

THE BASICS - ACCESS AND REAL TIME TABS

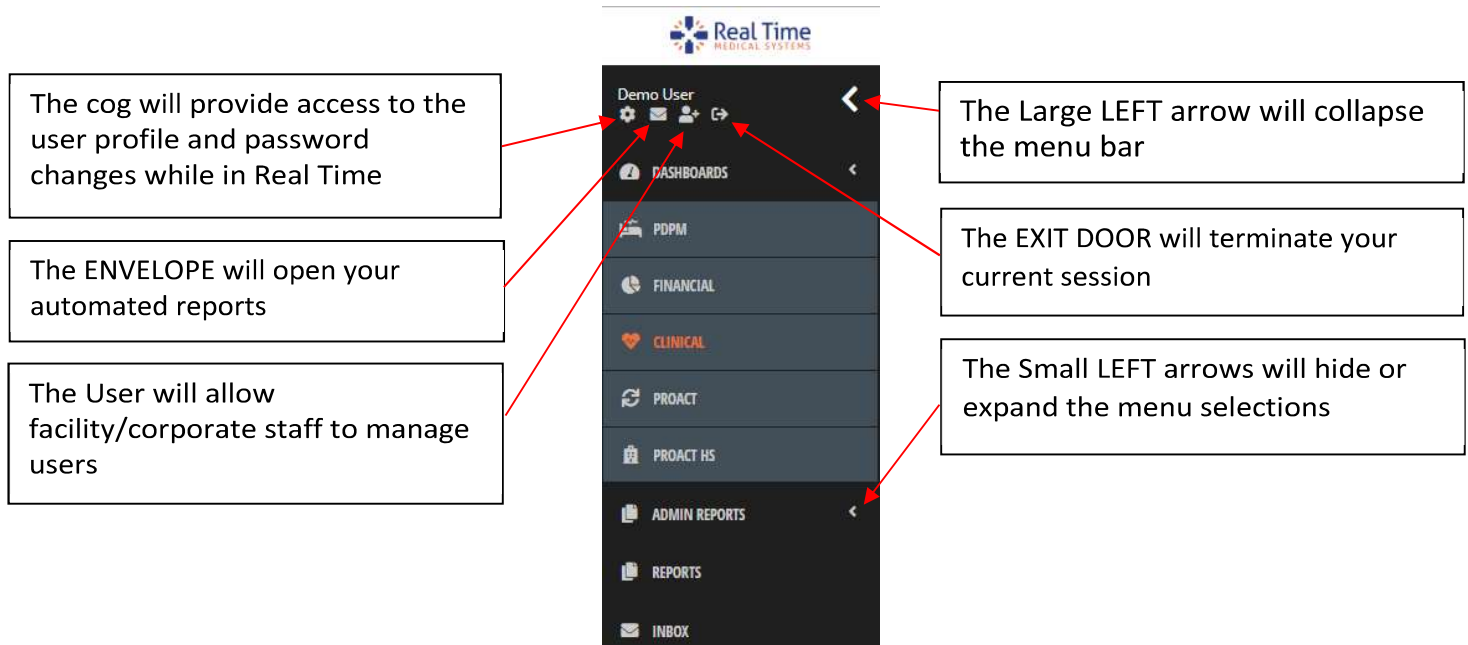
In Real Time, depending on your access privileges, you have access 4 main screens and its sub-components including:

Dashboards- Facility PDPM, Financial, Clinical, Proact and ProACT HS Dashboards

Reports – Financial, Clinical, Quality Measure, Proact Reports

Admin Reports- Portal Usage, Keyword Listing and Utilization Score Card

Inbox - Auto-generated 24-Hour Reports



THE BASICS – DASHBOARD CONTROLS


Once accessed, Real Time Medical Systems controls allow the end-user the flexibility to filter the data from different dates, units, and payers. By clicking on the Filter Icon, the below procedure can be followed.

PROCEDURE

1. The As Of Date is defaulted to midnight of last night for the Financial Dashboard and displays the current date on the Clinical Dashboard.
2. Click the Calendar Icon to choose a different date and time frame.
3. Always Click the Apply button when any of the controls are changed. This will ensure that all the data is updated to your newly added filters.

HINTS & TIPS

It is important that you Click the Apply button anytime the controls are changed.

Never use Ctrl+P or File print from your browser to print from Real Time – it will not work, always use this button  and select from the menu to create a report to send to a physical printer.

The 'Filter' dialog box has an orange header. It contains four sections: 'As Of Date:' with a text field showing '09/04/2019' and a calendar icon; 'Facility:' with a dropdown menu showing 'Demo Facility A'; 'Unit:' with a dropdown menu showing 'Select'; and 'Payer:' with a dropdown menu showing 'Select'. At the bottom is a blue 'APPLY' button with a filter icon.