

HOME HEALTH OVERVIEW TRAINING MANUAL

August 2022

Table of Contents

LOG IN TO AXXESS	3
AXXESS PLANNER.....	3
NAVIGATION MENU	4
Home	4
Create.....	8
View.....	9
Patients.....	13
Schedule.....	16
Axxess CARE	18
Billing	19
People	21
Admin	22
Reports.....	24
Help	25
RESET SIGNATURE	26
RESET LOGIN PASSWORD	27
Current Login Password is Unknown.....	27
Current Login Password is Known.....	28

LOG IN TO AXXESS

Navigate to www.axxess.com. Select **LOGIN**

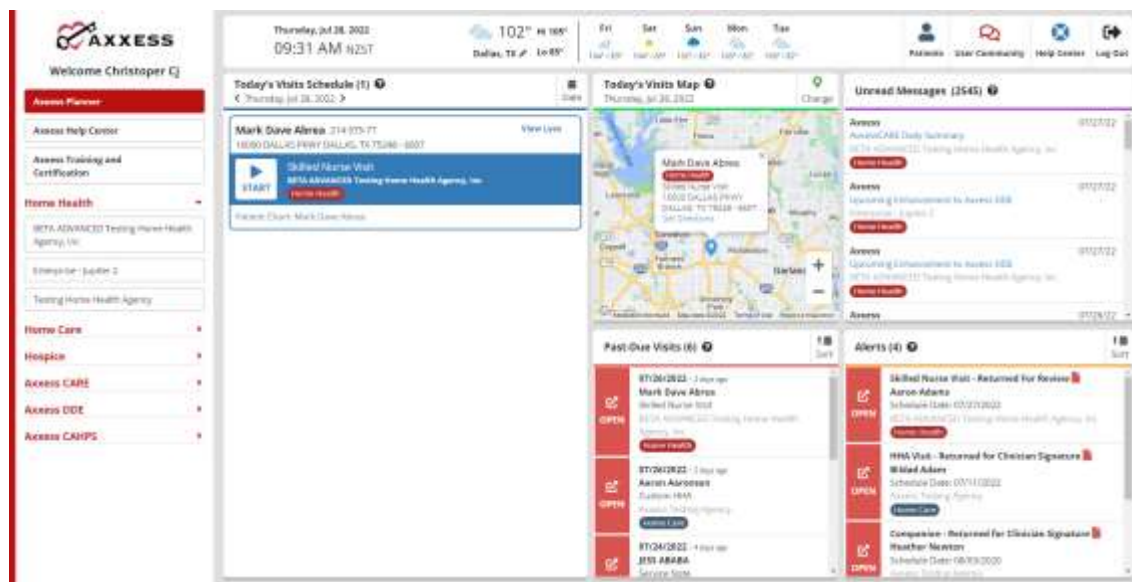


User inputs credentials and selects **Secure Login**.



AXXESS PLANNER

The Axxess Planner displays pertinent information specific to a user. Shortcuts have been placed on the left side of the page to allow for easy access to the Axxess applications the organization is using. Clinicians can also see upcoming visits, past due visits, unread messages and a map of today's visits. To access patient charts, document a visit or bill for an individual patient, select the appropriate Axxess application on the left side of the page.



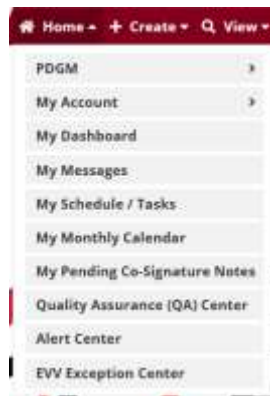
NAVIGATION MENU

Once logged in, the navigation menu at the top will allow for easy access to the data.



Home

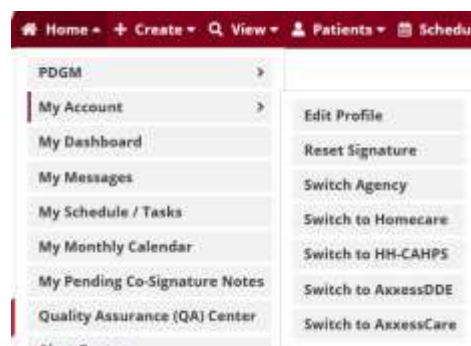
The **Home** menu allows access to the following actions based on permissions granted to the user.



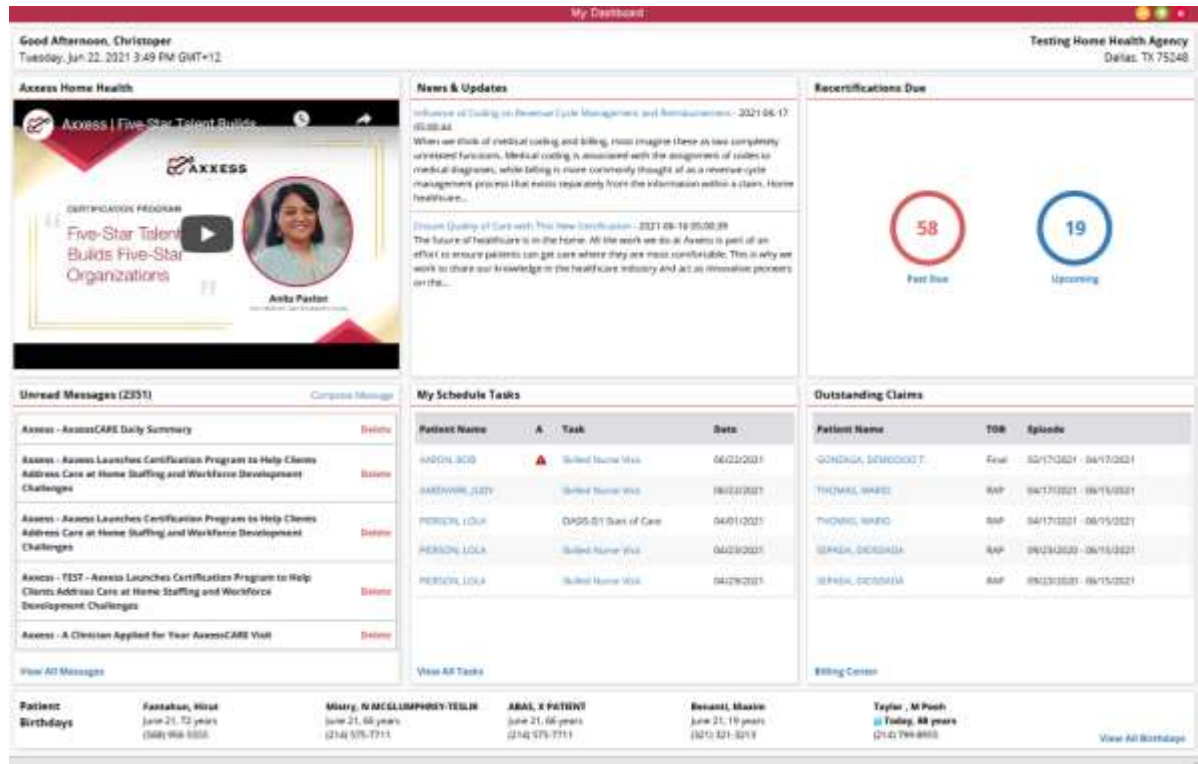
PDGM - Users with permissions can see the PDGM Center, Modeling Tool, Resource Center and/or Revenue Impact Analysis.



My Account - Users can quickly edit their profile, reset their signature or switch to different Axxess applications.



My Dashboard - This opens the Axxess Home Health dashboard.



My Dashboard

Good Afternoon, Christopher
Tuesday, Jun 22, 2021 3:49 PM GMT+12

Testing Home Health Agency
Dallas, TX 75248

Access Home Health

Access | Five-Star Talent Builds
CERTIFICATION PROGRAM
Five-Star Talent Builds Five-Star Organizations
Arsha Pantar

News & Updates

Influence of Coding on Revenue Cycle Management and Reimbursement - 2021 06-17 05:00 AM
When we think of medical coding and billing, most imagine these as two completely unrelated functions. Medical coding is associated with the assignment of codes to medical diagnoses, while billing is more commonly thought of as a revenue cycle management process that relies regularly from the information within a claim. Home healthcare...

Improve Quality of Care with This New Certification - 2021 06-18 05:00 AM
The future of healthcare is in the home. All the work we do at Axxess is part of an effort to ensure patients can get care where they are most comfortable. This is why we work to share our knowledge in the healthcare industry AND act as innovative pioneers on the...

Recertifications Due

58 Past Due
19 Upcoming

Unread Messages (2351)

Access - AccessCARE Daily Summary
Access - Access Launches Certification Program to Help Clients Address Care at Home Staffing and Workforce Development Challenges
Access - Access Launches Certification Program to Help Clients Address Care at Home Staffing and Workforce Development Challenges
Access - TEST - Access Launches Certification Program to Help Clients Address Care at Home Staffing and Workforce Development Challenges
Access - A Clinician Applied for Your AccessCARE Visit

My Schedule Tasks

Patient Name	A	Task	Due
ANDON, BOB	▲	Skilled Nurse Visit	06/22/2021
BARBER, JUDY		Skilled Nurse Visit	06/22/2021
PERSON, LOUI		OPSS-01 Bank of Care	06/01/2021
PERSON, LOUI		Skilled Nurse Visit	06/22/2021
PERSON, LOUI		Skilled Nurse Visit	06/22/2021

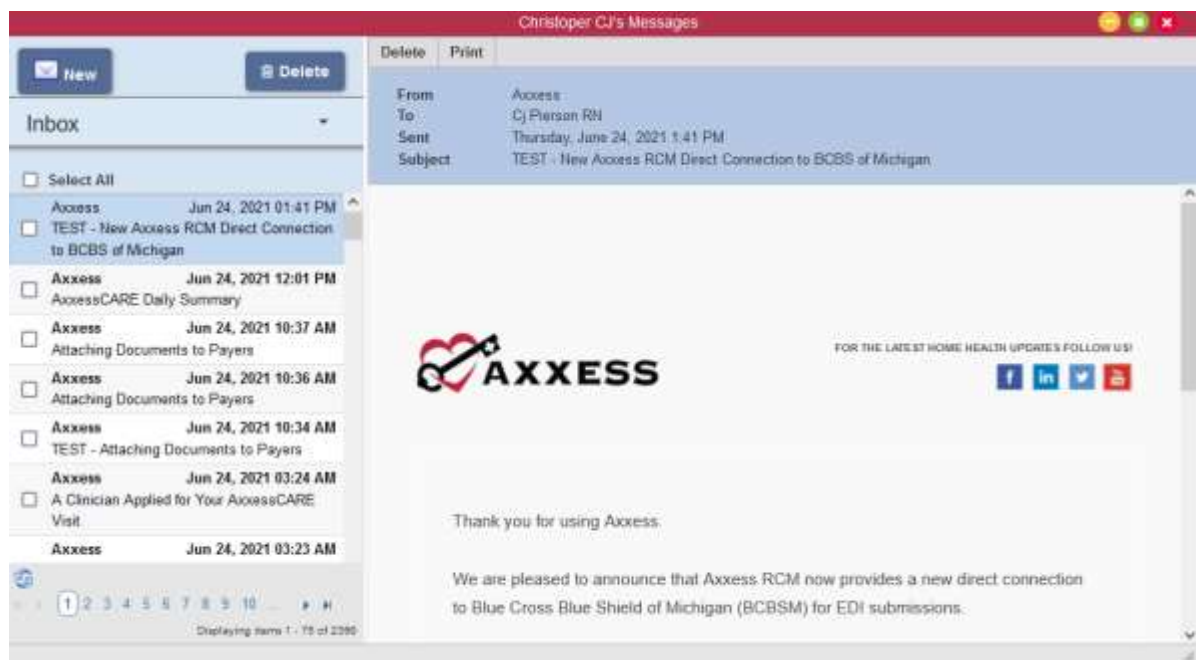
Outstanding Claims

Patient Name	DOB	Episode
GONDGA, DEWODOO T.	04/17/2021	04/17/2021
THOMAS, WAFEE	04/17/2021	04/15/2021
THOMAS, WAFEE	04/17/2021	04/15/2021
BERKEH, DEENADJA	04/23/2020	04/15/2021
BERKEH, DEENADJA	04/23/2020	04/15/2021

Patient Birthdays

Fantahun, Husein	June 21, 72 years (364) 988-8888
Mistry, NACCLIMPHOSY TESLIN	June 21, 66 years (214) 575-7711
ARAL, X PATRICK	June 21, 66 years (214) 575-7711
Bennett, Maxine	June 21, 19 years (817) 321-3211
Taylor, M Pooh	Today, 88 years (214) 798-8888

My Messages - This opens the Message Center to view/send messages.



Christopher CJ's Messages

Inbox

- Select All
- Access - Jun 24, 2021 01:41 PM
- TEST - New Axxess RCM Direct Connection to BCBS of Michigan
- Access - Jun 24, 2021 12:01 PM
- AccessCARE Daily Summary
- Access - Jun 24, 2021 10:37 AM
- Attaching Documents to Payers
- Access - Jun 24, 2021 10:36 AM
- Attaching Documents to Payers
- Access - Jun 24, 2021 10:34 AM
- TEST - Attaching Documents to Payers
- Access - Jun 24, 2021 03:24 AM
- A Clinician Applied for Your AccessCARE Visit
- Access - Jun 24, 2021 03:23 AM

Message Details:

From: Axxess
To: Cj Pierson RN
Sent: Thursday, June 24, 2021 1:41 PM
Subject: TEST - New Axxess RCM Direct Connection to BCBS of Michigan

AXXESS

FOR THE LATEST HOME HEALTH UPDATES FOLLOW US!

