POINT OF CARE WORKBOOK

HealthTrust Software
2702 N University • Nacogdoches, TX 75965
Phone 936.622.4555 • Fax 888.891.3521
www.mjsONE.net

For additional information about HealthTrust products please contact the support team at **1-877-442-4555**

SECTION 1

mjsONE™

Office Version-Point of Care

HEALTHTRUST SOFTWARE

SECTION 1 OVERVIEW

Section 1 will cover how to use the office version of Point of Care. This will include how to access the online Point of Care program, document a visit, make corrections to a failed visit, and much more!

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NAME: ______________________________

USERNAME : ___________________________

PASSWORD: ___________________________

Welcome to Point of Care!

mjsONE is divided into two modules:

1. ***mjsONE Office*** for use by office staff to track and manage referrals, patient information, schedules, financials, and more **(which is covered in the Office workbook)**

2. ***mjsONE Point of Care*** for use by clinical staff in the field to complete assessments and visits while maintaining compliance to orders and documentation standards **(which will be covered in this workbook)**

IMPORTANT:

♦ THERE ARE 2 DIFFERENT WAYS TO USE POINT OF CARE:

1. THE ***OFFICE VERSION*** - WHICH IS LOCATED AT WWW.MJSONE.NET AND REQUIRES AN INTERNET CONNECTION

2. THE ***OFFLINE VERSION*** - WHICH IS DOWLOADED ONTO A DEVICE/LAPTOP/2 GO PC THAT YOU WILL TAKE INTO THE FIELD WITH YOU

In the first section of this workbook we will be discussing how the OFFICE version of Point of Care works.

STEP 1

Go to ***www.mjsone.net*** and log in using the username and password that has been assigned to you.

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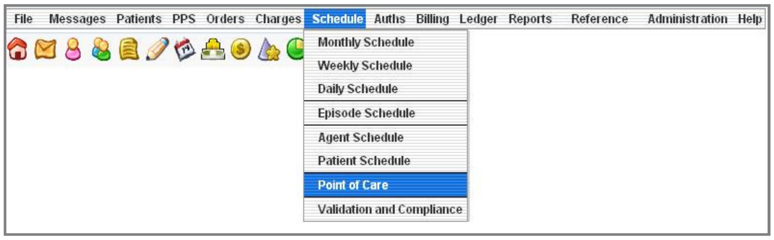
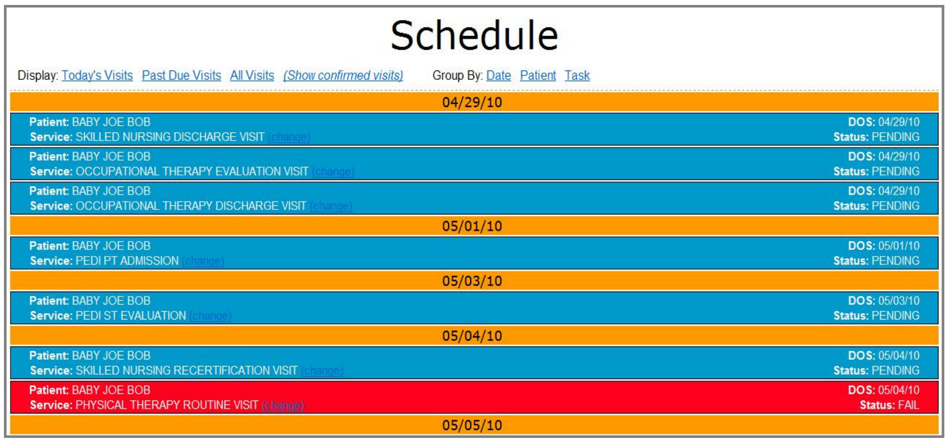
Office Version of Point of Care



STEP 2

Once you have successfully logged in, using the toolbar at the top of the screen, go to **schedule** then down to **point of care**.



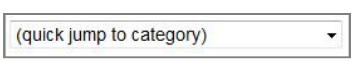
STEP 3

Once you have selected **point of care,** the system will take you to your **schedule**. Where you will go into each scheduled visit and complete the documentation. Simply click on the bar that says the **patient's name** and **DOS** and a drop down section will appear below. Click on the **START VISIT** button to begin documentation!

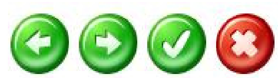
NOTE: Visits may differ in appearance from the ones pictured in this workbook based on the discipline of the visit. Individual visits will be covered in discipline specific courses taught during the initial training of this company.

