

# Quick Reference Guide – Progress notes (via person profile) (V5.0)

## Create a progress note

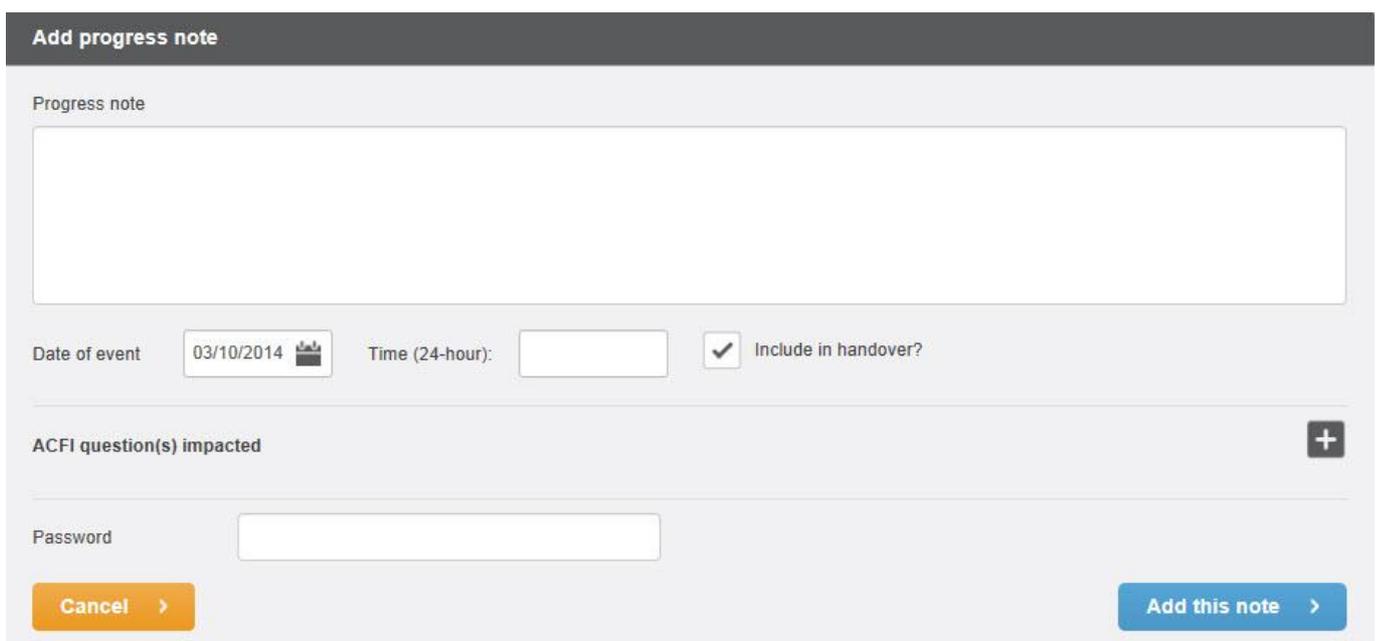
- Select **Residents** from the top toolbar
- Select the resident by clicking on the name, then select the **Progress notes** tab
- The progress notes screen will be displayed. To enter a new progress note, click on **Add a progress note**



The screenshot shows the iCareHealth interface with the 'Residents' tab selected. The profile for Valerie BROOKS (Val) is displayed, including her photo, age (76yo), room (Room 2 W Bed 2 W), and allergies (nil known). Below the profile, there are several tabs: Profile, Progress notes, Care plan, Forms, Charts, Resident details, Contact, and Tasks (0). The 'Add a progress note' button is highlighted with a green box.

- Click inside the textbox and type the progress note

Date and time of the event may be recorded if different from the time of entry (time of event is a mandatory field). The Include in Handover box is always ticked by default, however it may be unticked per note as required.



The 'Add progress note' form contains the following fields and controls:

- Progress note:** A large text area for entering the note.
- Date of event:** A date picker showing 03/10/2014.
- Time (24-hour):** A text input field for the time.
- Include in handover?:** A checked checkbox.
- ACFI question(s) impacted:** A section with a plus sign icon for selecting impacted questions.
- Password:** A text input field for authentication.
- Buttons:** 'Cancel' and 'Add this note' buttons at the bottom.

- e) If the progress note relates to ACFI, click on the expand icon (+) to display the ACFI categories, then tick **All ACFI questions impacted that are applicable**

**ACFI question(s) impacted** -

<input type="checkbox"/> ACFI 1 Nutrition	<input type="checkbox"/> ACFI 2 Mobility	<input type="checkbox"/> ACFI 3 Personal Hygiene	<input type="checkbox"/> ACFI 4 Toileting
<input type="checkbox"/> ACFI 5 Continence	<input type="checkbox"/> ACFI 6 Cognitive Skills	<input type="checkbox"/> ACFI 7 Wandering	<input type="checkbox"/> ACFI 8 Verbal behaviour
<input type="checkbox"/> ACFI 9 Physical Behaviour	<input type="checkbox"/> ACFI 10 Depression	<input type="checkbox"/> ACFI 11 Medication	<input type="checkbox"/> ACFI 12 Complex Health Care
<input type="checkbox"/> Mental and Behavioural	<input type="checkbox"/> Medical Diagnosis		

- f) Enter your password, then click on **Add this note** to save

## Entering an additional progress note

- a) Select **Residents** from the top toolbar
- b) Select the resident by clicking on the name, then select the **Progress notes** tab
- c) The progress notes screen will be displayed. To add an additional note to an existing one, click on **Add additional note**

