Clearing PCC UDA Schedules

1- Go to the resident record, then select Assessments:

| Dash | Profile | Census | Med Diag | Allergy | Immun | Orders | Wts/Vitals | Results | MDS | Assmnts | Prog Note | Care Plan | Tasks | Documents |

Standard Assessments [New] [Edit Schedules]   Type: All

⊞ Next Assessment Due: LN: Weekly Skin Monitoring V2: 0 days - 1/3/2017

2- Click on the "Edit Schedules" button:

Edit Schedules

3- When you select the edit schedules button, you will get a window open to select the assessment you want to clear.

4- Select the assessment you want to clear as below:

5- Enter the reason for clearing the UDA and click save. This will clear the schedule.

To clear a UDA scheduled in the future, follow 1 and 2 above, except:

1- When the Edit Schedules window opens, select the "Clear All" button:
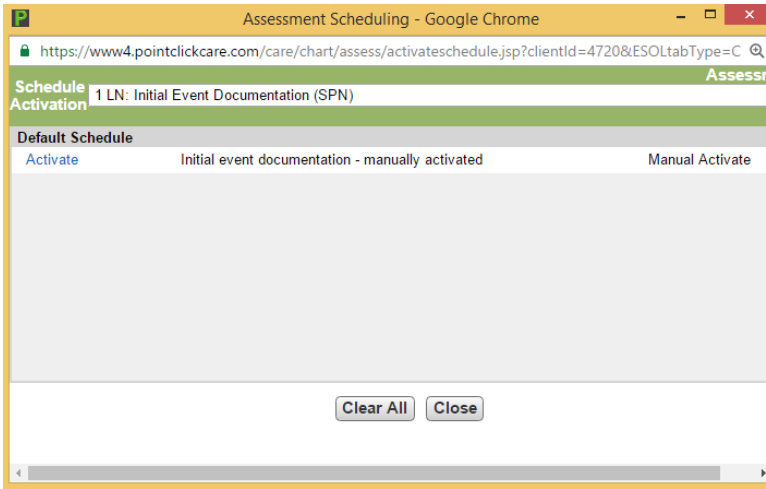
2- When the "Clear All" option is selected another window will open:
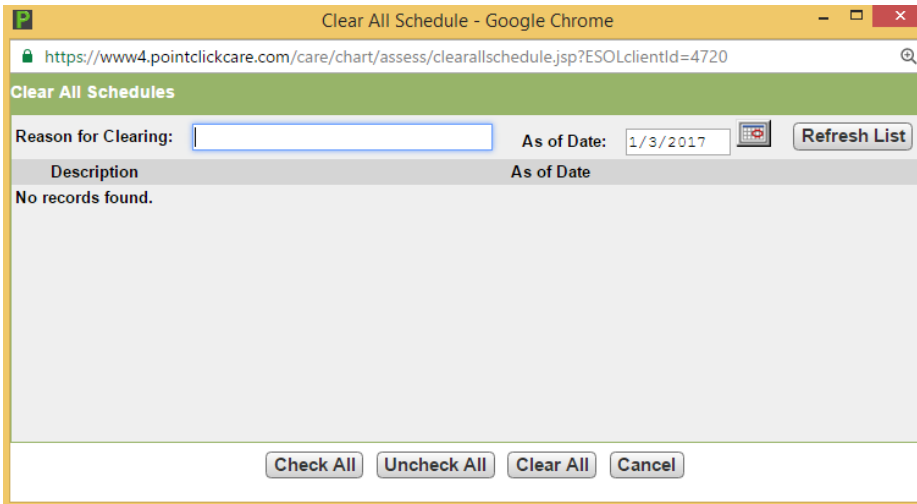
3- Enter the reason for clearing the UDA, and change the date to the day after the UDA is scheduled. In this example, the UDA for LN Weekly Skin Monitoring is scheduled in 1 above for 1/3/17. When the date is changed to the day after the UDA is due, a list of possible UDA to be cleared will open, in this case only one option appears:

4- Check the box for the UDA to be cleared. The options will not have the same name as the UDA on all cases, but will have the UDA description, usually including the reason for the trigger. In the above case, the weekly skin monitoring was triggered due to the resident admission. Check the clear all button, and the UDA will be cleared.