# **Signing In and Signing Out of PointClickCare:**

To use PointClickCare, you must sign in using our secure login process. Use the most recent versions of supported browsers: Internet Explorer, Google Chrome, Mozilla-Firefox, or Apple Safari. Signing off ensures your PointClickCare session is securely closed.

## Steps To sign in

1. Open your internet browser. or Click on the link on the desktop if using Center’s Laptop
2. Enter the web address **login.pointclickcare.com**
3. Type your org code preﬁx, a period, and user name Center’s Health Care uses the org code of **csc.**



1. Type your **Password**.
2. Select **Remember the org code preﬁx**.
3. Click **Login**. The PointClickCare home page appear

## To sign off

From anywhere within PointClickCare, click **Sign off**.

## More information

To read instructions on how to bookmark the page or save it to Favorites, click **Bookmark this Login Page**.

To read troubleshooting tips on login issues and error messages, click **Login Trouble?**.

After exceeding the maximum number of unsuccessful attempts conﬁgured, your login is disabled for security reasons and is reactivated in 5 minutes.

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# **Searching for Residents**

Resident search is available on all tabs. Search using the:

First name.

Surname.

Medical Record Number (MRN).

Social Security Number (SSN).

[Medicare Beneﬁciary Identiﬁer [glossary.html#UUID-c343cf2c-6be4-a5dd-c824-04cc0a3e03b6\_glossentry- idm13101052713338] (MBI).](https://www29.pointclickcare.com/help/online/en/SNF/en/glossary.html#UUID-c343cf2c-6be4-a5dd-c824-04cc0a3e03b6_glossentry-idm13101052713338)

Health Insurance Claim Number (HICN).

 Note

Residents appear if there is a partial match on First name, Surname, or Medical Record Number (MRN) searches.

For a search using Social Security Number (SSN), MBI, or HICN, residents appear only if there is an exact match in Resident Identiﬁers or the resident ID. You must type the entire identiﬁer to ﬁnd matching residents.

## Steps

1. In the top right corner of the screen, click the house icon and select an option to search in **This Facility** or **All Facilities**.
2. Type the information.
3. Click **Search**.

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# **Using the Resident Listing**

In PointClickCare, you select residents from an alphabetical list for your facility. The resident list also provides quick access to the resident records.

You can change the Resident List view by selecting ﬁlters. You can view the resident list by All Residents, New, Current, Discharged, Waiting List, and Outpatients. These ﬁlters narrow the list of possible selections. If you have diﬃculty ﬁnding a resident, try changing your view ﬁlter back to All Residents.

## Steps

1. Admin > Residents.
2. You can ﬁlter the resident list as needed:

**All Residents** - All residents in the database, regardless of status.

**New** - The residents with demographic data entered and no admission date.

**Current** - All residents listed with an active census line.

**Discharged** - All discharged and deceased residents.

**Waiting List** - All residents on the waiting list from their demographics or CRM (if needed).

**Outpatients** - Add (if needed).

**IRM Pending** - All residents set to pending admission in IRM (if needed).

1. You can sort the resident list as needed by Payer Type, Unit and Floor.
2. Do one of the following:

Click the linked **Resident Name** to see the resident's record.

Click **edit** to edit the resident's detail information.

Click **adt** to enter an Quick ADT action for the resident

# **Navigating the Reports Tab Quick Reference Guide**

This quick reference guide contains items required to navigate the Reports tab.



## Item Number Item Name Description

* 1. Reports Opens the Reports tab.
	2. Search

Locates reports by searching all report names, modules, sub modules, keywords, and report descriptions.

* 1. Module

Lists all reports available for a speciﬁc module. Click **Recent**

to open reports you ran in the last 60 days.

* 1. Sub Modules Filters the list of reports based on report type.
	2. Description toggle

Hides or shows a short report description in the center pane of the reports page. Hide descriptions to see more reports in the list.

* 1. Report list

Shows an alphabetical list of reports based on search criteria. Includes a short description of the report.

* 1. Description

Provides a detailed explanation of the report including hints, tips, and deﬁnitions.

1. Run Report

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Click **Run Report** or click the report name to specify the options and parameters for the selected report

**Look back Report (ADLs)**

The Look Back Report shows documentation over a 3, 7, 14, or 16 day period, and tabulates data, for example, Intake and Output.



* **Select either**
	+ **ADL Late Loss Look Back Report OR Non-Late Loss ADL Look Back Report**
	+ **Select the last day of Look Back Period 16th day of the month or 31st day of the month in order to view a max of 16 days. You may run the report as many times as you need moving the look back date to cover the entire time period you are looking for.**



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# **Administration Record Report**

The Administration Record Report allows you to print an administration record to view the medication and treatment orders scheduled for the selected resident(s).

 Notes

When running the report, you can view open documentation boxes for the current month and 1 month in the future.

A blank version of this report is also available in the Reports area. You can print this empty report if you need to complete it manually.

**Accessed via the Reports menu or Report Listing page.**

You can use this report to print an administration record for the week or month based on the conﬁguration of the record.

When you select a speciﬁc resident and select either the **Monthly Reports** or **Weekly Reports** option, **Print Blank Report** appears to the left of Run Report. A blank report (does not contain any medication information) can be used as an administration record sheet.

Use **Select Orders** to run an Administration report containing only speciﬁc active orders.

If you access the Report Options page from the Orders module, the current resident's name and number appears in the appropriate ﬁelds.

Best Practice - report to be run monthly if using paper MAR and paper TAR, as needed to review documentation when using eMAR/eTAR.

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