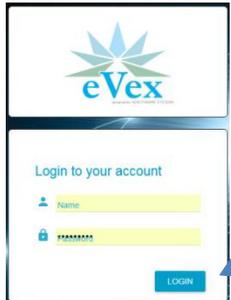
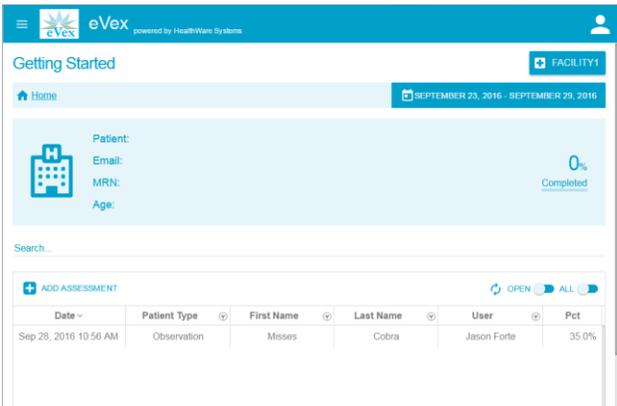
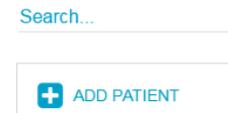


eVex User Guide

<p>Obtaining eVex User Access</p>	<ul style="list-style-type: none"> The HCFS, Inc. eVex Administrator will provide the eVex Access Request form to the facility employee requesting eVex access The employee completes the eVex Access Request form and returns it the eVex Administrator who will then provide login credentials to the employee once access has been approved
<p>Logging into eVex</p>	<ul style="list-style-type: none"> Using Google Chrome go to https://evex.hcfsinc.com/assessment The Login screen will automatically appear  <ul style="list-style-type: none"> Enter the users login information provided by the eVex Administrator then click on the Logon tab on the bottom right side <ul style="list-style-type: none"> The eVex home page will appear next 
<p>Selecting Hospital</p>	<ul style="list-style-type: none"> Select FACILITY1 from the top right side of the home page (hospital name will appear instead of “Facility1”) A drop down list of all hospitals the user is registered to use will appear  <ul style="list-style-type: none"> Select the appropriate hospital <div style="border: 1px solid blue; padding: 5px; display: inline-block;"> <p>Again, the actual facility names will appear</p> </div>
<p>Starting/ Completing a New Assessment</p>	<ul style="list-style-type: none"> From the home page select ADD ASSESSMENT Verify patient does not have current pending assessment before starting a new assessment by selecting <i>Search</i> above the <i>Add Assessment</i> link (Search from the home page is for searching for incomplete assessments only) 

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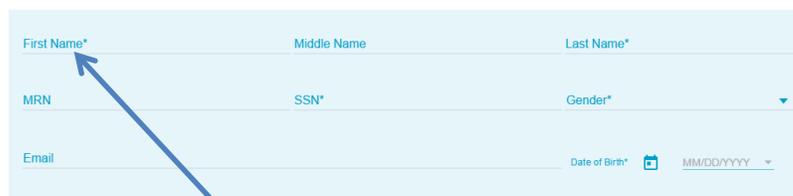
Starting/ Completing a New Assessment

- Place the mouse over [Search...](#)
- A blue line will appear and the cursor will remain allowing you to begin typing
- The patient can be found by searching by first name only, last name only, medical record number (MRN) or social security number
- As the data is entered, the patient(s) matching the data entered will appear below the *Add Patient* tab

Date	First Name	Last Name	MRN	SSN
Sep 27, 2016 10:01 AM	Aged Test	Test	8524569874563214569974	456-46-4654
Sep 27, 2016 10:00 AM	Minor	Test		646-46-4654

- If the patient is not found to have a current assessment select  **ADD PATIENT**. (If the patient is found to have a current incomplete assessment proceed to Retrieving Incomplete Assessment instructions)
- At the Patient Information page complete the Patient Information section

PATIENT INFORMATION - * Indicates Required Field



First Name* Middle Name Last Name*

MRN SSN* Gender*

Email Date of Birth* MM/DD/YYYY

- Click directly on the item to be completed with the mouse in order to enter the data. Enter numbers only for SSN: no “/” or “-“ needed.
- A “/” will need to be typed in when entering the patient date of birth
- Next, complete the Address Information section using the patient’s mailing address. Select the No Mailing Address box if the patient does not have a mailing address. The system will enter the hospital address if No Mailing Address is selected.

ADDRESS INFORMATION No Mailing Address



Address* Address Extended

City* State* Postal Code*

- The Phone Information section is the final section complete on this page. The phone number can be entered with or without the “-“ or “.” but it is recommended it be entered utilizing one of these.
- Once all sections are complete, continue to the next page by selecting the  **ADD** tab at the bottom right side of the page
- Select the  **NEXT** tab located next to the  **ADD** on the bottom right side of the page to continue on to the next page of the assessment



GETTING STARTED

- HOME
- PATIENT SEARCH
- PATIENT INFORMATION
-  GUARANTOR INFORMATION

- As each section is completed it will appear on the right side of the page. The current page will appear in bold with a  to the left side.

