NETHEALTH ACCESS AND NAVIGATION FOR SITE PERSONNEL



For NetHealth Therapy access, please go to the <u>link below</u> 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

Net Health. Optima
Please enter your organization code and click RUN
INF
RUN

2. Choose Open from the confirmation window that opens:



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

User Name:	
Password:	
	Forgot Passwor
Welc Open Enrollment for eligi Inside	ome to Infinity Rehab! ble employees begins June 1st! Check the rr or Paycom for details.



- 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:

INF Advanced Clinical Decomposition	v 2 IS and low Math Leadsh Theorem
INF - Advanced Clinical Documentation	ive (sandbox) rive realith inerapy
: <u>File View Activities Window S</u>	Suspend Session Help
🗟 New Patient 🍙 Patient Record 🎯 D	iaily Activity Log 🥫 Appointment Book 💐 Assignment Board 🚈 Reports 🥩 Change Setting 🛛 Help 👻
Patients P X	My Workshine X
All Patients	ny norwade of
type a name to search for	There are no job roles currently assigned to you
	The care he job rous carrently assigned to your
TI 888AA Km, 4-15-25 KG	
Tx ===0.4 Kim 4-16 KG 2	
Tx ****AA Kim, 4-16-25 KG	
Tx ***AA Kim, Test 4-14-25	
===AA, Kim OP	
Tx ***AA, Kim PLOS	
Tt ***AA, Kim Test 2-25	
Tx ===AA, Test HYBRID	
Tx ***AAA, Report Example	
***test, test	
Ts **A Cantrell, Laura	
Tx **AA Kim, 4-14-25 PLS	
Tx **AA Kim, 4-17-25 KG	
1x ***AA, Kim 2025 4 16	
Transitioniz, & Kim	
Tratty, 2023.12	
TX 850-th: 2024.01	
Ti Patty, 2024.01	
Tx tot. dol	
Ti 1429. IS	
Ti 2019, January	
Tx 2020, January	
Tx 2021, January	
Tx 2022, January	
Tx 2023, Februrary	
Ti 2022 January	
Actions Legend	
Care Manager	
Projections	
Non-Therapy Schedule	
Therapy Calendar	
MDS Data Report	
8/6/10.1/7 347500	

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.

My Workplace	Case Manager - ***/	A Kim, 4-16 3	×						
Case ex pres	•	Start New Case	Section GG	Functional Outcome Assess	nents F	PDPM Calculation Worksheet			
Overview Date Range: Description: Place of Residence: Medical Record Numb Ø Edit Case Ø En	4/1/2025 - open ex pres Skiled Nursing Facility er: d Case <i>g</i> Delete/Inactiva	ite Case 🕥 Payer	r Coverage 🥖 🖌	Current Payer In Payer: Medicare	Part A (MC	n CA) as of 4/1/2025			
PT <u>Therapy Det</u> Date Range: Current Payer: Frequency & D Certification Pr Primary Care P Responsible Th	ails 4/1/2025 - open Medicare Part A (M uration: 5 time(s)/week for riod: 4/1/2025 - 5/10/2(rovider: Gabourel, Kim Gabourel, Kim	ICA) 40 day(s) 3 225	iagnoses ledical: reatment: reatment Plan reatment Approac lissed more	M40.04 R26.89 hes: 97110, 97150, 97530	<u>Details</u> <u>Details</u> <u>Details</u>	4			
Documents	Documents Due, Incomplete and Recently Completed 5 Image: Complete and Recently Completed 5 Image: Recentification 5/11/2025 - 6/9/2025 Due on 5/11/2025 Image: Recentification 5/11/2025 Image: Recentification 5/11/2025 Image: Recentification 5/11/2025 Image: Recentification 5/11/2025 Image: Recentification 5/11/2025								
ТО									
ST									

- 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:

Doe	Documents All Documents								
8	Evaluation	4/1/2025 - 5/10/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
8	Treatment Encounter Note	4/2/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
8	Treatment Encounter Note	4/3/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
8	ProgressReport	4/6/2025 - 4/10/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
8	Treatment Encounter Note	4/11/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
8	ProgressReport	4/13/2025 - 4/15/2025	Physical Therapy (PT)	Completed 4/16/2025	print				
	Recertification	5/11/2025 - 6/9/2025		Due on 5/11/2025					

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.