Thank you for using Axxess.

We are pleased to announce that Axxess RCM now provides a new direct connection to Blue Cross Blue Shield of Michigan (BCBSM) for EDI submissions.

My Schedule/Tasks - View the schedule/tasks in a list view.



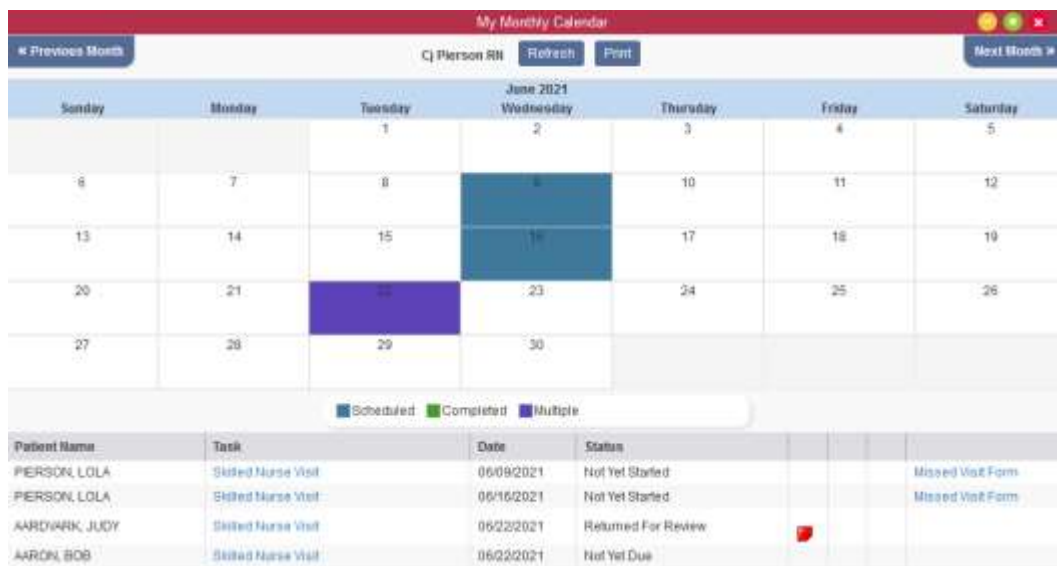
Christopher CJ's Schedule and Tasks

Non-Visit Activity Log Group By Patient Group By Date Group By Task Access Planner Refresh Excel Export

Note: This list shows you items/tasks dated 3 months into the past and 2 weeks into the future. To find older items, look in the Patient's Chart or Schedule Center.

Patient Name	Task	Date	Status
PERSON, LOLA	OARS-O1 Start of Care	4/1/2021	Saved
PERSON, LOLA	Skilled Nurse Visit	4/23/2021	Saved
PERSON, LOLA	Skilled Nurse Visit	4/29/2021	Saved
PERSON, LOLA	Skilled Nurse Visit	4/30/2021	Not Yet Started
AARDYARK, JUDY	Skilled Nurse Visit	5/22/2021	Returned For Review
AARON, BOB	Skilled Nurse Visit	5/22/2021	Not Yet Due

My Monthly Calendar - View the schedule/tasks in a monthly calendar view.



My Monthly Calendar

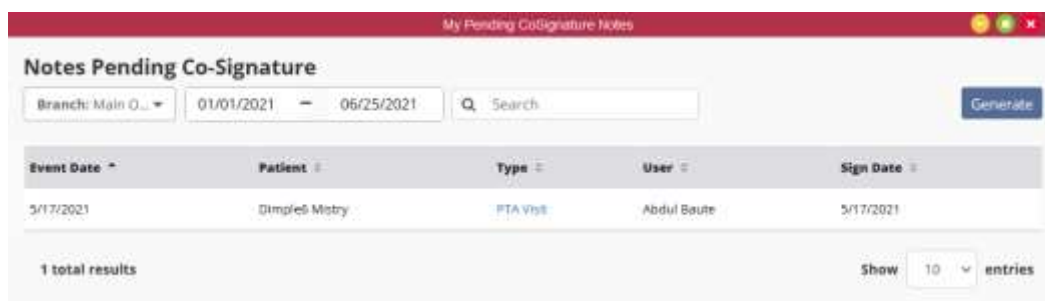
Previous Month CJ Person RN Refresh Print Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Legend: Scheduled (blue), Completed (green), Multiple (purple)

Patient Name	Task	Date	Status
PERSON, LOLA	Skilled Nurse Visit	06/09/2021	Not Yet Started
PERSON, LOLA	Skilled Nurse Visit	06/16/2021	Not Yet Started
AARDYARK, JUDY	Skilled Nurse Visit	06/22/2021	Returned For Review
AARON, BOB	Skilled Nurse Visit	06/22/2021	Not Yet Due

My Pending Co-Signature Notes - Sign notes that are marked to require a co-signature.



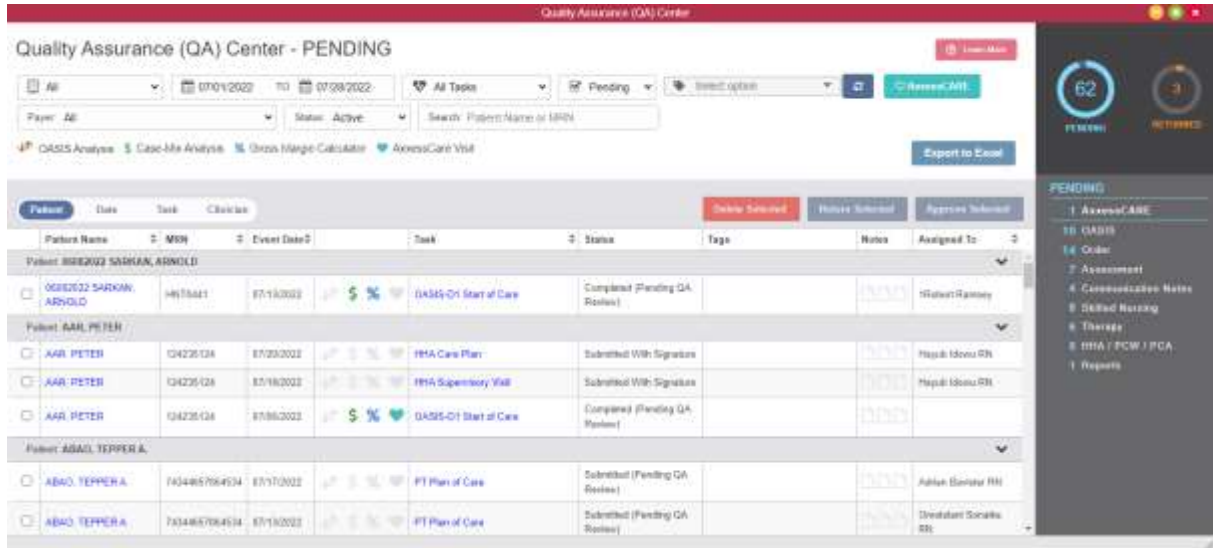
My Pending Co-Signature Notes

Branch: Main O... 01/01/2021 - 06/25/2021 Search Generate

Event Date	Patient	Type	User	Sign Date
5/17/2021	Dimple Mistry	PTA Visit	Abdul Baute	5/17/2021

1 total results Show 10 entries

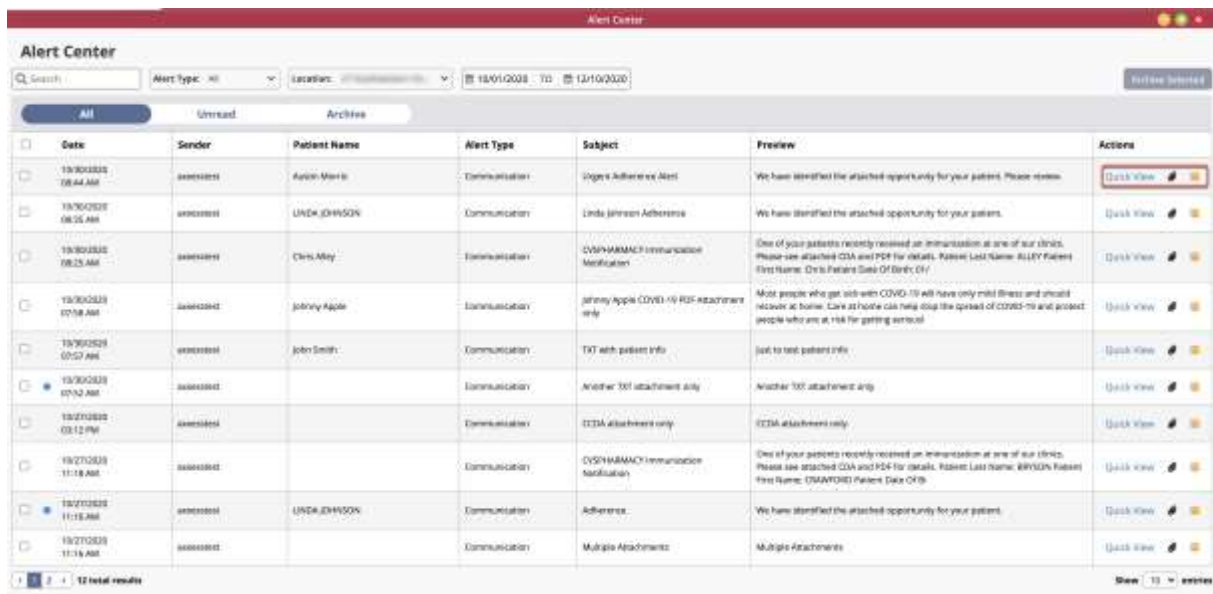
Quality Assurance (QA) Center - View tasks that are pending approval by the QA nurse.



The screenshot shows the 'Quality Assurance (QA) Center - PENDING' interface. At the top, there are filters for 'All Tasks' and 'Pending'. Below the filters is a table of tasks. The table has columns for Patient Name, MDR, Event Date, Task, Status, Type, Notes, and Assigned To. The tasks listed include 'DASIS-DI Start of Care' and 'PT Plan of Care' for various patients like SARHAN, ARNOLD, PETER, and TEPPER A.

Patient	Date	Task	Clipboard	Details Selected	History Selected	Approve Selected
Patient: 8882022 SARHAN, ARNOLD						
0882022 SARHAN, ARNOLD	4/6/2021	8/7/18/2022	DASIS-DI Start of Care	Completed (Pending QA Review)		Wahani Ramsey
Patient: AAR, PETER						
AAR, PETER	12/23/124	8/7/20/2022	FHA Care Plan	Submitted With Signatures		Heidi Ikonu RN
AAR, PETER	12/23/124	8/7/18/2022	FHA Supervisory Visit	Submitted With Signatures		Heidi Ikonu RN
AAR, PETER	12/23/124	8/7/18/2022	DASIS-DI Start of Care	Completed (Pending QA Review)		
Patient: ABAO, TEPPER A.						
ABAO, TEPPER A.	7/3/4/85/704/3/4	8/7/17/2022	PT Plan of Care	Submitted (Pending QA Review)		Ashley Bonner RN
ABAO, TEPPER A.	7/3/4/85/704/3/4	8/7/18/2022	PT Plan of Care	Submitted (Pending QA Review)		Shirleyann Sorrels RN

Alert Center - Once the Surescripts Clinical Direct Messaging integration is active, your organization can start exchanging health information seamlessly through the Alert Center in Axxess Home Health



The screenshot shows the 'Alert Center' interface. It features a search bar, filters for 'Alert Type' and 'Location', and a date range from 12/01/2020 to 12/10/2020. Below the filters is a table of alerts with columns for Date, Sender, Patient Name, Alert Type, Subject, Preview, and Actions. The alerts include communication messages about adherence, immunization, and COVID-19 risk.

Date	Sender	Patient Name	Alert Type	Subject	Preview	Actions
12/01/2020 08:44 AM	axxess001	Austin Morris	Communication	Urgent Adherence Alert	We have identified the attached opportunity for your patient. Please review.	Quick View
12/01/2020 08:25 AM	axxess001	UNDA, JOHANSON	Communication	Uinda Johnson Adherence	We have identified the attached opportunity for your patient.	Quick View
12/01/2020 08:25 AM	axxess001	Chris Mitty	Communication	COVID-19 Immunization Notification	One of your patients recently received an immunization at one of our clinics. Please see attached CDA and PDF for details. Patient Last Name: ALLEY Patient First Name: Chris Patient Date Of Birth: 01/...	Quick View
12/01/2020 07:58 AM	axxess001	Johnny Apple	Communication	Johnny Apple COVID-19 Risk Attachment only	Most people who get sick with COVID-19 will have only mild illness and should recover at home. Care at home can help stop the spread of COVID-19 and protect people who are at risk for getting serious.	Quick View
12/01/2020 07:57 AM	axxess001	John Smith	Communication	TOT with patient info	Just to test patient info.	Quick View
12/01/2020 07:52 AM	axxess001		Communication	Another TOT attachment only	Another TOT attachment only.	Quick View
12/01/2020 05:12 PM	axxess001		Communication	CDA Attachment only	CDA attachment only.	Quick View
12/27/2020 11:18 AM	axxess001		Communication	COVID-19 Immunization Notification	One of your patients recently received an immunization at one of our clinics. Please see attached CDA and PDF for details. Patient Last Name: BRVDEN Patient First Name: (UNAVAIL) Patient Date Of B...	Quick View
12/27/2020 11:18 AM	axxess001	UNDA, JOHANSON	Communication	Adherence	We have identified the attached opportunity for your patient.	Quick View
12/27/2020 11:18 AM	axxess001		Communication	Multiple Attachments	Multiple Attachments	Quick View

EVV Exception Center - Enables users to manage, correct and resubmit EVV exceptions data.



