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:

<table>
<thead>
<tr>
<th>Care Team Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Elizabeth Roach</td>
</tr>
<tr>
<td>Kathleen Carmona</td>
</tr>
<tr>
<td>Robyn Skiff</td>
</tr>
</tbody>
</table>

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:
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
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:

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

7. In the pop-up box click ‘Deactivate’ to complete the deactivation:
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’:

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

3. Click on ‘Activate’ on the toolbar that appears under ‘Inactive Connection Associated View’

4. In the pop-up box that appears click ‘Activate’
5. You will now see the care team member under the ‘Active Connections for Patient’ list