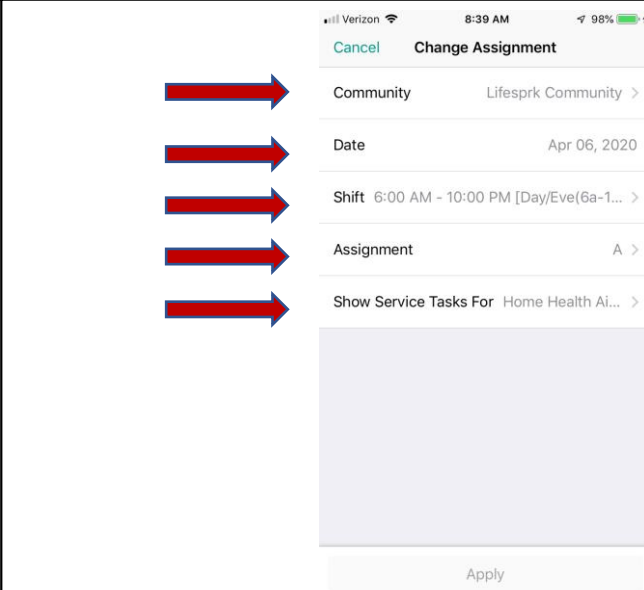


PointClickCare Tips

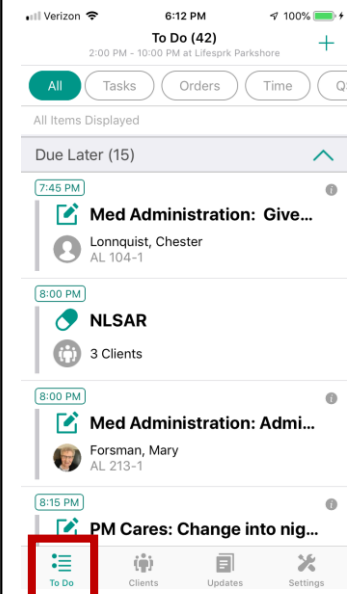
Setting/Changing your Assignment

- **Community/Building:** Select based on scheduled shift location
- **Date:** Defaults to current date
- **Shift:**
 - **Campus:** 3 shift times to select from 1) Day 2) Eve 3) Noc
 - **Community:** 2 shift times to select from 1) Day/Eve 2) Noc
- **Assignment:**
 - **Campus:** Select Group Assignment
 - **Community:** Select the initial of the assigned client's last name (i.e. J=Johnson)
- **Show Service Tasks For:** Select ALL
- Then Apply or Save Settings



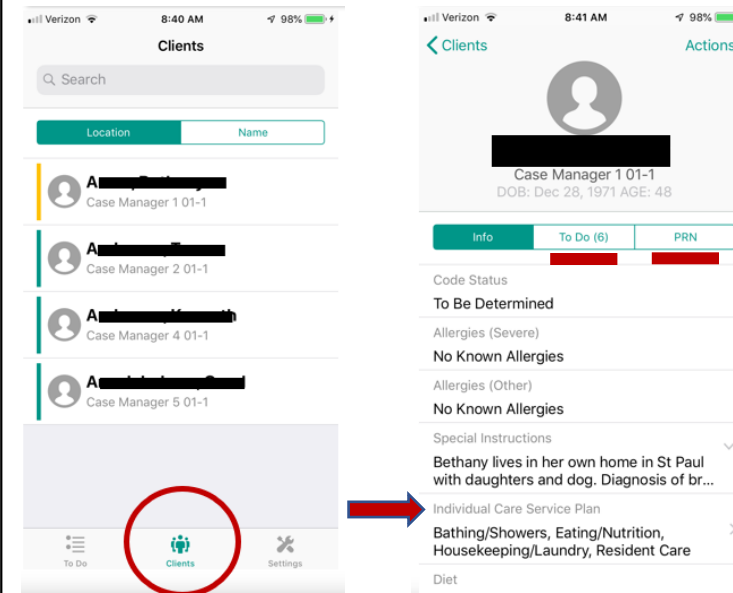
Campus Tasks

- **To Do:** Generally, the easiest way to stay on task is to click the **To Do** and follow the listed task due by the time indicated.
- **Clients:** It is also important to review the clients Care plan under the client tab



