

Care Team Members: Additions, Lead Care Coordinator Designation and Deactivation



Log in at <https://onecare.mycarenav.com>

User Support: HelpDesk@onecarevt.org or (802) 847-7220 Option 2

Adding a Care Team Member:

1. Access the patient's home page to add a new care team member
2. Select the Care Coordination drop down
3. Scroll down to the Care Team Members grid
4. View the Lead Care Coordinator, Other Supports and a list of current care team members:

Care Team Members

Lead CC	 Elizabeth Roach	Other Support 1	Marion Anderson-School Nurse 802-789-4562
PCP	 --	Other Support 2	Hayley Peeler-Sister 802-358-8521
		Other Support 3	--
		Other Support 4	--
		Other Support 5	--

Name ↑	Role (To) ↑	Lead CC	PCP	Descripti
Elizabeth Roach	Social Worker	Yes	No	Bayada S
Kathleen Camisa	Care Coordinator	No	No	Bayada F
Robyn Skiff	Care Coordinator	No	No	ABC Ped

5. Click on the grid to display the care team members with additional information including the date added to the care team and who added the care team member:

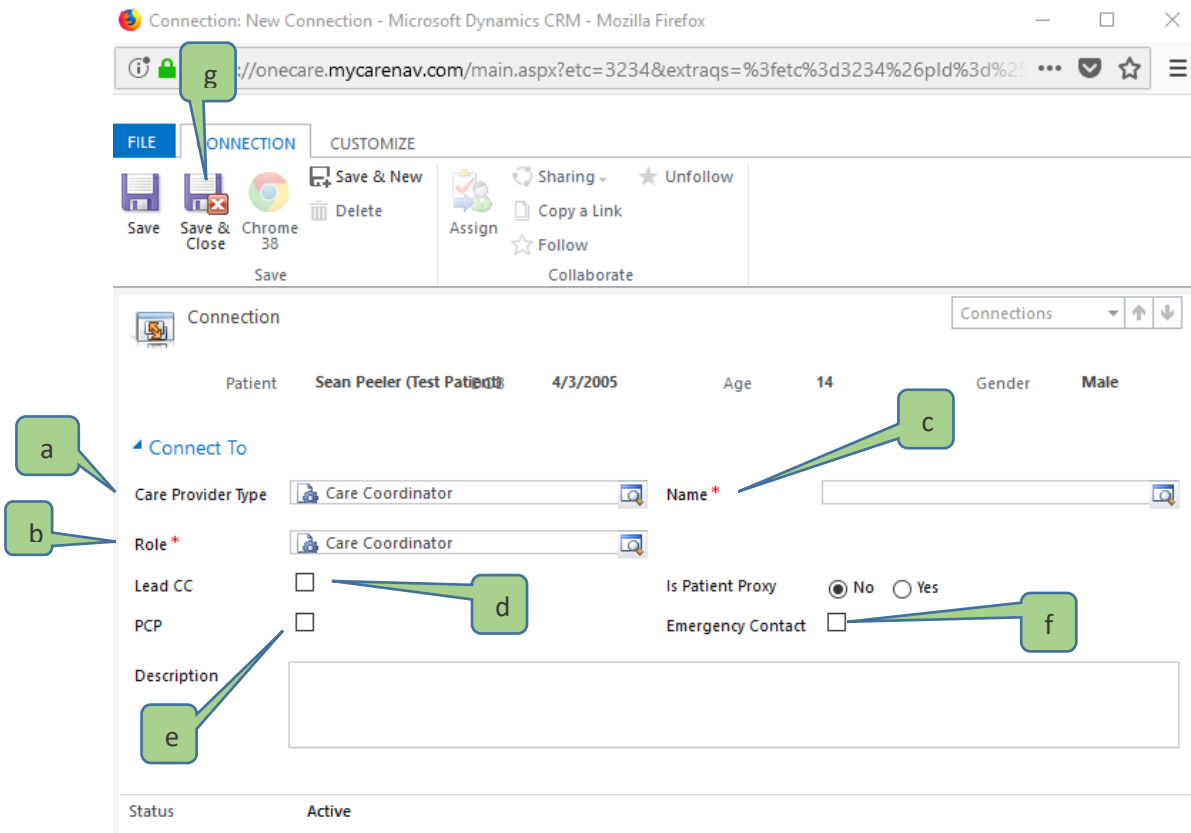
Active Connections for Patient ▾

Search for records

 ADD CARE TEAM MEMBER  CHART PANE ▾

✓ Name ↑	Role (To) ↑	Lead CC	PCP	Description	Created On	Created By
Elizabeth Roach	Social Worker	Yes	No	Bayada Social Worker	9/10/2018 9:28...	Elizabeth Roach
Kathleen Camisa	Care Coordinator	No	No	Bayada RN Care Coordinator	8/25/2017 10:0...	Kathleen Camisa
Robyn Skiff	Care Coordinator	No	No	ABC Pediatrics RN Care Coordinator	8/24/2017 5:38...	OCV Admin

