COVID -19 (Coronavirus) Case Tracking Job Aid

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

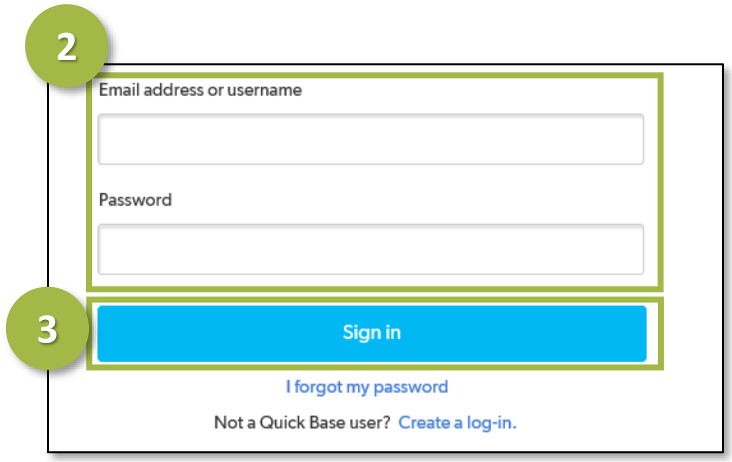
Follow the steps below to sign into QuickBase.

From Your Internet Browser

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

QuickBase

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



Registering for the First Time

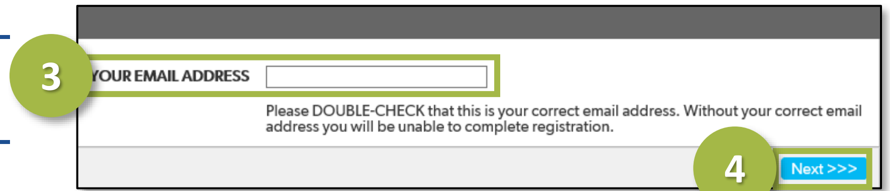
If you are a first-time user, you will need to register an account on Quick Base following the instructions below before signing in.

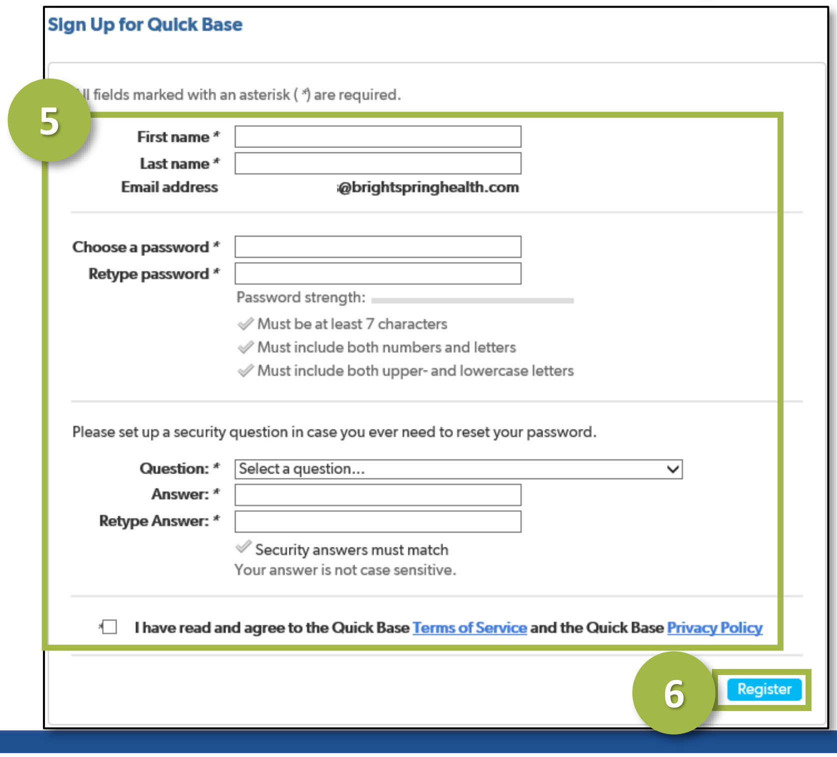
From Your Internet Browser

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

QuickBase

2. Select **Create a log-in**
3. Enter your **email address**
4. Select **Next >>>**
5. Complete all required fields
6. Select **Register**





Adding a New Employee Case

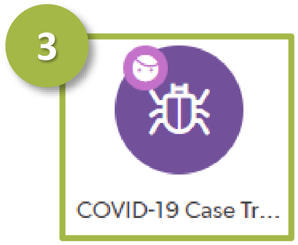
Follow the steps below to add a new employee case into Quick Base.

