

# RISKplus/W

## Adding An Employee / Employee Department Code/ Employee Position Code

### ADDING A NEW EMPLOYEE - OVERVIEW

Maintaining Employees in a listing enforces integrity of the data being entered. In RISKplus/W, Employees can be:

- a) the subject of an incident (ie. employee injury, needlestick, burn, etc.)
- b) a 'person involved' in an incident or
- c) a witness to an incident

#### To add:

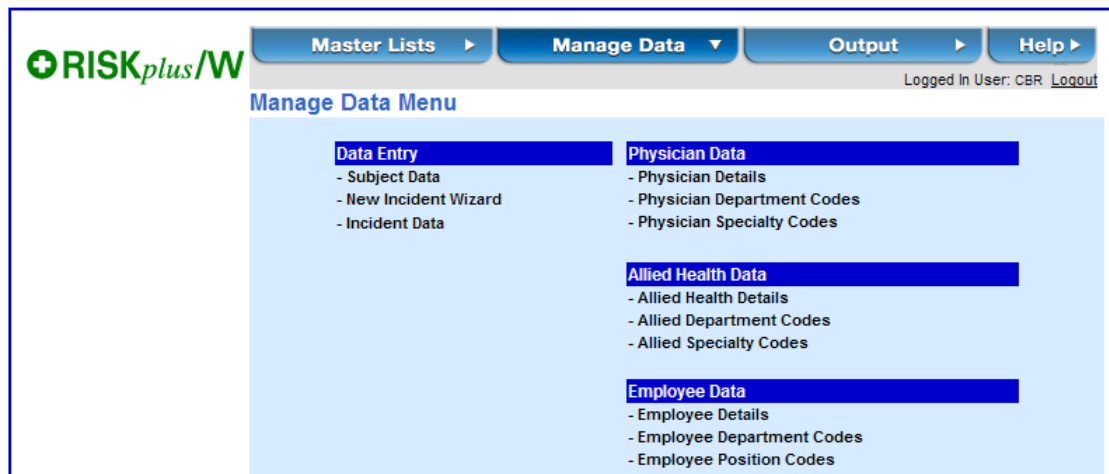
1. Click on [Manage Data](#)
2. Click on [Employee Details](#)
3. Type the first few characters of the employee's last name INTO the last name field
4. Click on SEARCH. If there are no employees who last name matches you condition – you will see a message: *"Employee not found. Please click Add to add Employee."* Click OK.
5. Make sure the employee is NOT in the list, then click on ADD. You can also use any of the white fields to try to find the record for an employee.
6. The system will take the HIGHEST Employee Number (already in the employee list) and INCREMENT it by '1'. If you do NOT want to use this number, simply clear the field deleting the number that was automatically put there and enter the employee # you want to use (usually the one that is assigned by the Human Resources).
  - Staff # - It is best to use the employee # assigned by the facility. Reports will print a confidential # for the employee and not their actual employee #. Contact Human Resources for this number. You can even setup access so that Human Resources is the dept to maintain the Employee List.
7. COMPLETE BLUE (mandatory) fields and for employees.
  - We also recommend completing the Department and Position fields (so if they were a witness or person involved in the incident you know what department and position they were in at the time of the incident. This information is retained with the employee's name when they are added to an incident as a 'person involved' or 'witness').
  - If the employee's department or position is NOT in the list. Continue adding the employee and after saving, you can visit those master lists to add the Employee Department Code or Employee Position Code. Once added, you can edit the Employee's record and make the change to the dept or position field. See Adding a New Employee Department Code.
8. Complete other fields you have available or want for future reference.
9. Click on SAVE

### ADDING A NEW EMPLOYEE – DETAILED

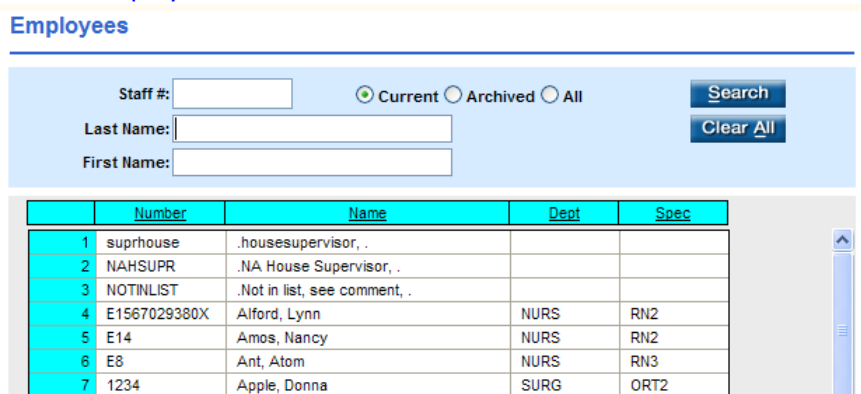
1. Click on [Manage Data](#)

