

NETHEALTH ACCESS AND NAVIGATION FOR SITE PERSONNEL



For NetHealth Therapy access, please go to the [link below](#) and complete the online HIPAA form. The password to access the form is **infinity12**. Once we receive your completed form and you are authorized, we will set you up in NetHealth Therapy.

<https://www.infinityrehab.com/ehr-access-request-form>

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LOGGING IN

1. In the log in screen ([Customer Login](#)), the organization code is INF. Enter this and click RUN

The screenshot shows the Net Health Optima login interface. At the top, it says "Net Health. | Optima". Below that, it prompts the user to "Please enter your organization code and click RUN". There is a text input field containing "INF" and a blue "RUN" button below it.

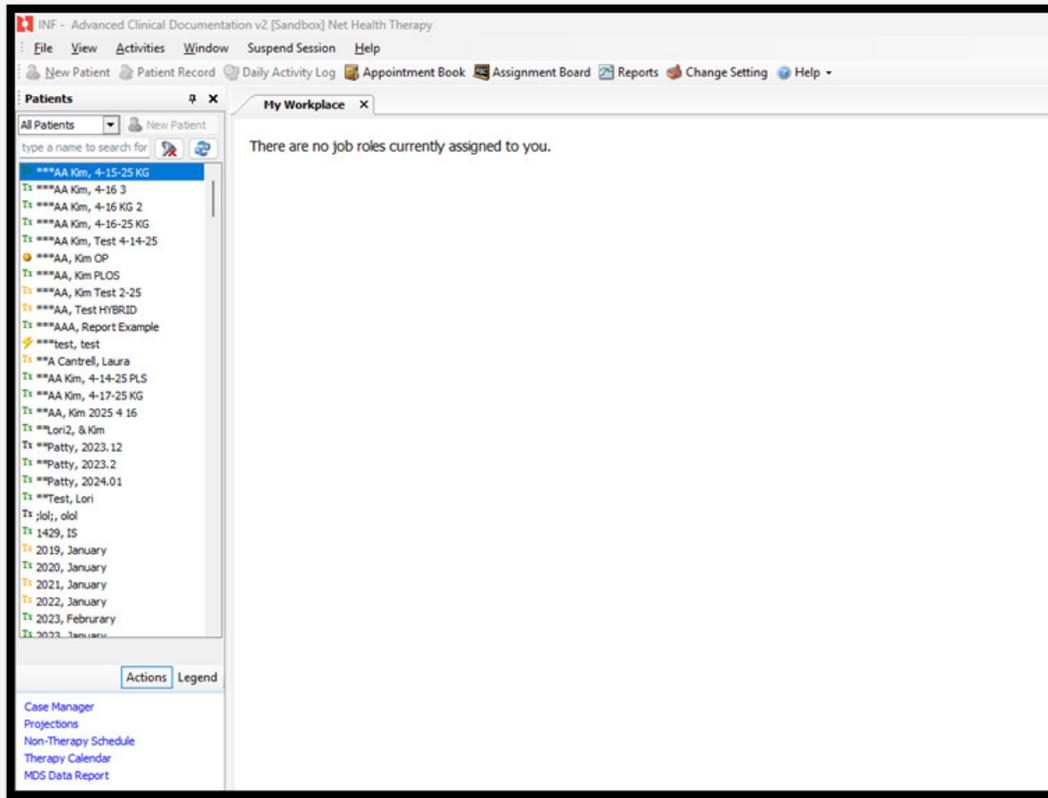
2. Choose Open from the confirmation window that opens:

The screenshot shows a "Open this file?" dialog box. It asks "Do you want to open GiftRAP.Client.application?" and provides the source "From: inf.therapy.nethealth.com". There is a link "Report file as unsafe" and two buttons: "Open" and "Cancel".

