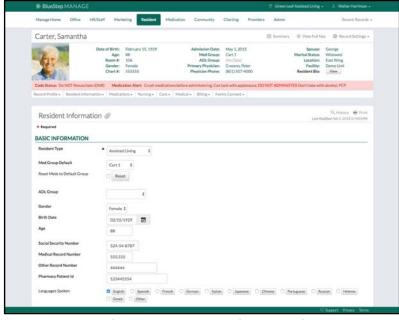
Introducing BlueStep Manage and the User Dashboard

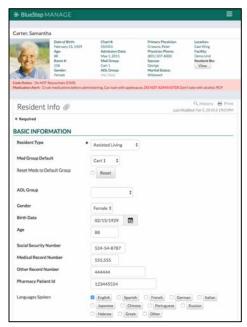
Over the past year we have been working on an improved way for you to manage your business. The all-new BlueStep Manage is a completely redesigned health information system that's easy on the eyes and a pleasure to navigate. The landing page in BlueStep Manage is a user-configurable dashboard giving you instant access to your most important information. All of your existing data will automatically transfer to BlueStep Manage without any data conversions. And, it looks great on handheld devices. We can't wait for you to experience it!



BlueStep Manage User Dashboard



BlueStep Manage Resident Record



BlueStep Manage on a Tablet!



Immediate Changes to HQ

Q2 Checks

Toileting

In preparation for BlueStep Manage we are making changes to the left-hand navigation for **resident**, **staff**, **providers** and **community** records in your system. We are reordering some of the navigation links and making it easier to find information. The new navigation for each record category is shown below.

Billing Medication Resident Records • Move-In/Move-Out Calculator • Physicians Quarterly Recurring ChargesAncillary Charges Record Profile Medication Review (All Name and Email Residents Print) Resident Bio Financial Agreement Medication Inventory **Contact Information** History Medication Inventory Invoice Payments/Discounts Family Connect Resident Information (changed) from "General Resident", Count Needed Resident Information (changed) Update Notes Medication Count Record from "Resident Info Photos Medication Destruction Individual Worksheet Signatures Needed Agreement Summary Medication Destruction Primary ContactsProviders History Community Records Community Setup Community Cortun: Cor • Insurance Information (changed Community UpgradeResident Import/Export from "Insurance Prior Residence/Services (changed from "Prior Setup: Community • Import Confirmation Information Quick Note Res/Services" • Setup: Resident Types • Maintenance Checklist Personal Belongings Setup: Community • Maintenance Admissions (changed from "Admissions/Re-Admission") Message Message Inspection/Request Setup: Resident Header Setup: Agreements All Preventive Maintenance Discharge/Transfer Records Agreements Room/Beds Billing Setup: Room Locations Setup: Room Types Setup: Rooms Lead Information Invoice TrackerMisc Cash Batch Medications • Medications (changed from • Payment/Discount Group "Medications – Prescribed") Record Review Entries • MAR (changed from "Medication Setup: Certifications Invoice Search Setup: Records Review Family Connect • Medication Prompts Maintenance Photos 1 Month MAR Summary Setup: Maintenance Tasks Medications On Hold Setup: Maintenance • Medication Error Form Physician's Quarterly **HR Records** • Setup: Assessments/Plans Médication Review • Setup: Level Of Assistance Pharmacist's Quarterly Record Profile Options Medication Review Name and Email Setup: ADL Providers **Medication Count** Online Profile Setup: ADL Groups Medication Check IO Contact Information Setup: Service Items Medication Count Personal Information (changed) Setup: ADL Icons (changed from "Count from "Personal Info")Notification Settings □ Billing Medications") Setup: GL CodesSetup: Billing • Medication Count Record Employment Medication Destruction • Employment Information History Nursing (changed from "Daily Nursing Forms") Nursing Assessment Service Plan Setup: ChargesSetup: Move In Calculator (changed from "Employment Medication Certifications/Inservice • Setup: Medication System Performance/Goal Review Medication Delegation • Setup: Med Groups Nursing Notes Setup: Med Time Credentials Temporary Warnings Diagnosis **Parameters** Health History Setup: MAR Exceptions Timecard Immunizations Notifications • Timecard Lab Orders • Setup: Notification • Time Off Request Doctor Orders Medical History Settings • Timecard-All Records Reports **Complaint Registry** Marketing Charting Messages (changed from "Resident Messages") Source Report Provider Records Source Graph AL/IL Residents Record Profile Incident ReportShift Change Notes Task CountsSales Activity Name and Email • Online Profile Vital Signs Task Summary Contact Information ADLs Staff ADL Charting1 Month ADL Summary Provider Information · Staff Records Review • Provider Information (changed • Staff Current Time Zone ADLs On Hold from "Provider Info") Historical ADLs Resident Correspondence



Lab Results

Rent Roll

· Resident Record Review

Frequently Asked Questions

Q: Does BlueStep Manage replace HQ?

A: Yes. BlueStep Manage contains the exact same data as HQ so you can start using BlueStep Manage as soon as BlueStep configures your system.

Q: Do I have to stop using HQ? Will I lose access to HQ?

A: No. You can continue to use HQ concurrently with BlueStep Manage. Changes made in either system are saved on the BlueStep platform and are immediately accessible in both BlueStep Manage and HQ.

Q: What about my existing data, will there need to be a data conversion?

A: No. All of your existing data will remain intact, no data conversion is necessary.

Q: How will my staff access BlueStep Manage?

A: When your BlueStep Manage site has been configured our Client Care team will provide you with a new URL (web address) to the new site. The URL you are currently using to access HQ will remain the same.

Q: Can I use BlueStep Manage on a tablet or smart phone?

A: Yes! BlueStep Manage has been designed for use on smaller screens.

Q: Will the left-hand navigation for records in my current HQ change before I have access to BlueStep Manage?

A: Yes. The changes to the record navigation links will provide easier access to information and will be consistent between HQ and BlueStep Manage.

