

B4Health Agency Onboarding

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Log into DS

Note training log in:

Normal.devbid4health.com

User Name: 0027461

*Password: x0x032#*a*

Overview

Click on Contract Summary under Home Tab

| Contracts Summary - <u>Per-Diem Shift Summary</u> | |
|---|-----------|
| Duke Medicine (System) | |
| Closed Contracts - Not Awarded | <u>2</u> |
| Closed Contracts - Awarded | <u>3</u> |
| Closed Contracts - On Assignment | <u>3</u> |
| Award Offers | <u>2</u> |
| Contracts With Requests | <u>8</u> |
| Contracts Open For Requests | <u>22</u> |
| Scheduled for Request | 0 |
| » <u>Create a Contract Assignment</u> | |
| » <u>Batch Contract List</u> | |

Closed Contracts – Not Awarded = unfilled and expired

Closed Contract – Awarded = offer has been made and accepted

Closed Contracts On Assignment=offer has been made and accepted AND the traveler is currently working here

Note: CC Awarded and CC On Assignment can have overlapping information

Award Offers = offer has been made but not accepted

Contracts with requests=agencies have uploaded profiles to the batch for your review

Contracts open for requests=Unfilled and active needs

Scheduled for Request=contracts you've created, but you set a future date for them to open to the vendors

We will create all of our contracts, even if they have only one need, in a BATCH.

All Contract Batches need a name. We decided to do FACUNIT_LMC#, so 8E would be DUH8E_12345678. Each Batch represents all of the positions to fill within one LMC request. You will want to fill the ones inside the batch first, using the master batch last. There is also a field to enter the LMC number associated with the item.

Below are some examples from our test system

All= total number of individual traveler needs in the batch.

Awarded=a filled individual traveler need.

Open=unfilled traveler needs that have not expired.

Close, Not Awarded = An offer has been made, but not yet excepted OR the LMC has expired

You can click on the underlined numbers to open details about each item.

Batch Contract List

<< Back to Edit Contract Batch » Create Contract Batch

Record (1..14) of 14 Click a column header to sort by that column. Page 1 of 1

| Batch Name | Position Type Name | All | Awarded | Open | Closed Not Awarded | Date Created / | Batch ID |
|---------------------------------|--------------------|-----|---------|--------------------|--------------------|--------------------------|--------------------|
| DUH91_90123456 | Nurse | 5 | 0 | 5 | 0 | 6/21/2018 2:05 PM EST | 98 |
| RAL3rd_13141516 | Nurse | 2 | 0 | 2 | 0 | 6/20/2018 5:17 PM EST | 97 |
| DRH4-1_91011121 | Nurse | 5 | 0 | 5 | 0 | 6/20/2018 5:16 PM EST | 96 |
| DUH8E_12345678 | Nurse | 10 | 0 | 10 | 0 | 6/20/2018 5:15 PM EST | 95 |
| DRHICU_78901234 | Nurse | 3 | 0 | 3 | 0 | 6/9/2018 3:50 PM EST | 94 |
| DRHICU_67890123 | Nurse | 3 | 0 | 3 | 0 | 6/9/2018 3:49 PM EST | 93 |

How to create a New Batch and the process of filling a need within that batch.


On the home screen, click on Batch Contract List

Contracts Summary - Per-Diem Shift Summary

Duke Medicine (System)

| | |
|---|--------------------|
| Closed Contracts - Not Awarded | 2 |
| Closed Contracts - Awarded | 3 |
| Closed Contracts - On Assignment | 3 |
| Award Offers | 2 |
| Contracts With Requests | 8 |
| Contracts Open For Requests | 22 |
| Scheduled for Request | 0 |

» [Create a Contract Assignment](#)

» [Batch Contract List](#) 

Click on Create Contract Batch (top right)

» [Create Contract Batch](#)



Page 1 of 1

| Date Created | Batch ID |
|--------------|----------|
|--------------|----------|

Fill in the form

Create Contract Batch

[<<-Back to Batch Contract List](#)

| | |
|-----------------|--|
| Batch Name: | <input type="text" value="RALED_12345678"/> |
| Position Type: | <input type="text" value="Nurse"/> ▼  |
| # of Contracts: | <input type="text" value="5"/>  |

Remember the naming convention FACUNIT_LMC#, so 8E would be DUH8E_12345678.

