

Meet the **NEW**
KINDRED DIRECTORY



Release 1.0
March 2017



INFORMATION
SYSTEMS

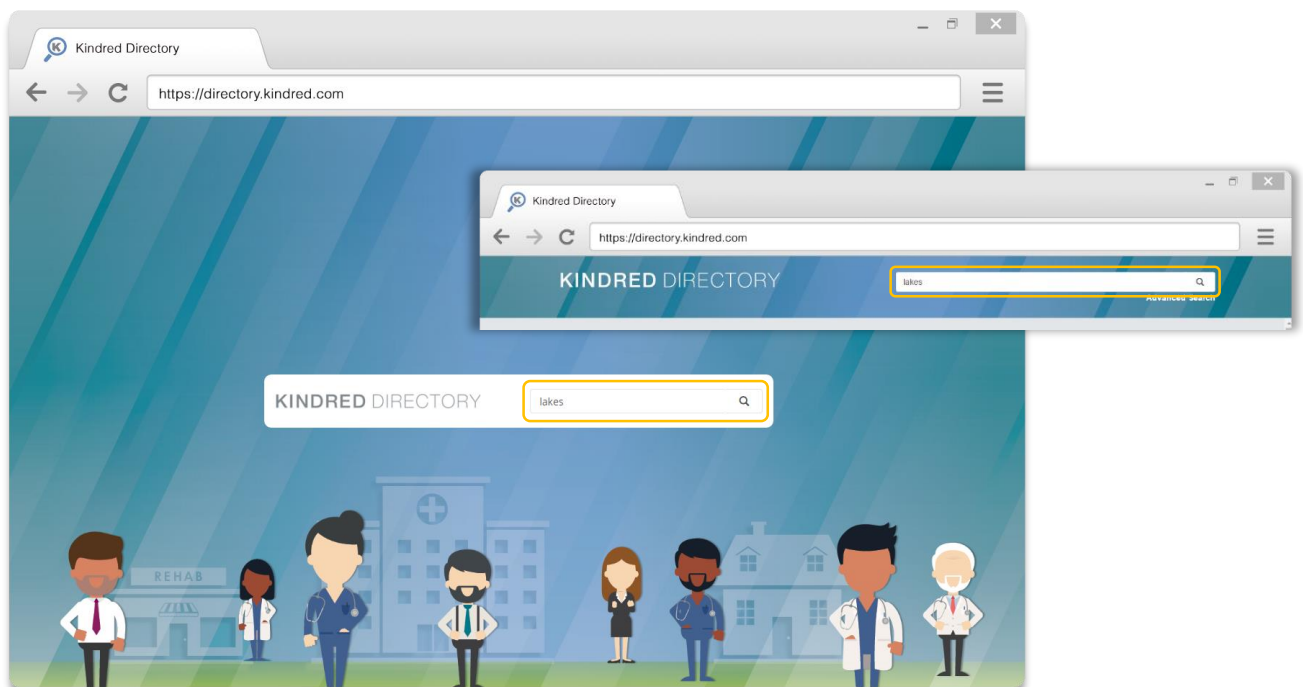
KINDRED DIRECTORY

Meet the new Kindred Directory! It's been designed from the ground-up with the intention to make it easy to find another employee or location.

KEY FEATURES

- A modern user interface
- Accessibility from a computer or mobile phone/tablet from any network
- Contact information for all Kindred, Gentiva, and Centerre employees
- Ability to include additional personal information such as skillsets and bios
- Photo upload option for all employees
- Advanced search to pinpoint specific employees and locations
- Contact card or list views for search results