Home
Residents
Documentation
Medication
Reporting
Funding
Admin



### Valerie BROOKS (Val)

76yo (16 Sep 1938) | Room 2 W Bed 2 W  
**Allergies:** nil known

[Edit details](#) Updated Jul 8, 2014 +

Profile
Progress notes
Care plan
Forms
Charts
Resident details
Contact
Tasks (0)

Add a progress note >

All progress notes since first admission
+

**Nikki Ellwood** wrote on 01 Oct 2014 14:22 ... Time of event  
01 Oct 2014 14:22

Blood Pressure Monitoring was completed by Ellwood, Nikki on 01-Oct-2014 at 14:22 hrs  
[Strikethrough](#)

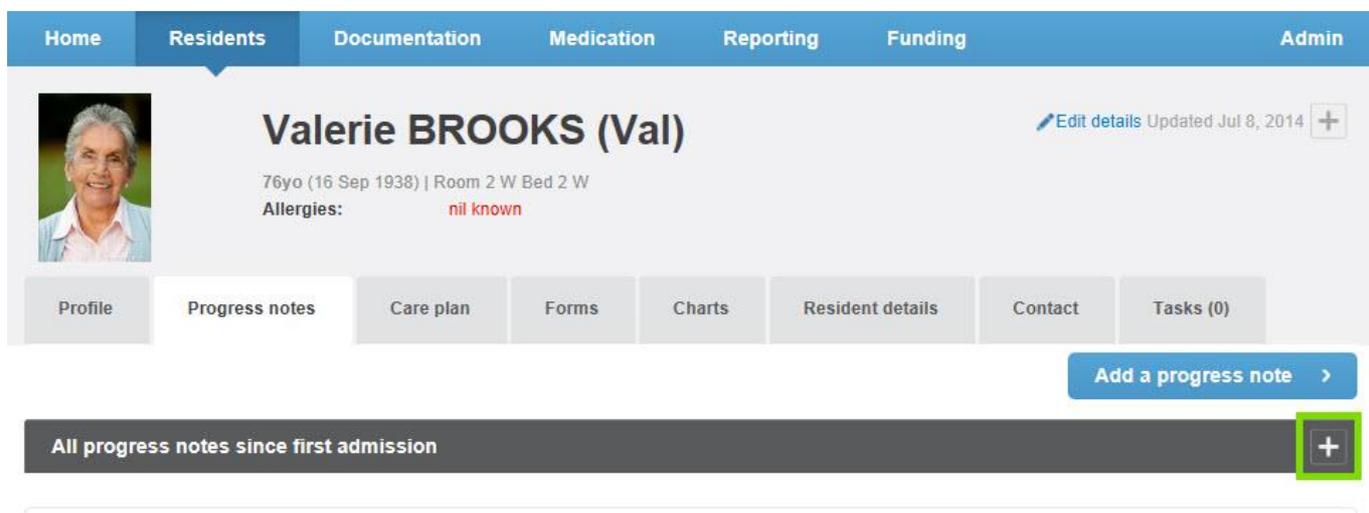
Time (use 24hr clock): 1 ; Lying BP: ; Standing BP: ; Comments:

Add additional note >

- d) Click inside the textbox and type the additional note
- e) Enter your password, then click on **Add note** to save

## Read a resident's progress notes

- Select **Residents** from the top toolbar
- Select the resident by clicking on the name, then select the **Progress notes** tab
- The progress notes screen will be displayed. This will automatically show the last five entered progress notes for the resident. To view more, scroll to the bottom of the screen, and click on the dropdown arrow in the bottom right corner to increase the display to the last 10, 15, 20 or 50 entered progress notes
- To search for progress notes, click on the **All progress notes since first admission** expand icon (+)



- Select the search criteria. All note types will be ticked by default; simply untick anything you do not wish to include. If you would like to only view ACFI notes, doctor entered notes, or to search for notes by user, select each of those categories by ticking their corresponding boxes
- Select **Search**

Home Residents Documentation Medication Reporting Funding Admin



## Valerie BROOKS (Val)

76yo (16 Sep 1938) | Room 2 W Bed 2 W  
Allergies: nil known

[Edit details](#) Updated Jul 8, 2014 +

Profile

Progress notes

Care plan

Forms

Charts

Resident details

Contact

Tasks (0)

Add a progress note >

**All progress notes since first admission** -

**Types of progress notes:**

<input checked="" type="checkbox"/> All notes	<input checked="" type="checkbox"/> Resident document loaded	<input checked="" type="checkbox"/> PRN
<input checked="" type="checkbox"/> Missed medication evaluation	<input checked="" type="checkbox"/> Occupancy notes	<input checked="" type="checkbox"/> Care plan evaluations
<input checked="" type="checkbox"/> Care plan changes	<input checked="" type="checkbox"/> User entered notes	<input checked="" type="checkbox"/> Forms & observation charts
<input checked="" type="checkbox"/> Resident transfer	<input checked="" type="checkbox"/> Resident departure	

Notes relating to ACFI questions

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**Entered by:**

Only Doctor-entered notes

Only a specific user

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**Time frame:**

Since first admission

In the previous

Specify a time frame

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**Sort order:**

▼

Search >

## Strikethrough a progress note

The strike through progress note function will not be available for progress notes older than 14 days.

- a) Select your resident
- b) Click on the **Strikethrough** hyperlink

agency (CW, Carers R us) wrote on 07 Oct 2014 11:06 ... Time of event  
07 Oct 2014 11:30

Resident went for a walk  
[Strikethrough](#)

**Add additional note** >

c) The following box will display. Click inside the textbox and type the reason for the strikethrough

### Strikethrough ×

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Selected progress note  
Resident went for a walk

Reason for strikethrough

Password

Cancel >

Strikethrough >

d) Enter your password, and click on **Strikethrough** to save. The note will display with the strikethrough, and the details of the amendment