

# AccreditASC

## User & Customization Guide



Better Tools for Better ASC Management

[www.AcreditASC.com](http://www.AcreditASC.com) (888) 282-5949

# AcreditASC

## User and Customization Guide

<b><u>OVERVIEW.....</u></b>	<b><u>4</u></b>
<b><u>CUSTOMIZE ACREDITASC TO FIT YOUR FACILITY .....</u></b>	<b><u>6</u></b>
<b><u>CREATING ADDITIONAL LOGBOOKS .....</u></b>	<b><u>7</u></b>
<b><u>CREATE CUSTOM LOGBOOKS .....</u></b>	<b><u>8</u></b>
<b><u>USING THE CALENDAR.....</u></b>	<b><u>10</u></b>
<b><u>SEND INSTANT NOTIFICATIONS TO IPAD .....</u></b>	<b><u>11</u></b>
<b><u>CUSTOMIZE EQUIPMENT IN FACILITY .....</u></b>	<b><u>12</u></b>
<b><u>SURVEY REPORTS.....</u></b>	<b><u>14</u></b>
<b><u>ADDING STAFF TO USE THE IPAD .....</u></b>	<b><u>16</u></b>
<b><u>MEDICATION MANAGER .....</u></b>	<b><u>18</u></b>
<b><u>LIFE SAFETY MANAGER .....</u></b>	<b><u>22</u></b>
<b><u>DOCUMENT MANAGER .....</u></b>	<b><u>23</u></b>
<b><u>USING YOUR IPAD.....</u></b>	<b><u>25</u></b>
<b><u>FILLING IN LOGBOOK FORMS .....</u></b>	<b><u>30</u></b>
<b><u>IPAD MAIN MENU.....</u></b>	<b><u>32</u></b>

**MESSAGES FOR IPAD USERS.....33**

**IF YOU HAVE ANY QUESTIONS OR NEED SUPPORT, PLEASE CALL OUR  
SUPPORT LINE .....34**

**(888) 282-5949 .....34**

**FAQ'S .....35**

## Overview

### **Equipment needed for using AcreditASC**

1. Windows or Mac PC
2. WIFI connection to internet
3. iPad (iOS 7 or later)
4. AcreditASC app (Apple App store) for iPad

AcreditASC is ready to use right “out of the box”. It is also highly customizable to fit your needs.

You can use AcreditASC to manage daily logbooks, record autoclave loads, manage medications or use the calendar to enhance communication between admin and staff.

It comes complete with standardized, AAAHC, JCAHO and AAAASF acceptable daily logbook forms and survey reports.

AcreditASC is pre-loaded with the most common types of equipment and medications. These can be customized to fit your facility.

AcreditASC is designed to be used with an iPad for data entry. This gives nursing staff the ability to move around the facility and not be tied to a PC.

***NOTE: You must use the same iPad for all functions. Your iPad stores important information. Using a different iPad will damage your data. You will not lose any data should something happen to your iPad.***

## **Tools that can be used separately**

1. Calendar
2. Autoclave manager
3. Logbooks
4. Medication manager

We are always adding new tools to help our users.

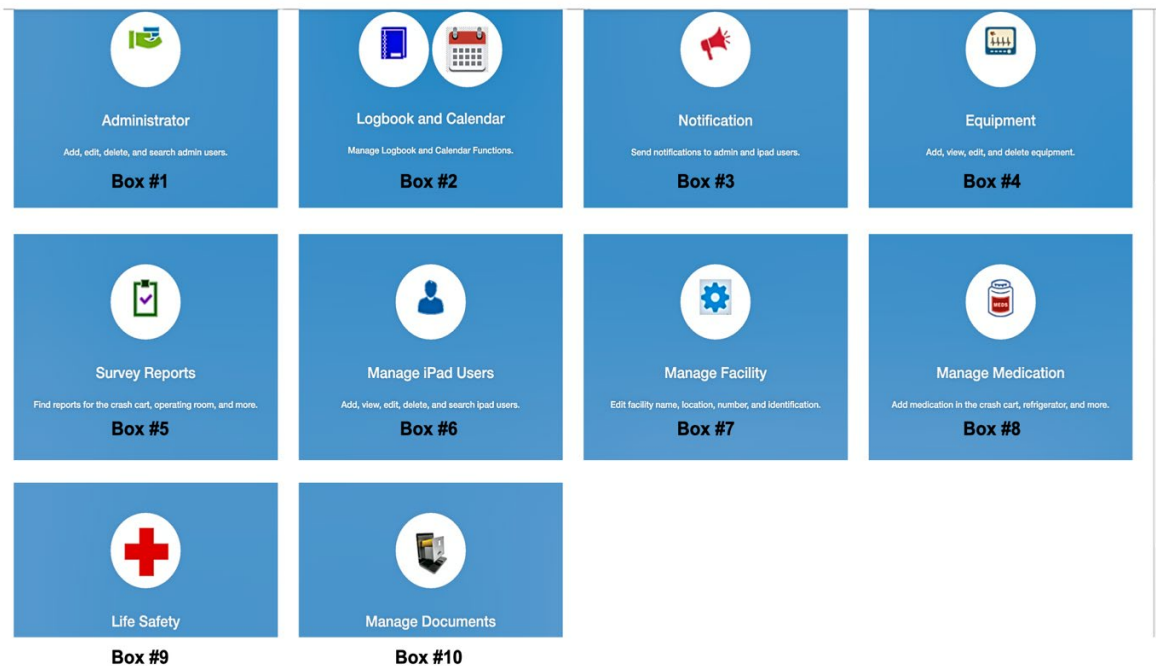
## Customize AcreditASC to fit your facility

When you first use AcreditASC you are given one logbook for:

- Operating Room
- Recovery/Pacu
- Autoclave
- Eyewash station
- 4 medication locations
- Sterilization liquid
- Magnehelic (O.R. Air pressure for older facilities)

At a minimum, you should create a logbook for any additional ones you have in the list above.

When you first login, you are presented with the home screen shown here.



Box # 1

## Administrator

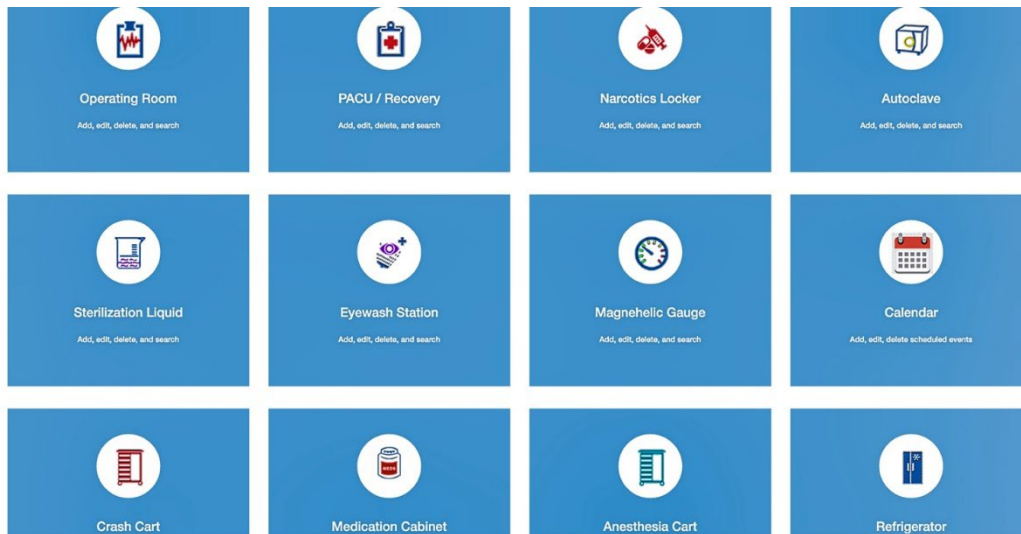
The top left box is where you can add additional administrators. Administrators have full authority over the entire application.

## Creating additional logbooks

Box # 2

## Calendar and Logbook Maintenance

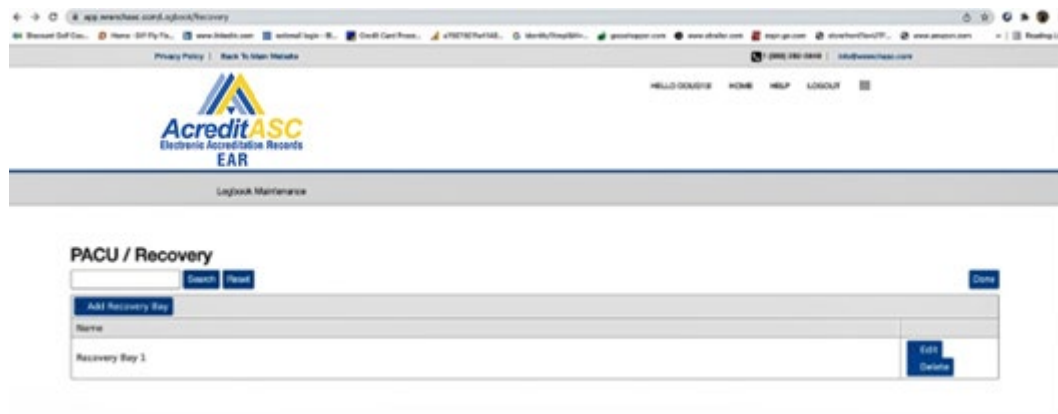
Selecting this box brings up your calendar and daily logbooks. This is where you can customize AcreditASC to fit your needs. Shown here.



## Create custom logbooks

When you first install AcreditASC you are provided with one each of these logbooks. Selecting one will bring up a screen that will let you add additional ones.

In this example we selected **PACU/Recovery**. Select **ADD** Recovery Bay and call it “Minor Procedure” You can add as many as you like.



