND DOWN
Date Through	Stateserer

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. Select the **Warning**. Then select the combination of medications that are conflicting to read more. Select **Back** in the top left to go back to the medication profile.









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

Once a medication has been entered, edit by selecting 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 Discontinue is selected, confirm by selecting **Discontinue** again. It will then be listed in the Discontinued section of the medication profile.

this m	want to discontinue edication?
Cancel	Discontinue

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

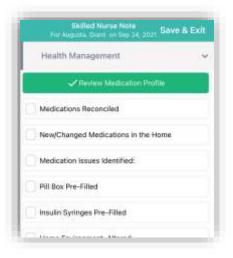
Back	Medications	
	y interact and cause adverse effects. e drug-to-drug in interaction report.	
2 	Add New Medication	
1	Sign Medication Profile	1

Once reviewed, the medication profile button will change from blue to green.

f in 🗴 🖕 /Axxess

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## **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.

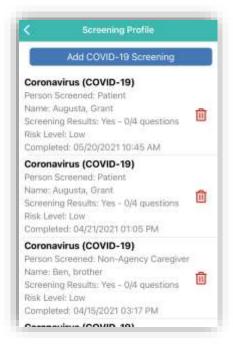
interventions	
COVID-19 Teaching Resource	
COVID-19 Vaccine Information	
Select Template	2
Enter with press	
Response to Care/Progress	
aner vennuns	
a net ventoris	2
COVID-19 Teaching Resource	
COVID-19 Vaccine Information	
Select Template	2
PATHOPHYSIOLOGY: Alzheimer's disease is the most common cau Dementia es the loss of intellectual and socia enough to interfere with activities of daily (wi tissue degenerates and causes a steady decl and mental abilities. The course of the disease	l abilities severe ng. Healthy brain ine 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, select the Add COVID-19 Screening button.







COVID-19 Screenin	ng
Complete the following scr and select a risk level base arganization's policies and esults of this screening wi user profile.	ed on your procedures. The
Person Screened	
Patient	
Refused Screening	0
Temperature (°F)	
Enter Temperature	
1. Have you traveled inte the last 14 days to a cou community transmission	ntry with sustained
Question must be answered	when cumplete.
Yes	No
2. Do you have signs or COVID-19, such as fever shortness of breath, diff	r, 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, select the Screening Acknowledgment slider. The electronic signature will auto-generate based on the time the form was opened.



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	1.110	resources
Additional Scree	ining Requirements	
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## 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 select the **Add Incident Log**.

	For CJ Kim in 09/20/2021	
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-	Inductions in Interfaced	
	Type of Incident	
	Evaluation and Andrees	
	Institute Securiplical Contracts	
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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.

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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 select **Infection Log**.

Gack for	Skilled Hurse Visit Anoma, Alana an Any 14, 2021	Save Note
Infection	Control	×
CVID-19 What	You Need to Know	
Universal p	recautions observed	
Sharps disp	oosed per biohazard P&P	
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New infection	on suspected:	
New infection	m degraced	
	entection Log	
	Infectious Disease Profile	

Complete the sections listed.





٠	For Angle test ouz. McCurcheon dd
ý.	Patient Information
2	Evaluation and Treatment
*	Type of infection/Signs and Symptoms
-	Reportable Disease(s)
-	Infection Control
ý.	Infection Log Report Comments
2	Follow-Up

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 a skilled nurse visit, navigate to the **Supplemental Documents** section and select **Add/Edit Aide Care Plan**.

Supplemental Documents	~
Edit Supply Worksheet	
Perform Supervisory Visit	
Add/Edit Alde Care Plan	8 2
Immunization Log	

The following tabs appear on the Aide Care Plan.





Aide Care Plan		
Things to Repor	n	į.
Special Conside	erations	đ
Plan Details		
Notifications		ä
Cor	nplete Note	

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**.







Demingraphics For Print, Jackson on Oct 22, 2020.	Doge
Demographics	2
Edit Paliant Info	
ent Information - READ ONLY	
10040 - Patient Name: - READ DNLY First Name - READ ONLY	6
Joshua	
MI + READ DNLY	
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Last Name - READ DNLY	
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Suffix - READ ONLY	
0066 - Birth Date - READ CMLY	6
0006 - Birth Date - READ QALX Luft Patient Information Sa	6 No & Exi
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Thit Patient Information S4 Patient Information Race/Ethnicity Patient Language Payment Source	OGM)
Toth Patient Information S4 Patient Information Race/Ethnicity Patient Language Payment Source Admission Source and Timing (PD	

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. Select **Save & Exit** in the top right to finish updates.