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- The Guarantor Information page will appear next. The patient's name and information will automatically appear as the Guarantor IF the patient is an adult.
- If the patient is an adult but not the guarantor, clear the guarantor information by clicking on the **PATIENT**  option on the top right side of the page. The indicator does not slide, you must click on the right side (blue section) with the mouse to change to **OTHER** .
- All sections will be blank once *Other* is selected

Guarantor Information

[Home](#) > [Guarantor Information](#)

Janet Doe OTHER 

GUARANTOR INFORMATION - * Indicates Required Field

First Name* John Last Name* Doe

Email

ADDRESS INFORMATION

Address Address Extended

City State Postal Code 0

PHONE INFORMATION

Primary



- To continue on to the next page select either the or tabs on the bottom right side of the page

GETTING STARTED ^

- [HOME](#)
- [PATIENT SEARCH](#)
- [PATIENT INFORMATION](#)
- [GUARANTOR INFORMATION](#)
- [EMPLOYER INFORMATION](#)

- To return to the previous page simply select the page needed from the options on the right side of the assessment located under the user's name

- Complete the patient/guarantor Employer Information section next. Select either the **ADD** or **NEXT** tabs on the bottom right side of the page when the section is complete.

Employer Information

[Home](#) > [Employer Information](#)

Janet Doe

EMPLOYER INFORMATION

Company Contact

ADDRESS INFORMATION

Address Address Extended

City State Postal Code 0

PHONE INFORMATION

Primary Secondary Fax

SAVE **NEXT**

eVex User Guide

Starting/ Completing a New Assessment

- The Account information section is the final section to be completed before beginning the assessment questions.

ACCOUNT INFORMATION - * Indicates Required Field

Account Number* Patient Type*
Admit Date*

- The patient type is selected by clicking either on the actual “Patient Type*” or the blue arrow ▼ on the far right side of the page. A drop down of choices will appear with either method. Choose the appropriate type by clicking on it with the mouse.

Admit Date* 8/25/2016

- The Admit Date can be entered by either selecting the calendar or typing in the date

- Select either the **ADD** or **NEXT** tabs on the bottom right side of the page when the section is complete.
- The user will be directed to the Insurance Coverage page next
- The next step is to either complete a questionnaire or submit the patient information for a *Coverage Verification Request* from the bottom right side of the Insurance Coverage page

[Proceed to Questionnaire or Submit 'Coverage Verification' Request?](#)

QUESTIONNAIRE

SUBMIT

- Selecting *Submit* will scan the patient for possible existing Medicaid/Medi-Cal and Medicare coverage
- Once search is complete results will appear for both Medicaid/Medi-Cal and Medicare search

Janet Doe

Payer ^	Patient Verified	Response Status	Policy Number
Medicaid of KS	▲	No Coverage Found	Not Found
Medicaid of TX	▲	No Coverage Found	Not Found
Medicare	▲	No Coverage Found	123551234A

- Selecting Questionnaire will then start program questions
- Select the appropriate answer by clicking on the down arrow ▼ located on the far right side of the page

Have you had health insurance in the past 90 days?

Drop down arrow

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Starting/
Completing a
New Assessment

- The pop up box will appear giving providing choices for the current question

Have you had health insurance in the past 90 days?

Yes

No

Unknown

- Click on the appropriate answer then select **NEXT** located on the bottom right side of the page



- The program the current question is screening for will appear to the right of the page with a warning icon located to the right of the program

- As each question is answered the system will direct the user to the next appropriate question based on the answer to the previous question
- Once the question(s) for the program are completed the system will automatically proceed to the questions for the next program.

- As the screening for each program is completed, the program will appear to the right of the page under the Programs tab with a green check mark next to it.

PROGRAMS

- ✓ COBRA
- ✓ VETERAN
- ⚠ STUDENT

- Some questions may be pre-populated by the system based on the patient demographics. Example 1:

Patient: Janet Doe

Email: Unknown

MRN: Unknown

Age: 30

Based on the date of birth entered for the patient when adding the patient into eVex, the system has already figured the patients age and will recognize if the patient is a senior or a minor and pre-populate the answer

Is the patient a senior?

