

# Logging in to Point of Care

Always use:



or



My ORG Code: \_\_\_\_\_

Go to <https://orgcode.optimahcs.com>

Enter your password

Enter your user name

Click Sign In

SIGN IN

MAINTRN (Copy of RC520 as of 1/12/17)

Authorization for this device has been requested and is pending approval by your corporate administrator.  
Attempt Count #2

[Forgot Password?](#)

# Clocking In

## SIMPLE CLOCK IN

Cancel Time Clock Done

**Click Done**

Clock In

Time:  
10:56 AM

**Confirm the time**

Travel

## Recording Variances

Cancel Time Clock Done

**Click the Checkmark to close the Time window**

Time

10:56 AM

1	2	3
4	5	6
7	8	9
AM	0	PM

**Enter the new Clock In time**

**Select AM or PM**

## Recording Travel

Travel

**Select Travel**

Source:  
Arriving From Site #22

**Select a Source**

Duration:  
35

**Enter the Duration in minutes**

Mileage:  
7

**Enter the miles driven**

## Home Screen Icons

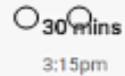


**Download Icon:** Click to download patient info.



5m

**Refresh icon:** Click to refresh patient info. Time is time since last download.



30 mins  
3:15pm

**Appointment Info:** Time and duration of the patient's appointment



**Uploads:** Shows the number of patients with records to be uploaded.



**Patient Search:** Click to launch patient search screen.

The screenshot shows the 'Patients' tab of the application. At the top right, a search icon is annotated with a pink arrow and the text 'Search for a patient'. Below the search bar, a list of patients is shown. The first patient, 'Alexander, Hilary', has a green refresh icon and a pink arrow pointing to it with the text 'Patient Info needs to be downloaded'. The second patient, 'Apple, Joseph', has a green refresh icon and a pink arrow pointing to it with the text 'Expand Patient Record'. At the bottom of the list, there are buttons for 'Download All' and 'Refresh List'.

The screenshot shows a patient record for 'Agar, Candice'. A red banner above the patient name reads 'MISSING AUTHORIZATIONS'. Below the name, it says 'PT started on 9/1/2015' and 'INS | Commercial Insurance'. A refresh icon and '-1m' are visible on the left side of the record.

**RED Flags** show missing items!

**Download All**

Downloads info for all patients on the list.

**Refresh List**

Connects to the server to refresh all information.

**SORT OPTIONS**

The screenshot shows the 'Sort Options' dropdown menu. The menu is open, showing several options: 'My Patients', 'My Patients With Open Tracks', 'Downloaded', 'Today's Appointments', 'Due Documents', and 'Missing/Rejected Record Images'. The 'Downloaded' option is highlighted in blue. Below the menu, there is a button for 'Medicare - LCD 1001 Noridia Therapy Case'.

# Searching for Patients in Point of Care

From the Patients tab on the Home screen, click the Search icon



This is the **SEARCH** icon.

The screenshot shows the 'Patients' tab selected. The interface includes a search icon in the top right corner. A pink arrow points to this icon with the text 'Search for a patient'. Below the search icon, there is a list of patients. The first patient is 'Alexander, Hilary' with a '5.5h' status. The second patient is 'Apple, Joseph' with a '5.5h' status. The interface also shows a 'My Patients' dropdown menu and a 'Cancel' button.

In the Patient Search window, enter search criteria and click Search.

The screenshot shows the 'Patient Search' window. It features a 'Cancel' button at the top left. Below it are two input fields labeled 'First Name' and 'Last Name'. To the right of these fields is a 'Search' button. A pink arrow points to the 'Search' button with the text 'Click Search'. Another pink arrow points to the input fields with the text 'Enter Search criteria'.

A list of patients that match the search criteria opens.

The screenshot shows the 'Patient Search' window with a list of results. The first result is 'Barrett, Seth M. | PT | Started 5/29/2015 | Medicare A (PPS) (MCA)'. The second result is 'Barrett, Seth M. | OT | Not Started | Medicare A (PPS) (MCA)'. The third result is 'Barrett, Seth M. | ST | Not Started | Medicare A (PPS) (MCA)'. A pink arrow points to the first result with the text 'Select the patient'.

The patient appears on the clinician's list.

Before a patient can begin therapy, a therapy track is required.



The **PLUS** icon indicates that the patient does not have an active therapy track.

