

Portal Guide

Signing into the HCA\portal



[HCA\portal](#) » Sign In

| | |
|---|---|
| <input type="text" value="Username"/> | <input type="password" value="Password"/> |
| Forgot your password? | |
| <input type="button" value="Sign In Securely"/> | |

To sign in, you will enter the username and password provided to you. The login credentials are unique to each user. Please never share your password with another user. All sign in attempts are logged by user, date, time, and IP address. Always make sure you are logged into <https://hcaportal.org> when you submit your username and password. This is the only secure website you will submit data to.

You will be supplied with a password. If you forget your password, you can choose the “Forgot your password” option from the login form. You must include your username. A new password will be created for you and emailed to you. At launch, you will not be able to create your own password. We will be implementing a password policy after launch, and all users will receive notice in the Dashboard.

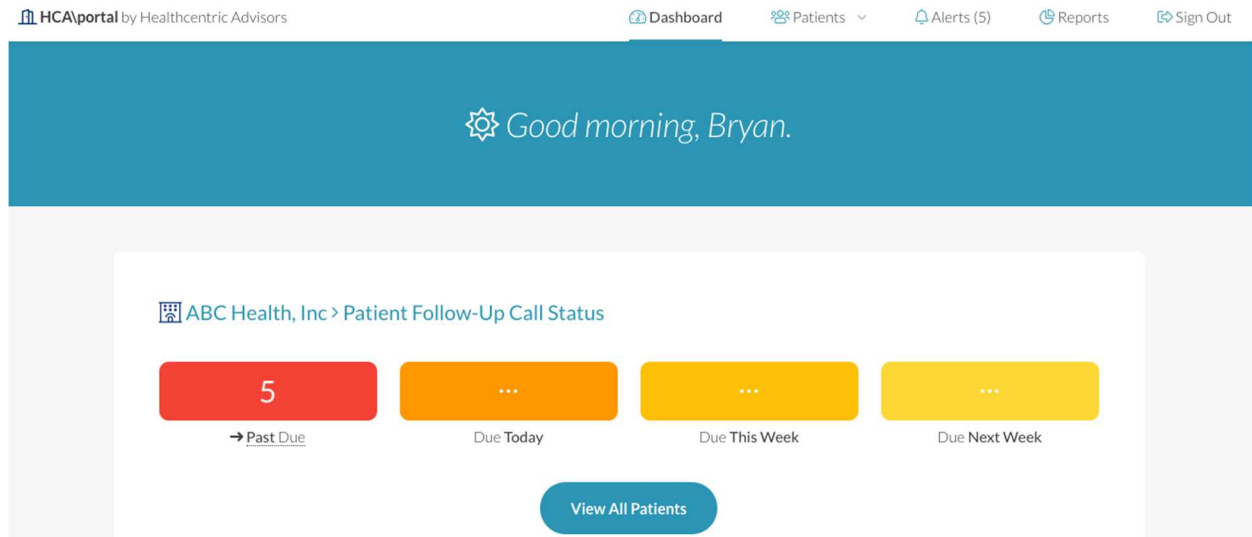
Passwords are hashed and stored securely. Once a password has been created, there is no way to recover it if you forget it. For security reasons, HCA\portal won't be able to recover it. A new password will need to be issued. Keep your password secure and never share it with anyone.

After 15 minutes of no activity, you will be prompted with a notice that you will be automatically logged out after 5 minutes if no further activity is performed. This is a security precaution so sensitive data does not remain on-screen for long periods of time.

For any technical questions regarding use of the website, there will be a form you may submit for help.

1. The Dashboard

The dashboard is the first thing a user will see upon logging into the portal, and it will show follow-up calls which are past due, due today, due this week, and due next week, giving the user an idea of what to expect now and in the coming days/week.

