

Axxess Training: American River Home Care

Sacramento Rehabilitation Solutions

Version 1.1 - Aug 2018

accounts.axxessweb.com



The screenshot shows the login interface for AXCESS. At the top, there is a logo consisting of a red heart with a black keyhole and a black key, followed by the word "AXCESS" in bold black capital letters. Below the logo are two yellow input fields for username and password. Underneath the password field is a checkbox labeled "Remember Me" and a link "Forgot your Password?". At the bottom of the form is a red button with the text "Secure Login".

- **Username:** Provided by Sac Rehab Solutions via email
 - **Password:** Provided by Sac Rehab Solutions via email
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Clinician Planner

- After signing in the first page to appear is the Clinician Planner, from which the clinician can access all needed documentation, as well as the patient's chart.

AXCESS

Welcome

Clinician Planner

Training and Education

AgencyCore

American River Home Care

Wednesday, Aug 15, 2018
01:15 PM PDT

Lincoln, CA 78°
Hi 89°
Lo 62°

Thu 89°/62°
Fri 92°/61°
Sat 87°/57°
Sun 86°/59°
Mon 84°/59°

Patients Help Log Out

Today's Visits Schedule

< Wednesday, Aug 15, 2018 >

You have no visits scheduled today.

Upcoming Visits

« August 2018

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today's Visits Map

Wednesday, Aug 15, 2018

Change

Past-Due Visits

Hooray! You don't have any visits that are past due.

Unread Messages

Alerts

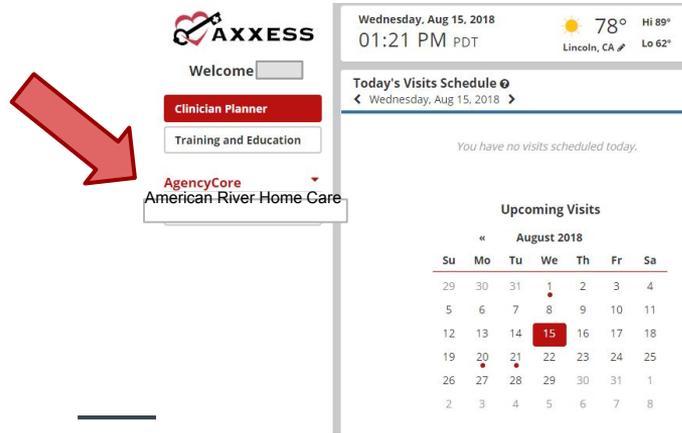
Good Job! There were no issues identified with your visits.

Selecting the Agency

Selecting the Correct Agency:

Prior to selecting the patient, the clinician must select the agency that is serving the specific patient. This is found on the left side of the chart under “Agency Core.”

*Note: For clinicians who see patients for multiple agencies that use Axxess - the program allows for a single login, followed by selecting the specific agency on the left side of the chart.

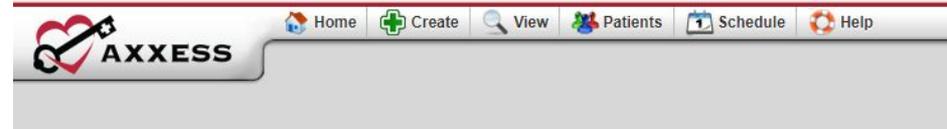


The screenshot displays the Axxess user interface. At the top left is the Axxess logo. Below it is a 'Welcome' field. A red arrow points to the 'AgencyCore' dropdown menu, which is currently set to 'American River Home Care'. Other menu options include 'Clinician Planner' and 'Training and Education'. The top right of the interface shows the date 'Wednesday, Aug 15, 2018', the time '01:21 PM PDT', and weather information for Lincoln, CA: '78°', 'Hi 89°', and 'Lo 62°'. Below the weather is a 'Today's Visits Schedule' section with a message: 'You have no visits scheduled today.' At the bottom right is an 'Upcoming Visits' calendar for August 2018.

« August 2018						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Patient Chart

Once the correct agency is selected, select the “Patients” tab at top center. Then select “Patient Charts”



Entering Orders:

Once in the specific chart, select "New Order" and follow the prompts.

Patient Info:

Patient name, contact info, insurance type, physician's name, episode dates etc.. These are listed at the top center of the page.