Electronic Visit Verification Exception Center

-- All Branches -- 04/01/2021 TO 06/25/2021

Search: Patient Name

Patient Name	Task Name	Payer	Assigned To	Visit Date	Exception	Exception Date	Provider	Branch	Actions
SMITH, DANE	Dane's HHA Visit	**MEDICAID TN**	Dane Rucco, RN	06/16/2021	Your company information has not been set up to work with Telus. Verify that your agency name, Medicaid ID, NPI and EIN are entered correctly.	06/17/2021	Telus	Main Office	Resubmit Ignore
SMITH, DANE	Dane's HHA Visit	**MEDICAID TN**	Dane Rucco, RN	04/29/2021	Your company information has not been set up to work with Telus. Verify that your agency name, Medicaid ID, NPI and EIN are entered correctly.	04/30/2021	Telus	Main Office	Resubmit Ignore

Create

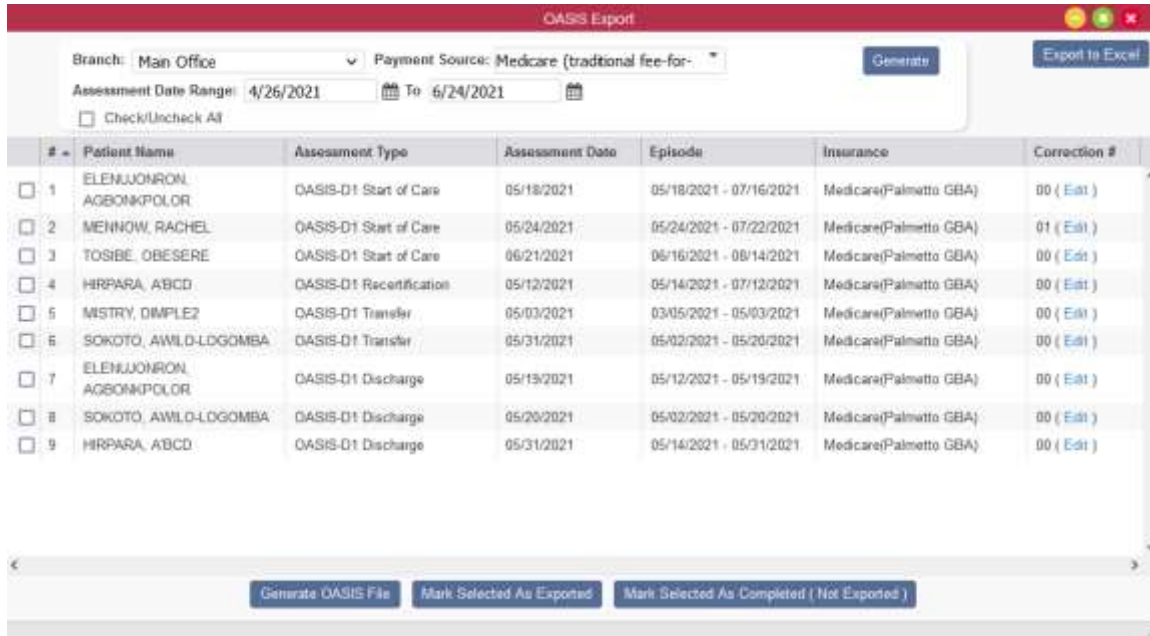
The **Create** menu allows access to the following actions based on permissions granted to the user.



New - Add new items into the system, such as a Referral, Physician and Communication Notes.



OASIS Export - View OASIS assessments that are ready to be exported and submitted to CMS.



The screenshot shows the 'OASIS Export' window. At the top, there are filters for 'Branch: Main Office', 'Payment Source: Medicare (traditional fee-for-)', and 'Assessment Date Range: 4/26/2021 To 6/24/2021'. There are 'Generate' and 'Export to Excel' buttons. Below the filters is a table with the following columns: #, Patient Name, Assessment Type, Assessment Date, Episode, Insurance, and Correction #.

#	Patient Name	Assessment Type	Assessment Date	Episode	Insurance	Correction #
<input type="checkbox"/> 1	ELENUJONRON, AGBONKPOLOR	OASIS-D1 Start of Care	05/18/2021	05/18/2021 - 07/16/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 2	MENNOW, RACHEL	OASIS-D1 Start of Care	05/24/2021	05/24/2021 - 07/22/2021	Medicare(Palmetto GBA)	01 (Edit)
<input type="checkbox"/> 3	TOSIBE, OBESERE	OASIS-D1 Start of Care	06/21/2021	06/16/2021 - 08/14/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 4	HIRPARA, ABCD	OASIS-D1 Recertification	05/12/2021	05/14/2021 - 07/12/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 5	MISTRY, DIMPLEZ	OASIS-D1 Transfer	05/03/2021	03/05/2021 - 05/03/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 6	SOKOTO, AWILD-LDGOMBA	OASIS-D1 Transfer	05/31/2021	05/02/2021 - 05/20/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 7	ELENUJONRON, AGBONKPOLOR	OASIS-D1 Discharge	05/19/2021	05/12/2021 - 05/19/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 8	SOKOTO, AWILD-LDGOMBA	OASIS-D1 Discharge	05/20/2021	05/02/2021 - 05/20/2021	Medicare(Palmetto GBA)	00 (Edit)
<input type="checkbox"/> 9	HIRPARA, ABCD	OASIS-D1 Discharge	05/31/2021	05/14/2021 - 05/31/2021	Medicare(Palmetto GBA)	00 (Edit)

At the bottom of the window, there are three buttons: 'Generate OASIS File', 'Mark Selected As Exported', and 'Mark Selected As Completed (Not Exported)'.

View

The **View** menu allows access to the following actions based on permissions granted to the user.



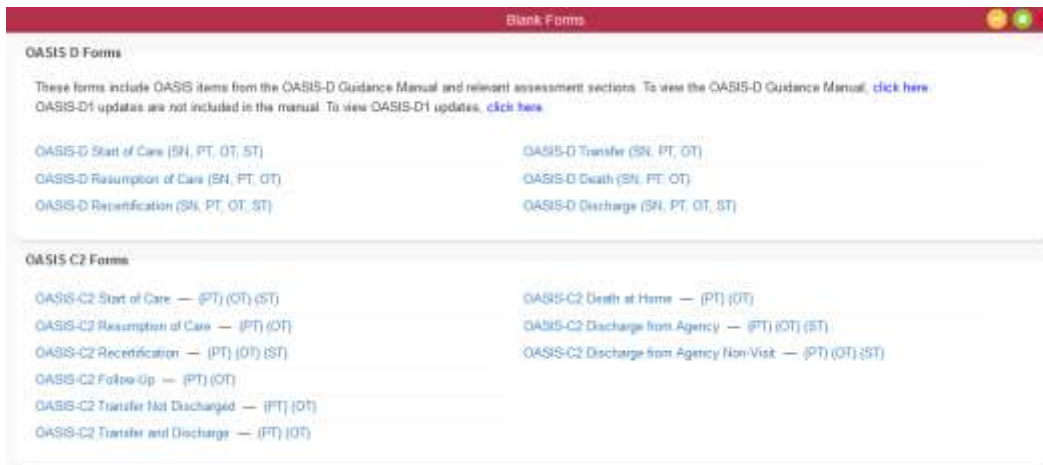
The screenshot shows a 'View' menu with the following options:

- Lists >
- Blank Forms
- Archived Insurances
- Exported OASIS
- Not Exported OASIS
- Past Due Recerts
- Upcoming Recerts
- Orders Management >
- Print Queue

Lists - View items in the system, such as a list of Referrals, Patients, Physicians and Insurances/Payers.



Blank Forms - View blank versions of visits to be printed and filled out manually.

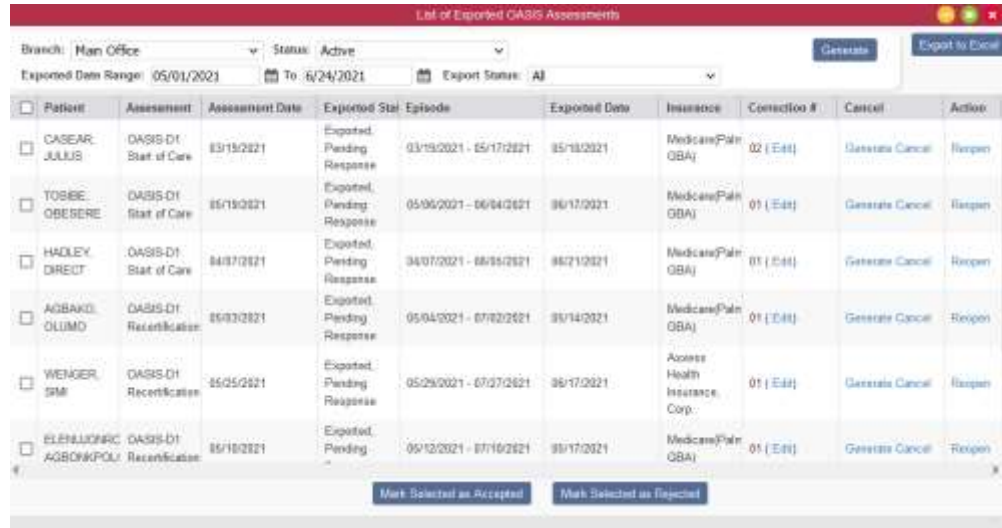


Archived Insurances - View insurances that are no longer in use.



Insurance Name	Display Name	Payer Type	Payer Class	Payer ID	Invoice Type	Phone	Contact Person	Action
Blue Cross Blue Shield of New York		Medicare (HMO/managed care)	Per Visit	96305	UB-04	(872) 263-1132	MELTON BRADLEY	View
CAREFIRST BCBS OF DC NCA		Private insurance		58566	UB-04			View
HUMANA sonysa		Private HMO/managed care		61161	UB-04		GLORIA RODRIGUEZ	View
PalCare		Medicare (HMO/managed care)	Per Visit	45678	UB-04			View
BLUECROSS BLUESHIELD (BCBS) AR		Private insurance		12021	UB-04			View
MEDICAD TEXAS		Medicaid (traditional fee-for-service)	Per Visit	88916	UB-04			View
Pyram Health		Private insurance		45654	HCFA 1000			View
metall		Note: no charge for current services		3	UB-04			View
Humana Gold Choice		Medicare (HMO/managed care)	Episodic	456789	UB-04			View
Greater DFW Provider Service		Medicare (HMO/managed care)		45764	UB-04			View
SureBel Insurance		Medicare (HMO/managed care)		4147852	HCFA 1500			View
options		Medicare (HMO/managed care)		test	HCFA 1500			View
Blue Blue Shield of Texas		Private insurance	Per Visit	100203	HCFA 1000			View
Secure Horizons		Medicare (HMO/managed care)	Per Visit	20445	UB-04			View

Exported OASIS - Review or cancel any previously exported OASIS or edit correction numbers.



Branch: Main Office | Status: Active | Exported Date Range: 05/01/2021 To 6/24/2021 | Export Status: All

Patient	Assessment	Assessment Date	Exported Stat	Episode	Exported Date	Insurance	Correction #	Cancel	Action
CASEAR, JULIUS	OASIS-D1 Start of Care	03/15/2021	Exported, Pending Response	03/15/2021 - 05/17/2021	05/18/2021	Medicare(Palm GBA)	02 (Edit)	Generate Cancel	Reopen
TOSBE, OBESERE	OASIS-D1 Start of Care	05/19/2021	Exported, Pending Response	05/06/2021 - 06/04/2021	06/17/2021	Medicare(Palm GBA)	01 (Edit)	Generate Cancel	Reopen
HADLEY, DIRECT	OASIS-D1 Start of Care	04/07/2021	Exported, Pending Response	04/07/2021 - 08/05/2021	08/21/2021	Medicare(Palm GBA)	01 (Edit)	Generate Cancel	Reopen
AGBAKO, OLUMO	OASIS-D1 Recertification	05/03/2021	Exported, Pending Response	05/04/2021 - 07/02/2021	07/14/2021	Medicare(Palm GBA)	01 (Edit)	Generate Cancel	Reopen
WENGER, SIM	OASIS-D1 Recertification	05/25/2021	Exported, Pending Response	05/25/2021 - 07/27/2021	08/17/2021	Access Health Insurance, Corp.	01 (Edit)	Generate Cancel	Reopen
ELEJUNORIC, AGBONKPOLU	OASIS-D1 Recertification	05/18/2021	Exported, Pending Response	05/12/2021 - 07/16/2021	08/17/2021	Medicare(Palm GBA)	01 (Edit)	Generate Cancel	Reopen

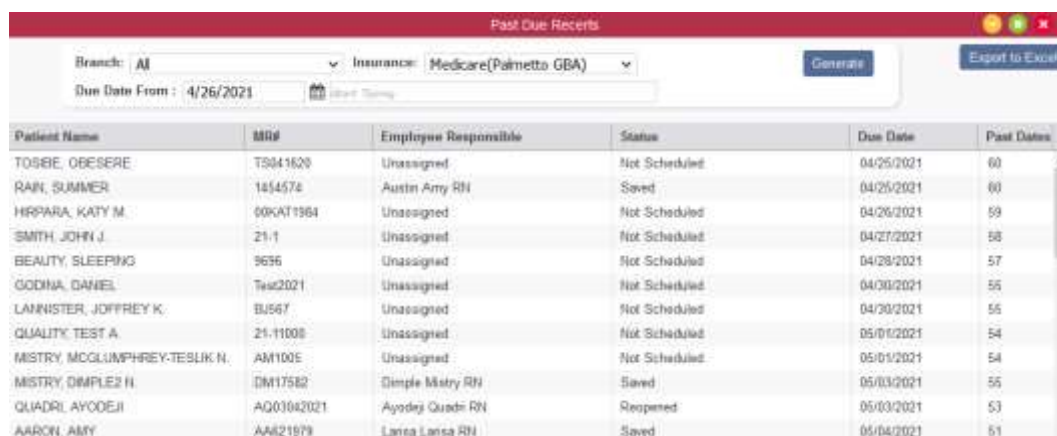
Not Exported OASIS - View OASIS that were not exported from the system.



