

Optima
HEALTHCARE SOLUTIONS

RehabOptima
Viewing Documents

Logging into Rehab Optima

1. To log onto Rehab Optima, go to www.rehaboptima.com. To place an icon on your desktop for future use, right click in the light blue box and choose "create a shortcut"
2. The icon will launch the Rehab Optima welcome screen, you will now need to enter the correct company code and then choose the "Run" button.

RehabOptima

Thank you for choosing Rehab Optima
by Optima Healthcare Solutions!

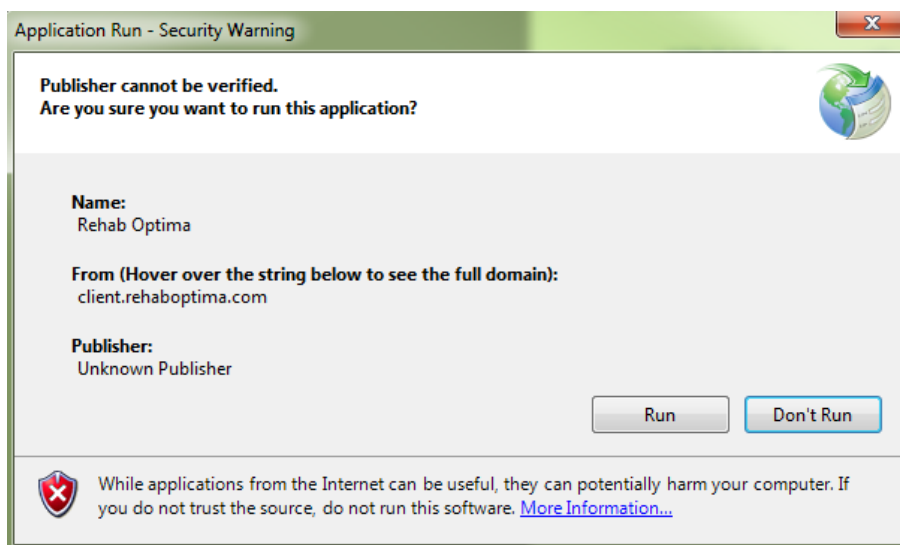
Please enter your organization code and click RUN

