Keet Outcomes Quick Start Guide for Administrators

keethealth

Below you'll find a comprehensive checklist of activities to help guide you through the Keet Outcomes onboarding process and get you up to speed as quickly as possible. Click on the activity to read a how-to or watch a video. As you'll see noted by the times, some activities take more time than others, but if you carve out a morning or afternoon, you should be good to go.

Welcome to Keet: 5 mins

- [ ] Register and Set-up Your Keet Profile
  Before starting, be sure to register and set-up your Keet profile. As an administrator, you're likely already registered. But if you're not, request a Keet admin account by emailing the Keet team at implementation@keethealth.com.
- [ ] Watch the Welcome to Keet Video
- [ ] Take an Interactive Tour of the Keet Platform

Set-up Your Account: 60 mins

- [ ] Add Your Organization's Information
  Enter company information such as your primary address, website URL, and contact information.
- [ ] Add Your Locations
  Add information for your clinics, such as address, telephone number, contacts, websites, and forms.
- [ ] Connect Your EMR to Keet
  Keet offers standard connections with select EMRs. Learn how to ensure your external IDs and/or EMR identifiers are in place and ready to go.[1]
- [ ] Enable Workflows to Automate Routine Tasks
  Use our ready-made Global Workflows to schedule and automate patient invites, emails, and surveys.[2]

Outcomes is as Easy as 1, 2, 3: 15 mins

- [ ] Follow our Simple 3-Step Process
  Learn how easy it is to capture patient reported outcomes with Keet.
  Step 1: Populate the Episode of Care
  For each Episode of Care, complete all required fields, including supervising provider, insurance type, and primary classification.
  Step 2: Capture a Patient Reported Outcome (PRO)
  Assign a questionnaire to a patient and capture an initial Patient Reported Outcome (PRO).
  Step 3: Capture a Subsequent PRO
  Capture subsequent PROs (best practice is to capture PROs throughout the plan of care as well as at discharge).
- [ ] Check out the list of Keet Outcome Measures
  Keet offers a growing number of outcome measures. Browse the latest listing to see what's available.

Onboard Your Team & Patients: 15 mins

- [ ] Onboard Your Care Team
  Easily manage your team and quickly add new care team members as needed. The Care Team consists of all organization administrators, practitioners, and staff who are active at your clinic.
- [ ] Onboard Your Patients
  Introduce your patients to Keet and help them become more engaged in their care so they can get back to living healthy, faster.

Set Your Team Up for Success: 60 mins

- [ ] Encourage Your Team to Take a Training Course
  You and your team members can attend a live instructor-led class, watch on-demand videos, or dive right in with helpful in-app learning.
- [ ] Get an Overview of the Keet Platform
  Tell your team about Keet's one-stop-shop for everything you need to know about the Keet platform. It offers information on key terms, features, roles, and resources.
- [ ] Check Out Our In-App Resource Center
  Have your care team log in to their Keet account for a hands-on learning experience. They'll be guided through the ins and outs of use case scenarios and best practices.

1. IDs are required for connecting your EMR to your Keet account. If you are not connecting your EMR to Keet, IDs are required for Outcomes Reporting.
2. If your EMR is not connected to your Keet account, you can take advantage of Patient Encounters Workflows to deliver content to patients. Learn more here.