	Edit Patient adarmation Save & Exit
imary	Address
Primar	y Address Line 1
1600	0 Dallas Pkwy
Prima	y Address Line 2
Erta	Addess
M006	9 - Primary Zip Code
7524	8
Primar	y Zip 4
	29
Piina	y County
Colli	n County
Primar	y City
DAL	AS
M005	3 - Primary State
TEX	us 🗸 🗸

## Advance Care Plan

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

Epi Prin	Prognosis w. Joshue on Oct 72, 2021	Done
Advance Car	re Plan	~
A	dvance Care Plan	
please select 'Need problem statement Treatment' to provid	s not have an Advance C I for Advance Care Plann from 'Orders for Discipli de Interventions to assist tives information or com	ing' ne and t patient
Plan of Care	Prognosis	
Select a response.		
Guarded		
Poor		
Fair		

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

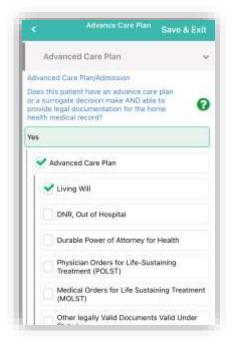
• Advance Care Plan





- 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.

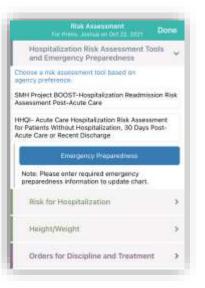


## **Emergency Preparedness**

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







The following tabs appear under Emergency Preparedness.

6	Patient Emergency Preparedness	
	Emergency Preparedness	0
	Additional Emergency Preparedness Information	,
	Evacuation Zone	ಾ
	Comments	

Select **Save and Exit** to return to the assessment when documentation of emergency preparedness details is finished. 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, select 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.





۲.	OASIS-D1 Start of Care
You hav	e 104 errors and 1 warning.
(GG01) Prostb If GG0 the iter	IELECTED) (0) Prior Device Use E. Orthotics/ bices = (NOT SELECTED) (10Z=[0] Unchecked, then at least one of m GG0110A through GG0110E must be o [1] checked.
0	atal
GG013	0
Incomp No Sal Discha Self-Ci one of	udit (8510) - This assessment is stete. -Care (GG0130) and Mobility (GG0170) rge Goals Have Been Answered are and Mobility Discharge Goals: At least the Discharge Goal items should be equal (2,03,04,05,06,07,09,10,88
0.1	ARNING
Magon	
	NG: You have not signed the tion profile
-	DASIS Scrubber

Select the **OASIS Scrubber** button to open and review a PDF of the findings. Select **Back** 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 select



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**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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You hav	e 104 errors and 1 warning.
(GG01) Prosthe If GG0 the iter	IELECTED) (I) Prior Device Use E. Ortholics) bics = (NOT SELECTED) 102_E(0) Unohecked, then at least one of ma GG0104. through GG0110E must be o [1] checked.
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-	OASIS 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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0 - Zero						
1 - One						
2 - Two						
3 - Three						
4 - Four or	more					

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 **Save & Sign** is selected. The page will include all options available on the web signature page. Select **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, select **Save Note** in the top right of the visit menu.



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

Documentation Patient	Signature
-----------------------	-----------

When documentation is finished, select **Complete**.

Integumentary	>
Pain Profile	>
Endocrine/Hematologic	्
Nutrition	>
Complete	C Expand All

Confirm the signature date, enter the signature time, then select **Complete**.





ę.	Compl	ete Note
Skilled	l Nurse Visit	
August	a, Grant	
Signatı	ire Date	
9/29/2	2021	
Signatu	ure Time	
Enter	Time	
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-	Complete	Save and Exit

This is when the Electronic Visit Verification process begins. If the patient is not able to sign, choose **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)
- Unable to collect Patient's Signature

After Selecting a reason, the user will then see the options to **Collect Caretaker Signature** or **Collect Voice Recording**.