Branch: All | Status: Active | Exported Date Range: 03/01/2021 To 6/24/2021

Patient	Assessment	Assessment Date	Episode	Insurance	Action
TESTE, DADEMA	OASIS-D1 Start of Care	03/16/2021	03/16/2021 - 05/14/2021	Blue Cross Blue Shield of Massachusetts	Reopen
ROOLLA, TEST103	OASIS-D1 Start of Care	04/16/2021	04/16/2021 - 06/16/2021	Medicare(National Government Services)	Reopen
SOMMERS, APRIL	OASIS-D1 Start of Care	05/04/2021	05/04/2021 - 07/02/2021	Medicare(National Government Services)	Reopen
CRUZ, PERELOPE	OASIS-D Transfer	04/17/2021	04/14/2021 - 06/12/2021	MEDICAID INDIANA	Reopen
WOODS, AMANDA	OASIS-D1 Discharge	04/30/2021	03/04/2021 - 04/30/2021	Sample Car	Reopen

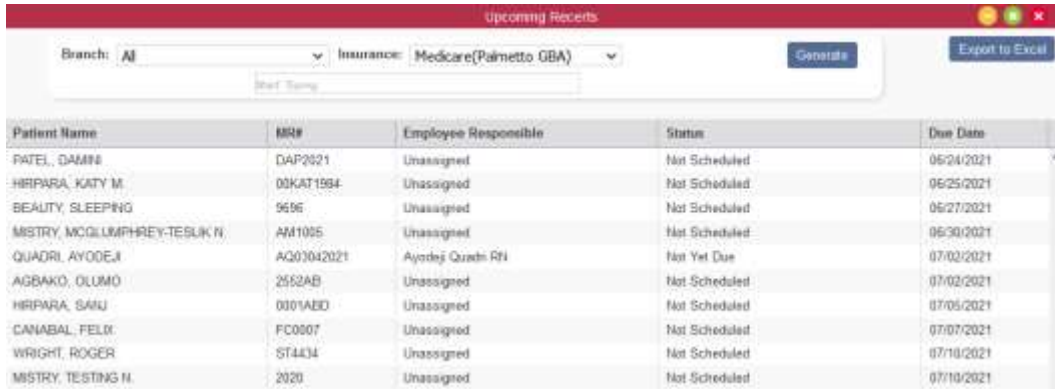
Past Due Recerts - View patient recertifications that are past their due date.



Branch: All | Insurance: Medicare(Palmetto GBA) | Due Date From: 4/26/2021

Patient Name	MR#	Employee Responsible	Status	Due Date	Past Dates
TOSBE, OBESERE	TS041620	Unassigned	Not Scheduled	04/25/2021	60
RAIN, SUMMER	1454576	Austin Amy RN	Saved	04/25/2021	60
HRPARA, KATY M.	60KAT1964	Unassigned	Not Scheduled	04/26/2021	59
SMITH, JOHN J.	21-1	Unassigned	Not Scheduled	04/27/2021	58
BEAUTY, SLEEPING	9636	Unassigned	Not Scheduled	04/28/2021	57
GODINA, DANIEL	Test2021	Unassigned	Not Scheduled	04/09/2021	56
LAMINSTER, JOFFREY K.	BJ567	Unassigned	Not Scheduled	04/30/2021	55
QUALITY TEST A	21-11000	Unassigned	Not Scheduled	05/01/2021	54
MISTRY, MCGLIMPHREY-TESLIK N.	AM100E	Unassigned	Not Scheduled	05/01/2021	54
MISTRY, DIMPLEZ H.	DM17582	Dimple Mistry RN	Saved	05/03/2021	55
QUADRIL, AYODEJI	AQ03042021	Ayodeji Quadri RN	Reopened	05/03/2021	53
AARON, AMY	AA121979	Lana Lana RN	Saved	05/04/2021	51

Upcoming Recerts - Review patients that have an upcoming recertification date within the next 30 days.

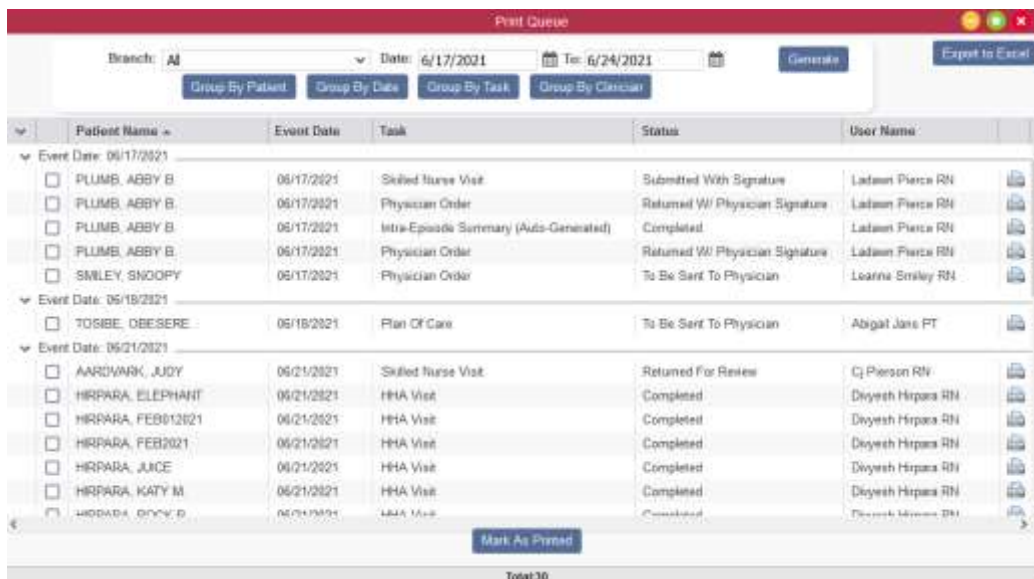


Patient Name	MRN	Employee Responsible	Status	Due Date
FATEL, DAMIN	DAP2021	Unassigned	Not Scheduled	06/24/2021
HIRPARA, KATY M.	00KAT1994	Unassigned	Not Scheduled	06/25/2021
BEALTY, SLEEPING	9696	Unassigned	Not Scheduled	06/27/2021
MISTRY, MCGLUMPHREY-TESLIK N.	AM1005	Unassigned	Not Scheduled	06/30/2021
QUADRI, AYODEJI	AQ03042021	Ayodeji Quadri Rti	Not Yet Due	07/02/2021
AGBAKO, OLUMO	252AB	Unassigned	Not Scheduled	07/02/2021
HIRPARA, SAIJI	0301ABD	Unassigned	Not Scheduled	07/05/2021
CANABAL, FELDI	FC0807	Unassigned	Not Scheduled	07/07/2021
WRIGHT, ROGER	ST4434	Unassigned	Not Scheduled	07/10/2021
MISTRY, TESTING N.	2020	Unassigned	Not Scheduled	07/10/2021

Orders Management - View orders that are pending co-signature, pending physician signature, orders to be sent and orders history.



Print Queue - Displays tasks that are ready to be printed and delivered to the appropriate recipient.



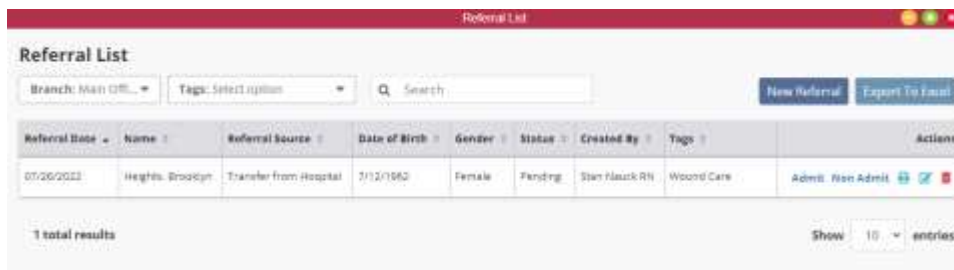
Event Date	Patient Name	Event Date	Task	Status	User Name
06/17/2021	<input type="checkbox"/> PLUMB, ABBY B.	06/17/2021	Skilled Nurse Visit	Submitted With Signature	Ladawn Pierce RN
	<input type="checkbox"/> PLUMB, ABBY B.	06/17/2021	Physician Order	Returned W/ Physician Signature	Ladawn Pierce RN
	<input type="checkbox"/> PLUMB, ABBY B.	06/17/2021	Intra-Episode Summary (Auto-Generated)	Completed	Ladawn Pierce RN
	<input type="checkbox"/> PLUMB, ABBY B.	06/17/2021	Physician Order	Returned W/ Physician Signature	Ladawn Pierce RN
	<input type="checkbox"/> SMILEY, SNOOPY	06/17/2021	Physician Order	To Be Sent To Physician	Loartha Smiley RN
06/18/2021	TOSBE, DEESERE	06/18/2021	Plan Of Care	To Be Sent To Physician	Abigail Jane PT
06/21/2021	<input type="checkbox"/> AARDWARK, JUDY	06/21/2021	Skilled Nurse Visit	Returned For Review	CJ Pearson RN
	<input type="checkbox"/> HIRPARA, ELEPHANT	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN
	<input type="checkbox"/> HIRPARA, FEB012021	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN
	<input type="checkbox"/> HIRPARA, FEB2021	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN
	<input type="checkbox"/> HIRPARA, JUICE	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN
	<input type="checkbox"/> HIRPARA, KATY M	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN
	<input type="checkbox"/> HIRPARA, DRYV, D	06/21/2021	HHA Visit	Completed	Diyesh Hirpara RN

Patients

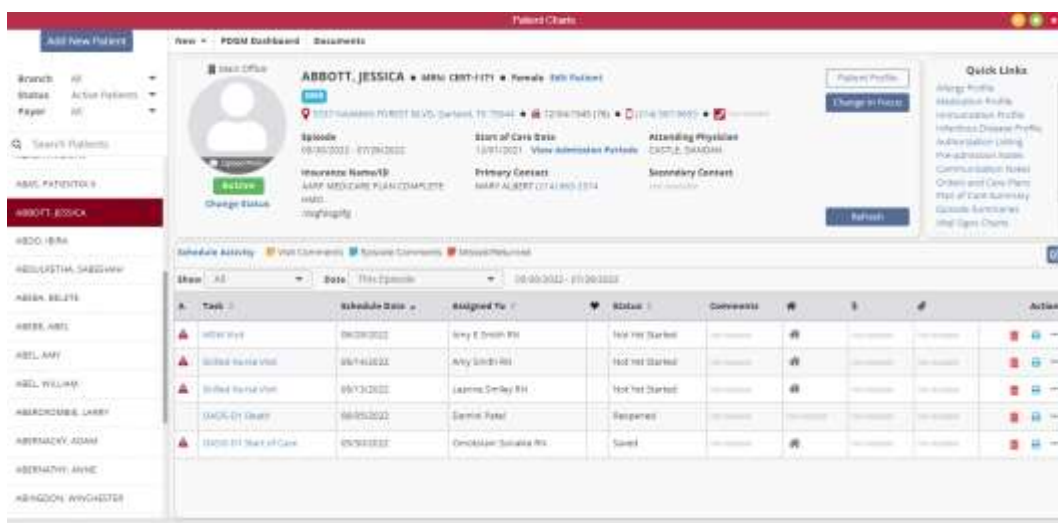
The **Patients** menu allows access to the following actions based on permissions granted to the user.



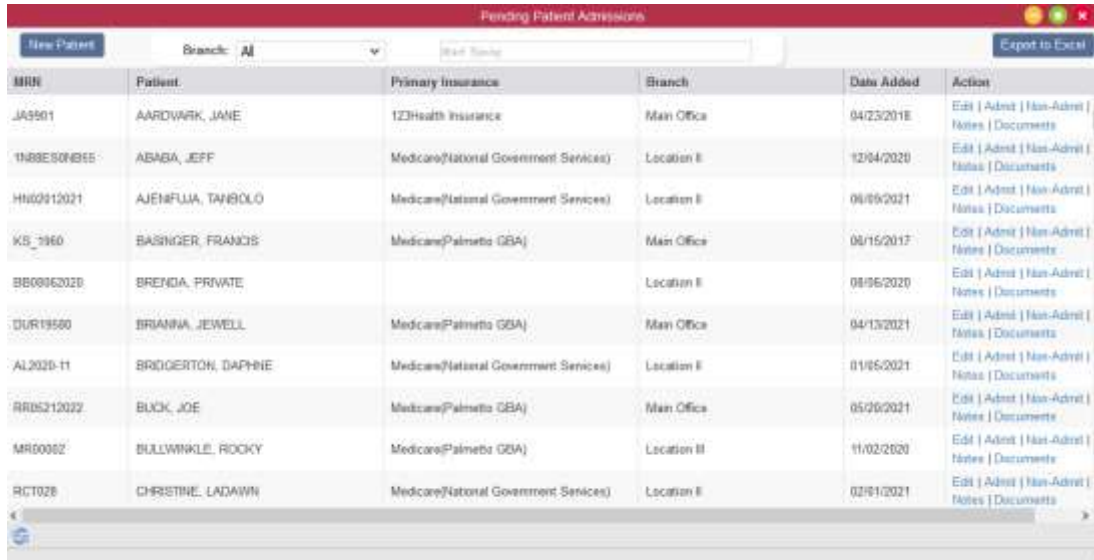
Referral List - View a list of pending referrals and begin the admission process.



