

Bluestep Charting - Resident, Staff & Community Messages

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

Creating a facility/community Message

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

Step 2. On the HQ Home page under the Facility module, select Facility Record. On the left, navigate to Facility Settings->Charting Facility Message. This form allows you to create Facility Messages to the entire staff.

Step 3. A history of previous messages will be displayed. To create a new message, click the **New Entry** button.

Charting Facility Message New Entry

Date	Title	End Date	Edit Delete
07/28/2015	Happy [holiday]	08/03/2015	
05/21/2015	Sample Facility Message - Enjoy Life!	05/21/2025	
05/21/2015	This is a lovely message!	05/21/2025	

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 default.

Charting Facility Message

*** Required**

Date * 09/18/2015 

Title * Staff In-service Training

Message *

To All Staff:
CPR/First Aid training will be in the Activity room at 1pm on Monday.

Path: p

End Date 09/21/2015 
Default 7 days

Creator Steve Pyrah

*** Required**

Step 5. The facility/community message will appear as seen below on the charting site.

Facility Messages

Staff In-service Training (09/18/2015)

To All Staff:
CPR/First Aid training will be in the Activity room at 1pm on Monday.

Creating a Resident Message on the Charting Site

Step 1. Select a the resident you wish to document a message about by selecting Reports → Resident List

BlueStep Charting Config Training Unit Trial Nurse ▾

Alerts 1 MAR 7 TAR 0 Tasks 1 ADLs 118 Reports

→

Resident List

Medication Reports

Treatment Reports

Step 2. Select a resident.

BlueStep Charting Config Training Unit Trial Nurse

Alerts 1 MAR 7 TAR 0 Tasks 1 ADLs 118 Reports

Groups: None Settings

Resident Info Report By Name Print Settings

Name	Room #	Admission Date
Assess due, TEST		
Bear, Yogi	100D	05/01/2015
Davis, John	101B	03/10/2015
Dec8, Test	205A	12/08/2014

Step 3. Create a new message by clicking the “New Message” link, typing in the message and hitting save.

BlueStep Charting Config Training Unit Trial Nurse



John Davis Dashboard Bio Edit Info

<p>Age: 60</p> <p>Birth Date: February 2, 1955</p> <p>Room #: 101B</p> <p>Admission Date: March 10, 2015</p>	<p>Med Group: (No Data)</p> <p>ADL Group: 1</p> <p>Primary Physician: (No Data)</p> <p>Physician Phone: (No Data)</p>
--	---

Resident Messages Archived New Message

This resident has no Messages

BlueStep Charting Config Training Unit Trial Nurse

*** Required**

New Resident Message

Regarding Davis, John

Subject *

Message

*

*** Required**

Save Cancel

Step 4. New messages will appear on the resident dashboard in red until they are viewed by staff.

BlueStep Charting | Config Training Unit | Trial Nurse

John Davis | Dashboard | Bio | Edit Info

Age: 60 | Med Group: (No Data)
 Birth Date: February 2, 1955 | ADL Group: 1
 Room #: 101B | Primary Physician: (No Data)
 Admission Date: March 10, 2015 | Physician Phone: (No Data)

Resident Messages | Archived | New Message

Visit with family (Re: Davis, John) 0

Done

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

BlueStep Charting | Config Training Unit | Trial Nurse

Alerts 1 | MAR 7 | TAR 0 | Tasks 1 | ADLs 118 | Reports

Messages | Archived | New Message

Visit with family (Re: Davis, John) 0

Test Resident Message 1 (Re: Brown, Bill) 0

Test 0

Pizza today 0

Daughter visit (Re: Carter, Sam (Sammy)) 0

Mickey Lost his tail (Re: Mouse, Mickey (Mick)) 0

This is a test message (Re: Doe, John) 1

New Residents Past 30 Days

Moore, Kellen August 26

Facility Messages

Staff In-service Training (09/18/2015)
 To All Staff:
 CPR/First Aid training will be in the Activity room at 1pm on Monday.

Sample Facility Message - Enjoy Life! (05/21/2015)
 This is a lovely message! (05/21/2015)

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.

BlueStep Charting | Config Training Unit | Trial Nurse

Visit with family Regarding: Davis, John | Archive This Message

Trial Nurse 9/18/2015 4:38 PM | John will be visiting family this weekend for the holiday. They will be picking him up sometime Friday afternoon and returning Sunday evening.

Trial Nurse 9/18/2015 4:47 PM | CNA's please make sure he has his coat.