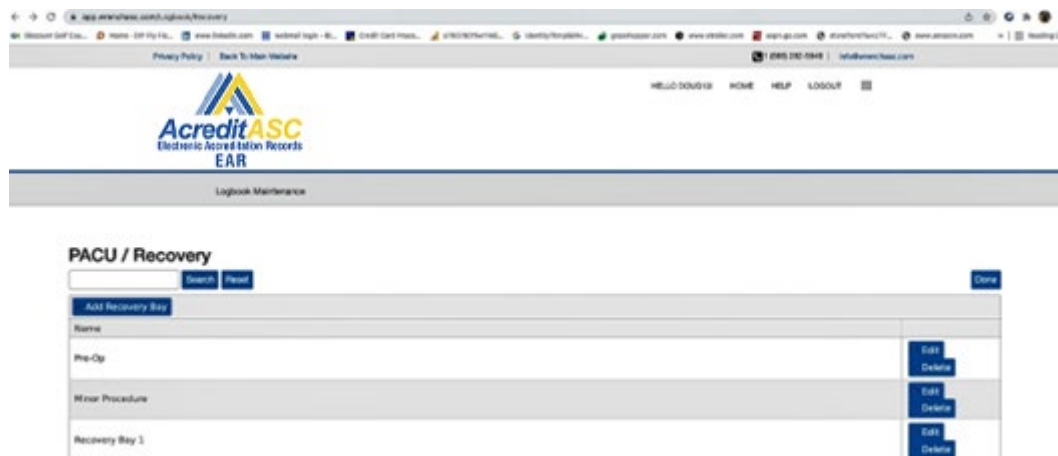
**PACU / Recovery**

Search Reset Done

**Add Recovery Bay**

Name	
Recovery Bay 1	Edit Delete

You can visit **EQUIPMENT** (Page 10) and add whatever equipment you want for this room.



**PACU / Recovery**

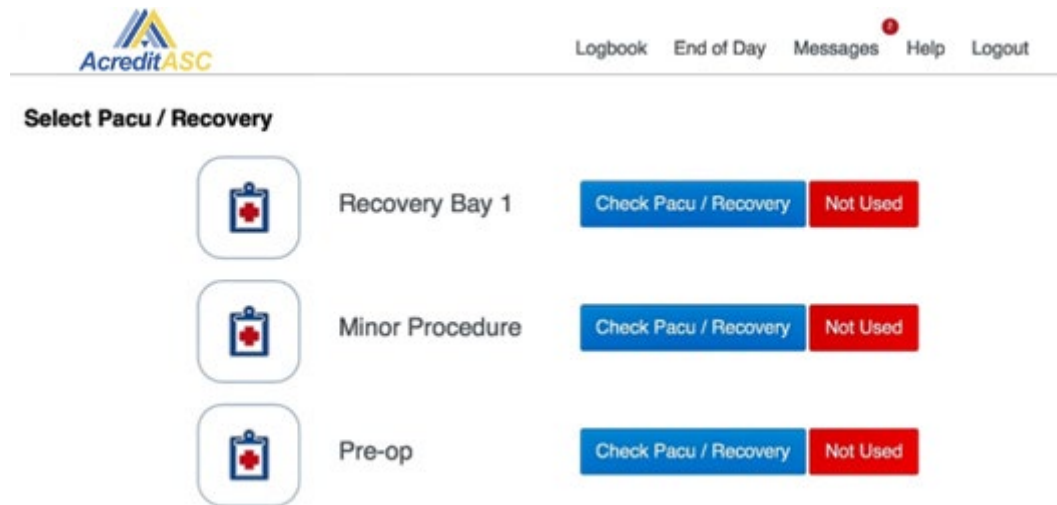
Search Reset Done




**Add Recovery Bay**

Name	
Pre-Op	Edit Delete
Minor Procedure	Edit Delete
Recovery Bay 1	Edit Delete



## The new room/logbook shown on the iPad:



Select Pacu / Recovery		
	Recovery Bay 1	<input type="button" value="Check Pacu / Recovery"/> <input type="button" value="Not Used"/>
	Minor Procedure	<input type="button" value="Check Pacu / Recovery"/> <input type="button" value="Not Used"/>
	Pre-op	<input type="button" value="Check Pacu / Recovery"/> <input type="button" value="Not Used"/>

### Customization hint

You can add additional logbooks for O.R, PACU, refrigerators and medication locations and name them anything you want.

Example:

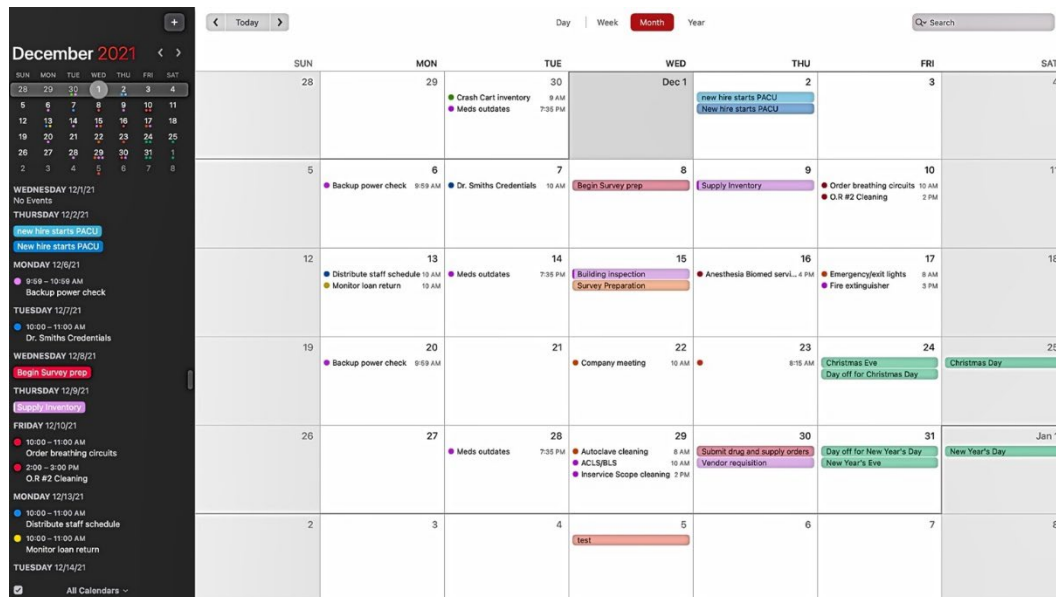
- Name an additional PACU/Recovery logbook: **PRE-OP**
- Name an additional Operating room logbook: **Minor Procedure**
- Name an additional refrigerator logbook: **“Nurse station #2”**

**Visit the “User tips and tricks” section of the website for more customization features.**

## Using the Calendar

AccreditASC's calendar tool allows two-way communication between the PC (Admin) and iPad (staff). Dates, task and notes entered on one also appear on the other. You can set items to repeat every week, month, quarter, 6 month or yearly.

The toggle switch gives the user the option to share or not share a particular item. The user also has the option to receive an email reminder. In the case of the iPad, all users receive emails.



## Send instant notifications to iPad

### Box #3 **Notifications**

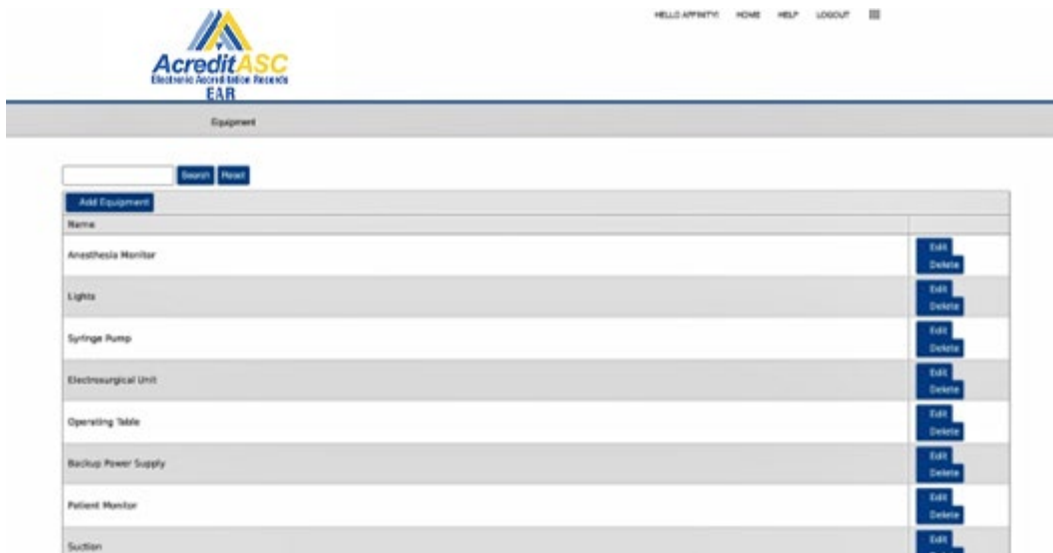
Selecting this box will allow the Administrator to send an instant message to the iPad. In addition to appearing immediately on the iPad screen, it is also retained in the MESSAGE section of the iPad main menu and will display a “read” or “not read” status to the iPad user.

The screenshot displays the AcreditASC web application interface. At the top, there is a header with the AcreditASC logo and navigation links. The main content area is titled 'Notifications'. On the left, there is a 'Send Notification' button. Below it, a form is visible with fields for 'Subject' and 'Message Body'. The 'Subject' field contains the text 'Patient arrived'. The 'Message Body' field contains the text 'Dr. Smith patient has checked in'. To the right of the form, there is a table with columns for 'Time' and 'ViewDetails'. The 'Time' column shows '10:11'. The 'ViewDetails' column has a 'Delete' button. At the bottom of the form, there are 'Update' and 'Cancel' buttons.

