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**This Quick Reference Guide (QRG) reviews how to document on a Care Plan n Netsmart.**

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### Common Buttons & Icons

	<b>Main Menu</b> icon
	<b>Undo</b> icon
	<b>Back Arrow</b> icon

### Document on a Care Plan

#### Navigate to Your Patient's Care Plan | Charting Screen

There are two ways to navigate to your patient's Care Plan | Charting screen.

##### **Via Your Patient's Chart**

➤ From the Today Screen:

**STEP 1:** Tap your patient's VISIT TYPE link. Your patient's tile screen appears.

**STEP 2:** Tap the Care Plan | Charting tile.

##### **Via Open Charts**

➤ From the Today Screen:

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

**STEP 2:** Tap your patient's name in the lefthand list, if needed.

**STEP 3:** Tap **Care Plan | Charting**.

#### Complete Care Plan Documentation

During your visit with a patient, you may only partially complete their Care Plan documentation. In this case, you can complete it later.

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

**NOTE:** Consider the following while using the Care Plan | Charting screen.

- Required care plans are those associated with the default Discipline. These care plans display the Discipline prefix after their alphanumeric code. For example, if the Discipline is Skilled Nursing (SN), a required care plan may be A170 | SN: Cardiovascular.

- The Compact Charting view displays by default. This shows a condensed view of a patient's active and discontinued care plans.
- Near the top-left of the screen, the Discipline is set to your default discipline; however, you can change this by tapping the active selection.
- Unfilled progress bars display beside care plans with incomplete documentation. Similarly, the partially filled progress bar at the bottom of the screen indicates that your patient's care plan charting is not finished. Once you have completed documentation for all required care plans, this main progress bar will fill completely.

**STEP 1:** Tap a required care plan that is incomplete in the lefthand list.

**STEP 2:** Complete the care plan's documentation.

**STEP 3:** Repeat steps 1 and 2 for any remaining required care plans.

**NOTE:** You can delete information that you just added by tapping the Undo icon near the bottom-right of the screen.

**STEP 4:** Tap the Back Arrow icon at the top-left of the screen to save your work.

**STEP 5:** Tap the Back Arrow icon at the top-left of the screen to save your work.