3. Enter username and password. Passwords usually expire after 3 months:

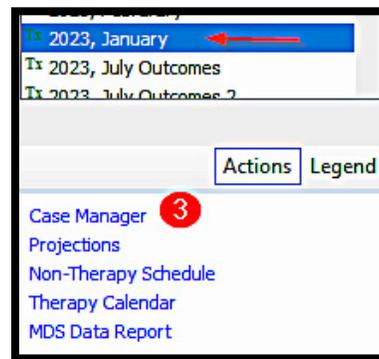
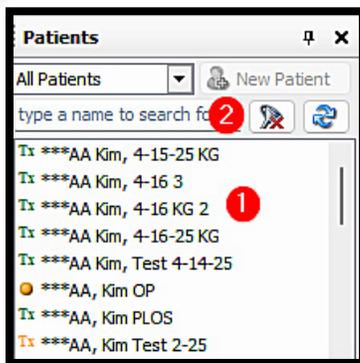
The screenshot shows the "INF Net Health Login" dialog box. It has fields for "User Name:" and "Password:". There is a "Forgot Password?" link. Below the fields, it says "Welcome to Infinity Rehab! Open Enrollment for eligible employees begins June 1st! Check the Insider or Paycom for details." At the bottom, there is a version number "(v25.06.02.1104)" and "Login" and "Cancel" buttons.

4. Select Operating Unit. You will only see sites that you have access to. If you only have access to one site, the site will automatically open.
5. After choosing the site/site opens, screen should look like this:



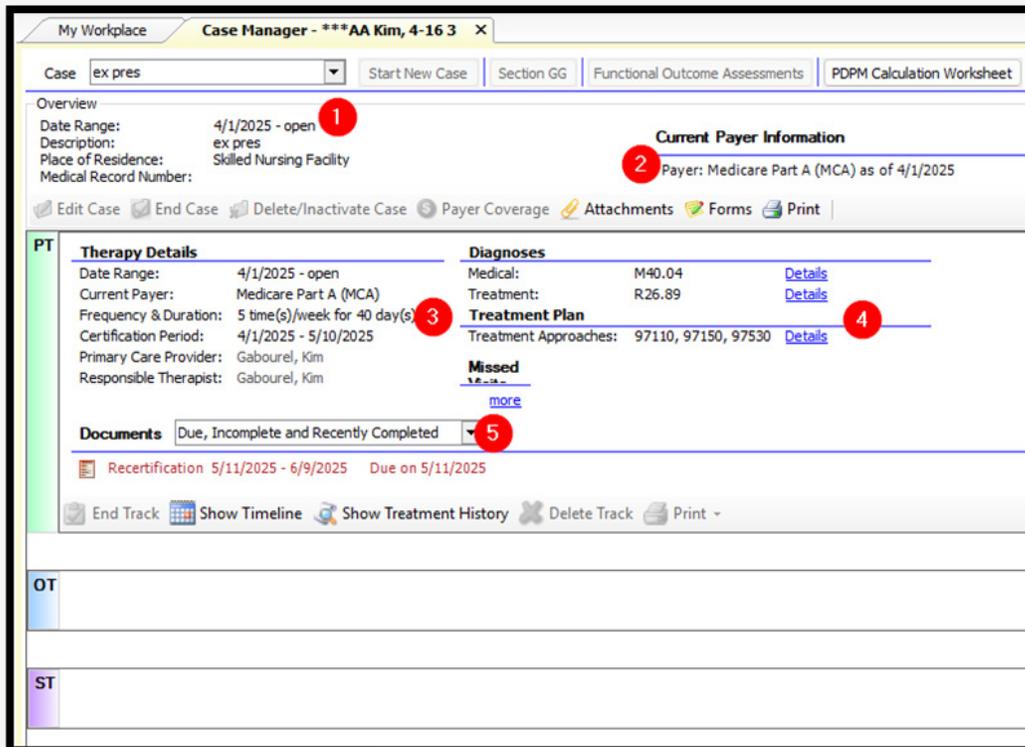
VIEWING PATIENT DOCUMENTATION - one patient at a time

1. From the Patient List on the left (if it isn't visible, go to the View menu at the top and select Patient List):



- a. There are 3 options on how to open a patient's case manager where all the documentation is located
 - i. (1) – double-click on the patient's name in the list
 - ii. (2) – search for name in the search field
 - iii. (3) – highlight the patient's name and choose Case Manager at the bottom of the patient list

