

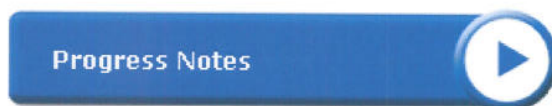
## How to Enter Progress notes for Residents at other Facilities:

E.g. For Doctors, Allied Health, DONS Etc.

1. First select **"Resident Management"** Button:  
e.g.



2. Next Select **"Progress Notes"** Button  
e.g.



3. Next you will see the Progress Notes Screen:  
e.g.

### Progress Notes

View Facility List :

View Resident :

#### Search By Date Range

Filter by:

☐ In the previous:

OR

☐ Specify:

From :

To :

Cont:

4. Select the **Facility Name** from the Drop Down box:

E.g. In this example "**Hailey House**" is selected.

### Progress Notes

**View Facility List :** Bill Crawford Lodge

**View Resident :** Bill Crawford Lodge

**Search By Date :** Talbot Place

Queen Elizabeth Village & Hailey House

Hailey House Hostel

PS Hobson Nursing Home

WB Messer Hostel

Sebastopol Complex

Jack Lonsdale Lodge

James Thomas Court

Jessie Gillett Court

Steele Houghton Unit

**From :** 26 November 2008

**To :** 26 November 2008

5. Once you have selected the facility **"CLICK** the **"Update"** Button.

e.g.

### Progress Notes

**View Facility List :** Hailey House Hostel

**View Resident :** Select Resident

After you have clicked the update button you will be able to access the resident's names by clicking in the **View Resident** drop down box.

Once you have selected the Resident - Continue to enter progress notes as normal e.g. By entering date range or selecting a date on Calendar.

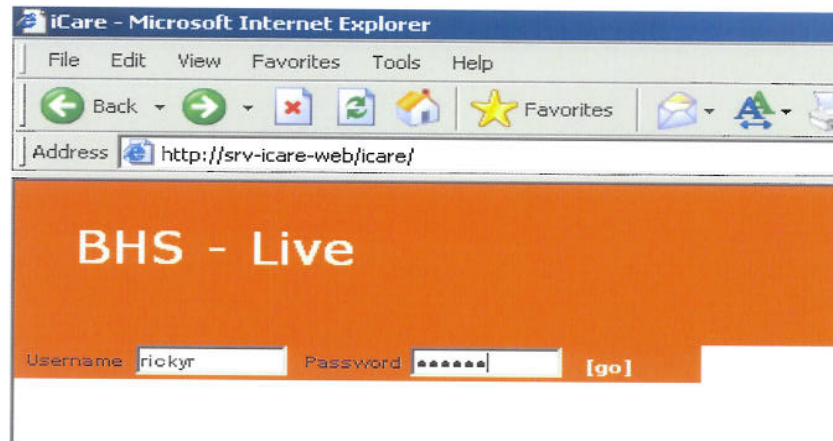
End.

## An alternate way of changing Facilities:

**NOTE:** This will only work for Staff, Doctors, Allied health etc who have access to more than one Facility.

1. Log into "Icare"

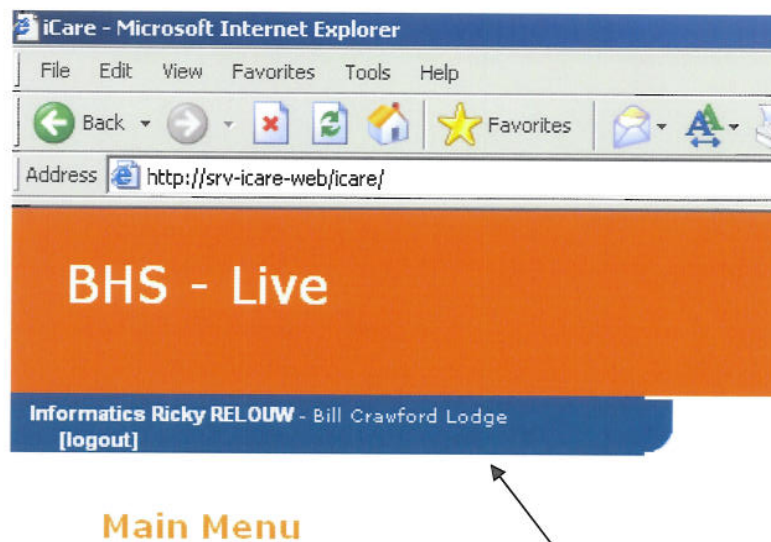
e.g.



