

CAREWare 4.1:

Entering Services through Rapid Entry

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Background

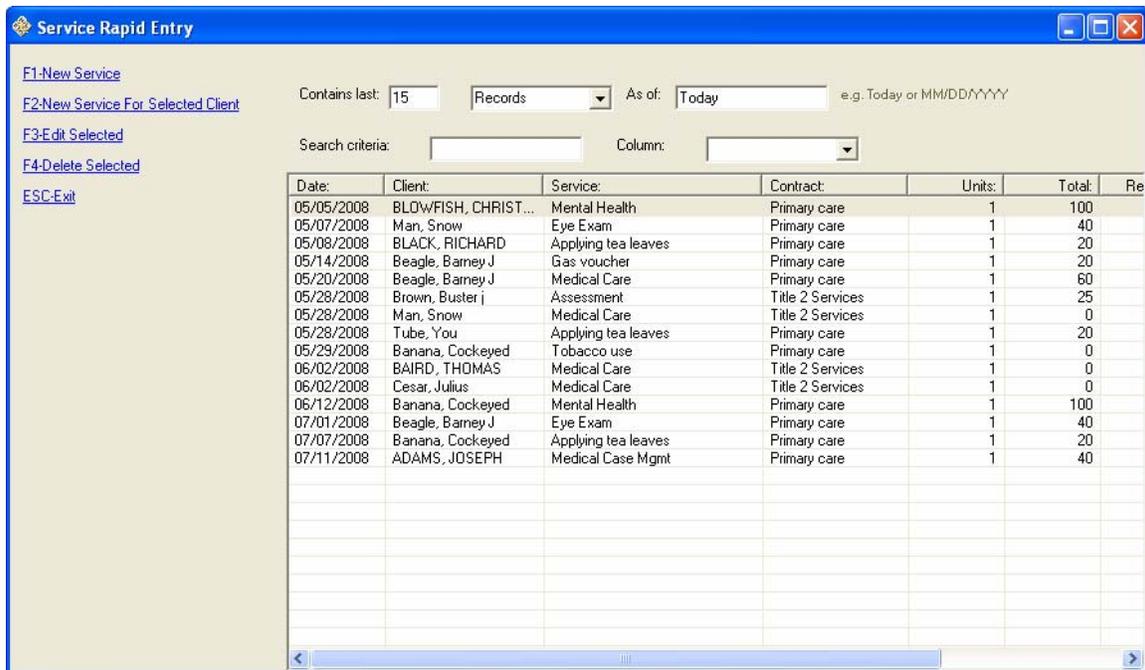
Users are always looking for faster ways to enter batches or large volumes of data. The feature outlined here, starting with build 358, should assist with the rapid entry of service records.

Prior to the addition of this feature, adding service records first required that you open up a specific client's record. Now, services can be entered for one or many clients without opening up each client's record.

Here's how:

- Select **Rapid Service Entry** on main menu

A new screen will appear, like this:



The screenshot shows a window titled "Service Rapid Entry" with a menu on the left and a data table on the right. The menu items are: F1-New Service, F2-New Service For Selected Client, F3-Edit Selected, F4-Delete Selected, and ESC-Exit. The table has columns: Date, Client, Service, Contract, Units, Total, and Re. The data is as follows:

Date	Client	Service	Contract	Units	Total	Re
05/05/2008	BLOWFISH, CHRIST...	Mental Health	Primary care	1	100	
05/07/2008	Man, Snow	Eye Exam	Primary care	1	40	
05/08/2008	BLACK, RICHARD	Applying tea leaves	Primary care	1	20	
05/14/2008	Beagle, Barney J	Gas voucher	Primary care	1	20	
05/20/2008	Beagle, Barney J	Medical Care	Primary care	1	60	
05/28/2008	Brown, Buster j	Assessment	Title 2 Services	1	25	
05/28/2008	Man, Snow	Medical Care	Title 2 Services	1	0	
05/28/2008	Tube, You	Applying tea leaves	Primary care	1	20	
05/29/2008	Banana, Cockeyed	Tobacco use	Primary care	1	0	
06/02/2008	BAIRD, THOMAS	Medical Care	Title 2 Services	1	0	
06/02/2008	Cesar, Julius	Medical Care	Title 2 Services	1	0	
06/12/2008	Banana, Cockeyed	Mental Health	Primary care	1	100	
07/01/2008	Beagle, Barney J	Eye Exam	Primary care	1	40	
07/07/2008	Banana, Cockeyed	Applying tea leaves	Primary care	1	20	
07/11/2008	ADAMS, JOSEPH	Medical Case Mgmt	Primary care	1	40	

The display is based on your last settings.

Number of records to display: We can restrict the list box below by: The number of records to display (the above is showing 15 only); as of Today by default (or any day if you enter a date). We can also show the last X months or years.

Search Criteria: Here we can search for specific clients, or set the Column field and filter by Date, or Service type, contract, etc.

We can choose on the left:

- **F1 New service** for different clients or
- **F2 service entry for a specific client.**

Here we've searched for one client, You Tube, by typing "Tu" in the Search column.

The screenshot shows the 'Service Rapid Entry' window. On the left, there are menu options: F1-New Service, F2-New Service For Selected Client, F3-Edit Selected, F4-Delete Selected, and ESC-Exit. The search criteria are 'tu' and the column is empty. Below this is a table with the following data:

Date:	Client:	Service:	Contract:	Units:	Total:	Re
05/28/2008	Tube, You	Applying tea leaves	Primary care	1	20	

Now Select F2.

The screenshot shows the 'Add a record' window. The search criteria are 'nBgoqPcCi' and the column is empty. Below this is a table with the following data:

Last Name	First Name	Middle Name	URN	EURN	Client ID	Gender
Tube	You		Tube	nBgoqPcCi		Male

Below the table, there is a form for adding a record. The 'Current Client' is 'Tube, You'. The 'Amount Received' field is empty. The 'Service Date' is '7/16/2008', the 'Service Name' is 'Eye Exam', the 'Contract' is 'Primary care', the 'Units' is '1', the 'Price' is '\$40.00', and the 'Cost' is '\$40.00'. There are also fields for 'Custom List 6', 'Custom List 7', and 'Service Comment'.

We're ready to add services for this client in the lower portion of the screen.

The screenshot shows the 'Add a record' window. The 'Current Client' is 'Tube, You'. The 'Amount Received' field is empty. The 'Service Date' is '7/11/2008', the 'Service Name' is 'Eye Exam', the 'Contract' is 'Primary care', the 'Units' is '1', the 'Price' is '\$40.00', and the 'Cost' is '\$40.00'. There are also fields for 'Custom List 6', 'Custom List 7', and 'Service Comment'.

- **Select F1 to Save this record.**
- **If you want to enter another service record for this same client, simply select F2 again!**

Other options on the main page include Edit a selected record or delete a selected service record.