Patient Charts - View patient charts within the system, including active, pending, discharged and non-admitted patients.

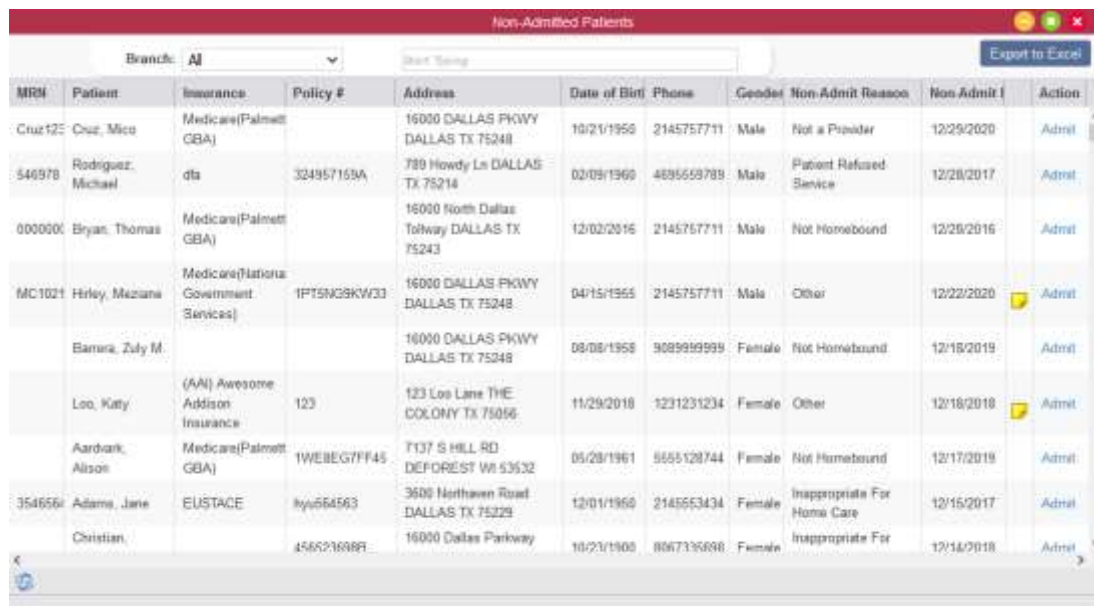


Pending Patient Admissions - View, edit, add, non-admit and add notes for pending admissions into the system.



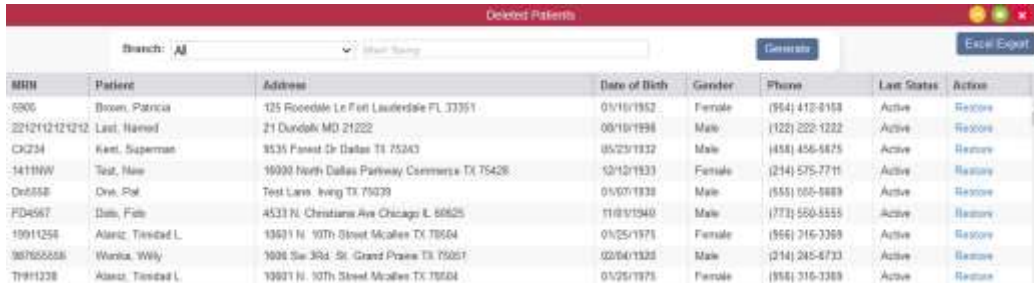
MRN	Patient	Primary Insurance	Branch	Date Added	Action
JA9901	AARDWARK, JANE	123Health Insurance	Main Office	04/23/2018	Edit Admit Non-Admit Notes Documents
1NBES0NB15	ABAGA, JEFF	Medicare(National Government Services)	Location II	12/04/2020	Edit Admit Non-Admit Notes Documents
HN02912021	AJENIFUJA, TANSOLO	Medicare(National Government Services)	Location II	06/09/2021	Edit Admit Non-Admit Notes Documents
KS_1960	BASINGER, FRANCIS	Medicare(Palmetto GBA)	Main Office	08/15/2017	Edit Admit Non-Admit Notes Documents
BB08962020	BRENDA, PRIVATE		Location II	08/05/2020	Edit Admit Non-Admit Notes Documents
DUR19500	BRIANNA, JEWELL	Medicare(Palmetto GBA)	Main Office	04/13/2021	Edit Admit Non-Admit Notes Documents
AL2020-11	BRIDGERTON, DAPHNE	Medicare(National Government Services)	Location II	01/05/2021	Edit Admit Non-Admit Notes Documents
RR05212022	BUCK, JOE	Medicare(Palmetto GBA)	Main Office	05/26/2021	Edit Admit Non-Admit Notes Documents
MR00002	BULLWINKLE, ROCKY	Medicare(Palmetto GBA)	Location II	11/02/2020	Edit Admit Non-Admit Notes Documents
RCT028	CHRISTINE, LAZAWN	Medicare(National Government Services)	Location II	02/01/2021	Edit Admit Non-Admit Notes Documents

Non-Admitted Patients - An inclusive list of all non-admissions logged in the system. From this screen, a user can also admit a patient if they were mismarked.



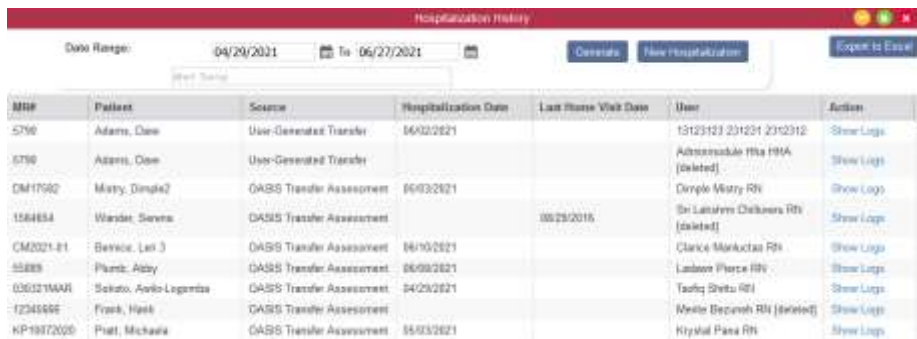
MRN	Patient	Insurance	Policy #	Address	Date of Birth	Phone	Gender	Non-Admit Reason	Non-Admit I	Action
Cruz125	Cruz, Mico	Medicare(Palmetto GBA)		16000 DALLAS PKWY DALLAS TX 75248	10/21/1950	2145757711	Male	Not a Provider	12/29/2020	Admit
546970	Rodriguez, Michael	cta	324957153A	789 Howdy Ln DALLAS TX 75214	02/09/1960	4895559789	Male	Patient Refused Service	12/28/2017	Admit
0000000	Bryan, Thomas	Medicare(Palmetto GBA)		16000 North Dallas Tollway DALLAS TX 75243	12/02/2016	2145757711	Male	Not Homebound	12/29/2016	Admit
MC1021	Hirley, Mezana	Medicare(National Government Services)	1PT5N39KW33	16000 DALLAS PKWY DALLAS TX 75248	04/15/1955	2145757711	Male	Other	12/22/2020	Admit
	Barbara, Zuly M.			16000 DALLAS PKWY DALLAS TX 75248	08/08/1958	9089999999	Female	Not Homebound	12/18/2019	Admit
	Leo, Katy	(AA) Awesome Addison Insurance	123	123 Leo Lane THE COLONY TX 75056	11/29/2018	3231231234	Female	Other	12/18/2018	Admit
	Aardvark, Alison	Medicare(Palmetto GBA)	1WEBEG7FF45	7137 S HILL RD DEFOREST W 53532	05/28/1961	5555128744	Female	Not Homebound	12/17/2019	Admit
3546566	Adams, Jane	EUSTACE	kyu864563	3600 Northaven Road DALLAS TX 75229	12/01/1960	2145653434	Female	Inappropriate For Home Care	12/15/2017	Admit
	Christian,		456521698F	16000 Dallas Parkway	10/21/1900	8067135098	Female	Inappropriate For	12/14/2018	Admit

Deleted Patients - Patients who have been deleted from the system are visible on this screen and can be restored.



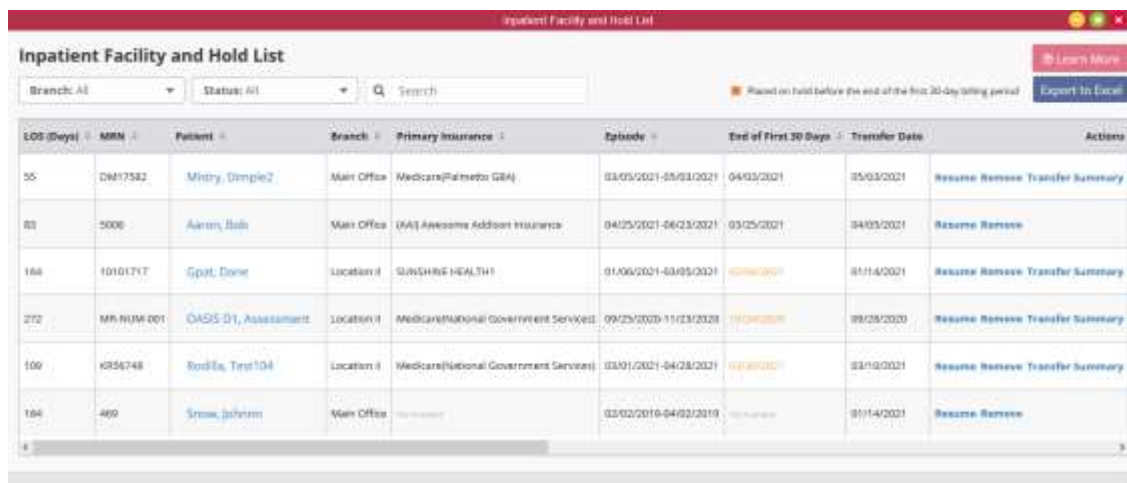
MRN	Patient	Address	Date of Birth	Gender	Phone	Last Status	Action
5906	Brown, Patricia	125 Woodale Ln Fort Lauderdale FL 33351	01/18/1952	Female	(954) 412-8188	Active	Restore
224212124212	Last, Harriet	21 Dundalk MD 21222	09/18/1998	Male	(122) 222-1222	Active	Restore
00234	Kent, Superman	8535 Forest Dr Dallas TX 75243	05/23/1932	Male	(458) 456-5675	Active	Restore
1411NW	Test, New	19000 North Dallas Parkway Commerce TX 75428	12/12/1933	Female	(214) 575-7711	Active	Restore
Del55E	Ore, Pal	Test Lane Irving TX 75039	01/01/1938	Male	(555) 000-8888	Active	Restore
FD4567	Dan, Pete	4533 N. Christian Ave Chicago IL 60625	11/01/1940	Male	(773) 555-5555	Active	Restore
19911254	Alexis, Trivedi L.	19931 N. 10Th Street Mesquite TX 75054	01/25/1975	Female	(954) 316-3369	Active	Restore
987654321	Wanda, WWly	1006 Ste 304 St Grand Prairie TX 75051	02/04/1935	Male	(214) 245-8733	Active	Restore
79911238	Alexis, Trivedi L.	19931 N. 10Th Street Mesquite TX 75054	01/25/1975	Female	(954) 316-3369	Active	Restore

Hospitalization History - Patients who have been transferred to the hospital by completing a Transfer OASIS are visible on this screen for tracking purposes. New hospitalizations can also be entered from here.



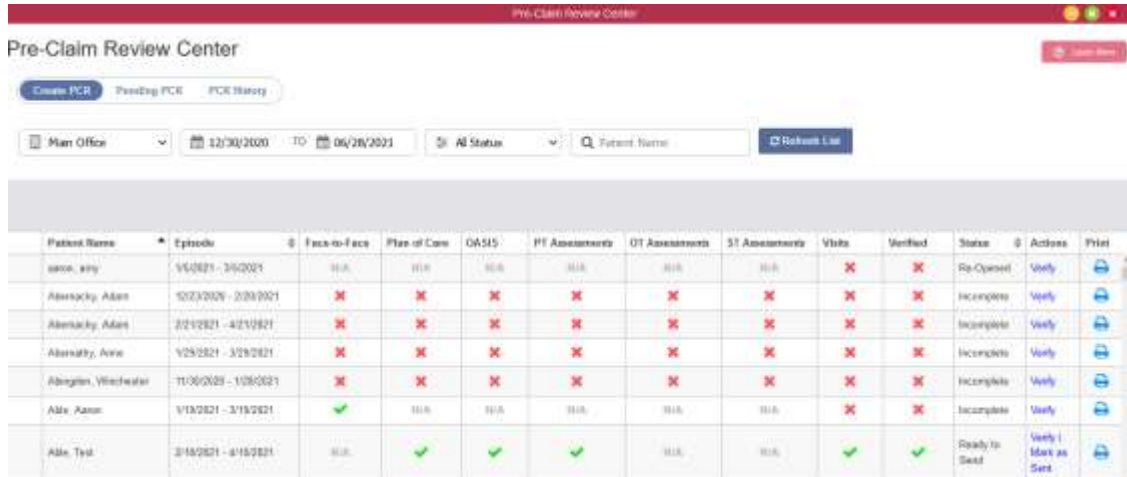
MRN	Patient	Source	Hospitalization Date	Last Phone Visit Date	User	Action
5796	Adams, Dave	User-Generated Transfer	04/02/2021		15123123 201201 2312312	Show Logs
6796	Adams, Dave	User-Generated Transfer			Addressable Rta PMA (deleted)	Show Logs
DM17502	Mistry, Dimple2	OASIS Transfer Assessment	06/03/2021		Dimple Mistry RN	Show Logs
1584854	Wardle, Sevens	OASIS Transfer Assessment		08/29/2015	Dr Lashlyn Chibners RN (deleted)	Show Logs
CM2021-81	Bernice, Lei J	OASIS Transfer Assessment	06/10/2021		Clarice Markudas RN	Show Logs
55888	Plumb, Abby	OASIS Transfer Assessment	06/09/2021		Landon Pierce RN	Show Logs
036121AAA	Schato, Avilio Legumbia	OASIS Transfer Assessment	04/29/2021		Taufiq Shiba RN	Show Logs
12345666	Frank, Hank	OASIS Transfer Assessment			Wende Depuneh RN (deleted)	Show Logs
KP1972020	Pratt, Michaela	OASIS Transfer Assessment	05/03/2021		Rhydal Pasa RN	Show Logs

Inpatient Facility and Hold List - Patients with completed transferred assessments or OASIS transfer discharge assessments who have been transferred to an inpatient facility and patients manually placed on hold through the **Change Status** button in the patient's chart.



