

Adding and editing CCN Types

The following instructions are for adding or editing the CCN Type for the newest CCN screen. To turn on the new CCN screen, go to **Barnestorm Office > Codes > Global Settings > Care Coordination Note**, set 1120 Use new care coordination screen to True.

- 1.) From Barnestorm Office click on **Admin > CCN Structure**
- 2.) To add a type, first type the description of the new type into the '**Type**' dropdown at the top of the screen. To edit an existing one, select it from the top dropdown.
- 3.) Begin adding tabs by first entering the text of the tab in the 2nd box from the top, then hitting the '**Add tab**' button. You will see the tab appear in the display below.
- 4.) Add items to each tab by selecting the tab you want to add items to, entering the item text in the 3rd box from the top, and then hitting the '**Add item**' button. You will see the item appear in the display below.
- 5.) To remove items, check the items you want to remove, and hit the '**Remove checked items**' button.
- 6.) When you are finished editing that type, be sure to hit the '**Save**' button in the lower right of the screen.

Now when you return to the ccn screen, you will see that type available in the type dropdown, and selecting it will cause the extra tabs and items you added to be shown on that ccn.

From Admin > CCN Structure, adding CCN Types.

The screenshot displays the 'CCN Structure' administration interface. At the top, there is a dropdown menu labeled 'Type:' with the value 'Test' selected. Below this, there are two input fields: the first is labeled 'Tab' and contains the text 'Tab 1'; the second is labeled 'Item:' and contains the text 'Item 3 in Tab 1'. To the right of the 'Tab' field is a button labeled 'Add tab' with a plus icon. To the right of the 'Item:' field is a button labeled 'Add item' with a plus icon. Below these fields is a button labeled 'Remove checked items' with a red 'x' icon. At the bottom, there is a horizontal list of tabs: 'Tab 1', 'Tab 2', and 'New Tab'. Below the tabs, there are three checkboxes, each followed by text: the first is 'Item in Tab 1', the second is 'Item 2 in Tab 1', and the third is 'Item 3 in Tab 1'. All three checkboxes are currently unchecked.

From Barnestorm > Care Coord screen.

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The screenshot shows a software window titled "Add a new care coordination note". The window contains several input fields and a notes section. The fields are arranged in two columns. The left column includes "Whom:" (a dropdown menu), "Patient:" (a dropdown menu), and "Employee:" (a dropdown menu). The right column includes "Date:" (a date field set to "8/20/2012"), "Minutes:" (a text input field), "Status:" (a dropdown menu set to "Open"), and "Type:" (a dropdown menu set to "Test"). Below these fields is a "Notes" section with a tab labeled "Tab 1". Under the "Notes" section, there are three checkboxes: "Item in Tab 1" (checked), "Item 2 in Tab 1" (unchecked), and "Item 3 in Tab 1" (unchecked).

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle50858.aspx>