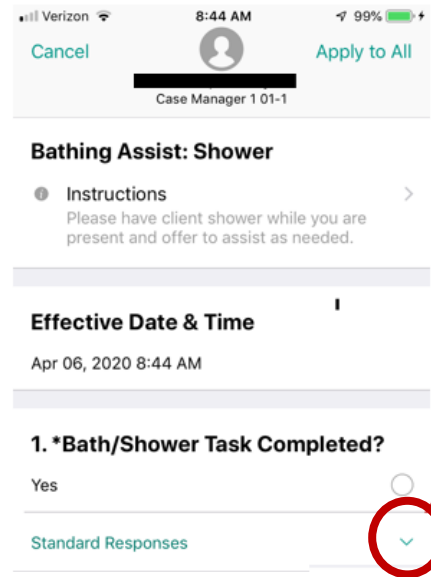
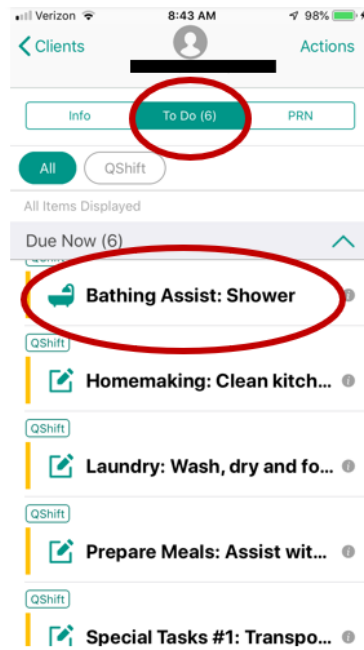
Community Tasks

- Assigned by client last name
- **Client's:** Select the assigned client from the listed clients
- Review the client Individual Care service Plan
- **To Do:** Assigned tasks are in the clients To Do tab.
- **PRN:** As needed tasks/medications are in the Client PRN tab




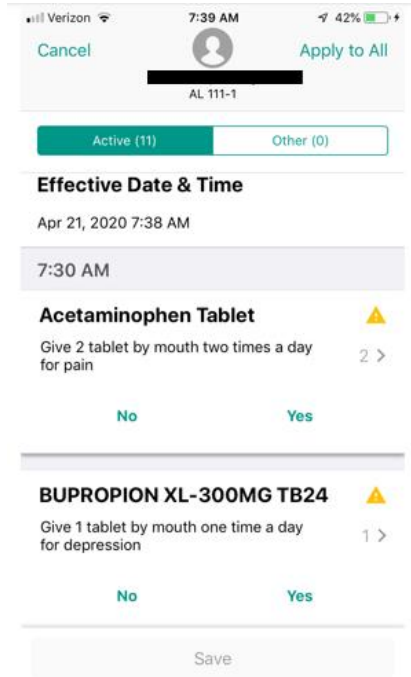
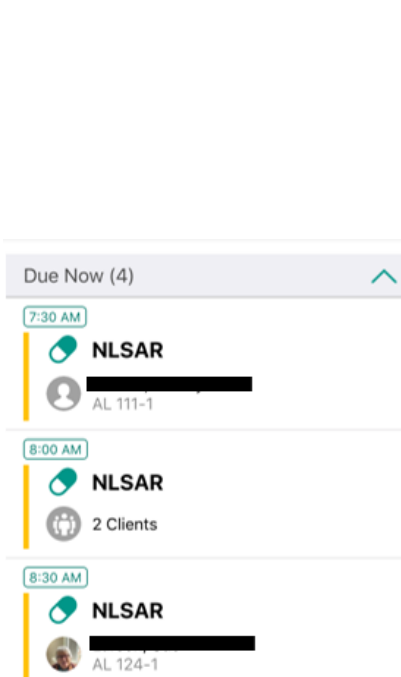
Tasks

- **To Do:** under the To Do tab the clients list of tasks will appear
- **Click the task:** Further instructions on completing the task are important to pay attention to
- **YES Documentation:** Click YES for completion of the task
- **NO Documentation:** Click √ for another response to the question



Medication Task (MAR)

- Medications are indicated by the Pill symbol 
- **Click** on Medication task
- **Medication List:** Verify your medications using the 6 rights
- **Yes Documentation:** Click Yes after giving the medication to the client
- **No Documentation:** Click No, Additional pop up will appear for you to select the reason for not giving the medication.



PRN Medication Follow Up

- All PRN medication requires follow up documentation at least one hour after giving
- PCC will auto create a **PRN Follow up Task** within the client **To Do's**
- All Tasks are completed when all the side bar task turn GREEN.

