



Section Q Reporter User Guide: SNF Reporter

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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>]



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III. Submitting a New Referral:



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

SECTION Q REPORTER + New Sign in

My Apps

Home

Section Q Referrals... } Section Q Referral Reporter Dashboard

Welcome to the Section Q Reporter

Find your Skilled Nursing Facility (SNF)

Enter your SNF Name, NPI Number, Zip Code or Town, then click the "Find" button.
If you receive more than one result, select the appropriate choice.

SNF Name, Zip Code, Town, or ID Number:

 Find



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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.

SECTION Q REPORTER + New Sign in

My Apps Home

Section Q Referrals... } Section Q Referral Reporter Dashboard

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Enter your SNF Name, NPI Number, Zip Code or Town, then click the "Find" button.
If you receive more than one result, select the appropriate choice.

SNF Name, Zip Code, Town, or ID Number:

hunt Find



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

SECTION Q REPORTER + New Sign in

My Apps

Home

Section Q Referrals... Search results for: hunt

We found matches in these tables:
SNFs: 3 SNFS

SNFs: 3 SNFS

Full Report	More	3 SNFS				
	SNF ID Number	SNF Name	Related ASAP - ASAP Acronym	Related ASAP - ASAP Name	Town	Add Referral
NEW	1051	Sherrill House	CBES	Central Boston Elder Services, Inc.	Jamaica Plain	Add New Referral
NEW	1142	Meadows Rehab & Nsg Center	ESWA	Elder Services of Worcester Area, Inc.	Rochdale	Add New Referral
NEW	1256	Hunt Nsg & Rehab Center	NSES	North Shore Elder Services, Inc.	Danvers	Add New Referral

*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.



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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.

SECTION Q REPORTER + New Sign in

My Apps

Home

Referrals Add Referral Save Cancel

Please review the SNF information to ensure you have the correct SNF before you complete this Referral. If the SNF is incorrect, hit the "Back" arrow on your browser, or the "Home" button above to return to the search screen

SNF ID Number	1256
SNF Name	Hunt Nsg & Rehab Center
SNF - Town	Danvers
Associated ASAP	North Shore Elder Services, Inc.
ASAP City/Town	Danvers

Is this your SNF?



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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.

SECTION Q REPORTER

[+ New](#) [Sign in](#)

My Apps

Home

Referrals > Add Referral [Save](#) [Cancel](#)

Please review the SNF information to ensure you have the correct SNF before you complete this Referral. If the SNF is incorrect, hit the "Back" arrow on your browser, or the "Home" button above to return to the search screen

SNF ID Number [1256](#)

SNF Name Hunt Nsg & Rehab Center

SNF - Town Danvers

Associated ASAP [North Shore Elder Services, Inc.](#)

ASAP City/Town Danvers

Submitter Email Address *

Patient DOB *

Payor *

Add info & click [Save](#) above

When you are done entering your referral information, click "SAVE" above to submit the referral.

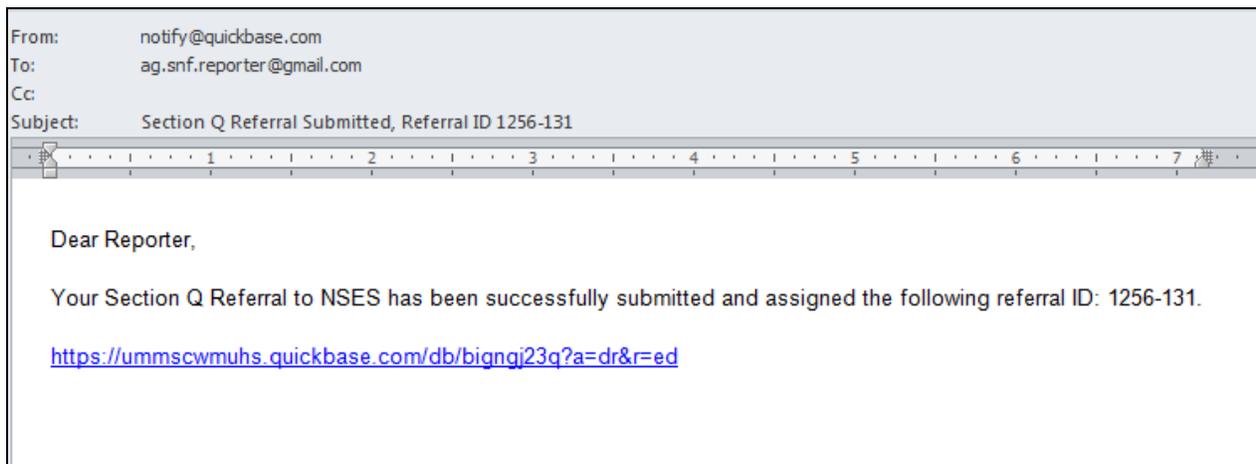


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6. Once the referral is “Saved” you will see a “Referral saved” confirmation pop up on your screen...



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



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

