

Dashboard Overview

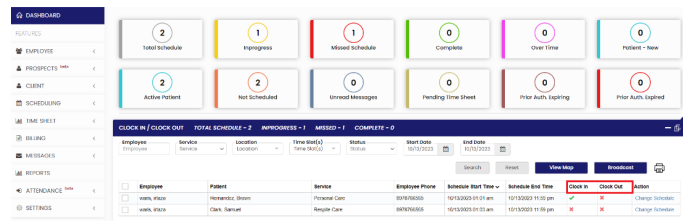
The dashboard screen serves as a comprehensive overview of the organization's activities, providing users with real-time reporting information for efficient tracking and management of day-to-day operations. Here is a breakdown of the key elements displayed on the dashboard.

The Dashboard screen provides a quick glance view of the schedules for the day.

Features in Dashboard

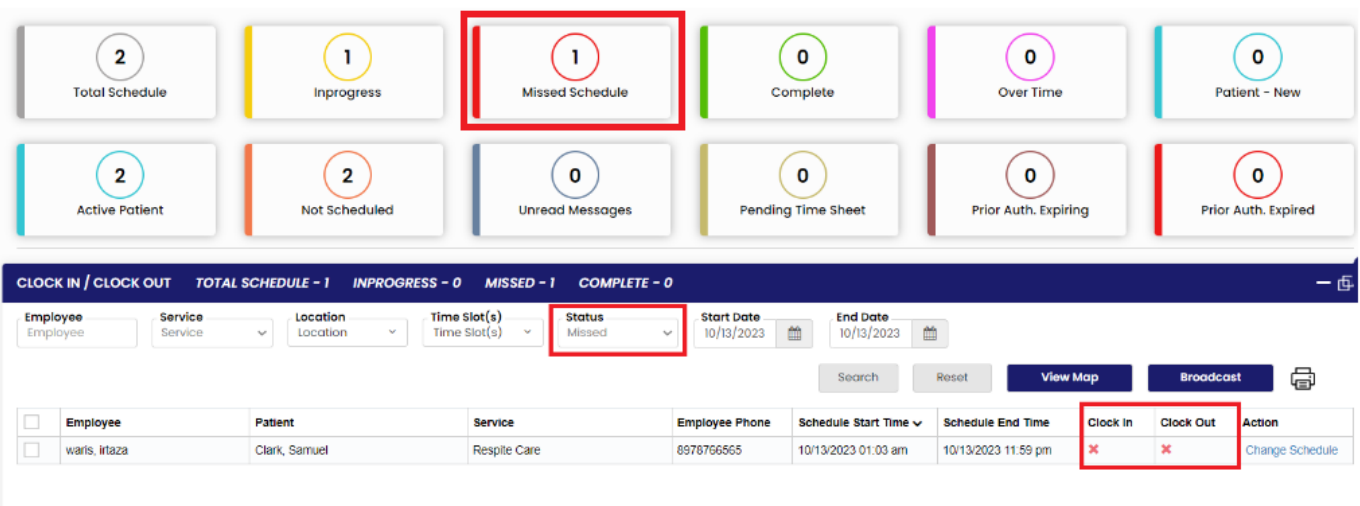
Employees - Clock-in / Clock out:

This section provides information about employee attendance, including their clock-in and clock-out times. It helps monitor and manage employee working hours, ensuring proper attendance and time management.



Missed Schedules

The user can track the missed schedules for the day by clicking the option Missed in the Dashboard. The schedules in which the clock-in and clock-out is not done comes under missed schedules.



Complete Schedules

The user can track the completed schedules for the day by clicking the option Complete in the Dashboard. The schedules in which the clock-in and clock-out is done comes under complete

Schedules.

The dashboard displays a grid of status cards at the top:

- Total Schedule: 3
- Inprogress: 1
- Missed Schedule: 1
- Complete: 1
- Over Time: 0
- Patient - New: 0
- Active Patient: 2
- Not Scheduled: 2
- Unread Messages: 0
- Pending Time Sheet: 0
- Prior Auth. Expiring: 0
- Prior Auth. Expired: 0

Below the cards is a summary bar: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 1 | INPROGRESS - 0 | MISSED - 0 | COMPLETE - 1

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Complete), Start Date (10/13/2023), and End Date (10/13/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

| <input type="checkbox"/> | Employee | Patient | Service | Employee Phone | Schedule Start Time | Schedule End Time | Clock In | Clock Out | Action |
|--------------------------|-----------------|---------------|--------------|----------------|---------------------|---------------------|----------|-----------|---------------------------------|
| <input type="checkbox"/> | Garcia, William | Clark, Samuel | Respite Care | 7697876778 | 10/13/2023 07:00 am | 10/13/2023 02:00 pm | ✓ | ✓ | Change Schedule |

In-progress Schedules

The user can track the In-progress schedules for the day by clicking the option In-progress in the Dashboard. The schedules in which the clock-in is done and clock-out is not yet done comes under In-progress Schedules.

