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 - Per-Diem Shift S	Summai
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	2
Contracts With Requests	<u>8</u>
Contracts Open For Requests	22
Scheduled for Request	0
» Create a Contract Assignment	
» Batch Contract List	

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

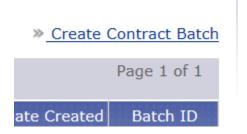
<<-Back to Edit Contract Batch © Create Contract Batch							
HAPH	Click a	Click a column header to sort by that column.					
Batch Name	Position Type Name	All	Awarded	Open	Closed Not Awarded	Date Created 7	Batch ID
DUH91 90123456	Nurse	5	0	<u>5</u>	0	6/21/2018 2:05 PM EST	<u>98</u>
RAL3rd 13141516	Nurse	2	0	2	0	6/20/2018 5:17 PM EST	<u>97</u>
DRH4-1 91011121	Nurse	5	0	<u>5</u>	0	6/20/2018 5:16 PM EST	<u>96</u>
DUH8E 12345678	Nurse	10	0	<u>10</u>	0	6/20/2018 5:15 PM EST	<u>95</u>
DRHICU 78901234	Nurse	3	0	<u>3</u>	0	6/9/2018 3:50 PM EST	<u>94</u>
DRHICU 67890123	Nurse	3	0	<u>3</u>	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



Click on Create Contract Batch (top right)



Fill in the form

Create Contract Batch

<<-Back to Batch Contract List



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.

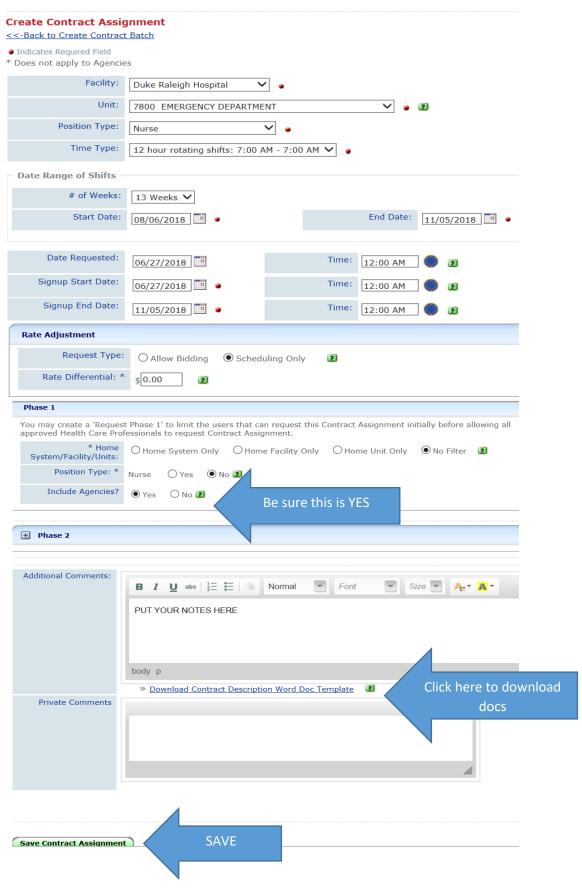
Each individual contract in the batch gets its own Contract ID number as well.

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.



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.

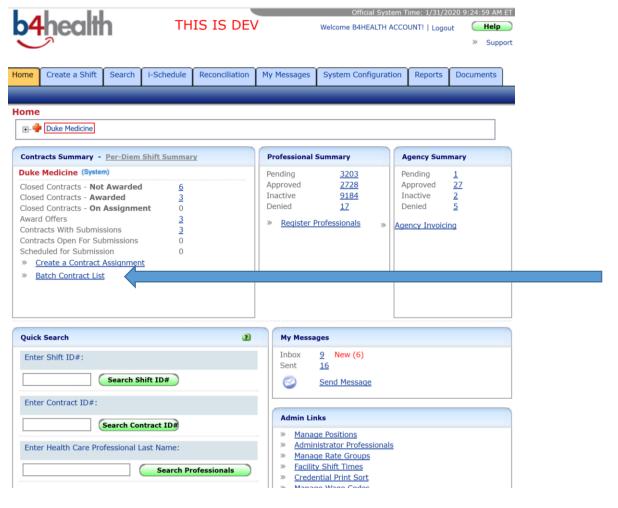
The agency can now submit profiles/mini profiles. These will go to the MASTER batch.

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



Step #2:

• Find the Batch you created and click on the blue linked "Number" of contracts you created

DUH8EAST-043950	Nurse	7	0	0	Z	7/11/2018 9:24 PM EST	<u>101</u>
DRHCARDIOVASCUNIT889005	Cardiology Tech	2	0	0	2	7/12/2018 9:41 AM EST	<u>102</u>
DUHDCSD8888	Nurse	5	0	0	<u>5</u>	7/12/2018 3:44 PM EST	<u>103</u>
TEST1234	Nurse	15	0	0	0	7/27/2018 3:39 PM EST	<u>105</u>
November 2018	Nurse	5	0	0	<u>5</u>	11/8/2018 12:40 PM EST	<u>142</u>
Med Surg Dec	Nurse	4	2	0	2	11/19/2018 9:57 AM EST	<u>146</u>
DUH PACU (Overflow)	Nurse	3	0	0	0	11/20/2018 10:07 PM EST	<u>147</u>
LMR# 401516617 (DUH PACU OVERFLOW)	Nurse	3	0	0	<u>3</u>	11/20/2018 10:10 PM EST	<u>148</u>
Med Surg January	Nurse	5	0	0	<u>5</u>	11/21/2018 8:43 AM EST	<u>149</u>
Med Surg Wed Demo	Nurse	6	0	0	<u>6</u>	11/21/2018 11:37 AM EST	<u>150</u>
LMC# 8E	Nurse	4	0		4	11/26/2018 11:12 AM EST	<u>151</u>
DRH - ER UNit - Nurse Inactive	Nurse	5	0		0	12/17/2018 11:33 AM EST	<u>152</u>
1163 12/2-2/2	Nurse	2	0		2	12/18/2018 10:45 AM EST	<u>153</u>
Med Surg February 2020	Nurse	3	0	<u>3</u>	0	1/31/2020 9:28 AM EST	<u>162</u>
Record (130) 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)



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



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.

