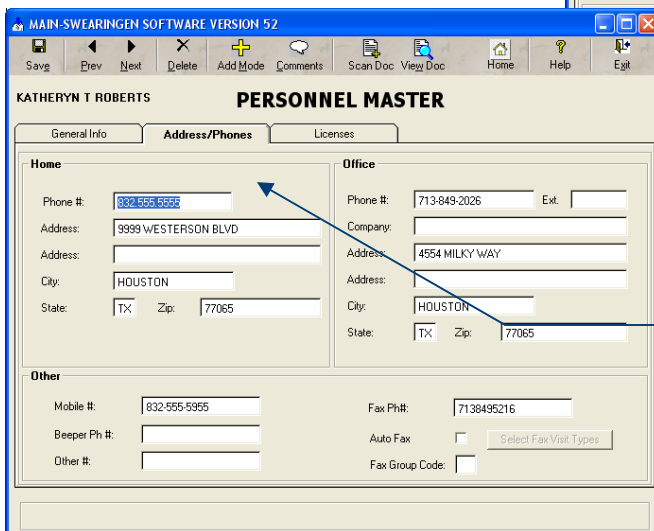
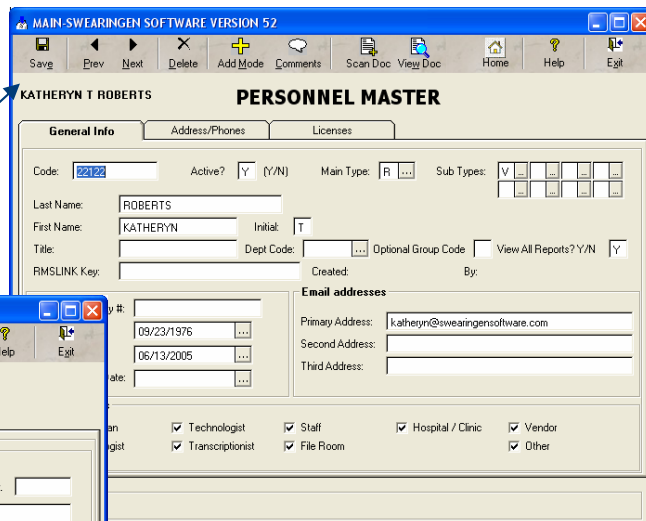




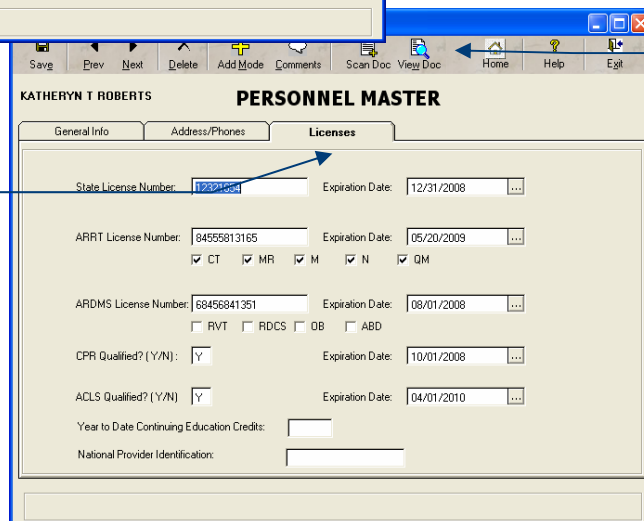
The Personnel Manager module in **EXAM-RIS** allows you to maintain up-to-date information about all the personnel in your facility including both staff and physicians.

The tabbed Personnel Master screen is a key component of this module:

The General tab is used to enter information such as the person's name, social security number, date of birth, hire date, and the type of function he or she performs within your organization.



This tab is used to enter information about the person's home and work address as well as telephone and fax numbers.



You can scan important documents such as licenses and photos and attach them to the personnel record.