Му	Workplace	Case Manager - ***AA Kim, 4-16 3 Repo	ort - Evaluation Form ×					
14 4	1 of 1	▶ ▶ ♦ ② 🖨 🗐 🕮 🔍 + 100%	✓ Find Ne	xt				
		Physical Thera	ру					
		PT Evaluation & Plan of	Treatment					
Provider: Advanced Clinical Documentation v2 [Sandbox] Certification Period: 4/1/2025 - 5/10/20 NPI: 1063639466 Physical Thera								
Identifi	cation Inform	ation						
Patier	nt: ***AA Kir	n, 4-16 3	Start of Care:	4/1/2025				
Payer MRN:	: Medicare	Part A						
Diagnos	ses							
Туре	Code	Code Description Or						
Med	M40.04	Postural kyphosis, thoracic region	Postural kyphosis, thoracic region 4/1/2025					
Tv	D26.89	Other abnormalities of gait and mobility 4/1/2025						

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.

To print multiple notes, che 'Print Notes' button.	ck each note you would like	to print and click th	e
	Print Each No	te on a Separate P	age
4/11/2025			
4/3/2025			
4/2/2025			
			_
Check All Lincheck	All Print N	otes Cance	

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.:

My W	Vorkplace Case Manager	- ***AA Kim, 4-16 3 ×			
Case	ex pres 🔶	Start New Case	Section GG Functio	nal Outcome Assessments	PDPM Calculation W
Overview	Description	Case Date Range	Stay Da	te Range Medica	Record Number
Date Ra Descript	ex pres bon: ex pres	4/1/2025 - open	4/1/2025 - ope		
Place of Medical	FResidence: Skilled Nursing F Record Number:	Facility		Payer: Medicare Part A	(MCA) as of 4/1/2025

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	_		Ŧ
Document Key Date: Start of Care:	Fron : 3/1/2025 From:	Thru: 6/12/2025 Thru:	•
Patient:	****AA Kim, 4-16 3		•
Search Criteria			4
Document Key Date:	From: 5/12/2025	▼ Thru: 6/12/2025	••
Document Key Date: Start of Care:	From: 5/12/2025	▼ Thru: 6/12/2025 ▼ Thru:	••

- 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:	Ŧ
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:	-
hysician Signature:	From: Thru:	-
CliniSign Status:	All	-
	Indude 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
•		4-16 3 ***AA Kim	PT	EVAL	PT Evaluation & Plan of Treatment	04/01/2025	Gabourel, Kim	
		4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/02/2025	Gabourel, Kim	
		4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/03/2025	Gabourel, Kim	
		4-16 3 ***AA Kim	PT	PR	PT Progress Report	04/10/2025	Gabourel, Kim	
		4-16 3 ***AA Kim	PT	TEN	Treatment Encounter Note	04/11/2025	Gabourel, Kim	
		4-16 3 ***AA Kim	PT	PR	PT Progress Report	04/15/2025	Gabourel, Kim	
	One N	ote Per Page						
		Lincheck All				Combine P	DEs PDE Export	Print

INFINIT

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.

Tx Br	MDS Data Report	x xi/ai i ai/ai i ax/ai i 44/4i i 4//ai i X/ai i X/
Tx Br	Patient: Boundary Boundary	Discharge Assessment
	By Assessment) By Date
Actions Legend	PPS Assessments:	5-Day on 5/6/2025 - Actual 🗸
Case Manager Projections		
Non-Therapy Schedule Therapy Calendar MDS Data Report	-	Print & Close Cancel

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

Facility: Resident: MRN: Assessment: CMG:	5-Day PT/OT:TK, SLP:SB, NR	ARD: 5/6/2025						
		ST	ОТ	РТ				
MDS Item (7 D	ay Lookback)	O0400A	O0400B	O0400C				
Individual Minut	es		115	108				
Concurrent Min	utes		0	65				
Group Minutes			0	0				
CoTreatment M	linutes		0	0				
Number of Days	s		4	5				
Therapy Start D	Date		4/30/2025	4/30/2025				
Therapy End Da	ate							
MDS Item (7 D	ay Lookback)		00	420				
Distinct Calend	ar Days of Therapy		6					
Medical Diagn	ioses							
Discipline	Code	Description						
PT	150.23	Acute on chronic	Acute on chronic systolic (congestive) heart failure					
PT	L03.90	Cellulitis, unspec	Cellulitis, unspecified					
OT	150.23	Acute on chronic	systolic (congestin	ve) heart failure				
OT	L03.90	Cellulitis, unspec	ified					

<u>Section GG:</u>

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 Reports 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.

ſ	/	My	Workplace Reports	×	
I	Fi	lter:	MDS	Remove Filter	Group by Category Show Descriptions
			Name		Description
	F		MDS Rehab Data List		Communication tool for MDS coordinators. Displays th



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

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



2. 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.

