

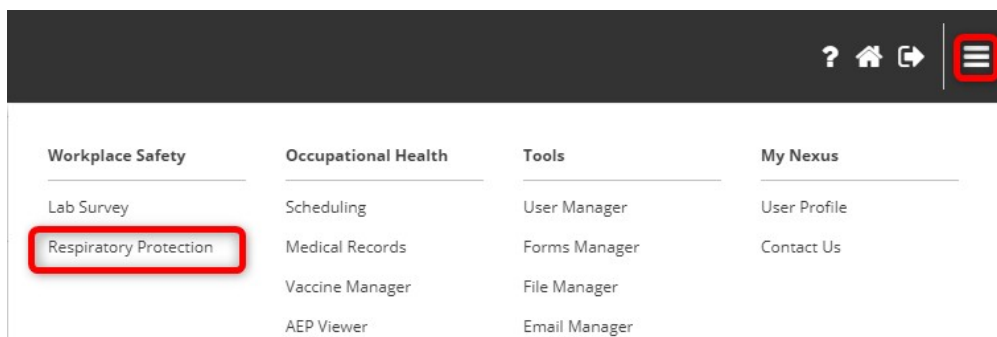


## Accessing Respiratory Protection Manager (RPM)

To access Respiratory Protection, log in to HealthRx Nexus, the launchpad will be displayed as shown below.



Once at the launchpad, click the **Navigation Panel** icon (three horizontal lines) in the top right corner to expand the menu. Select **Respiratory Protection** from under the **Workplace Safety** header.





## Print a Report

To access reports regarding the different statuses in the RPM, click the **Reports** button. This will display the **Reports Viewer**.

The screenshot shows the Reports Viewer interface. On the left, there is a table with columns: Name, Badge ID, Form Completed, Training Completed, Medically Cleared, and Fit Test Completed. The table has tabs for Non-Compliant, Compliant, Non-Compliant 30 Days, and Archived. A record is selected and highlighted in yellow. At the bottom of the table, there are buttons for Edit, Delete, Archive, Email, and Enroll. On the right, the Record Details panel is open, showing fields for Name, ID, Supervisor Email, and Compliant Through. Below these are sections for Exposure, Mask Type (with radio buttons for N-95, Powered Air Purifying Respirator (PAPR), and Both N-95 and PAPR), Required Form, and Comments. There are also sections for Enrollment Form Completed, Medically Cleared, N-95 Training Completed, PAPR Training Completed, N-95 Fit Test Completed, N-95 Respirator, and Mask Fit Test Completed, each with a date field and a 'Choose One' dropdown. A Print button is located at the bottom right of the Record Details panel.

Click on the **desired report**, and then click the **Select Report** button. This will create a PDF or Excel download of the report.

The screenshot shows the Reports dialog box. It has a title bar with 'Reports' and a close button. The main area is divided into two sections: 'Available Reports' and 'Parameters'. The 'Available Reports' section has a plus sign and a list of reports: Ungrouped Reports, Employee's Resp Fit Records by Department (Excel), Employee's Respit Records (Excel), Medically Cleared Training Complete (BSP), MedicallyClearedTrainingComplete, Supervisor's Employee's Resp Fit Records Excel (admin), Training Complete Scheduling Complete, Training Complete Scheduling Complete (BSP), Training Incomplete, and Training Incomplete (BSP). The 'Parameters' section has several fields: Date Filter (Select One), Start Date (calendar icon), End Date (calendar icon), Department (Select One), Patient (search icon), Visit Type (dropdown), Provider(s) (dropdown with close icon), and User (search icon). At the bottom right, there are 'Download' and 'Close' buttons.