3.5 Using RocStar as a Hospital Employee (Joshua Harris)

3.5.1 Ready Bags

Figure 10. Ready Bag Inventory/Order Form

3.5.1.1 Viewing Ready Bag Information

In order for hospital staff to view information related to the ready bag program at their hospital, follow the steps below:

1. Click on the Bookmarks tab on the nav bar (The one with the 3 lines).
2. Look under the support section for the “Ready Bag Inventory” link.
3. Hospital staff will be presented with a form which will auto populate with their hospital information to make requests quick and easy.

4. At the bottom of the form is an inventory count.

3.5.1.2 Submitting a Ready Bag Request

In order for hospital staff to submit a ready bag request they must:

1. Navigate to the Ready Bag page
2. Fill out any fields on the page which are empty
3. Click the submit button

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3.5.2 Referrals

3.5.2.1 Submitting a Child Referral Form

Hospital staff will have the ability to submit referral forms for children at the hospital. To do this they must:

1. Click on the Bookmarks tab on the nav bar (The one with the 3 lines).
2. Then click on the “Refer a Child link above.”
3. A digital referral form will be presented to the user
4. Fill out any empty and required fields and then hit submit when done.

Figure 11. Refer a Child to Roc Solid Form