

# ADT Data Changes and Searches

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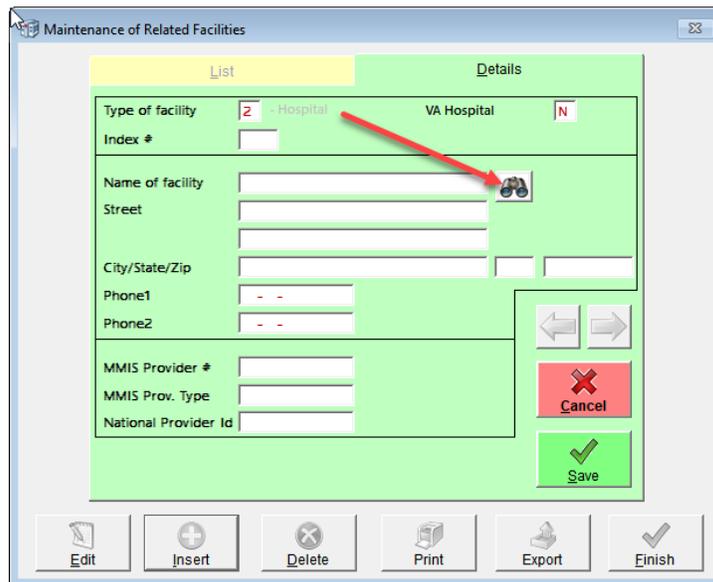
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## Hospital Search Button

### ADT – Utilities – Maintain Databases – Hospitals

Now when you create a new record, you have the ability to search for any hospital facility that has an NPI.

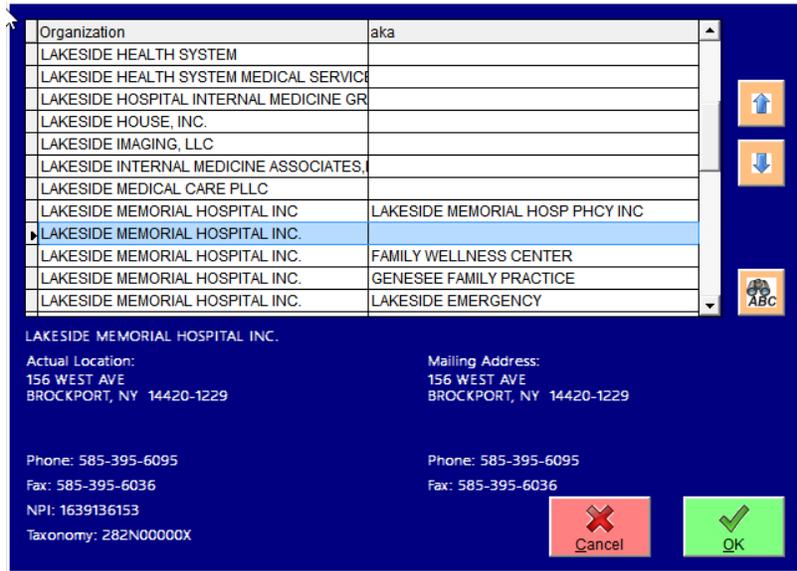
The screen will display a list of current hospitals on the left yellow **LIST** tab. Click **INSERT** to add to the list and the right DETAILS tab screen will appear. Enter **2** as **TYPE OF FACILITY** to designate a new hospital. As you do, you will see a new BROWSE button appear to the right of the NAME OF FACILITY field (shown below with red arrow).



The **INDEX #** must be a *unique two-digit number* for the type of facility. For example, you may have type 2 with index #01 and you may also have type 3 with index #01. These will be referred to as 2/01 and 3/01 – unique codes. You may not have two records with a type 2 and index #01.

