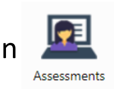
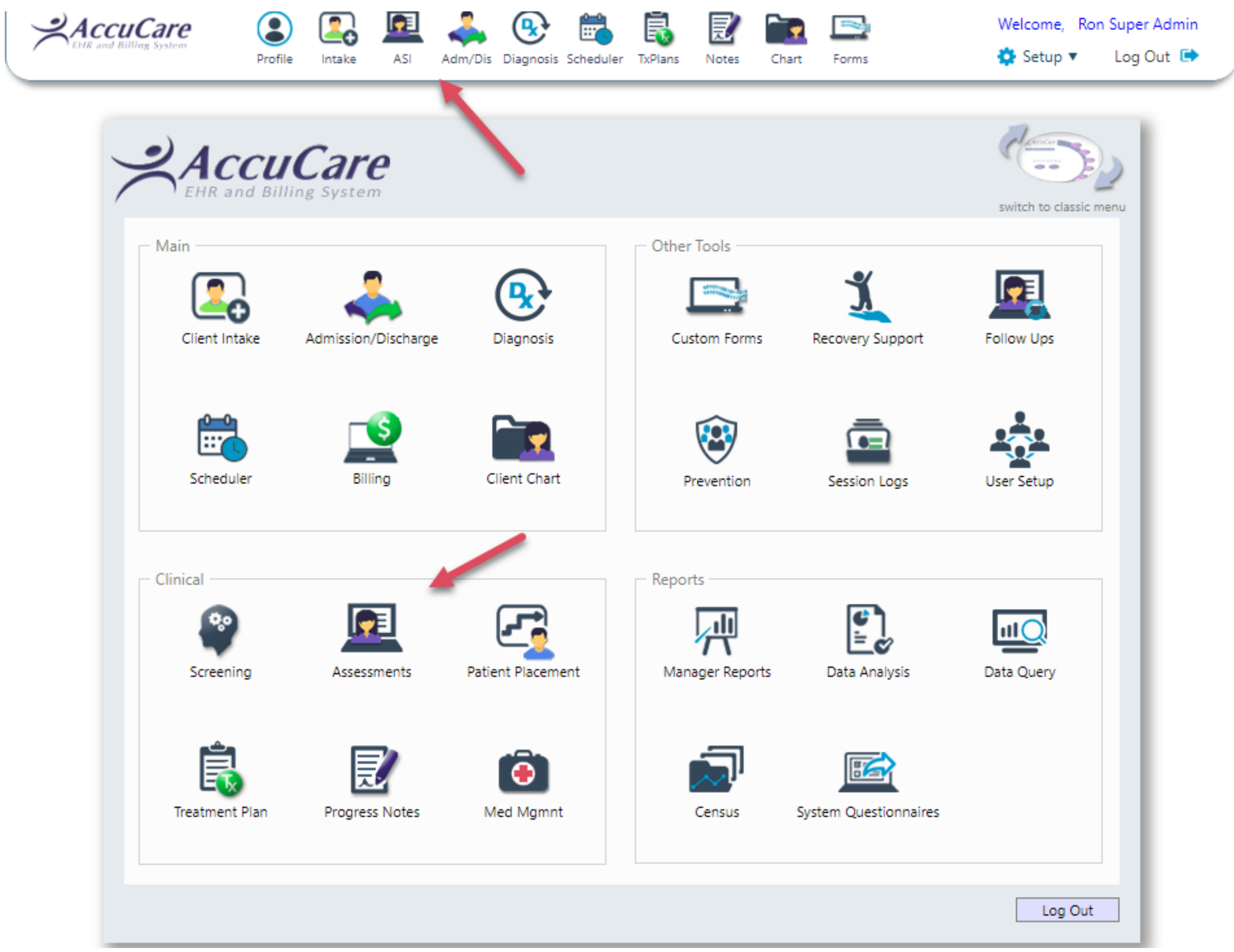
How to start an Assessment

