

## Bereavement Contact

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

Select the deceased patient and then click the **Bereavement** button and the screen will be defaulted at the **Contacts** tab.

### To Add a Bereavement Contact

1. Click Add Contact.
2. Enter **Name, Sex, Address**, etc. for the bereavement contact.
3. Click **Save Contact** in the upper right.
4. Repeat steps 4-6 for all the bereaved contacts that you wish to add.
5. Click Print Full List or Print Short List, if desired.

### Import from Referral > Contacts list

1. Click the **Import Contacts** dropdown box
2. Select a contact to import.
3. Review the information that was inserted and modify, as needed.
4. Click on Save Contact.
5. Repeat the process for any other contacts you want to import.

### Edit a Bereavement Contact

1. Select the contact that you wish to edit by clicking on the contact at the bottom.
2. The contact will be loaded into the text boxes. Edit any items you wish.
3. Click Save Contact in the upper right.

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### **Remove a Bereavement Contact**

1. Select the contact that you wish to delete by clicking on the contact at at the bottom.
2. Click Remove Contact at the top. A popup will appear. If you are sure you with to delete the contact, select Yes.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50245.aspx>