

Bluestep Charting - Resident, Staff & Community Messages

There art 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.

BlueStep Charting		🔋 Config Training Unit 🗸 🛛 🖉 Nancy Nurse 🗸
\Lambda Alerts 🛛 🕄	MAR 💶 🛱 TAR 🛛	🕽 🔁 Tasks 🔹 📌 ADLs 🚥 🖹 Reports
Messages	영 Archived 🛛 🖓 New Message	New Residents Past 30 Days
Daughter visit (Re: Carter, Sam (Sa	nmy)) 0 🖓	Le Moore, Kellen August 26
A Mickey Lost his tail (Re: Mouse, N	ckey (Mick)) 0 \heartsuit	
		Facility Messages
Birthdays Next 30 Days	Recent Records	This is a lovely message! (05/21/2015) Muffin sugar plum pie sesame snaps chupa chups. Sesame snaps sweet roll cake. Sesame
FLINTSTONE, WILMA Septemb	r 20 Brown, Bill	snaps brownie marshmallow powder cookie jujubes. Lollipop tiramisu marshmallow oat cake I love soufflé jelly-o cotton candy.
HOLMGREN, MICHAELA	Anders, Edward (Ed)	Caramels I love cake I love marzipan. Danish ice cream I love tootsie roll gummies
Septemb	r 29 🔳 test, test	chocolate cake cookie biscuit. Dragee sesame snaps chupa chups cake cake. Croissant cookie candy pastry.
Trenton, Travis Septemb	r 29 🔳 Rowe, One	Sample Facility Message - Enjoy Life! (05/21/2015)
STANLEY, PAUL Octob	r 13 🔹 Sarnoff, Samuel	

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



🖃 Facilit	y Settings
Fac	ility Settings
Fac	ility Inspection
Ave	erage Monthly Census
Dai	ly Census
Set	up: Room Locations
Roc	oms/Beds
Fac	ility Budget
Pro	perty List
Set	up: Medication System
. HL	7
🕀 Pha	armacy Inbound
Set	up: Interface Receivers
Lab	and Imaging Catalog
Cha	arting Dashboard
Cha	arting Facility Message

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

🌾 Chartin	🍑 Charting Facility Message 🖉			
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	1	
05/21/2015	This is a lovely message!	05/21/2025	1	



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.

* 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.
	CPR/First Aid training will be in the Activity room at 1pm on Monday.
End Date	CPR/First Aid training will be in the Activity room at 1pm on Monday. Path: p 09/21/2015

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



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





Step 2. Select a resident.

BlueStep Charting			🔋 Config Training Unit 🛛 🕆 Trial Nurse 🗸
Alerts 1 MAR	🧿 î TAR 🛛 🧕	🖸 Tasks 🚺 🔏 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 🛛 A Trial Nurse
	John Davis		🕖 Dashboard 🔍 Bio 👻 🔳 Edit Info
	Age: Birth Date: Room #: Admission Date:	60 February 2, 1955 101B March 10, 2015	Med Group: (No Data) ADL Group: 1 Primary Physician: (No Data) Physician Phone: No Data)
Resident Messa	ages		영 Archived 🖓 New Message
This resident has no Messa	ges		
BlueStep Charting			⑦ Config Training Unit & Trial Nurse
* Required			
New Resident N	Message		
Re	garding Davis, John		
3	Subject Visit with family	r.	*
М	John will be vis afternoon and	iting family this weekend fo returning Sunday evening.	or the holiday. They will be picking him up sometime Friday
	*		



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

BlueStep Charting			⑦ Config	Training Uni	t 👌 Trial Nurse 🗸
	John Davis		🕖 Dashboar	d Q Bio	👻 🔝 Edit Info
	Age: Birth Date: Room #: Admission Date:	60 February 2, 1955 101B March 10, 2015	Med Group: ADL Group: Primary Physician: Physician Phone:	(No Data) 1 (No Data) (No Data)	
Resident Mess	ages		G	Archived	♀ New Message
Visit with family (Re: Da	vis, John)				00
5		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				
🛕 Alerts 🔹 👿 MAR 🛛 📭	TAR O	🖸 Tasks 🛛 🕻	ADLs	118 Reports		
Messages 🖾 thived	√ New Message	New Reside	e <mark>nts</mark> Past 30 Days			
Visit with family (Re: Davis, John)	00	Moore, Kellen		August 26		
Test Resident Message 1 (Re: Brown, Bill)	0 0 0					
🔝 Test	00	Facility Me	ssages			
🔝 Pizza today	00	Staff In-service Tra	aining (09/18/2015)			
Daughter visit (Re: Carter, Sam (Sammy))	00	To All Staff:				
Mickey Lost his tail (Re: Mouse, Mickey (Mick))	00	CPR/First Aid train	ning will be in the Activ	vity room at 1pm on Monday.		
This is a test message (Re: Doe, John)	19	Sample Facility Message - Enjoy Life! (05/21/2015)				
		This is a lovely mes	sage! (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.

lueStep Charting		⑦ Config Train	ning Unit	8 Trial Nurse
Visit with family Rega	ding: 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 pi returning Sunday evening.	cking him up som	etime Frida	ay afternoon and
Trial Nurse 9/18/2015 4:47 PM	CNA's please make sure to 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.

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BlueStep Charting		O Config Training Unit			
Alerts 3 🕅 MAR	15 🗈 TAR 🛛 💿	🖸 Tasks 🚯 🔏 ADLs 💶 🗈 Reports			
Messages	연 Archived 🖓 New Message	New Residents Past 30 Days			
Daughter visit (Re: Carter, Sam (Sammy))	0P	August 26			
I Mickey Lost his tail (Re: Mouse, Mickey (Mickey)	k)) 0♀				
		Facility Messages			
Birthdays Next 30 Days Recent Records		This is a lovely message! (05/21/2015) Muffin sugar plum pie sesame snaps chupa chups. Sesame snaps sweet roll cake. Sesame			
FLINTSTONE, WILMA September 20	Brown, Bill	snaps brownie marshmallow powder cookie jujubes. Lollipop tiramisu marshmallow oat cake I love soufflé jelly-o cotton candy.			
HOLMGREN, MICHAELA	Anders, Edward (Ed)	Caramels I love cake I love marzipan. Danish ice cream I love tootsie roll gummies chocolate cake cookie biscuit. Dragée sesame snaps chupa chups cake cake. Croissant cookie candy pastry.			
September 29	😰 test, test				
Trenton, Travis September 29	Rowe, One	Sample Facility Message - Enjoy Life! (05/21/2015)			
STANLEY, PAUL October 13	Sarnoff, Samuel				

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

New Staff Message								
For	•	All Staff	• Se	elect By Staff		Select By Po	ositions	*
Select		Accu-flo, A	Accu- <mark>f</mark> lo		Don,	Debbie		Nurse, Nick
		Accuflo, Al	FBS02		Don,	Don		Nurse, Test
		-	1					



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