This Quick Reference Guide (QRG) reviews the features of the Today Screen in Netsmart.

View Today's Schedule

Common Buttons & Icons

	Refresh icon
	Phone icon
	Stethoscope icon
	Location icon
	Left Arrow icon and **Right Arrow** icon

Today Screen Features

The Today screen opens by default once you open the Netsmart app. It displays basic information and notes for patients you are scheduled to see on a given day. The following is a description of its different features.

- **Refresh** icon: Located at the bottom right of the screen. It is best practice to tap this icon when you log in to view the most up to date information for your patients. You can see when a patient's information was last updated at the bottom-right of their contact information pane. Complete the CRM by using the referral.

- **Phone** icon: Precedes the main phone number the patient provided for contact. If you click the number, the Patient Contacts window appears. This window contains other contact numbers for the patient. To dismiss the window, click anywhere outside of its borders.

- **Stethoscope** icon: Precedes the name and phone number of the patient's provider. If you click the provider's phone number, the Patient Care Contacts window opens. This window contains the phone numbers for the patient's entire care team. To dismiss the window, click anywhere outside its borders.

- **Location** icon: Precedes the patient's address. If you tap the patient's address, the Directions window opens, which includes step-by-step instructions on driving to the patient's residence. Alternatively, you can tap the Go To Maps link at the bottom of the window to open your device's Maps app. To dismiss the window, click anywhere outside its borders.

- **Staff Information:** This displays for each patient on the right side of the screen. It includes any notes that the patient's care team have recorded. This can include descriptions of the patient's disability, how to find and enter their home, and reminders for the patient. The Pencil and Paper icon at the lower-right of a patient's Staff Information pane allows you to modify the existing information.

- **Left Arrow** icon **and Right Arrow** icon: These arrows are located beside the current date at the top of the screen. The Left Arrow allows you to view schedules up to 7 days in the past, and the Right Arrow allows you to view schedules up to 7 days in the future.

- Visit Type link: By tapping the blue link at the top of a patient's contact information pane, you open their chart connected to their scheduled visit.