The Isles	
 4h	<b>Agar, Candice</b> MISSING AUTHORIZATIONS PT started on 9/1/2015 INS   Commercial Insurance
 4h	<b>Alexander, Hilary</b> PT started on 6/24/2015 MCA   Medicare A (PPS) test
	<b>Ambrosio, Philli</b> OT (not started) Medicare A (PPS) (MCA) test

Click Plus

Cancel

**OT Evaluation & Plan of Care**  
Evaluation from library ROX Version 2.0

Types of therapy

- Contracture Management
- Dysphagia Therapy
- Low Vision Programming
- Occupational Therapy
- Positioning
- Wound Care

Certification Dates:

from

9/1/2018

Select therapy type

Enter Certification Dates

Options

Done Encounters

Philli Ambrosio | Evaluation Sep 1 - Sep 30 | MCA | Medicare A (PPS)

Details | Diag 2 | Assess 40 | Goals 2 | Plan 4 | ASB | Outcomes | Deficits | Tests 1 | GG

Next

Persons

Author

Osborn, Laurie

Physician

Baxter, Joe

Select Author

Select Physician

Back

Philli Ambrosio

Timeline | Profile | Medical | Encounters | Documents | Section GG

SATURDAY - 9/1/2018

 **Track Start**  
OT Track Started

A new therapy track shows on the patient's timeline.



From the **My Patients** list, click the blue triangle in the lower right to view the patient's therapy card.

The screenshot displays the Optima software interface. At the top, there are tabs for 'Patients', 'Tasks', and 'Appointments'. Below this is a 'My Patients' section with a search icon and a dropdown menu. The main content area shows patient details for 'Ablon, Wesley', including a refresh icon, a '17m' indicator, and a 'G-CODE' section with the date '4/1/2015'. There are also 'DOCUMENTS' and 'REMEMINDERS' sections. A 'Download All' button is visible at the bottom left. A large pink arrow points from the 'My Patients' list to the patient's profile. Another pink arrow points from the 'Documents' section to a 'THERAPY TRACK DETAILS' button. A third pink arrow points from the 'THERAPY TRACK DETAILS' button to a 'Therapy Track Details screen' box. The 'Therapy Track Details screen' shows a timeline of events for 'Wesley G. Ablon', including an 'Encounter' on Thursday - 8/20/2015, a 'Missed Visit' on Wednesday - 8/19/2015, and another 'Encounter' on Wednesday - 4/1/2015. A 'Document' section is also visible at the bottom.

Click to view therapy track details

Click the links to open documents

THERAPY TRACK DETAILS

Therapy Track Details screen

# Creating an Evaluation Job Aid

**1. Go to Documents**

**2. Click Add Document**

**3. Select Type of Therapy**

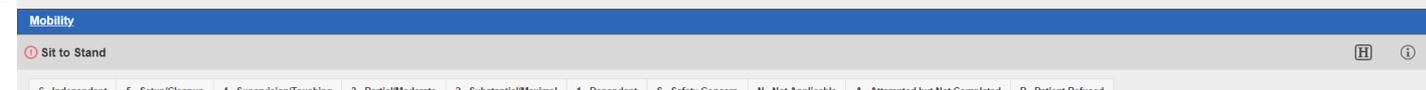
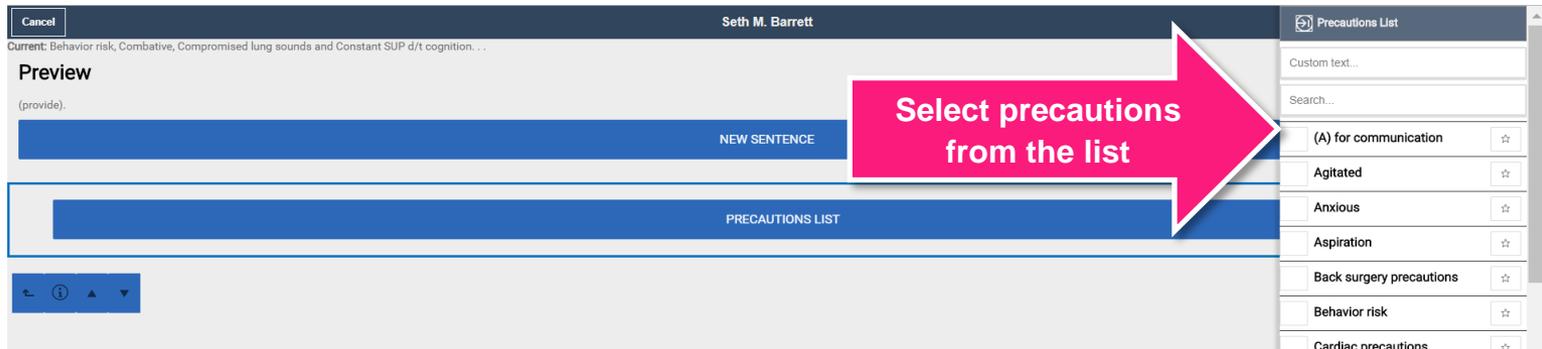
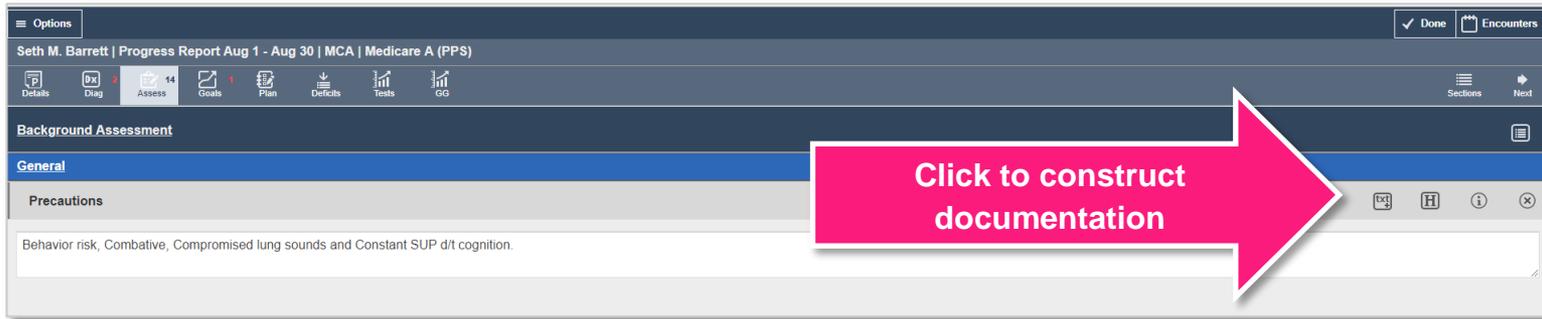
**4. Enter Certification Dates**

