





This Quick Reference Guide (QRG) reviews how to add and end a care plan in NetSmart

Common Buttons & Icons

	Main Menu icon
	Add icon (2 versions)
	Expand icon
	Back Arrow icon
	Ellipsis

Add and End a Care Plan

Navigate to the Care Plan | Charting Screen

To add and end care plans for your patient, you first need to navigate to their Care Plan | Charting screen.

➤ From the Today screen:

STEP 1: Tap the **Main Menu** icon; then tap **Open Charts**.

STEP 2: Tap your patient's name if necessary; then tap **Care Plan | Charting**.

Add a Care Plan

➤ From your patient's Care Plan | Charting screen:

STEP 1: Tap **Care Plan Editing** at the bottom of the screen, if needed.

NOTE: If needed, change the Care Plan's discipline by tapping **Discipline** near the top left of the screen and then tapping the appropriate option from the list.

STEP 2: Tap the **Add** icon.

STEP 3: Tap the **Search** field; then type the Care Plan name.

STEP 4: Tap the appropriate **Care Plan** in the search results.

STEP 5: Complete documentation for the Care Plan.

NOTE: Consider the following while completing documentation.

- To complete a Care Plan's documentation, you can add items to its **Goals and Interventions** sections by tapping their respective **Add** icons. Select the appropriate **Goals/Interventions** in the window that opens; then, complete the documentation items that populate.
-

- You may need to tap a Goal/Intervention item's Expand icon to view its full contents.
- You can set an end date for interventions and goals if necessary; otherwise, the item will continue until the conclusion of the Care Plan.

STEP 6: Tap the **Back Arrow** icon to save your documentation.

End a Care Plan

➤ From your patient's Care Plan | Charting screen:

STEP 1: Tap **Care Plan Editing** at the bottom of the screen, if needed.

STEP 2: Select the appropriate Care Plan.

Note: If needed, switch to the appropriate Discipline; then tap the Care Plan in the lefthand list.

STEP 3: Tap the Ellipsis at the bottom right of the screen; then tap **Discontinue**.

STEP 4: Adjust the **DISCONTINUED AS OF** date, if needed; then tap **DONE**.

STEP 5: Tap the **Back Arrow** icon to save your documentation.