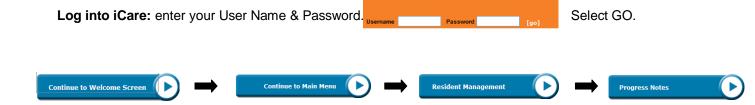


iCare Quick Guide – Progress Notes (2.9 SP3)



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



- 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!)
- 5. Type your **Progress Note** into the blank **Notes** box. You are able to view the last 5 progress note entries by selecting the expand button next to " **■** Expand to see last 5 entries"
- 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
- 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
- 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
- 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.
- 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 session.