**5. Click Create**

**Complete the Evaluation document.**

When completing documents in Point of Care, Optima provides an automated tool for constructing documentation

Let's add precautions to this patient's record. Rather than typing out each precaution, Point of Care provides a list for the clinician to choose from.



# Clocking Out Job Aid

The screenshot displays the Optima healthcare system interface. The top navigation bar includes 'Patients', 'Tasks', and 'Appointments'. The main content area shows a list of patients with their names, start times, and insurance information. A sidebar menu on the right contains options like 'Messaging', 'Time Clock (On-Line Only)', 'Labor & Activities Log', 'My Encounters (On-Line Only)', 'Co-Signatures (On-Line Only)', 'My User Profile (On-Line Only)', and 'Change Password'. A modal window titled 'Time Clock' is open, showing the 'Clock Out of The Isles on 9/6/2018' form. The form includes fields for 'Time' (08:00 AM), 'Lunch Minutes' (30), 'Travel' (checked), 'Source' (select), 'Duration' (15), and 'Mileage' (3). Red arrows indicate the steps: 'Click Time Clock' points to the sidebar menu, 'Click Done' points to the 'Done' button in the modal, 'Confirm Clock Out time' points to the 'Time' field, 'Enter Lunch minutes' points to the 'Lunch Minutes' field, and 'Enter Travel minutes' points to the 'Duration' field.

Time	Name	Start Date	Insurance
2h	Ablon, Wesley	4/1/2015	MCB   Medicare B
11.5h	Agar, Candice	9/1/2015	INS   Commercial Insurance
11.5h	Alexander, Hilary	6/24/2015	MCA   Medicare A (PPS) test
7h	Ambrosio, Philli	9/1/2018	MCA   Medicare A (PPS)
7h	Apple, Joseph	5/8/2014	MCB   Medicare B Stenosis, weakness, imbalances.
7h	Barrett, Seth	5/29/2015	MCA   Medicare A (PPS)