# RISKplus/W

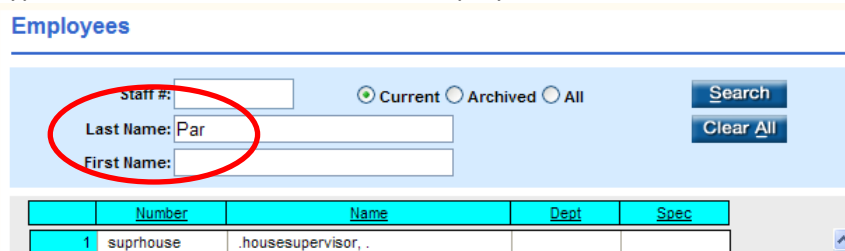
## Adding An Employee / Employee Department Code/ Employee Position Code



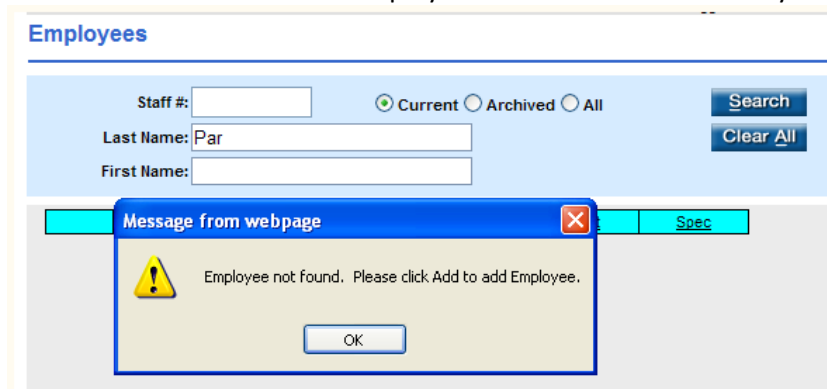
2. Click on [Employee Details](#)



3. Type the first few characters of the employee's last name INTO the last name field



4. Click on SEARCH. If there are no employees who last name matches you condition – you will see a message.



5. Click OK past the message
6. Make sure the employee is NOT in the list, then click on ADD. You can also use any of the white fields to try to find the record for an employee.

# RISKplus/W

## Adding An Employee / Employee Department Code/ Employee Position Code

Employees - Windows Internet Explorer

### New Employee Details

Demographics

Number: 11869

Last Name: Par

First Name:

Middle Init/Name:

Department\*: [dropdown]

Specialty\*: [dropdown]

\* Department & Specialty (position) are strongly recommended. The employee's department and position at that moment in time will be recorded on the incident. This is in case the employee changes departments and/or positions later.

Title:

7. The system will take the HIGHEST Employee Number (already in the employee list) and INCREMENT it by '1'. If you do NOT want to use this number, simply clear the field deleting the number that was automatically put there and enter the employee # you want to use (usually the one that is assigned by the Human Resources).
8. COMPLETE BLUE (mandatory) fields and for employees, we also recommend completing the Department and Position fields (so if they were a witness or person involved in the incident you know what department and position they were in at the time of the incident. This information is retained with the employee's name when they are added to an incident as a 'person involved' or 'witness').

### New Employee Details

Demographics

Number: 11869

Last Name: Parton

First Name: Dolly

Middle Init/Name:

Department\*: Cardio-pulmonary Services - CP

Specialty\*: Cardiopulmonary Tech III - CP-3

\* Department & Specialty (position) are strongly recommended. The employee's department and position at that moment in time will be recorded on the incident. This is in case the employee changes departments and/or positions later.

9. Complete other fields you have available or want for future reference.

House Supervisor?:  Checking House Supervisor allows the employee to be selected on an incident as the House Supervisor.

