

Email Alert System for Census Changes

We have added an ability for you to automatically send an email to alert a designated group of people that a change has been made to the Census. These alerts cover new history records for admission, discharge, insurance or diagnosis change, etc., as well as, edits to existing records.

Password Module Setup

The screenshot shows a software interface for setting up a password module. It features a light green background. At the top, there are two input fields: 'Other Phone' and 'Carrier'. Below these is a larger 'E-Mail' input field. Underneath the 'E-Mail' field is a checkbox labeled 'Include in Census Change Notifications'. To the right of the form area are two buttons: a red 'Cancel' button with a white 'X' icon and a green 'Save' button with a white checkmark icon. Below the form area is a toolbar with five buttons: 'Edit' (with a document icon), 'Insert' (with a plus sign icon), 'Delete' (with a minus sign icon), 'Print' (with a printer icon), and 'Finish' (with a hand icon).

For each user that should receive an alert, be sure the detail tab for that person contains an email address and that you have checked the box for INCLUDE IN CENSUS CHANGE NOTIFICATIONS. Changes in the census have a potential impact on (not an all-inclusive list)

- Printed Face Sheets
- MDS schedules/diagnosis
- Billing schedules/insurance/diagnosis
- Therapy schedules/insurances/diagnosis

If you are choosing to do this, be sure that you think about who uses the information that flows from census and be sure all of the appropriate individuals are notified at your facility.

Once your passwords are established, any change to the census will automatically email individuals. The subject of the email will be CENSUS CHANGE and it will contain:

- Date/time the change was made
- Name of the resident
- Medical record number
- Effective date/time for the record
- Type of change (new admit, discharge, room change, etc.)
- If an edit, then it will show old info and the new info
- The Identity of the person who made the change.