- Select the patient from the **Select Patient** screen.
- Click the **Care Coordination** button on the Main Menu.
- Click on the tab named View and/or Select for Edit.
- Search for the note using one of the search buttons.
- The default dates that will be selected is for the current 485 episode. You can click on the Previous 485 button to change the dates or click on the drop down list to change them.
- Once you find the note you can open it by clicking on it once.
- At the bottom of the screen click on the red **Edit** button.



- This will take you to the **Add/Edit CCN** screen.
- Make the necessary changes and click on the blue **Save** button when finished.

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50417.aspx