# Customize equipment in facility

## Box #4 Equipment

This is where you customize the equipment in your facility to populate your logbook forms for PACU and Operating rooms and any custom logbooks you created. EX: Pre-op (Visit “User tips and tricks” on our website)



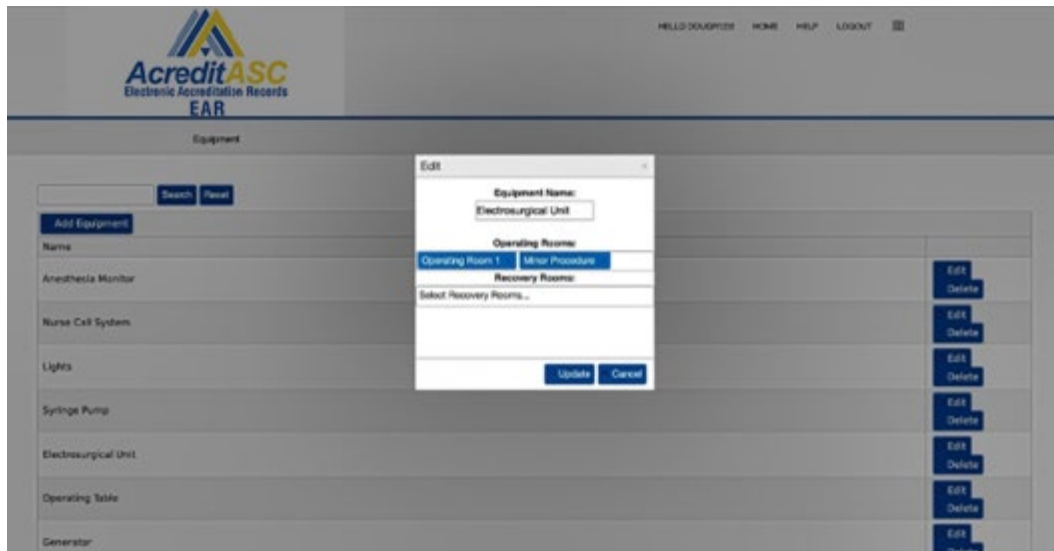
The screenshot shows the AcreditASC web application interface. At the top, there is a navigation bar with the AcreditASC logo on the left and user options (HELLO APPNTY, HOME, HELP, LOGOUT) on the right. Below the navigation bar is a header section labeled "Equipment". The main content area features a table with a list of common medical equipment. Each row in the table has a "Name" column and a "Tools" column with a "Delete" button. The equipment listed includes Anesthesia Monitor, Lights, Syringe Pump, Electrosurgical Unit, Operating Table, Backup Power Supply, Patient Monitor, and Suction.

Name	Tools
Anesthesia Monitor	Delete
Lights	Delete
Syringe Pump	Delete
Electrosurgical Unit	Delete
Operating Table	Delete
Backup Power Supply	Delete
Patient Monitor	Delete
Suction	Delete

AcreditASC provides you with a list of common equipment found in most ASC's.

Selecting **EDIT** allows you to customize them and have them appear in your logbook forms you created

**Logbooks are pre-loaded with common equipment. Customizing equipment for logbooks is optional**



Here is an electrosurgical unit located in the operating room logbook and the “Minor Procedure” logbook previously created.

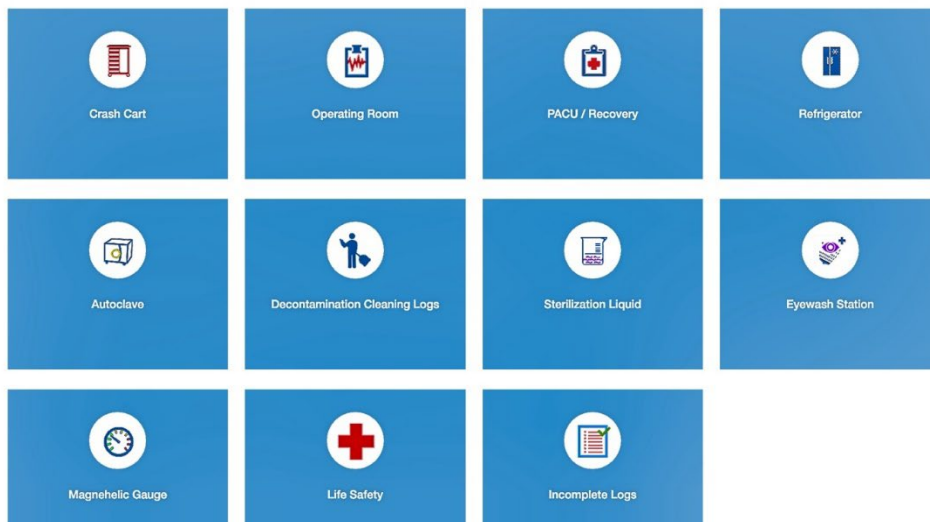
To add a new piece of equipment to your logbooks, select “**Add Equipment**” click inside the “Operating Rooms or Recovery rooms box” and see a list of your available logbooks (including the any custom logbooks you created) to add the item to that logbook form.

You can the same piece of equipment to as many room/logbooks as you like.

## Survey reports

### Box #5 Survey Reports

Selecting this brings up your AAAHC, JCAHO and AAAASF acceptable survey reports for your daily logbooks.




The “Incomplete Logs” report is a report of any logbook form not filled in that day. This is designed to help the user keep accurate records.

Surveyors like this feature as a “report card” and eliminate the need to review logbooks manually.

Here you can see the logbooks that were NOT filled out that day.

EOD = End of Day



[HELLO DOUGRIZ!](#)
[HOME](#)
[HELP](#)
[LOGOUT](#)

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Index

### Report for Incomplete EOD

Done

From Date:  To Date:  Search

Export to Excel
Export to PDF

Date	Name of Incomplete	Type of Report
10/14/2019	Eye Wash 1	Eyewash Station
01/09/2020	Eye Wash 1	Eyewash Station
09/07/2020	Eye Wash 1	Eyewash Station
09/21/2020	Eye Wash 1	Eyewash Station
09/22/2020	Crash Cart 1	Crash Cart
09/22/2020	Refrigerator 1	Fridge
09/22/2020	Operating Room 1	Operating Room
09/22/2020	Operating Room 1	Decontamination Cleaning Logs
09/22/2020	Recovery Bay 1	Pics / Recovery
09/28/2020	Eye Wash 1	Eyewash Station
10/04/2020	Fur Wash 1	Furwash Station

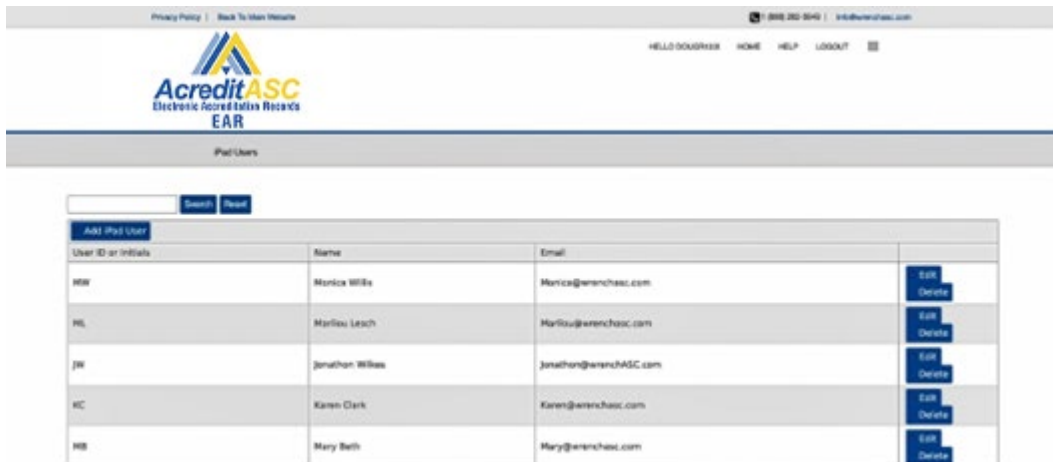
The entries in this report show what logbooks were NOT completed.

## Adding Staff to use the iPad

### Box #6 iPad Users

This is where you add users that will access only the iPad. Nursing staff etc. Administrators are automatically entered as iPad users.

**CAUTION: Use ONE iPad only. iPads are not interchangeable. You must always use the same iPad. This is required to keep your survey reports accurate.**



The screenshot shows the 'iPad Users' management page. At the top, there is a navigation bar with links for Privacy Policy, Back To Main Website, and a phone number. Below this is the AccreditASC logo and a navigation menu with links for Hello Douglas, Home, Help, and Logout. The main content area is titled 'iPad Users' and contains a table with columns for User ID or Initials, Name, Email, and Edit/Delete buttons. The table lists five users: MW, ML, JW, KC, and MB.


