## **CARE4 MODULE NAME: Starting a Document**

So, you now have a document open, and the name of the document appears in the top left corner i.e., "Physiotherapy Clinic Visit".

- 1. The first thing you need to do is hit the "Save" button at the top right corner of the document, this will then add you as a "Contributor" to this documentation, which will appear under the document name in the top left corner. This will also place your document in a draft status.
- 2. Next you will want to hit the "Rapid Entry" button in the top middle of the document. This will change the look of your documentation, and will be easier to fill in.

Contributor: Kerry Mccartney, RN			Amb,Eig
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Return To Home Physiotherapy Clinic Visit Contributor: Kerry Mccartney, RN Intake Health Summary Assessments Scales &	Chart Document Orders Preview Rapid Entry Typicals Recall
<ul> <li>Intake</li> <li>AMB Triage Assessment</li> <li>Vital Signs</li> <li>Wealth Summary</li> <li>Injury Assessment</li> <li>Cervical Spine Assessment</li> <li>Shoulder Assessment</li> <li>Elbow Assessment</li> <li>Hand Assessment</li> </ul>	You can also move on to another section by selecting from the top light blue header Clicking on the > will expand that section so that you can document. Please fill in the document sections that you need to.
<ul> <li>&gt; Digit Assessment</li> <li>&gt; Lumbar Spine Assessment</li> <li>&gt; Hip Assessment</li> <li>&gt; Konstant</li> </ul>	

If the screen looks too busy, hit the square with the arrow and it will collapse all the headings. You now can open what you would like, by picking it out of the blue header or by selecting it from the list you just created down the left side of the screen.

