INTAKE & ADMISSION

BUSINESS MODEL SOFTWARE TRAINING

GoodLooking

GoodLooking
BUSINESS MODEL SOFTWARE

Intake and Admission: Recommended Training Course Agenda

Course Purpose:We recommend using the following training outline to ensure that training participants receive clear instructions on how enter a new referral/intake and admit a new patient through the GoodLooking Software. The sequence of courses can be changed based on training needs; however, the content of each course should remain as stated.

Recommended Course Attendees: Management,Office Staff, Intake & Schedulers

: 1 hour 15 minutes - 1 hour 30 minutes

COURSE TITLE	COURSE DESCRIPTION	
Adding New Referrals	Learn how to add and edit a new referral.	15 Minutes
Scheduling the Admission visit from the Referral Screen	Learn how to schedule an Admission visit within the GoodLooking Healthcare software.	25 Minutes
Schedule Existing Medicare Patient's Re-cert Visit from Referral	Learn how to schedule existing Medicare patient when a re-cert visit is needed.	20 Minutes
Schedule Existing Medicaid Patient's Re-cert Visit from Referral Screen	Learn how to schedule an existing Medicaid patient when a re-cert visit is needed.	10 Minutes
What Happens Once Visits are Scheduled	Learn what to do when a visit has been scheduled.	20 Minutes

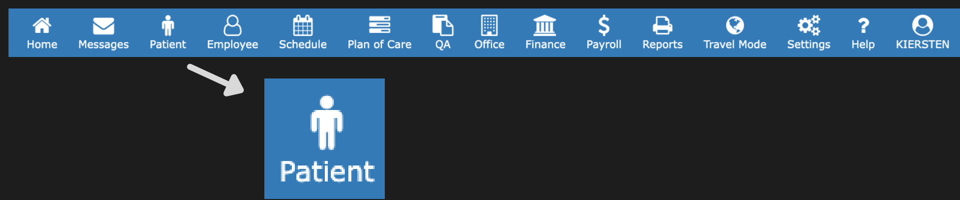
IMPORTANT TIPS TO SHARE:

- **Show participants how to copy a new Referral from a previous account.**
- **Explain to participants that this can be used for re-. The old patient record would be discharged and the new admit would be added in as a New Referral**
- **Make sure that participants know if they copy a previous account that has been discharged that it will also copy, the discharged status and dates will need to be corrected for the New Referral.**
- **Make sure participants know how to transition existing patients into the system as a new Referral.**
- **The course content may not be applicable to all office locations.Please consult with your administrator to determine if training on this subject is needed.**

