Resident, Staff & Community Messages

There art 3 types of messages. Resident, Staff, and Facility/Community.

Creating a facility/community Message

Step 1. The Community message is created at the "HQ" level.

Step 2. Select the "Community Record" link. This will take you to the Setup: Charting Facility Message.

Step 3. A history of facility/community Messages will be displayed. To create a new facility/community message, click the new entry button.

Step 4. Create a facility/community message. A start and end date are required to indicate when you want the message to appear and when you want the message to drop off. If no end date is selected, 7 days will be the defaulted duration for facility/community note to be displayed.

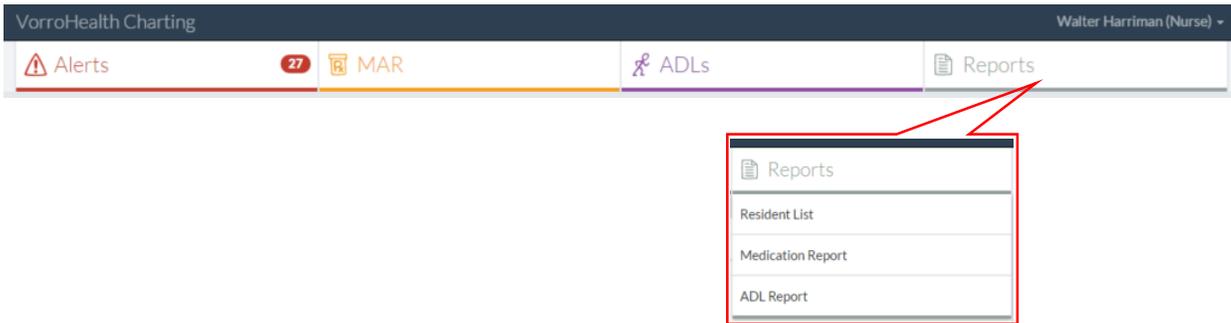**Step 5.** The facility/community message will appears as seen below on the charting site. In this example the note will drop off the message board in 7 days.

Creating a Resident Message on the Charting Site

Step 1. Select a resident to create a message for. Go to Reports – Resident List

Step 2. Select a resident.

Step 3. Create a new message by clicking the "New Message" link.

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★ Required

New Resident Message

Regarding	Carter, Samantha
Subject	Sam going to Visit Family _____ *
Message	Sam will be visiting grandchildren this weekend. They will be picking her up sometime Friday afternoon, and returning Sunday evening. _____ *

★ Required   Save   Cancel

Step 4. New messages will be red in color until they are viewed by staff.

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Samantha Carter   ⓘ Dashboard   🔍 Bio ▾   👤 Edit Info

Age:	36	Med Group:	Test Cart
Birth Date:	June 30, 1978	ADL Group:	Test ADL Group
Room #:	105	Primary Physician:	Crossno, Peter
Admission Date:	May 1, 2015	Physician Phone:	(801) 507-4000

Code Status: Do NOT Resuscitate (DNR)
Medication Alert: Crush medications before administering, Can tack with applesauce, DO NOT ADMINISTER Don't take with alcohol, PCP   **Drug Allergies:** PCP

⚠ Alerts   ℞ MAR   🏃 ADLs

Resident Staff Messages   🗓 Archived   💬 New Message

| 👤 Sam going to Visit Family (Re: Carter, Samantha) | 0💬 |
| 👤 Samantha's Guest for Lunch (Re: Carter, Samantha) | 0💬 |

Done

When viewed on the charting home page, the new message will also be red in color until viewed by staff.