GETTING STARTED



The Global Search Box

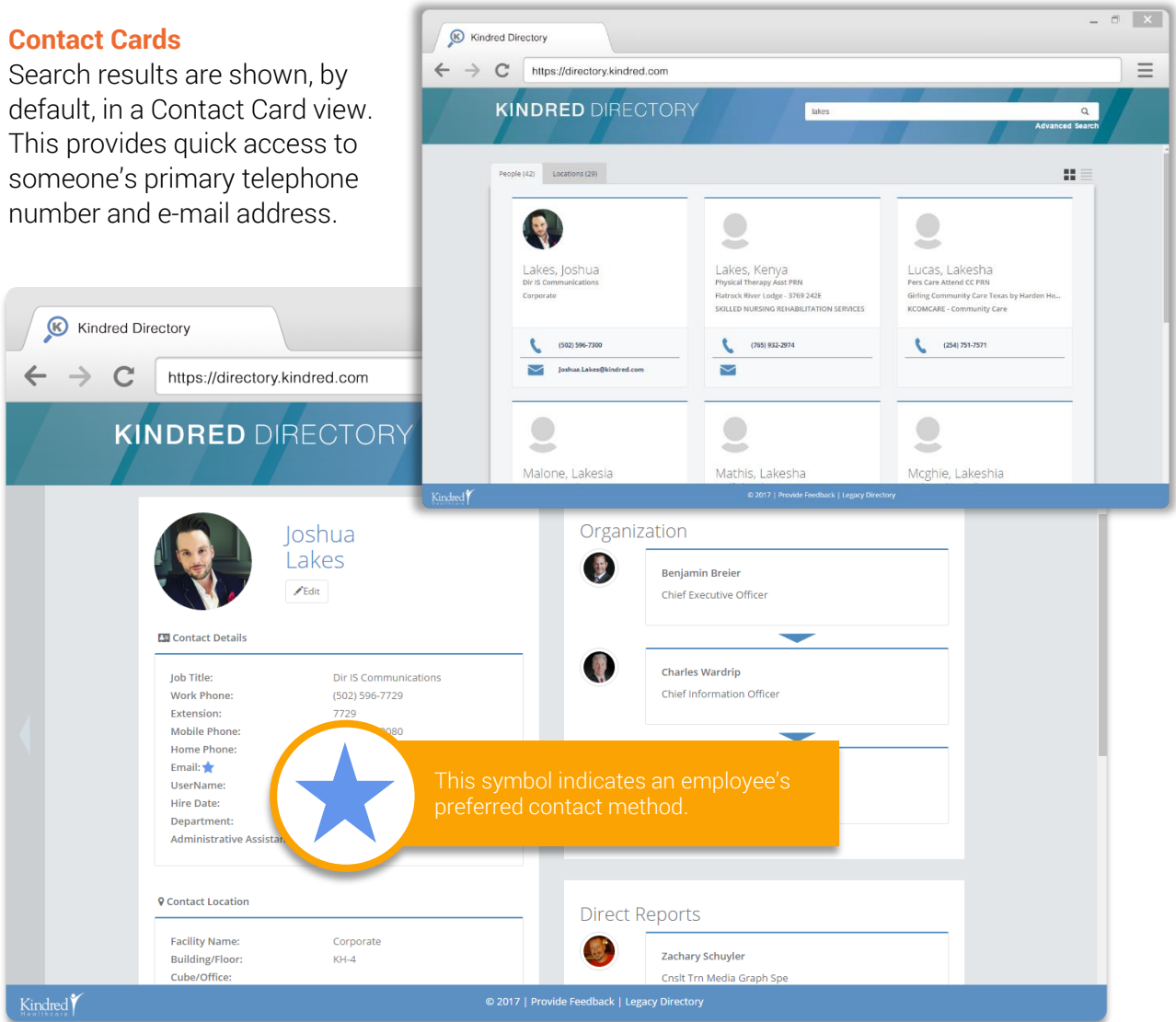
The Kindred Directory features a global search box. For this release, this search box is designed to let you **search a single last or first name, or a facility name or ID**. If your search yields no results, check that you only included one word in your search.

KINDRED DIRECTORY

SEARCH RESULTS & CONTACT DETAILS

Contact Cards

Search results are shown, by default, in a Contact Card view. This provides quick access to someone's primary telephone number and e-mail address.



Contact Details

The Contact Details page is accessed by clicking or tapping the employee's name or photo from the Contact Card view. The Details page provides full contact information, organizational structure, direct reports, and location. An About Me section also presents an employee's bio, skillsets, and job responsibilities (if provided).

EDIT YOUR DIRECTORY PROFILE

From the Contact Details page, click the **Edit button** under your name. You may be prompted to login (see page 7). An employee, their immediate supervisor, or their Administrative Assistant may edit that contact's profile. Click the **Save Changes** button once you've made any edits.

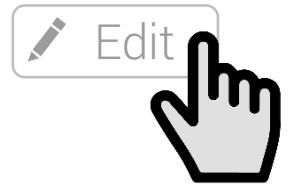


Photo Upload
Browse your computer for a photo to upload. If using a mobile device, see page 7.
TIP: Crop your picture to a square before uploading to your profile.