Performing an Initial Evaluation Using the Office Version of Point of Care

After the admission visit has been scheduled, it will be available for the clinician to view on the Point of Care program the next time they log in. The clinician needs to **click on the visit** and then select **start visit** to begin entering data. The clinician can either click the **green arrow** on the upper right part of the screen or use the **quick jump to category box** on the upper left to advance from page to page. As they are documenting their visit all of the information that they enter is being uploaded into the database and saved as they move from page to page. When the clinician **finishes** the admission visit, they will click on the **green check mark** at the top right of the screen so that the system can perform a quick but thorough field validation check before the information is sent to the QA team in the office. If the clinician only wants to document part of the visit now and then return later to finish the rest, they would just document what they wanted and then click on the **red X button**. This will save their information and take them back to the main schedule page. Once this visit passes the QA process it will generate the patients episode or cert period based on the date of the admission visit (as long as the admission visit was scheduled from the referral page). Your TP1/TP2 will be generated once the visit is passed and can be printed out along with the visit note/plan of care. If you are actually creating a 485 (non-therapy) the system will take that information that you filled out during the visit and generate a plan of care that can be printed out and taken to the physician for a signature.



The quick jump to category can be used in place of the arrow buttons to jump from page to page. This is a good option to use when going back into a visit to edit documentation on a specific page or just to quickly locate a particular section of the assessment.



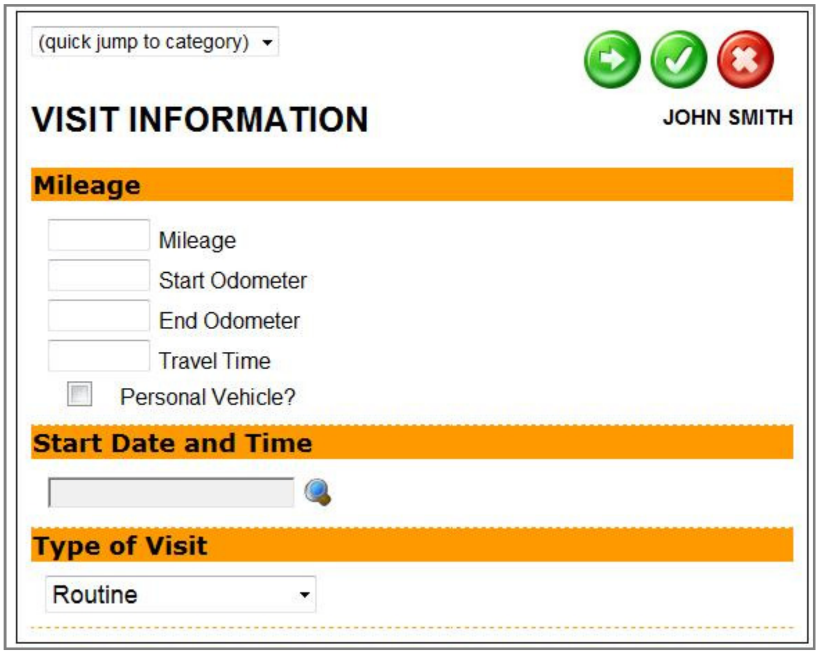
By using these button, which are located in the upper right hand corner of every visit, you can move through the visit, save and validate the visit once your documentation is complete, and close the visit to return

TERMINOLOGY

** **CLINICIAN** –* the nurse, therapist, or user/agent that is using the Point of Care Program (office or offline)

Performing a Routine Visit Using the Office Version of Point of Care

After the visit has been scheduled, it will be available for the clinician to view on the Point of Care program the next time they log in. Once the visit shows on the device, the clinician needs to only **click on the visit** and then select **start visit** to begin entering data. The clinician can either click the **green arrow** on the right part of the screen or use the **quick jump to category box** on the left to advance from page to page. As they are documenting their visit all of the information that they enter is being uploaded into the database and being saved as they move from page to page. When the clinician **finishes** the visit, they will click on the **green check mark** at the top right of the screen so that the system can perform a quick but thorough field validation check before the information is sent to the QA team in the office. If the clinician only wants to document part of the visit now and then return later to finish the rest, they would just document what they wanted and then click on the **red X button**.