From Your Internet Browser

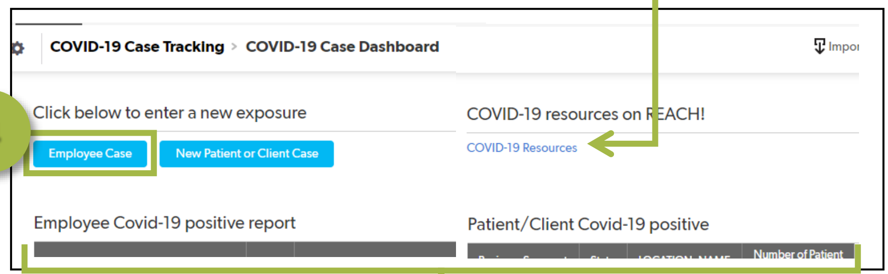
1. Navigate to https://rci.quickbase.com
2. Log-in with your email and password

QuickBase

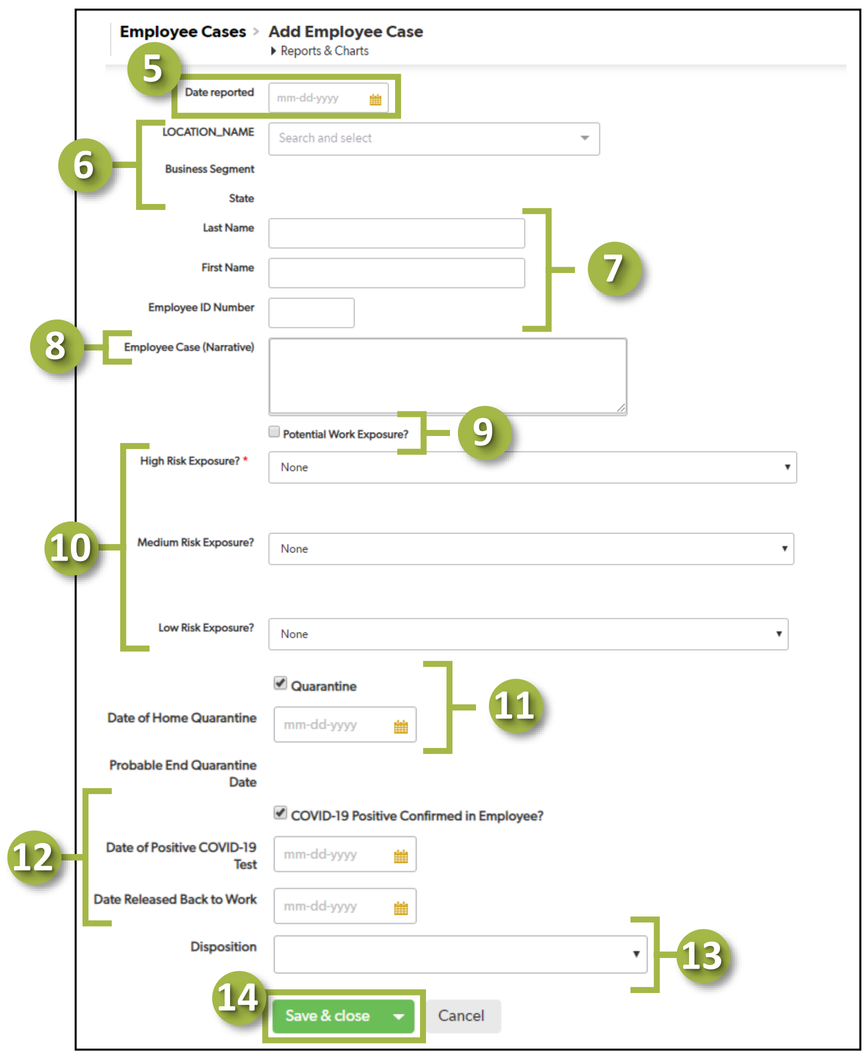
3. Select the **COVID-19 Case Tracking** icon
4. Select **Employee Case**
5. Enter the **Date Report**
6. Choose the **LOCATION_NAME** by searching by Oracle 5-digit location or location description. The **Business Segment** and **State** fields will auto populate
7. Enter the employee's **Last Name**, **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**



Note: More COVID-19 resources can be found here



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.



