Receive Care Coordination Notes Copied to You

When a care communication note is created and the cc: Staff button is used, that employee will have a communication to read in his or her Care Coordination Communications area. These instructions describe to how receive care coordination notes copied to you.

- Click the Care Coordination button on the Main Menu.
- On the tab at the top of the page, there is a View cc: to me since button. Change the date beside this button to the oldest date from which you would like to view notes.
- Then, click the **View cc: to me since** button. A list of care coordination notes will appear in the upper panel:
- Click on the note to see the details in the bottom panel.
- From here you can print the note or select a different note to view. Click on the Print This CCN button to print it.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50250.aspx