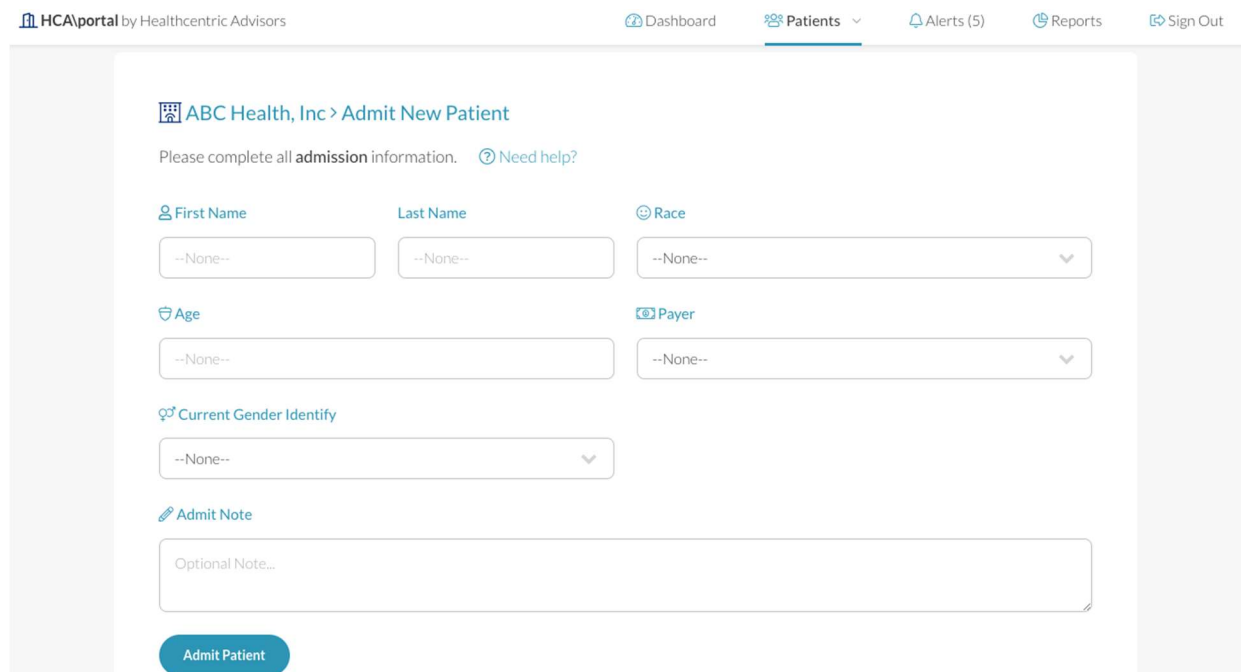


The dashboard screenshot shows the following elements:

- Header: HCA portal by Healthcentric Advisors, Dashboard, Patients, Alerts (5), Reports, Sign Out.
- Greeting: Good morning, Bryan.
- Section: ABC Health, Inc > Patient Follow-Up Call Status
- Call Status Summary:
 - Past Due: 5 (Red button)
 - Due Today: ... (Orange button)
 - Due This Week: ... (Yellow button)
 - Due Next Week: ... (Yellow button)
- Action: View All Patients (Blue button)

2. Admit Patient Form

This is the standard form a user will submit when admitting a new patient. All fields are required except the Admit Note field. The Admit Note field is optional, and can be populated with any contextual info or details (i.e. admission date, diagnosis, background info).

