

Checklist for Care Plans

| Verify that staff have the correct permissions to: | |
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| View and Enroll Care Plans: Utilities> Manage Practice>Staff Directory> Standard Medical Records Visibility | |
| Standard medical records visibility: Physicians only | |
| 2. Manage and Create Care Plans a. Utilities>Staff Directory>Security Access i. Care Plan Permissions: Care_Plan_Global_Manage Care_Plan_Global_View Care_Plan_Item_Manage Care_Plan_Patient_Customize Care_Plan_Patient_View | |
| Activate Care Plans | |
| 1. Required Fields: a. Active b. As of Date c. Auto Enroll d. Contrary Days e. View Privacy f. Enroll Privacy Beview Care Plan Enrollment Monthly: | |
| Review Care Plan Enrollment Monthly: 1. Run>Reports> Demographic Analysis Recall Report for Care Plans a. Check "Include All" b. Enroll Qualified | |