Section Q Reporter User Guide: <u>SNF Reporter</u>

Contents

I. Notes for SNF Reporters:

SNF Reporters do not need to log into an account or remember passwords. They simply go to a website, find their facility, enter a few fields, and submit the referral.

If you have problems with the website, report them to your designated ASAP contact.

II. Getting Started:

First go the Section Q Reporter website, and bookmark that page. Save it as a favorite, and make a desktop shortcut for yourself.

[Website: https://ummscwmuhs.quickbase.com/db/bigngj23b]

III. Submitting a New Referral:

1. **Double click your Section Q Reporter Shortcut** **to go to the Welcome Page:**

2. **Find your facility using the "Find" box. You can use SNF name (full or partial), zip code, town, or the ID Number that has been assigned to you in the Section Q Reporter application.**

   Once you have entered text into the box, Click "Find."

   In this example the user is a SNF employee from *Hunt Nursing and Rehabilitation Center*, and entered the first part of the SNF name.

3. **Identify your facility, and click on "Add New Referral" in that row.***

*The number of listed SNFs on this page depends on what you entered in the "Find" box on the previous page. For example, if you entered your SNF full name, then only your SNF would appear in this list. If you entered a town name, you would see a listing of all SNFs located in that town.

4. **Confirm that the information at the top of the next screen is accurate- is this your SNF? Is the correct ASAP identified?**

   If not, cancel and re-search.

5. **Once you are certain you are representing the correct SNF, enter the 3 fields on the lower part of the page, and click the green "Save" button on the upper right.**
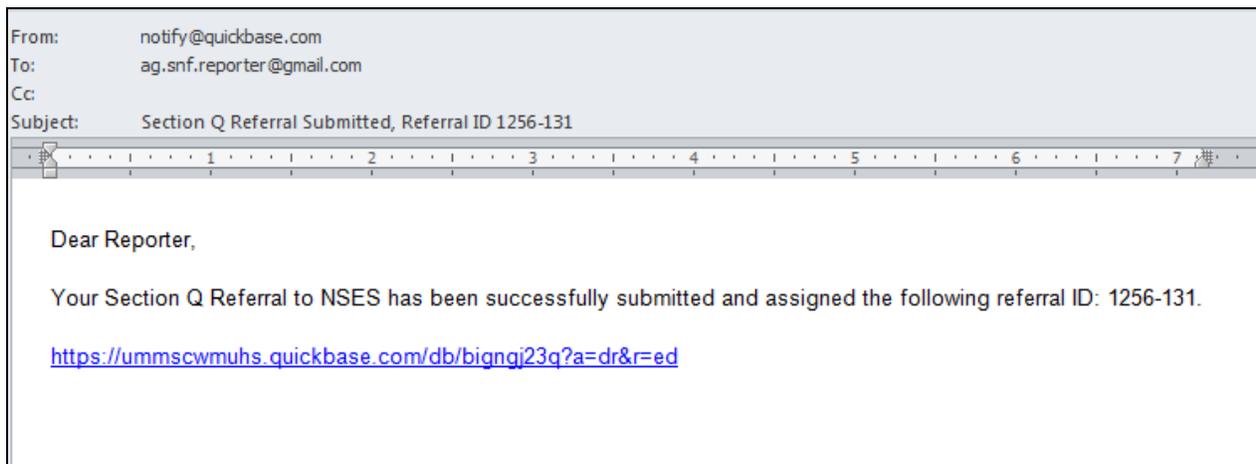
6. **Once the referral is "Saved" you will see a "Referral saved" confirmation pop up on your screen…**

7. **…And you will receive an email confirming your submission:**

From:	notify@quickbase.com
To:	ag.snf.reporter@gmail.com
Cc:	
Subject:	Section Q Referral Submitted, Referral ID 1256-131

Dear Reporter,

Your Section Q Referral to NSES has been successfully submitted and assigned the following referral ID: 1256-131.

https://ummscwmuhs.quickbase.com/db/bigngj23q?a=dr&r=ed

8. **You will also receive email confirmation that the designated ASAP contact person has viewed the referral information you submitted**

From:	notify@quickbase.com	Sent:	Tue 4/
To:	ag.snf.reporter@gmail.com		
Cc:			
Subject:	Section Q Referral Reviewed		

Your Section Q referral 1256-131 submitted on 04-08-2014 09:46 AM has been reviewed by the designated contact. To view your referral click on the URL link
https://ummscwmuhs.quickbase.com/db/bigngj23q?a=dr&r=g7.