

Checklist for Care Plans

Verify that staff have the correct permissions to:	
 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 	