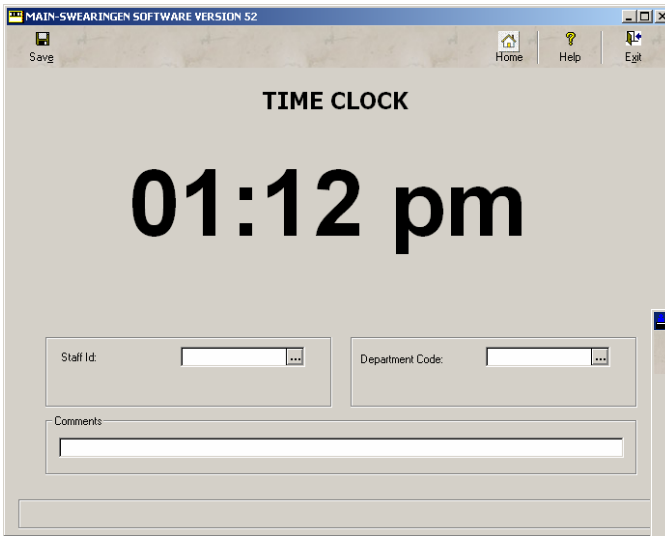
You can also view these documents from the Personnel Master screen.

This tab is used to enter information about the licenses the person holds and the date each will expire.

This information is used in the Expiring Personnel Licenses report.

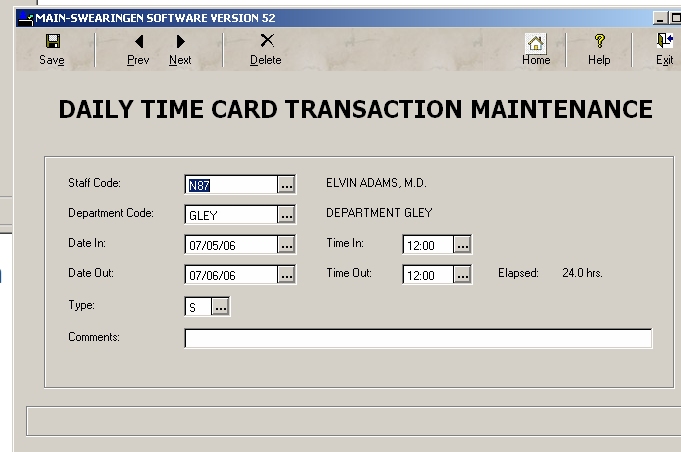
# Personnel Management

## Time Card Feature



The Time Card feature of the Personnel Management module allows people to punch in and out. You can specify whether overtime is calculated by the day or the week and the number of hours that should be counted as straight time before overtime starts.

For each person, you can view a summary of the hours worked on a specified date.



## Reports

The Personnel Management reports are designed to help you manage your department.

The Expiring Personnel Licenses report displays a list of personnel whose licenses will expire during a specified date range. With this information, you can alert these people when it is time for them to renew their licenses and certifications.

SWEARINGEN SOFTWARE VERSION 52							Date: 6/12/2008
EXPIRING PERSONNEL LICENSE REPORT							Time: 1:26:44 PM
FROM 06-12-2008 THRU 06-12-2009							Page: 1
ID CODE	NAME	STATE	AART	ARDMS	CPR	ACLS	
22122	ROBERTS, KATHERYN T	12/31/2008	05/20/2009	08/01/2008	10/01/2008	04/01/2010	

At times, you may find that you are short-staffed, and need to quickly locate someone you can call on to come in and help. For example, you may want to call a technologist. Using the Phone Directory Listing, you can easily look up the telephone numbers of the technologists on your staff. You can also limit the list to include only technologists with a specific specialty.

The same Phone Directory Listing and the more detailed Directory Proof Listing are also useful for meeting the requirements of the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) Public Policy Initiatives. In times of emergency, you can use this report to quickly locate personnel with the needed specialties.

For more information, contact CoActiv Medical at 1-877-COACTIV (262-2848)  
or visit our website: [WWW.COACTIV.COM](http://WWW.COACTIV.COM)