Patient Last	Name			Docume	nt Start Date	6/1/2025	▼ to 6/12/20	25 💌	All Dates			end
hysician La	st Name			Therapi	st Signature Date		▼ to	•	All Dates	-		c.nd
avere				Docume	nt Status						1	
iscipline		+		_		All						-
isopii ie	All	_				Unsigned					Sea	arch
		_				Signed Signing in prog	ress					
						Pending						
Patient	Payer		Document (Certification)	Therapist	Therapist E-Signe	Received			View/Print	Actions	Refresh	Remov
in the second	Medicare Part A	от	EVAL (06/06/25 - 08/21/25)	tests report	06/06/25 07:01 F	Suspended			View/Print		Refresh	
-	Medicare Part	ST	EVAL (06/06/25 - 09/03/25)	Index, No.	06/06/25 07:41 F	Rejected			View/Print		Refresh	
in the second	Medicare Part A	PT	EVAL (06/06/25 - 09/02/25)	and states	06/09/25 10:51 4	No Link			View/Print		Refresh	
1.000	Medicare Part	от	EVAL (06/09/25 - 08/08/25)	1. TO	06/09/25 04:07 Pf	M 11-11- .		Sent	View/Print	Suspend	Refresh	Remove
	Medicare Part A	от	EVAL (06/09/25 - 09/05/25)	100.000	06/09/25 04:38 Pf	м —	06/10/25	Signed	View/Print		Refresh	
	Medicare Part A	PT	EVAL (06/09/25 - 09/05/25)	Party Service	06/09/25 05:46 Pf	м —	06/10/25	Signed	View/Print		Refresh	
-	Medicare Part A	ST	EVAL (06/09/25 - 09/06/25)	diam'r an	06/09/25 06:23 Pf	м на	06/10/25	Signed	View/Print		Refresh	
-	Managed Care	от	RECERT (06/07/25 - 07/31/25)	a prime a	06/09/25 07:03 Pf	м на на н		Sent	View/Print	Suspend	Refresh	Remove
1	Medicare Part	ST	RECERT (06/09/25 - 09/06/25)	Sector Sector	06/09/25 07:29 Pt	M	06/10/25	Signed	View/Print		Refresh	
		ST	EVAL (06/10/25 - 09/07/25)	Second Street	06/11/25 07:33 Pf	M		Sent	View/Print	Suspend	Refresh	Remove
	Medicare Part A											

- 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.
- 3. 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.

iniSign Documents Oth	er Documents										
Patient Last Name				Document Star	t Date 6/1/2025	▼ to	6/12/2025	•	This Week (Sun) 🔽	
Physician Last Name		None		Therapist Signature Date		▼ to		 All Dates 		-	
Payers	None										
Discipline None									Search		
Medicare	Part B (Nor P Part B (Nor P	T EVAL	(06/03/25 - 07/29/25) (06/04/25 - 08/27/25)	Lands Henry H	06/04/25 01:34 AM 06/05/25 05:21 PM	Table Inc.	-	Print Or Print Or	nly nly	View/Print	
Patient Payer		Docum	ent (Certification)	Therapist	Therapist E-Signed	Physician		Status		View/Print	Send To CS
. Medicare	Part B (Nor P	T EVAL	(06/04/25 - 08/27/25)	fining lain	06/05/25 05:21 PM	Serie Series	-	Print Or	nly	View/Print	
. VA Skilled	PDPM (?) (C	T EVAL	(06/06/25 - 07/05/25)	Constant of the local division of the	06/06/25 09:04 PM	COLUMN 1		Print Or	ly	View/Print	Send To CS
Medicare	Part A (?) (S	T RECER	T (06/06/25 - 06/13/25)	Contra Marco	06/06/25 07:16 PM		-	Print Or	nly	View/Print	
Medicare	Part B (Nor P	T RECER	T (06/06/25 - 08/28/25)	PERSONAL PROPERTY.	06/07/25 06:23 PM	Accession, 12	-	Print Or	nly	View/Print	
. Medicare	Part B (Nor P	T RECER	T (06/06/25 - 08/28/25)	Personal Address of	06/10/25 05:48 PM	Sectors 1	- index	Print Or	nly	View/Print	
. Managed	Care Skile S	T EVAL	(06/06/25 - 08/05/25)	President and the second	06/06/25 05:13 PM	Sector State		Print Or	nly	View/Print	Send To CS
Managed	Care Skile P	T EVAL	(06/06/25 - 09/03/25)	Gangeliner	06/06/25 06:45 PM	State Sec.		Print Or	nly	View/Print	Send To CS
VA Skilled	PDPM (?) (P	T EVAL	(06/06/25 - 08/08/25)	Collect India	06/07/25 05:37 AM	100.00		Print Or	nly -	View/Print	Send To CS
Medicare	Part B (Nor S	T EVAL	(06/06/25 - 09/03/25)	Section 1998	06/06/25 06:43 PM	100.00		Print Or	nly	View/Print	Send To CS
				-				1			