The dashboard displays the same grid of status cards, but the 'Inprogress' card is highlighted with a red box, showing a count of 1. The summary bar now reads: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 1 | INPROGRESS - 1 | MISSED - 0 | COMPLETE - 0

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Inprogress), Start Date (10/13/2023), and End Date (10/13/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

| <input type="checkbox"/> | Employee | Patient | Service | Employee Phone | Schedule Start Time | Schedule End Time | Clock In | Clock Out | Action |
|--------------------------|---------------|------------------|---------------|----------------|---------------------|---------------------|----------|-----------|---------------------------------|
| <input type="checkbox"/> | waris, Irtaza | Hernandez, Brown | Personal Care | 8978766565 | 10/13/2023 01:01 am | 10/13/2023 11:59 pm | ✓ | ✗ | Change Schedule |

Change Schedule

The option change schedule is used to change the schedule with required Employee name and the available timings. Click change schedule option under Actions.

The dashboard displays the summary bar: **CLOCK IN / CLOCK OUT** | TOTAL SCHEDULE - 2 | INPROGRESS - 0 | MISSED - 2 | COMPLETE - 0

Filters include: Employee (Employee), Service (Service), Location (Location), Time Slot(s) (Time Slot(s)), Status (Status), Start Date (10/10/2023), and End Date (10/10/2023). Buttons for Search, Reset, View Map, and Broadcast are present.

| <input type="checkbox"/> | Employee | Patient | Service | Employee Phone | Schedule Start Time | Schedule End Time | Clock In | Clock Out | Action |
|--------------------------|---------------|------------------|---------------|----------------|---------------------|---------------------|----------|-----------|---------------------------------|
| <input type="checkbox"/> | Garcia, Maria | Clark, Samuel | Respite Care | 7897879878 | 10/10/2023 07:00 am | 10/10/2023 02:00 pm | ✗ | ✗ | Change Schedule |
| <input type="checkbox"/> | waris, Irtaza | Hernandez, Brown | Personal Care | 8978766565 | 10/10/2023 08:00 am | 10/10/2023 11:00 pm | ✗ | ✗ | Change Schedule |

Now, select the Employee name and enter the available timings and then click Save. The schedule will be changed to the respective Employee with Start time and End time.

2

Total Schedule

0

Inprogress

2

Active Patient

1

Not Scheduled

0

Complete

0

Over Time

0

Pending Time Sheet

0

Prior Auth. Expiring

1

Prior Auth. Expired

0

Patient - New

Change Schedule

Select Employee

Maria Garcia

Schedule Start Time

07:00 am

Schedule End Time

02:00 pm

Cancel

Save

CLOCK IN / CLOCK OUT

TOTAL SCHEDULE - 2

INPROGRESS - 0

MISSED - 2

COMPLETE - 0

Employee

Service

Location

Time Slot(s)

Status

Start Date

End Date

Search

Reset

View Map

Broadcast

| Employee | Patient | Service | Employee Phone | Schedule Start Time | Schedule End Time | Clock In | Clock Out | Action | |
|--------------------------|---------------|------------------|----------------|---------------------|---------------------|---------------------|-----------|--------|---------------------------------|
| <input type="checkbox"/> | Garcia, Maria | Clark, Samuel | Respite Care | 7897879878 | 10/10/2023 07:00 am | 10/10/2023 02:00 pm | ✖ | ✖ | Change Schedule |
| <input type="checkbox"/> | waris, Irtaza | Hernandez, Brown | Personal Care | 8978766565 | 10/10/2023 08:00 am | 10/10/2023 11:00 pm | ✖ | ✖ | Change Schedule |

Employees Overtime:

The employees' overtime section displays the number of employees who have accumulated overtime hours in the last seven days. It helps organizations track and manage overtime effectively, ensuring compliance with labor regulations and managing workload distribution.

