

Facility Properties Process - Independent Study

Basic

You are going to use ACO to create a new dual certifiable (Skilled Nursing Facility/Nursing Facility) Medicare/Medicaid facility called **<A> New Facility** (where <A> is your training letter).

The facility has two buildings, and two administrators, with you designated as the primary administrator for the facility.

When completed, you'll act as the state agency to generate a letter to the facility administrator with your new facility's name, address, and administrator information, and then create an initial certification kit for the facility.

1 Define a new facility

- Complete all the required fields using the following attributes where appropriate:
 - Facility ID: **NHXX** (where XX is your assigned training letter)
 - The current status of the facility should be **Active** as of today's date
 - This is both a Medicare & Medicaid facility
 - Zip code: **30339**

2 Define facility buildings

- This facility has two buildings that are both effective when the facility is opened.
 - One with 3 floors, which has residents and medical stations.
 - One has 2 floors, which has cafeteria services and offices.

3 Facility Associations

- This facility is affiliated with the ASPEN Tech Train management and work units.

4 Facility Personnel

- You are the assigned administrator who deals with any facility communications and notifications.
- Seymour Good is your assistant administrator.

5 Generate letter to the facility

You can generate a letter for a facility directly from the Tree view. Right-click the facility, then select **Print Letters... | Generate New Letter**.

- Generate the **RESID – TEMPORARY LICENSE** letter to send to the facility.

Hint: You may have to select **Show All** to find your letter.

- Effective date range is today's date through one year from yesterday.
- Surveyor responsible for the letter is **Alex English**.
- This is the **first** temporary license.

Do not print your letter. After previewing it, save it so the instructor can verify it when you're finished.

6 Certification kit

- Create an initial certification kit for your new facility.

7 Generate reports, and have instructor verify

- Generate both **Full Facility Profile**, and **Facility Information** quick reports and review your facility information.
- Raise your hand so an instructor can verify your new facility, certification kit, and letter.
- Get some chocolate!!!