Reply

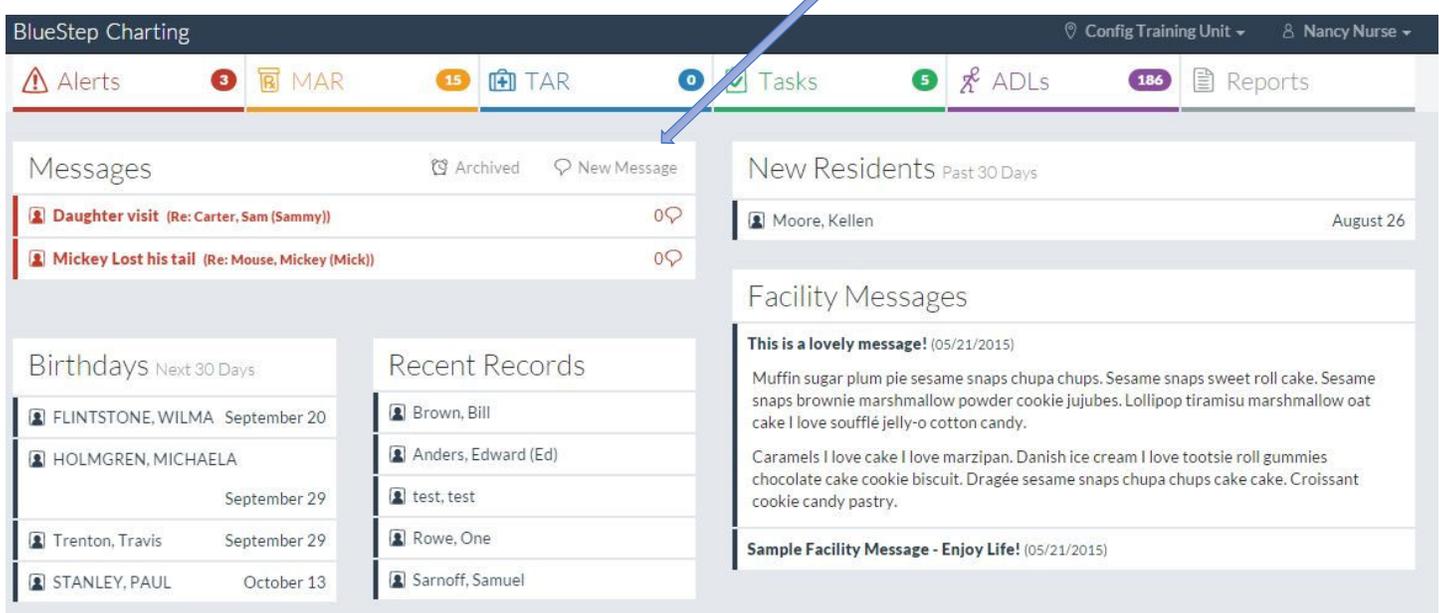
Save | Save and Refresh | Cancel

Step 6. Any message with a reply will be display a number (corresponding to the number of replies) next to the conversation bubble.



Creating a Staff Message on the Charting Site

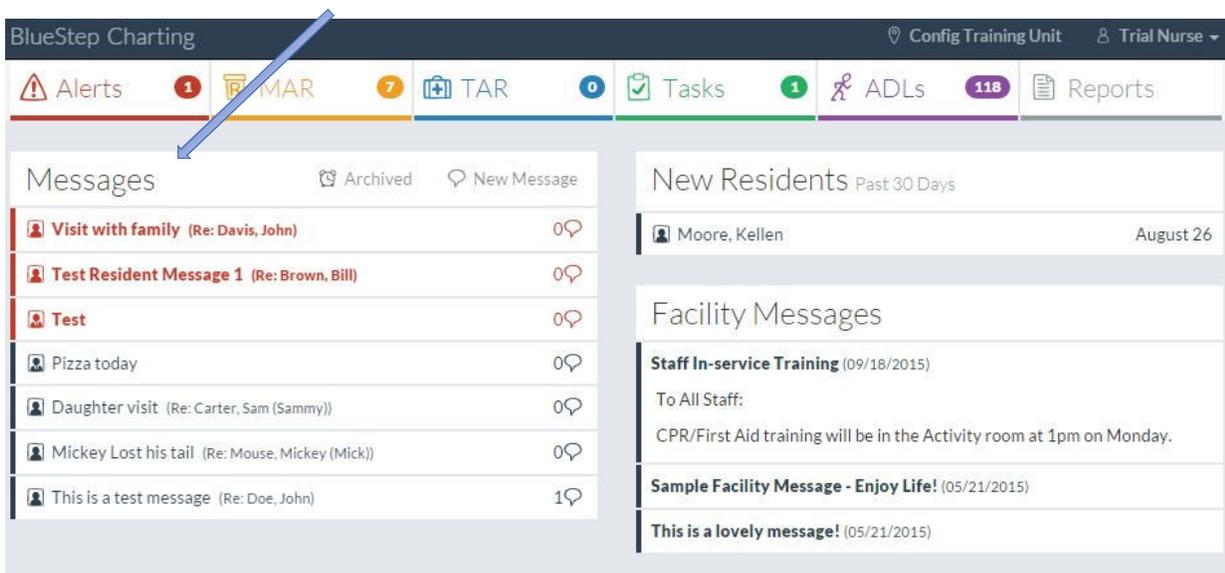
Step 1. Create a new staff message by clicking the “New Message” link.



Step 2. Messages can be sent to All Staff, specific staff members (Select By Staff), or groups of staff (Select By Positions).



The messages appear under the Messages tile on the main page.



If you have any questions regarding these steps or any others please contact your SNF implementer or Client Care.

Bluestep Client Care Department
(801) 336-3043 / (800) 410-0257