



Adding an email address – Step by step 'how to' guide

interRAI Update 2019

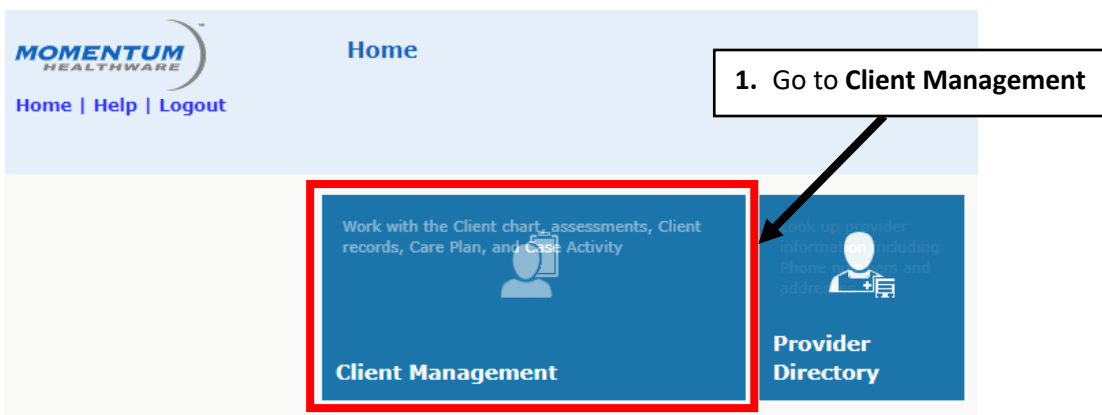
The purpose of this step by step 'how to' guide is to provide administration and assessor staff an overview of how to add an email address for their client/resident on the National interRAI Software.

Contents

Community – Adding an email address for your client 1
Residential – adding an email address for your resident 5

Community – Adding an email address for your client

If you have a client living in the community whom uses email as a form of communication, you may wish to add their email address to their interRAI record for current or future reference. Up until now, we have not had a designated space for an email address. You can now add an email address to the client's Overview page as follows;



Client Search

2. Enter your client NHI (or client name) and click **Search**

| | | |
|------------------------|------------------------|------------------|
| Last Name | First Name | Record Status |
| | | All |
| Organization | Identifier Description | Identifier Value |
| TEST DHB - TDHB | NHI | |
| Date of Birth | Address | Phone |
| | | |
| Employing Organisation | | |
| All | | |

Q Search Q Clear Search Criteria

| | | |
|------------|-----------|------------|
| Primary ID | Last Name | First Name |
|------------|-----------|------------|

Client Overview

3. Click on **Phone Numbers**

| | | | | | | |
|---|-------|-------------------------------|-----|------|----------|-----------|
| Activity | Forms | Care Plan | QIs | CAPs | Outcomes | Referrals |
| Full Name | | Date of Birth | Age | | | |
| Client, Test (Mr.) | | 06-08-1940 | 78 | | | |
| Likes to be called | | Phone Numbers | | | | |
| | | Home: 00 123 4567 (Preferred) | | | | |
| Service Address | | | | | | |
| Test Street Test Suburb Test City 4312 New Zealand 1640 | | | | | | |

Client Phones

4. Click on **Add**

| | | | | | |
|------------|-------------------------------------|-------------|------------------|--------------------|-----|
| Activity | Forms | Care Plan | MDS / Assessment | Continuation Notes | QIs |
| Return | Save & Return | Save | Cancel | | |
| + Add | X Delete | | | | |
| Phone Type | Preferred | | | | |
| Home | <input checked="" type="checkbox"/> | 00 123 4567 | | | |

Client Phones

Activity Forms Care Plan

Return Save & Return Save Cancel

+ Add X Delete

| Phone Type | Preferred | |
|----------------------|--------------------------|-------------|
| Home | <input type="checkbox"/> | 00 123 4567 |
| Email Address | <input type="checkbox"/> | |

Alternate
Business
Cell
Daytime
Email Address
Emergency
Evening/Weekend

5. Click on the small down arrow to drop the list down and choose **Email Address** from the list

Client Phones

Activity Forms Care Plan MDS / Assessment APs

Return Save & Return Save Cancel

+ Add X Delete

| Phone Type | Preferred | |
|---------------|-------------------------------------|-----------------|
| Home | <input checked="" type="checkbox"/> | 00 123 4567 |
| Email Address | <input type="checkbox"/> | Test@Test.co.nz |