Select the Position Type (Nurse most common)

And the total number of contracts (how many openings do you have?)

When creating a new Batch, a Batch ID is auto-generated to uniquely identify the named Batch.

Each individual contract in the batch gets its own Contract ID number as well.

When you click SAVE you have another form to fill out.

Here is where you give the details of the facility, Unit, position, number of weeks, and you can add comments. You can also download a word document with more information about the assignment, if needed. Be sure to set Include Agencies to YES.

You've been using this form already to set up a single contract and it served as an announcement to the vendors of a need. It will still do that, only now each individual need will be 'hidden' in the batch.

A sample of the form is on the next page.

Create Contract Assignment

[<<-Back to Create Contract Batch](#)

● Indicates Required Field

* Does not apply to Agencies

| | | | |
|----------------|--|--|--|
| Facility: | Duke Raleigh Hospital ● | | |
| Unit: | 7800 EMERGENCY DEPARTMENT ● ? | | |
| Position Type: | Nurse ● | | |
| Time Type: | 12 hour rotating shifts: 7:00 AM - 7:00 AM ● | | |

Date Range of Shifts

| | | | |
|-------------|--------------|-----------|--------------|
| # of Weeks: | 13 Weeks ▼ | | |
| Start Date: | 08/06/2018 ● | End Date: | 11/05/2018 ● |

| | | | |
|--------------------|--------------|-------|--------------|
| Date Requested: | 06/27/2018 ● | Time: | 12:00 AM ● ? |
| Signup Start Date: | 06/27/2018 ● | Time: | 12:00 AM ● ? |
| Signup End Date: | 11/05/2018 ● | Time: | 12:00 AM ● ? |

Rate Adjustment

| | | | |
|----------------------|--|--|--|
| Request Type: | <input type="radio"/> Allow Bidding <input checked="" type="radio"/> Scheduling Only ● ? | | |
| Rate Differential: * | \$0.00 ● ? | | |

Phase 1

You may create a 'Request Phase 1' to limit the users that can request this Contract Assignment initially before allowing all approved Health Care Professionals to request Contract Assignment.

| | | | |
|-------------------------------|---|--|--|
| * Home System/Facility/Units: | <input type="radio"/> Home System Only <input type="radio"/> Home Facility Only <input type="radio"/> Home Unit Only <input checked="" type="radio"/> No Filter ● ? | | |
| Position Type: * | Nurse <input type="radio"/> Yes <input checked="" type="radio"/> No ● ? | | |
| Include Agencies? | <input checked="" type="radio"/> Yes <input type="radio"/> No ● ? | | |

Phase 2

Additional Comments:

Private Comments

PUT YOUR NOTES HERE

body p

[» Download Contract Description Word Doc Template](#) ● ?

Save Contract Assignment

Be sure this is YES

Click here to download docs

SAVE

After you save, you see the contract numbers for each individual contract within the batch.

Contract Assignments: 8603, 8604, 8605, 8606 were successfully saved.

The agency will get a message sent via the system that new opportunities are available.

The agency can now submit profiles/mini profiles. These will go to the MASTER batch.

NOTE: You can get a report of the current open LMCs and Contracts by running the Batch Contract Report. See Reports at the end of the handout.

After Creating the Batch you will need to assign the LMC# to each of the Contracts you Created in the Batch.

