EVEREST HOME HEALTH CARE

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Introduction

This document is designed to help the user navigate through Everest Home Health Care software and its features. This application is created using C# code on the Visual Studio while it's data is coming through Microsoft SQL server. Goal of this application is to make aides and office employees at Everest HHC. life easier by employees accessing necessary information about their clients in palm of their hand rather than flipping through hundreds of papers. Saving all information digitally will reduce in number of loss of important paper works and save cost in long term.

This document will cover on performing tasks like adding, editing, deleting and displaying list of clients, completing aides visit report or nurse visit report, navigating to aides' home within application for aides and nurses. This document will also cover how to add, edit and delete and display employees list, and performing billing calculator for office employees. It will also cover simpler task like logging in and logging out of the system and accessing contact features.

Login to the application

1) Launch the application.

2) Login to the application with username *office* and password *password.*

3) Click button **Login** to access the application, where **menu** screen will be displayed.

Figure. Menu Screen

Managing User Profile

Adding a Client/Employee

1) Once *Clients/Employee* button is clicked from **menu** screen then a Client or

   Employee form will be displayed.

2) Complete the available information in the text fields as applicable.

   First Name – Enter clients/employees first name
   Last Name – Enter clients/employees last name
   Middle Name – Enter client/employee middle name
   Birth Date – Enter clients/employees Birthdate (MM/DD/YY)
   Social Security – Enter clients/employees SSN (9 digits only)
   Gender – Enter clients/employees gender (Male/Female/Other option is auto filled)
   Phone Number – Enter clients/employees phone number (accepts only 10 digits)
   Street, City, State, Zip Code – Enter clients/employees legal address.
   Aides Num – Enter clients assigned aides number retrieving from aides' profile.
   Physician Number – Enter clients family doctors phone number.
   Status – Select (Active, Inactive or In Progress) suggested from autocomplete mode.
   Insurance number – Enter clients insurance/medicate policy numbers.
   Role – Enter employee's role in the office (auto suggestion is available).

3) Click *save* to submit the data's.

4) Click *exit* to close the form.

Updating the Client/Employee

1) From **menu** screen Click *Display* button.

2) **Display Menu** form will lunch with Employee and Client option.

3) Select either *Employee* or *Client* from here.

4) Client Display or Employee Display from will be loaded.

5) Double click on any field where **Update Client** or **Employee Update** from will be displayed.

6) Click any field and enter new information.

7) Click *Update* button to save the changes.

8) "Updated" message will be displayed.

9) Click *Exit* to close the form.

10) Click *Refresh* on Display form, where new changes will be shown.
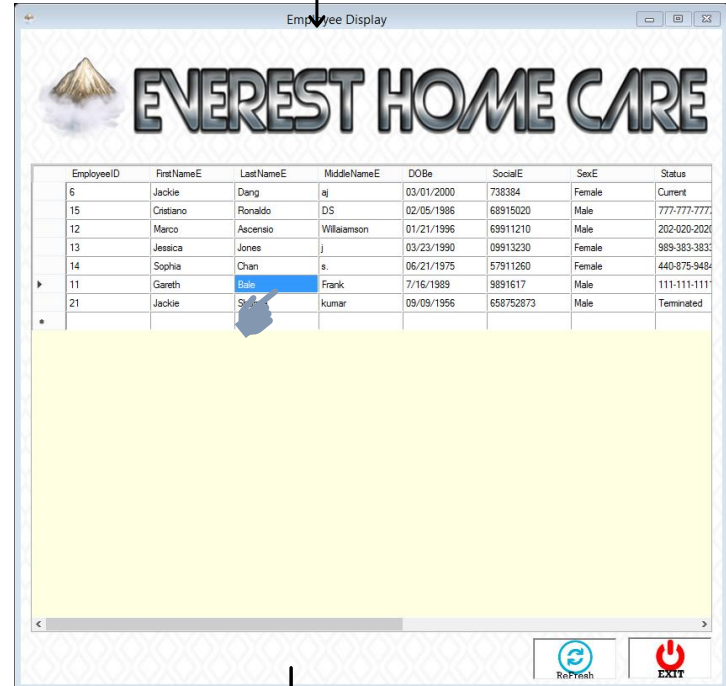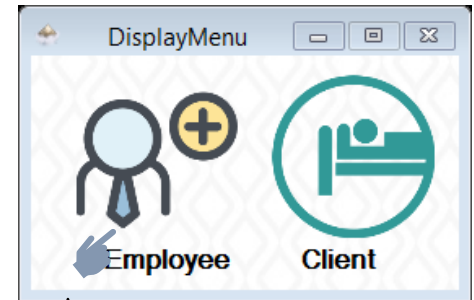
Removing the Client/Employee

1) Double click on any client/employee.

