

EVEREST HOME HEALTH CARE



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EVEREST HOME HEALTH CARE USER MANUAL

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.



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Login to the application

The screenshot shows a web browser window titled "Login". At the top, there is a logo of a mountain peak and the text "EVEREST HOME CARE". Below the logo, the company information is listed: "Everest Home Care ILC.", "123 Zlatan Street", "Akron, Ohio 44310", and "1-800-Zlantan". To the right, under the heading "Enter Your Login Information", there are two input fields: "User Name:" with the value "office" and "Password:" with a masked password. Below these fields are two buttons: "Login" (blue) and "Close" (red). A link "Forgot Your Password" is also present. At the bottom of the window, there is a photograph of a stethoscope resting on a medical chart.

- 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



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Managing User Profile

The image displays two side-by-side screenshots of the Everest Home Health Care software interface. The left window is titled 'Client' and the right window is titled 'Employee'. Both windows feature the Everest Home Health Care logo at the top. The 'Client' window has a blue link 'Add a Patient' and a form with fields for First Name (Rajesh), Last Name (Hamal), Middle (King), Birth Date (01/01/1951), Social Security (15911010), Gender (Male), Phone Number (1111111111), Street (123 Main Street), City (Akron), State (Ohio), Zip Code (44221), Aides Num (11), Physician Number (212335451), Status (Active), and Insurance Number (25662j56t). The 'Employee' window has a blue link 'Add An Employee' and a form with fields for First Name, Last Name, Middle, Birth Date, Social Security, Status, Gender, Role, Phone NO, Street, City, State, and Zip Code. Both forms have a 'SAVE', 'View', and 'EXIT' button at the bottom.

Adding a Client/Employee

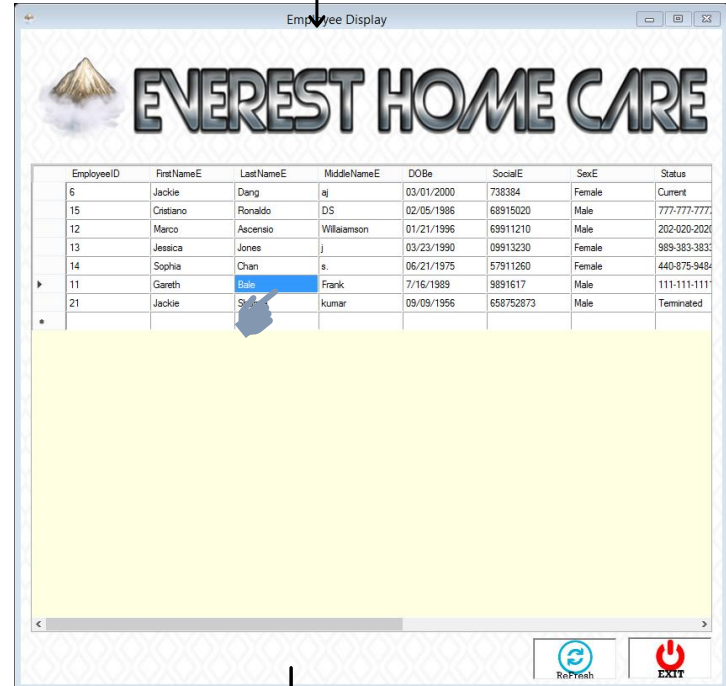
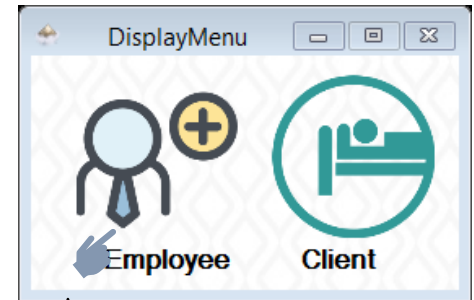
- 1) Once *Clients/Employee* button is clicked from **menu** screen then a Client or Employee form will be displayed.
- 2) Complete the available information in the text fields as applicable.
 - First Name** – Enter clients/employees first name
 - Last Name** – Enter clients/employees last name
 - Middle 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.