Set Up Your First Patient

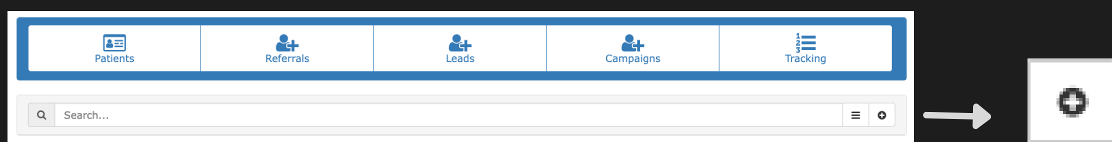
1 Go to 'Patient' Tab

- On your home page, click the 'Patient' tab at the top tool bar



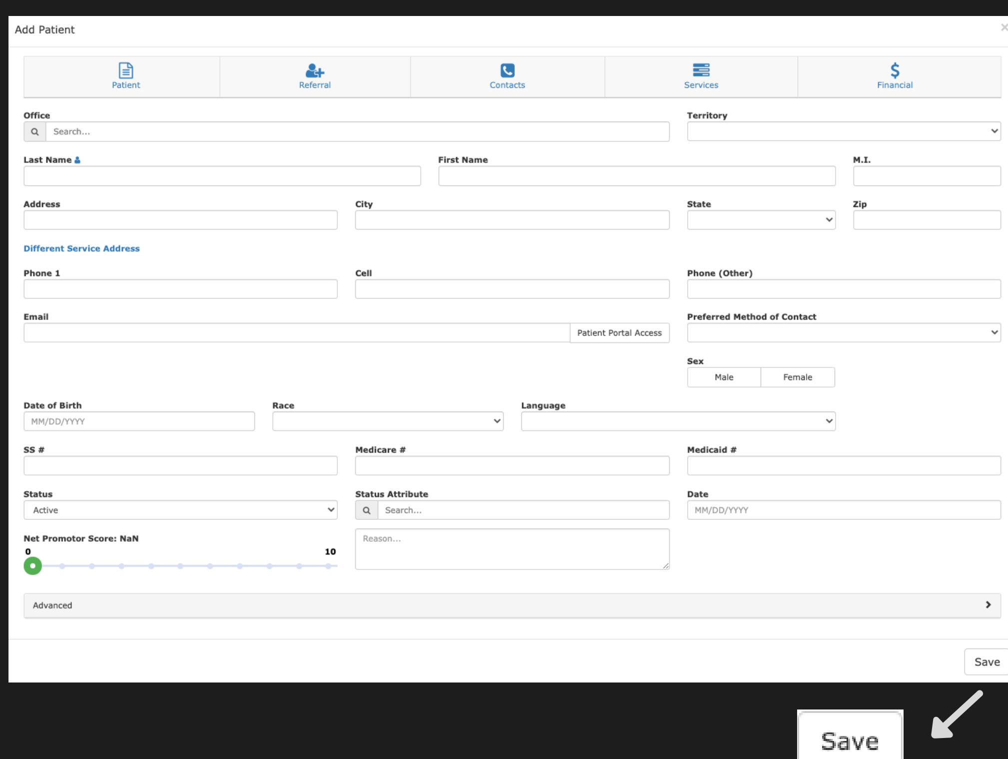
2 Add New Patient

- Click the '+' icon on the far right to the search bar.
- A form page will open up.



3 Complete the Form

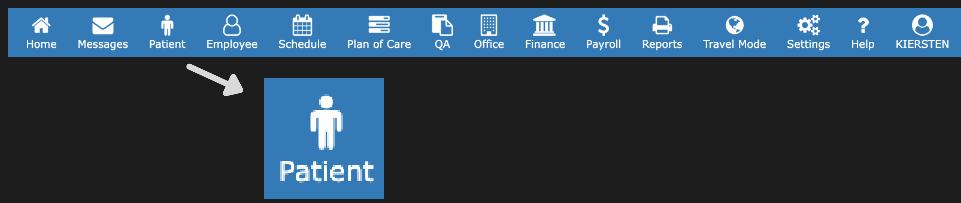
- Fill out the required fields with the patient's information.
- Don't forget to click 'Save' on the bottom right of the form.



Patient Portal

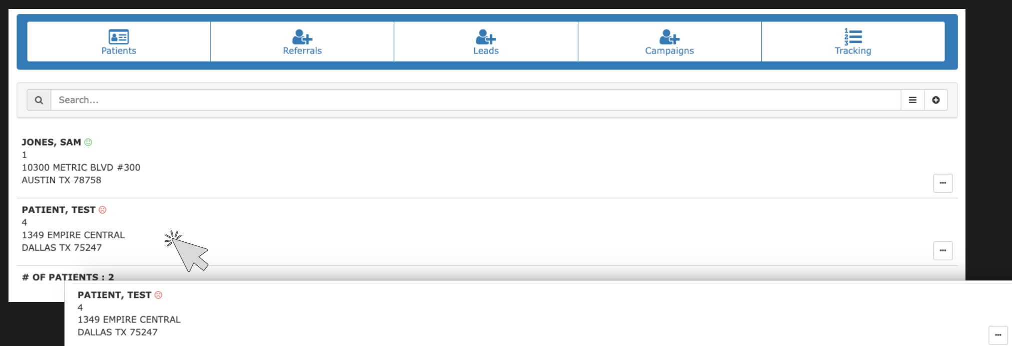
1 **Go to 'Patient' Tab**

- On your home page, click the 'Patient' tab at the top tool bar



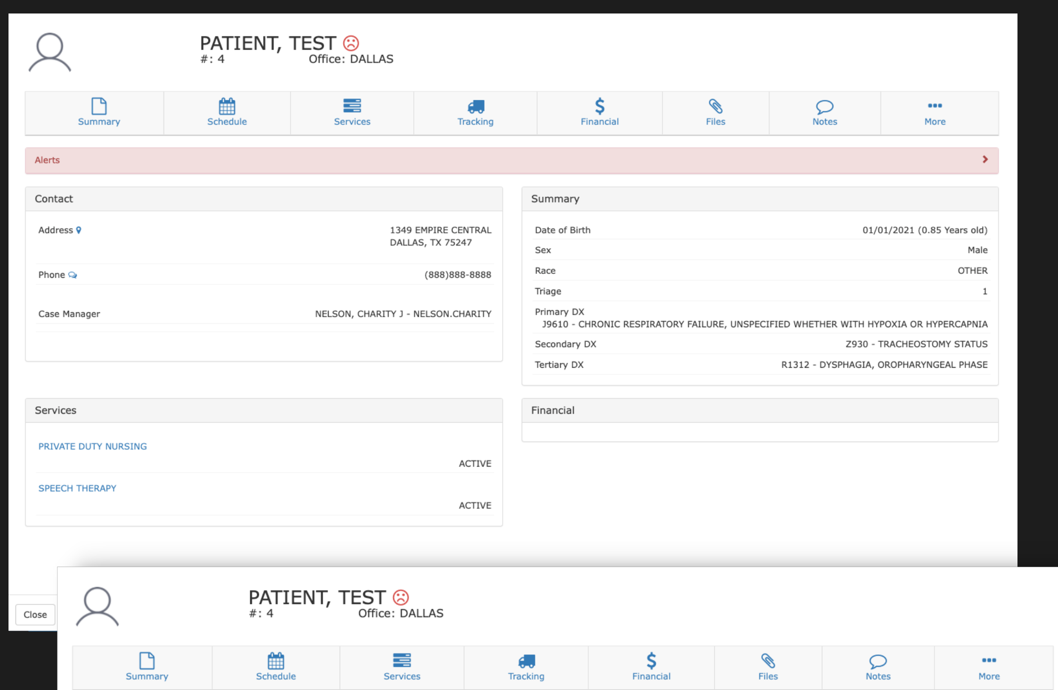
2 **Choose the Patient**

- On the Patient Page, choose the patient you want to view in the list.