2) **Update Client** or **Employee Update** from will be displayed.

3) Click *Delete* button, where "Do you want to delete this Client/Employee?" will be displayed.

4) Press "Yes" to confirm or "No" to cancel.

5) Click *exit* to close the from.
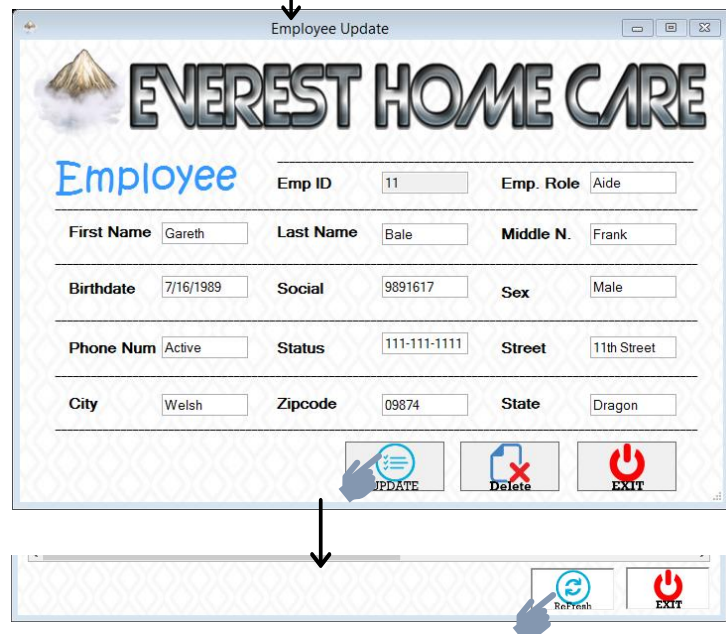
Aides/Nurse Visit Report

1) Once Aides Visit Report or Nurse Visit Report is pressed from **Menu** screen, **Aides/Nurse visit Activity Sheet** will be displayed.

2) Complete the applicable information on the page. Example. Fig 4.1 and 4.2

Fig. 4.1   Fig.4.2

3) Click ***print*** button to view print preview page.

4) Click ***print*** to available printer. In this case it will save in OneNote as pdf file. Where aide can later print or save it on their device for future use. Example Fig. oneNote.pdf


Fig. oneNote.pdf

Navigation

1) Once *navigation* button is clicked from menu screen, **Navigation** form will be loaded.

2) Select a desired client from list where *Street*, *City*, *State*, *Zip Code* is auto filled from database.

3) Click *Navigate* button to see the direction to client's house.

4) Fill in your current location and click *go* to start the map.

5) Click *exit* to close the application.
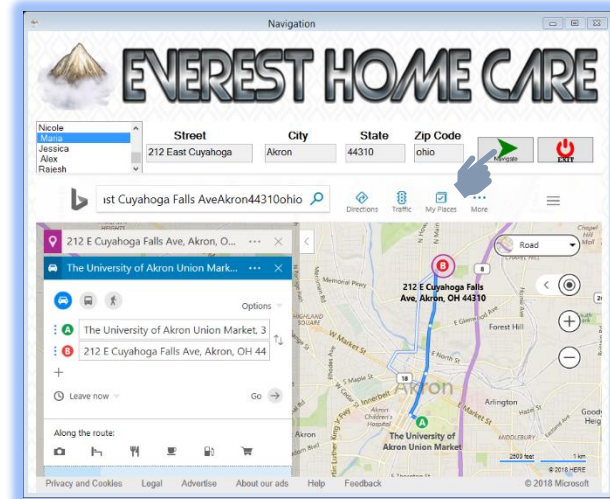
Contact Us

1) Once *Contact Us* button is clicked from menu screen, little message box will be displayed with address and contact number.
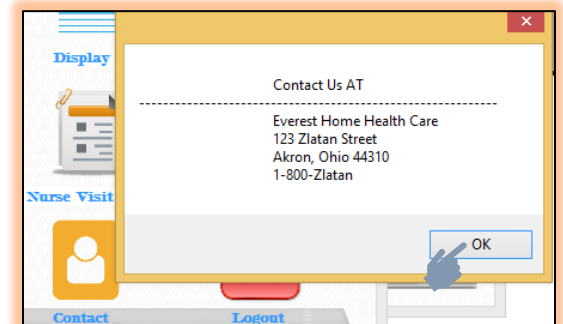
Logout

1) Once *Logout* button is clicked, a conformation will be displayed "*Do you want to exit the application*?".

2) Click *yes* to confirm or *no* to cancel.