# PRNPOOL.COM

# USER GUIDE



### OVERVIEW

How to Register

Placing an Order

The Tool Bar

### **Benefits:**

- Quick and simple order placement with remote access and scheduling
- Easily view a technologist's resume, work history, and credentials
- PRNPool does all license verification and document maintenance
- Eliminate time and costs accrued by using vendors and agencies

### CLIENT REGISTRATION

- Enter PRNPool.com as a healthcare facility
- Click Register
- Fill in the facility's information
- The username will be the name you will use to login every time you visit PRNPool.com
- Click Submit and login with your username and password you just created.



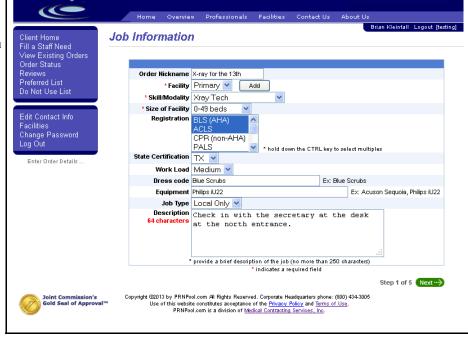
Now you should be on the Order Selection page. This page is designed to allow you to view all your open orders. In order to place an order, you will click on the **Fill a Staff Need** link in the blue box on the left side of the screen.



## PLACING AN ORDER

## STEP 1: JOB INFORMATION

- Order Nickname:
   The order nickname
   field is designed to help you keep track of your orders.
   Most facilities label this field with the modality or site name.
- <u>Facility</u>: The primary facility on your profile is the corporate location. You can add multiple locations by clicking the add button to the right of the facility field.
- Skill/Modality: Choose the
- modality that you need staffed.
- <u>Size of Facility</u>: Choose the size of the facility
- <u>Registration</u>: If you hold the CTRL key you can select multiple registrations.



• State Certificate: If your position requires a state licensure, this is where you will select the State.

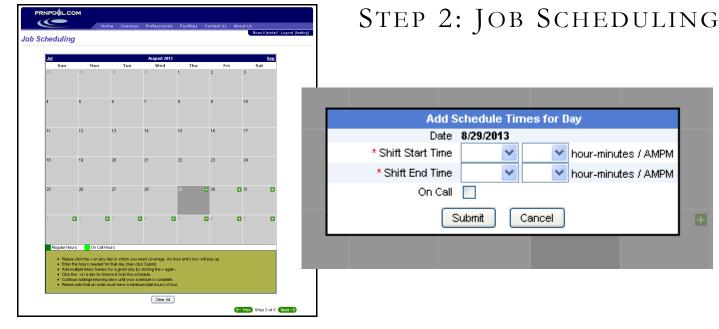
PRNPO@L.COM

- Work Load: Use your best judgment when deciding the workload.
- <u>Dress Code</u> and <u>Equipment</u>. Type in the dress code and the specific equipment for the shift. In order to provide you with the best technologist, please be as specific as possible.
- <u>Job Type</u>: Local Only means within a 50-mile radius. Preferred techs are techs that you have used before, they did a great job, and you would like to have them back. Once you have a couple of techs on your preferred list you can select this option. Contract is for a long-term need and contacts technologist from a larger radius.
- Description Box: This is for you to type any addition information, like where to park, PACS, etc.
- Once you review the Job Information page, click the green next button on the bottom right corner.

### Scott Trevino, Senior Chief Technologist, Preferred Imaging -

When asked what he thought about the process of PRNPool.com, Scott said that: "It (PRNPool.com) was great. I didn't have to waste time relaying the order to a middleman and then wait on the middleman to get it to the tech and then back to me. It was all done instantly online. I can clearly see the advantage of using this website." Scott also mentioned that for a last-minute need such as his, PRNPool was advantageous because of its far-reach. It can reach out to more people at one time, than by traditional staffing methods.





- Click the green plus sign in the upper right corner of the day you need coverage.
- An hour entry box will pop up. Select the start end times of the shift, then select submit.
- To add another shift, just select the plus sign on the desired shift. The first shift you entered will auto populate the time; feel free to adjust the time if the shifts vary.
- We do have a 4-hour minimum for all orders. We also have a 24-hour cancellation policy, which states if you cancel an order within 24 hours of the scheduled shift you will be billed for 4 hours at the agreed rate.
- Select the green next button in the bottom right corner.

## STEP 3: RATES



### You will enter the hourly rate in the Regular row.

- If you have an on call shift or a shift that you would like to pay per scan, you will enter the rates in the appropriate rows.
- This rate is the all inclusive rate. PRNPool takes a small percentage out of the rate you enter.