6. Enter your client's email and click **Save & Return**

Client Overview

Activity Forms Outcomes Referrals

| Full Name | Date of Birth | Age |
|--------------------|---------------|-----|
| Client, Test (Mr.) | 06-08-1940 | 78 |

| Likes to be called | Phone Numbers |
|--------------------|---|
| | Home: 00 123 4567 (Preferred) Email Address: Test@Test.co.nz |

7. Please note that your client's email address now displays on the **Client Overview**

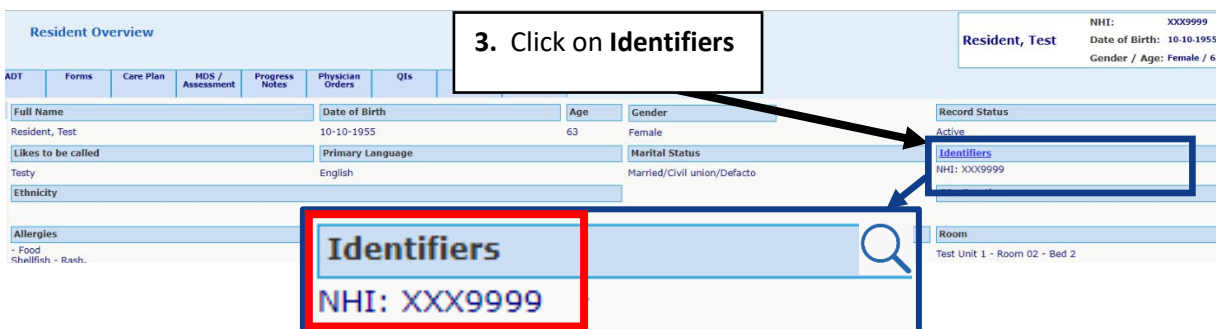
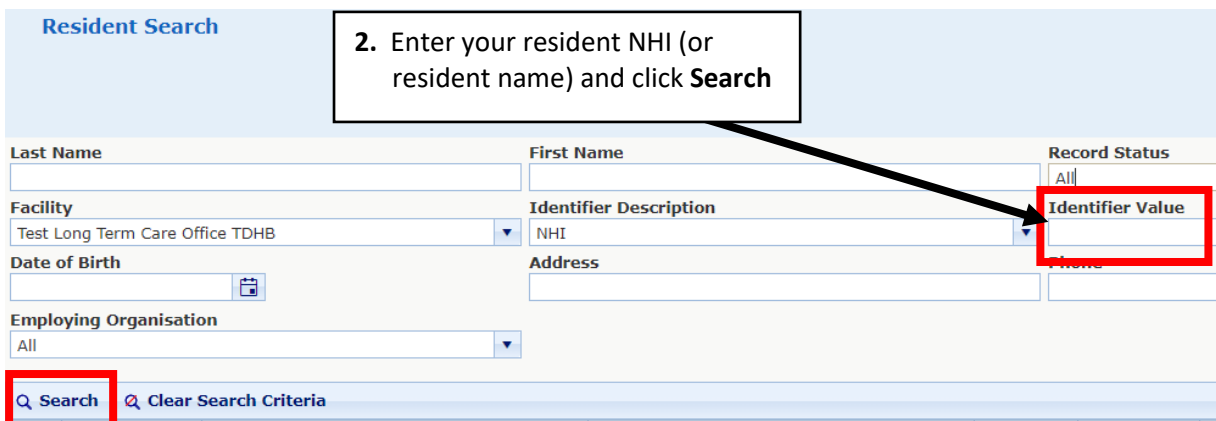
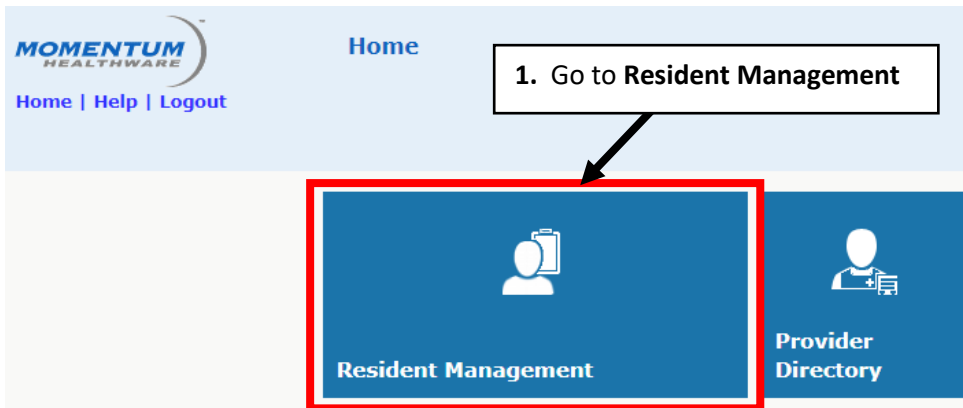
Printing the email address for your client

