The Aide Visit Note will only work when you use the Aide Plan to schedule task to the scheduled visits. See the Aide plan article on how to create an Aide Plan. This screen will not show visits that were manually entered in the Aide Schedule screen. This screen is used to document task that were completed in the home and to track vital signs as needed. Once the visit has been completed and saved, it will create a chargeable visit. This screen can be found in **Barnestorm Office > Aide Activity > Aide Visit Note**.

When you click on the Aide Visit Note the default screen is the **Week View**. It will show the current weeks scheduled patients for the employee that is logged in. To see a previous week, scroll up or down until you can view the week you want. Another way is to click on the **Month View** tab near the top, click on a day in the week you wish to view,
and then click the **Week View** tab.

To see a single day, click the day you wish to view from the Week or Month View and then click the **Day View** tab.

To view another employees scheduled visits, click on the Employee drop down list.

To print the schedule from the **Day/Week/Month View**, click on the **Print schedule** button.

Visits that are yellow are incomplete. Visits that are green are completed.

Once you're able to view the visit you need to completed, click on it. The Aide Visit Note will open. This is the fourth tab, Visit Detail.

- o   Verify that the date and time of the visit are accurate.
- o   Enter **Vital Signs** and **Visit Comments** as needed.
- o   Select a Visit **Status Code** from the drop down list.
- o   Select each task that was performed at the visit. Once the task is selected it will turn from yellow to green.
- o   Click on the **Mark All as Complete** to select all tasks.
- o   Click on the **Mark All as Incomplete** to deselect all tasks.
- o   When the visit note is complete, click on the **Save Visit** button.
- o   To print the documented visit click on the **Print Visit** button.

Vital Signs

This part of the visit note is linked to the Aide Plan. There's a tab in the Aide Plan labeled **Vital Sign Parameters to Notify Case Manager**. This allows you to select a range of vital signs that are normal for the selected patient. When the aide enters vitals that are out of the range, the aide will get a warning. See the picture below that shows both the Aide Plan and the Aide Visit Note. The Respirations and Pulse are out of range so a warning picture appears, flashing, next to the vital sign.

Vital sign parameters from the Aide Plan screen

Vitals signs from the Aide Visit Note