2. Case Manager screen opens in a new tab on the right.



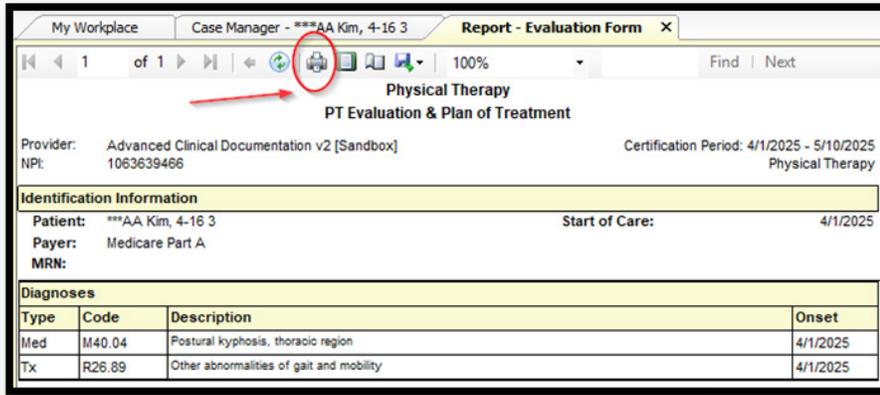
- a. In the example above, only PT has an active track. OT and ST have not seen this patient during this time period.
- b. Note from this view:
 - i. (1) the Date Range of the Case
 - ii. (2) the current payer that has been assigned by the DOR.
 - iii. (3) Information about the PT track/plan of care.
 - iv. (4) brief view of diagnosis codes (more detail will show on the evaluation itself).
 - v. (5) The view defaults to documents that are due or recently completed in the last 2-3 days.
 1. Red means due, past due or incomplete
 2. Black indicates it has been completed
 3. Using the drop down changes the view to All Documents.

c. Opening documents:

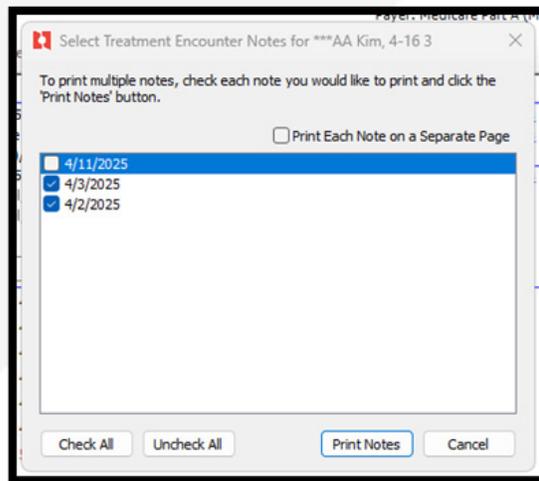


d. Use the blue “print” link to open a document (note that this won’t print it, just open it)

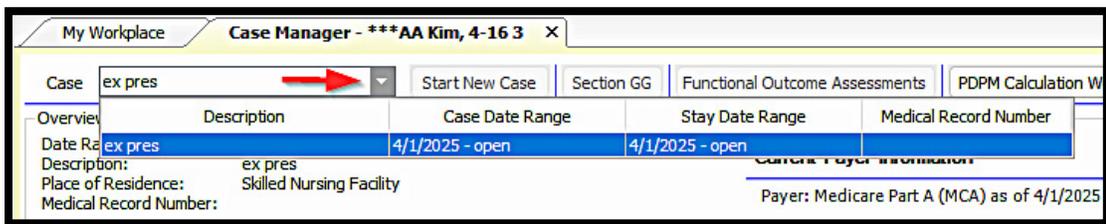
- e. Document opens in a new tab. From here you can view the entire document or you could choose to print it using the icon at the top.



- f. When opening Treatment Encounter Notes, there is one more step. Click the blue “print” link of any note. From here you can select one note or many. Selecting Print Notes will open them in a new tab where you can scroll through all that you have chosen and choose to print.



- 3. Note that if you want to find documentation from a previous case or a different admission, you can change the case by selecting the downward arrow near the case name. In the example below, there is only one case and only one stay.:



VIEWING PATIENT DOCUMENTATION-multiple patients or one patient for long time period

1. Go to the ACTIVITIES menu at the top of the screen and navigate to “Batch Printing.”
2. The tab named “Clinical Document Batch Printing” will open.
3. Use the Search Criteria section to select the date range, patient, discipline and document type.