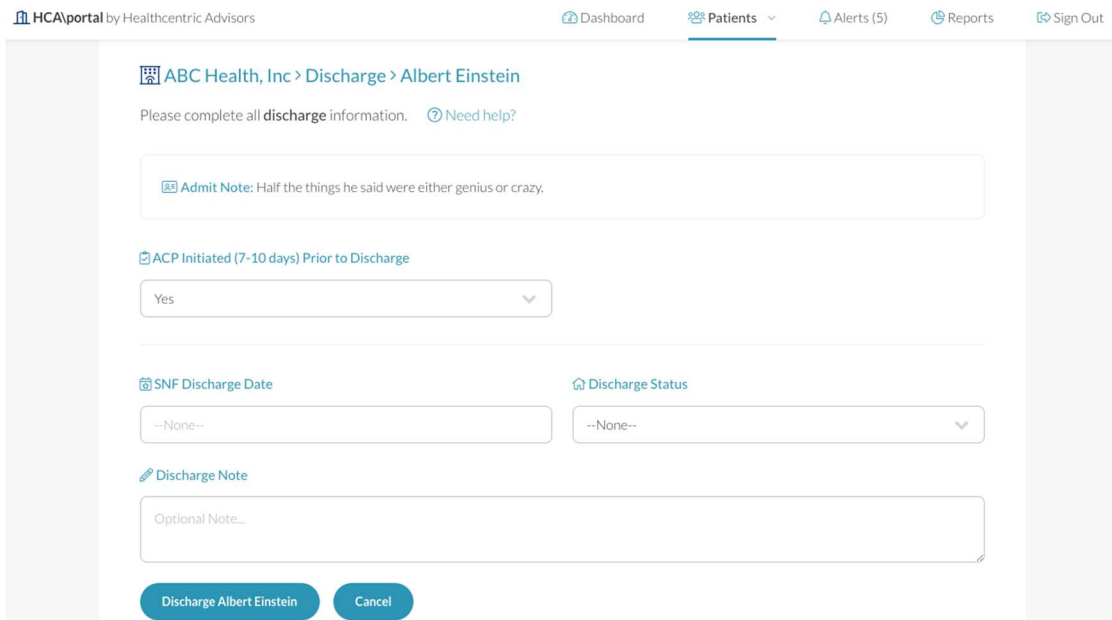


The Admit Patient form screenshot shows the following elements:

- Header: HCA portal by Healthcentric Advisors, Dashboard, Patients, Alerts (5), Reports, Sign Out.
- Section: ABC Health, Inc > Admit New Patient
- Instruction: Please complete all admission information. Need help?
- Form Fields:
 - First Name: --None--
 - Last Name: --None--
 - Race: --None--
 - Age: --None--
 - Payer: --None--
 - Current Gender Identify: --None--
 - Admit Note: Optional Note...
- Action: Admit Patient (Blue button)

3. Discharge Form

This is the standard form a user will submit when discharging a patient. The form can be submitted in more than one visit. The ACP Initiated question can be submitted, then the discharge can be completed at a later date. Only necessary fields are shown depending on the Discharge Status. The Discharge Note field is optional, and can be populated with any contextual info or details.



HCAportal by Healthcentric Advisors | Dashboard | Patients | Alerts (5) | Reports | Sign Out

ABC Health, Inc > Discharge > Albert Einstein

Please complete all discharge information. [Need help?](#)

Admit Note: Half the things he said were either genius or crazy.

ACP Initiated (7-10 days) Prior to Discharge: Yes

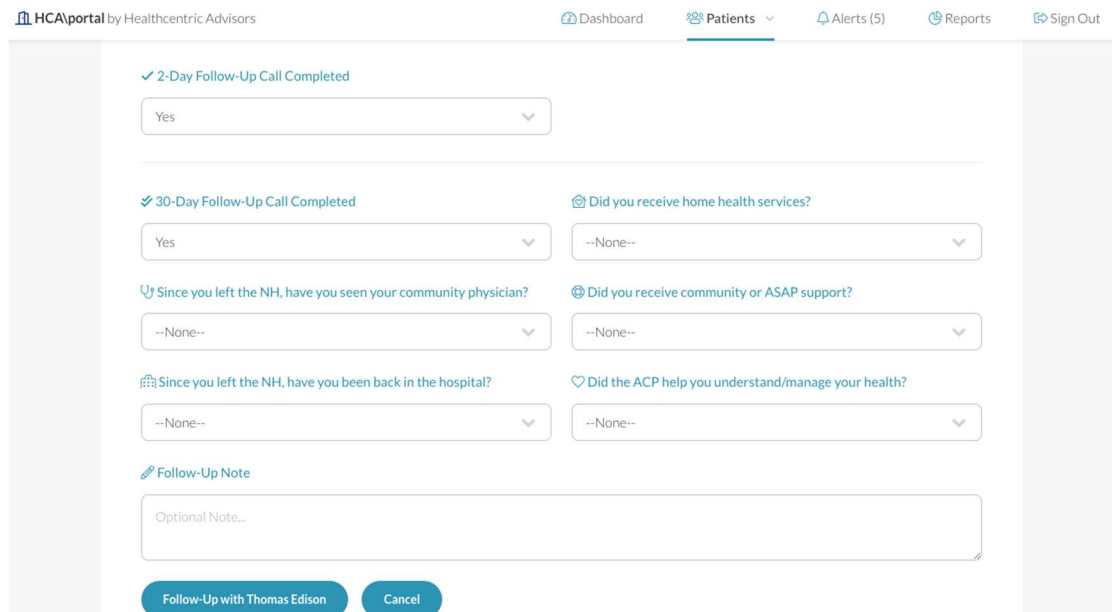
SNF Discharge Date: --None-- | **Discharge Status:** --None--