Joshua Lakes

Photo

Work Phone
(502) 596-7729

Extension
Extension

Mobile Phone
(502) 500-3080

Home Phone
(502) 500-3080

Fax
Fax

Pager
Pager

Personal Email

Save Changes Cancel

Assistant

Administrative Assistant

leffing

Leffingwell, Alexa (Hospice Aide)

Leffingwell, Amy (Sr Admin Asst)

Administrative Assistant (AA)

In order for your AA to modify your directory entry, you must setup your AA. To choose your AA, start typing his/her last name. A dropdown menu will appear with search results. Continue typing in **last name, first name** format until your AA appears and then click/tap the name.

LOCATION SEARCH

To view locations based upon your keyword search, click the **Locations** tab.

Note: If only locations are found based upon your global keyword search, the Locations tab will be selected automatically.

The image displays two screenshots of the Kindred Directory website. The top screenshot shows a search results page on an iPad. The page has an orange header with the 'KINDRED DIRECTORY' logo and a search bar. Below the header, there are tabs for 'People (0)' and 'Locations (185)'. Three location cards are visible, each with a facility type indicator: 'REHAB' for 'JACARANDA MANOR - 7296 6270', 'SUPPORT' for 'KH - THE PALM BEACHES 5719', and 'REHAB' for 'Grace Rehabilitation Center Ve'. A fourth card for 'Kindred Hospital Melbourne' is partially visible. To the right of the iPad is a vertical list of facility type indicators: 'NURSING CENTER' (orange), 'HOME CARE' (green), 'HOSPITAL' (blue), 'SUPPORT' (grey), and 'REHAB' (dark blue). The bottom screenshot shows a desktop browser view of the 'Kindred Hospital - Louisville' page. The page has a blue header with the 'KINDRED DIRECTORY' logo and a search bar containing 'louisville'. The main content area is titled 'HOSPITAL Kindred Hospital - Louisville' and is divided into two columns: 'Location Contact Information' and 'Location Details'. The 'Location Contact Information' column lists: Address: 1313 St. Anthony Place, City: Louisville, State: KY, County: Jefferson, Zip Code: 40204, Phone: (502) 587-7001, Fax: (502) 587-0060, Toll Free: (502) 587-0060, and Website: http://www.kindredlouisville.com/. The 'Location Details' column lists: Cost Center: 4633201, Type: Hospital, Report To: MIDSOUTH DISTRICT, Acquired: (blank), Effective: 03/15/1995, Expiration: (blank), Operation: Owned, and Operator: Kindred Hospitals Limited Partnership. At the bottom of the page, there is a 'Facility Contacts' button. The footer of the page includes the Kindred logo and the text '© 2017 | About | Provide Feedback | Legacy Directory'.

Facility Contacts



Facility Contacts

To view a list of contacts associated with a location, click the **Facility Contacts** button from the Location Details page.

REFINING YOUR SEARCH

Advanced Search - People

Last Name First Name Known As

Middle Name Title Department

Manager Last Name Manager First Name Email

Advanced Search - Facility

Facility ID Facility Name Facility Type

City State

Advanced Search

To narrow your search results, use the **Advanced Search**. This options allows you to search additional fields not captured in the Global search box.

Advanced searches are available for People and Locations. For this release, each search works independently.

List View

To view more search results on a page, change your view to the List View. You can quickly toggle between views from any search results page.

