

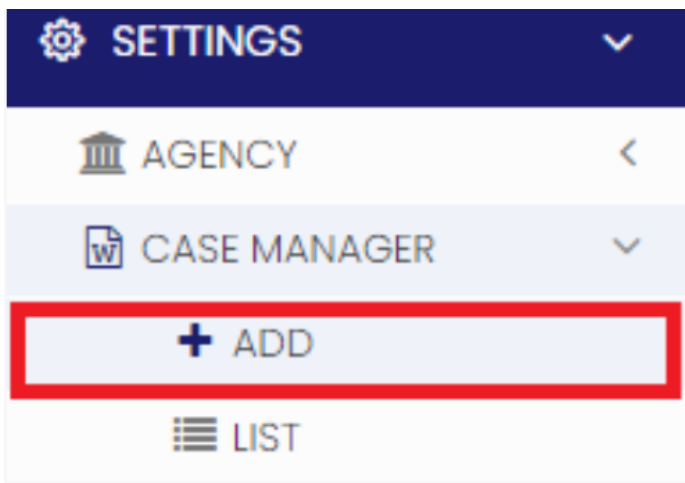
Case Manager

A case manager plays a crucial role in coordinating and managing the care of patients in their own homes. They assess the patient's needs, create care plans, coordinate with healthcare providers, ensure necessary services are provided, and monitor the patient's progress, all while focusing on maintaining the patient's comfort and well-being in a home setting.

Adding Case Manager

Note: All Fields marked with * are mandatory and must be filled out, otherwise the system will generate an error indicating that the required information is missing.

Settings >> Case Manager >> +Add option



Update the required fields in Case Manager details and Click Save option.

Case Manager Details

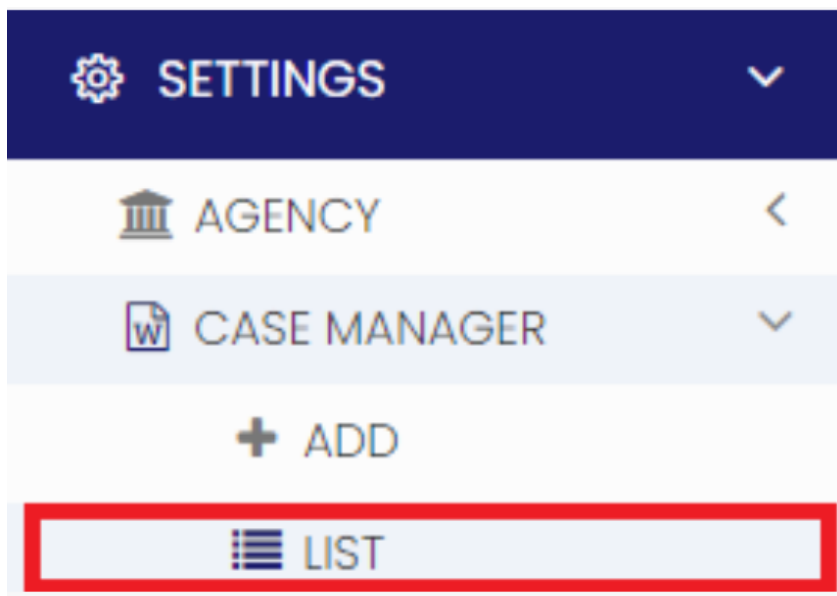
| | | |
|-------------------------|----------------|-----------------------|
| Agency* | Select Agency | Notes Notes |
| First Name* | First Name | |
| Last Name* | Last Name | |
| Email | Email | |
| Extension | Extension | |
| Phone | (xxx) xxx-xxxx | |
| Cell | (xxx) xxx-xxxx | |
| Fax # | (xxx) xxx-xxxx | |
| Case Worker ID # | Case Worker ID | |

[Save](#) [Cancel](#)

Editing Case Manager

For Editing the Case Manager information, follow these steps:

Settings >> Case Manager >> List



Select the Case Manager from List and Click Edit option on the right side of the screen.

