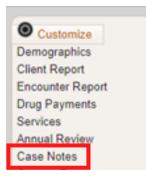
CAREWARE 6: TRAINING DOCUMENTS



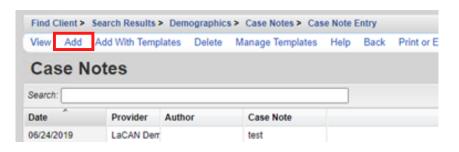
01 Select **Case Notes** from the main menu.



02 Select Case Note Entry.



03 Select Add.



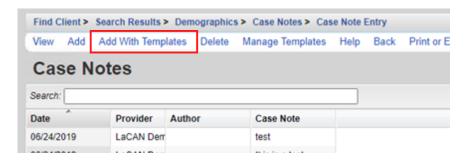
04 Enter the Case Note date, Author, and case note text and click **Save**.

Save Back		
Add		
Date:	9/10/2020	
Add Service:		Note: If you want to add a
Author:	test1, test2	service associated with the
Case Note:	Enter your text here.	
		note, select Add Service .
	L	



CASE NOTES TEMPLATE

01 Click Add With Templates.



02 Check the box next to the template you would like to use and click **Continue** Add With Templates.

Case Note Template Manager			
Search:			
Select	Name	Text	
	template 4	Name: Date: Case manager; Observations:	

03 Enter the Date of the Service, Author, and complete the Case Note in the format you have selected and click **Save**.

Save	Apply t	emplate 4 Back	
Continue Add With Templates			
	Date:	9/10/2020	
Add §	Service:		
	Author:		
Cas	se Note:	Name :	
		Date:	



ADDING A NEW TEMPLATE

01 Click Manage Templates.

Find Client >	Search Results > [Demographic	s > Case Notes > Cas	e Note I	Entry	_
View Add	Add With Template	es Delete	Manage Templates	Help	Back	Print or E
Case N	lotes					
Search:						
Date	Provider A	uthor	Case Note			
06/24/2019	LaCAN Dem		test			

02 Click Add.

View A	Add Delete Back Print or Export	
Case	Note Template Manager	
Search:		
Name	Text	
template 4	Name:	
	Date:	
	Case manager;	
	Observations:	
test templa	Date:	

03 Create a name for your Template, type out template format you would like to use and click **Save**.

Save B Add	
Name:	SOAP Template
Text:	Service Type Number of Service Units S- O- A- P-