LOS (Days)	MRN	Patient	Branch	Primary Insurance	Episode	End of First 30 Days	Transfer Date	Actions
55	DM17502	Mistry, Dimple2	Main Office	Medicare(Patmeto GBA)	03/05/2021-05/03/2021	04/03/2021	05/03/2021	Resume Remove Transfer Summary
83	5006	Aaron, Bob	Main Office	(AAA)Awesome Adult Insurance	04/25/2021-06/23/2021	03/25/2021	04/03/2021	Resume Remove
164	10101717	Spit, Dore	Location II	WASHRHS HEALTH	01/06/2021-03/05/2021	02/06/2021	01/14/2021	Resume Remove Transfer Summary
272	MR-NUM-001	OASIS-D1, Assessment	Location II	Medicare(National Government Services)	09/25/2020-11/23/2020	10/26/2020	09/29/2020	Resume Remove Transfer Summary
100	6956748	SodiSa, Test104	Location II	Medicare(National Government Services)	03/01/2021-04/28/2021	03/28/2021	03/10/2021	Resume Remove Transfer Summary
184	469	Snow, Johnm	Main Office	Medicare	03/02/2019-04/02/2019	03/02/2019	01/14/2021	Resume Remove

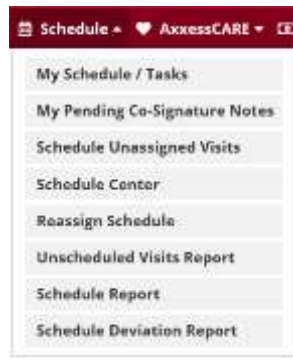
Pre-Claim Review Center - Enables organizations to efficiently and seamlessly collect and track their PCR submission documents.



Patient Name	Episode	Face-to-Face	Plan of Care	OASIS	PF Assessments	OT Assessments	ST Assessments	Visits	Verified	Status	Actions	Print
anon_arry	1/6/2021 - 3/6/2021	N/A	N/A	N/A	N/A	N/A	N/A	X	X	Re-Opened	Verify	
Abernathy, Alan	10/23/2020 - 2/29/2021	X	X	X	X	X	X	X	X	Incomplete	Verify	
Abernathy, Alan	2/21/2021 - 4/21/2021	X	X	X	X	X	X	X	X	Incomplete	Verify	
Abernathy, Anne	1/29/2021 - 3/29/2021	X	X	X	X	X	X	X	X	Incomplete	Verify	
Abrington, Wladimir	11/06/2020 - 1/06/2021	X	X	X	X	X	X	X	X	Incomplete	Verify	
Alde, Aaron	1/13/2021 - 3/13/2021	✓	N/A	N/A	N/A	N/A	N/A	X	X	Incomplete	Verify	
Alde, Ted	2/18/2021 - 4/18/2021	N/A	✓	✓	✓	N/A	N/A	✓	✓	Ready to Send	Verify Mark as Sent	

Schedule

The **Schedule** menu allows access to the following actions based on permissions granted to the user. **NOTE: See Intake/Scheduling manual for further details.**



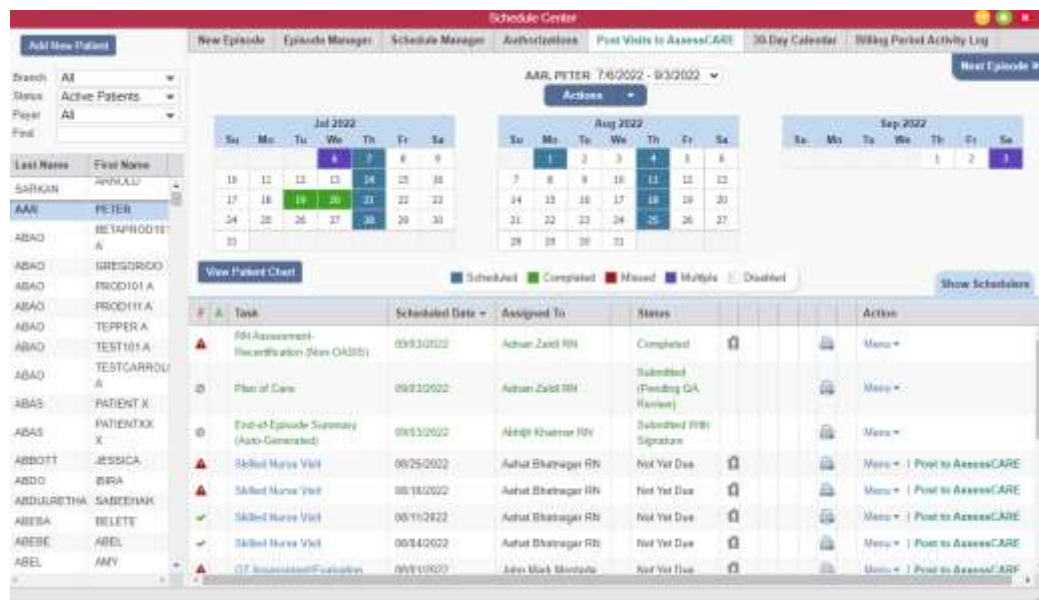
My Schedule/Tasks - View the schedule/tasks in a list view.

My Pending Co-Signature Notes - Notes that require a co-signature will be listed in this section until signed by the responsible co-signer.

Schedule Unassigned Visits - Enables users to view all episodes with ordered visits that have not been fulfilled and seamlessly schedule all frequency orders.



Schedule Center - Review a patient’s schedule as well as completed visits and miscellaneous episode information.



Reassign Schedule - Reassign an employee’s schedule to another employee for a specified date range.

Reassign Tasks

Employee From: - Select User - v

Employee To: - Select User - v

Date From: 📅

Date To: 📅

Note: Only tasks that are not started and not yet due will be reassigned.

Reassign Cancel

Unscheduled Visits Report - This report alerts organizations to assign and schedule visits according to the ordered visit frequency.

Schedule Report - Generate a schedule report by status, discipline, clinician or patient.

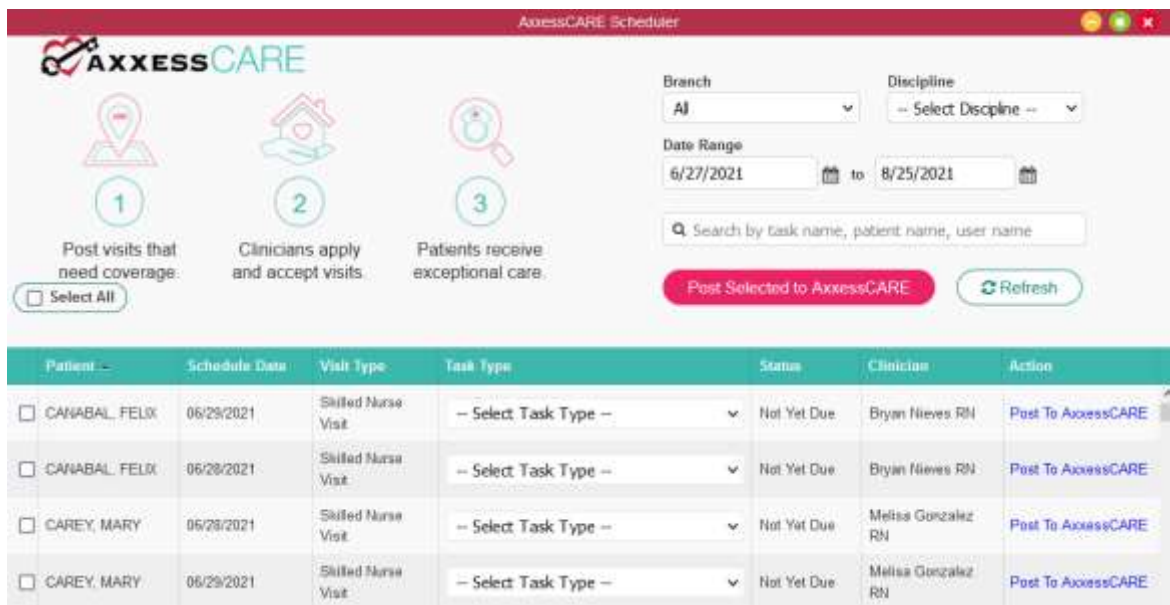
Schedule Deviation Report - This report displays visits that were completed outside of the originally scheduled date.

Axxess CARE

The **Axxess CARE** menu allows access to the following actions based on permissions granted to the user.

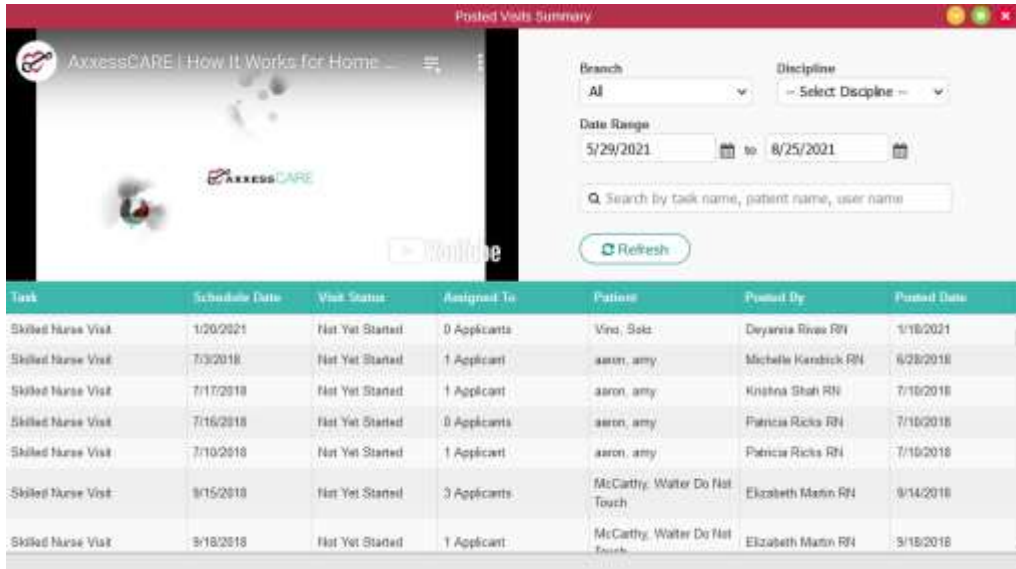


Axxess CARE Scheduler - Post multiple visits to Axxess CARE that require coverage.



Patient	Schedule Date	Visit Type	Task Type	Status	Clinician	Action
<input type="checkbox"/> CANABAL, FELIX	06/28/2021	Skilled Nurse Visit	-- Select Task Type --	Not Yet Due	Bryan Nieves RN	Post To AxxessCARE
<input type="checkbox"/> CANABAL, FELIX	06/28/2021	Skilled Nurse Visit	-- Select Task Type --	Not Yet Due	Bryan Nieves RN	Post To AxxessCARE
<input type="checkbox"/> CAREY, MARY	06/28/2021	Skilled Nurse Visit	-- Select Task Type --	Not Yet Due	Melissa Gonzalez RN	Post To AxxessCARE
<input type="checkbox"/> CAREY, MARY	06/29/2021	Skilled Nurse Visit	-- Select Task Type --	Not Yet Due	Melissa Gonzalez RN	Post To AxxessCARE

Posted Visits Summary - Review the visits that have been posted to Axxess CARE along with their current visit status and assigned clinician.



