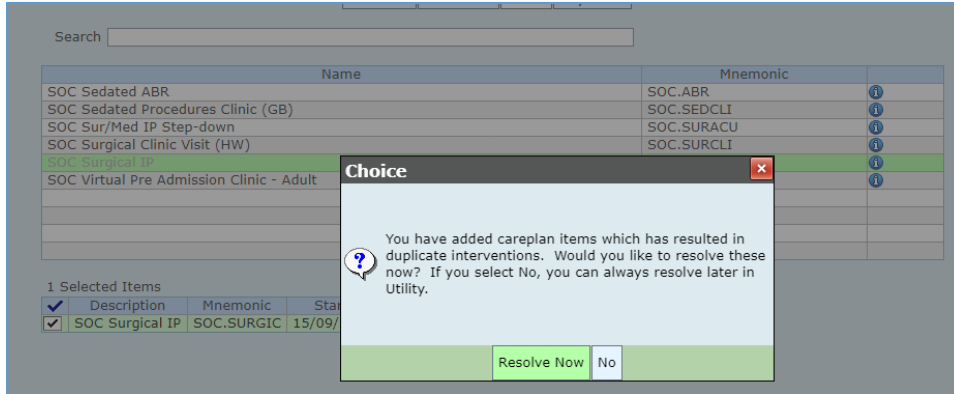# CARE4 MODULE NAME: PCS/EDM/SUR
MANAGING DUPLICATES ON THE WORKLIST TIP SHEET

Overview

When you add a Standard of Care (SOC) or Intervention Sets, you may get duplicate interventions

- You can decide to resolve them now or later
- When you resolve now, you can click on the status of the intervention that you would like to delete and change the status to complete
- You continue to do so until all the duplicates are resolved

To change the status later, you can click the "Utility" button on the bottom and the following displays

You can proceed with completing the duplicates as you did above

OR

Select Status (1)

Click beside the "Find Items with Status" and select Active (2)

Click on Intervention (3) to sort alphabetically

Deselect all by clicking on the checkmark (4) and then click the ones you want to complete

Beside "Replace Items with Status" select Complete (5)

Apply and Save