Discharge Note: Optional Note...

Discharge Albert Einstein | Cancel

4. Follow-Up Form

This is the standard form a user will submit when following up with a patient. The form can be submitted in more than one visit. The 2-day question can be submitted, then the 30-day question can be completed at a later date. Only necessary fields are shown depending on the Discharge Status. The Follow-up Note field is optional, and can be populated with any contextual info or details.



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2-Day Follow-Up Call Completed: Yes

30-Day Follow-Up Call Completed: Yes

Did you receive home health services?: --None--

Since you left the NH, have you seen your community physician?: --None-- | **Did you receive community or ASAP support?:** --None--

Since you left the NH, have you been back in the hospital?: --None-- | **Did the ACP help you understand/manage your health?:** --None--


Follow-Up Note: Optional Note...

Follow-Up with Thomas Edison | Cancel

5. Discharged Patients

This page will list all patients who are available to be discharged, post-admission. Clicking on the patient's name will take you to their profile, and clicking the Discharge button will continue the discharge process. If discharge is In-Progress, a check mark will denote that. All columns are sortable.

HCA\portal by Healthcentric Advisors Dashboard Patients Alerts (5) Reports Sign Out

 Discharge Patients

ABC Health, Inc > Discharge Patients


Showing (1) patients ✓ In-Progress 🔗 Need help?

| Patient | Age | Gender | Race | Payer | In-Progress | |
|----------------------------------|-----|--------|----------------------|-------|-------------|---|
| Einstein, Albert | 76 | Male | White - Non-Hispanic | Other | ✓ | Discharge |

6. Follow-Up Patients

This page will list all patients who are available to be followed up with, post-discharge. Clicking on the patient's name will take you to their profile, and clicking the Follow-Up button will continue the follow-up process. If follow-up is in-progress, a check mark will denote that. All columns are sortable.

HCA\portal by Healthcentric Advisors Dashboard Patients Alerts (5) Reports Sign Out

 Follow-Up Patients

ABC Health, Inc > Follow-Up Patients

Showing (7) patients ■ Due Today ■ Past Due ✓ In-Progress 🔗 Need help?

| Patient | Age | Gender | Discharged | 2-Day Call | 30-Day Call | In-Progress | |
|----------------------------------|-----|-------------------|------------|------------|-------------|-------------|---|
| Edison, Thomas | 84 | Male | 11/28/2018 | Yes | 12/28/2018 | ✓ | Follow-Up |
| Galilei, Galileo | 77 | Decline to answer | 11/27/2018 | Yes | 12/27/2018 | ✓ | Follow-Up |
| Holly, Buddy | 22 | Male | 11/30/2018 | 12/03/2018 | 12/31/2018 | | Follow-Up |
| McCartney, Paul | 77 | Male | 11/28/2018 | 11/30/2018 | 12/28/2018 | | Follow-Up |
| Presley, Elvis | 32 | Male | 10/11/2018 | 10/15/2018 | 11/12/2018 | | Follow-Up |

7. View All Patients

This page will list all patients who have been admitted to the home. Clicking on the patient's name will take you to their profile, as well as clicking on the View Profile button. If follow-up is complete, a check mark will denote that. Both discharge to anywhere other than home, and discharge home with completed follow-up calls will constitute a "complete" check. All columns are sortable.