Task	Schedule Date	Visit Status	Assigned To	Patient	Posted By	Posted Date
Skilled Nurse Visit	1/20/2021	Not Yet Started	0 Applicants	Vino, Soto	Deyanna Rivas RN	1/18/2021
Skilled Nurse Visit	7/3/2018	Not Yet Started	1 Applicant	aaron, amy	Michelle Kendrick RN	6/28/2018
Skilled Nurse Visit	7/17/2018	Not Yet Started	1 Applicant	aaron, amy	Krishna Shah RN	7/16/2018
Skilled Nurse Visit	7/16/2018	Not Yet Started	0 Applicants	aaron, amy	Patricia Ricks RN	7/16/2018
Skilled Nurse Visit	7/10/2018	Not Yet Started	1 Applicant	aaron, amy	Patricia Ricks RN	7/10/2018
Skilled Nurse Visit	9/15/2018	Not Yet Started	3 Applicants	McCarthy, Walter Do Not Touch	Elizabeth Martin RN	9/14/2018
Skilled Nurse Visit	9/18/2018	Not Yet Started	1 Applicant	McCarthy, Walter Do Not Touch	Elizabeth Martin RN	9/18/2018

Billing

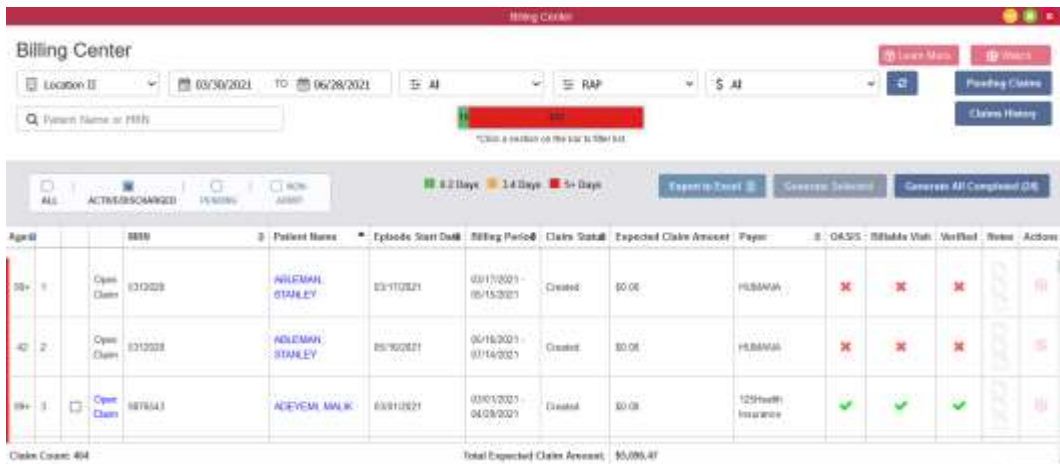
The **Billing** menu allows access to the following actions based on permissions granted to the user. **NOTE: See billing manuals for further details.**



Axxess DDE - If the organization has access to Axxess DDE, applications can be switched here.

DDE Black Screen - Opens a new browser tab to access to DDE Black Screen.

Billing Center - Enables users to manage all billing processes in a central location and streamline operations to ensure timely claim submissions.



Billing Center

Location: [Dropdown] | Date Range: 03/30/2021 TO 06/28/2021 | Filter: All | RAP: [Dropdown] | Status: All

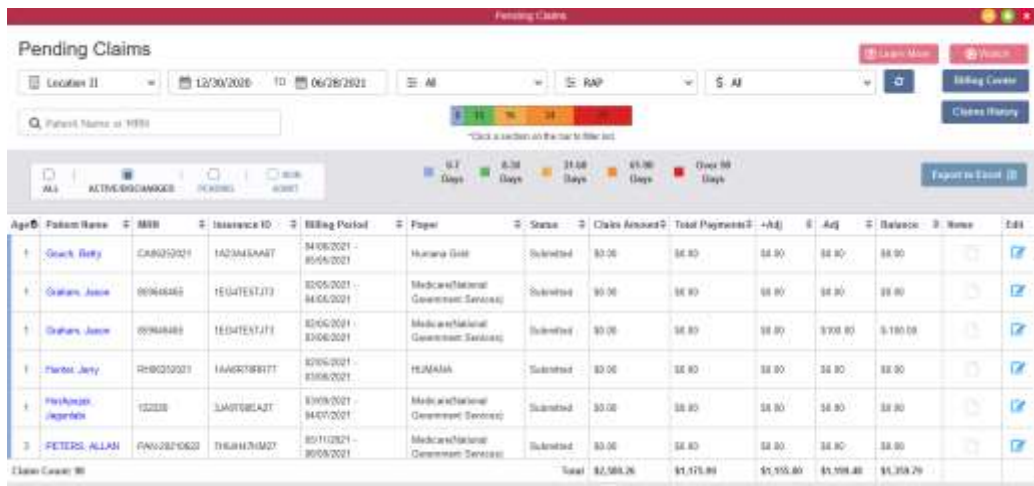
Search: Patient Name or PPSID: [Input] [Search]

Legend: 0-2 Days (Green), 3-4 Days (Yellow), 5+ Days (Red)

Age	Gender	Open Claim	MRN	Patient Name	Episode Start Date	Billing Period	Claims Status	Expected Claim Amount	Payer	OLDS	MMHole Valid	Verified	Notes	Actions
88+	M	Open Claim	831202	ADLEMAN, STANLEY	03/11/2021	03/17/2021 - 05/15/2021	Created	\$0.00	HUMANA	X	X	X		[Icons]
42	F	Open Claim	831202	ADLEMAN, STANLEY	05/30/2021	05/18/2021 - 07/14/2021	Created	\$0.00	HUMANA	X	X	X		[Icons]
89+	M	Open Claim	887843	ACEYEM, MAUK	03/01/2021	03/01/2021 - 04/03/2021	Created	\$0.00	123Health Insurance	✓	✓	✓		[Icons]

Claims Count: 404 | Total Expected Claim Amount: \$0,000.47

Pending Claims - Provides a centralized location for managing all Medicare and Managed Care claims that have outstanding balances.



Pending Claims

Location: [Dropdown] | Date Range: 12/30/2020 TO 06/28/2021 | Filter: All | RAP: [Dropdown] | Status: All

Search: Patient Name or PPSID: [Input] [Search]

Legend: 0-7 Days (Green), 8-30 Days (Yellow), 31-60 Days (Orange), 61-90 Days (Red), Over 90 Days (Dark Red)

Age	Patient Name	MRN	Insurance ID	Billing Period	Payer	Status	Claim Amount	Total Payments	Adj	Adj	Balance	Notes	Edit
1	Grack, Betty	CR00259211	1A23MSAART	04/08/2021 - 05/04/2021	Humana Gold	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		[Icons]
1	Graham, Jason	89968840	1E04TESTJT	02/05/2021 - 04/05/2021	Medicare/National Government Services	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		[Icons]
1	Graham, Jason	89968840	1E04TESTJT	02/05/2021 - 03/06/2021	Medicare/National Government Services	Submitted	\$0.00	\$0.00	\$0.00	\$700.00	\$180.00		[Icons]
1	Hartel, Jerry	RR00259211	1AAGRTW81TT	02/06/2021 - 03/06/2021	HUMANA	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		[Icons]
1	Hickman, Japertha	122218	3JAGTWEAJT	03/09/2021 - 04/07/2021	Medicare/National Government Services	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		[Icons]
3	PETERS, ALLAN	FR002870620	TR00H70M20	05/11/2021 - 05/05/2021	Medicare/National Government Services	Submitted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		[Icons]

Claims Count: 90 | Total: \$2,086.26 | \$1,175.00 | \$1,150.00 | \$1,500.00 | \$1,350.26

Medicare/Medicare HMO (PPS) - This menu provides the options to create claims, view deleted claims, claims history and review eligibility for Medicare/Medicare HMO (PPS) clients.

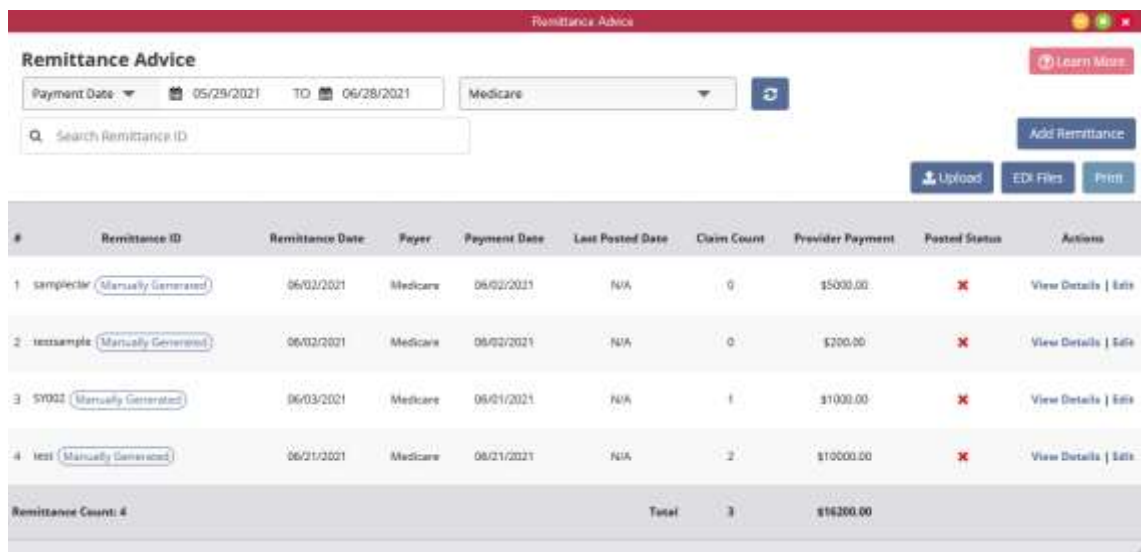
- Medicare / Medicare HMO (PPS) >
 - Create PPS RAP Claims
 - Create PPS Final Claims
 - Deleted Claims
 - Billing / Claims History
 - Eligibility Report
- Managed Care / Other Insurances >
- All Claims
- Claim Submission History >
- Remittance Advice

Managed Care/Other Insurances - This menu provides the options to create claims and review claims history for Managed Care/Other Insurances.

All Claims - A central location to review claims regardless of insurance or bill type.

Claim Submission History - Review submitted claims and the associated responses by Batch ID.

Remittance Advice - Review notices of remittance and electronic fund transfers.



#	Remittance ID	Remittance Date	Payer	Payment Date	Last Posted Date	Claim Count	Provider Payment	Posted Status	Actions
1	sample1 (Manually Generated)	06/02/2021	Medicare	06/02/2021	N/A	0	\$5000.00	✗	View Details Edit
2	testsample (Manually Generated)	06/02/2021	Medicare	06/02/2021	N/A	0	\$200.00	✗	View Details Edit
3	SY002 (Manually Generated)	06/03/2021	Medicare	06/01/2021	N/A	1	\$1000.00	✗	View Details Edit
4	test (Manually Generated)	06/21/2021	Medicare	06/21/2021	N/A	2	\$10000.00	✗	View Details Edit
Remittance Count: 4						Total	3	\$16200.00	

People

The **People** menu allows access to the following actions based on permissions granted to the user. **NOTE: See Payroll manual for further details.**



Payroll Export Center - Enables users to generate robust payroll reporting, export ADP (.csv) and Paychex (.txt) vendor files and streamline payroll processing and operations.

Payroll Export Center

Payroll Export Center

08/28/2022 TO 07/28/2022 Branch: 5 Items Selected Employee: 5000 Items Sel Task Type: 1040 Items Sel + More Filters Refresh List

Additional Columns: 0 Selected Export Generated Export Details PDF Payroll Export

Export/Paid Status	Export/Paid Date	Batch ID	Employee Name	Patient Branch	Patient Name	Visit Date	Visit/NA Task Type	Visit
Pending Approval			Stone, Eric	Location 1	Stark, Tony	03/00/2022	Skilled Nurse Visit	
Pending Approval			Rybinski, Linda	Main Office	Rybinski, Jane	03/00/2022	PT Visit	12:25 PM - 01
Exported/Paid	NA	AgencyCare Payroll	Tolerino, Crisa	Main Office	Test, Assess	03/00/2022	CASIS-OT Start of Care	07:00 AM
Pending Approval			Tolerino, Crisa	Main Office	Test, Crisa	03/00/2022	Skilled Nurse Visit	
Pending Approval			D'Aars, Stephanie	Location 1	Ingram-SD, Test	03/01/2022	Skilled Nurse Visit	12:00 PM - 01
Pending Approval			Schlegel, Julie	Main Office	Schlegel, Jamie	03/01/2022	Skilled Nurse Visit	07:00 AM - 08
Pending Approval			Tolerino, Crisa	Main Office	Test, Assess	03/01/2022	OT Assessment/Evaluation	07:00 AM - 08
Pending Approval			Tolerino, Crisa	Main Office	Test, Assess	03/01/2022	PT Assessment/Evaluation	07:00 AM - 08

Users - Users can search, add, edit, deactivate, delete and export all of the organization's users.

Users

Status: Active Search: Add User Export To Excel

Deactivate (0) Delete (0)

Name	Title	Email	Phone	Mobile	Employment Type	Gender	Created	Actions
Abdulmujib Hashim RN	Alternate Administrator	ahashim@axxess.com	(214) 575-7711	(214) 575-7711	Employee	Male	11/2/2021	Not Available
Abdulmumin Shehu RN	Alternate Administrator	ashehu@axxess.com	(214) 575-7711	(214) 575-7711	Employee	Female	6/8/2021	Not Available
Abeeb Liath RN	Alternate Administrator	aliad@axxess.com	(214) 575-7711	(214) 575-7711	Employee	Male	1/5/2022	Not Available
Abhijeet Khairnar RN	Administrator	akhairnar@axxess.com	(927) 307-4307	(927) 307-4307	Employee	Male	7/26/2022	Not Available
Abhilesh Srivastav RN	Alternate Administrator	asrivastav@axxess.com	(214) 575-7711	(214) 575-7711	Employee	Male	1/5/2022	Not Available
Abigail Jans PT	Clinical Manager	Ajans@eastlancounty.org	(214) 918-7785	(214) 918-7785	Employee	Female	5/6/2021	Not Available

1 2 3 4 5 6 7 8 9 1420 total results Show 10 entries

Admin

The **Admin** menu allows access to the following actions based on permissions granted to the user. **NOTE: See Admin manual for further details.**



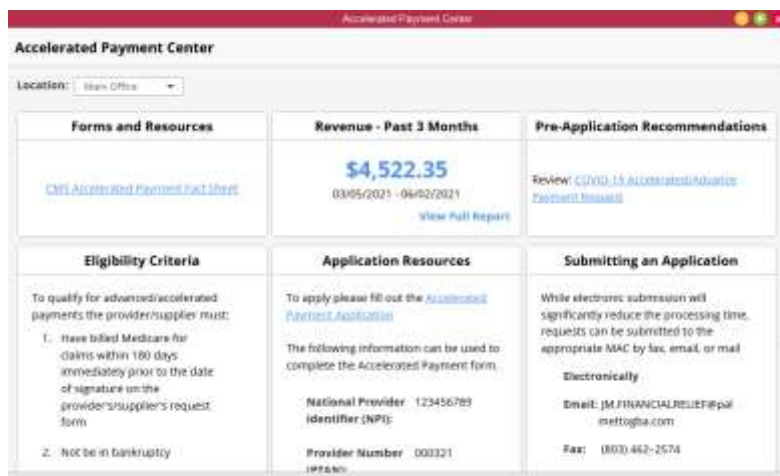
New - Add new items into the system, such as a Referral, Facility, Pharmacy and Insurance/Payer.

