

OnSuite Care Services

– the on demand Care Provider solution

Access powerful staff and client record management tools on the Web

With the current plethora of care provider legislation, ensuring that both your client and staff records are up-to-date and accurate is essential to organisations in the care sector. Keeping your staff aware of the current status of their clients wherever they are based is paramount. OnSuite Care Services provides the on demand solution to your requirements, all delivered to you as a software service.

Manage client records with OnSuite Care Manager

Care Manager enables you to maintain your client details online including their contact information, accidents, commission records, contracts, risk assessments, care provision, personal care requirements, meeting records, letters and more.

Access to client records is controlled by the role you assign to the member of staff. Package owners and support staff can only access the records of the clients they provide care to, area managers can access the records of all clients they are responsible for and care managers have access to all records.

Reports analysing client data by, for example, accidents/incidents, risk assessments, type of care provided, staff time provided are available to staff.

With its comprehensive set of records, Care Manager meets the record keeping requirements of the National Care Standards enabling your organisation to demonstrate compliance. Care Manager was developed for one of Scotland's largest care providers.

Manage care provision with OnSuite Care Cost Manager

Care Cost Manager enables staff to keep records of the time they spend with clients and any expenses they incur. These records can then be approved by their managers using the built-in approval cycle and expenses then processed by the finance administrators. Reports analysing time and expenses records can be easily produced.

Staff rotas can be established and the rota entries easily convert to timesheet entries when a task is completed. Rotas for both staff members and clients are provided.



Care Manager

<p>Package Information</p> <ul style="list-style-type: none"> By Package Number By Name By Area Manager By Line Manager By Care Manager By Admin Support Staff My Packages Lookup Information Archived Packages 	<p>Reports</p> <ul style="list-style-type: none"> Accidents/Incidents Audit Details BeneFR Details Car Information Hour Management Balances On-call Details Package Summaries Risk Assessments Supporting People Info Time Tracking Type of Care Analysis 	<p>Administration</p> <ul style="list-style-type: none"> Administration Functions
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Package No. Service Type Identifier	Line Manager Telephone	Email
<ul style="list-style-type: none"> ▼ 36AB - Anne Burnsleigh (Article) <ul style="list-style-type: none"> ▼ Main Page ▼ Contact Details ▼ Accident & Incident Record Date: 12/01/2003 Date: 20/05/2003 ▼ Car Record ▼ Contract Record Registration: 0267/0017 ▼ Main Page ▼ 741K3 - Kelly Smith (Article) <ul style="list-style-type: none"> ▼ Main Page ▼ Contact Details ▼ Individual Service Plan ▼ Planning Details ▼ Accident & Incident Record Date: 20/05/2002 ▼ Activity Tracking Record Work Engineering: 02/06/2002 ▼ Audit Record Date: 24/06/2002 ▼ Car Record ▼ Registration: 0145/0217 ▼ Commissions Record Date: 05/13/2002 ▼ Contract Record Company: BE Simone 	Jan Dwyer 0124 227 2232	
	John Smith 0141 555 6667	

Care Cost Manager

<p>All Staff</p> <ul style="list-style-type: none"> Timesheets Expenses Company Information Change Requests Archive Records 	<p>Managers</p> <ul style="list-style-type: none"> Requests for Approval Time and Expense Reports 	<p>Administration</p> <ul style="list-style-type: none"> Definitions Library Change Requests Financial Reports Invoicing Rotas
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Staff Rota for Week Beginning: 17/02/2003

Week Beginning: 17/02/2003					
Staff Name: Brenda Spence					
Date	Service User	Activity	Start Time	End Time	Duration
17/02/2003	2499 Sheila	001 Supervisor of Home Care	08:00	12:00	4:00
18/02/2003	Fred Jones	001 Client Support	10:00	11:00	1:00
20/02/2003	Mad-son Jackson	001 Personal Care	14:30	15:00	0:30
22/02/2003	Mad-son Jackson	001 Personal Care	14:30	15:30	1:00
23/02/2003	Mad-son Jackson	001 Personal Care	14:30	16:00	1:30

Last Revised by: John on 11/03/2003 16:24:23

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