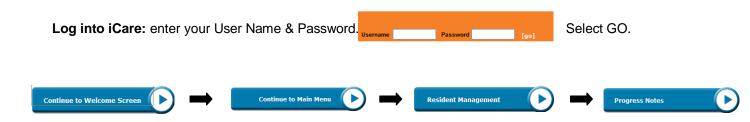


# iCare Quick Guide – Progress Notes (2.9 SP3)



A second window will display allowing you to,

- 1. Enter New or Add Additional Progress Note By Calendar Day, or
- 2. Read or Search for Progress Notes by Date Range

#### **Create a Progress Note**

1. Select your Resident

View Resident : Select Resident

- 2. Select today's date in the Calendar (displayed in red)
- 3. Select [Enter Progress Note] beside desired time slot
- 4. Check the Resident's Name, DOB and photo (making sure you have the correct Resident!)
- 6. If you want to include the note in a Handover Sheet, tick checkbox "Include in Handover"
- 7. If required select any ACFI Question relevant to the note this will ensure the progress note can be viewed when completing the ACFI Appraisal
- 8. Enter your password
- 9. Select Submit





#### **Entering Multiple Progress Notes**

 If you need to enter multiple Progress Notes you can simply change the **Resident's name** in the dropdown box at the top of the screen and continue to **enter a new Progress Note** for another Resident

### **Read a Resident's Progress Notes**

- 1. Select the Resident
- 2. In Read or Search for Progress Notes by Date Range. Select the preferred Filter by option: All Notes, Doctors Notes Only or All Notes, Except Doctors Notes
- 3. Specify the date range, or nominate the number of past hours/days/weeks or months that you would like to read
- 4. Select Submit

## Add Additional information to an Existing Progress Note

- 1. Select your Resident
- 2. To Add Additional Notes to an existing Progress Note select the relevant Date in the Calendar, and then place cursor over relevant Progress Note and select.
- 3. Simply type your additional information into the **Additional Notes** text box. *NB: don't forget to nominate if the Note's required for Handover & if it will influence impact the ACFI.*
- 4. Enter your Password, select Submit and your Progress Note is now saved.





## **Strike Through a Progress Note**

- 1. Select your Resident
- 2. To **Strike Through** an existing **Progress Note** select the relevant **Date** in the **Calendar**, and then place cursor over relevant **Progress Note** and select.
- 3. Select "Strike through progress note"
- 4. Strike Through Progress Note box appears
- 5. Enter **Reason** for striking through progress note
- 6. Enter Password and Submit

ENSURE YOU LOG OUT Relio John - iCare Data Entry Togout] when you have finished your session.

