




Documentation

Adding the Admission SET

1. Highlight the patient on the Status Board.
2. Click the **Interventions** button on the PCS menu bar (right side).
3. Click the **Add Intervention** footer button.
4. Click the **Sets/SOCS** button on the right to narrow down the search.
5. At **Search for:** type ADM.
6. Click to place a checkmark in front of the Admission SET for your unit.
7. Click the **Add and Close** button. You return to the Worklist.
8. All the interventions from the Admission SET appear on the Interventions Worklist in purple text with a Src of NEW (purple = not yet filed.)
9. Click **Save**. Text turns black. Src = PS. PS means the intervention was added using the **Add Intervention** button.

Note: Not all specialties have to add an Admission Set

Adding Standard of Care using Process Plans

1. From the Status Board, highlight the patient.
2. Confirm the patient name in the patient header.
3. Click the **Process Plans** menu bar button. 
4. Click the **Standard of Care** button on the right side. 
5. At **Standard of Care**, in the first blank line, click the down arrow or press F9.
6. Select the **SOC** for your unit based on Q12H or Q8H.
7. Click **Save**. Click **Cancel** to exit the screen. You return to the Worklist.
8. Tip: Click the **Refresh** button to speed up loading the interventions. 
9. Interventions associated with this SOC were added to the Worklist. Src = SC.

IMPORTANT: Always add the SOC through Process Plans. This will:

- Group the appropriate interventions for the unit.
- Time intervention frequencies to be appropriate for the unit.

Note: When completing the SOC or when changing the level of care, you only need to checkmark the SOC on the Process Plans screen.