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⚠ Alerts   **27**   ℞ MAR   🏃 ADLs   📄 Reports

Recent Records
| 👤 Carter, Samantha |
| 👤 Simmons, Tealc |
| 👤 Cosby, Billy |
| 👤 Compiler 2, Test |
| 👤 Asgard, Thor |

Tasks
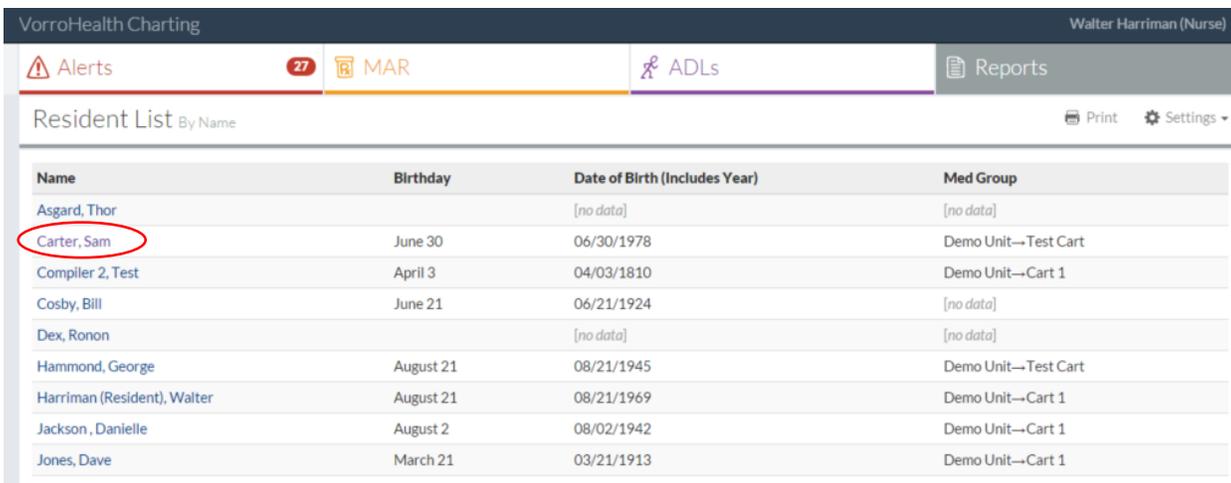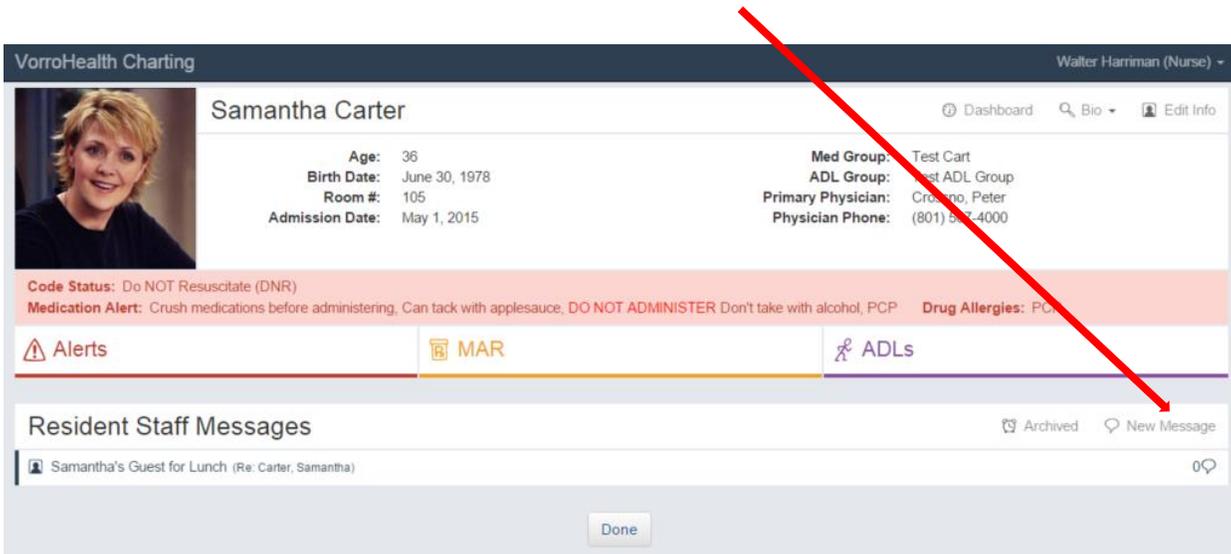| 🖊 Add New Incident |
| ⚙ Add New Maintenance Ticket |
| 🔒 View Auto Med Import | **10** |

Community Message
Staff In-service Training (06/05/2015)

To All Staff:

CPR/First Aid training will be in the Activity room at 1pm today.