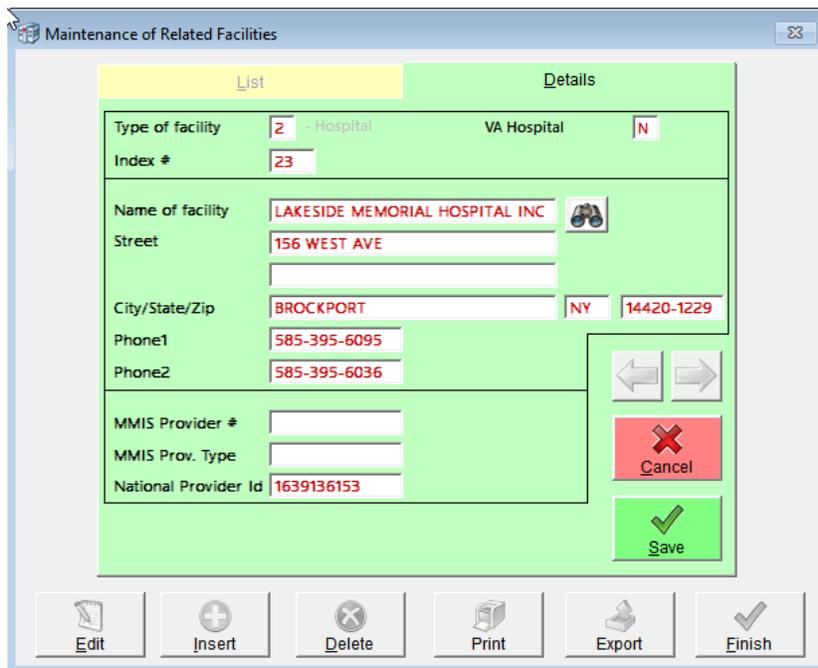
Enter the first part of the hospital’s name. We will use the example LAKESIDE. Once you have typed it in, press the browse button. A list will appear showing all organization names and aka names that *begin with* Lakeside. Notice that an organization may be listed multiple times. When you highlight a record, the name, address,

phone numbers, NPI, and taxonomy will be shown in the dark blue area at the bottom of the window. You may use the **UP** and **DOWN** arrows on the right or use the scroll bars to move through the list.



If the Hospital does not begin with the word Lakeside, press the **ABC** button that is under the arrow buttons on the right. This will give you a list of all names where the word Lakeside is *in any position* within the name. When you find the correct name, highlight it and press the **OK** button.

The name, address, phone numbers, and NPI will automatically populate the corresponding fields, as below. Click **SAVE** when you have finished.



## Expansion of the Hospital Database

### ADT – Utilities – Maintain Databases – Hospitals

The data entry screen has been renamed to “Maintenance of Related Facilities” and this database has been expanded to include places of worship, funeral homes, and cemeteries. Hopefully this will assist you in getting more uniform data entry.

Press the **INSERT** button to add a new facility. **RIGHT CLICK** in the **TYPE OF FACILITY** field to pop a selection box. Mouse click your choice. Add an index in the same way that you have added them for hospitals – unique two-digit number. Enter the name and contact information for this facility. **SAVE**.

Maintenance of Related Facilities

List Details

Type of facility  
Index #  
Name of facility  
Street  
City/State/Zip  
Phone1  
Phone2  
MMIS Provider #  
MMIS Prov. Type  
National Provider Id

Hospital  
Adult Home  
Other HRF  
Other SNF  
Place of Worship  
Funeral Home  
Cemetery

Cancel  
Save

Edit Insert Delete Print Export Finish

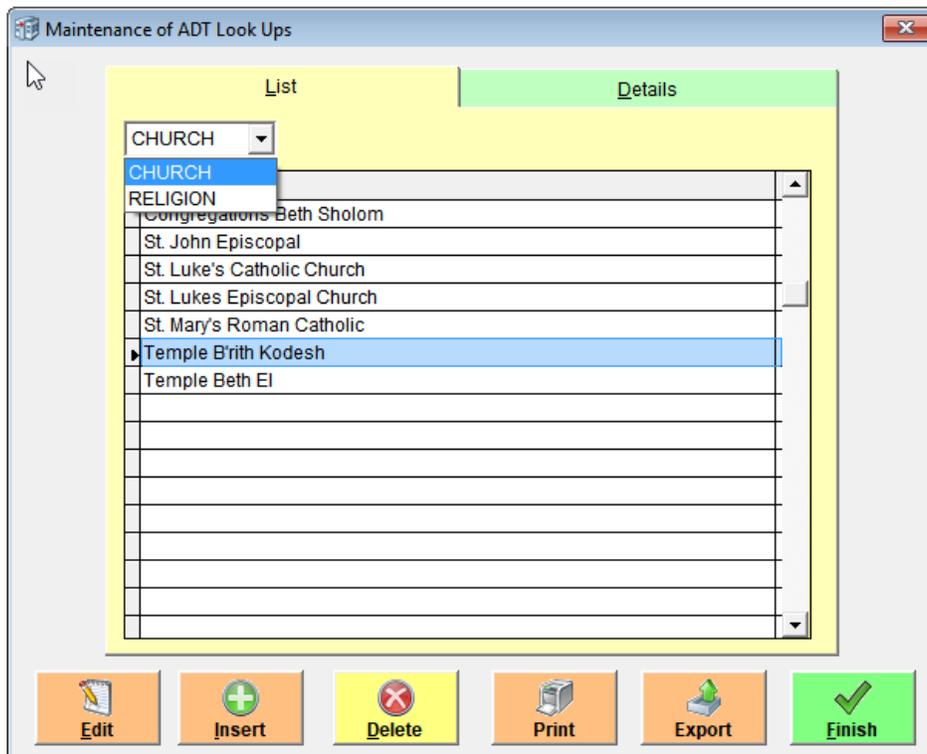
## ADT – Utilities – Maintain Databases – ADT Look Ups

