1. **Which of the following actions should I take at the end of my shift if my resident was not in the facility?**
   1. Utilize the Resident not Available icon to document on all tasks at once for the resident on the shift.
   2. Document on each individual task stating the resident was not available
   3. Tell my nurse I didn’t document anything on that resident and leave them undocumented
   4. Document the tasks as the resident normally completes them if they were there.
2. **The resident header with the grey background on my POC tab can be expanded: When expanded it shows what important resident information? Check all that apply:**
   * + Allergies
     + Activities Schedule
     + Diet Order
     + Code Status
     + Favorite TV Shows
3. **If I receive a warning and I can’t save the documentation I entered on an ADL task? What should I do?**
   1. Do nothing, don’t document on that task.
   2. Check my documentation for accuracy, if there is a discrepancy between what is care planned and the assistance needed, I acknowledge the warning and notify the nurse of the resident improvement.
   3. POC must be broken. I need to notify the nurse to fix it.
   4. Change my documentation to match the care plan regardless of the care that actually happened.
4. **To remain HIPPA compliant I can hide my screen if I need to step away and unhide it when I return to resume charting. Which options would I click on to first hide the screen and then unhide it when I returned?**
   1. Door to hide. Purple circle to unhide.
   2. Padlock to hide. Blue Circle to unhide
   3. Door to hide. The word Click to unhide
   4. Padlock to hide. Orange Circle to unhide
5. **What should I do if I don’t see a resident/task on my POC that should be on my assignment? Check all that apply.**
   * + Check assignment to make sure the correct one has been selected
     + Check filters to make I haven’t selected something that excludes some residents
     + Check to see if there is a next button to get to another page of residents in the assignment
     + Notify Nurse if I have checked all of these options and the problem still remains.

**Employee Name & Title:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_