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This sample documentation represents a WIP (work in process) revision, not a finalized version.

File maintenance: adding staff

Introduction

File maintenance involves adding, changing, and deleting files in your Nightingale database.

Nightingale stores all of your organization's files in an electronic database. Nightingale uses your database to perform function, such as maintaining personnel records, scheduling patient visits, and billing for services. Your database must be accurate and current for Nightingale to perform these functions correctly. Nightingale provides simple procedures to perform these file maintenance tasks.
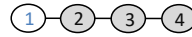
File maintenance: adding staff

## Adding a new staff member to the Nightingale database

steps

1. Choose the Staff option.
2. Enter or obtain a Staff ID.
3. Enter the staff member's information in the **Main Info** tab.
4. Save the new staff member record and verify that it exists in the Nightingale database.

Step 1 In Nightingale, choose the Staff option

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Step 1 In Nightingale, choose the Staff option

1. If you are not yet logged into Nightingale, login now.

   See the document *Welcome to Nightingale* for instructions on logging onto the Citrix server and the Nightingale application.

2. In the Nightingale application, choose Base > Files > Staff.

   The **Staff Maintenance** windows appears so that you can add a new staff member to the Nightingale database (see next page).

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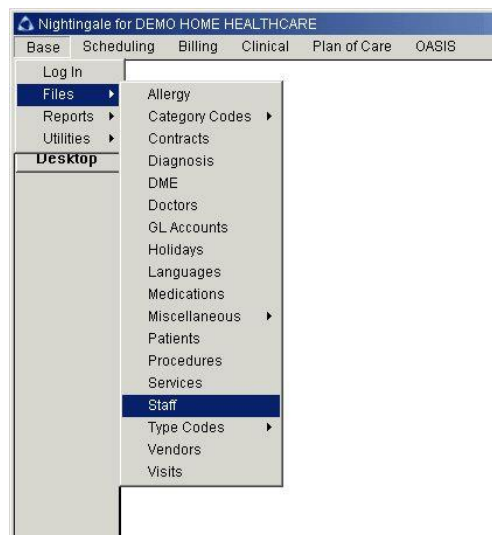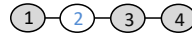
Step 2 Enter or obtain a Staff Id

staff include all clinical personnel who interact with the patients. i.e:

- ➢ SN- skilled nursing
- ➢ PT-t physical therapy
- ➢ OT- occupational
- ➢ ST- speech
- ➢ SW- social worker
- ➢ HHA- home health aid
- ➢ PCA- personal care attendant
- ➢ COM- Companion
- ➢ HM- home maker

1. In the **Main Info** tab, click inside the **Staff ID** text field.
2. If you have a Staff ID, type it and hit ENTER on the keyboard.

📝 Do **not** click the **Previous** or **Next** buttons during this procedure. These buttons recall data for other patients that already exist in your database and will cause any unsaved data in the window to be lost.

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Frequently your agency will provide you with a Staff ID for a new staff member. If your agency did not provide a Staff ID, create one as follows:

a. In the **Staff ID** field, type the first two letters of the staff member's last name and the digits "01".

   For Example, to create a Staff ID for John Smith you would type "SM01".

b. Hit Enter. Nightingale searches the database to see if the ID you entered already exists for another staff member.

c. If the ID already is assigned in the database, Nightingale retrieves the existing staff member's information and displays it in the tab fields. Click the **Cancel** button to clear the tab fields and enter another Staff ID by using the same letters and incrementing the digits. For example: "SM02", "SM03", etc.

   When you enter an ID that is available to use, the **Staff ID** field becomes grayed out (inaccessible) and all the other data fields in the tab become empty. You may now enter the staff member's information in the **Main Info** tab.

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Step 3 Enter the new staff member's information in the Main Info tab

When you enter a new Staff ID and hit return, the **Staff ID** field becomes grayed out (inaccessible), and the rest of the tab fields become accessible. Enter the rest of the staff member's information as described below:

1. Click in the **Name** field and type the staff member's name in the following form: Lastname, Firstname,MI (middle initial is optional).

   If you enter a middle initial, do not type a space before it.

2. Hit ENTER, ENTER, ENTER to accept the staff member's name in the field and move the cursor into the **Address Line 1** field.

Hit ENTER after entering data into each field to confirm the data and move the cursor into the next field.

Commented [S1]: What about the Type and Category fields? When I click the ellipse button the window is empty, contains an empty roster item.

Commented [A2]: Classification determined by the agency type and category used mainly for patients. It is a sorting tool.

Commented [A3]: This is a staff person's performance for scheduling.

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3. Type the street address and hit ENTER.
4. In the **Address Line 2** field, type a second address line, if necessary, or leave it blank and hit ENTER to move the cursor into the **City** field.
5. Type the city and hit ENTER.
6. In the **State** field, type the state's two letter postal abbreviation and hit ENTER.
7. In the **Home Phone** field, type the staff member's home phone number and hit ENTER.

> You may type phone numbers with or without separators. Nightingale automatically adds separators after the area code and exchange once you hit ENTER.

