



# ROBLAND Home Healthcare Corporation

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## Online Expense Summaries and Electronic Information

Robland HHC is pleased to announce that your expense summaries/tracking reports are available in real time on our website. This means that you can log in to our website and view your most current, up to date expense summary at any time. We feel this will provide you with better, timelier information to help you manage your budgets.

You may choose to view your expense summaries on-line instead of receiving them by mail. If you are interested in this option, please return the attached form. We will send you a reminder e-mail each month reminding you to check your most current online expense summary. You may also decide to try out the online expense summaries for a few months to see if they work for you before deciding if you want to view them online or receive them by mail.

We would also like to offer you the opportunity to correspond and send you other information electronically, when appropriate, instead of by regular mail. This information could include projection letters, exception reports, newsletters, general memos, informational letters etc. If you would prefer to receive the majority of your information electronically, please sign up on the following page.

**In order to view your most current and up to date expense summary, please follow the steps below:**

1. Log go to [www.roblandhomehealth.com](http://www.roblandhomehealth.com)
2. Click on the link on homepage titled "Expense Summaries". (You can also access these by going under RESOURCES, and clicking on "Expense Summaries" on the menu on the left side of the page)
3. Type in your log in which is: first 4 letters of consumers last name, first 4 letters of consumers first name followed by 01. Expl: Consumer John Nelson's log in would be: **nelsjohn01**.
4. Type in your **temporary** password, which is: **password** (all lower case)
5. When logging in the first time, you will be prompted to immediately change this temporary password to the password of your choice. Please do so, and keep this in a place that you will remember.
6. You will then be able to view your most current and up to date expense summary, either by detail, or by summary. You can also print this report.

If you have questions about this process, please contact Katie Polz at 763-450-3787.

## Sign up for Robland HHC's On-line Expense Summaries, and/or to receive information Electronically

Please sign up for one or both of the following options and return this form to us.

\_\_\_\_\_ (check here) I am choosing to receive my monthly tracking reports via the Robland HHC website. I understand that these will no longer be mailed to me.

Print Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ (check here) I authorize Robland HHC to send me, when appropriate, information and correspondences by e-mail instead of by regular mail.

Print Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Consumer: \_\_\_\_\_

**Please return this form by mail, fax or e-mail:**

Fax: 1-877-656-7466

E-mail: [roblandhealthcare@yahoo.com](mailto:roblandhealthcare@yahoo.com)

Mail: Robland HHC

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