

# Care Team Members: Additions, Lead Care Coordinator Designation, Deactivation & Reactivation


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


User Support: [HelpDesk@onecarevt.org](mailto: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 Care Team Members
4. View the Lead Care Coordinator, Other Supports and a list of current care team members

**Care Team Members**

Lead CC  [Robyn Skiff](#)

PCP  [Dr. Sandra Jones](#)

Other Support 1 Johnson Smith, Neighbor, 802-987-1234

Other Support 2 Jim Matthews, Son, 123-4546-9875

Other Support 3 --


Other Support 4 --

Other Support 5 --

**Current Care Team**



Name ↑	Role (To) ↑	Participation Type	Lead CC	Licensure 1 (Na...	Licensure 2 (Na...	Description
Robyn Skiff	Care Coordinator	Care Team Member	Yes	n/a		SASH Co...
Tracey Mongeon	Community Health Worker (non-...	Care Team Member	No	n/a		
Trainer Testperson	Care Coordinator	Care Team Member	No			

6 - 8 of 8 Page 2




5. Click on the grid to the far right in the Current Care Team box, this will 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. 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. Name: Enter Care Team members name
  - b. Role: Select Care Team members role
  - c. Participation Type: Select Care Team Member
  - 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. Select reason for adding or changing Lead
  - e. Emergency Contact: Select this checkbox if the patient has identified an Emergency Contact and populate who the patient has indicated in the Description field
  - f. Click 'Save & Close to save the care team addition



---

**Connect To**

Name\*

Role\*

Participation Type

Lead CC  Reason For Lead CC Change

Emergency Contact


Description

## 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 Current Care Team grid
4. Click on the grid to display the care team members
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
------------	-------------	---------	-----	-------------

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
<b>System Views</b>			
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			

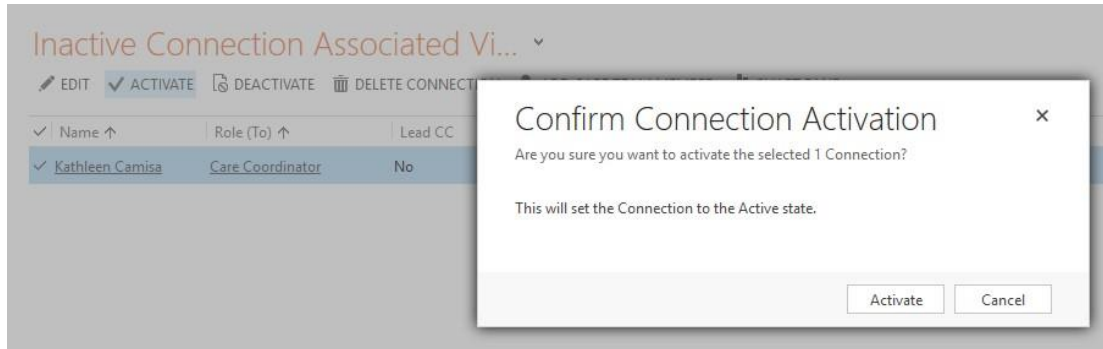
2. Place a check mark in front the of the team member to be reactivated

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'



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