



## 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.
- **Facility:** 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.
- **Size of Facility:** Choose the size of the facility
- **Registration:** 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.
- **Work Load:** Use your best judgment when deciding the workload.
- **Dress Code and Equipment:** 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.
- **Job Type:** 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.

The screenshot shows the PRNPOOL.COM website interface for the 'Job Information' step. The header includes the PRNPOOL.COM logo and navigation links: Home, Overview, Professionals, Facilities, Contact Us, About Us. A user profile 'Brian Kleinfall Logout [testing]' is visible in the top right. On the left, there are two blue boxes: one with links like 'Client Home', 'Fill a Staff Need', 'View Existing Orders', 'Order Status', 'Reviews', 'Preferred List', 'Do Not Use List'; and another with 'Edit Contact Info', 'Facilities', 'Change Password', 'Log Out'. The main form area is titled 'Job Information' and contains the following fields:

- Order Nickname:** X-ray for the 13th
- \* Facility:** Primary (with an 'Add' button)
- \* Skill/Modality:** Xray Tech
- \* Size of Facility:** 0-49 beds
- Registration:** A dropdown menu showing BLS (AHA), ACLS, CPR (non-AHA), and PALS. A note says '\* hold down the CTRL key to select multiples'.
- State Certification:** TX
- Work Load:** Medium
- Dress code:** Blue Scrubs (with 'Ex: Blue Scrubs' as an example)
- Equipment:** Philips iU22 (with 'Ex: Acuson Sequoia, Philips iU22' as an example)
- Job Type:** Local Only
- Description:** Check in with the secretary at the desk at the north entrance. A note below says '\* provide a brief description of the job (no more than 250 characters)'. A red '64 characters' indicator is present.

At the bottom right of the form, it says 'Step 1 of 5' and a green 'Next' button with a right arrow. At the bottom left, there is a 'Joint Commission's Gold Seal of Approval' logo. At the bottom center, there is a copyright notice: 'Copyright ©2013 by PRNPool.com All Rights Reserved. Corporate Headquarters phone: (800) 434-3005. Use of this website constitutes acceptance of the Privacy Policy and Terms of Use. PRNPool.com is a division of Medical Contracting Services, Inc.'

**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.



## STEP 2: JOB SCHEDULING

**Job Scheduling**

August 2013

Sun Mon Tue Wed Thu Fri Sat

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Regular Hours On Call Hours

- Please click the + on any day in which you need coverage. An hour entry box will pop up.
- Enter the hours needed for that day, then click Submit.
- Add multiple times frames for a given day by clicking the + again.
- Click the - on a day to remove it from the schedule.
- Continue adding/removing days until your schedule is complete.
- Please note that an order must have a minimum total hours of four.

Clear All

← Prev Step 2 of 5 Next →

**Add Schedule Times for Day**

Date **8/29/2013**

\* Shift Start Time [ ] [ ] hour-minutes / AMPM

\* Shift End Time [ ] [ ] hour-minutes / AMPM

On Call

Submit Cancel

- 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.

**Rates**

Please note that the rates entered below are the rates you will pay.

Bill Type	Rates	Typical Rate for your area
* Regular	\$45.00	As high as \$55.00.
On Call		As high as \$8.00.
Per Scan		As high as \$85.50.

Typical rates may reflect higher rates that include travel expenses based on historical data.  
(All rates are per hour and will be rounded to the nearest .25 cents)  
\* indicates a required field

← Prev Step 3 of 5 Next →

### Staffing Comparison Matrix

Hourly Rates	Internal Staff	Internal Overtime	Staffing Agency	Vendor * Managed	PRNPool
Pay Rate	27.00	40.50	27.00	25.22	27.00
Benefits	11.90	-	-	-	-
Admin Fee & Taxes	4.43	5.65	-	-	-
Agency	-	-	14.54	14.78	9.00
Total Rate	43.33	46.15	41.54	40.00	36.00
Savings	7.33	10.15	5.54	4.00	
%	17%	22%	13%	10%	

\* Vendor Management Groups control cost but at the expense of quality professionals because pay rate is lowered.

- Save money
- Get better quality technologists!



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.

The screenshot shows the PRNPool.com interface. At the top, there are navigation tabs: Home, Overview, Professionals, Facilities, Contact Us, About Us. Below this is a sidebar with options like 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, Order Details, Candidates, and My Status. The main content area displays 'Order Information' for 'Demonstration 2013' at 'Piano' facility, starting on 07/01/2013. It shows 'Initial Order Rates' with a total of \$3,060.00. Below that is a 'Required Documents' table with columns for type, description, and required status. At the bottom, there is a 'Candidates' table with columns for Tech Name, Rating, Years, Equip, Procs, Prof, Cost, Profile, Documents, DMU List, Pro Responses, and Status. The candidates listed include Lauren Strana, Lucy Farrell, Camille Bernet, John Howe, Mike Norris, and Joe Lawson.

This screenshot shows a similar view to the previous one but for a different order. The 'Order Information' section shows 'setup 2 conflict' at 'Denton' facility, starting on 08/12/2013. The 'Initial Order Rates' table shows a total of \$400.00. The 'Professional Details' section lists 'Lauren Strana' as the tech name with 'Testing' as a skill. The 'Professional Rates' table also shows a total of \$400.00. At the bottom, there are buttons for 'Accept', 'Decline', 'Make an Offer', and 'Candidates'.

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.

### Method of Savings

Billing Rate	
<b>Bill</b>	PRNPool factors contractor invoice and PRNPool bills client full amount. Save 10% off Traditional Agency markup.
<b>Credit Card</b>	PRNPool factors contractor invoice and client pays PRNPool with a credit card. Save 20% off Traditional Agency markup by paying with a credit card.
<b>ACH</b>	PRNPool factors contractor invoice and client pays PRNPool with an ACH withdrawal. Save 20% off Traditional Agency markup by paying via ACH.

You will be billed for the total hours until 40 hours which ever is less at this time to save as a substitute for services. An actual hour are recorded, adjustments will be billed as needed.  
<sup>2</sup> Savings based on 40% markup by Traditional Agency - in this case total amount for a traditional agency would be \$2,166.67.

- 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  
[1205 - 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  
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



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