How to Create a Group in AccuCare

Creating a group allows the clinician to add the same note to everyone in that group under Progress Notes.

1. After signing into AccuCare go setup on the ribbon, down to Group Setup.



2. Click the [Add New Group] button

Setup > Group Setup Adult Group After Hours Group Anger Control Art Therapy Group Carrie Weds Group Gambling Level 3	Group Utilities Add New Group Modify Selected Group Delete Selected Group Exit
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3. Create a Group Name then click the [Add Clients] button

	Ad	d New Group		1			
Group Facilitator:	Roy Able	•					
Enter Group Name:	Men's Group Th	Men's Group Therapy					
elected Clients for G	roup						
Client Name	SSN	Client Ref #	Billing Ref #	Remove			
No records to display		Cheffe free a	oning her #				
No records to display		2	Dining feet #				

4. Begin Typing the first letters of the last for you first client select the client you wish to add to this group then repeat until you have selected everyone for this group.

Group Setup > Add Clients			Add New Group				
elect Single or Multiple Clients:		-	Group Facilitator:	Roy Able	•		
Marks, Paul × ma	^ (21	Enter Group Nar	Group Setup > Add Clients			
			Selected Clients	Select Single or Multiple Clients:		Pomo	
			No records to di	ma	^ Q	Kenic	
	-						
Marks, Paul Client Reference #: Date of Birth: 05/31/2004				Marks, Paul Client Reference #: Date of Birth: 05/31/2004	-		
Marshal, Kelly Client Reference #:				Marshal, Kelly Client Reference #: Date of Birth: 08/05/2005			

5. When you have selected your list of client's for your group click the [OK] to associate them to your Group

Group Setup > Add Clients	
Select Single or Multiple Clients:	
Marks, Paul × Marshal, Kelly ×	^ Q.
Hale, Tammy × Haley, Kendall ×	
Hatter, Charles ×	
	-
OK Cancel	

6. Click the [Save and Close] to confirm your choices

Group Facilitator:	Roj	/ Able	•				
Enter Group Name:	Me	Men's Group Therapy					
elected Clients for Gr	oup						
Client Name		SSN	Client Ref #	Billing Ref #	Remove		
Haley, Kendall		347-92-9430					
Marshal, Kelly		080-52-0050		BIL-01MARKELF	X		
Marks, Paul		053-12-0040			X		
Hatter, Charles		060-41-9520		BIL-01HATCHAM	X		

7. My group has been added to Group Setup list



8. When I open Progress notes and select my group I see everyone I added to this group.

File > Progress Notes						
Select by: O Client O Group			Name 🔺	SSN	Client Refer	ence #
Group: Men's Group	-		Haley, Kendall	347929430		
			Hatter, Charles	060419520		
Adult Group			Marks, Paul Marshal, Kelly	053120040		
After Hours Group	0		Warshai, Keny	000520050		
Anger Control	2					
Ret Art Therapy Group	-					
Carrie Weds Group		Carla	Descriptio	_	File/Cien Ctature	Print/File
Sel Gambling		Code	Descriptio	n	File/Sign Status	Selection
Clea Level 3			•	Apply Filters		
Men's Group						
No records to display.						