

How to Add a Care Team Member

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

1. From the Patient Details screen, scroll down and select Care Coordination
Care Coordination
2. Scroll down to Care Team Members, (below Other Support 5)
3. Click on the grid in the right hand corner of the box



| Name ↑ | Role (To) ↑ | Participation Type | Lead CC | Licensure 1 (Na... | Licensure 2 (Na... | Description |
|--------|-------------|--------------------|---------|--------------------|--------------------|-------------|
|--------|-------------|--------------------|---------|--------------------|--------------------|-------------|

4. Click add Care Team Member

 ADD CARE TEAM MEMBER

5. Input the name of the person you are adding to the care team

← Connect To

Name *



Danielle Palmer
Danielle.palmer@o...
[Look Up More Records](#)

6. Choose from the dropdown of choices the Role they have with the Patient

Role *



7. Choose **Care Team Member** in the dropdown as the Participation Type
8. Click Save and Close to complete the addition