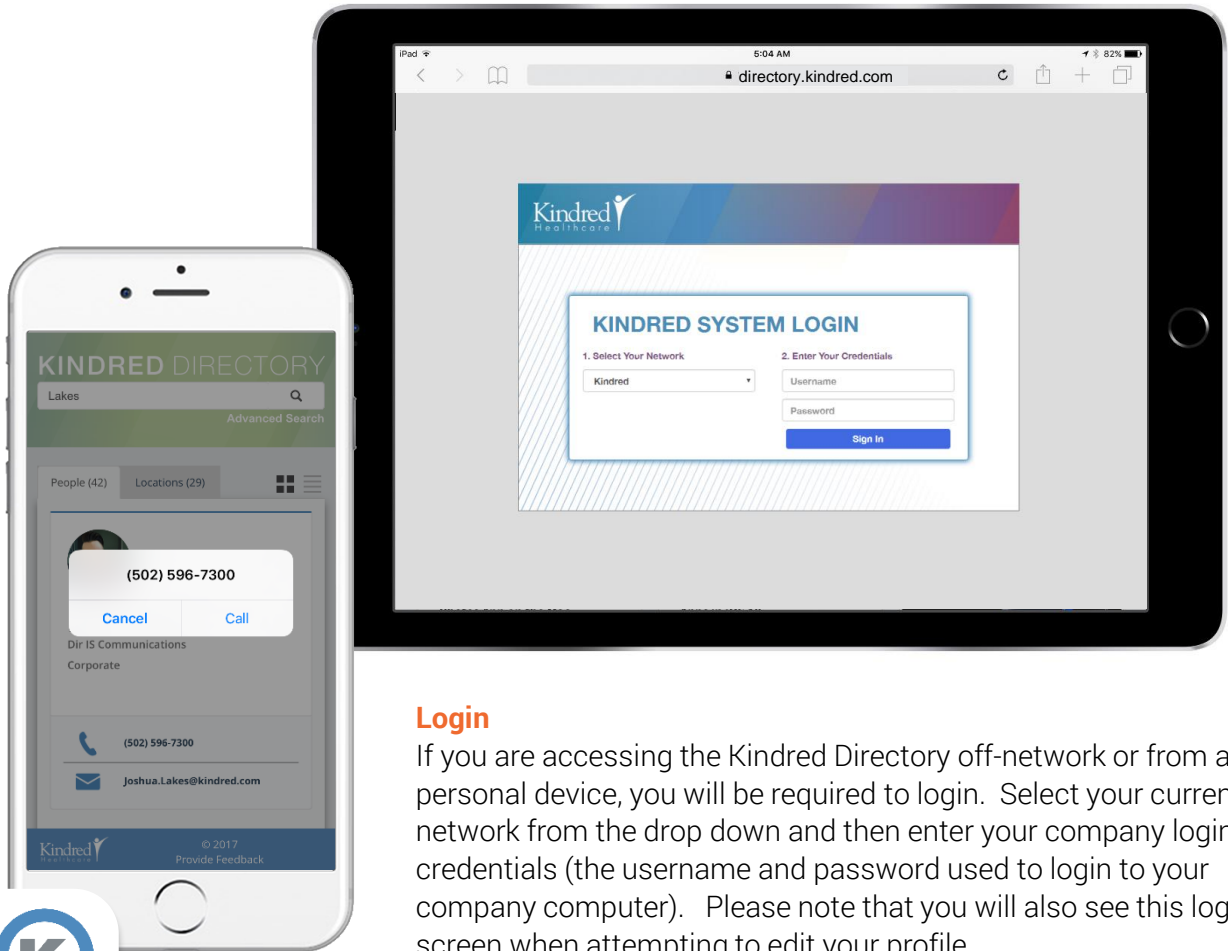
Last Name	First Name	Phone	Email	Title
Smith	Abilene		Abilene.Smith@kindred.com	Clinical Liaison
Smith	Adelle		Adelle.Smith@kindred.com	Pers Care Attend CC PRN
Smith	Adriane		Adriane.Smith@kindred.com	Rehab Technician
Smith	Aaron			PRN Home Health E
Smith	Aimee		Aimee.Smith@rehabcare.com	Physical Therapy Asst
Smith	Akimbe		Akimbe.Smith@kindred.com	Rehab Technician
Smith	Alaina		Alaina.Smith@kindred.com	Occupational Therapist
Smith	Alan			Area Director Sales
Smith	Alana			Nurse Practitioner
Smith	Aleshia			Hospice Aide
Smith	Alex		Alex.Smith@rehabcare.com	Admissions Coord E
Smith	Alexandra		Alexandra.Smith@rehabcare.com	Physical Therapist
Smith	Alexis			Pers Care Attend CC PRN

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LOGIN & MOBILE DEVICES



Login

If you are accessing the Kindred Directory off-network or from a personal device, you will be required to login. Select your current network from the drop down and then enter your company login credentials (the username and password used to login to your company computer). Please note that you will also see this login screen when attempting to edit your profile.

Mobile Device Usage

Full functionality of the Kindred Directory is available from a mobile device. Visit <https://directory.kindred.com> from your mobile web browser or tap the Kindred Directory icon from your Kindred-managed device. Tapping contact links for phone numbers and e-mail will automatically launch your phone or e-mail apps.

PHOTO TIP: Always be sure to choose or take a photo in landscape mode with your phone. Also, consider using your photos app to crop your photo to a square.