HCAportal by Healthcentric Advisors Dashboard Patients Alerts (5) Reports Sign Out

View All Patients

ABC Health, Inc > View All Patients

Showing (20) patients ■ Due Today ■ Past Due ✓ Completed 🔗 Need help?

| Patient | Age | Gender | Discharged | 2-Day Call | 30-Day Call | Completed | |
|----------------------------------|-----|--------|------------|------------|-------------|-----------|------------------------------|
| Ali, Muhammad | 74 | Male | 11/06/2018 | --- | --- | ✓ | View Profile |
| Brady, Tom | 41 | Male | 11/20/2018 | --- | --- | ✓ | View Profile |
| Cobain, Kurt | 27 | Male | 11/01/2018 | --- | --- | ✓ | View Profile |
| Edison, Thomas | 84 | Male | 11/28/2018 | Yes | 12/28/2018 | | View Profile |
| Einstein, Albert | 76 | Male | | | | | View Profile |

8. Patient Profile

Each patient can be edited by visiting the Patient Profile page. Demographic, Discharge, and Follow-Up data, if exists, can be edited here.

ABC Health, Inc > Patient > Ella Fitzgerald

Demographic Information [Edit Data](#)

| | |
|--|--|
| Patient Ella Fitzgerald | Race Black or African-American |
| Age 79 | Payer Commercial |
| Current Gender Identify Female | |

[Admit Note](#)

Discharge Information [Edit Data](#)

| | |
|--|--|
| ACP Completed Prior to Discharge Yes | ACP Completed at Discharge --- |
| SNF Discharge Date | Discharged with Home Health |

9. Alerts

This page will list all patients who have an alert. Two alerts exist right now: past due follow-up and follow-up due today. The past-due and due today dashboard alerts will take you to this page, or you can view this page by choosing Alerts at the top menu. All columns are sortable.

HCA\portal by Healthcentric Advisors Dashboard Patients Alerts (5) Reports Sign Out

ABC Health, Inc > Alerts

Showing (4) patients ■ Due Today ■ Past Due ✓ In-Progress ? Need help?

| Patient | Age | Gender | Discharged | 2-Day Call | 30-Day Call | In-Progress |
|-----------------|-----|--------|------------|------------|-------------|-------------|
| Holly, Buddy | 22 | Male | 11/30/2018 | 12/03/2018 | 12/31/2018 | Follow-Up |
| McCartney, Paul | 77 | Male | 11/28/2018 | 11/30/2018 | 12/28/2018 | Follow-Up |
| Presley, Elvis | 32 | Male | 10/11/2018 | 10/15/2018 | 11/12/2018 | Follow-Up |
| Trump, Donald | 72 | Male | 11/28/2018 | 11/30/2018 | 12/28/2018 | Follow-Up |

10. Reporting

Default reporting will be available for discharge and follow-up patients.

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Patients Discharged to Home (all time)
Total Patients: 8



| Category | Yes | No | Refused |
|---------------------|-----|----|---------|
| ACP (Pre-Discharge) | 7 | 1 | 0 |
| Home Health | 3 | 3 | 2 |
| ASAP | 5 | 2 | 1 |
| ACP (Discharge) | 6 | 2 | 0 |

Patients Not Discharged to Home (all time)
Total Patients: 11



| Reason | Count |
|-----------|-------|
| Expired | 5 |
| Hospital | 2 |
| Hospice | 1 |
| ED | 1 |
| LTACH | 1 |
| LTC | 0 |
| Other SNF | 1 |