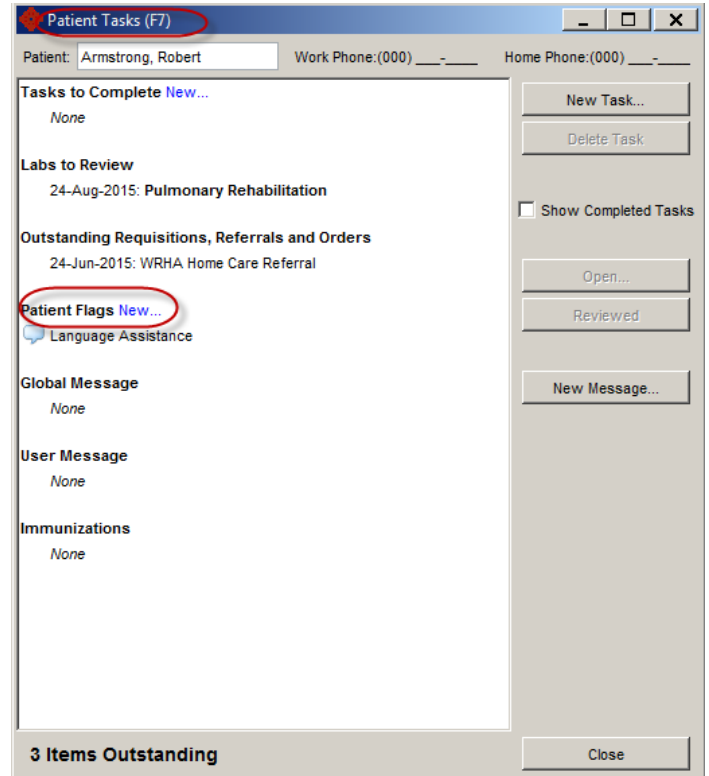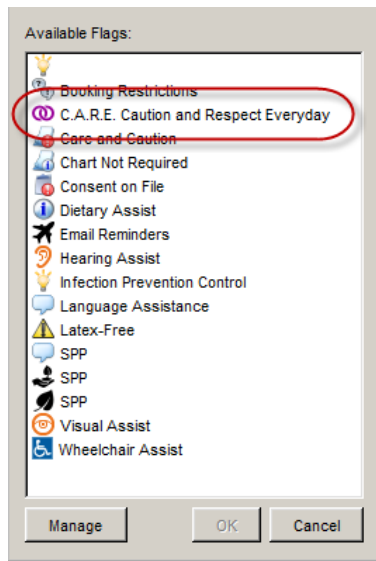# Care Alert Documentation Requirements

Adding the Care Alert Flag and Patient Alert

1. Load the Patient's Chart

2. Click F7 (Patient Tasks Window)

3. Click 'New' beside the Patient Flags section

4. Select the Care Alert Flag and Click OK

Viewing and Accessing a Care Alert

1. Load the Patient's Chart

2. Review the icons beside the client demographic information

3. If the Care Alert Flag is present, click F7 to open the Patient Tasks window

4. View relevant information for the Care Alert in F7