

# CHANGE IN STATUS QUICK STEPS

Change in Level of Care, Primary Staff, Diagnosis, Primary Physician, or Team

Start

## Accessing the Client Care Console

Chart No.	Client Name	Care Program	Referral	Admit	Discl
1958	Adams, Henry	Home Health Care	01/13/08	01/13/08	
247	Adams, Jerry W.	Home Health Care	08/21/01	08/21/01	
697	Agaba, Aggie Agatha	Hospice Care	10/31/05	10/31/05	
83	Aldridge, Rick C III	General Intake	09/30/05		

- From the **Client Care Console** window
  - Highlight the desired client name; or
  - Click the Client Radio button
    - If known, type the Client Record #:  and click the **Refresh** button; or
    - Click the browser button to open the **Client Search** window
      - Type the Last Name and click the **Search** button
      - Double click the Client Name to select
- Back on the **Client Care Console**, the Client information is now displayed

## Change in Level of Care

- From the **Client Care Console**
  - Click the Change of Status icon in the **Functions** menu
  - From the **Change of Status** window
    - Click the icon in the **Functions** menu
    - From the **Change Level of Care** window
      - Type the Date of Change:  (TIP: "Ctrl+T" keys on the keyboard apply the current date)
      - Type the Time of Change:  if applicable
      - Click to highlight the Client's new Level of care
      - Type a Comment:  if applicable
      - Click the **Pay Source** if update is needed
      - Click the **Save** button

New LOC:

- Routine Home Care
- Continuous Care
- Respite Care
- General Inpatient Care

## Change Primary Staff

- Click the icon in the **Functions** window
- From the **Change Primary Staff** window
  - Type the Date of Change:  (TIP: "Ctrl+T" keys on the keyboard apply the current date)
  - Type the Time of Change:  if applicable
  - Click the New Staff:  browser button
  - From the **Staff Lookup** window
    - Double click or click to highlight the new Staff member and click the **Ok** button
  - Click the  **Keep Staff on Team** Checkbox to keep the original primary Staff Member as part of the team for this Client
  - Type a Comment:  if applicable
  - Click the **Save** button

## Change in Diagnosis

- Refer to the "Change in DX Quick Steps"


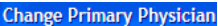



## Change Primary Physician

- Click the icon in the **Functions** window
- From the **Change Primary Physician** window
  - Type the Date of Change:  (TIP: "Ctrl+T" keys on the keyboard apply the current date)
  - Type the Time of Change:  if applicable
  - Click the New Physician:  browser button
  - From the **Select a physician's office** window



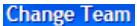



## CHANGE IN STATUS QUICK STEPS

---

Change in Level of Care, Primary Staff, Diagnosis, Primary Physician, or Team

- i. Double Click or highlight the Physician name and click the  button
- e. Back at the  window
  - i. Click the  Picklist and click the appropriate sub type
- f. Type a  if applicable
- g. Click the  button

### ***Change in Team***

1. Click the  icon in the  window
2. From the  window
  - a. Type the  (TIP:“Ctrl+T” keys on the keyboard apply the current date)
  - b. Type the  if applicable
  - c. Click the  Picklist and click the appropriate Team

### ***Change in Address***

1. Refer to the “Address Quick Steps”