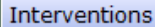


Documentation

Documenting an Assessment

Process:

Click **Interventions** from the PCS menu bar.



1. Select an Intervention
2. Click the **Document** footer button.
 - You may also double click the intervention name.
3. Confirm the **Timestamp**.
 - Click OK
 - Or Change time to back time assessment
4. Document your assessment.
5. When done, click **Save**.
 - To edit an assessment before saving, double-click the purple date line beneath the intervention.

Documenting a Group Assessment

1. A **Go to** menu pops up listing all the assessments in the group.
2. Click on the first assessment. Document the assessment. When done, click the **Go to** footer button. Select the next assessment in the group and document.
3. Not yet filed assessments appear in purple text on the **Go to** menu.
4. Repeat until you have documented all the assessments. Then, click the **Go to** button one more time and click the **Done** button.
5. When done, click **Save**

Documenting an Assessment - Recall Values

Recall Values allows the care giver to pull previous documentation forward into the current assessment.

Use this functionality WITH CAUTION, because inappropriate data may pull in.

If you use, you **MUST** review your screen carefully before saving your documentation.

Always use **Recall Values** when documenting **Past Medical History**.

Process:

1. Open your assessment.
2. Click **Recall Values**.
3. **Review and validate** the information that is pulled in.
4. Make changes and additions as necessary.
5. Advance to the next page and/or save your work.