3 **Review Patient Profile**

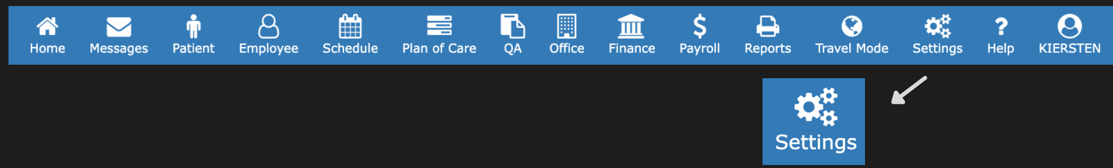
- The patient profile will open.
- Navigate through the top tool bar to review their individual:
  - Patient summary
  - Schedule
  - Services being provided
  - Tracking
  - Financial Details
  - Any files attached
  - Notes history



Tracking Requirements: Patients

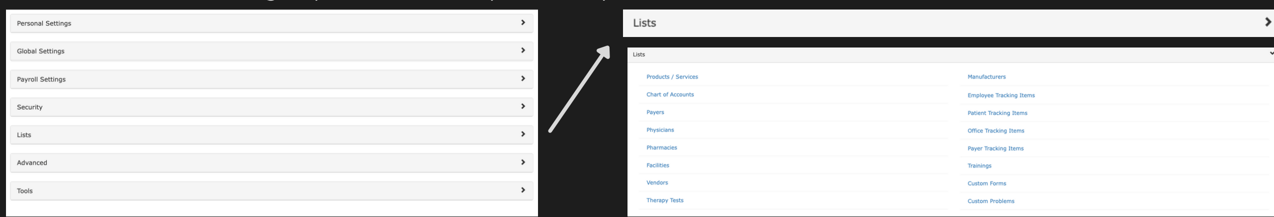
1 Go to 'Settings' Tab

- On your home page, click the 'Settings' tab at the top tool bar



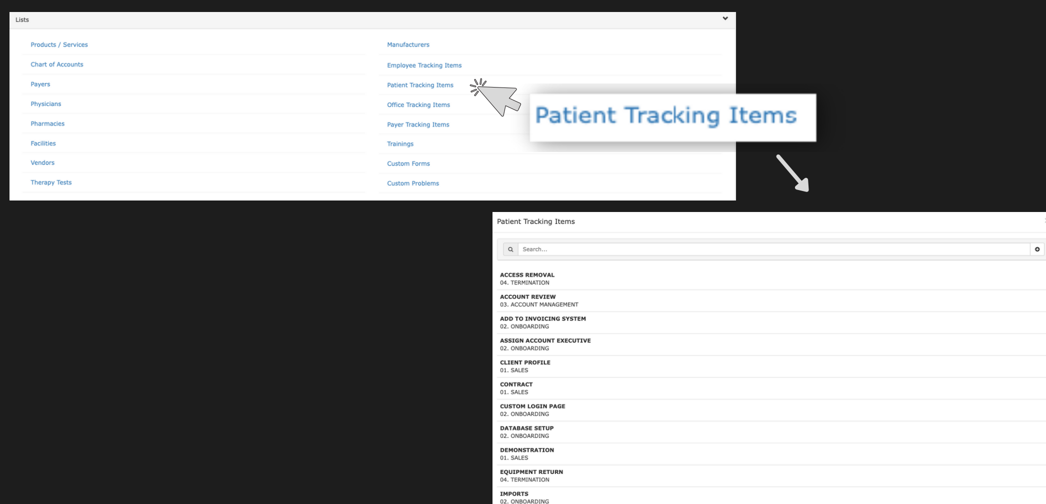
2 Lists

- Click 'Lists' in the settings options so a drop down opens.



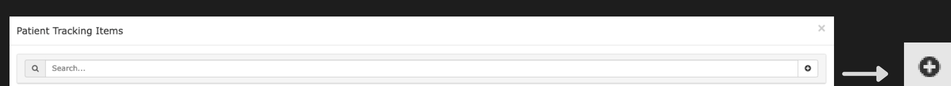
3 Go to Patient Tracking Items

- Click 'Patient Tracking Items' in the Lists section.
- A page will open listing all your patient tracking items.



4 Add a Tracking Item

- To add a tracking item, click the '+' button to the far right of the search bar.



5 Complete the Add Patient Tracking Item Form

- When the 'Add Patient Tracking Item' form opens, you will select the type and complete the open fields.
- Input the Requirement settings and Components for the tracking item.
- Don't forget to click 'Submit'.