Termination Date: [calendar icon]

Sex: [dropdown]

Birth Date: [calendar icon]

Address

Street: [text box]

City: [text box]

State: [dropdown] Zip: [text box]

Home Ph: [text box] - [text box] - [text box]

Work Ph: [text box] - [text box] - [text box] Ext: [text box]

Work Ph2: [text box] - [text box] - [text box] Ext: [text box]

Comments: [text box]

Delete Save Close

10. Click on SAVE. This is as Long web page and from some PCs – you may NOT see the buttons at the bottom. You may have to drag the window up higher OR use ALT + S to SAVE the record if you can't see the bottom.

# RISKplus/W

## Adding An Employee / Employee Department Code/ Employee Position Code

11. You are returned to the Employees List – search for the person you just added and they should appear in the list:

Employees

Staff #:   Current  Archived  All

Last Name: P

First Name:

	Number	Name	Dept	Spec
1	11869	Parton, Dolly	CP	CP-3

### Adding a New Employee Department - OVERVIEW

1. Click on Manage Data
2. Click on Employee Department Codes
3. Search to see if employee department exists
4. Click on NEW
5. CHANGE code of 'X' to an alpha code (acronym)
6. Enter a description
7. SAVE

### Adding a New Employee Department – DETAILED

1. Click on Manage Data
2. Click on Employee Department Codes and list appears:

Employee Department Codes

Display

Code:

Description:

	Code	Description
1	ANES	Anesthesiology
2	CP	Cardio-pulmonary Services
3	ENV	Environmental Services
4	FITMD	Family Intervention Team - Psychiatry
5	HSKP	Housekeeping
6	LAB	Laboratory Services
7	MAINT	Maintenance
8	NP	Nurse Practitioner
9	NURS	Nursing
10	NUTR	Nutritional Services
11	OT	Occupational Therapy
12	PHARM	Pharmacy
13	PT	Physical Therapy
14	RAD	Radiology
15	SURG	Surgical Services

3. Scroll through the list to verify the Department you want to add is not there (check alternative names: dietary vs nutritional services; diagnostic imaging vs radiology; medical records vs health information management)
4. To maintain consistence, also check the Department Filing Inc Report master list to identify the code that may appear in the list (Master Lists, 2<sup>nd</sup> column, Department Filing Inc Report):

# RISKplus/W

## Adding An Employee / Employee Department Code/ Employee Position Code



5. Once you have verified the Employee Department is NOT in the Employee Department list AND have obtain the code or know what code was used for the Dept Filing Inc Report master list, click on NEW and this pop up appears:

6. Enter either a number (cost center) or an acronym (alpha code) as the code. If you are not using cost centers codes then we recommend using an acronyms for the code so when ONLY the code prints on reports you will know what RAD or NUTR stands for.
7. CHANGE the code to an acronym and enter a description (what does that code stand for):

8. Click on SAVE

### **Adding a New Employee Department – DETAILED**

1. Click on Manage Data
2. Click on Employee Position Codes and list appears:

# RISKplus/W

## Adding An Employee / Employee Department Code/ Employee Position Code

Master Lists Manage Data Output Help

Logged In User: CBR Logout

### Employee Position Codes

Display

Code:  Search Clear All

Description:

	Code	Description
1	BIOM1	Bio-Medical Tech I
2	BIOM2	Bio-Medical Tech II
3	BIOM3	Bio-Medical Tech III
4	CP-1	Cardiopulmonary Tech I
5	CP-2	Cardiopulmonary Tech II
6	CP-3	Cardiopulmonary Tech III
7	EEG	EEG Technician
8	EKG1	EKG Technician I
9	EKG2	EKG Technician II
10	HSKP1	Housekeeper I
11	HSKP2	Housekeeper II
12	HSKP3	Housekeeper III
13	LPN1	LPN I
14	LPN2	LPN II
15	LPN3	LPN III
16	MAINT1	Maintenance I
17	MAINT2	Maintenance II

Reassign Delete New Edit

3. Scroll through the list to verify that the position you want to add is not there (check alternative names: dietary aide II vs nutritional services aide II; diagnostic imaging tech III vs radiology tech III; medical records coder II vs health information management code II)
4. Once you have verified the Employee Position is NOT in the Employee Position list, click on **NEW** and this pop up appears:

### Employee Position Codes

Code: 1

Description:

Save Close

5. Unlike . You want your employee department codes to be acronyms so when ONLY the code prints on reports you will know what RAD or NUTR stands for.
6. CHANGE the code to an acronym and enter a description (what does that code stand for):

### Employee Department Codes

Code: TELRAD

Description: Telemedicine-Radiology

Save Close

7. Click on SAVE