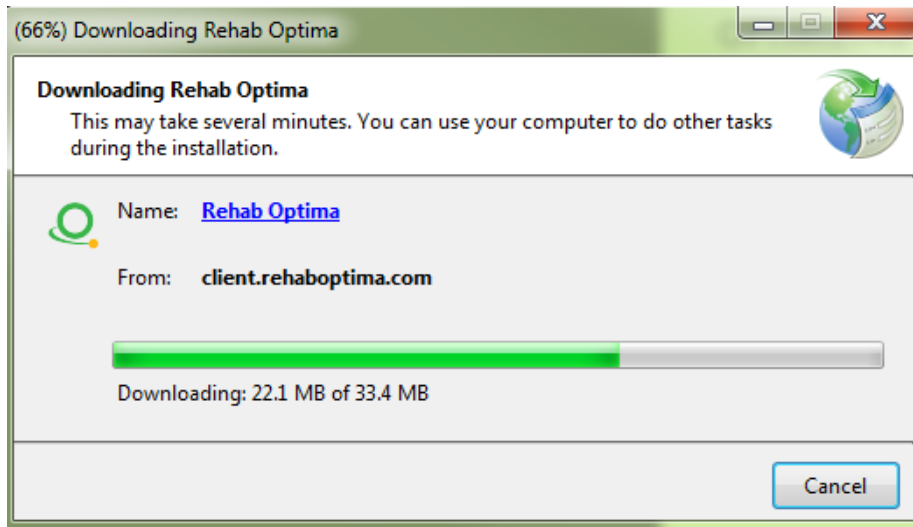
RUN

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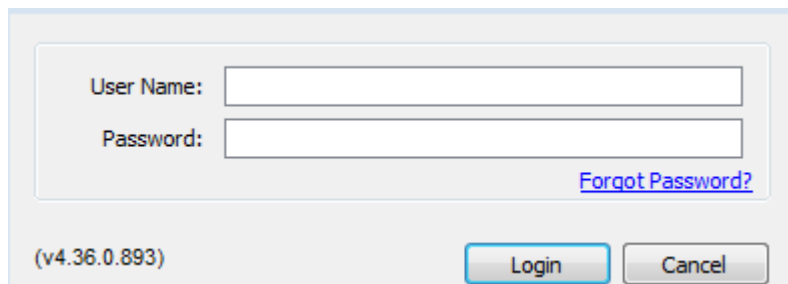
[Online Assistance](#) | [Contact Support](#) | [Contact Sales](#)

3. After you have clicked on the "Run" button you will see the product downloading to the workstation. If this is the first time you are accessing the application, you will need to click "Run" a second time. This may take a few minutes to download, anytime there is an update to the application, the system will detect the upgrade re-populate the second run box.



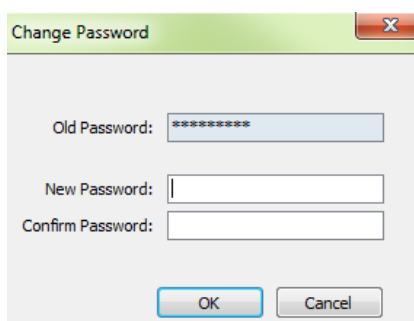


4. When the product has completed downloading you will be presented with the “Rehab Optima Login” dialog box. To login the first time you will enter the “User Name” and “Password” provided to you by your corporation. When you have entered the correct user name and password click the “Login” button.

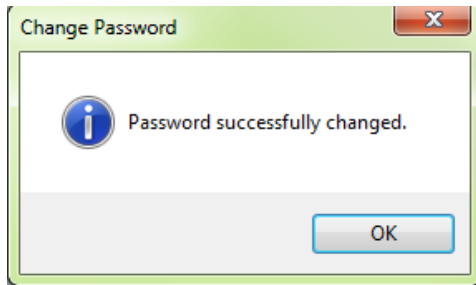


The first time you login and periodically thereafter based on your system’s configuration settings, Rehab Optima will inform you that your password has expired, click on the “OK” button to update your password.

The “Change Password” dialog box requires that you enter a new password twice and choose the “OK” button. The required format for your new password is managed by your corporate office. If your password change does not meet the minimum requirements, you will receive a message indicating the exact specifications required for acceptance.

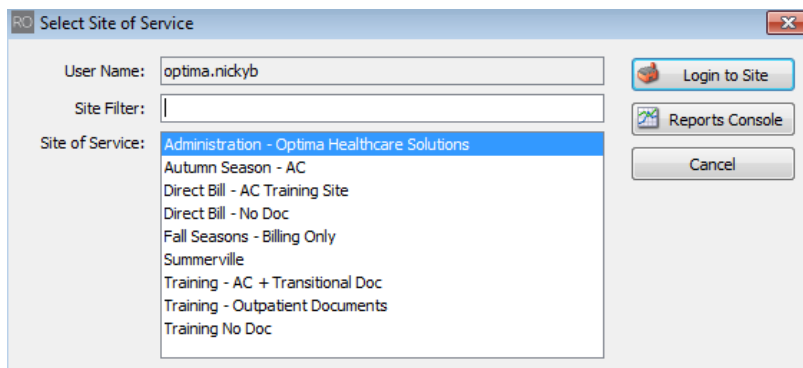


Rehab Optima will confirm the successful change of your password with the “Change Password” dialog box, choose OK to continue.