☐ Refresh Active

| Name ^ | Email | Agency | Phone | Case Worker ID | Referral Count | Action |
|---|------------------------------------|---|------------------------------------|---|----------------|--|
| <input type="text" value="Name"/> | <input type="text" value="Email"/> | <input type="text" value="Select Agency Location"/> | <input type="text" value="Phone"/> | <input type="text" value="Case Worker ID"/> | | <input type="button" value="Search"/> <input type="button" value="Reset"/> |
| <input type="checkbox"/> Alex, John | johnwe345@gmail.com | New Testing | (454) 875-4564 | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| <input checked="" type="checkbox"/> James, Daniel | danjames@gmail.com | New Testing | (256) 487-9878 | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| <input type="checkbox"/> Thomas, Mary | mary89we@yahoo.com | Eliza Agency | (987) 446-5561 | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| <input type="checkbox"/> William, Peter | peter564@gmail.com | Eliza Agency | (864) 577-8785 | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Now, edit the required information and click update option.

EDIT CASE MANAGER ENTER THE CASE MANAGER INFORMATION

Case Manager Details

Agency* First Name* Last Name* Email Extension Phone Cell Fax # Case Worker ID #

Notes

Delete Case Manager

Settings >> Case Manager >> List

Select the Case Manager from the list using the check box and click Delete or Disable Selection option on the screen.

☐ Refresh Active

| Name ^ | Email | Agency | Phone | Case Worker ID | Referral Count | Action |
|---|------------------------------------|---|------------------------------------|---|----------------|--|
| <input type="text" value="Name"/> | <input type="text" value="Email"/> | <input type="text" value="Select Agency Location"/> | <input type="text" value="Phone"/> | <input type="text" value="Case Worker ID"/> | | <input type="button" value="Search"/> <input type="button" value="Reset"/> |
| <input checked="" type="checkbox"/> Clark, Miller | Miller@gmail.com | Eliza Agency | N/A | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| <input type="checkbox"/> James, Daniel | danjames@gmail.com | New Testing | (256) 487-9878 | N/A | 0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Now, the Case Manager details gets deleted and we can view the Case Manager under Deleted list.

CASE MANAGER LIST CASE MANAGERS INFORMATION

☐ Refresh Deleted + Case Manager

| Name ^ | Email | Agency | Phone | Case Worker ID | Referral Count | Action |
|--|------------------------------------|---|------------------------------------|---|----------------|--|
| <input type="text" value="Name"/> | <input type="text" value="Email"/> | <input type="text" value="Select Agency Location"/> | <input type="text" value="Phone"/> | <input type="text" value="Case Worker ID"/> | | <input type="button" value="Search"/> <input type="button" value="Reset"/> |
| <input type="checkbox"/> Clark, Miller | Miller@gmail.com | Eliza Agency | N/A | N/A | 0 | <input type="button" value="Active"/> |

The user can also Restore the deleted Case Manager details by using the option Active on the right side of the screen.

CASE MANAGER LIST CASE MANAGERS INFORMATION

☐ Refresh Deleted + Case Manager

| Name ^ | Email | Agency | Phone | Case Worker ID | Referral Count | Action |
|--|------------------------------------|---|------------------------------------|---|----------------|--|
| <input type="text" value="Name"/> | <input type="text" value="Email"/> | <input type="text" value="Select Agency Location"/> | <input type="text" value="Phone"/> | <input type="text" value="Case Worker ID"/> | | <input type="button" value="Search"/> <input type="button" value="Reset"/> |
| <input type="checkbox"/> Clark, Miller | Miller@gmail.com | Eliza Agency | N/A | N/A | 0 | <input type="button" value="Active"/> |

Revision #1
Created 22 November 2023 19:33:28 by Thamarai
Updated 22 November 2023 19:33:28 by Thamarai