New Care Coordination Screen

In order to use the new CCN screen, the Global Option must be set. Please start a chat with us if your agency would like to use the new CCN screen and we can help you. These instructions apply to the new CCN screen.

1. Select a patient from the **Select Patient** screen in Barnestorm by typing in either the first 3 digits of the patient's chart number or the first 3 letters of their last or first name.

2. Click the patient's name to select him or her.

3.Click the**Care Coordination** button on the Main Menu.

4. Watch as the Care Coordination screen opens. There will be a list of all the CCNs for that patient.

5. To create a new care coordination note for this patient, click the **Add** button in the upper left corner.

6. The employee who is filled in will show as the person who is logged in, but you can change the employee to enter a care coordination note that someone else gave or received.

7. The **Whom** area allows you to select from a list of the people associated with this patient, including the doctors, emergency contact, caregiver, nurse, and any person associated with this patient. Or, you can type in another person(s) as needed.

8. Ensure that the date and time are accurate, and add minutes if needed (for example, add the number of minutes on a phone call).

9. The **Status** area indicates whether the status of this note is **Open** (meaning unresolved or uncompleted) or **Finished** (meaning resolved or completed).

10. Note the **Type** pulldown on the right. This is used to create a template of the CCN type.You can add new Types by going to **Admin > CCN Structure**.

11. Next, add the information that was communicated in the large box called Notes.

12. To include this care coordination note on the patient's 60 day summary, check the Add to 60 Day Summary box near the bottom.

13. To copy other staff members on this care coordination note, click the cc:Staff button to the left of the Discussion panel. All staff involved will be able to retrieve the note. If you only want select staff to retrieve the note then click on cc: Select.

A list of all employees will appear for you to select from. A cc note will appear at the bottom of the Discussion panel, and other staff members will be able to retrieve the notes (instructions for this are available under “Receive Care Coordination

Notes Copied to You”), but they appear by clicking the links in the upper right corner of the CCN screen.

14. When you have completed the care coordination note, you may print a copy of it by clicking the Print button at the bottom left of the screen. You also have the option of printing the notein landscape, add the patient’s date of birth, or print large font.

A print preview window will appear, and you can click the printer iconin the upper left corner to print the page. Click the X in the upper right corner to close the print preview and return to the care coordination screen.

15. Click the Save button in the bottom right. Be sure to mark the note as finished when it is complete and save the note again.

* Note: you can use digital or the employee's signature. See the related article below on how to change options.

Edit / Delete Rules

Employee access rules will come from **Codes** > **Security** > **Logins** > **Access Level**.

Access level 1-7 = Will allow employee to edit and delete their own Care Coordination Notes

Access level 8 = Will allow employee to edit other and edit/delete their own Care Coordination Notes

Access level 9 = Will allow employee to edit and delete ANY Care Coordination Note

Knowledgebase
http://kb.barnestorm.biz/KnowledgebaseArticle50696.aspx