The email address added under Phone Numbers will display on the **Client Information Report**. You can print this by going to the **Reports** menu and clicking on the **Client Information Report** menu item. You will note that the email address is listed under the Phone Numbers section of the report.

This addition will also display on the **Current Provider Report, Current Care Plan Report, Current Service Plan Report, Home Support Authorization Report** and the **Client Summary Report**.

Residential – adding an email address for your resident

If you have a resident living in your residential facility whom uses email as a form of communication, you may wish to add their email address to their interRAI record. You can add an email address to the resident’s Overview page as follows;



Resident Identifiers

ADT | Forms | Care Plan | MDS / Assessment | Progress Notes | Physician Orders | QIs

Return Save & Return Save Cancel

+ Add X Delete

| Identifier Name | |
|-----------------|---------|
| NHI | XXX9999 |

4. Click on Add

Resident Identifiers

ADT | Forms | Care Plan

Return Save & Return Save Cancel

+ Add X Delete

| Identifier Name | |
|-----------------|-----------------|
| NHI | XXX9999 |
| Email Address | Test@Test.co.nz |

5. Enter **Email Address** in the first column (this is the label) and the actual email address in the second column

Resident Identifiers

ADT | Forms | Care Plan | MDS / Assessment | Progress Notes | Physician Orders | QIs

Return Save & Return Save Cancel

+ Add X Delete

6. Click Save & Return

Resident, Test

NHI: XXX9999
Date of Birth: 10-10-1955
Gender / Age: Female / 63

Record Status
Active

Identifiers
NHI: XXX9999
Email Address: Test@Test.co.nz
GP - Practice

7. Please note that your resident's email address now displays on the **Resident Overview**



Note: If your resident lives in an Apartment within your facility and has a contact telephone number, you can also use **Identifiers** to add this number to your resident's record.

Identifiers

NHI: XXX9999

Apt 24 Telephone: 04 444 4444

Email Address: Test@Test.co.nz

Printing the email address for your resident

You can print the email address (and apartment telephone number if you have added this) for your resident by going to the **Reports** menu and clicking on the **Face Sheet** menu item. You will note that the email address (and apartment telephone number) are listed at the top under the NHI (Identifier). These additions will also display on the **Transfer Referral Report**.

MOMENTUM HEALTHCARE

Home | Help | Logout

Resident Search | Resident Overview

Resident Information

Test Long Term Care Office TDHB

Name: Resident, Test **NHI:** XXX9999

Demographic Information

| | | | |
|----------------------------|-----------------------------|-------------------------|-------------------------------|
| Full Name: | Resident, Test | Admission Date: | 29-09-2015 |
| Likes to be called: | Testy | Room: | Test Unit 1 - Room 02 - Bed 2 |
| Birth Date: | 10-10-1955 | NHI | XXX9999 |
| Age: | 63 | Email Address | Test@Test.co.nz |
| Gender: | Female | Apt 24 Telephone | 04 444 4444 |
| Marital Status: | Married/Civil union/Defacto | | |
| Primary Language: | English | | |
| Religion: | Christian faith, NOS | | |

Common Tasks

- ADT
- Assessments/Forms
- Care Plan
- Demographics
- History And Physical
- Risk Management and Safety
- MDS / Assessment
- Progress Notes
- Physician Orders
- Reports
- Face Sheet
- Transfer Referral Report
- Current Client Summary Report
- Print interRAI MDS / Assessment Trend Analysis
- Current Care Plan Report
- CurrentCare Plan Expected Outcomes Report
- User Preferences

Questions

If you have any questions please contact interRAI@tas.health.nz