Patient List:

All patients currently on services are listed on the left side of the page. Select the name to open the corresponding chart.

The screenshot shows a software interface for patient charting. At the top, there are tabs for "New Order", "New Communication Note", and "Upload Document". The main area is divided into several sections: a patient profile section on the left with a placeholder for a photo and fields for MR #, Birthday, Start of Care Date (06/22/2017), Primary Phone, Physician Name, and Insurance Name / ID (Medicare(National Government)); a "Quick Reports For This Patient" sidebar on the right listing various reports like Patient Profile, Allergy Profile, Immunization Profile, etc.; and a task log table at the bottom. The task log table has columns for Task, Scheduled Date, Assigned To, Status, and Action. The tasks listed include OASIS-C2 Recertification, Plan Of Care, LVN/LPN Supervisory Visit, Skilled Nurse Visit, LVN/LPN Visit, Medicare Eligibility Report, COTA Supervisory Visit, and OT Discharge. Some tasks have printer icons in the Action column. A "Refresh" button is located in the patient profile section. There are also checkboxes for "Visit Comments", "Episode Comments", and "Missed/Returned".

Task	Scheduled Date	Assigned To	Status	Action
OASIS-C2 Recertification	08/13/2018	[Redacted] RN		[Printer Icon]
Plan Of Care	08/13/2018	[Redacted] RN		[Printer Icon]
LVN/LPN Supervisory Visit	08/09/2018	[Redacted] RN		[Printer Icon]
Skilled Nurse Visit	08/09/2018	[Redacted] RN		[Printer Icon]
LVN/LPN Visit	08/02/2018	[Redacted] LVN		[Printer Icon]
Medicare Eligibility Report	08/02/2018			[Printer Icon]
Medicare Eligibility Report	08/01/2018			[Printer Icon]
COTA Supervisory Visit	07/30/2018	[Redacted] OT	Completed	[Printer Icon]
OT Discharge	07/30/2018	[Redacted] OT	Completed	[Printer Icon]

Visit Log:

All visits from the current episode, in chronological order. Visits assigned to a specific clinician for completion are noted in blue links.

Notes:

To review notes from another clinician, select the printer icon.

OCCUPATIONAL THERAPY FORMS

Eval

"OT Eval"
"Physician Orders"

Re-Eval

"OT Re-Evaluation Reassessment"
"COTA Supervisory Visit"
"Physician Orders"

Visit Note

"COTA Visit" or "OT Visit"

Discharge

"OT Discharge"
"COTA Supervisory Visit"

OASIS (Agency Discharge)

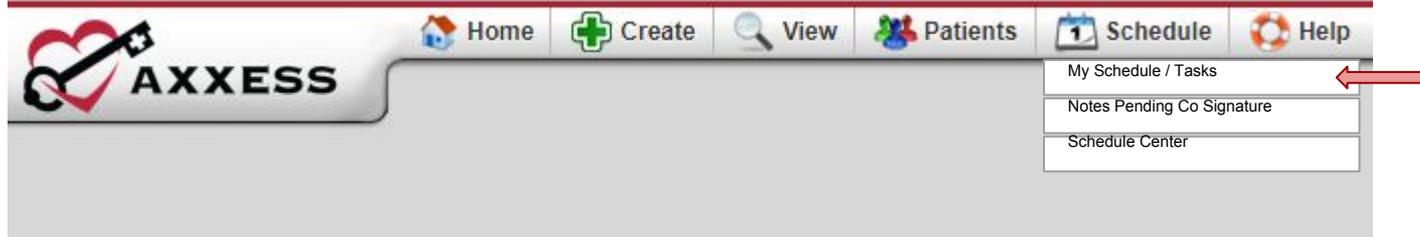
If Applicable: "OASIS C-2 Discharge"
"Discharge Summary"

Supervisory Visit

"Occupational Therapy Supervisory Visit"

Missed Visit

Missed visits are accessed by opening "My scheduled tasks" from the dashboard.



Scroll over to the specific visit to be missed. Finally, scroll to the far right and select "Missed Visit Form"

The screenshot shows the 'Schedule and Tasks' window for Arias Home Health. The window title is 'Schedule and Tasks | Arias Home Health'. The window contains several buttons: 'Daily Activity Log', 'Group By Patient', 'Group By Date', 'Group By Task', 'Clinician Planner New!', 'Refresh', and 'Excel Export'. A note states: 'Note: This list shows you items/tasks dated 3 months into the past and 2 weeks into the future. To find older items, look in the Patient's Chart or Schedule Center.' The table below shows a list of tasks with columns for Patient Name, Task, Date, Status, and Missed Visit Form. A red arrow points to the 'Missed Visit Form' link in the first row.