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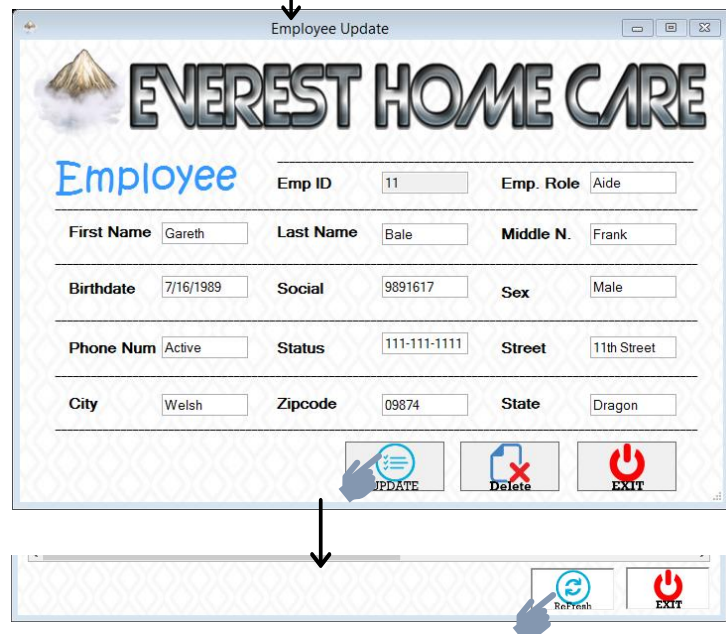
Updating the Client/Employee

- 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.





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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

The screenshot shows the 'Aides Weekly Activity Sheet' form for Everest Home Care. It includes sections for Patient's Insurance Type (Medicare, Medicaid, Private, Others), Patient's Information (First Name: Rash, Middle Name: King, Last Name: Hamed), Aides Information (First Name, Middle Name, Last Name, Aides Number, Today's Date), Personal Care (Bed Bath, Shower, Hair Care, Skin Care, Pericare, Shave, Assist with Dressing, Medication Reminder, Assist with Chair Bath), and Other Activities (Assist with bed pan/Urinal, Record Bowel Movement, Incontinence Care, Turn and Position, Assist in Transfer, Make Bed, Equipment Care, Meal Set Up, Assist with Feeding). At the bottom, there are fields for Time In, Time Out, Aides Initial, Patient Initial, and buttons for PRINT and EXIT.

Fig. 4.1

The screenshot shows the 'Nurse Visit Report' form for Everest Home Care. It includes sections for Patient's Information (First Name: Jackie, Middle Name: K, Last Name: Lee), Has client been taken to emergency since last visit? (Yes/No), If yes? When? (5/1/2018), Is the Aide on Special Diet? (Yes/No), Blood Pressure, Sugar, Temperature, Height, Weight, Is Client Bed Bound? (Yes/No), Check if client have things tools? (Wheel Chair, Hospital Bed, Walker, Shower Seat, Walking Stick, Other), Is Client having any pains in their body? (not right now), List Medication patient is taking currently, Further Comments by Aide Client, and buttons for PRINT and EXIT.

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

The screenshot shows the print preview page for the Aides Weekly Activity Sheet form. It displays the form content as it would appear when printed, including the Everest Home Care logo, Patient's Information, Aides Information, Personal Care, and Other Activities sections. The form is titled 'EVEREST HOME CARE' and 'Aides Weekly Activity Sheet'.

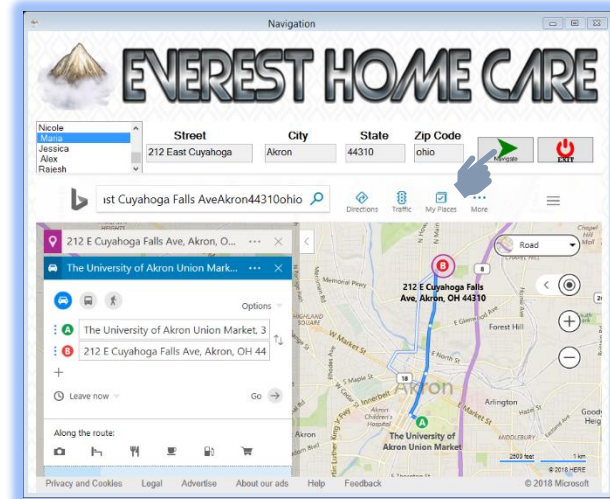
Fig. oneNote.pdf



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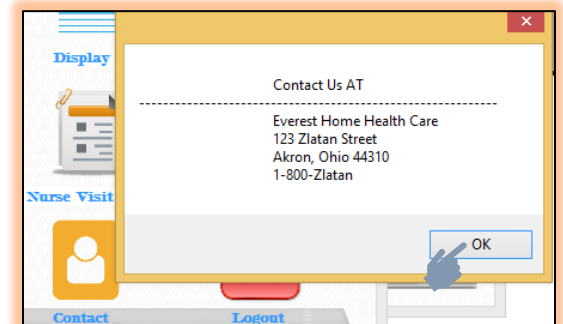
Navigation

- 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.

