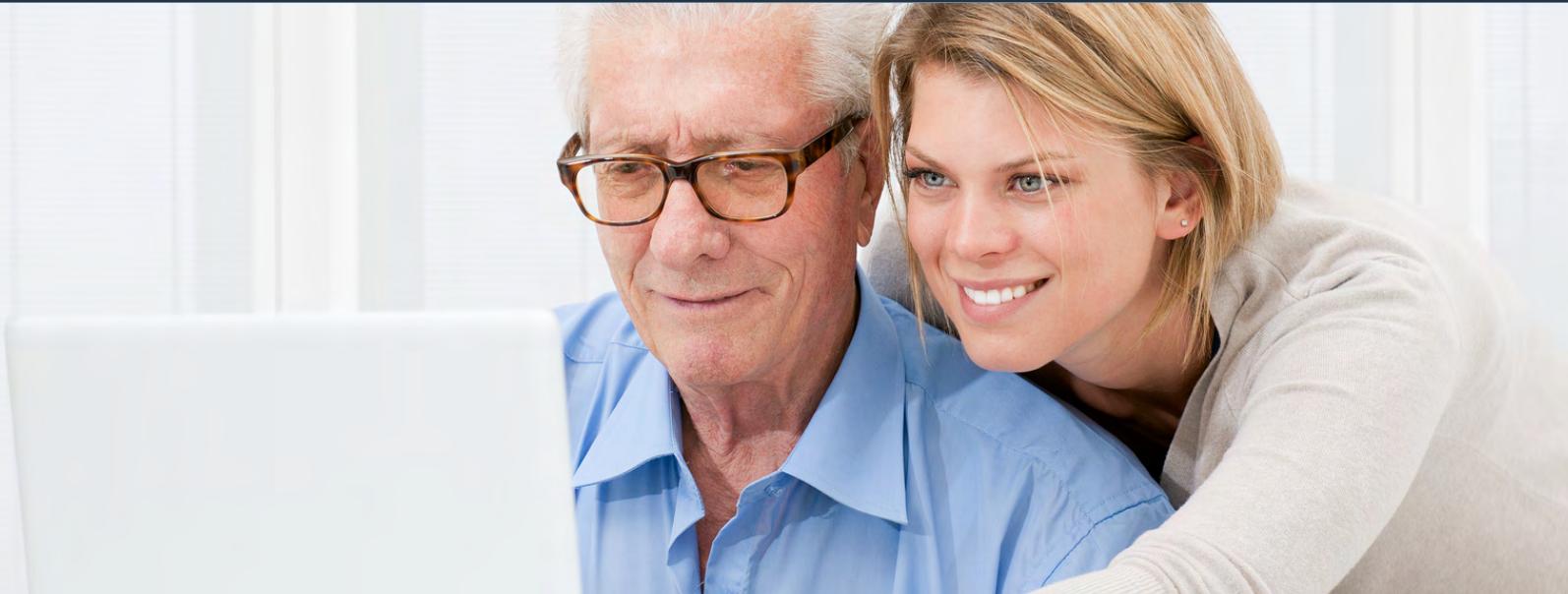




RightTrack™

Innovative Rehab Outcomes

POA User Set-up Guide



POWERED BY

 **Functional
Pathways**
Therapy that exceeds expectations.

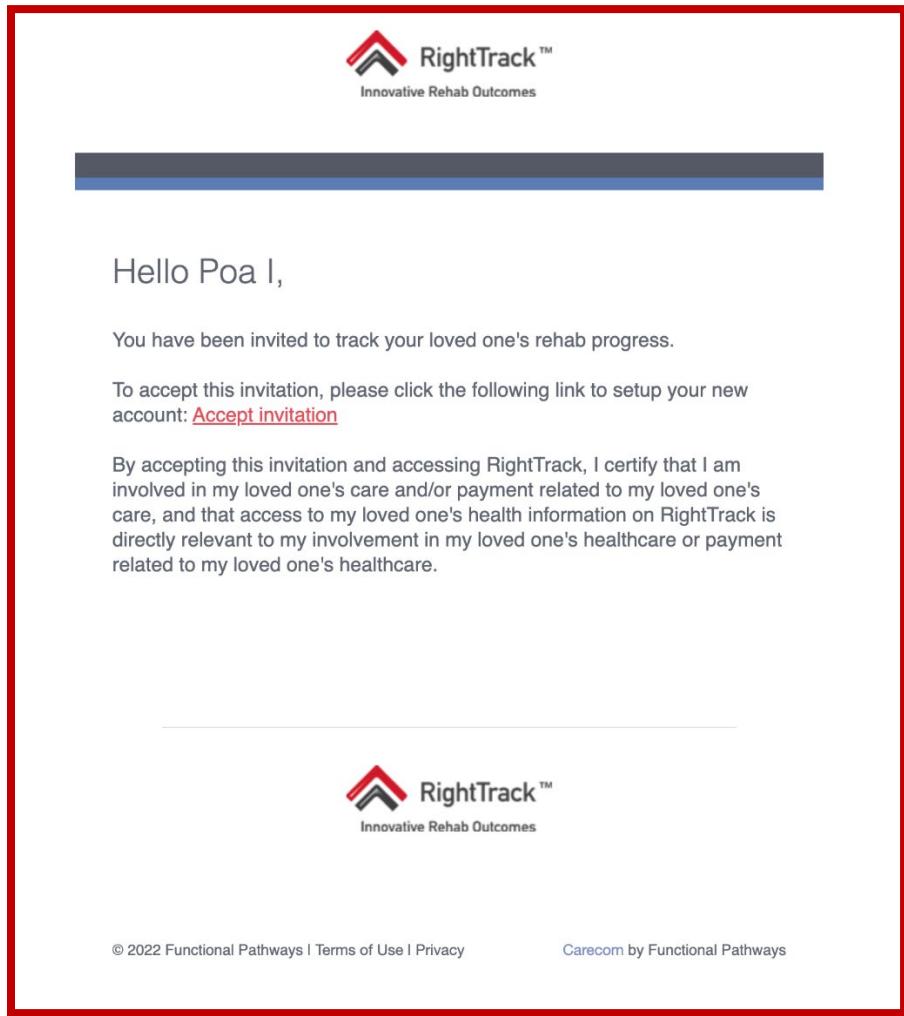
Once your loved one has filled out and signed the “Release & Waiver to Access Information” form, someone from the Functional Pathways therapy team will enter the approved contact information into the system as it appears on the form completed by your loved one, which will kick off the set-up process.

Please note:

- If the Patient is unable to sign, the Patient’s designated Medical Power of Attorney (POA) may complete the form and sign on the Patient’s behalf.
- However, if the Patient’s Medical POA completes the form, **a copy of the legal court document(s) designating the individual as the POA must be obtained.**
- The Therapy Department is only responsible for adding one Patient or designated POA into the system.
- Each time a Patient is discharged and reenters therapy, a new “Release and Waiver for Access to Information” form must be completed. Patient/POA accounts will deactivate after 10 days of the Patient being discharged from therapy.

Setting Up Your Account:

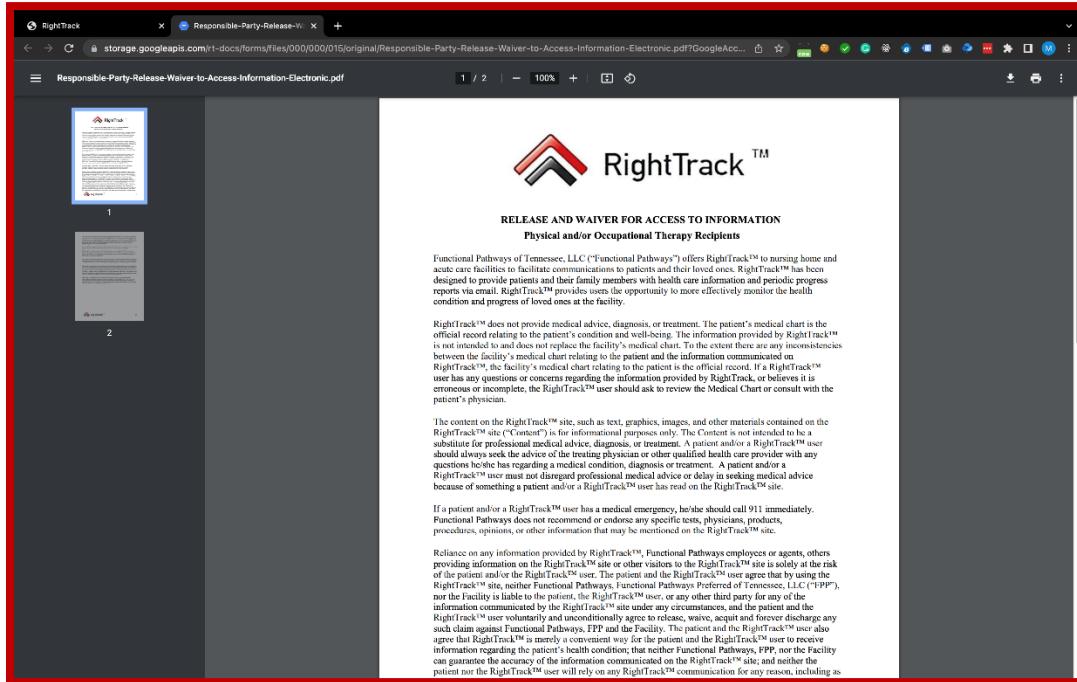
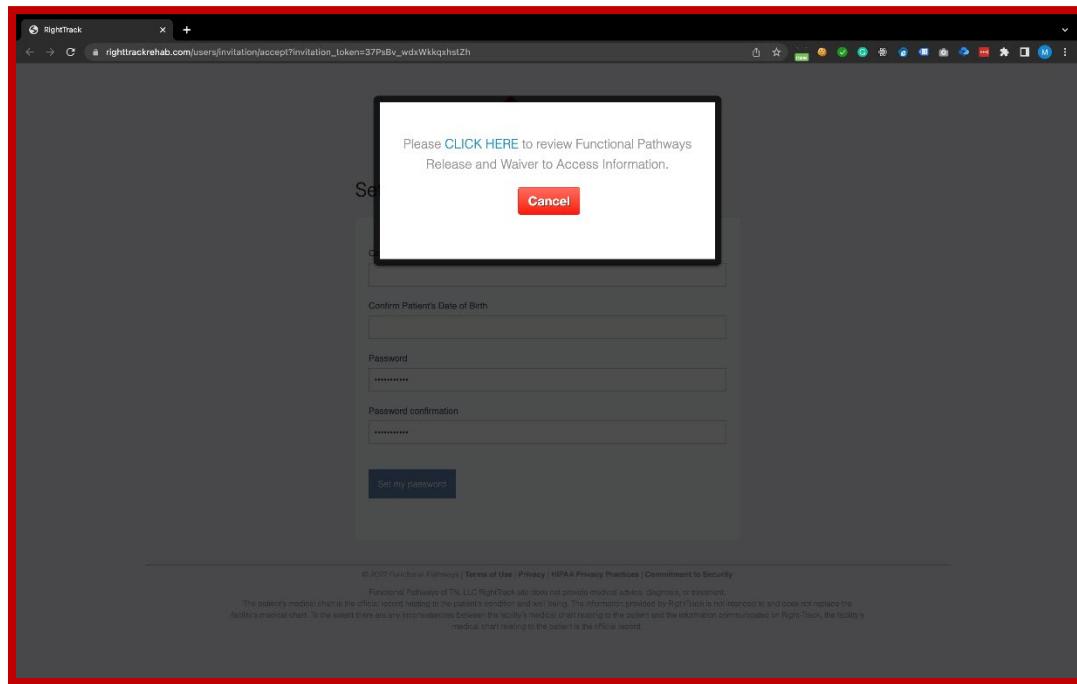
1. You will receive an email from info@righttrackrehab.com with the subject line: **Invitation Instructions** once your information has been entered into the system by an on-site therapy team member.