User ID or Initials	Name	Email	Edit	Delete
MW	Monica White	Monica@accreditasc.com	Edit	Delete
ML	Marilee Leach	Marilee@accreditasc.com	Edit	Delete
JW	Jonathan Wilson	Jonathan@accreditasc.com	Edit	Delete
KC	Karen Clark	Karen@accreditasc.com	Edit	Delete
MB	Mary Bell	Mary@accreditasc.com	Edit	Delete

### Box #7 Manage Facility

This allows the user to manage the address and billing options for the facility. It can also be used to edit the Accreditation body ID#



[Privacy Policy](#) [Back To Main Website](#)



HELLO DOUG!23 HOME HELP LOGOUT

Edit Facility

### Facility Information

Facility Name:	Western Pacific Surgery Ctr
Address:	1234 Main St, Ste
Alt/Address:	
City:	Murketa
State:	CA
Zip:	95143
Phone:	(936) 731-1360
Facility ID:	23456

Save Facility

### Billing Information

New Card Number:	
Expiration Date:	
First Name on Card:	

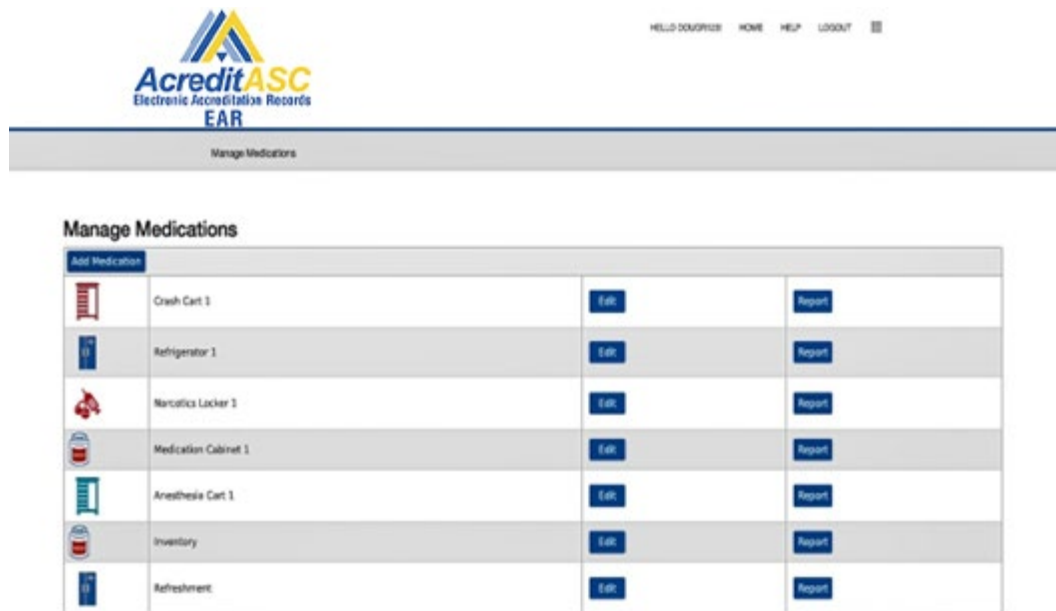
# Medication Manager

Box #8








## Manage Medications

This is where the user can add or edit all the medications in the facility.

Selecting this brings up the Medication home screen



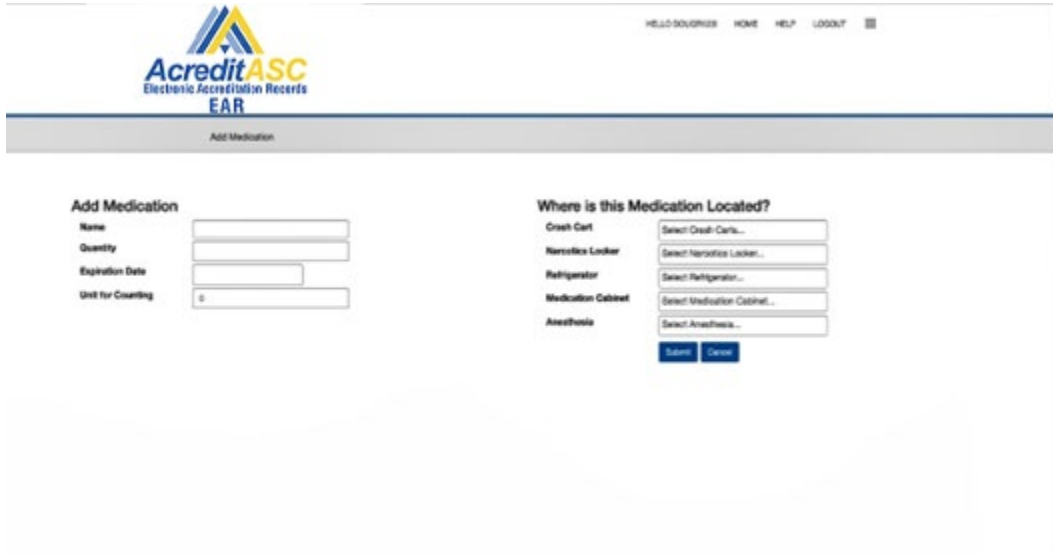
The screenshot shows the AcreditASC Medication Manager interface. At the top, there is a header with the AcreditASC logo and navigation links: HELLO DOUGRICE, HOME, HELP, and LOGOUT. Below the header is a section titled "Manage Medications". Under this section, there is a table with the following columns: "Add Medication", "Location", "Medication", "Edit", and "Report". The table lists several locations and their associated medications:

Add Medication	Location	Medication	Edit	Report
	Crash Cart 1		<a href="#">Edit</a>	<a href="#">Report</a>
	Refrigerator 1		<a href="#">Edit</a>	<a href="#">Report</a>
	Narcotics Locker 1		<a href="#">Edit</a>	<a href="#">Report</a>
	Medication Cabinet 1		<a href="#">Edit</a>	<a href="#">Report</a>
	Anesthesia Cart 1		<a href="#">Edit</a>	<a href="#">Report</a>
	Inventory		<a href="#">Edit</a>	<a href="#">Report</a>
	Refreshment		<a href="#">Edit</a>	<a href="#">Report</a>

The left side shows the medications specific to that location. AcreditASC pre-loads common medications for that location.\

Selecting “Add Medication” brings up the form shown below. You can use multiple locations for the same medication

“Unit for counting” refers to how you want to count this medication. Vial, bottle, individual pills etc.

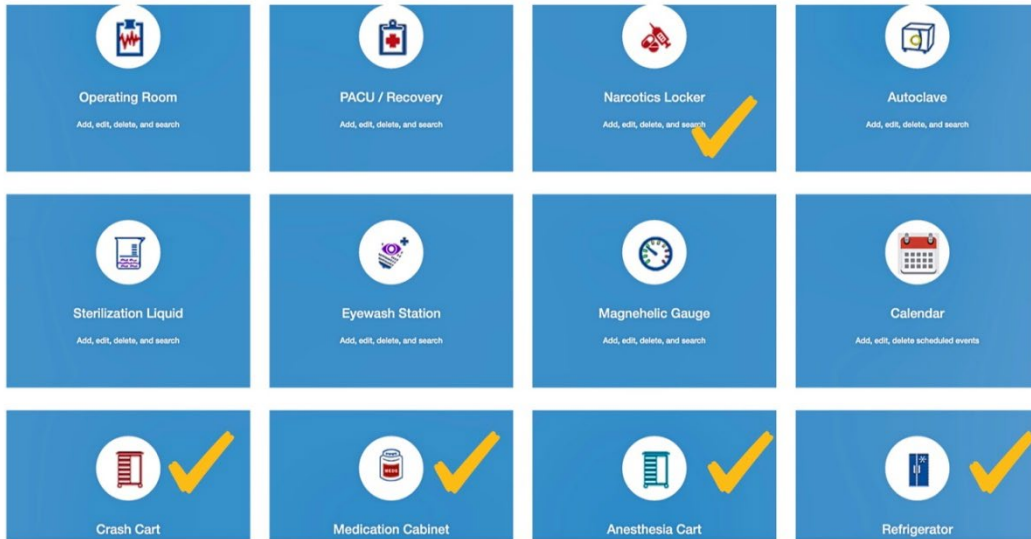


The screenshot shows the 'Add Medication' page of the AcreditASC system. The page has a header with the AcreditASC logo and navigation links: 'HELLO DOUGLASS', 'HOME', 'HELP', and 'LOGOUT'. Below the header is a sub-header 'Add Medication'. The main content area is divided into two sections. The left section, titled 'Add Medication', contains four input fields: 'Name', 'Quantity', 'Expiration Date', and 'Unit for Counting'. The right section, titled 'Where is this Medication Located?', contains five dropdown menus: 'Crash Cart', 'Narcotics Locker', 'Refrigerator', 'Medication Cabinet', and 'Anesthesia'. At the bottom of the right section are 'Submit' and 'Cancel' buttons.

You can create additional medication locations by going to Box #2 from the home screen.

**“Logbook maintenance and Calendar”** The items that contain medications are:

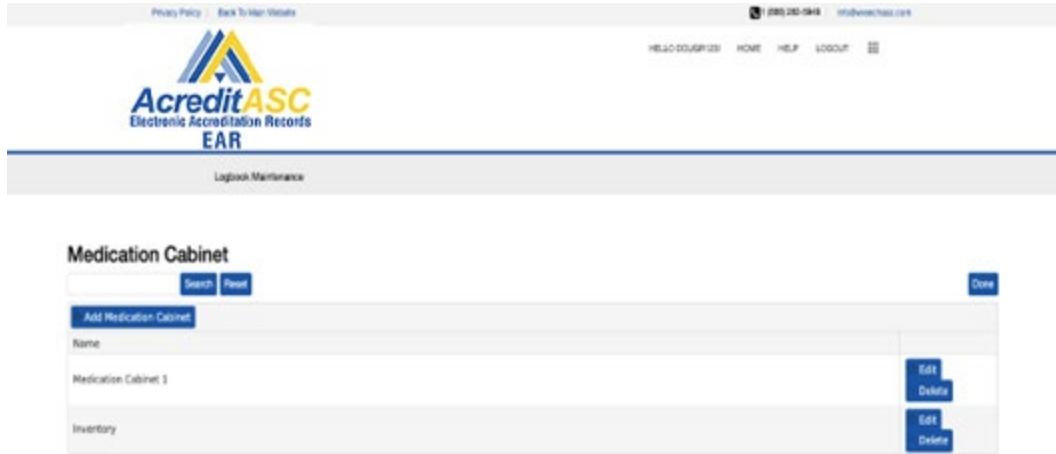
- Crash Cart
- Narcotics Locker
- Medication Cabinet
- Anesthesia Cart
- Refrigerator