Step #1:

- Go the Batch Contract List Link and click it

The screenshot displays the b4health system interface. At the top, the logo 'b4health' is on the left, followed by 'THIS IS DEV' in red. The official system time is 1/31/2020 9:24:59 AM ET. A welcome message 'Welcome B4HEALTH ACCOUNT!' is shown with links for 'Logout' and 'Help'. Below this is a navigation bar with buttons: Home, Create a Shift, Search, i-Schedule, Reconciliation, My Messages, System Configuration, Reports, and Documents. The 'Home' button is selected.

The main content area is titled 'Home' and features a search bar with 'Duke Medicine' entered. Below the search bar are three summary boxes: 'Contracts Summary - Per-Diem Shift Summary', 'Professional Summary', and 'Agency Summary'. The 'Contracts Summary' box lists various contract statuses for 'Duke Medicine (System)'. A blue arrow points to the 'Batch Contract List' link at the bottom of this box.

At the bottom of the page, there are two more sections: 'Quick Search' with input fields for Shift ID, Contract ID, and Health Care Professional Last Name, and 'My Messages' showing an inbox with 9 new messages and a 'Send Message' button. An 'Admin Links' section is also visible at the bottom right.

Step #2:

- Find the Batch you created and click on the blue linked “Number” of contracts you created

| | | | | | | | |
|--|-----------------|----|-------------------|-------------------|-------------------|----------------------------|---------------------|
| DUH8EAST-043950 | Nurse | 7 | 0 | 0 | 2 | 7/11/2018 9:24 PM EST | 101 |
| DRHCARDIOVASCUNIT889005 | Cardiology Tech | 2 | 0 | 0 | 2 | 7/12/2018 9:41 AM EST | 102 |
| DUHDCSD8888 | Nurse | 5 | 0 | 0 | 5 | 7/12/2018 3:44 PM EST | 103 |
| TEST1234 | Nurse | 15 | 0 | 0 | 0 | 7/27/2018 3:39 PM EST | 105 |
| November 2018 | Nurse | 5 | 0 | 0 | 5 | 11/8/2018 12:40 PM EST | 142 |
| Med Surg Dec | Nurse | 4 | 2 | 0 | 2 | 11/19/2018 9:57 AM EST | 146 |
| DUH PACU (Overflow) | Nurse | 3 | 0 | 0 | 0 | 11/20/2018 10:07 PM EST | 147 |
| LMR# 401516617 (DUH PACU OVERFLOW) | Nurse | 3 | 0 | 0 | 3 | 11/20/2018 10:10 PM EST | 148 |
| Med Surg January | Nurse | 5 | 0 | 0 | 5 | 11/21/2018 8:43 AM EST | 149 |
| Med Surg Wed Demo | Nurse | 6 | 0 | 0 | 6 | 11/21/2018 11:37 AM EST | 150 |
| LMC# 8E | Nurse | 4 | 0 | 0 | 4 | 11/26/2018 11:12 AM EST | 151 |
| DRH - ER Unit - Nurse Inactive | Nurse | 5 | 0 | 0 | 0 | 12/17/2018 11:33 AM EST | 152 |
| 1163 12/2-2/2 | Nurse | 2 | 0 | 0 | 2 | 12/18/2018 10:45 AM EST | 153 |
| Med Surg February 2020 | Nurse | 3 | 0 | 3 | 0 | 1/31/2020 9:28 AM EST | 162 |

Record (1..30) of 30 Page 1 of 1

- You will now see the individual contracts created in the Batch
- Click on the Contract ID link (NOT the Batch ID)

| Position Type | Facility | Submissions | Date Range | Status | Contract ID # |
|---------------|--|-------------|--|--------|--|
| Nurse | Duke University Hospital 2452 MEDICAL UNIT - 8100 | 0 | 3/9/2020 - 6/8/2020 7:00AM - 7:30PM | | 25121 Date Posted: 1/31/2020 9:30:00 AM Batch: 162 |
| Nurse | Duke University Hospital 2452 MEDICAL UNIT - 8100 | 0 | 3/9/2020 - 6/8/2020 7:00AM - 7:30PM | | 25122 Date Posted: 1/31/2020 9:30:00 AM Batch: 162 |
| Nurse | Duke University Hospital 2452 MEDICAL UNIT - 8100 | 0 | 3/9/2020 - 6/8/2020 7:00AM - 7:30PM | | 25123 Date Posted: 1/31/2020 9:30:00 AM Batch: 162 |