6. Click in between the text to access the care team member you would like to view
7. To add a new member to the team click on Add Care Team Member, and a new box will pop up to complete the required information:
 - a. Care Provider Type: Defaults to Care Coordinator but other roles can be viewed or chosen
 - b. Role: Default to Care Coordinator, or look up more records for other roles that can be chosen
 - c. Name: Add the name of the Care Team Member by searching in the drop-down list
 - d. Lead CC: Identify 'Lead Care Coordinator'- If the individual is the lead care coordinator, check this box. This will identify the lead care coordinator on the header in the dashboard as well as in the list of care team members. To change the lead care coordinator, uncheck the LCC box identifying the current lead and check 'Lead CC' box for the new lead care coordinator. After making changes click the refresh button at the top of the page to display in the header
 - e. PCP: Select this checkbox if care team member is the Primary Care Physician
 - f. Emergency Contact: Select this checkbox if the patient has identified an Emergency Contact and populate who the patient has indicated in the Description field
 - g. Click 'Save & Close to save the care team addition



Connection: New Connection - Microsoft Dynamics CRM - Mozilla Firefox

://onecare.mycarenav.com/main.aspx?etc=3234&extraqs=%3fetc%3d3234%26pld%3d%25...

FILE CONNECTION CUSTOMIZE

Save Save & Close Chrome 38 Delete Assign Copy a Link Follow Collaborate

Connection

Connections

Patient Sean Peeler (Test Patient) 4/3/2005 Age 14 Gender Male

Connect To

Care Provider Type Care Coordinator Name *

Role * Care Coordinator

Lead CC Is Patient Proxy No Yes

PCP Emergency Contact

Description

Status Active

Deactivation of Care Team Members:

When a care team member is no longer working with a patient or has left the organization he/she is working with, deactivate the member from the team following the steps below:

1. Access the patient's home page to deactivate a care team member
2. Select the Care Coordination drop down
3. Scroll down to the Care Team Members grid (see Figure 1)
4. Click on the grid to display the care team members (see Figure 2)
5. Put a check mark to the left of the care team member you wish to deactivate:

Active Connections for Patient ▾

 EDIT
  ACTIVATE
  DEACTIVATE
  DELETE CONNECTION
  ADD CARE TEAM MEMBER
  CHART PANE ▾

✓ Name ↑	Role (To) ↑	Lead CC	PCP	Description
Danielle Palmer	Care Coordinator	No	No	CHT Social Worker
Elizabeth Roach	Care Coordinator	Yes	No	Choices for Care Case Manager
✓ <u>Kathleen Camisa</u>	<u>Care Coordinator</u>	No	No	RN Care Coordinator ABC Primary Care
Robyn Skiff	Care Coordinator	No	No	SASH Coordinator

6. Click on 'Deactivate' in the toolbar that appears under 'Active Connections for Patient'

Active Connections for Patient ▾

 EDIT
  ACTIVATE
  DEACTIVATE
  DELETE CONNECTION
  ADD CARE TEAM MEMBER
  CHART PANE ▾

✓ Name ↑	Role (To) ↑	Lead CC	PCP	Description
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7. In the pop-up box click 'Deactivate' to complete the deactivation:

Confirm Deactivation ×

Do you want to deactivate the selected 1 Connection? You can reactivate it later, if you wish.

This action will change the status of the selected Connection to Inactive.

Deactivate

Cancel

8. You will no longer see the member in the 'Active Connections for Patient' list

Reactivation of Care Team Members:

If a deactivated care team member will be rejoining a team, you will need to use the reactivate functionality to re-add the member onto the Care Team:

1. From the 'Active Connections for Patient' drop down, select 'Inactive Connection Associated View':

Active Connections for Patient ▾

	Lead CC	PCP	Description
System Views			
Active Connections			
Active Connections for Patient			
All Active Care Team Members	No	No	CHT Social Worker
All Sales Team Members	Yes	No	Choices for Care Case Manager
All Stakeholders			
Inactive Connection Associated View	No	No	RN Care Coordinator ABC Primary Care
Patients Assigned To Care Provider	No	No	SASH Coordinator
Related Solutions			

2. Place a check mark in front the of the team member to be reactivated

Inactive Connection Associated Vi... ▾

EDIT
 ACTIVATE
 DEACTIVATE
 DELETE CONNECTION
 ADD CARE TEAM MEMBER

✓ Name ↑	Role (To) ↑	Lead CC	PCP	Description
✓ Kathleen Camisa	Care Coordinator	No	No	RN Care Coordinat...

3. Click on 'Activate' on the toolbar that appears under 'Inactive Connection Associated View'
4. In the pop-up box that appears click 'Activate'

Inactive Connection Associated Vi... ▾

✎ EDIT ✓ ACTIVATE ⏪ DEACTIVATE 🗑️ DELETE CONNECTION

✓ Name ↑	Role (To) ↑	Lead CC
✓ Kathleen Camisa	Care Coordinator	No

Confirm Connection Activation

Are you sure you want to activate the selected 1 Connection?

This will set the Connection to the Active state.

Activate Cancel

5. You will now see the care team member under the 'Active Connections for Patient' list