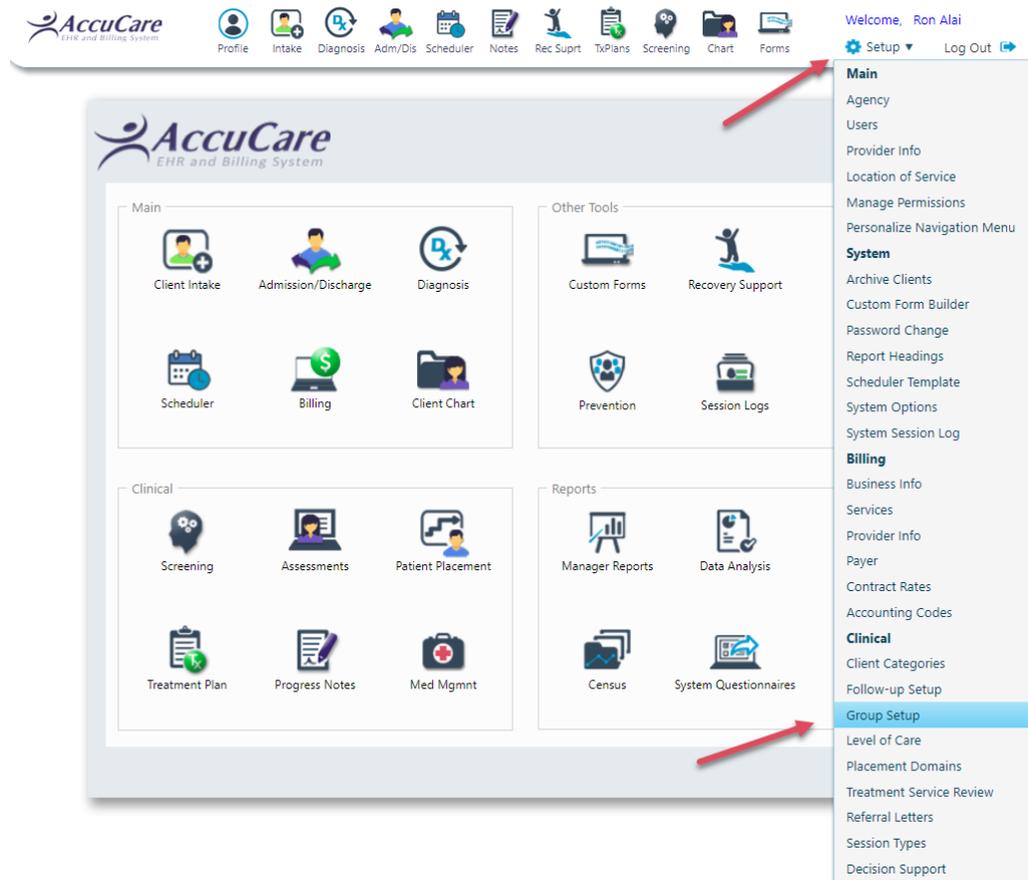


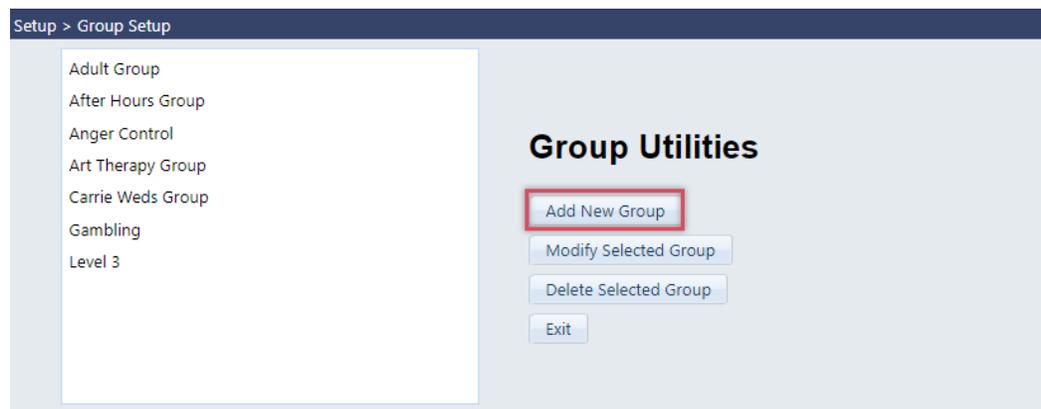
How to Create a Group in AccuCare

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



3. Create a Group Name then click the [Add Clients] button

Group Setup - Add / Edit Group

Add New Group

Group Facilitator: Roy Able

Enter Group Name: Men's Group Therapy

Selected Clients for Group

Client Name	SSN	Client Ref #	Billing Ref #	Remove
No records to display.				

Although groups may contain additional clients, users will only see the clients they have permission to view.

Add Clients Save and Close Cancel

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

Select Single or Multiple Clients:

Marks, Paul x ma

Marks, Paul
Client Reference #:
Date of Birth: 05/31/2004

Marshal, Kelly
Client Reference #:
Date of Birth: 08/05/2005

Group Setup - Add / Edit Group

Add New Group

Group Facilitator: Roy Able

Enter Group Name:

Selected Clients:

Client Name

No records to display

Group Setup > Add Clients

Select Single or Multiple Clients:

ma

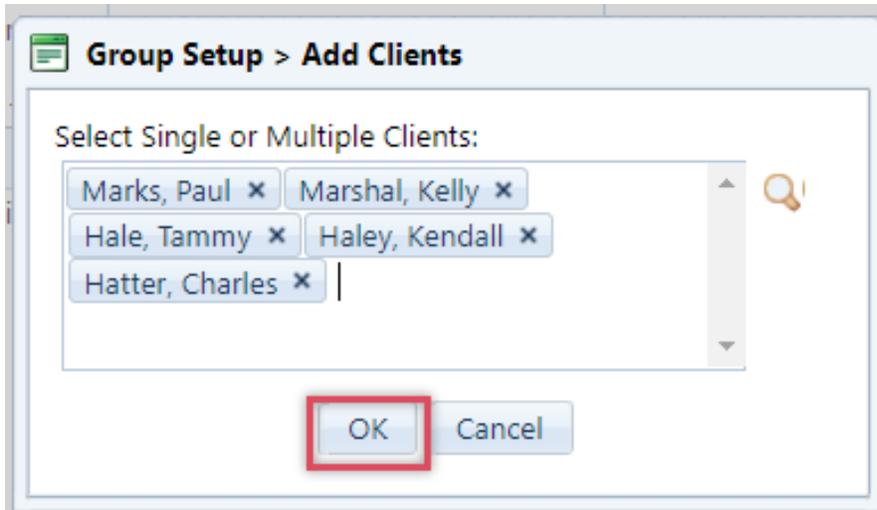
Marks, Paul
Client Reference #:
Date of Birth: 05/31/2004

Marshal, Kelly
Client Reference #:
Date of Birth: 08/05/2005

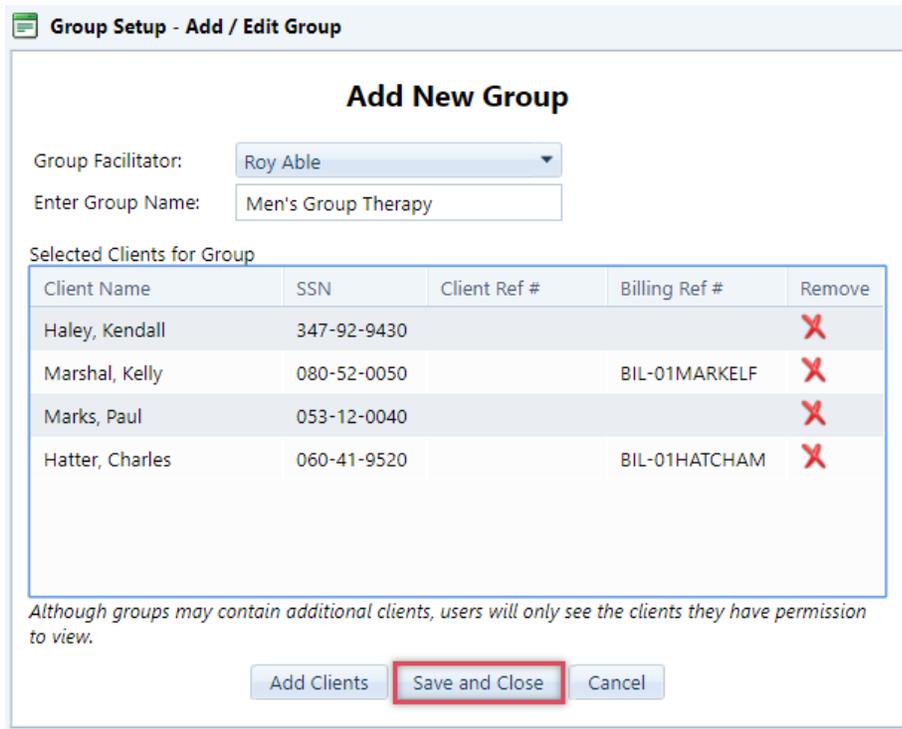
Although groups may contain additional clients, users will only see the clients they have permission to view.

Add Clients Save and Close Cancel

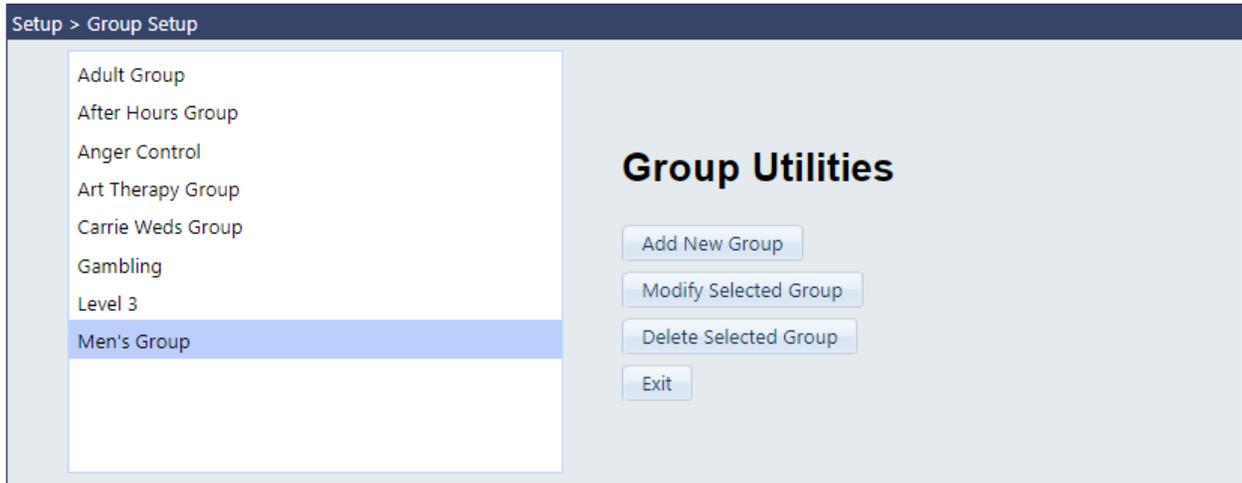
- When you have selected your list of client's for your group click the [OK] to associate them to your Group



- Click the [Save and Close] to confirm your choices



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.

