

From the Office of Clinical Informatics Home Care and Hospice **Tablet – Unassigned Visits**

November 28, 2022

The Netsmart Tablet App only allows adding a visit to a Patient Calendar when a Resource is assigned. When necessary, unassigned resource is used as a placeholder on the patient calendar.

Creating an Unassigned visit to a Patient Calendar on the Tablet

When creating a patient visit and the assigned staff for that visit is unknown, the resource of Unassigned is used. This resource allows for efficiently scheduling patient visits and communicate to scheduling which paties a staff assignment.

- <u>STEP 1</u>: Tap **My Patients** in the Main Menu.
- Tap the name of your patient. **STEP 2:**
- Tap **Calendar**. **STEP 3**:
- STEP 4: Tap +Add in the lower right-hand side.
 - If adding multiple visits, tap **Recurring** at top of screen.
- STEP 5: Tap your name in the **Resource** field.
- **STEP 6**: Enter **Una** in the **search** field and tap **enter** on your keyboard. Select the appropriate Unassigned Resource for your area of care.
- **STEP 7:** Tap the **Date** field to the change the date of the visit (if different).
- **STEP 8:** Tap the **Resource Type** field, then select your discipline.
- **STEP 9**: Tap the **Visit Type** field, then select the type of visit from the list.
- **STEP 10:** Tap Done.

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tient's need			TEST, Patient T. "Bob", "He / Him / His" Code SP500 Physician TEST1, Dr
	28	Ca	alendar
			Q Una Search Results
Nor	nrecurring	Red	324466 UNASSIGNED, Aroostook
RESOURCE		STAFF	324493 UNASSIGNED, Bangor
324493 UNASSIGNED, Ban	igor 🗸	Not de	324494 UNASSIGNED, Ellsworth
DATE TIME		DURAT	324470 UNASSIGNED, South Portland
Nov 25, 2022		1 hr	324492 UNASSIGNED, Waterville
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BRANCH			
L			
INSURANCE			
Self-pay Primary			
CPT CODE			ODIFIER
	\sim		
NPI			
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CONFLICTS			
CANCEL			DONE

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.