Registration and Admissions

	Clinical Tab	Resident List (under "new)	Admin Dashboard	Resident Assmnts Tab	Resident Care Plan
Nurse Clerk			Under "Incomplete Census", click on resident name or "update" to ensure the resident's census line is completed. At this point, verify effective date, room location, and health card number is accurate.		
RN	Use "New Resident" to search for existing records. → Complete resident detail page.	*Once "Save" is selected, any automatic tasks and schedules will be triggered in the resident's chart and the resident status will change to "current".* → Select "adt" next to resident name and complete Quick ADT form.		*This can be completed (or started) prior to the resident being admitted.* → Complete Pre-Admission Review to build the initial resident care plan. → "Save & Sign & Lock" Assessment once complete. → *Completed on resident move-in day.* → Complete Head-to-Toe Assessment.	Complete necessary personalization of care plan / kardex items.
Recreation				Complete Recreation - Admission Assessment. → Complete Time of My Life Assessment.	
LPN				Complete Scott Fall Risk Assessment.	
RCW				Complete Braden Scale Assessment.	