# **IF** Health Financial Systems

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Thank you for selecting Health Financial Systems IRIS software. Please read this document. You will find answers to the questions you are likely to have when you start using the software.

### Installation:

- 1. To install the IRIS software, you must have administrative rights on your computer.
- 2. Open your Internet browser and go to our website <u>www.hfssoft.com</u>. At the top of the main page you will see a series of links. Select the "Downloads" link.



Figure 1 - Downloads link on main page

3. You will be prompted to enter your username and password.



Figure 2 - Sign In

# Financial Systems

- 4. If you can't remember your username, click the appropriate link and enter your email address to have your username sent to you. If you forgot your password, click on the link to have an email sent to you that will enable you to reset your password.
- 5. If you are a new user and don't have a username or password, click on the "Join Us" link to register as a new user and obtain a username and password.
- 6. After you enter your username and password click the Submit button. After your username and password are verified you will see the Download Center.

Health Financial Systems HCRIS SaFE				႐ို့ Welcome chuc	kbriggs (Log Off) 🏾 🛛 🛪 Cart
¥ Health Financial Systems		Products •	Downloads Su	pport - Bulletins	Events 👻 My Account
	Download Cente	r			
Paid Products	Version	Date posted		Notes	Download
Hospital (2552-10, 2552-96)	14.2	04/30/2018		Notes	Full Download
Skilled Nursing Facility (2540-10, 2540-96)	8.2	04/26/2018		Notes	Full Download
Home Health Agency (1728-94)	18.2	05/08/2018		Notes	Full Download
Rural Health Clinic (222-92)	14.11	04/26/2018		Notes	Full Download
Hospice (1984-14, 1984-99)	3.1	04/26/2018		Notes	Full Download
Renal Dialysis Facility (265-11, 265-94)	4.2	05/11/2018		Notes	Full Download

#### Figure 3- Download Center

- 7. You will see the IRIS software at the bottom of the list of software modules. Click the Full Download button to download the installation files. The IRIS installation process is different than most of the other software products. These are the specific IRIS installation instructions:
  - (a). Click on the Download button, you will see either the Open or Save button.
  - (b). We suggest you chose the save option. This is a zipped file that you may need to access after running the install.
  - (c). The file downloads to a temporary folder (normally your download directory) and is called HFS-IRIS-Setup.zip.
  - (d). If this is the initial installation of the software, run the setup.exe file located in the zipped file. If you are just getting an update, run the HFSIRIS.msi file.
  - (e). You will see a series of windows and prompts. Respond to each of them to install the software. After running the file, your software will be installed or updated.

# Financial Systems

8. After the installation is complete, you can start the software by double clicking on the IRIS desktop icon.



Figure 4 - IRIS Desktop Icon

9. In the future you will receive email notification of any updates to your software. When you receive notice of an update, perform the Check for Updates procedure by selecting "Check New Updates" in the software.

Intern Resident I	Health Financial Systems			
Home Data Management	Interns	Reports Help		
Home         Data Management           Welcome         Welcome to IRIS. Our provider release of IRIS h with all the capabilities you need to submit y IRIS database and powerful end user information Some of the IRIS data base features include:           • Stores Interns and their Rotations in a database         • Calculates FTE amounts and groups them by type           • Edits for potential problems with information before submit of Residency Calendar for proper Out of IRP calculations, FTE and thorough edit checking           • Overlap checking and calculating within the users database           • Creation of Facility Information record           • Changes to Intern Records are tracked and saved           • Simultaneous Match information is saved and used for cal           • Search Capabilities by name and Social Security Number	Interns Interns as arrived your CMS on access. iission e next year weighting e tulations	Reports         Recent Updates         • Updated reports         • Added report for overlaps         • Updated IRP calculation error         • Updated medical school text    Task Scheduler This option will allow you to sc import A&M record files. Folder Location: Time Increment: 5 mi Create csv import report	Help 's hedule an automated way to	Check For Updates         This will check for new         updates on HSS         Check New Updates         Check New Updates         Script Tools         Click below only if issues are found in db.         Fix DB Issues         Recalc Overlap         Browse         Restore Factory Spec         This will restore your user settings back to factory spec.
		Start	Stop	Click Here



- 10. You can access our user manual from the IRS product page on our website, <u>www.hfssoft.com</u>. You can also download the IRIS user manual from this <u>link to IRIS User Manual</u>.
- 11. You can contact our customer support team Monday through Friday (excluding holidays) between the hours of 5:00 a.m. to 5:00 p.m. (PST) by calling (888) 216-6041 or by email (<u>support@hfssoft.com</u>). We encourage you to call and ask questions. Using the software should be a pleasant experience. If you can't figure something out, just call us. We probably know the answers to your questions. We welcome your questions and we appreciate any comments and feedback. You can submit comments and feedback by clicking on "Submit Feedback" in the Help section of the File Operations window of the Task Pane.)