No

- Once all program questions are complete the user will automatically be taken to the *Financial Information* section.
 - The patient will automatically be listed as a household member. To add any income the patient household receives click on the space located between Annual Household Income and the faded gray line below it

Annual Household Income

\$24,000

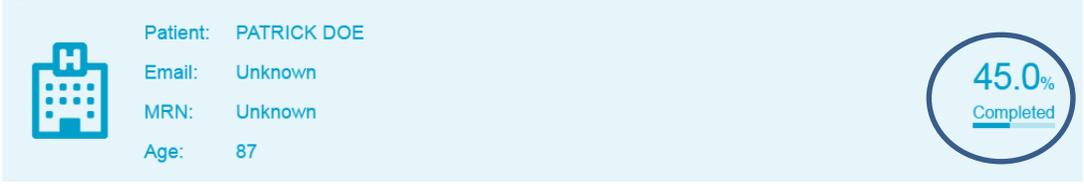
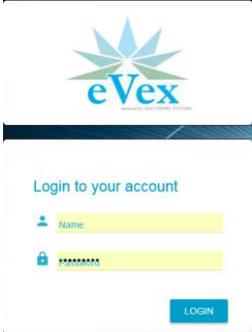
← Faded gray line

- To add additional household members select **+ ADD** located below *Household Members*

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<p>Starting/ Completing a New Assessment</p>	<ul style="list-style-type: none"> The household member is added under Individual Information by clicking on <i>Relationship</i>: <ul style="list-style-type: none"> A drop down box will appear with the option of Adult and Minor click the appropriate answer If <i>Minor</i> is selected an <i>Age</i> option will appear immediately below To enter the minors age, place the cursor over <i>Age</i> and either click once to type in the exact age or use the up/down arrows that appear when the cursor is hovering over <i>Age</i> Select  to add the household member Once all household members have been added select Household Information Has Been Verified at the bottom right side of the page by clicking on the box  Household Information Has Been Verified Select  on the bottom right side of the page Once the Questionnaire is complete, a message indicating if patient potentially qualifies for a program will appear <div data-bbox="453 709 1523 934" style="border: 1px solid #ccc; padding: 10px; background-color: #e6f2ff;"> <p style="text-align: center; color: #0070c0; font-weight: bold;">HCFS Eligibility</p> <hr/> <p style="color: #0070c0; font-size: small;">From your information provided, it appears you could meet the requirements to apply for program assistance. Your information is being forwarded for further review. Someone will be contacting you within five days via phone or letter.</p> </div> <p style="text-align: right; color: #0070c0; font-size: small;">Would you like to complete this Assessment?</p> <div style="text-align: right;"></div> If the assessment is complete and no changes are needed select the <i>Complete</i> tab and the user will be taken back to the home page 																		
<p>Retrieving Incomplete Assessment</p>	<p>From the Home page</p> <ul style="list-style-type: none"> Incomplete assessment will be located on the bottom half of the page indicating the completion percentage <div data-bbox="407 1297 1495 1472" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; align-items: center;">  ADD ASSESSMENT  OPEN <input type="checkbox"/> ALL <input type="checkbox"/> </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Date v</th> <th>Patient Type v</th> <th>First Name v</th> <th>Last Name v</th> <th>User v</th> <th>Pct</th> </tr> </thead> <tbody> <tr> <td>Sep 29, 2016 3:32 PM</td> <td>Observation</td> <td>PATRICK</td> <td>DOE</td> <td>Tisha Saucedo</td> <td>45.0%</td> </tr> <tr> <td>Sep 28, 2016 10:56 AM</td> <td>Observation</td> <td>Misses</td> <td>Cobra</td> <td>Jason Forte</td> <td>35.0%</td> </tr> </tbody> </table> </div> Incomplete assessments can also be located by selecting <i>Search</i> located above the <i>Add Assessment</i> tab. Place the cursor directly above Search then click once. Enter either the patients first or last name. All accounts containing either name will appear. Select the appropriate patient by double clicking on the name The completed sections will appear on the right side of the page with a green checkmark to the left Any incomplete sections will have a  to the right Select any incomplete sections by clicking once on the section Continue completing the assessment 	Date v	Patient Type v	First Name v	Last Name v	User v	Pct	Sep 29, 2016 3:32 PM	Observation	PATRICK	DOE	Tisha Saucedo	45.0%	Sep 28, 2016 10:56 AM	Observation	Misses	Cobra	Jason Forte	35.0%
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<p>Monitoring Assessment Completion</p>	<p>Once a assessment has begun, the percentage of the assessment completed will appear on the top right side of the screen</p>  <p>The screenshot shows a light blue header area. On the left is a blue hospital icon. To its right, patient information is listed: Patient: PATRICK DOE, Email: Unknown, MRN: Unknown, Age: 87. On the far right, a circular gauge shows '45.0%' completed with a blue progress bar.</p>
<p>Logging Out of eVex</p>	<ul style="list-style-type: none"> • Select the  icon located on the top right side of the page • A Log Out box will appear  • Click once on the Log Out box and the Log In screen will appear  <p>The screenshot shows the eVex login interface. At the top is the eVex logo. Below it is the text 'Login to your account'. There are two input fields: one for 'Name' and one for a password (masked with asterisks). A blue 'LOGIN' button is at the bottom right.</p>