### Religion or Church

This new feature may help you limit the number of times a single entity is entered into your database. How many times have you done year-end demographic reports and discovered that staff have used many different “words” to describe the same religion or a church (variations on spelling, abbreviations, and punctuation)?

This function allows you to add Names only to the database. If you want to track addresses, phone numbers, or other contact information, use the HOSPITALS database as described above.

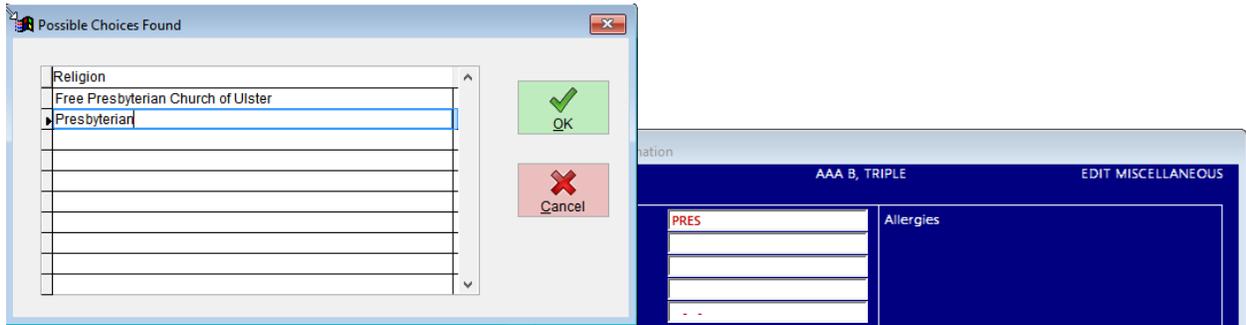
On the yellow **LIST** tab, use the drop-down arrow to choose Church or Religion. Once you make your selection, a corresponding list will appear. In our example below, Church was chosen and the list shows all of the various churches in our database.



- Press **INSERT** to add to your list. Simply type in the new name and press **SAVE**.
- **EDIT** allows you to correct names. Highlight the one in error and then click the Edit button. Make your corrections and then click **SAVE**.
- **DELETE** allows you to remove items from the list. Highlight the one you wish to remove and then press the Delete button. Caution, you will NOT be able to delete any item that is assigned to a resident.
- **PRINT** and **EXPORT** allow you to create files or printed pages from your lists.
- When you are **FINISHED**, click to exit back to the menu.

## How to Use These Lists

When you are creating a new admission or editing the screens, type in part of the word (hopefully, the part that you know how to spell!) and press ENTER. The list will appear with the possibilities that match what you type. In the example that follows, while in the RELIGION field we typed in **PRES** and then ENTER. Our list brought up two possibilities – one where Presbyterian is the second word and one where it is the only word. Highlight the correct one and then press OK to select it



The same will occur with the CHURCH field.

What happens if what you type doesn't match anything in the database? You will still be able to enter it for the resident and keep going but it will NOT be added to your list. If this is something that you think should have been in the list, check your spelling and try again. If this is something that will be used for other residents and not just a single use, you should add it to the database for consistency.