

eADT Functional Proficiency

Date of Observation:

Participant:

Please complete an assessment for each participant

Section A – Admission & Pre-Admits	-2	-1	0	1	2
1. Verifying prior admission status					
2. Entering resident demographic details					
3. Entering contact information, client health status, and advanced directives					
4. Completing the admission information tab and signing off an admission					
5. Uploading a resident photograph					
6. Processing a Pre-Admit					
Section B – Handling Re-Entries & Re-Admissions	-2	-1	0	1	2
7. Distinguishing a Re-Entry from a Re-Admission					
8. Processing a Re-Entry					
9. Processing a Re-Admission					
Section C – Updating Admission Information	-2	-1	0	1	2
10. Accessing resident admission documents					
11. Editing contact information					
12. Editing client health status					
13. Editing advanced directives					
14. Using the Central Client Index to edit resident information					
Section D – Internal Transfers, Bed Swaps, Bed Holds	-2	-1	0	1	2
15. Distinguishing a transfer from bed swap					
16. Performing an internal transfer					
17. Performing a bed swap					
18. Placing a bed on hold					
19. Releasing a bed					
Section E – Handling Discharges & Admission History	-2	-1	0	1	2
20. Selecting the correct discharge type and entering appropriate details					
21. Signing off a discharge					
22. Viewing Admission & Discharge History					

Scoring Legend

-2 Not Completed

-1 Partially Completed

0 Moderately Completed

1 Almost Completed

2 Fully Completed

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Section F – Managing IAR Consents (where applicable)	-2	-1	0	1	2
23. Adding an IAR consent for a resident					
Section G - Reports	-2	-1	0	1	2
24. Producing a Patient Transfer & Referral					
25. Working with Group Demographic Reports					

Scoring Legend-2 Not Completed-1 Partially Completed0 Moderately Completed1 Almost Completed2 Fully Completed