



March 2024

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Reminders

Printing from the iPad

- Printing from the iPad requires staff to use the Printer Logic Mobile Apps. Follow the directions below to print.
 - [Printer Logic App Setup](#)
 - [How to print from the Printer Logic App](#)

OnBase Resources

- [Written instructions for viewing and uploading documents.](#)
 - [Video instruction for viewing patient documents.](#)
 - [Video instruction for uploading documents.](#)
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Netsmart Newsletter

Managing Tasks

- The status of Decline will leave tasks on your task list and should not be used.

Code Status

- On the Today Screen, tapping the Provider phone number next to the stethoscope in the patient box will show the Code Status.

Patient Signature on Open Charts

- If the Patient Signature on Open Charts shows a dotted blue line to the right, the signature was not saved.
 - Tap Patient Signature to open the box again.
 - Turn the iPad sideways (Portrait orientation) to hide the names of the other patients in the left column.

Marking a Visit Unmade

- Prior to checking Unmade on Time Entry, remove the Start and End time.

Visit type disappears when visit is re-assigned

- When re-assigning a visit on the Calendar, check the visit type first.
 - When a new resource is added, the visit type will disappear and will need to be added again.

Attaching Documentation to a Visit

➤ Assessments

- Tap the Assessment, then tap the ellipsis (...).
- Tap Connect to Visit/Phone Call then tap your visit from the list.
 - If your visit is not on the list, your assessment is already connected to your visit.
 - If Reserve Assessment is to the left of the ellipsis (...), tap first then follow the prompts.

➤ Clinical Note




- Tap the Applicable note, tap Copy note in the bottom right corner.
- Tap Add to add a new note, within the Note section, tap twice and tap Paste. Add Visit Date and Use Code.
- Navigate to the original note (not attached to visit), scroll to the bottom right side, and tap the trash can.

➤ Care Plan Charting

- Navigate to Open Charts and tap Care Plan Charting.

- Change a charted response to a different response and then tap the progression response as originally documented.
 - Example: Tap any circle for **No**, then tap the circle to change the answer back to **Yes**.

Finishing the Day

- Have you managed Open Patients – no number on the menu? 
- Have you submitted your visit(s) from Time Entry? 
- Have your Activities synchronized – are they in gray font on the Today screen?
- Do you see the green checkmark on the Today screen to indicate the visit was sent to host? 

CI Assistance

Cheat Sheets

- To ensure you always have the most up-to-date information, be sure to access Cheat Sheets on the Clinical Informatics Netsmart Education Portal.
 - Updates:
 - [Home Health Master Cheat Sheets 020924](#)
 - [Hospice Master Cheat Sheets 020924](#)

Support

- CI provides virtual rounding daily, Monday through Friday, with time slots alternating between morning and afternoon.
 - Please refer to your Outlook calendar invite and plan to attend to ask questions related to the Netsmart clinical EHR.
- If not able to attend a virtual rounding session, submit a Help Desk ticket through the Self-Service Portal or by calling the Help Desk 207-973-7728 or 1-888-827-7728.

For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at:
207-973-7728 or 1-888-827-7728.

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