

drEryk×

Instrukcja użytkownika

Import umowy



Nowe umowy NFZ - import i aktualizacja komórek

Jak zaimportować umowę NFZ do aplikacji drEryk Gabinet?

Z górnego menu panelu Kierownika medycznego wybierz opcję **Umowy/Umowy**.

	, m	•	-	1	Rejestr różowych	Podwójne	
System	Pacjenci	Raporty i staty	ystyki	Umowy	recept	deklaracje	
Pracownicy ZOZ				17			
Pracownicy ZOZ	(aktualnie zatrudnier	ii) 🏥 Archiwum	pracownil	Umowy	Usługi prywatne		
	Imię		-		Nazwisko		PESE
AGNIESZKA			AMBULAT	TORYINA			50010133

Po wyświetleniu się okna klikamy "Importuj umowę".

Umowy					? X
Rok Typ 2019 Podsta Lista umów	awowa opieka zdrowotna 🗾 💽 Filt	nj			
Kod umowy	Numer pierwotny umowy Aneks	Typ umowy	Rok Data od	Data do	Data podpisania
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		🕀 Imp	ortuj urnowę 🛛 🛛 Usu	ń umowę	6 Pokaż szczegóły
					🗾 Zamknij

Pojawi się kolejno okno, w którym należy wybrać katalog oraz nazwę pliku, w którym znajduje się umowa. Wybierz z listy plik z umową i wciśnij przycisk "**Zatwierdź**".



drEryk*

Lokalizacja X						
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\USUN		01.04.2019 11:22	Folder plików			
WINDOWS		29.03.2019 10:23	Folder plków			
\PROGRAMDATA		13.03.2019 15:10	Folder plików			
\SYSTEM VOLUM	E INFORMATION	05.03.2019 10:35	Folder plków			
\RAPORTY		28.02.2019 09:39	Folder plików			
\TOTALCMD		21.02.2019 08:58	Folder plików			
\\$RECYCLE.BIN		11.02.2019 11:55	Folder plików			
\USERS		11.02.2019 11:55	Folder plików			
\AMD		06.02.2019 15:42	Folder plków			
\INTEL		06.02.2019 15:34	Folder plików			
\MSOCACHE		06.02.2019 15:20	Folder plików			
\DOCUMENTS AN	D SETTINGS	06.02.2019 15:18	Folder plików			
\RECOVERY		06.02.2019 15:15	Folder plików			
\PERFLOGS		15.09.2018 09:33	Folder plików			
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Pojawi się pasek postępu importu.

Umowy ? X
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🕀 Importuj umowe
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W celu prawidłowego sprawozdania świadczeń do NFZ ważne jest to, aby po zaimportowaniu umowy przypisać komórki do personelu oraz produkty kontaktowe do komórek.



drEryk*

Umowy	? X
Rok Typ	
2020 Podstawowa opieka zdrowotna Fitrug	
Lista umów	
Kod umor Uwaga 🗙	Data podpisania
Proszę przypisać komórki do personelu oraz produkty kontraktowe do komórek (KM/system/ustawienia/komórki).	
🛨 Importuj umowę 🛛 🛛 Usuń umowę	😽 Pokaż szczegóły
	📕 Zamknij

Jak zaktualizować komórki u personelu?

Od wersji **7.23** zmodyfikowany został mechanizm importu umów. W związku z tym, po wgraniu umowy komórki zostają zaktualizowane, jeśli wcześniej występowały.

W panelu Kierownika Medycznego wybieramy pracownika na liście, zaznaczamy go i klikamy "**Edytuj dane**" i wskazujemy zakładkę "**Komórki pracownika**". Za pomocą przycisku "+" dodajemy komórki. Ważne jest to, aby wskazać komórki z oznaczeniem roku 2021.

Dla każdego pracownika należy powtórzyć czynność. W celu uniknięcia pomyłek podczas wyboru komórki przez pracowników zalecamy usunąć te z zeszłego roku.



drEryk*

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Jak przypisać produkty kontaktowe do komórek?

Z panelu Kierownika Medycznego wchodzimy w zakładkę **System/Ustawienia/ Komórki** i w oknie "**Komórki**" wskazujemy tę do której będziemy podpinać produkty kontaktowe.

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Jak rozliczyć świadczenia jeśli nie była ona wgrana do systemu po 01.01.2021, a realizowaliśmy świadczenia?

Jeśli umowa nie została na początku miesiąca tj. 01.01.2021 a był udzielane świadczenia należy wykonać zmianę komórek.

Zmian	a kom	órek				×		
Okre Data	od: 01	01 2021	do: 28 08	2020	Zr ro	miana okresu zliczeniowego		
Umowy AOS Aktualizacja produktów jednostkowych dla teleporad w POZ Przepijsapije świjadczeń zej stareji umowo/ paj powa								
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Po wykonaniu zmiany komórek generujemy raport i przesyłamy do NFZ w celu zaraportowania świadczeń.

Jeśli umowa została wgrana przed 01.01.2021 i zostały poprawnie przypisane komórki do pracowników oraz produkty kontraktowe do jednostek to nie ma potrzeby wykonywania tego kroku.