< Back	Visit Verification	
	Reason: Physical Impairment	
	Collect Patient Voice Recording	
	Collect Caretaker Signature	
Enter reason your loc	dion is not near the patient's home address.	
	Submit	

Once caregiver signature is obtained, select **Done** in the top right corner.





If the client can sign for themselves, select the **Collect Patient Signature** button.

Complete Note	Visit Verification	
$\square$	Collect Patient Signature	
	Select Unable To Sign Reason	
Daal ressor year belocor it	the beau And padower's burry antibula.	

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



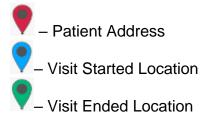
A completion confirmation will display along with instruction that the organization's QA department will be reviewing the visit. Select **OK**.







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



Select **Back** in the top left to get back to the schedule. From Visit Details, select **View Documents**. This shows the PDF printed version of the completed visit. Select **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.



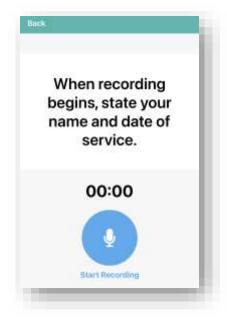


< Back	Visit Verification	
	Reason: Physical Impairment	
	Collect Patient Voice Recording	
	Collect Caretaker Signature	
Enter reason your location	i is not near the patient's horse address.	
	Submit	

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



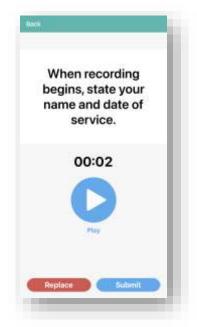
Select **Stop Recording** to end the recording once the patient has stated their name and the date of service. The recording will stop automatically if not ended before 30 seconds.







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 Voice R	roarding
Patient Location	
Vint Started Local	bon
Viart Ended Locati	91

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.





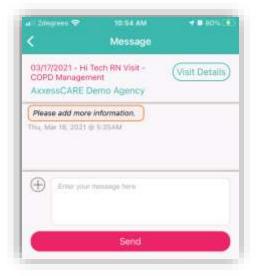




Once it has been returned from the QA staff, it will show as an alert in the message center. Select the unread message/alert to view.



The message from the QA staff is listed in orange.



The orange counter on the Home page will also change. Select QA Returned.





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

Returned by	QA Done
Visits (2)	Other
Assessment and Training Assessment Agence Directory Malony	09/24/2021
Assessment and Training AccessioNE Deno Agency Dimension, Matery	08/24/2021 >

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

Patient	Wielt	Future Visits
Patient	VISIC	Puture visits
. Vi	sit Retur	ned By QA
		)/2021
	10 35 AM	
		uit: 09/28/2021
		lurse Visit
Un	ine Cathe	ter Irrigation
	Mr. Pa	ul Yang
	E2 Paties	nt Profile
A	XXESSCARE	Demo Agency
	(469)	759-9784
Return Comm	ents:	
Oak Grove		
Park		
CON	4D-19 P-4	ient Screening
C 16404	ing ing a fell	CONTRACTOR IN THE
Messa		Edit Documents





## Paid

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



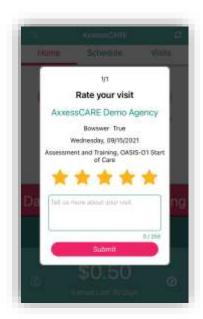
The next time logging into Axxess CARE, the system will prompt for a review of the organization.



Select 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. Select the visit to view the details.

= All Visits		
	Filter by Status - D	ste •
Skilled Nurse Visit Paid Tang, Paul	05/08/2021	×
Skilled Nurse Visit Completed Vierg, Ital	09/16/2021	8
OASIS-D1 Start of Care Reviewing True, Inveseor	06/15/2021	×.
Skilled Nurse Visit	and a most	2

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





G.	Tuesday
0	Available
24	Wednesday
C	Skilled Nurse Visit
	Paid 1501 Gaylord Trait, Grapevine GRAPEVINE, TX 78051
25	Thursday
C	Skilled Nurse Visit
	Reviewing
	16000 Dallas Parkway Dallas, TX 75248
100	Friday

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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