

FILE LIBRARY

The FILE LIBRARY is a brand new feature in EmTrak. It is especially significant when we discuss **TRAINING DOCUMENTS**. In past versions of EmTrak, we had simply not created enough flexibility in being able to designate training for orientation or to sign up an employee for a MED U mastery program. This FILE LIBRARY also has a place in the future of EmTrak as we develop and refine elements such as hands-on competency testing. The FILE LIBRARY is simply a collection of word documents and spreadsheets you may want to build for consistent training schedules. For example, let's say your company has a consistent orientation training they like to use with every employee. Then someone at your company will build that document and load it into the FILE LIBRARY for consistently easy access (no having to request copies from HR).

To get to the FILE LIBRARY, go into either the Super Manager page or the Manager page and click on **OPEN FILE LIBRARY**.

CREATE...	Manager Menu
Job Description	Create Job Description
Employee	View Job Descriptions
Manager	Create Employee
OTHER...	View Pending Documents
Edit Configuration	Open File Library
Change Manager Assignments	Open Interviewing Menu
Archive Employees	Exit EmTrak & Close
Open File Library	
Open Interviewing Menu	
Exit EmTrak & Close	

Adding Files in the File Library

This page will come up with a list of the existing files. If you want to add a file, then click on Edit File Library

Edit File Library	Return to Menu
Attachments:	
<i>Add attachments below. Use descriptive file names if possible.</i>	

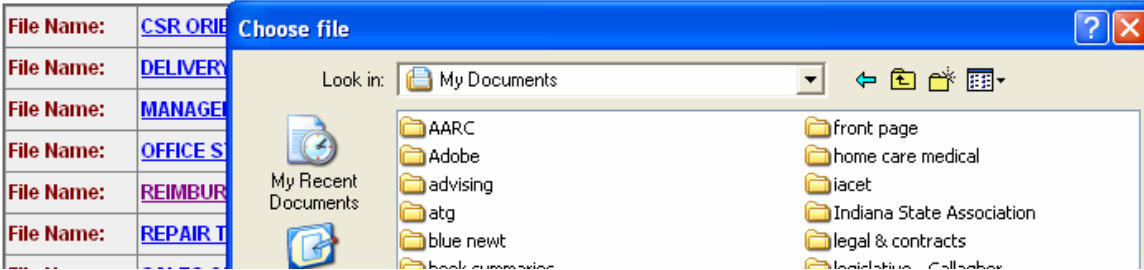
File Name:	CSR ORIENTATION.doc	36 (Kbytes)	
File Name:	DELIVERY TECHNICIAN O2 ORIENTATION.doc	37 (Kbytes)	
File Name:	MANAGEMENT ORIENTATION.doc	36 (Kbytes)	
File Name:	OFFICE STAFF ORIENTATION.doc	36 (Kbytes)	
File Name:	REIMBURSEMENT SPECIALIST ORIENTATION.doc	37 (Kbytes)	
File Name:	REPAIR TECHNICIAN ORIENTATION.doc	36 (Kbytes)	
File Name:	SALES ORIENTATION.doc	37 (Kbytes)	
File Name:	WAREHOUSE STAFF ORIENTATION.doc	36 (Kbytes)	

Return to Menu

The next page comes up with the opportunity to add another file. Click on **BROWSE** and your computer files will come up (note the My Documents).

Attachments:

Add attachments below. Use descriptive file names if possible.



Wherever that file is saved, click on the folder, double-click on the file, and you will see the name and location of the file come up in the Attachments field.

Attachments:

Add attachments below. Use descriptive file names if possible.

C:\Documents and Settings\GSchwantz\MEDGROU

File Name:	CSR ORIENTATION.doc	36 (Kbytes)	<input type="checkbox"/> Delete
File Name:	DELIVERY TECHNICIAN O2 ORIENTATION.doc	37 (Kbytes)	<input type="checkbox"/> Delete
File Name:	MANAGEMENT ORIENTATION.doc	36 (Kbytes)	<input type="checkbox"/> Delete
File Name:	OFFICE STAFF ORIENTATION.doc	36 (Kbytes)	<input type="checkbox"/> Delete

Click the **NEXT** button and the file is added.

File Name:	CSR ORIENTATION.doc	36 (Kbytes)	
File Name:	DELIVERY TECHNICIAN O2 ORIENTATION.doc	37 (Kbytes)	
File Name:	MANAGEMENT ORIENTATION.doc	36 (Kbytes)	
File Name:	OFFICE STAFF ORIENTATION.doc	36 (Kbytes)	
File Name:	REIMBURSEMENT SPECIALIST ORIENTATION.doc	37 (Kbytes)	
File Name:	REPAIR TECHNICIAN ORIENTATION.doc	36 (Kbytes)	
File Name:	SALES ORIENTATION.doc	37 (Kbytes)	
File Name:	WAREHOUSE STAFF ORIENTATION.doc	36 (Kbytes)	
File Name:	Overall Orientation.doc	28 (Kbytes)	

Some key points regarding the files in the FILE LIBRARY:

- Give each file a clear name – look at the list of documents above. Each document is clear on what is contained. That file needs that clear name BEFORE you add it. The name can't be changed once it is added.
- The simpler the design, the easier it will be to use later. The fewer bullet points, borders, etc. you use, the better.

- Any Manager or Super Manager can put files into a library. However, we recommend someone serve as a sort of traffic cop to ensure consistency.


Opening Files in the File Library

When you click on one of the documents, then the FILE DOWNLOAD box opens up. Choose OPEN and the document comes up. Once open, it is now available to either print out or for copy and pasting into a TRAINING DOCUMENT.

File Name:	MANAGEMENT ORIENTATION.doc	36 (Kbytes)
File Name:	OFFICE STAFF ORIENTATION.doc	36 (Kbytes)
File Name:	REIMBURSEMENT SPECIALIST ORIENTATION.doc	37 (Kbytes)
File Name:	REPAIR TECHNICIAN ORIENTATION.doc	36 (Kbytes)

File Download

Do you want to open or save this file?

 Name: REIMBURSEMENT SPECIALIST ORIENTATION.doc
Type: Microsoft Word Document, 36.5 KB
From: et31.medgroup.com

Open Save Cancel

Always ask before opening this type of file

http://et31.medgroup.com/EmTrak/1000/ET31Main.nsf/D90147988DC6D5D9862571F50071C1F3/\$FILE/REIMBURSEMENT%20SPECIALIST

While files from the Internet can harm your computer. If you save this file, you may be asked to download it. [What's the risk?](#)

REIMBURSEMENT SPECIALIST	
Before employment	<ul style="list-style-type: none">Have them complete HME 105 – How HME Works: An OverviewIf you have any kind of company history, mission, etc. have them read that also.
Day one	<ul style="list-style-type: none">Discussion of company values – help them to understand the team they are coming into, their role, the focus of the company, the missionNew Employee PaperworkThink about going through the processes within your company by showing how one order is referred, intake is done, deliveries are pulled and delivered, and billing is completed. The approach is different for rehab v. HME v. retail. If you handle all, now may be the time to