- Next click on the View Detail/Edit Contract box then enter the LMC # in the first data field called **Req ID**



b4health THIS IS DEV Official system time: 1/31/2020 9:30:00 AM Welcome B4HEALTH ACCOUNT! | Logout [Help](#) [Support](#)

Home Create a Shift Search i-Schedule Reconciliation My Messages System Configuration Reports Documents

Home > Batch Contract List > Contracts Open For Submissions > View Contract Assignment

View Contract Assignment

[<<Back to Contracts Open For Submissions](#) [Reconcile Contract](#) [View Details / Edit Contract](#)

Contract Status: Open for Requests

Contract ID#: 35131 (Posted by Mike Wheeden at 1/31/2020 9:30:00 AM)

This is the Master Contract in the Batch.

Award submitted providers to other Contracts in the Batch using the 'Award to Other Contracts' button **BEFORE** using the **Award Submission** button. Using the **Award Submission** will close the Master Contract in the Batch once the awarded agency accepts the Offer.

| | |
|----------------------------|------------------------------|
| Date Range: | 3/9/2020 - 6/8/2020 13 weeks |
| Position Type: | Nurse |
| Time Type: | 7A-7P (7:00 AM - 7:30 PM) |
| Health Care System: | Duke Medicine |
| Facility: | Duke University Hospital |
| Units: | 2452 MEDICAL UNIT - 8100 |

Contract Shifts: [View Shifts](#) 

Submissions [Cancel Contract](#)

Step #3:

- Enter the LMC # for each Contract in the First Data Field called Req ID
- After you enter the LMC # where it says Req ID scroll to the bottom of the screen and click Save Assignment. Repeat for other contracts in the Batch.

● Indicates Required Field
* Does not apply to Agencies

| | | | |
|--------------------------|--------------------------|--|--|
| Contract Assignment ID#: | 35131 | | |
| Req ID: | <input type="text"/> | | |
| Facility: | Duke University Hospital | | |
| Unit: | 2452 MEDICAL UNIT - 8100 | | |
| Position Type: | Nurse | | |
| Time Type: | 7A-7P: 7:00 AM - 7:30 PM | | |

Date Range of Shifts

of Weeks: 13 Weeks

Start Date: 03/09/2020 End Date: 06/08/2020

| | | | |
|-----------------------|------------|-------|----------|
| Date Order Requested: | 01/31/2020 | Time: | 12:00 AM |
| Signup Start Date: | 01/31/2020 | Time: | 12:00 AM |
| Signup End Date: | 06/08/2020 | Time: | 12:00 AM |

Rate Adjustment

Request Type: ☐ Allow Bidding ☒ Scheduling Only

Rate Differential: * \$0.00

Phase 1

You may create a 'Request Phase 1' to limit the users that can request this Contract Assignment initially before allowing all approved Health Care Professionals to request Contract Assignment.

* Home System/Facility/Units: ☐ Home System Only ☐ Home Facility Only ☐ Home Unit Only ☒ No Filter

Position Type: * Nurse ☐ Yes ☒ No

Include Agencies? ☒ Yes ☐ No

Phase 2

Additional Comments:

[Download Contract Description Word Doc Template](#)

Private Comments

Upload Detailed Description: Select File

Created By: B4HEALTH ACCOUNT on 1/31/2020 9:30:00 AM

Updated By: B4HEALTH ACCOUNT on 1/31/2020 9:30:00 AM

Contract Shifts: (Add Shifts)

(Currently no Shifts)

Save Contract Assignment

Delete

Copy Contract Assignment