
1

INTRODUCTION

ABOUT THIS MANUAL.....	2
HOW THIS MANUAL IS ORGANIZED.....	2
CONVENTIONS USED IN THIS MANUAL	3

ABOUT THIS MANUAL

This manual provides information and instructions pertaining to the Inpatient Rehabilitation Facility - Patient Assessment Instrument (IRF-PAI) system for facility users who are required to submit IRF-PAI data. This system enables you to connect electronically to the National Assessment Collection Database, transmit IRF-PAI records, and receive feedback via the system for your facility. This manual is intended to be used as a reference and learning tool for the IRF-PAI System.

HOW THIS MANUAL IS ORGANIZED

This user's manual is organized into five sections as follows:

- Section 1, **Introduction**, provides general information about this manual, its organization, and document conventions.
- Section 2, **Overview**, introduces the IRF-PAI System environment to include activities that take place during the submission cycle.
- Section 3, **System Functions**, provides overview of the IRF-PAI submission processes.
- Section 4, **Troubleshooting**, addresses what to do if you need assistance with the system and suggestions for troubleshooting.
- Section 5, **Glossary**, is a list of acronyms with correlating words and a glossary of terms used in manual.

CONVENTIONS USED IN THIS MANUAL

This manual uses the following conventions:

Convention	Description
Bold type	Identifies words, characters, buttons, or commands that a user types or selects. Also identifies web page names.
Click	Press and release the left mouse button without moving the mouse to select an item or execute a desired activity (such as going to another window).
Double Click	Click the left mouse button twice in rapid succession to select a file or execute an activity.
Icons	Pictures of icons for specific software functions are used where applicable and available.
<i>Italics</i>	Identifies directory path, file name, or field names or book titles.
Point	Move the mouse until the tip of the mouse pointer rests on what you want to choose on the window (such as in a field or on specified text).
Right Click	Press and release the right mouse button.
Select	Point and click to highlight an option or “press” a button.
<u>Underlined</u>	Identifies the “title” of a link.

Note: Special notes or suggestions to the user display in a bordered box, such as this one, preceded by “Note.”