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SnapDragon Medical, Inc.



SnapDragon\_Dr™

# Implementation Planning Workbook

v2.0

October 2007

Welcome to SnapDragon, the secure online community specifically designed to support communications among and between community-based providers of healthcare services.

In preparation for training and complete registration, the following sections can be completed in advance. This advance planning will ensure that setup of your organization, and users, requires 20 minutes or less.

**Step 1:** Please decide on a site Administrator

Before preparing to complete registration and setting up your account, please be sure that your site has a designated Administrator for your SnapDragon account. The site Administrator must have an active e-mail account. More than one user can have administrator rights, but each site must have a designated Administrator.

**Step 2:** Please complete the enclosed worksheets

**Step 3:** Please pass along the technical specification sheets

Pass the enclosed Technical Specification Sheet to your local network or system administrator so that they are aware of system requirements and any firewall settings.

Please be sure that all PC's that are going to access SnapDragon are Windows 2000 XP, or Vista **and have Internet access**. Also, in order to install SnapPrinter and SnapConsole, a training participant will have to have Administrator rights for the designated SnapDragon PC's.



## Organization Setup Worksheet

Practice Profile		
Organization Name:	Facility/ Office Name:	
Street Address 1:	Street Address 2:	
City:	State:	Zip:
Main Phone: (    )	Main Fax: (    )	
Alternate Phone: (    )	Alternate Fax: (    )	
Website Address:		

Business Structure		
<input type="checkbox"/> SSN or <input type="checkbox"/> FEIN	Number:	<input type="checkbox"/> Individual's or <input type="checkbox"/> Corporation's
FI State License #:		

Administrator Information			
First name:	MI:	Last Name:	Birth date:    /    /
User ID:	Email Address:		
Title (ex. Admin. Assistant):	Functional Role (ex. Admin.):		
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: (    )		Ext:



# User Setup Worksheet

## Authorized Signor Setup (UPIN or NPI User)

Users who are authorized to sign transactions, such as physicians and nurse practitioners.

Authorized Signor User Information			
First Name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
UPIN #:	NPI #:		License #:
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:		Professional Credential (ex. DR,NP):	Specialty:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone: ( )	Ext:
Affidavit Printed? <input type="checkbox"/> Y <input type="checkbox"/> N		Signed? <input type="checkbox"/> Y <input type="checkbox"/> N	Faxed to 727-450-0945? <input type="checkbox"/> Y <input type="checkbox"/> N

Authorized Signor User Information			
First Name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
UPIN #:	NPI #:		License #:
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:		Professional Credential (ex. DR,NP):	Specialty:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone: ( )	Ext:
Affidavit Printed? <input type="checkbox"/> Y <input type="checkbox"/> N		Signed? <input type="checkbox"/> Y <input type="checkbox"/> N	Faxed to 727-450-0945? <input type="checkbox"/> Y <input type="checkbox"/> N

## All other users who do not clinically sign documents

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:		Professional Credential (ex. RN, CNA):	License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone: ( )	Ext:

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:		Professional Credential (ex. RN, CNA):	License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Phone: ( )	Ext:



User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: ( )		Ext:

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: ( )		Ext:

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: ( )		Ext:

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: ( )		Ext:

User Information			
First name:	MI:	Last Name:	Birth date: / /
User ID:		Email Address:	
Title (ex. Admin. Assistant):		Functional Role (ex. Admin.):	
Department:	Professional Credential (ex. RN, CNA):		License #:
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Phone: ( )		Ext:



## SnapQ Setup

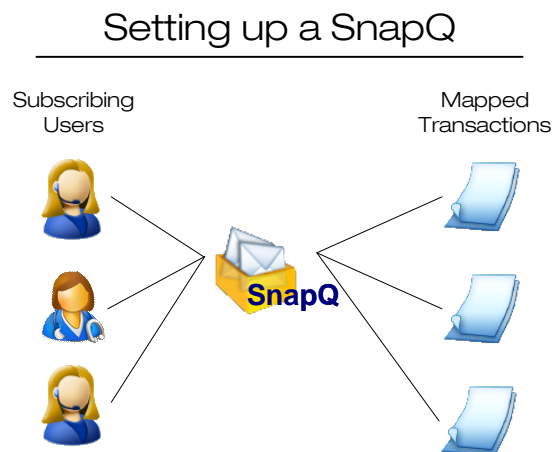
SnapQ's are designated Queues where inbound and outbound messages are managed by message type. They are similar to email inboxes, except that you can track both inbound and outbound messages from within a given SnapQ.

SnapQ's are designed to reflect functional groups within your organization, and can quickly be created and named in a three step process. A SnapQ's three characteristics are: SnapQ name, users subscribed the Q, and transactions mapped to the Q.

Multiple users can subscribe to a Q, but a given transaction type can be mapped to only one Q.

The default SnapQs setup for Physician Practices are

- Practice
- Named SnapQ for each Authorized Signor



### SnapQ Worksheet

There are two tables below to help you quickly plan for your SnapQ configurations. The table on the left is for mapping your available transactions to available Q's. The default mappings have been bolded for your convenience, but can be changed as you see fit.

The table on the right is for deciding which users are subscribed to which Q. Once you have filled out these two tables, the Organization Administrator will be able to rapidly setup your Q's in the Administrator Setup section of SnapCentral.

Transaction Type	SnapQ Name	SnapQ Name	SnapQ Name	SnapQ Name	User	SnapQ Name	SnapQ Name	SnapQ Name	SnapQ Name
	Practice					Practice			
Home Health Referral/Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HME Referral/Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physician to Physician Referral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Physician Order	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WCVO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Change of Status	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient Status Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care Plan 485	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care Plan 486 (included in 485)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CMN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

= Default



## Technical Requirements

### SnapConsole™ and SnapPrinter™

SnapConsole is a small client that acts as an alert monitor and secure instant messaging platform for near real-time communications with other SnapDragon users.

SnapPrinter is a virtual Windows printer that allows you to print attachments and other documents into SnapPacks™ for movement and delivery through SnapCentral. You may attach virtually anything you can print to a SnapPack. SnapConsole and SnapPrinter must be installed and running to successfully “print” documents to SnapPacks for inclusion in your messages.

### System Requirements

#### Supported Operating Systems

- Windows 2000, Windows XP (Professional or Home), Windows Vista

#### PC Requirements

- Minimum 512 RAM (recommend 1GB)
- Minimum P-III (recommend PIV or above)
- 70 MB of available hard disk space  
SnapConsole 20MB, SnapPrinter 50MB
- Super VGA video adapter and monitor  
(1024x768) Resolution recommended
- Java Runtime Environment v1.5 Software  
Available for download from WWW.JAVA.COM
- Administrative rights to the workstation for installation
- Windows XP Firewall Settings: Printer port permanently unblocked

#### Network Requirements

- Dedicated Internet Access (DSL, Cable, or T1). Dial up is not supported.
- Open Ports
  - Outgoing: 80, 81, 5223
  - Incoming: Not Applicable

*For more information, please contact Client Services at 727-538-7740 option 3, or by email [cs@snapdragonmedical.com](mailto:cs@snapdragonmedical.com)*

