CARE4 MODULE NAME: PCS
ALLIED HEALTH WORKLOAD

Overview

This document provides instructions on how to document Allied Health Workload using the PCS Module.

How to Document Service Recipient Workload (SR)
- Log into Expanse and select Clinical>PCS Status Board
- Note on the right-side menu Status Board is highlighted and the screen is displaying your preferred status board. Note the name of the status board on the top banner
- Select the appropriate patient and open the chart
- The Worklist is displayed
- Locate the appropriate Workload Intervention (WLM Service Recipient ...) on the worklist, or by using the 'Add' button on the bottom menu bar to add the Workload intervention
- Document on the workload intervention
- Save the documentation by clicking 'Save and Exit' to return to the Worklist

How to Document Non-Service Recipient Workload (NSR) - Indirect Care

- Select Clinical>PCS Status Board
- Note on the right-side menu Status Board is highlighted and the screen is displaying your preferred status board. Note the name of the status board on the top banner
- Click 'Indirect' on the right-hand menu bar
- Click the appropriate Location to open the NSR menu
- Click 'Open' on the bottom menu bar
- Click in the 'NOW' column to select the Care Item to be documented
    (Note: multiple selections can be made at once)
- To remove an incorrect selection, click on the selected checkmark
- To save, click 'Document' on the bottom menu bar
- Click 'Save'
- Once complete, click 'Status Board' on the right-hand menu
- Again, click 'Status Board' board from the right-hand menu to return to the status board