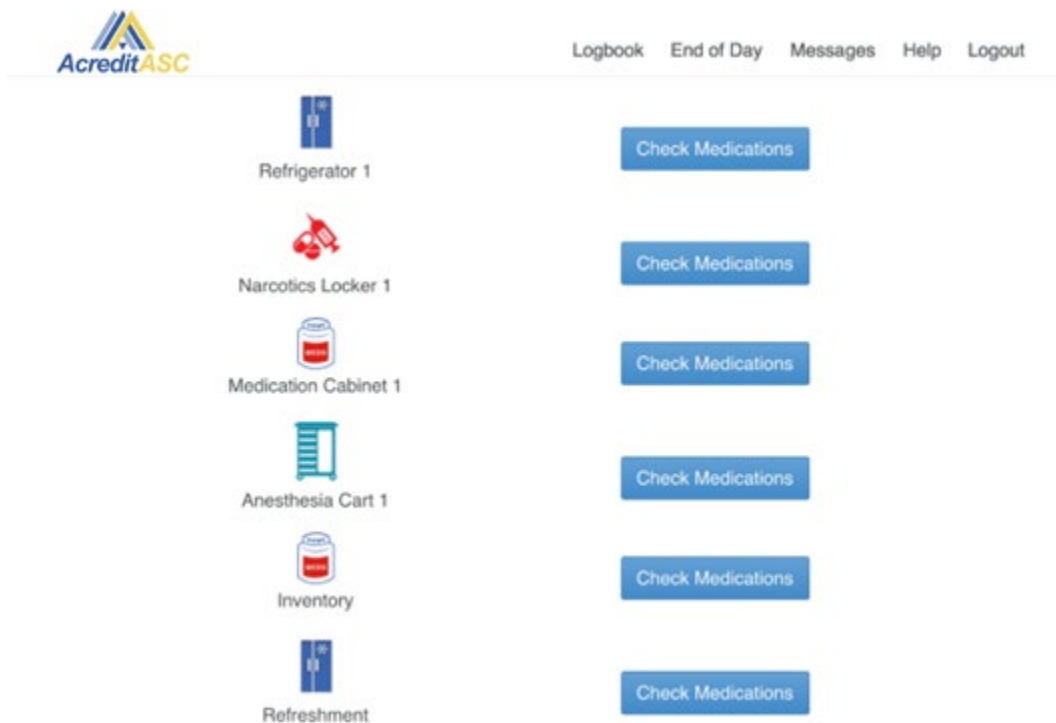
The bottom 4 on this screen contain medications. Select one and click “Add”. You can name this anything you want. The same for **Narcotics locker**.

Here a new Medication cabinet was created with the name INVENTORY.

When you add a new location, it will automatically contain common medications which you can customize for that new location.



Here is how it appears on your iPad. Note the different icons for each type of location

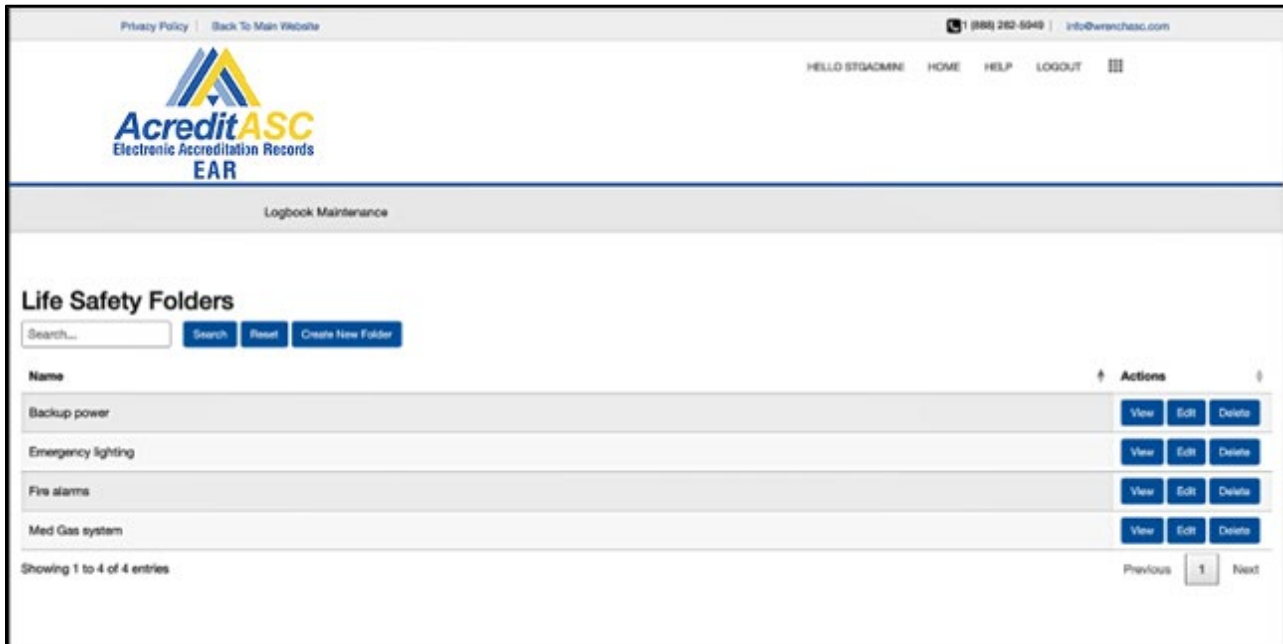


# Life Safety Manager

## Box #9 Life Safety Manager

Life Safety Manager lets you schedule all of you various LS tasks, get email reminders when due and document your work.

When you click on the LS icon, you are greeted with the following screen.  
(No folders will be present on new account setup)



The screenshot shows the 'Life Safety Manager' interface. At the top, there is a header with the AcreditASC logo and navigation links: 'Privacy Policy', 'Back To Main Website', 'HELLO STODAMRE', 'HOME', 'HELP', 'LOGOUT', and a contact number '1 (888) 262-5948' with an email 'info@wrenchasc.com'. Below the header is a 'Logbook Maintenance' section. The main content area is titled 'Life Safety Folders' and includes a search bar with a 'Search' button, a 'Reset' button, and a 'Create New Folder' button. Below this is a table with the following data:

Name	Actions
Backup power	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Emergency lighting	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Fire alarms	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Med Gas system	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries'. On the right side, there are 'Previous' and 'Next' buttons, with the number '1' in a box between them.

Select "Create new folder" to add a task folder.

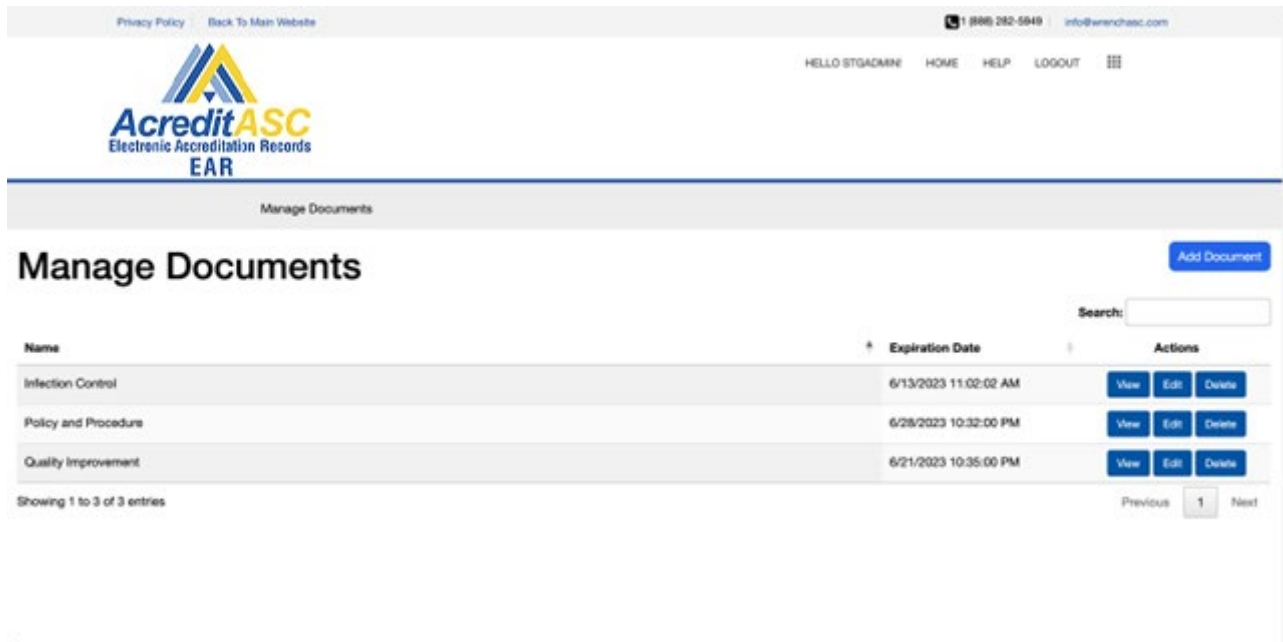
Select "VIEW" to enter individual tasks related to that folder.

# Document Manager

## Box #10 Document Manager

Document Manager allows you edit and store all of your manuals and paperwork in the cloud. It eliminates shelves full of binders.

Document manager works with all Word, Pages, PDF, Excel and TXT file formats.