Note that when selecting one patient (figure on the top), you can select a large date range but if you choose more than one patient, the date range can only be a maximum of 30 days, as indicated by the red explanation mark (figure on the bottom).

Search Criteria

Document Key Date: From: 3/1/2025 Thru: 6/12/2025

Start of Care: From: Thru:

Patient: ***AA Kim, 4-16 3

Search Criteria

Document Key Date: From: 5/12/2025 Thru: 6/12/2025

Start of Care: From: Thru:

Patient: All

- a. It is recommended to always select “Include Missed Visits” – red arrow in figure below.
- b. Fields with blue dots in figure below are recommended to stay at all or leave blank.

Search Criteria

Document Key Date: From: 3/1/2025 Thru: 6/12/2025

Start of Care: From: Thru:

Patient: ***AA Kim, 4-16 3

Care Providers: All

Certifying Physician: All

Discipline: All

Payer Type: All

Document Type: All

Status: Finalized

Date E-Signed: From: Thru:

Physician Signature: From: Thru:

MiniSign Status: All

Include Missed Visits

Sort Order: By Discipline

Search

- c. Click “Search” to populate the list of the patient’s documents. Select documents and choose PDF export. If you need to print, you can do this from the PDF and be able to control print settings easier.

	Patient	Discipline	Document Type	Document	Key Date	Care Provider	Finalized
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	EVAL	PT Evaluation & Plan of Treatment	04/01/2025	Gabourel, Kim	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/02/2025	Gabourel, Kim	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/03/2025	Gabourel, Kim	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	PR	PT Progress Report	04/10/2025	Gabourel, Kim	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/11/2025	Gabourel, Kim	<input checked="" type="checkbox"/>
<input type="checkbox"/>	4-16 3 ***AA Kim	PT	PR	PT Progress Report	04/15/2025	Gabourel, Kim	<input checked="" type="checkbox"/>

One Note Per Page

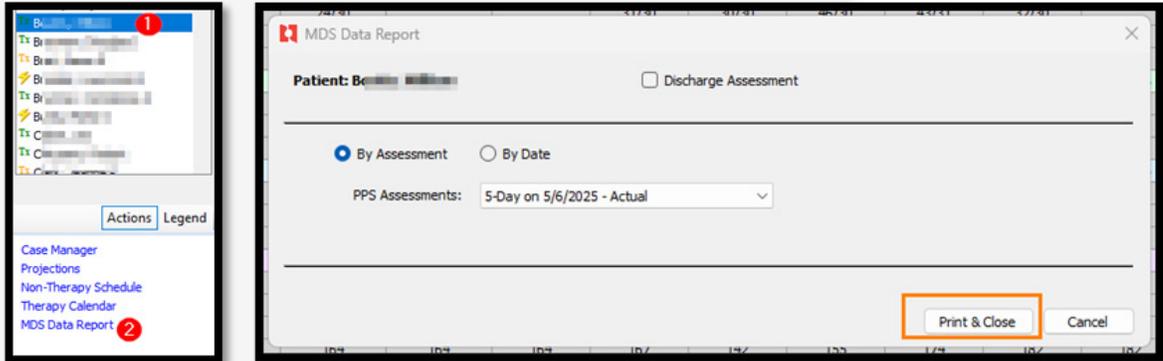
Check All Uncheck All Combine PDFs PDF Export Print

MDS DATA

Individual Patient

Therapy Minutes:

1. Go to the Patient List. Highlight the desired patient (one click – should turn blue) - see figure below left - (1) and then choose (2) MDS Data Report at the bottom of the patient list.
2. If the DOR has entered an ARD, it will auto populate in the following screen, select Print & Close. If no ARD has been set, you will be able to enter one.