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By using these button, which are located in the upper right hand corner of every visit, you can move through the visit, save and validate the visit once your documentation is complete, and close the visit to return

*What to do if Your Visit was **FAILED** for Correction?*

If your visit has been failed back to you for corrections, simply log onto the online version and go to your Point of Care schedule where the visit will be highlighted in **red**. If the office QA team has already made the changes for you, just click on the **red box** and a dropdown window will appear with their changes. Look through the list, make sure that the checkbox next to each change is checked (only if you accept the changes that they have made) and then scroll to the bottom of the list and click **submit**.

If you are making your own changes just click on the **red box**, check the notes that they have sent you about what you needed to correct, correct them, and click the **green check mark** once you are finished.

SECTION 2

OfflineVersion-Point of Care

HEALTHTRUST SOFTWARE

SECTION 2 OVERVIEW

Section 2 will cover how to use the offline version of Point of Care. This will include how to download the Point of Care program to your personal device, document a visit, make corrections to a failed visit, and much more!

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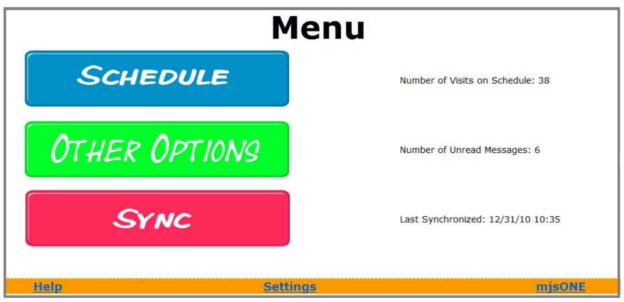
Offline Version of Point of Care

STEP 1

Go to your desktop and locate the icon that says mjsONE Point of Care. Double click the icon and once the log in page appears, log in using the username and password that has been assigned to you.

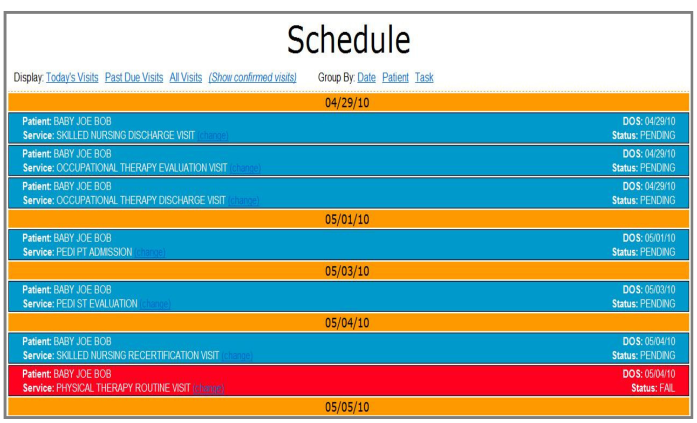
***IF THIS IS YOUR FIRST TIME TO LOG IN YOU WILL NEED TO REGISTER FIRST. THE STEPS TO COMPLETE THIS PROCESS ARE LOCATED ON THE RIGHT SIDE OF THE PAGE.**

STEP 2



Once you have successfully logged in you will have 3 options. To go to your schedule click **schedule**, to see other options click **Other Options**, and to synchronize your device (to upload answers & you have already completed or get more visits that have been scheduled) click **sync**.

STEP 3



Once you have selected the **schedule** button the system will take you to your **schedule**. You will use this page to go into each scheduled visit and complete your documentation.

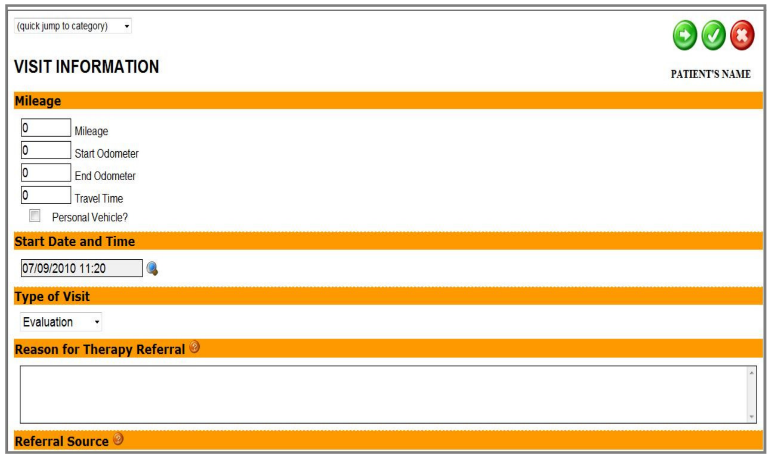
mjsONE POINT OF CARE IS ONLY AVAILABLE FOR DOWNLOAD ON WINDOWS BASED MACHINES!

