

Create a Care Team Conference

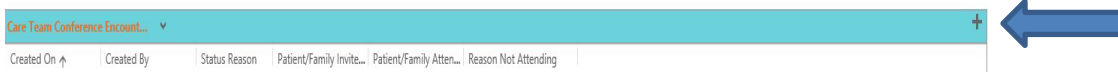
Log in at <https://onecare.mycarenav.com>

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

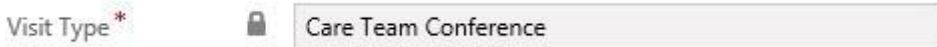
1. From the Patient Details screen, click on Care Team Conference

Care Team Conference

2. Click on the + sign



3. Click in the space next to visit type and choose Care Team Conference



4. Was Patient/Family Invited- Choose Yes or No



5. Did Patient/Family Attend-Click on Yes or No –If NO: Select Reason Not Attending



6. Place a check mark in encounter purpose, you can choose more than one

Encounter Purpose	
Shared Care Plan Review/Update	<input type="checkbox"/>
Assessment/Physical	<input type="checkbox"/>
Assessment/Mental Health	<input type="checkbox"/>
Assessment/Social	<input checked="" type="checkbox"/>
Goal Setting	<input checked="" type="checkbox"/>
Condition Self-Management	<input type="checkbox"/>
Palliative/Hospice Care Discussion	<input type="checkbox"/>
Advance Directive Discussion	<input type="checkbox"/>
Advance Directive Completed	<input type="checkbox"/>
Crisis Plan Discussion	<input type="checkbox"/>
Crisis Plan Completed	<input type="checkbox"/>

7. Add Encounter Notes- Enter a brief note using the info below

Encounter Notes

Please enter the following information:

- **Goals of this meeting:**
- **Brief summary of this meeting:**
- **Action items and person(s) responsible:**

Note *

8. Click SAVE

9. Click on the grid to add Care Team Attendees

Attendees

Care Team Member ↑



10. Click on add attendees

ADD ATTENDEES

11. Select attendees, you can choose individuals or select all

Add Attendees ×

Select care team members that are attending the care team conference

Select all

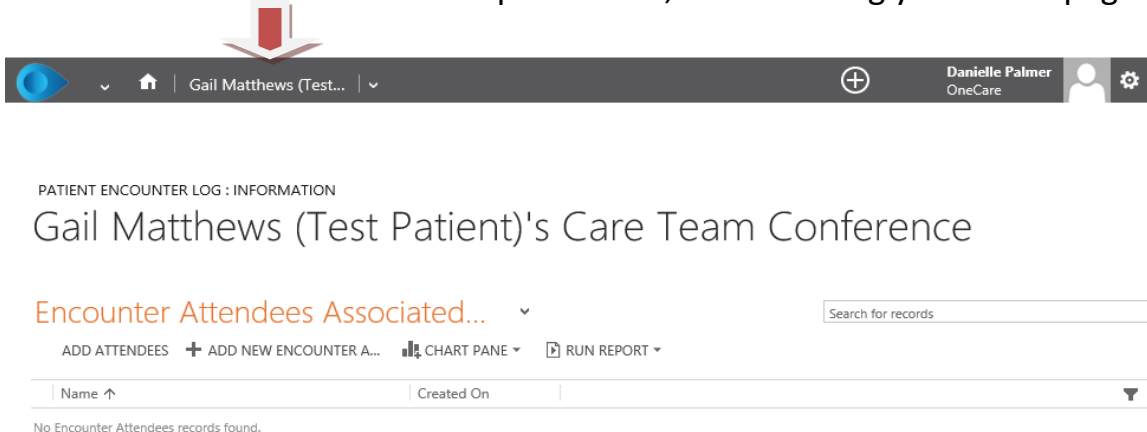
<input checked="" type="checkbox"/>	Danielle Palmer (danielle.palmer@onecarevt.org)
<input checked="" type="checkbox"/>	Elizabeth Roach (elizabeth.roach@onecarevt.org)
<input checked="" type="checkbox"/>	Jolene Lovejoy (jolene.lovejoy@uvmhomhealth.org)
<input checked="" type="checkbox"/>	Kathleen Camisa (kathleen.camisa@onecarevt.org)
<input checked="" type="checkbox"/>	Robyn Skiff (robyn.skiff@onecarevt.org)

12. Click Submit

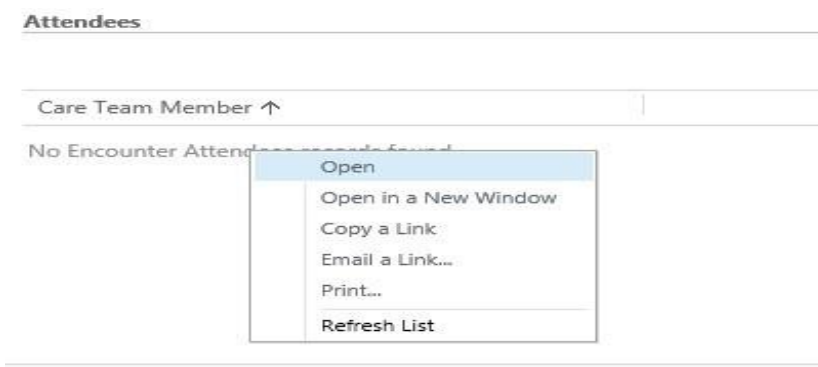
13. Click OK to close

14. Click Save disk in lower right hand corner

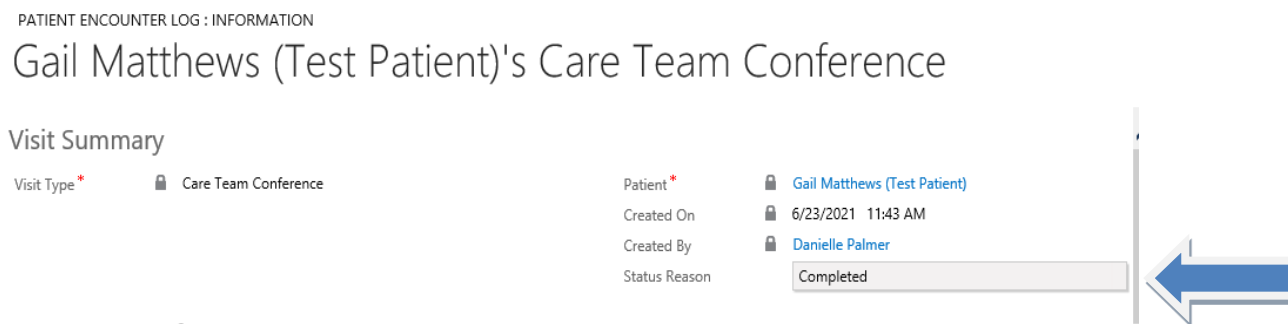
15. Click on Patient's name at the top of screen, this will bring you back a page



16. Right click and choose refresh list in the space underneath Care Team Member, this will populate the Attendees



17. Change Status Reason from In Progress to Completed



18. Click SAVE



19. Click X in top right hand corner to return to main patient screen

