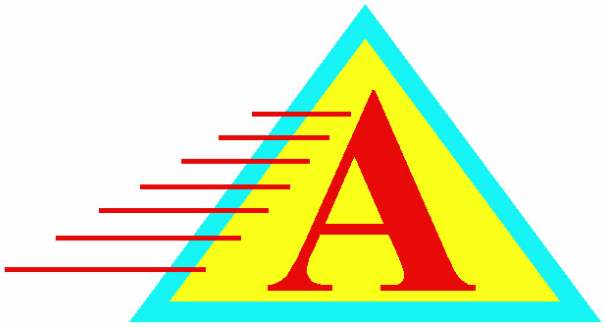
Active Healthcare Professionals Group, LLC

Computer Certification Competency Exam 2004-2007

The Active System



www.ahpg.net
ahpgnet@ahpg.net

Instructions:

This Competency exam is designed to demonstrate your thorough knowledge of the BASICS of computer operations, setup and maintenance, and to demonstrate your thorough knowledge of the complete use of the Active System. Once you successfully complete this exam, you will be Computer Certified in the Active System for the time period designated on the from of the exam (2004 to 2007). Complete all the questions in the exam and have the exam notarized. Then scan the exam along with a photo ID and email to ahpgnet@ahpg.net. You will be contacted for a phone interview and further testing in order to receive your certification. Once you are certified, every effort will be made to place you in a facility as a Computer Certified Dietary Manager as near as possible to your home.

Assumptions: All questions relate to Microsoft Windows Operating Systems and Windows Internet Explorer
You have received a demo disk of the Active System and have installed it and have become thoroughly familiar with all aspects of the entire Active System.

Suggestions: Request a demo disk at ahpgnet@ahpg.net. Install the System. Download all Manuals from the Catalogs/Manuals Link on the Website. Don't hesitate to establish an email dialog of questions and explanations of any aspect of the Active System

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I. Computer Basics

1. Describe how to copy a file from floppy to the hard drive, the hard drive to floppy, the root directory to c:\wjs.

2. Describe how to rename a file

3. Describe how to delete a file

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4. Describe how to zip a set of 10 files and copy them to floppy and transfer them to c:\wjs\hcc on another computer

5. Describe how to setup a network between two computers

6. Describe how to share another computers printer

7. Describe how to stop a large print job in mid-print and clear the printing que.

8. Describe an adequate backup system and specifically how to perform the backup

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9. Describe how to setup a scanner and scan several documents at once

10. Describe how to take Digital Photos and download them to the folder c:\wjs\picture

11. What is Virtual Memory, Memory, Disk Space

12. Describe what screen resolution is, how to change it and list three common screen resolutions

13. Describe how to Download a file from a website, save it to a folder and find the file after download.

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14. Describe how to install a slave hard drive

15. Describe how to determine how much memory a computer has, and how to add memory to a computer

16. Describe how to install a network card and setup a computer on a network (Win 95 or above)

17. Describe how to install a font on a Windows System

18. Describe how to register an ocx and a dll file on a windows system

II. The Active System

1. Describe how to install the Active System

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2. Describe how to setup Digital Signatures on the System (May require an email instruction ahpgnet@ahpg.net)

3. Describe how to Admit, Transfer, Discharge and Restore a Resident to the System. Include all Data entry as part of the admission.

4. Describe how to Print Tray Cards. Include all options

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5. Describe how to setup and print labels

6. Describe how to edit menus. Include adding an item, changing an item, deleting an item and copying a day and a meal.

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7. Describe how to print spread sheets, week at a glance and display menus.

8. Describe how to scan medical records

9. Describe how to scan ADL Sheets, clip the meal consumption section and make it appear on the F7 comments page.

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10. Describe how to do an assessment on the Active System

11. Describe how to scan a form and make the Active System Fill it out.

12. Describe how to scan meal consumption and nourishment consumption into the Active System

13. Describe how to use bar codes to take inventory in the Active System.

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14. Describe how to Setup Dining Locations and Print Table Tents from the Active System

15. Describe how to input, and print an Activities Calendar from the Active System

16. Describe how to assemble and print RAPs and Care Plans from the Active System

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17. Describe how to back up and restore the Active System totallly and for an individual resident

18. Describe how to fix a corrupted cardex in the Active System

19. Describe how to print individualized Diet Handouts in the Active System

20. Describe how to print a Cook Book from the Active System

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21. Describe how to Setup and Use Profile Care Planning in the Active System

22. Describe how to Upload MDS Transmission Files into the Active System

23. Describe how to fill out and upload a Spendown sheen in the Active system

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24. Describe how to interface Vendor Pricing Information into the Active System and Setup an Facility Order Guide and Store
a history of orders.

25. Describe how to conduct a Weight Management Meeting, print minutes and fax recommendations

26. Describe how to assemble and print a Weight Variance Report

27. Describe how to input and print a Weekly Skin Record

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28. Describe how to input weights and print weekly, monthly and combo weights

29. Describe how to input and print an I/O record

30. Describe how to maintain and print an MDS and Care Plan Schedule on the Active System

31. Describe how to input and Print ADL Sheets on the Active System

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This completes the competency test of your computer skills and the use of the Active System. Please have the test and your answers stapled together with this page attached to the back. Have this page notarized as a testimony to the fact that this is your work and demonstrates your knowledge of computers and the Active System. Scan this entire test with the notarized page and a copy of any photo ID. The photo will be used to make your official certificate of completion and certification as a Computer Certified Dietary Manager. You will then be marketed as one of the official experts on the use of the Active Sytem and will begin receiving requests to interview for positions in Nursing Homes and/or Hospitals in your area.

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Printed Name of Student Completing the Course

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Signature of Student Completing the Course **Date**

_____

Printed Name of Notary Republic

_____ _____

Signature of Notary Republic **Date**

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