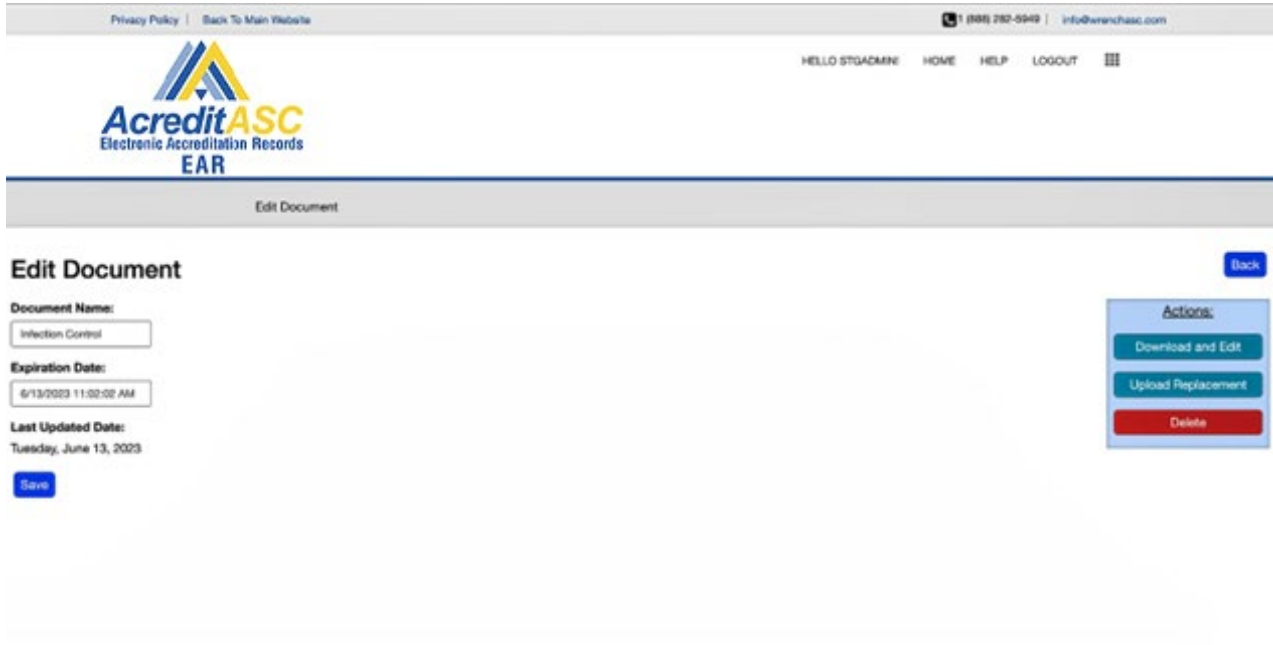


The screenshot shows the AcreditASC Document Manager web application. At the top, there is a navigation bar with links for Privacy Policy, Back To Main Website, and contact information (888) 282-5849 and info@serenasc.com. Below this is the AcreditASC logo and a header section titled "Manage Documents". The main content area features a "Manage Documents" title, a search bar, and a table of documents. The table has columns for Name, Expiration Date, and Actions. Three documents are listed: Infection Control, Policy and Procedure, and Quality Improvement. Each document has a "View", "Edit", and "Delete" button. At the bottom, it says "Showing 1 to 3 of 3 entries" and has "Previous" and "Next" navigation buttons.

Name	Expiration Date	Actions
Infection Control	6/13/2023 11:02:02 AM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Policy and Procedure	6/28/2023 10:32:00 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>
Quality Improvement	6/21/2023 10:35:00 PM	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Select VIEW to see the last edit and expiration (if any) date. You can also click on the document to download it on your PC.

Select EDIT to download onto your PC for editing in your word processor.  
You will see the following screen.



The screenshot shows the 'Edit Document' page in the AcreditASC system. At the top, there is a navigation bar with links for 'Privacy Policy' and 'Back To Main Website' on the left, and contact information '(888) 282-5549' and 'info@eranchasc.com' on the right. Below this is a header section with the AcreditASC logo and the text 'Electronic Accreditation Records EAR'. To the right of the logo are links for 'HELLO STGADMIN', 'HOME', 'HELP', and 'LOGOUT'. The main content area is titled 'Edit Document' and contains a form with the following fields: 'Document Name' (containing 'Infection Control'), 'Expiration Date' (containing '6/13/2023 11:02:02 AM'), and 'Last Updated Date' (containing 'Tuesday, June 13, 2023'). There is a 'Save' button at the bottom left of the form. On the right side of the form, there is an 'Actions' panel with three buttons: 'Download and Edit' (blue), 'Upload Replacement' (blue), and 'Delete' (red). A 'Back' button is located at the top right of the form area.

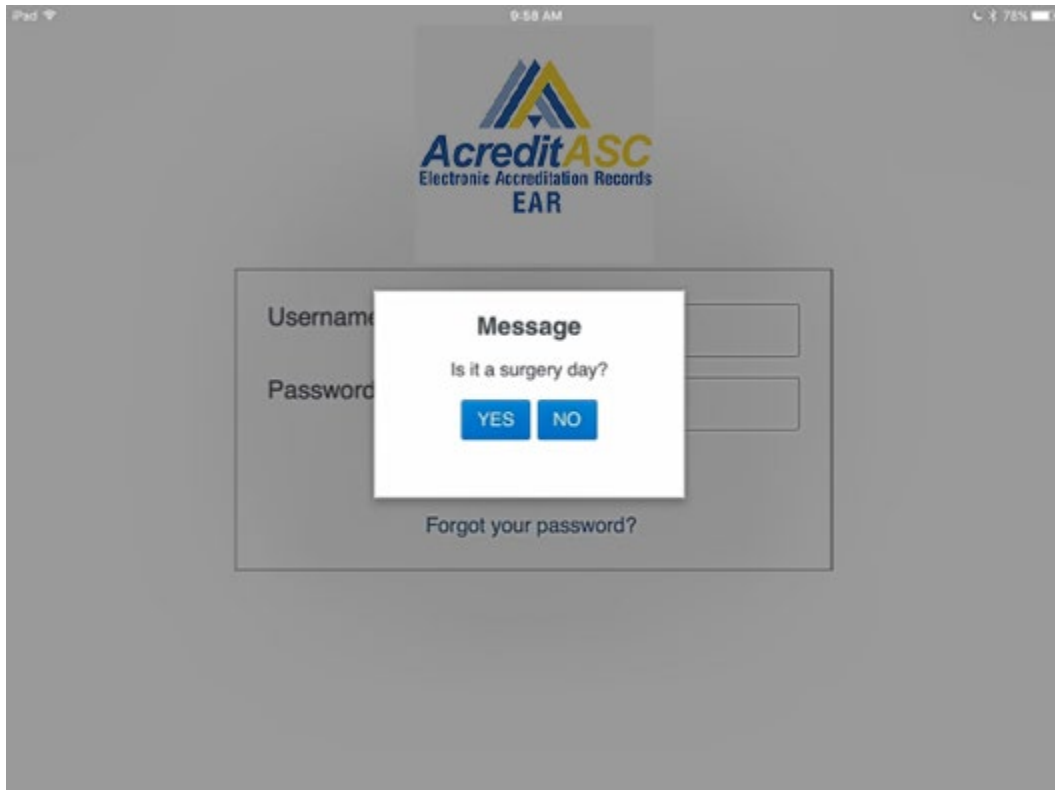
Select DOWNLOAD AND EDIT to download the document. Locate the file  
on your PC and use your word processor to edit.

Save the edited version on your PC and select UPLOAD REPLACEMENT.  
Your updated document is stored in your account in the cloud.

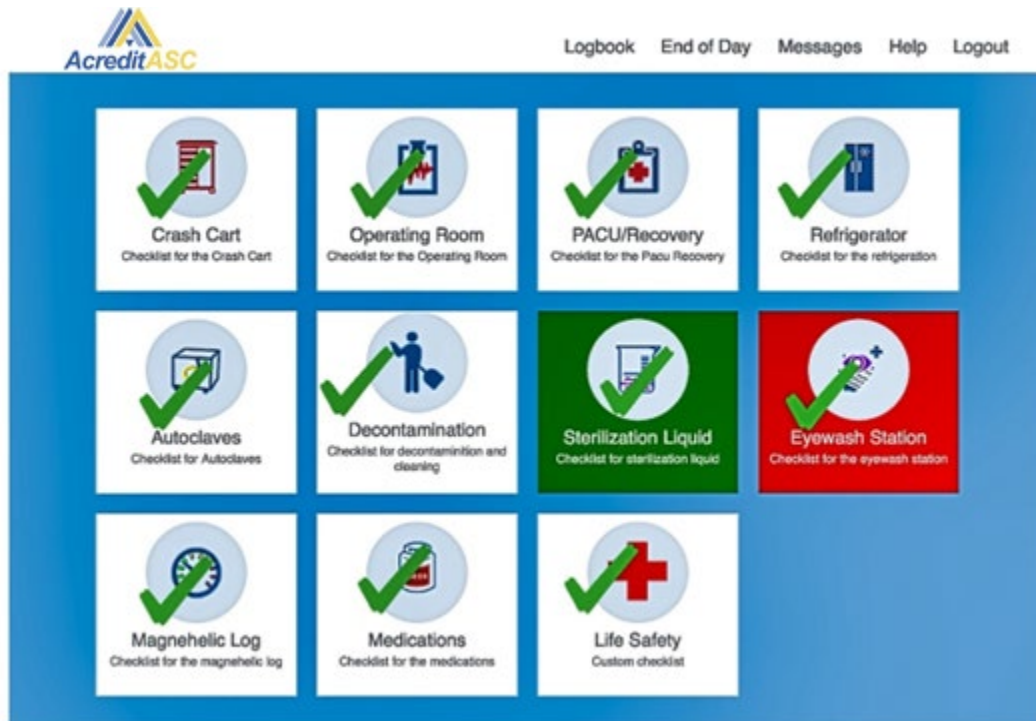


## Using your iPad

When you first log into your iPad, you are greeted with the screen below.