Adding a new Patient/Client Case

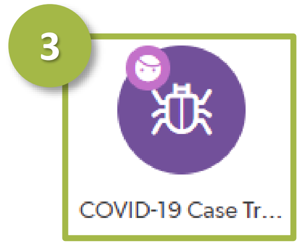
Follow the steps below to add a new Patient/Client case into Quick Base

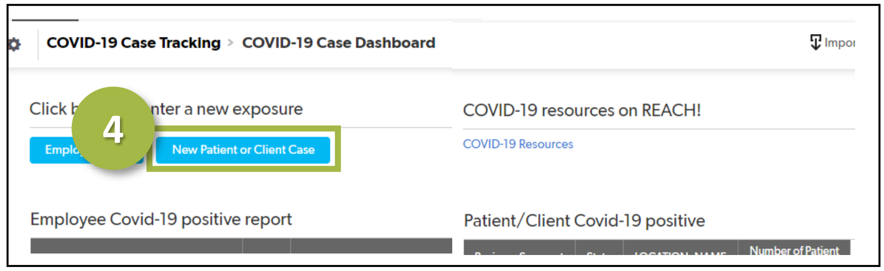
From Your Internet Browser

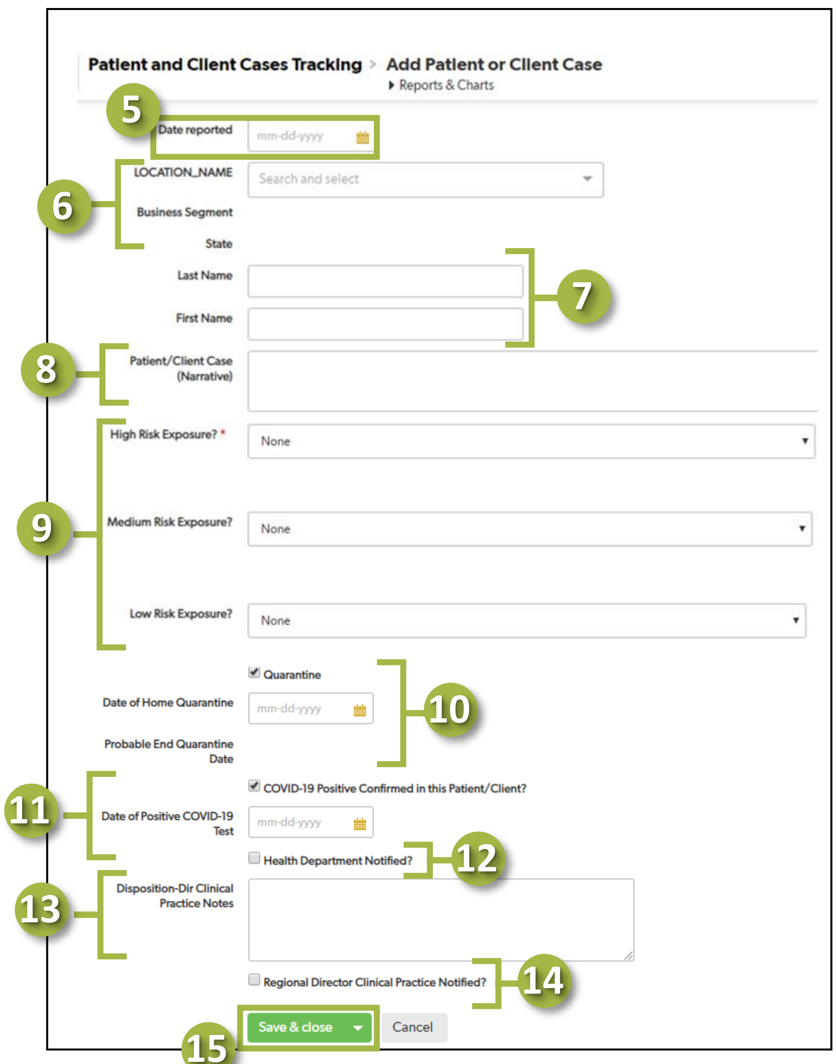
1. Navigate to https://rci.quickbase.com
2. Log-in with your email and password

QuickBase

3. Select the **COVID-19 Case Tracking** icon
4. Select **New Patient or Client Case**
5. Enter the **Date Report**
6. 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**





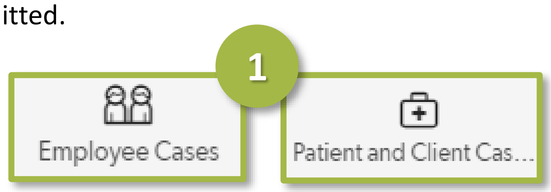


Editing Records

Follow the steps below edits records you have already submitted.

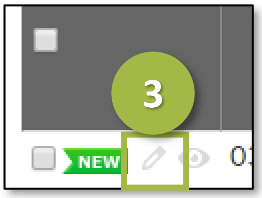
QuickBase

1. Choose the tab at the top for either the employee or patient and client cases



2. Search or scroll through the list to find the record you need to edit

3. Click on the pencil icon to edit the record



Need help?

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

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

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