8. In the **Beeper Number** field, type the staff member's beeper number and hit ENTER.
9. In the **Cell Phone** field, enter the staff member's cell phone number and hit ENTER.
10. In the **Extension** field, enter an extension or leave the field blank and hit ENTER.
11. If your agency assigns a **Job Class** enter the job class code, or click on the ellipses button to open a lookup window to search for a job class code.

    Hit ENTER to accept the job class data and move the cursor to the next field.

12. In the **Status** field hit ENTER to accept the default value of **Active**.

    (The up and down arrow keys on your keyboard allow you to make other selections.)
    Nightingale accepts the data and highlights the next field.

13. In the **Visitation Type** field, click the ellipses button to open a list of codes and descriptions that characterize the new staff member's clinical specialty.

    Double click on an item in the list to select it.
    The list closes, your selection appears in the **Visitation Type** field, and the cursor moves to the next field.

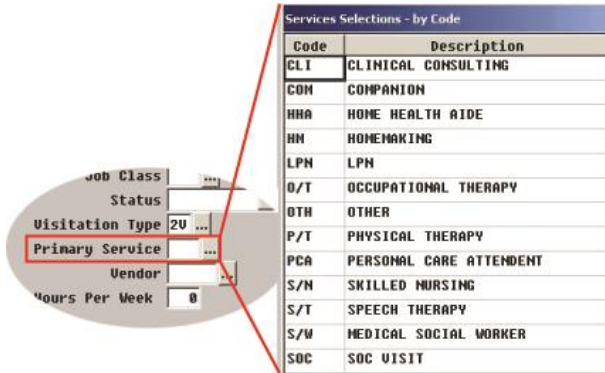Step 3 Enter the new staff member's information in the Main Info tab
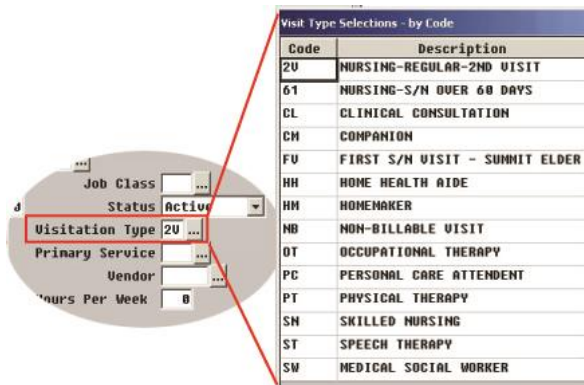
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14. In the **Primary Service** field, click the ellipses button to open a list of codes and descriptions that characterize the new staff member's area of work.

Double click on an item in the list to select it.
The window list closes, the selection appears in the **Primary Service** field, and the cursor moves to the next field.

15. What about **Vendor** and H**ours Per Week ??** (not documented)
16. Click the **SAVE** button to add all of the new staff member's information to the database and complete the operation.

Commented [S4]: What about the other tabs?

Commented [A5]: Services can have many visit types for example S/N (skilled Nursing) can have multiple skilled nursing visit types such as supervisory, evaluation, missed, ect.

Step 3 Enter the new staff member's information in the Main Info tab

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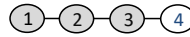
Step 4 Save the new staff member record and verify that it exists in the Nightingale database

1. Click the **Cancel** toolbar button to clear all of the fields in the window.
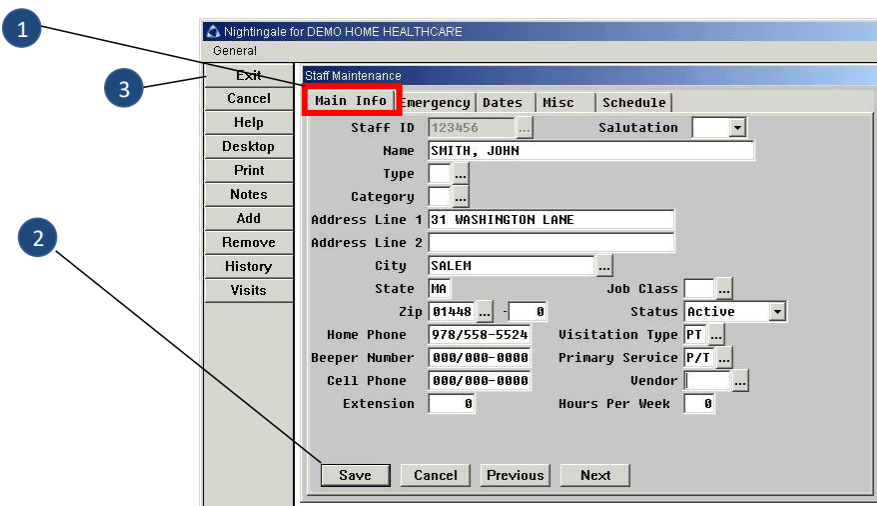
2. In the **Staff ID** field, type the Staff ID you just created and hit RETURN.

   The **Staff ID** field becomes grayed out (inaccessible), and the new staff member's information fills the datafields in the window.

3. Check the accuracy of the staff member's data.
4. Click the **EXIT** toolbar button to return to the main Nightingale menu.