Adding Comments to Client Record
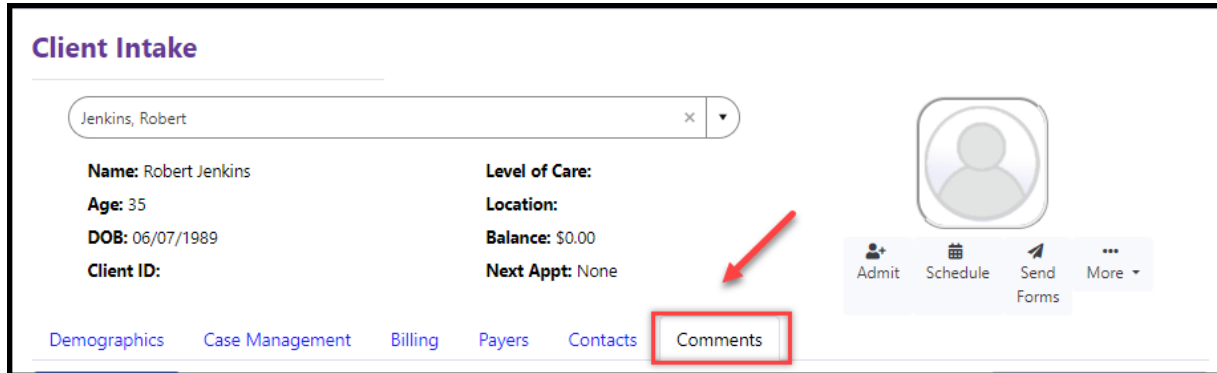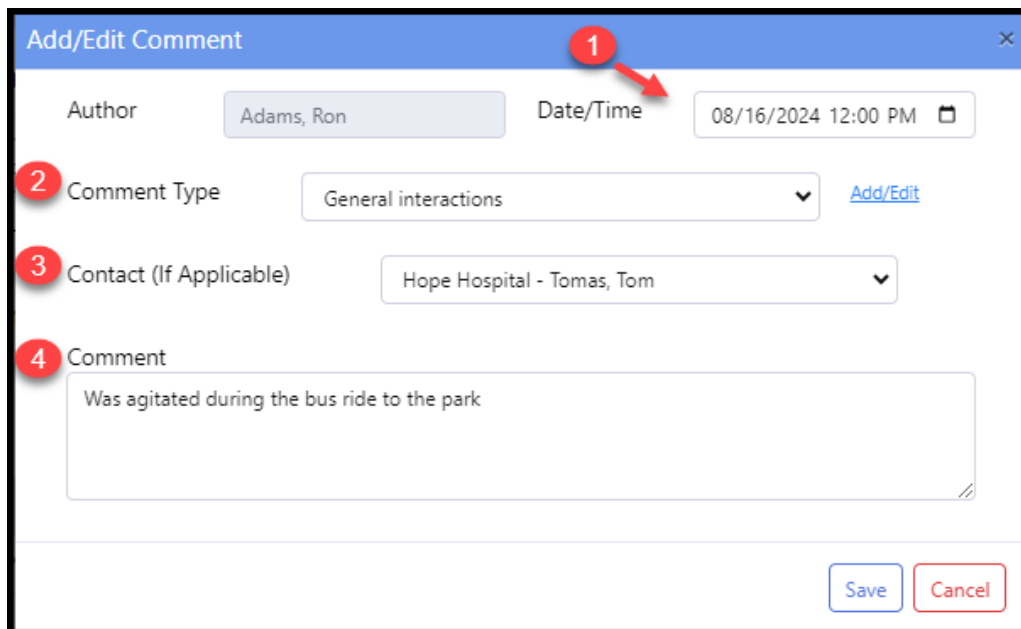
The user will be able to document comments regarding the client that may not be a part of the client summary

Comment Tab

1. **Enter a document with the date and time of the comment.**

2. **Add a comment type from the picklist or create a new one using the Add/Edit link.**

3. **A contact can be added if applicable**

4. **Enter your comment here**

The history of all comments will be listed on the Comments tab on the main page

For additional questions, contact AccuCare Support at 800-324-7966 or email support@orionhealthcare.com and we will be happy to assist you!