Lists - View items in the system, such as a list of Referrals, Patients, Physicians and Insurances/Payers.

Deleted Users - Users who have been deleted from the system will appear on this screen for historical purposes. These users may also be restored from within this screen.

Payroll Export Center - Enables users to generate robust payroll reporting, export ADP (.csv) and Paychex (.txt) vendor files and streamline payroll processing and operations.

Accelerated Payment Center - Provides forms, resources, and information to help organizations apply for accelerated payment.

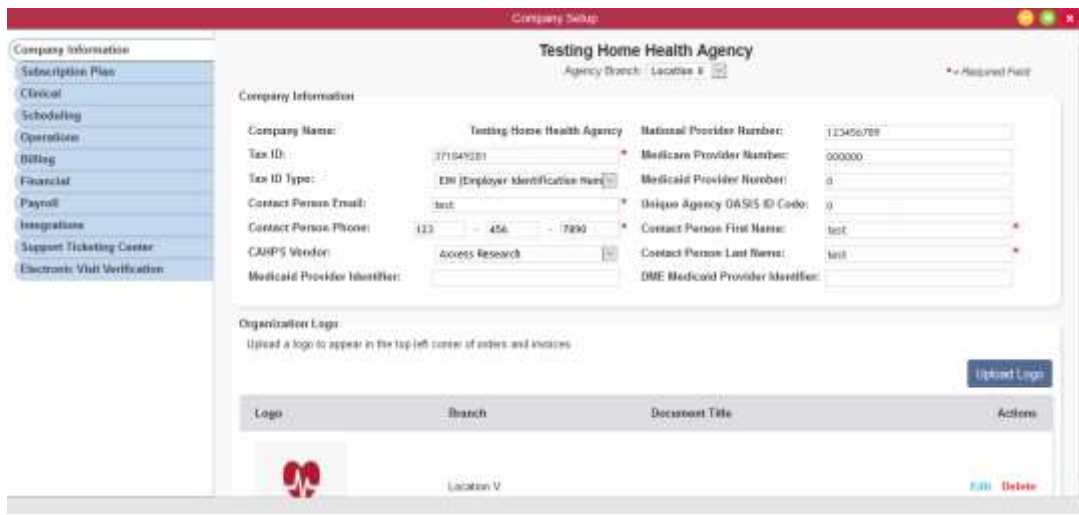


Non-Visit Activity Manager - A central entry point for non-visit activity as well as the ability to mark as paid.

License Manager - A central location to review all licenses entered in the system as well as the ability to Add Non-User License.

Custom Note Manager - Custom notes created from a system-generated note are visible from this screen and allow the ability to rename a note.

Company Setup - Company-wide settings and information are managed from this screen. **NOTE: An administrator (permission based) signature is required to access this screen.**



The screenshot shows the 'Company Setup' interface for 'Testing Home Health Agency'. The left sidebar lists menu items: Subscription Plan, Clinical, Scheduling, Operations, Billing, Financial, Payroll, Integrations, Support Ticketing Center, and Electronic Visit Verification. The main content area is titled 'Company Information' and includes fields for: Company Name (Testing Home Health Agency), Tax ID (771849221), Tax ID Type (EM [Employer Identification Num]), Contact Person Email (test), Contact Person Phone (113 - 456 - 7890), CAMPS Vendor (Access Research), Medicaid Provider Identifier, National Provider Number (123456789), Medicare Provider Number (000000), Medicaid Provider Number (0), Unique Agency OASIS ID Code (0), Contact Person First Name (test), Contact Person Last Name (test), and DME Medicaid Provider Identifier. Below this is the 'Organization Logo' section with an 'Upload Logo' button. At the bottom, there is a table with columns for Logo, Branch, Document Title, and Actions. One entry is visible for 'Location V' with a heart icon logo.

Reports

The **Reports** menu allows access to the following actions based on permissions granted to the user.



Report Center - Provides access to reports available in the system.

Report Center

ATTENTION: Updated versions of several reports are now available. To access the old reports, [click here](#). To find the latest version of an old report, open the old report and look for the banner at the top of the screen.

Patient Reports	Billing/Financial Reports	Statistical Reports
60 Day Summary By Patient	MONTH-END CLOSE	Admission
Average Length Of Stay	AR Roll Forward	Census By Primary Insurance
CAHPS	Claim Activity Report	Employee Visit History
Discharge Patients	Earned Revenue (1 over X Daily Method)	HHVBP Advanced Care Plan
Emergency Contact Listing	Earned Revenue (Completed Visit Method)	HHVBP Influenza Vaccine for Employees
Emergency Preparedness Patient List	Earned Revenue (Final Bill Method)	HHVBP Shingles Vaccine for Patients
Expiring Authorizations	HHRG/LUPA Report	Infectious Disease Screening
Infection Surveillance Report	Managed Care Earned Revenue (Completed Visit Method)	Medicare Cost
Patient Address Listing	Month End AR	Patient Admissions By Internal Referral Source
Patient Birthday Listing	Payment/Adjustment Activity	Patient by Discipline Duplicated And Unduplicated
Patient By Physician Listing	Payment/Adjustment Activity Summary	Patient Visit History
Patient By Responsible Case Manager Listing	MEDICARE/ MEDICARE HMO	Productivity Report
Patient By Responsible Employee Listing	Actual Submitted Claims	Supply Report
Patient List	Billed and Unbilled Revenue	Unduplicated Census Report By Date Range
Patient Roster	Episodic Revenue And Payment	Unduplicated Census Report by Start Of Care Date
Patient Start Of Care Certification Period Listing	Expected Submitted Claims	Visits And Charge Detailed
Patient Vital Signs	Medicare/Medicare HMO Payment	Visits And Charge Summary
Referral Log	Medicare/Medicare HMO Unbilled Billing Periods	Visits By Payor
	Outstanding Claims	

Completed Reports - Some reports will be queued until compiled. Once the data has been compiled, the report will be available from this section.

List of Reports

Search Query

Name	Format	Status	Requested By	Started	Completed	Action
CAHPS Report	Excel/CSV	Completed	Cj Pierson RN	06/10/2021 10:23:31 PM	06/10/2021 10:23:34 PM	Delete
Claim Activity Report	Excel	Failed	Cj Pierson RN	03/18/2021 09:46:15 PM	03/19/2021 02:21:31 AM	Delete
Productivity Report (IRH)	Excel	Completed	Cj Pierson RN	03/17/2021 09:17:13 PM	03/17/2021 09:17:13 PM	Delete
Month-End Payment and Adjustment Activity Report	Excel	Completed	Cj Pierson RN	03/17/2021 03:19:53 PM	03/17/2021 03:21:02 PM	Delete
Productivity Report (IRH)	Excel	Completed	Cj Pierson RN	07/21/2020 10:29:07 PM	07/21/2020 10:29:08 PM	Delete
AR Roll Forward Report	Excel	Completed	Cj Pierson RN	06/24/2020 04:59:13 PM	06/24/2020 04:59:22 PM	Delete
Month-End AR Report	Excel	Running	Cj Pierson RN	06/24/2020 04:58:51 PM		Delete

Help

The **Help** menu allows access to the following actions based on permissions granted to the user.

min | Reports | Help

- User Community new
- Help Center
- On-Demand Training
- Recent Software Updates
- COVID-19 Resource Center
- Follow Axxess >

[User Community](#) - A link for Axxess users to engage with others to share their knowledge and learn together.

[Help Center](#) - Get answers to frequently asked questions and watch tutorial videos on all the Axxess products.

[On-Demand Training](#) - Watch Axxess Home Health training videos on demand.

[Recent Software Updates](#) - Sends users to the Help Center area that shows the latest Axxess Home Health software updates.



[COVID-19 Resource Center](#) - A direct link to the Axxess COVID-19 Resource Center which includes Best Practices, Hear from Experts, Helpful Downloads, Personal Protective Equipment (PPE) and Helpful Links. The page can also be found by going to www.axxess.com/covid-19.

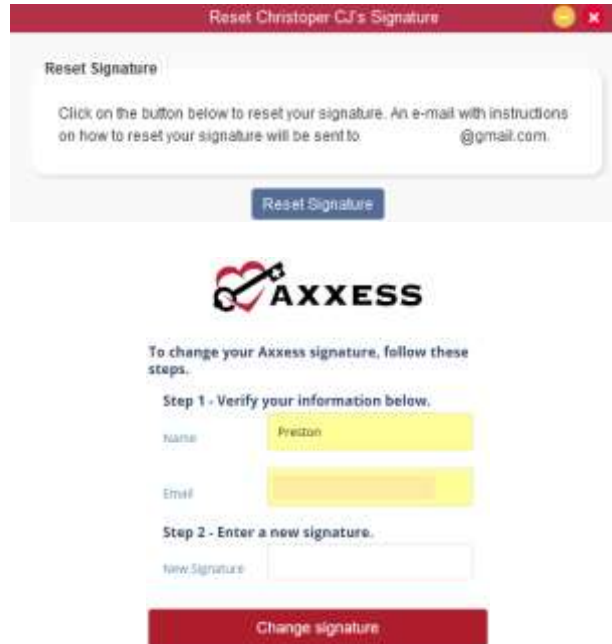
[Follow Axxess](#) - Direct links to the Axxess Facebook and LinkedIn pages.

RESET SIGNATURE

Home/My Account/Reset Signature

A new window will display, as seen below. Select **Reset Signature** and a link will be sent to the email address associated with the account. Review the system generated email sent to the user's email address for a personalized link to reset

the signature. Upon selecting the link, a screen will appear in the web browser prompting the user to verify the information and enter a new signature.



After inputting a new signature, select **Change signature** and a prompt will display to confirm the change was successful. Close the internet browser window and log back into Axxess to use the newly updated signature.

RESET LOGIN PASSWORD

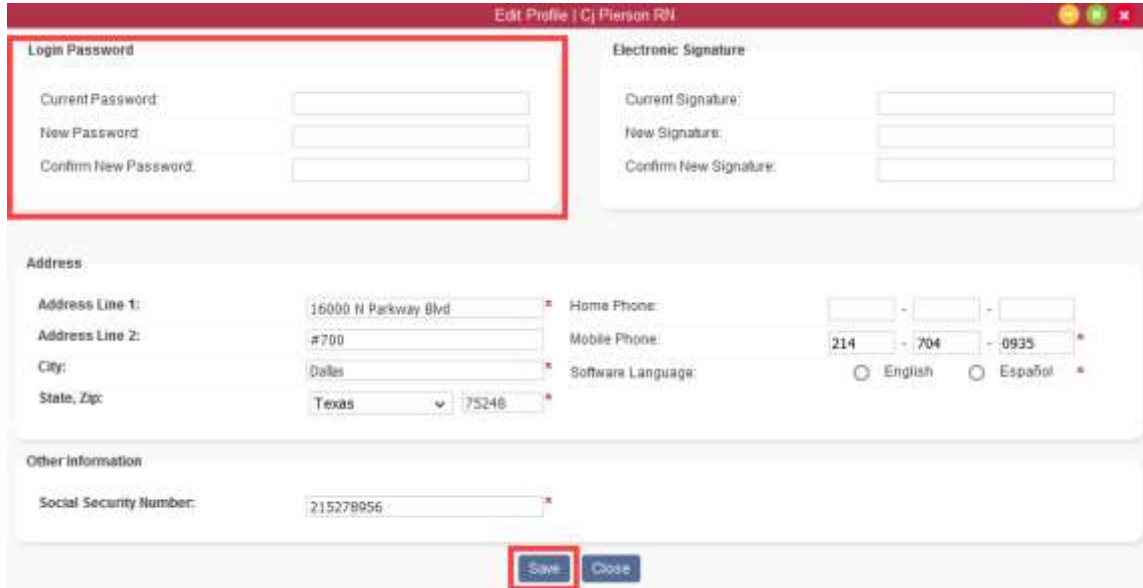
To reset the Axxess login password, follow one of the methods listed below.

Current Login Password is Unknown

Navigate to the login page and select **Having trouble logging in?** Continue to follow the prompts to enter the email address used to log in to Axxess and select **Send**. This will send a password reset link to the user's email address.



Current Login Password is Known



Edit Profile | Cj Pierson RN

Login Password

Current Password:

New Password:

Confirm New Password:

Electronic Signature

Current Signature:

New Signature:

Confirm New Signature:

Address

Address Line 1:

Address Line 2:

City:

State, Zip:

Home Phone: - -

Mobile Phone: - -

Software Language: English Español

Other Information

Social Security Number:

Home/My Account/Edit Profile. On this screen, input the current password and new password desired in the boxes provided. Select **Save** to confirm the change.