

Login to HCHB Back Office: User-Friendly R2 Guide

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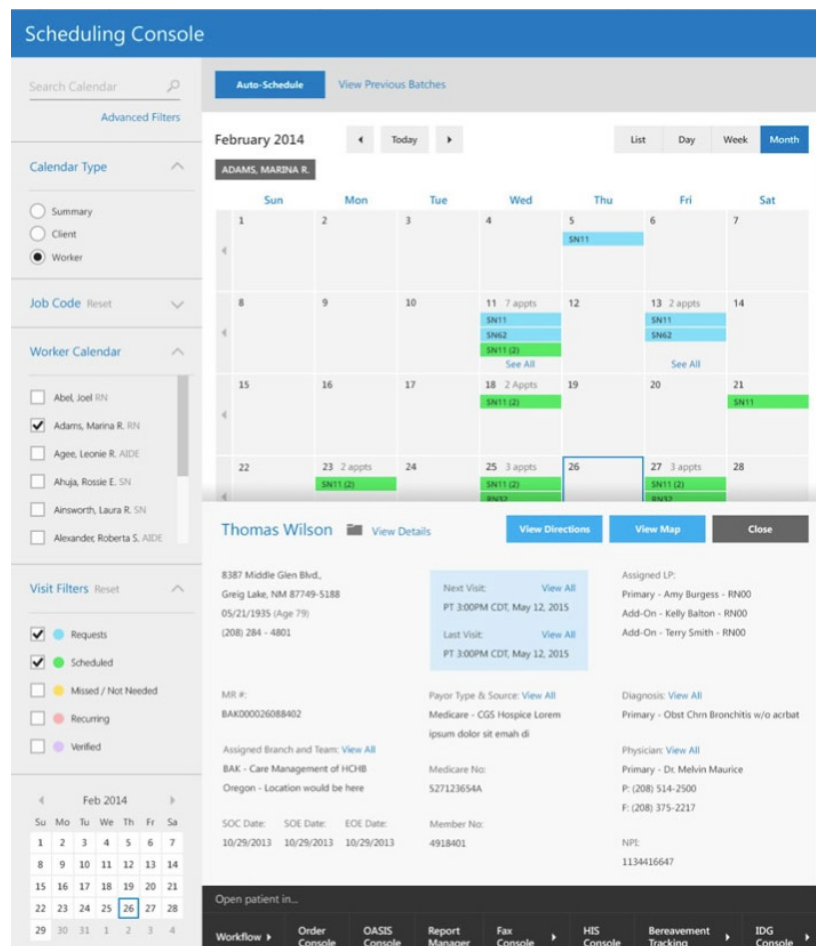
The Homecare Homebase R2 User-Friendly Back Office Application User Guide is an essential tool for anyone looking to navigate the HCHB back office application. This guide provides a detailed overview of the application, including its features and functions, as well as step-by-step instructions on how to log in and out of the system. The guide also highlights the common buttons and icons that users will encounter while using the application, making it easy for them to find what they need quickly and efficiently. With its user-friendly design and customizable features, the HCHB R2 back office application is an excellent choice for any agency looking to streamline their workflow and improve communication and outcomes. Whether you are a new user or an experienced one, this guide is an invaluable resource that will help you get the most out of the HCHB back office application.

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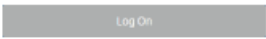


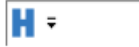

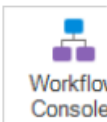

homecare homebase R2 User Friendly Back Office Application



Introduction to HCHB

Homecare Homebase R2 is a back office application that is user-friendly, flexible, and customizable to your specific agency needs. You can easily prioritize your work, eliminating delays and guesswork. The Homecare Homebase suite of applications connects everyone involved in the patient's circle of care for improved communication and outcomes. R2 is organized into several consoles that help streamline your workflow by assigning tasks that need to be completed to the appropriate worker and in the proper order.

