

## Bereavement Schedule

The Bereavement Schedule screen allows you to view and edit bereavement items in a calendar format. Items that you may track include funeral dates, visits, phone calls, and mailings.

### View Bereavement Schedule

1. Select a deceased patient.
2. Click the Bereavement button. The Contacts screen will appear.
3. Click the Schedule tab at the top.
4. The current month will appear with all the completed items.
5. After selecting a day, you can change to the week view to see that day in a week.
6. You can change to the day view to see the detail of all items that need to be completed for a day.

### Edit an Item in Bereavement Schedule

1. Select a deceased patient.
2. Click the Bereavement button. The Contacts screen will appear.
3. Click the Schedule tab at the top.
4. The current month will appear with all the completed items.
5. Find an item within the month/week/day view.
6. Double click the item.

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7. The item detail screen will appear.
8. Make any changes that need to be made by typing in the boxes or selecting items from drop downs.
9. Click the Save Item button when done to complete the change.

### Print from the Bereavement Schedule

1. Select a deceased patient.
2. Click the Bereavement button. The Contacts screen will appear.
3. Click the Schedule tab at the top.
4. The current month will appear with all the completed items. Click the right and left arrows to pull up different months.
5. Check the "Show Refused" check box to include refused schedules, as well.
6. The default will show all employees who had bereavement schedules keyed.

A) At the top of this screen you have the option to select a single employee or "Everyone".

B) If you have multiple program codes that use the Bereavement screen and you'd like to select a single program, use the drop down box towards the bottom "Pg".

These two features will filter the schedules that appear for printing.

7. To print the Month View, click Print Schedule.

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8. To print the week view, select the Week View tab at the top and then click Print Schedule.
9. To print the day view, select the Day view tab at the top and then click Print Schedule.
10. To print the monthly summary, click Print Summary.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50331.aspx>