**Time Clock**

Cancel Done

Clock Out of The Isles on 9/6/2018

Clocked In: 7:59am

Time: 08:00 AM

Lunch Minutes: 30

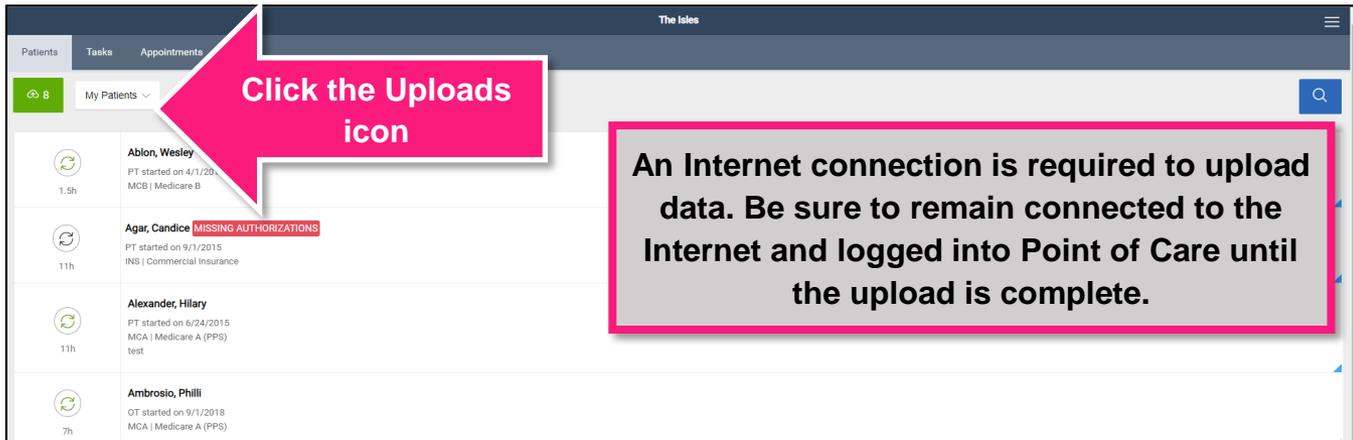
Travel

Source: (select)

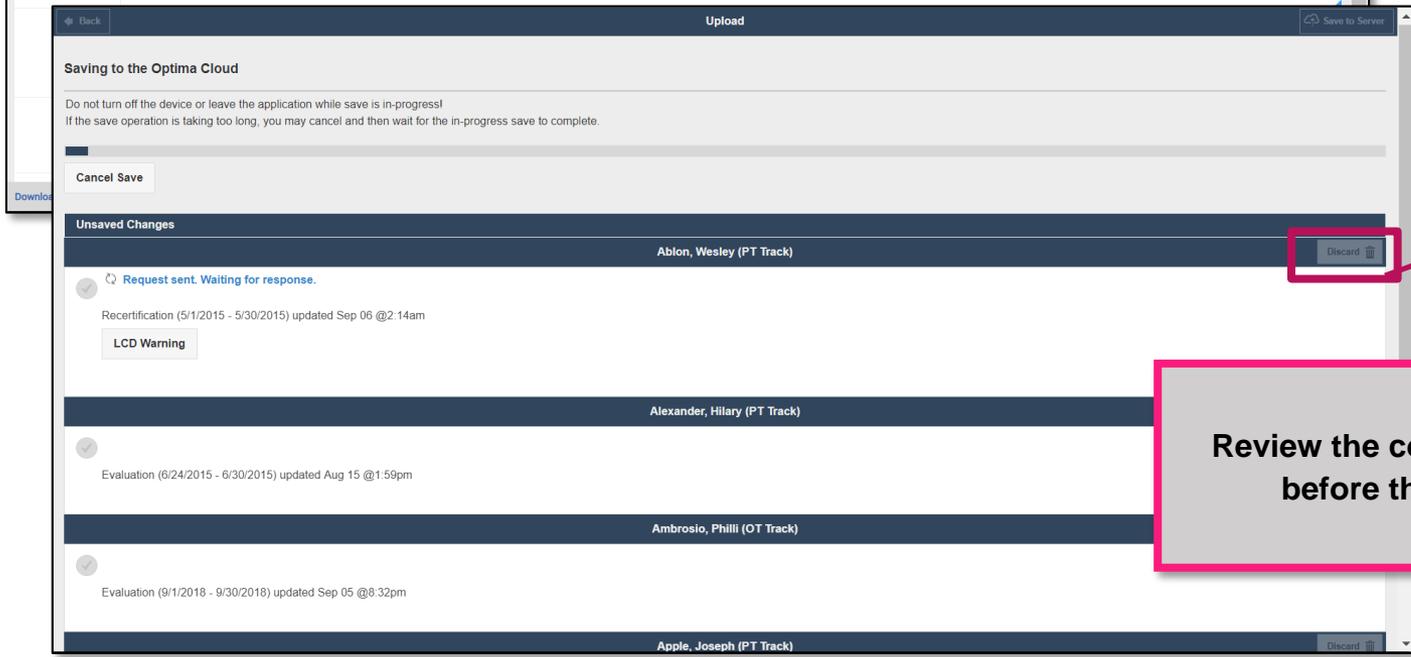
Duration: 15

Mileage: 3

# Uploading to the Server Job Aid



An Internet connection is required to upload data. Be sure to remain connected to the Internet and logged into Point of Care until the upload is complete.



Click Discard to remove a record from uploading.

Review the content to be uploaded before the upload begins.