Common Buttons & Icons

-  Log On button
-  Logout button
-  Orb button
-  Quick Access Toolbar
-  The Clinical Manager tab
-  Workflow Console (Houses all assigned tasks for your responsible position) * Found under all three Manager tabs
-  Clinical Input Console (Contains the medical records for all clients)



- Order Console (Compiles all physician orders to view and process)



- New Referral Console (Used to add new clients into the system)



- OASIS Console (Tracks the status of assessments sent to the state)



- HIS Console (Tracks the status of assessments sent to the state)



- F2F Console (Used to track and manage F2F visits)



- PCR Console



- Bereavement Tracking Console (Used to manage bereavement contacts and tasks)



- IDG Console (Used to manage Interdisciplinary Group meetings and tasks)



- Report Manager Console (Contains all reports) * Found under all three Manager tabs



- Fax Console (Used to manage and send faxes) * Found under all three Manager tabs * Only available to agencies who have purchased auto-fax



- Attachment Console (Houses all scanned paper documents) * Found under all three Manager tabs

Resource Manager

- The Resource Manager tab



- Scheduling Console (Used to manage client and worker calendars)



- Worker Console (Used to add and manage workers)



- Non-Visit Activity Console (Used to document time not related to a client visit)



- Volunteer Time Console (Used to track all volunteer time)



- Address Resolution Console (Used to map and track issues with addresses)

Log On to HCHB

From your internet browser:

1. Navigate to <http://login.hchb.com>.
2. Enter your user name; then press the Tab key.
3. Enter your password; then click Log On.

Note: Once you log on to HCHB, the applications that you have access to display.

4. Click HCHB R2. The Home screen displays.

Log Off of HCHB

From R2:

1. Click the X Close button. A message asks if you are sure you want to exit HCHB.
2. Click Yes.

OR

1. Click the Orb.
2. Click Logout.

Add a Console Shortcut to the Quick Access Toolbar

From R2:

1. Right-click the console you want to add to the Quick Access Toolbar.
2. Click Add to Quick Access Toolbar.

Note: This option adds the icon to the Quick Access Toolbar, which is available regardless of which tab is active.

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SPECIFICATION

Product Specifications	Description
Product Name	Homecare Homebase R2 User-Friendly Back Office Application
Features	Flexible and customizable to specific agency needs, connects everyone involved in the patient's circle of care, several consoles to streamline workflow by assigning tasks to the appropriate worker and in the proper order
Buttons & Icons	Log On, Logout, Orb, Quick Access Toolbar, Clinical Manager tab, Workflow Console, Clinical Input Console, Order Console, New Referral Console, OASIS Console, HIS Console, F2F Console, PCR Console, Bereavement Tracking Console, IDG Console, Report Manager Console, Fax Console, Attachment Console, Resource Manager tab, Scheduling Console, Worker Console, Non-Visit Activity Console, Volunteer Time Console, Address Resolution Console
Log On	From internet browser, navigate to http://login.hchb.com , enter user name and password, click Log On
Log Off	Click X Close button and confirm or click Orb and click Logout
Quick Access Toolbar Shortcut	Right-click console and click Add to Quick Access Toolbar

FAQS

How do I add a console shortcut to the Quick Access Toolbar in HCHB R2?

To add a console shortcut to the Quick Access Toolbar in HCHB R2, right-click the console you want to add and click Add to Quick Access Toolbar. This option adds the icon to the Quick Access Toolbar, which is available regardless of which tab is active.

How do I log off of HCHB R2?

To log off of HCHB R2, click the X Close button and a message will ask if you are sure you want to exit HCHB. Click Yes. Alternatively, click the Orb and then click Logout.

How do I log on to HCHB R2?

To log on to HCHB R2, navigate to <http://login.hchb.com> from your internet browser. Enter your user name and password, then click Log On. Once you log on to HCHB, the applications that you have access to will display. Click HCHB R2 and the Home screen will display.

What are the common buttons and icons in HCHB R2?


The common buttons and icons in HCHB R2 include the Log On button, Logout button, Orb button, Quick Access Toolbar, Clinical Manager tab, Workflow Console, Clinical Input Console, Order Console, New Referral Console, OASIS Console, HIS Console, F2F Console, PCR Console, Bereavement Tracking Console, IDG Console, Report Manager Console, Fax Console (only available to agencies who have purchased auto-fax), Attachment Console,

Resource Manager tab, Scheduling Console, Worker Console, Non-Visit Activity Console, Volunteer Time Console, and Address Resolution Console.


What is HCHB R2?

HCHB R2 is a back office application that is user-friendly, flexible, and customizable to your specific agency needs.

Documents / Resources

 Back Office-General Quick Reference Guide <small>Introduction to HCHB</small>	homecare homebase R2 User Friendly Back Office Application [pdf] User Guide R2, User Friendly Back Office Application, Back Office Application, User Friendly Application, Application, R2
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References

-  [Homecare Homebase Apps](#)
-  [Homecare Homebase Apps](#)