INSTALLING THE OFFLINE VERSION OF POINT OF CARE:

1. Go to www.mjsone.net and log in.
2. Go to the help tab and down to resources.
3. Scroll down to the downloads section and double click on the mjsONE Point of Care (.msi format)
4. The download should start immediately and a wizard will walk you through the installation process.

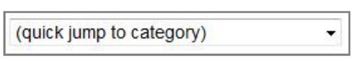
5. Once the program has been successfully installed on your computer you will see an icon on your desktop like the one pictured below.
6. To start the program double click the desktop icon.
7. If this is your first time to download the program and open it you will need to register this program to your username and password before you can log in.
8. On the log in screen there will be a link under the username and password box that reads: **(first time? Register here)**
9. Click on this link, fill in the username and password boxes, accept the EULA agreement, and click **register**
10. Once you have registered you will need to return to the log in screen and **log in**
11. The first time that you log in to this device you should go to the **settings** link and then select **get latest version**
12. Once this update completes then return to the main menu and click **sync** to download your visits

**** THE OFFLINE VERSION OF POINT OF CARE REQUIRES AN INTERNET CONNECTION TO SYNC!***



Performing an admission visit on the Offline Version of Point of Care

After the admission visit has been scheduled, it will be available for the clinician to view on the Point of Care program the next time they log in and **sync**. Once the visit shows on the device, the clinician needs to only **click on the visit** and then select **start visit** to begin entering data. The clinician can either click the **green arrow** on the right part of the screen or use the **quick jump to category box** on the left to advance from page to page. As they are documenting their visit all of the information that they enter is being uploaded into the database on their computer and saved as they move from page to page. When the clinician **finishes** the admission visit, they will click on the **green check mark** at the top right of the screen so that the system can perform a quick but thorough field validation check before the information is sent to the QA team in the office. To send the visit to the office, after the green check button is clicked, all they need to do is **sync**. Once this visit passes the QA process it will generate the patient's episode or cert period based on the date of the admission visit (as long as the admission visit was scheduled from the referral page). If you are using the visit note as your plan of care this will also be available to print at this time. If you are actually creating a 485 (non-therapy) the system will take that information that you filled out during the visit and generate a plan of care that can be printed out and taken to the physician for a signature.



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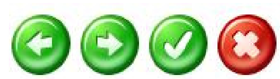

By using these button, which are located in the upper right hand corner of every visit, you can move through the visit, save and validate the visit once your documentation is complete, and close the visit to return

WE RECOMMEND THAT YOU SYNC YOUR DEVICE AT LEAST ONCE A DAY!

THE OFFLINE VERSION OF POINT OF CARE MAY ONLY BE REGISTERED & USED BY ONE USER!!

TERMINOLOGY

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Performing a Routine Visit on the Offline Version of Point of Care

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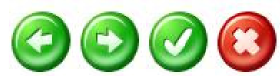

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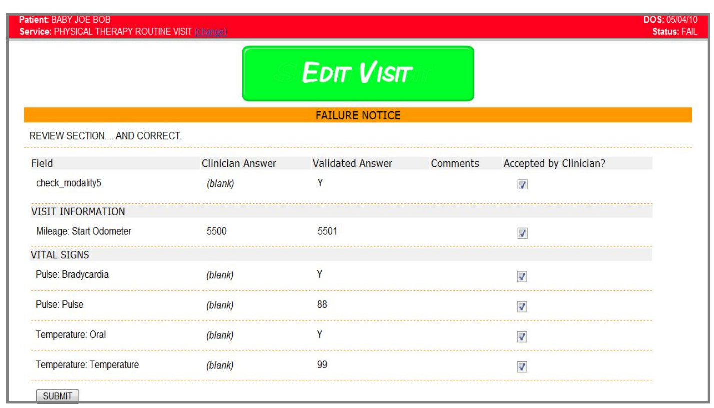
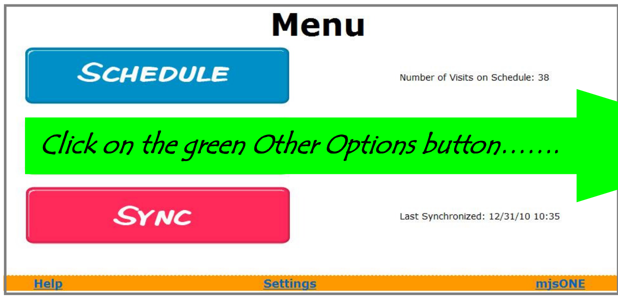


WE RECOMMEND THAT YOU SYNC YOUR DEVICE AT LEAST ONCE A DAY!