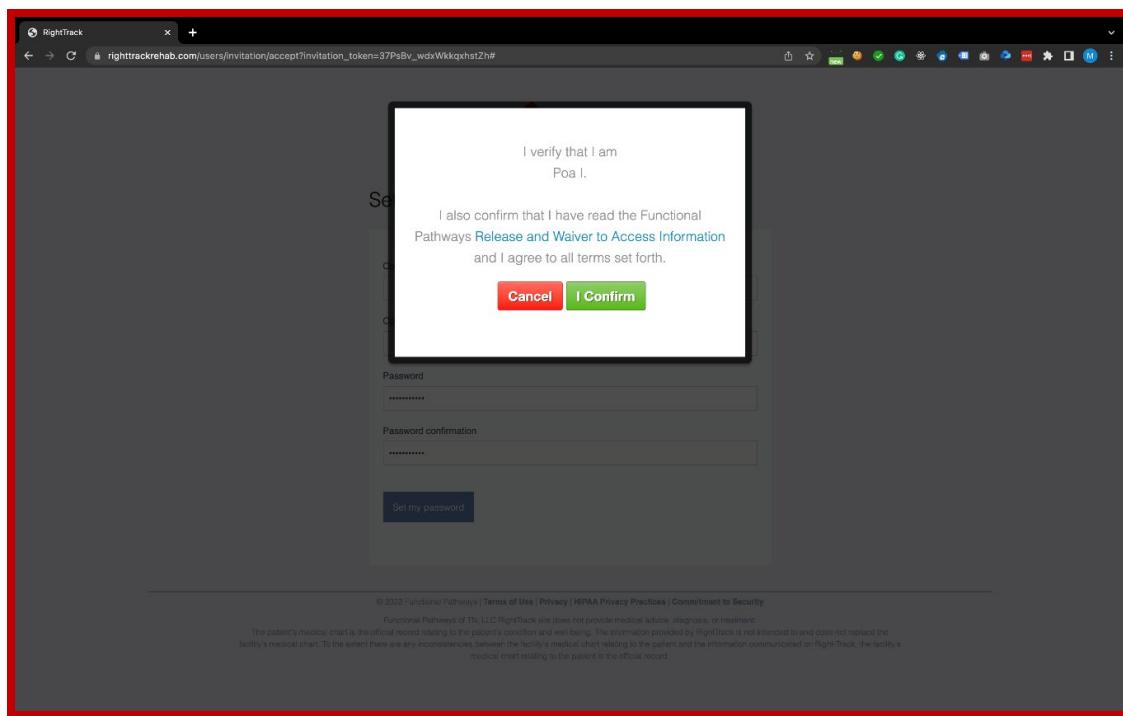
The image shows an email invitation from RightTrack. The email is framed by a red border. At the top, the RightTrack logo is displayed, followed by a dark blue horizontal bar. The main content begins with a greeting: "Hello Poa I,". It then states: "You have been invited to track your loved one's rehab progress." Below this, it says: "To accept this invitation, please click the following link to setup your new account: [Accept invitation](#)". A disclaimer follows: "By accepting this invitation and accessing RightTrack, I certify that I am involved in my loved one's care and/or payment related to my loved one's care, and that access to my loved one's health information on RightTrack is directly relevant to my involvement in my loved one's healthcare or payment related to my loved one's healthcare." At the bottom, the RightTrack logo is shown again, along with copyright information: "© 2022 Functional Pathways | Terms of Use | Privacy" and "Carecom by Functional Pathways".

2. Click on the link in the email. ***RightTrack must be accessed through Google Chrome. If you have trouble opening the link into Chrome from your default browser, right click to copy the link and then open Chrome and paste the link into the URL bar.***

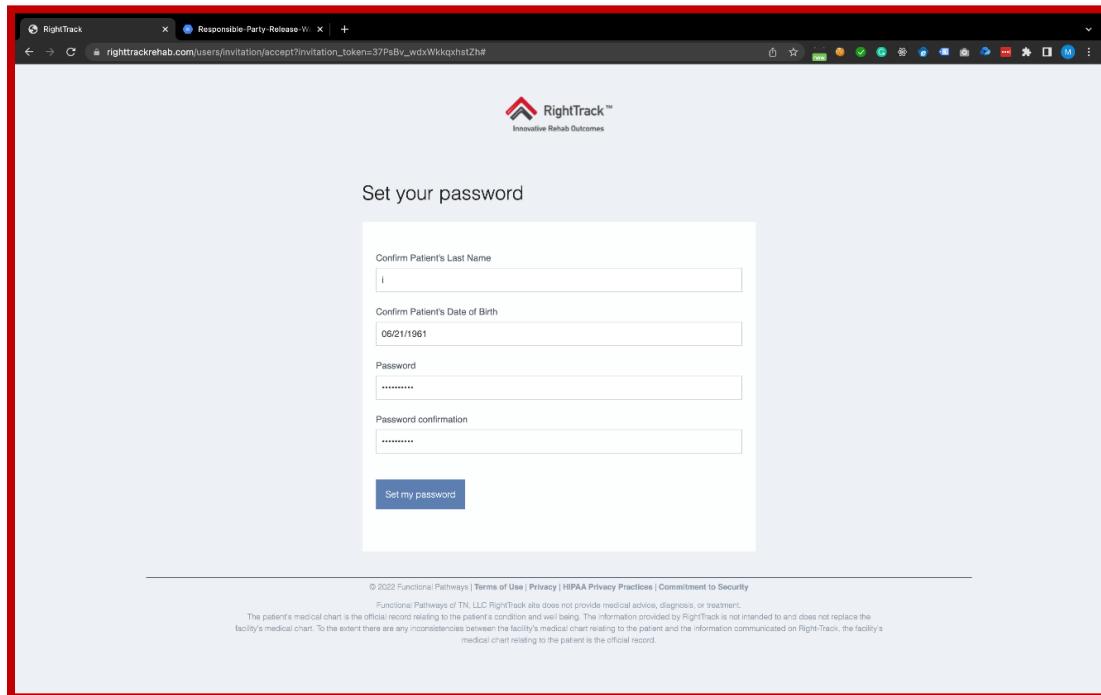
- Clicking on the link will take you to righttrackrehab.com, where you will see a pop-up box. Click on the "CLICK HERE" link in the pop-up box. Review the Release & Waiver to Access Information document that will open in a new tab and then return to the previous page. **You must click on the "CLICK HERE" link before being allowed to move forward.**