3. MDS Report shows in a new tab and can be printed.

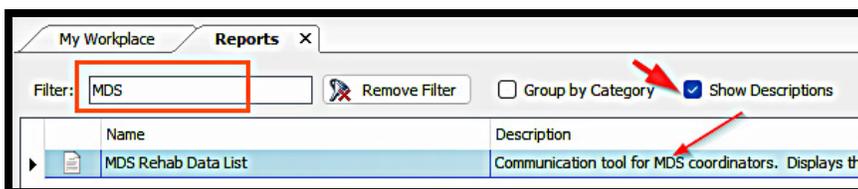
MDS 3.0 Section "O"			
	ST	OT	PT
MDS Item (7 Day Lookback)	O0400A	O0400B	O0400C
Individual Minutes		115	108
Concurrent Minutes		0	65
Group Minutes		0	0
CoTreatment Minutes		0	0
Number of Days		4	5
Therapy Start Date		4/30/2025	4/30/2025
Therapy End Date			
MDS Item (7 Day Lookback)		O0420	
Distinct Calendar Days of Therapy		6	
Medical Diagnoses			
Discipline	Code	Description	
PT	I50.23	Acute on chronic systolic (congestive) heart failure	
PT	L03.90	Cellulitis, unspecified	
OT	I50.23	Acute on chronic systolic (congestive) heart failure	
OT	L03.90	Cellulitis, unspecified	

Section GG:

1. We have built the GG items into our documentation. We recommend that sites access the values in the PT/OT Evaluations, Progress Reports, Recertifications and Discharge Summaries. The speech documents have information on Section K and BIMS, if applicable.

Multiple Patients

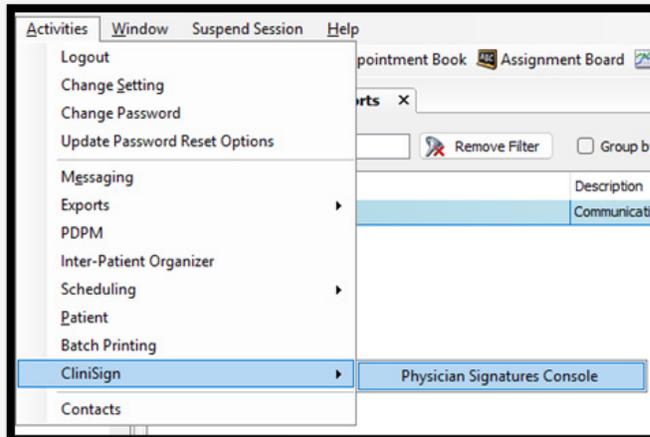
1. Access the Reports Button  near the top of the NetHealth window.
2. A new tab opens that lists all of the reports that are accessible.
3. Using the filter box, type in MDS.



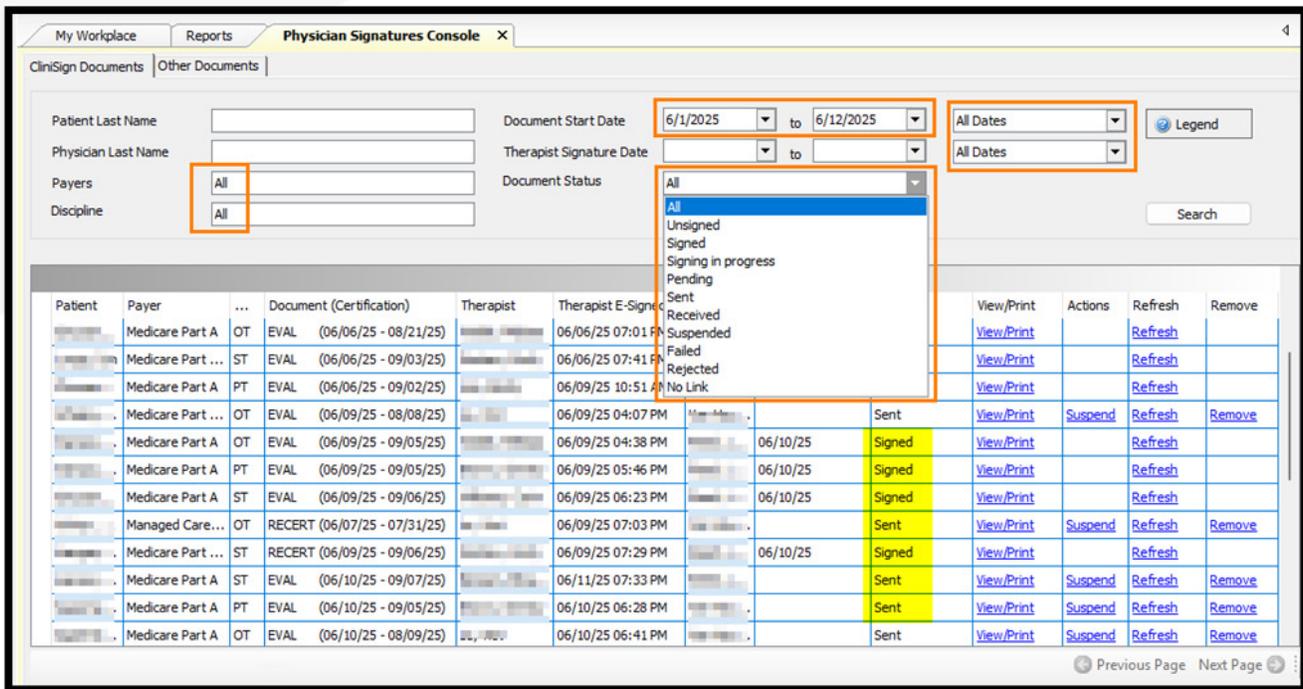
4. Note the red arrow to Show Descriptions. When this is checked and the filter box is empty, all reports and descriptions of what they include will display if the site is utilizing the features in that report.