Patient Name	Task	Date	Status	Missed Visit Form
[Redacted]	OT Plan Of Care	05/24/2018	Saved	Missed Visit Form
[Redacted]	COTA Supervisory Visit	07/03/2018	Not Yet Started	Missed Visit Form
[Redacted]	OT Discharge Summary	07/03/2018	Not Yet Started	Missed Visit Form

PHYSICAL THERAPY FORMS

Eval

"PT Evaluation"
"Physician Orders"

Re-Eval

"PT Re-Evaluation"
"Physician Orders"

Visit Note

"PTA Visit" or "PT Visit"

Discharge

"PT Discharge"
PT Supervisory Visit"

OASIS Start of Care

"OASIS C-2 PT Start of Care"

OASIS (Agency Discharge)

If Applicable: "OASIS C-2 Discharge Physical Therapy"
"Physical Therapy Discharge Summary"

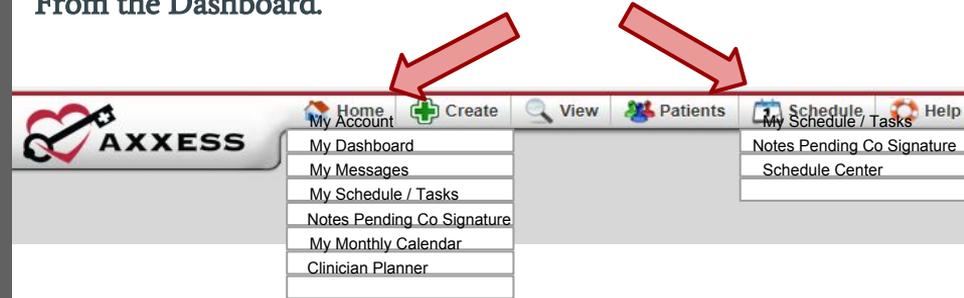
Signing Forms

- When you are finished with a form and ready to send it to the office, select “Complete” at the bottom center of the page.



My Schedule / Tasks

An Alternate way to access notes assigned rather than proceeding through the chart is through “My Schedule / Tasks” From the Dashboard.



This screen will note current and future visits assigned to a clinician to document, as well as previously completed visits returned by the office for correction.

American River Home Care

The screenshot shows the 'Schedule and Tasks' interface for 'Arias Home Health'. It includes a 'Daily Activity Log' section with a table of tasks. The table has columns for Patient Name, Date, Task, Date, Status, and Missed Visit Form. The data is grouped by date, with expandable rows for 05/24/2018 and 07/03/2018.

Patient Name	Date	Task	Date	Status	Missed Visit Form
Note: This list shows you items/tasks dated 3 months into the past and 2 weeks into the future. To find older items, look in the Patient's Chart or Schedule Center.					
▼ Date: 05/24/2018					
		OT Plan Of Care	05/24/2018	Saved	Missed Visit Form
▼ Date: 07/03/2018					
		OTTA Supervisory Visit	07/03/2018	Not Yet Started	Missed Visit Form
		OT Discharge Summary	07/03/2018	Not Yet Started	Missed Visit Form

Notes for Pending Co- Signature

Notes for patients you evaluated who are being followed by a therapy assistant (COTA and PTA) will populate into the “Notes Pending Co-Signature” section for your review. Please review, and send to office with signature

Branch:

Event Date Range:

Event Date	Patient	Type	User	Sign Date
8/13/2018	<input type="text"/>	COTA Visit	<input type="text"/>	8/13/2018

To access notes requiring co-signature, select the “Schedule” tab at the top right of any page in Axxess. Then select “Notes Pending Co-Signature.” A page with a list of any relevant notes will appear. Select the blue ink to open the note. Scroll to the bottom of the page. Select “Co-Sign Note.” Enter the same password used to sign in to Axxess. Select today’s date and send to office.



- My Schedule / Tasks
- Notes Pending Co Signature
- Schedule Center

For questions & concerns, feel free to contact us at



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