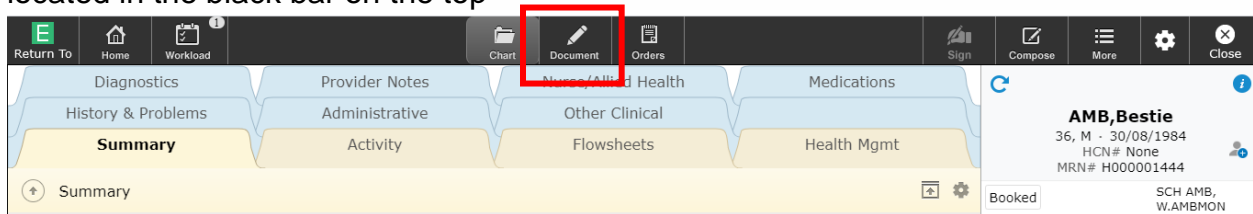


CARE4 MODULE NAME: AMBULATORY

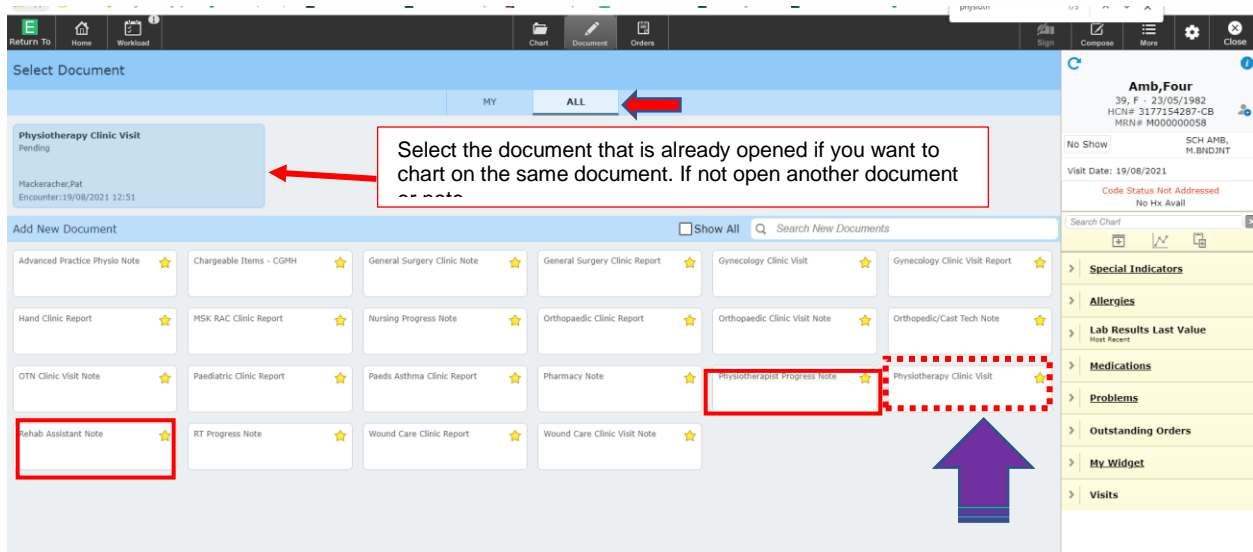
Ambulatory Joint Documentation

To start documenting on the visit you have selected/click on the document button located in the black bar on the top



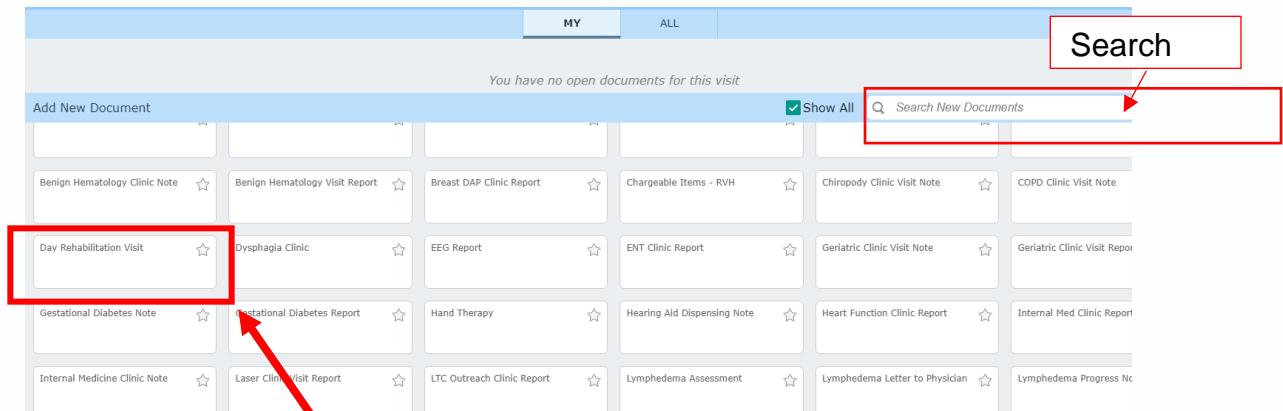
For joint documentation staff will click on "ALL" to see if a document has been started by another team member.

NOTE: Only select documents you should be documenting on as you will become a cosigner/co-contributor of that document.



If there is a document open by another team member that you are able to document in as well, then select that document. The document will sort the documentation out according to user, and will inform you if another user changes your documentation.

If there is no document open then select the document type that you would like to use. For a note, please select the note type document and for the visit document please select the visit document or report.



You can use the search bar to find your document, or you may scroll through until you find what you are looking for. To save a document to your favorites click on the star, it will turn yellow and from now on when you open documents, your starred documents will be the only ones that appear, unless you hit the “show all” box.

By selecting the document that you want, it will launch you into that document.

*Don't forget to hit the star ★ those documents, or notes that you use all the time, and they will be saved as your favorites and will be at the top of your list next time you search.