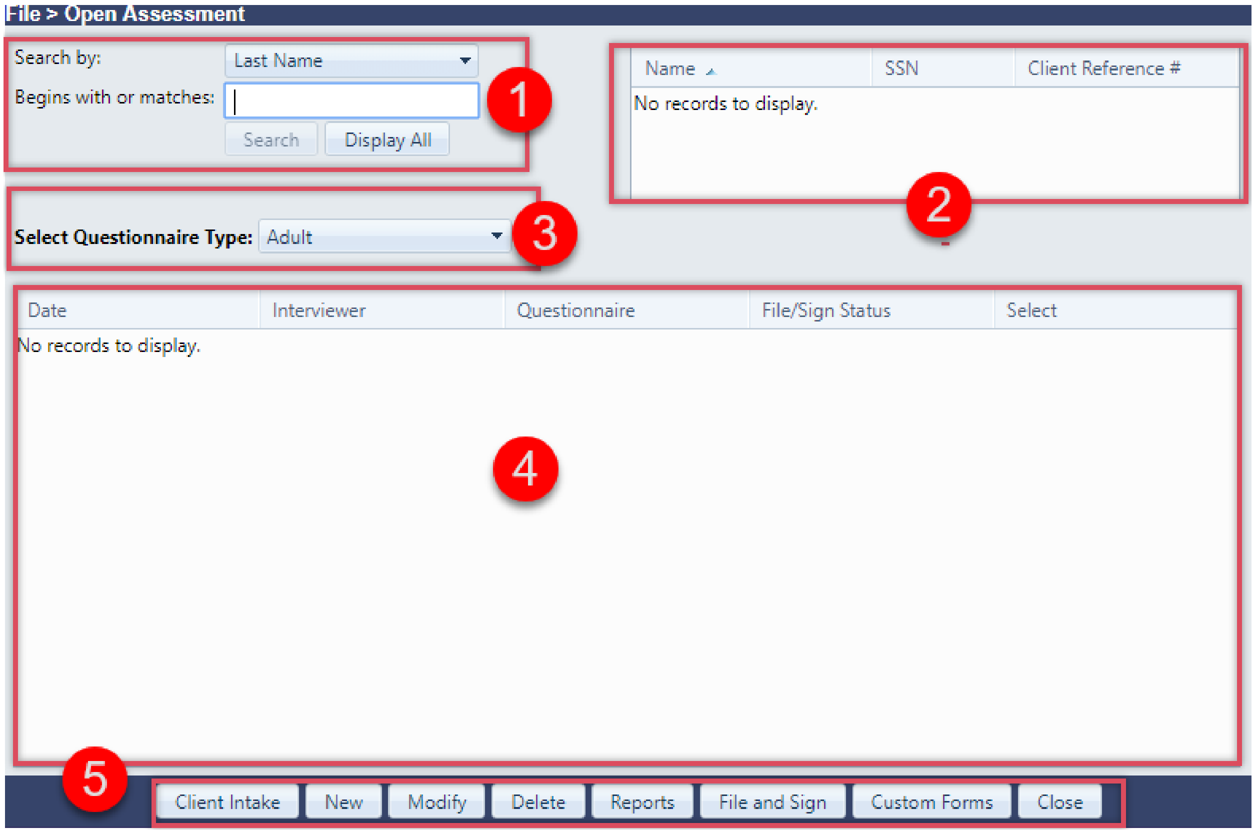
Once you have signed into AccuCare look for this icon 

to open up the Assessment module.

You will find this icon on the AccuCare main menu and ribbon



After click on either of these icons you will be presented with the Open Assessment module

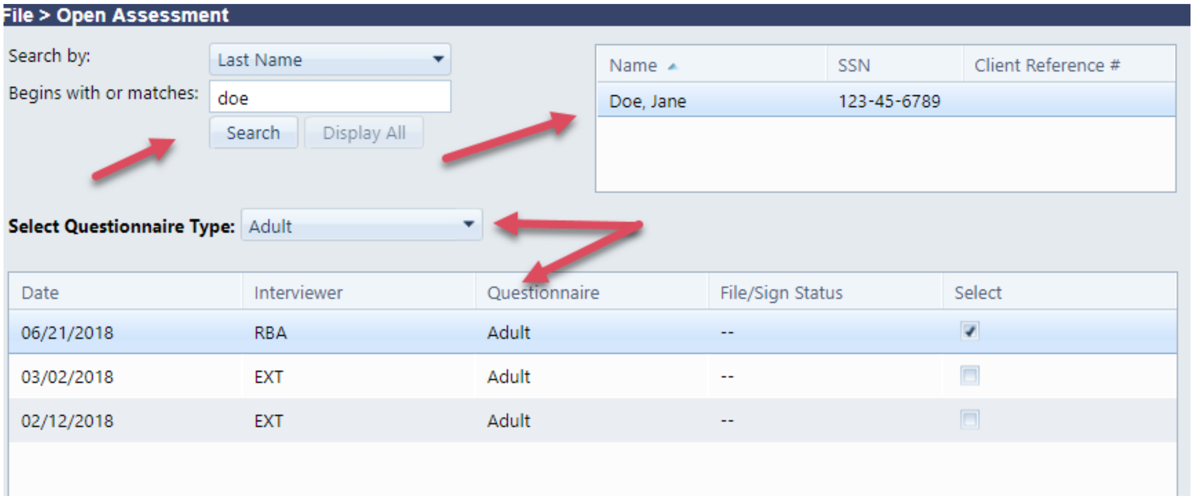


<u>Section #1</u> – Search by: Last Name, SSN or Client Reference # (Click on the drop down area to make your selection. Next type-in the appropriate value to match the search by (I.E. first three letter of last name, the beginning of the SSN or Client reference #. Click the [Search] button to results in Box#2 or just click the [Display All] button.

<u>Section #2</u> – Shows you the results of your search or all clients

<u>Section #3</u> – Shows the default Questionnaire Type you will use the most when creating Assessments. If you require another questionnaire click the down arrow to make your selection. Only the ones subscribed by your organization will allow you to create the selected questionnaire.

Section #4 – Displays a list of all created assessment



Section #5

- [**Client Intake**] button takes you back to Client Intake module to look up or add a new client
- [**New**] button starts a brand new assessment
- [**Modify**] button opens the existing assessment for editing
- [**Delete**] button deletes the selected assessment but is only active for certain levels of access.
- [**Reports**] button opens Report Options to print or preview narrative and other reports
- [**File & Sign**] button allow for copy to recorded in Chart Management
- [**Custom Forms**] button opens Custom Forms module where you fill-out and save to the clients record
- [**Close**] button returns you to back to the main menu