EMPLOYEES - OVERTIME IN LAST 7 DAYS

Start Date

10/21/2023

End Date

10/27/2023

Search

| Employee | Allocated Hrs | Used Hrs | OverTime Hrs |
|-----------------|---------------|----------|--------------|
| Garcia, William | 21 | 21 | 12 |

Upcoming Birthday:

This section presents information about upcoming birthdays of both patients and employees. It serves as a reminder to celebrate and acknowledge birthdays, fostering a positive work environment and patient care experience.

UPCOMING BIRTHDAY

Patient

Employee

| Patient | Phone | Birthday |
|--------------|------------|--------------|
| Samuel Clark | 4561235484 | 09, November |

Patient - New:

The new patient section provides information about recently admitted or registered patients. It allows staff to stay informed about new arrivals and helps initiate the necessary procedures and documentation for these patients.

PATIENT - NEW

Start Date

10/13/2023

End Date

10/13/2023

Search

| Patient | Created Date | Created By |
|-------------------|--------------|------------|
| No records found. | | |

Patient - Fully not scheduled:

This section highlights patients who are not yet fully scheduled for the next seven days. It alerts staff to ensure proper scheduling and avoid any gaps in patient care or appointments.

PATIENT - FULLY NOT SCHEDULED FOR NEXT 7 DAYS

Start Date

10/14/2023

End Date

10/20/2023

Search

| Patient | Allocated Hrs | Scheduled Hrs | Remaining Hrs | Unscheduled Hrs |
|------------------|---------------|---------------|---------------|-----------------|
| Hernandez, Brown | 42 | 0 | 42 | 0 |
| Clark, Samuel | 49 | 14 | 28 | 7 |

Patient - Pending:

The pending patient section displays information about patients whose status is pending. It helps staff stay updated on patients whose cases are awaiting further actions or approvals, ensuring timely follow-up and resolution.

Patient - Discharged:

This section provides information about patients who have been discharged from the organization's care. It helps track the number of discharged patients and their relevant details for record-keeping and reporting purposes.

Patient - Transfer:

The patient transfer section provides information about patients who have been transferred to another location or facility. It enables seamless coordination between different departments or facilities involved in the patient's care.

Patient - On Hold:

This section displays information about patients who are currently on hold, indicating that their cases are temporarily paused or pending certain conditions or decisions. It helps staff track and manage patients whose care plans are on hold.

Prior Auth Expiring:

This section highlights the expiration dates of prior authorizations. It enables staff to proactively manage the authorization process, ensuring that necessary authorizations are renewed or extended in a timely manner to avoid disruption in patient care and billing.

Prior Auth Expired:

The prior authorization expired section provides information about authorizations that have expired. It helps staff identify cases where authorization needs to be reestablished to continue patient care and billing processes smoothly.

PATIENT - PENDING

Start Date

10/13/2023

End Date

10/13/2023

Search

| Patient ^ | Created Date | Created By |
|-------------------|--------------|------------|
| No records found. | | |

PATIENT - DISCHARGED

Start Date

11/07/2023

End Date

11/07/2023

Search

| Patient ^ | Created Date | Created By |
|---------------|--------------|---------------|
| William, John | 10/23/2023 | Admin, Master |

PATIENT - TRANSFER

Start Date

11/07/2023

End Date

11/07/2023

Search

| Patient ^ | Created Date | Created By |
|----------------|--------------|---------------|
| Joseph, Thomas | 03/30/2022 | Admin, Master |

PATIENT - ONHOLD

Start Date

11/07/2023

End Date

11/07/2023

Search

| Patient ^ | Created Date | Created By |
|-----------------|--------------|---------------|
| Taylor, Charles | 03/30/2022 | Admin, Master |

| Patient | Payor | Expiring Date | Total Visits |
|---------------|-------|---------------|--------------|
| Donald, David | Atena | 11/10/2023 | 20 |

| Patient | Payor | Expiring Date | Total Visits |
|------------------|-------|---------------|--------------|
| Hernandez, Brown | Atena | 11/05/2023 | 33 |

Overall, this comprehensive dashboard enables users to monitor and manage various aspects of the organization's activities, ensuring efficient operations, timely patient care, and compliance with necessary protocols and regulations.

Revision #1

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