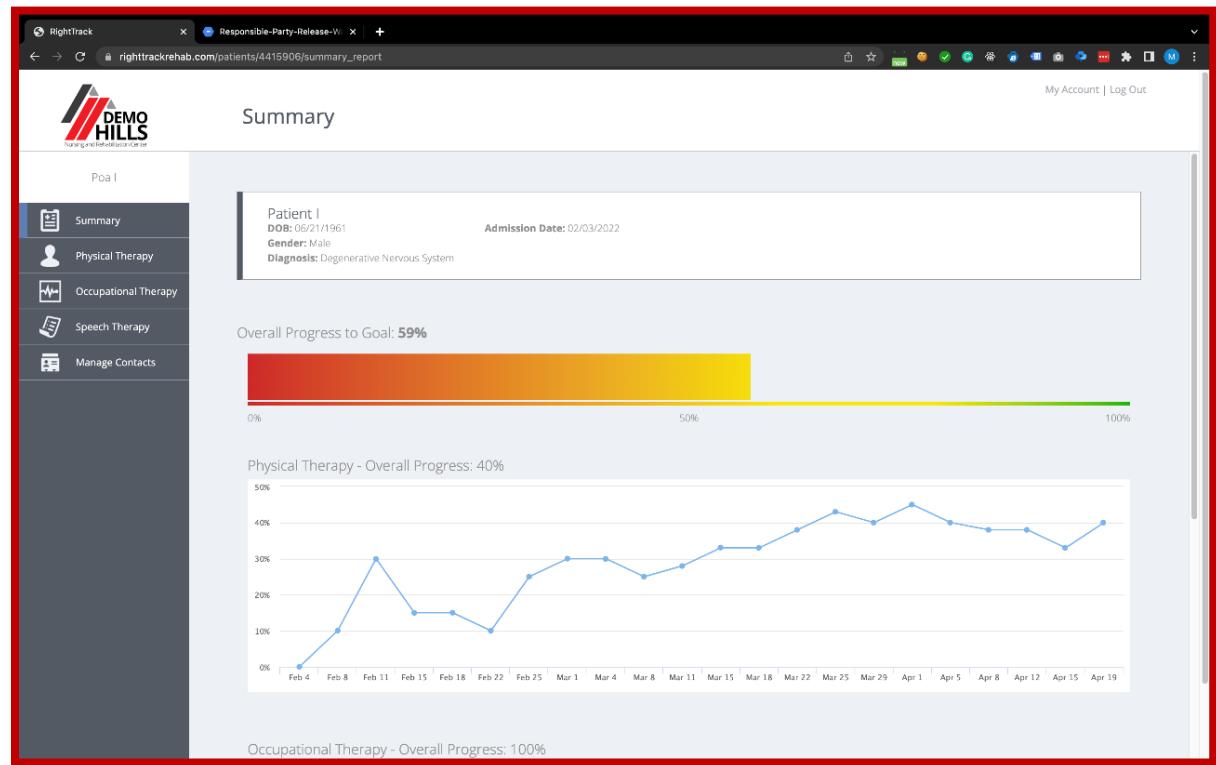
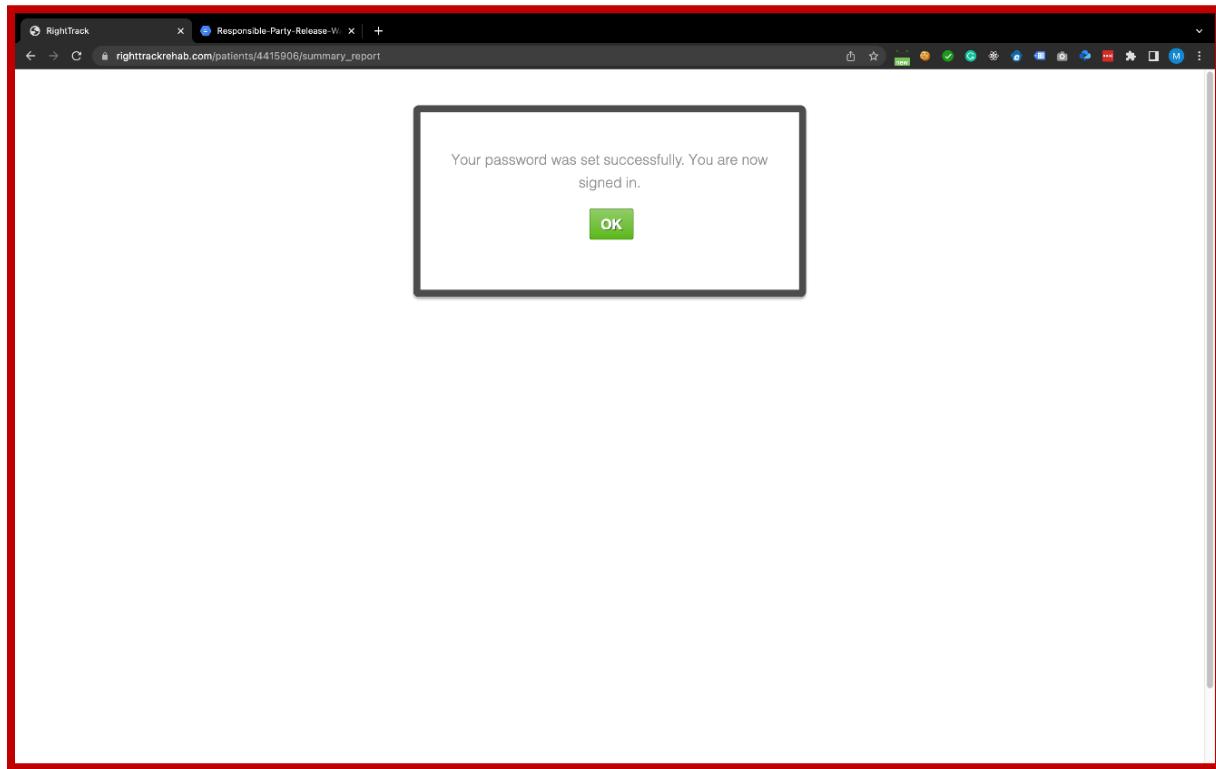
4. Once you return to the previous page, you will click “I Confirm” to confirm your identity and attest that you have read the Release and Waiver to Access Information and agree to all terms set forth.



5. You will then be asked to confirm the patient's last name and date of birth and to set your password.



6. Click "OK" in the next pop-up window to continue to the Patient Summary page.



Progress Updates:

- After accepting the initial invitation, you will begin receiving emails from info@righttrackrehab.com with the subject line **RightTrack: Rehab Progress Update** every Monday, Wednesday, and Friday.



Hello Poa I,

A new rehab progress report has been added for your loved one.

Click [View Details](#) to read more about the progress made during rehab sessions this week.

By accessing RightTrack, I certify that I am involved in my loved one's care and/or payment related to my loved one's care, and that access to my loved one's health information on RightTrack is directly relevant to my involvement in my loved one's healthcare or payment related to my loved one's healthcare.



- You will also receive a final update once your loved one is discharged from therapy.



Hello Poa I,

Your loved one has been discharged from therapy.

Click [View Details](#) to read more about the progress made during rehab sessions. Your access to RightTrack will expire in 10 days.

