iCare Quick Guide – Progress Notes (2.9 SP3)

Log into iCare: enter your User Name & Password. Username [ ] Password [ ] [go]   Select GO.

Continue to Welcome Screen ▶ ➡ Continue to Main Menu ▶ ➡ Resident Management ▶ ➡ Progress Notes ▶

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!)
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

1. 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 **when you have finished your session.**