THE OFFLINE VERSION OF POINT OF CARE MAY ONLY BE REGISTERED & USED BY ONE USER!!

Other Options on Point of Care



The Other Options button, located on the main page of the offline Point of Care program, is not only where you can check your messages, but also contains links to several different useful tools.

Choose what you want to do by selecting the corresponding link.

Descriptions of how each link works is listed below.

View Messages

To view your messages, simply click the 'view messages' link. Once on the Messages page you will see a list of the messages that have been sent to you through the mjsONE system. Click on the red bar to view the details of the message.

* Remember you must **sync** in order to download any new messages!

To delete a message click on the

Create Message

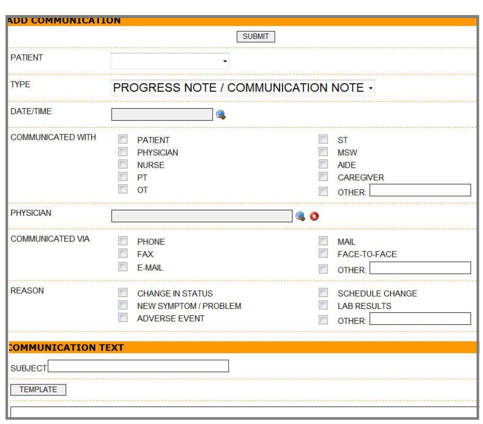
To create a new message, simply click the 'create message' link. A new window will appear where you can select your recipients, enter the subject, attach a patient, and assign a priority. Just click submit when you are done composing your message and the next time you **sync** your messages will be sent.

Communication Notes

To add a communication note without having a visit scheduled on your device click on 'communication notes'. Once the new window opens click on

CREATE COMMUNICATION NOTE

fill in the appropriate fields in the new window that opens (Pictured Below) and click **submit**. The next time you **sync** the communication note will be sent to the office.



Physicians Orders

To create a physician's order from the Point of Care program click on the physician's order link and you will be re-directed to the main order page. Once on this page simply click on the

NEW ORDER

button and fill out the fields on the screen that pops up, just as you would when you are documenting visit information, or creating an order in the online system. You also have the option to e-sign the order at the bottom of the page. Click **submit** to save and the next time you sync your order will be uploaded to the online system.

Tasks

Tasks are used to keep track of days out of the office, meetings, and other non visit responsibilities. To add a task click on the word 'tasks'. This will open a window that will show you all the task that you have already entered into the system. To view or modify a task click on 'modify task'. Clicking this will open the task in a new window for you to change anything or view the details of that particular task. If you made changes click **submit** to save them. To add a new task click on the 'new task' button. You can select a from and through date, set a reminder, status, type of task, and even choose to include it for payroll. Once you have filled in the fields you want click **submit** and the next time you **sync** your task will be uploaded to the online system.

Quiz Yourself!

Circle the correct answer

1. T / F The 3 big buttons schedule, messages, and sync are located on the office version of Point of Care

2. T / F You have to first register your Offline Point of Care before use

3. T / F Once a visit has been validated and passed you cannot make changes to it

Choose the correct answer choice(s) for the questions below

4. We recommend that you synchronize ________ day.

   A: at least once a

   B: 2 times every day

   C: every other day

   D: 3 times a day

   E: none of the above

5. You will need an internet connection to do what on the Offline Point of Care program?

   A: complete the assessment

   B: synchronize

   C: update your software

   D: both B & C

6. Can you change the type of visit from your Point of Care device without logging onto the online system?

   A: yes

   B: no

   C: maybe

   D: none of the above

Fill in the blank

7. A _______________ is the nurse, therapist, or user/agent that is using the Point of Care program (office or offline)

8. The messages button on the Offline version of Point of Care is ______________ in color.

9. You do not have to _________________ the Office version of Point of Care.

Check your Answers!

1. **F**
2. **T**
3. **F**
4. **A**
5. **D**
6. **A**
7. **Clinician**
8. **Green**
9. **Sync**