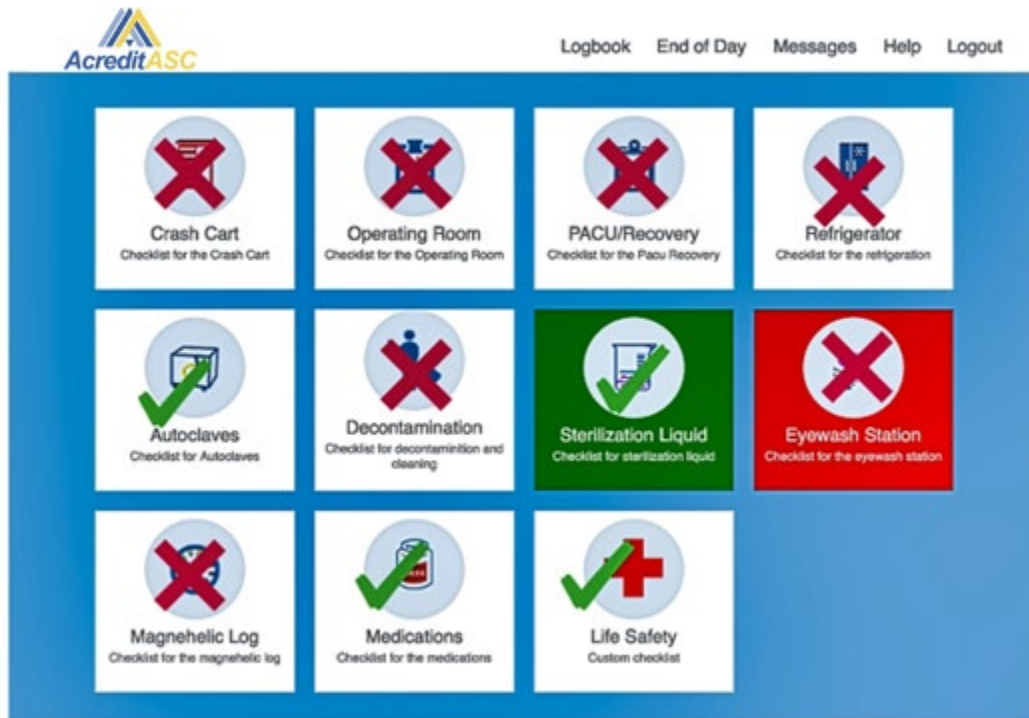
Selecting “YES” will activate **all** your logbooks and allow you to fill them in.



If you select “NO” you are not having surgery then only AUTOCLAVE, STERILIZATION LIQUID, MEDICATIONS and CALENDAR will be available

If you accidentally select YES when you meant NO, simply logout and log back in.

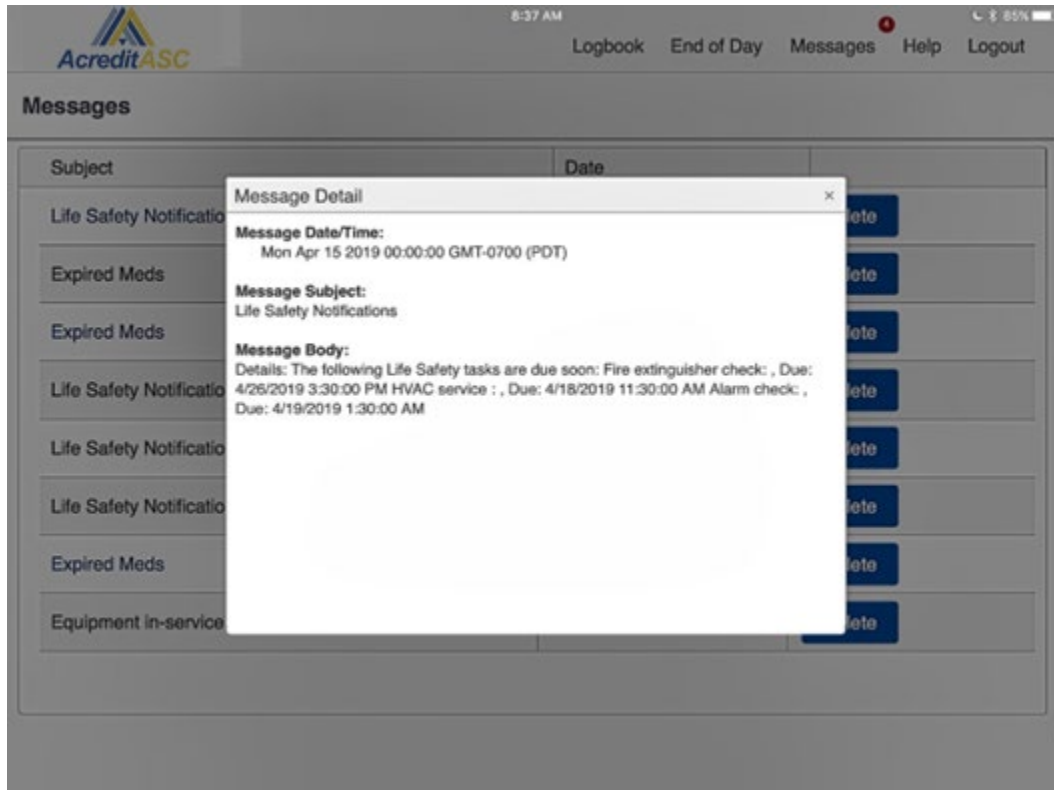
Providing you have NOT filled out any logbooks shown with a red X below.



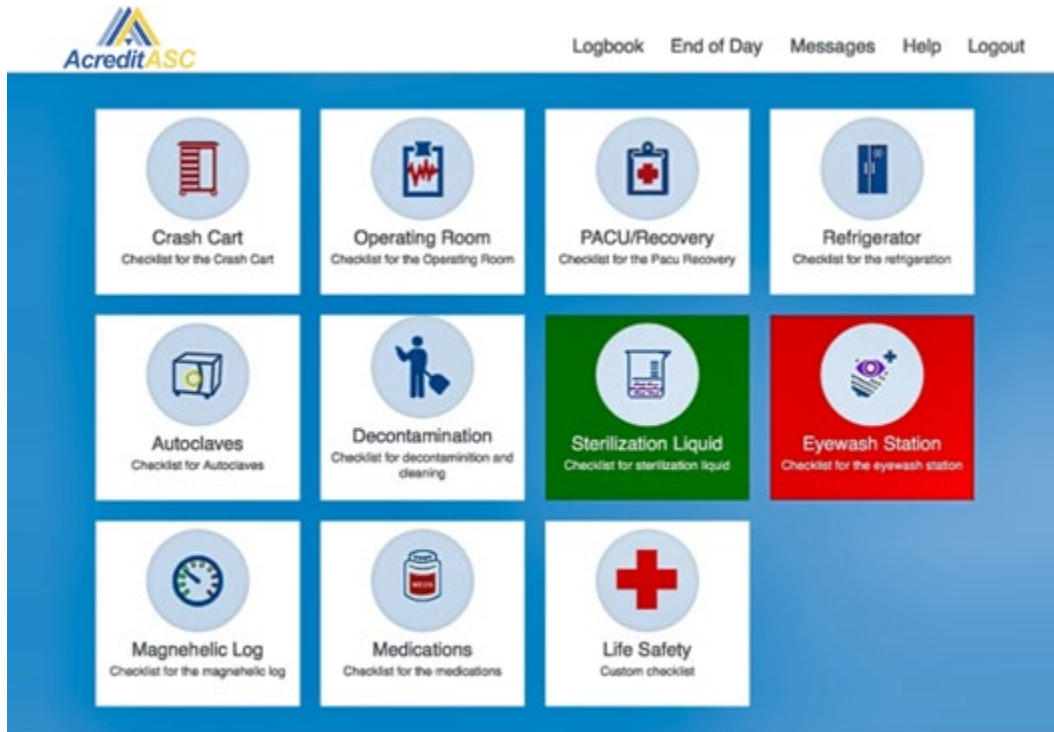
The EYEWASH logbook shown here is red. Eyewash is a weekly function and turns green when it is filled in. Each Monday it will revert to red.

If you are using cold sterilization, this logbook will turn red every 28 days indicating the expiration of the sterilization liquid.

After selected either YES or NO, you are presented with any pending notifications shown here.



After the notification you are brought to the home screen.



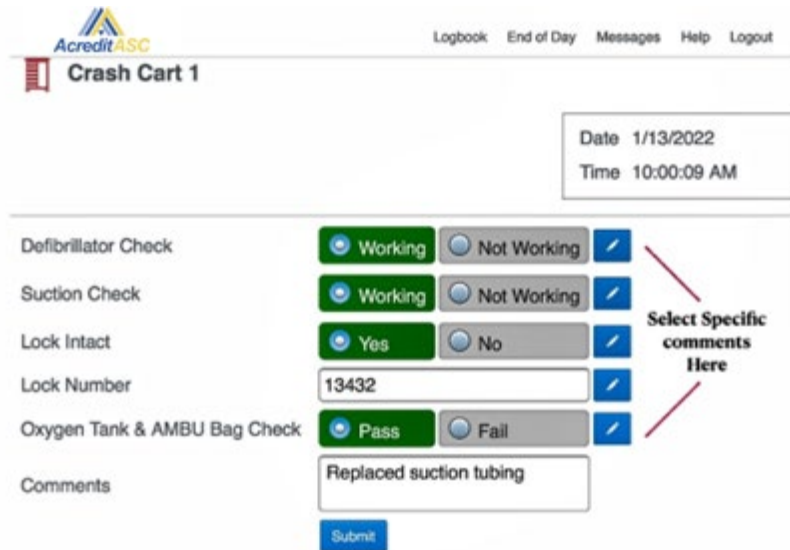
## Filling in logbook forms

**What is useful about filling in your logbooks is the fact that in less than 5 minutes you have all of your daily recordkeeping done and have it in your survey reports.**

Select a logbook icon to fill out the logbook form.