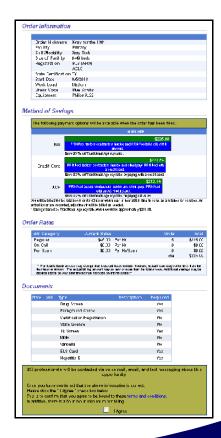
#### Staffing Comparison Matrix Pay Rate 27.00 40.50 25.22 27.00 27.00 Benefits 11 90 5.65 & Taxes Agency 14 54 14 78 9.00 Total Rate 46.15 41.54 40.00 36.00 10.15 5.54 4.00 Savings 17% 10% 22% 13% Vendor Management Groups control cost but at the expense of

- Save money
- Get better quality technologists!

# STEP 4: REQUIRED DOCUMENTS



- Do you notice that the documents either say yes or no under the required column? The documents that are required must have a yes in the required column.
- In order to edit a required document, you will simply click on the edit button on the column of the document you wish to change.
- A text box will pop up, in which you will add a description, check the required box, then click submit.
- Once your required documents meet your facilities requirements click the green next button in the bottom right corner.



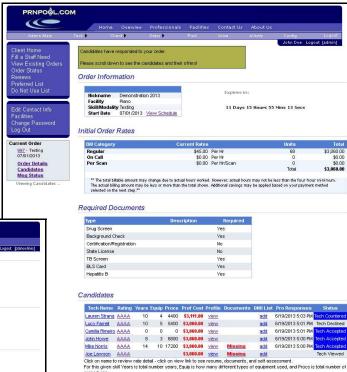
# STEP 5: ORDER INFORMATION

- This page is designed to give you one last chance to review your order.
- Notice the number of candidates that will be contacted about the order is at the top of the yellow box at the bottom of the page.
- If everything is correct, scroll to the bottom of the page and check the I Agree box in the yellow rectangle. Then, click the green submit button on the bottom right of the page.
- As soon as you submit the order, PRNPool cues up the voicemails, text messages, and emails. It usually takes a couple of minutes to contact the professionals.

Now the techs have been notified about the order. In order to view the techs you will click on Candidates in the light blue box on the bottom of the left side of the page. On the bottom of the new page you will see a list of the candidates.

- To the left of each candidate's row you will see the tech status. This is where you will be able to see if the techs accepted, declined or made a counter offer for the position.
- If you click on the name of a candidate, PRNPool allows you to view the techs resume, self-assessments, and documents.
- When you have decided on a candidate, click on the rate in the desired tech's row.





At the bottom this page you have the option to accept, decline, make another counter offer, or go back to the candidates.

You now have the option to review your tech selection and select your Method of Savings.



services. As artisal hours are recorded, adjustments will be billed as needed.

<sup>3</sup> Savings hased an 40% makup by Traditional Agency in this case total amount for a traditional agency. secure by \$2.155.67.

- We offer methods of savings to the facility based on the amount of risk involved by sending a tech to your facility.
- Here you can choose to be billed, pay with a credit card, or have an automatic withdraw.
- Choosing to pay with a credit card or an automatic withdraw will save you a small percentage of your total bill.

Now you are on the final page.

- Review your order one last time and select I Agree at the bottom of the page. By selecting the Agree button, you are basically signing a contract stating that you agree to our policies and the above order.
- The technologist you select will receive a message with the order information and directions to get to your facility.

# THE TOOL BAR

Client Home
Fill a Staff Need
View Existing Orders
Order Status
Reviews
Preferred List
Do Not Use List

Edit Contact Info Facilities Change Password Log Out

Current Order <u>1205</u> - Testing 09/04/2013

> Order Details Candidates Msg Status

### Fill a Staff Need:

This is where you may place an order.

### **View Existing Orders:**

View your recent orders, or orders that are unfilled.

### Reviews:

You can add a review to a professional's profile after that professional works at one of your facilities.

### Preferred List:

You can add technologists that did a great job to your preferred list. This way if you would like to only notify them in the future you can do so by selecting Preferred List under Job Type on Step 1 of the process.

### Do Not Use list:

If a tech has worked at your facility and they can't work PRN at your facility again or if a tech does a poor job you can also add a tech to the Do Not Use List.

### **Facilities**

If you want to add or edit a facility to you profile.

### Current Order:

This box will show you the most current order placed.

### LOCATIONS:

Atlanta • (404) 523-7522

Boston • (617) 927-2229

Chicago • (312) 551-0201

Dallas • (214) 373-3043

Denver • (303) 295-7250

Houston ● (713) 524-2700

1 (212) 252 005

Los Angeles • (213) 253-9955

Miami • (305) 358-9977

Nashville • (615) 221-2213

New Orleans • (504) 828-0089

New York ● (212) 982-6464

Phoenix • (602) 275-8588

Portland • (503) 244-4564

San Antonio • (210) 344-2600

San Francisco • (415) 252-9955

Seattle • (206) 405-1806

St. Louis • (314) 984-0600

Washington DC • (202) 789-7225

## SERVICES:

- Radiology
- Therapy
- Nursing
- Laboratory
- Pharmacy
- Radiation Oncology
- Physician's Assistants
- Physicians



Corporate Office 10300 N. Central Expwy. Suite 470 Dallas, TX 75231 Toll Free • (800) 388-5581 Fax • (800) 451-9828

www.PRNPool.com