2. Next – navigate to the "Main Menu"

At the top of the window there is a Blue section that displays your Name, Designation and your default Facility.

e.g.



**Note:** In this example the default facility is "Bill Crawford lodge".

3. To change to another facility move the mouse pointer over and click on the "**Facility - NAME**"  
e.g.

Informatics Ricky RELOUW - Bill Crawford Lodge  
[logout]



## Switch Facility

### Switch Facility

This will then display a list of Different facilities.

Facility
<input type="radio"/> Bill Crawford Lodge
<input type="radio"/> Eureka Village Hostel
<input type="radio"/> Geoffrey Cutter Centre
<input type="radio"/> Talbot Place
<input type="radio"/> Hailey House Hostel
<input type="radio"/> PS Hobson Nursing Home
<input checked="" type="radio"/> WB Messer Hostel
<input type="radio"/> Jack Lonsdale Lodge
<input type="radio"/> James Thomas Court
<input type="radio"/> Jessie Gillett Court
<input type="radio"/> Steele Haughton Unit

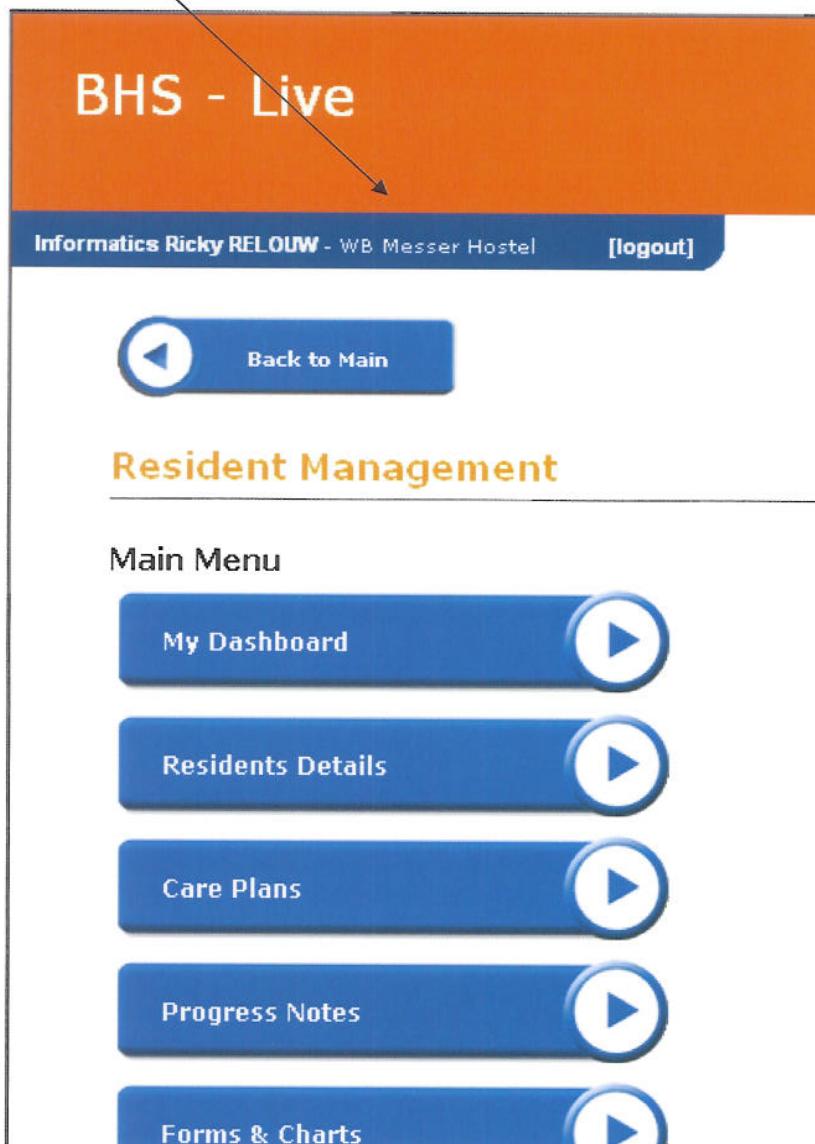
Click in the Radio Button for the facility you would like to change to and then click the "SUBMIT" button.

E.g. In the example above – WB Messer has been selected.

4. After clicking the submit button. You will then return to the original menu buttons.

**Note:** the facility at the top will now be the new facility that you have changed too. You will now have access to the Residents in that Facility.

E.g. WB Messer



To change facility again – Go back to Main menu and follow the steps as above. (Starting from Page 4).