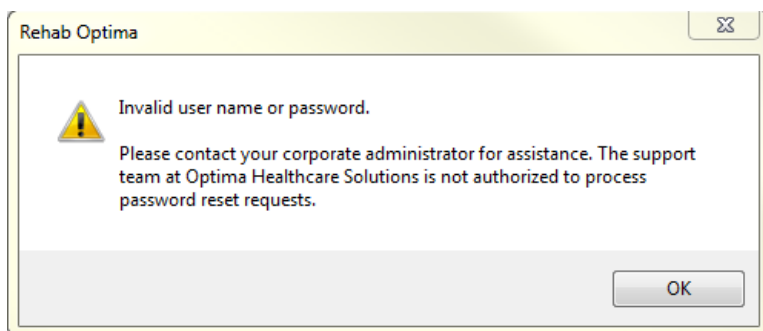
5. When you have successfully logged into Rehab Optima, the system will take you directly to the facility you have been granted access.

If your job role requires you to have access to more than one facility, you will be presented with the “Select Site of Service” dialog box. Choose the “Site of Service” from the drop down menu and click on the “Login to Site” button.



NOTE

Optima Healthcare Solutions support cannot reset your password. Please contact your corporate administrator to have passwords reset. If you enter in the incorrect username and/or password, you will receive a prompt when signing in that you have entered an Invalid User Name or Password.



User Rights are determined by your corporation.

Toolbar Items and tabs available are based on the Security right that is assigned to a user by their corporation. Any changes to rights cannot be made by Optima Healthcare Solutions.

Pulling Documents for Single Patients

If a user needs to print document for individual patients, this is performed in the Case Manager.

Case Manager Printing:

1. Select the Patient from the Patient List.
2. Double click on the Patients name to open the Case Manager.
3. Documents (Evaluation, Progress Report, Recertification, Treatment Encounter Note, and Discharge Summary) for each Discipline will be listed in the specific Therapy Discipline Card. The document list will default to Due, Incomplete, and Recently Completed Documents. Any document that is completed and ready for the final print will be in black and will have a lock to the left of the document with a green checkmark. The green checkmark means the document has been electronically signed by the therapist. The yellow asterisk denotes the document is complete, but has not been e-signed.

The screenshot shows the Case Manager interface for a Physical Therapy (PT) patient. It includes sections for Therapy Details, Diagnoses, and a list of Documents. The Documents section is currently filtered to 'All Active Except Encounter Notes'.

Therapy Details		Diagnoses	
Date Range:	12/7/2010 - open	Medical:	821.01 Details
Current Payer:	Medicare Part-B (NGS) (MCB)	Treatment:	781.2 Details
Frequency & Duration:	7 time(s)/week for 5 week(s)	Treatment Plan	
Certification Period:	12/7/2010 - 1/5/2011	Treatment Approaches:	97110, 97112, 97150, 97530, 9711... Details

Documents					
All Active Except Encounter Notes		Create			
	Evaluation	12/7/2010 - 1/5/2011	Physical Therapy (PT)	Completed 1/21/2011	edit print
	Progress Report	12/7/2010 - 12/13/2010	Physical Therapy (PT)	Completed 5/20/2011	edit print
	Progress Report	12/14/2010 - 12/20/2010	Physical Therapy (PT)	Incomplete	edit print delete
	Recertification	1/6/2011 - 2/2/2011		Due on 1/6/2011	create

4. To view completed document, change the drop down from Due and Incomplete to either "All Active Except Encounter Notes" or "All Documents."
5. Select the Print link to the right of the document you wish to print.
6. A print preview of the document will load, view and print as needed using the print icon at the top of the document.

The screenshot shows a print preview of a document titled "Physical Therapy Therapy Progress Report". A red arrow points to the print icon in the toolbar. The document content includes patient information and a list of diagnoses.

Provider: Training - AC+ Transitional Dates of Service: 12/7/2010 - 12/13/2010
Physical Therapy

Identification Information	
Patient:	Belle, Izzie Start of Care: 12/7/2010
Payer:	Medicare Part A
MRN:	4587

Diagnoses			
Type	Code	Description	Onset
Tx	781.2	ABNORMALITY OF GAIT	11/28/2010
Med	821.01	FRACTURE OF FEMUR; SHAFT, CLOSED	11/28/2010