There's a thing on the other thing (04/13/2015)

And another thing… (04/12/2015)

Something Amazing! (04/09/2015)

Staff Messages   🗓 Archived   💬 New Message

👤 Sam going to Visit Family (Re: Carter, Samantha)	0💬
👤 Samantha's Guest for Lunch (Re: Carter, Samantha)	0💬
👤 Test Message (Re: Simmons, Tealc)	3💬
👤 This is a new staff message!	0💬
👤 This is a new message that is new!	1💬
👤 This is a test! (Re: Simmons, Tealc)	0💬

Birthdays Next 30 Days
| 👤 Cosby, Billy | June 21 |
| 👤 Carter, Samantha | June 30 |

New Residents Past 7 Days
| 👤 Rose, Charlie | June 01 |

Step 5. Other staff can add to this message by clicking on the message link and then clicking the reply button. You can also Archive the message by selecting the Archive this Message button.

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Sam going to Visit Family Regarding: Carter, Samantha   ☑ Archive This Message

Walter Harriman (Nurse)
6/5/2015 10:26 AM
Sam will be visiting grandchildren this weekend. They will be picking her up sometime Friday afternoon, and returning Sunday evening.

Walter Harriman (Nurse)
6/5/2015 10:32 AM
Med techs, please get all of her meds pulled for the weekend

Reply

Save   Save and Refresh   Cancel

Step 6. All "reply's" to each message will be displayed by a number by the message.

Staff Messages   ⏰ Archived   💬 New Message

👤 Sam going to Visit Family (Re: Carter, Samantha)	1💬
👤 Samantha's Guest for Lunch (Re: Carter, Samantha)	0💬
👤 Test Message (Re: Simmons, Tealc)	3💬
👤 This is a new staff message!	0💬
👤 This is a new message that is new!	1💬
👤 This is a test! (Re: Simmons, Tealc)	0💬
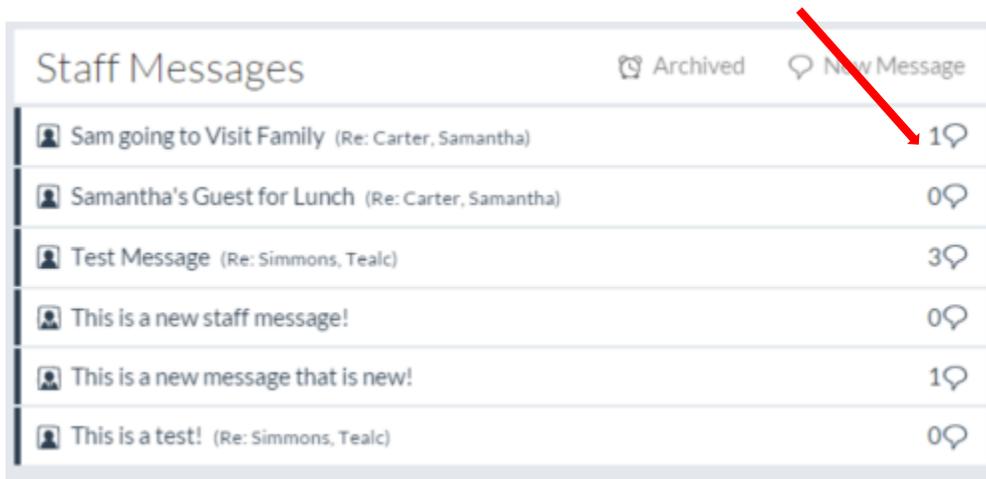
Creating a Staff Message on the Charting Site

Step 1. Create a new staff message by clicking the "New Message" link.

Step 2. Messages can be sent to all staff or individuals. To send to an individual, click the Select Staff button and then select the staff member

Step 3. New messages will be red in color until they are viewed by staff. In this example, only Amy Admin will see the message since it was just sent to her.