Forms are AAAHC, JCAHO and AAAASF acceptable

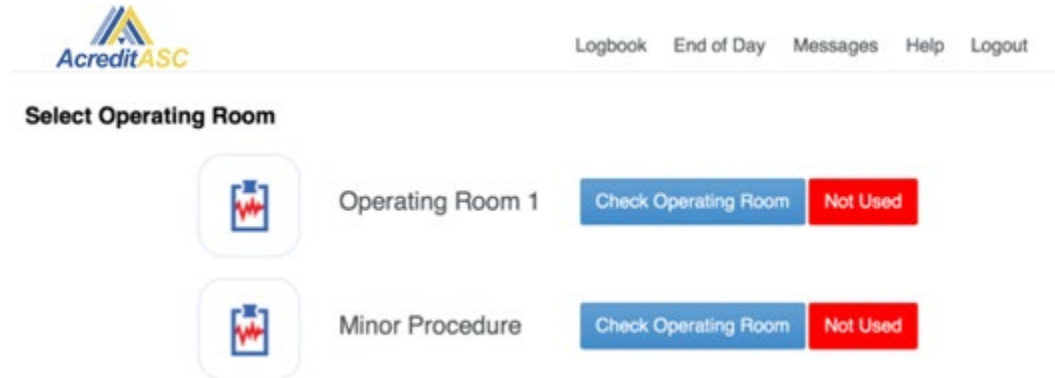
In this example select **CRASH CART**



The screenshot shows the AcreditASC web interface for the 'Crash Cart 1' logbook. At the top, there is a navigation bar with links for 'Logbook', 'End of Day', 'Messages', 'Help', and 'Logout'. The main title 'Crash Cart 1' is displayed. A date and time box shows 'Date 1/13/2022' and 'Time 10:00:09 AM'. The form contains several sections: 'Defibrillator Check' with 'Working' (selected) and 'Not Working' buttons; 'Suction Check' with 'Working' (selected) and 'Not Working' buttons; 'Lock Intact' with 'Yes' (selected) and 'No' buttons; 'Lock Number' with a text input field containing '13432'; 'Oxygen Tank & AMBU Bag Check' with 'Pass' (selected) and 'Fail' buttons; and 'Comments' with a text input field containing 'Replaced suction tubing'. A 'Submit' button is at the bottom. A red arrow points to the 'Select Specific comments Here' text, which is positioned next to the 'Lock Number' field.

You can add specific comments to any element in the form. These will appear in your survey reports. **When the lock number is changed, you are forced to provide a comment.**

If you have multiple rooms/logbooks created. You must select **“not used”** if they are not used the surgery day. Rooms/logbooks must be selected either checked or not used in order to submit the form to your survey reports



The screenshot shows the AcreditASC web application interface. At the top left is the AcreditASC logo. To the right of the logo is a navigation bar with links: Logbook, End of Day, Messages, Help, and Logout. Below the navigation bar is a section titled "Select Operating Room". This section contains two rows of options. Each row starts with a circular icon containing a clipboard with a red heart. The first row is labeled "Operating Room 1" and the second row is labeled "Minor Procedure". To the right of each label are two buttons: a blue button labeled "Check Operating Room" and a red button labeled "Not Used".

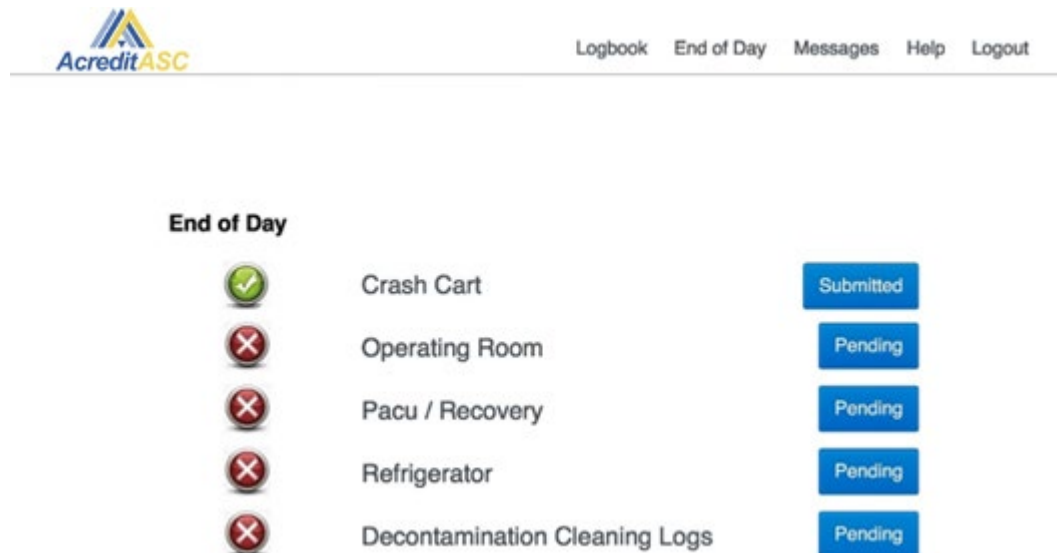
Room/Procedure	Check Operating Room	Not Used
Operating Room 1	<input type="button" value="Check Operating Room"/>	<input type="button" value="Not Used"/>
Minor Procedure	<input type="button" value="Check Operating Room"/>	<input type="button" value="Not Used"/>

## iPad main menu

### Top Menu of the iPad

Select “END OF DAY” from the iPad menu to view what logbooks have been filled in.

Select “Pending” to bring up the form for that logbook



The screenshot shows the 'End of Day' menu in the AcreditASC application. At the top left is the AcreditASC logo. At the top right is a navigation bar with links: Logbook, End of Day, Messages, Help, and Logout. Below the navigation bar, the title 'End of Day' is displayed. The main content area lists five logbook categories, each with a status icon and a corresponding button:

Logbook Category	Status
Crash Cart	Submitted
Operating Room	Pending
Pacu / Recovery	Pending
Refrigerator	Pending
Decontamination Cleaning Logs	Pending




# Messages for iPad users

## Messages

This is where all your messages from the administrator and notifications are stored. A small red dot with the number of messages not read will appear when you have an unread message or notification.

The items shown in blue text indicate messages that have been read. The ones in black have not been read.

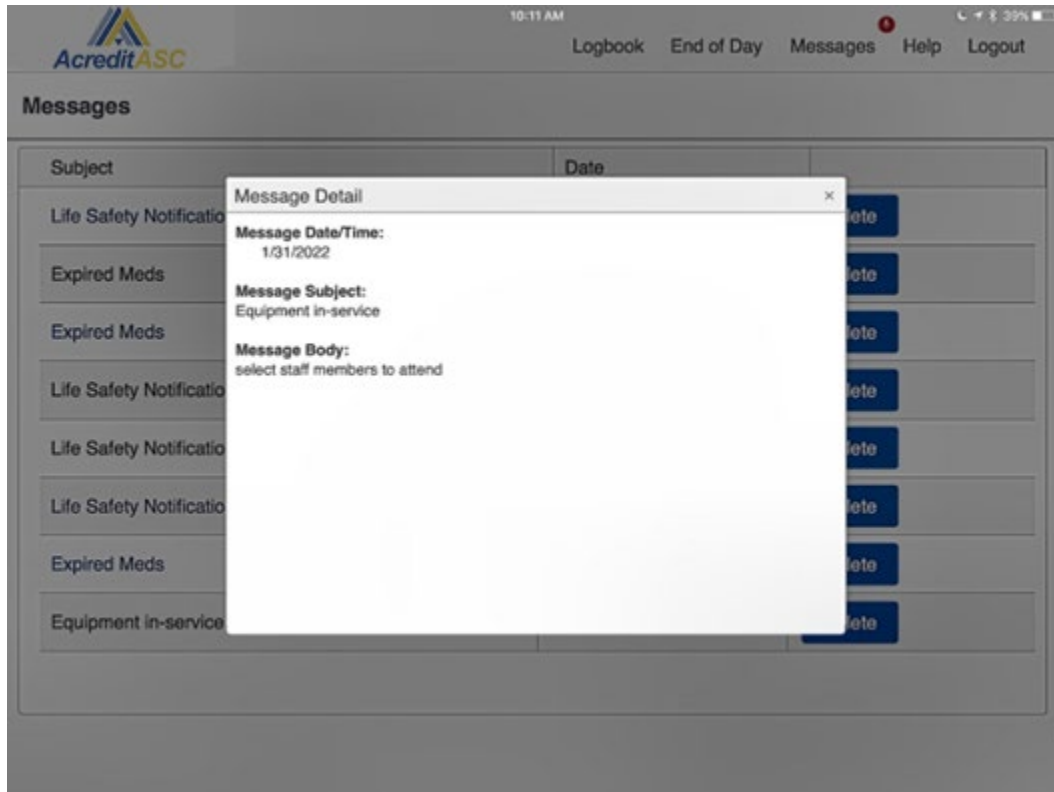


[Logbook](#)
[End of Day](#)
[Messages ●](#)
[Help](#)
[Logout](#)

### Messages

Subject	Date	
Life Safety Notifications	4/15/2019	<a href="#">Delete</a>
Expired Meds	12/10/2019	<a href="#">Delete</a>
Expired Meds	12/10/2019	<a href="#">Delete</a>
Life Safety Notifications	12/10/2019	<a href="#">Delete</a>
Life Safety Notifications	12/10/2019	<a href="#">Delete</a>
Life Safety Notifications	12/10/2019	<a href="#">Delete</a>
Expired Meds	1/4/2022	<a href="#">Delete</a>
Equipment in-service	1/31/2022	<a href="#">Delete</a>

Selecting one will display the detail of that message\



If you have any questions or need support,  
please call our support line

(888) 282-5949

## FAQ'S

### 1. Can I use different iPads?.

No. your iPad stores important information that your survey reports need each day you login to your iPad.

### 2. What happens if I lose my iPad?

When you get your new iPad. Download the WenchASC app. Login as you normally would. Your reports will not show the data from when you last logged out of the iPad.

### 3. Is my information secure?

Yes. Your information is stored securely in the cloud as is backed up daily. Your survey report information can also be downloaded by you to store as you prefer.

### 4. Can I use AcreditASC at different facilities?

No. Each subscription is tied to a specific facility by its accreditation organization number. The same subscription will not work at other facilities.

### 5. Do I have to be in my facility to access or use AcreditASC?

No. AcreditASC is internet based. You have full use (PC and iPad) wherever you have an internet or Wi-Fi connection. Remote worker friendly.