Bereavement Contact

Documenting "contact information" when your patient has expired.

The Bereavement Contacts screen allows you to document information about friends and family of a deceased patient. This information is vital in tracking the visits, phone calls, and letters that are sent when a patient expires.

□□ How to Document a Bereavement Contact

- **Select Patient** screen: Type in the patient name or chart number to locate the patient.
- Click the **Bereavement** tab.
- Type your information onto the Contact Card.
- Click **Save Contact**, in the upper right, to save the information.
- Repeat steps 4-6 for all the bereaved contacts that you wish to add.
- Click **Print Full List** or **Print Short List**, if desired.

□□ Import from Referral > Contacts List

- Click the **Import Contacts** dropdown box
- Select a contact to import.
- Review the information that was inserted and modify, as needed.
- Click **Save Contact**, in the upper right, to save the information.
- Repeat the process for any other contacts you want to import.

□□ Edit a Bereavement Contact

- Select the contact that you wish to edit by clicking on the contact at the bottom of the screen.

- The fields of the Contact Card will be loaded with that contacts information. Make any necessary edits.
- Click **Save Contact**, in the upper right, once edits are complete.

☐ Remove a Bereavement Contact

- Select the contact that you wish to delete by clicking on the contact at the bottom of the screen.
- Click **Remove Contact** at the top.
- A popup will appear. If you are sure you want to delete the contact, click **Yes**. If you do not wish to proceed, click **No**.

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Need help? Contact Barnestorm Support