CliniSign *if activated

- To monitor physician signatures on evaluations and recertifications, go to the Activities Menu and navigate to CliniSign and then Physician Signatures Console.



- Physicians who have accepted the invitation to sign their documents via CliniSign will show on the CliniSign Documents Tab. Select the parameters at the top of the screen and click Search. It is recommended to search all payers and all disciplines. Optionally a date range of the document could be chosen, and Document Status can be selected to only show documents that were unsigned.



a. Please note that there could be documents on additional screens if the "Next Page" is green in the lower right-hand corner of the screen.

- For physicians who haven't agreed to use CliniSign, their documents will show on the Other Documents tab. Often these are outpatients with different physicians. These documents

would need to be sent to the physicians for signatures and cannot be monitored or checked off in this window and a secondary tracking mechanism would be needed.

My Workplace Reports **Physician Signatures Console** X

CliniSign Documents Other Documents

Patient Last Name: Document Start Date: 6/1/2025 to 6/12/2025 This Week (Sun)

Physician Last Name: Therapist Signature Date: to All Dates

Payers: None

Discipline: None Search

Patient	Payer	...	Document (Certification)	Therapist	Therapist E-Signed	Physician	Status	View/Print	Send To CS
	Medicare Part B (Nor...	PT	EVAL (06/03/25 - 07/29/25)		06/04/25 01:34 AM		Print Only	View/Print	
	Medicare Part B (Nor...	PT	EVAL (06/04/25 - 08/27/25)		06/05/25 05:21 PM		Print Only	View/Print	
	VA Skilled PDPM (?) (...	OT	EVAL (06/06/25 - 07/05/25)		06/06/25 09:04 PM		Print Only	View/Print	Send To CS
	Medicare Part A (?) (...	ST	RECERT (06/06/25 - 06/13/25)		06/06/25 07:16 PM		Print Only	View/Print	
	Medicare Part B (Nor...	PT	RECERT (06/06/25 - 08/28/25)		06/07/25 06:23 PM		Print Only	View/Print	
	Medicare Part B (Nor...	PT	RECERT (06/06/25 - 08/28/25)		06/10/25 05:48 PM		Print Only	View/Print	
	Managed Care Skille...	ST	EVAL (06/06/25 - 08/05/25)		06/06/25 05:13 PM		Print Only	View/Print	Send To CS
	Managed Care Skille...	PT	EVAL (06/06/25 - 09/03/25)		06/06/25 06:45 PM		Print Only	View/Print	Send To CS
	VA Skilled PDPM (?) (...	PT	EVAL (06/06/25 - 08/08/25)		06/07/25 05:37 AM		Print Only	View/Print	Send To CS
	Medicare Part B (Nor...	ST	EVAL (06/06/25 - 09/03/25)		06/06/25 06:43 PM		Print Only	View/Print	Send To CS
	Managed Care Skille...	OT	EVAL (06/07/25 - 09/03/25)		06/07/25 03:30 PM		Print Only	View/Print	Send To CS