

Overview

Use this job aid to track COVID-19 (Coronavirus) cases in Quick Base. This job aid provides instruction on how to:

- Sign into Quick Base (Register for the first time)
- Add a new employee case
- Add a new patient/client case
- Edit an existing record

Signing into Quick Base

Follow the steps below to sign into QuickBase.

From Your Internet Browser

1. Navigate to https://rci.quickbase.com

QuickBase

- 2. Enter you Email and Password
- 3. Select Sign in

	2	
	Email address or username	
	Password	
3	Sign in	
	I forgot my password	
	Not a Quick Base user? Create a log-in.	

Registering for the First Time

If you are a first-time user, you will need to register an account on Quick Base following the instructions below before signing in.

From Your Internet Browser	
1. Navigate to https://rci.quickbase.com	
3	
QuickBase	address you will be unable to complete registration.
2. Select Create a log-in	4 Next>>>
3. Enter your email address	Sign Up for Quick Base
4. Select Next >>>	II fields marked with an asterisk (*) are required.
5. Complete all required fields	5 First name *
	Last name *
6. Select Register	Email address @brightspringhealth.com
	Choose a password *
	Retype password *
	Password strength:
	✓ Must be at least 7 characters
	Must include both numbers and letters
	Wiust include both upper- and iowercase letters
	Please set up a security question in case you ever need to reset your password.
	Question: * Select a question V
	Answer: *
	Retype Answer: *
	✓ Security answers must match Your answer is not case sensitive.
	I have read and agree to the Quick Base <u>Terms of Service</u> and the Quick Base <u>Privacy Policy</u>
	6 Register

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Adding a New Employee Case

Follow the steps below to add a new employee case into Quick Base.

From Your Internet Browser

- 1. Navigate to <u>https://rci.quickbase.com</u>
- 2. Log-in with your email and password

QuickBase

- 3. Select the COVID-19 Case Tracking icon
- 4. Select Employee Case
- 5. Enter the Date Report
- Choose the LOCATION_NAME by searching by Oracle 5-digit location or location description. The Business Segment and State fields will auto populate
- 7. Enter the employee's Last Name, First Name and Employee ID Number
- 8. Provide a narrative of the case. This can be edited and added to later
- 9. Check the **Potential Work Exposure**? box, if applicable
- 10. Choose appropriate high, medium or low risk options from the respective drop-down boxes
- 11. Check the **Quarantine** box if the employee is in quarantine. Enter the start date of the quarantine and the probable end date will auto populate
- 12. If COVID-19 is confirmed, check the appropriate box and enter the dates of the positive test and the date on which the employee can return to work
- 13. Choose the appropriate option for **Disposition** from the drop-down box
- 14. Select Save & Close

3	Note: More COVID-19 resources can be found here	
COVID-19 Case Ir		Timpoi
Click below to enter a new exposure Employee Case New Patient or Client Case	COVID-19 resources on R	EACH!
Employee Covid-19 positive report	Patient/Client Covid-19	Dositive Number of Patient

Note: The rest of the page includes summary reports for confirmed diagnoses and overall case tracking. These reports will update in real time as cases are logged.

	Employee Cases >	Add Employee Case Reports & Charts
	5 Date reported	mm-dd-yyyy 🚔
	LOCATION_NAME	Search and select 👻
	6 Business Segment	
	State	_
	Last Name	
	First Name	
	Employee ID Number	
8	Employee Case (Narrative)	
	—	Potential Work Exposure? 9
	High Risk Exposure? *	None •
1	Medium Risk Exposure?	None •
	Low Risk Exposure?	None
	Date of Home Quarantine	Quarantine
	Probable End Quarantine Date	
		COVID-19 Positive Confirmed in Employee?
12-	Date of Positive COVID-19 Test	mm-dd-уууу 🛗
	Date Released Back to Work	mm-dd-yyyy 🏥
	Disposition	· -13
	14	Save & close - Cancel

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Adding a new Patient/Client Case

Follow the steps below to add a new Patient/Client case into Quick Base

From Your Internet Browser

- 1. Navigate to <u>https://rci.quickbase.com</u>
- 2. Log-in with your email and password

QuickBase

- 3. Select the COVID-19 Case Tracking icon
- 4. Select New Patient or Client Case
- 5. Enter the Date Report
- Choose the LOCATION_NAME by searching by Oracle 5-digit location or location description. The Business Segment and State fields will auto populate
- 7. Enter the Patient/Client's Last Name and First Name
- 8. Provide a narrative of the case. This can be edited and added to later
- 9. Choose appropriate high, medium or low risk options from the respective drop-down boxes
- 10. Check the **Quarantine** box if the patient/client is in quarantine. Enter the start date of the quarantine and the probable end date will auto populate
- 11. If COVID-19 is confirmed, check the appropriate box and enter the dates of the positive test
- 12. Check the box to indicate that the health department has been notified
- 13. Choose the appropriate option for **Disposition** from the drop-down box
- 14. Check the box to indicate that the Regional Director of Clinical Practice has been notified
- 15. Select Save & Close



COVID-19 Case Tracking > COVID-19 Case Dashboard	
Click to the a new exposure	COVID-19 resources on REACH! COVID-19 Resources
Employee Covid-19 positive report	Patient/Client Covid-19 positive

Date reported	mm-dd-yyyy 🏥
LOCATION_NAME	Search and select
Business Segment	
State	-
Last Name	
First Name	
Patient/Client Case (Narrative)	
High Risk Exposure? *	None
Medium Risk Exposure?	None
Low Risk Exposure?	None
-	𝔄 Quarantine
Date of Home Quarantine	mm-dd-yyyy 🗰
Probable End Quarantine	
Г	COVID-19 Positive Confirmed in this Patient/Client?
Date of Positive COVID-19	mm-dd-yyyy 🏙
lest	Health Department Notified?
Disposition-Dir Clinical Practice Notes	



Editing Records

Follow the steps below edits records you have already submitted.



Need help?

BrightSpring: For technical assistance, please contact the TSS Help Desk at 1-800-866-0860, Option 1 or <u>helpdesk@brightspringhealth.com</u>.

PharMerica: For technical assistance, please contact the PMC IT Help Desk at 1-877-581-6400 or <u>pharmericasupport@pharmerica.com</u>

To request access to the COVID-19 Case Tracking app for additional users, please contact Joe Lichtefeld at <u>jlichtefeld@brightspringhealth.com</u>.