

Prenatal Encounter

1

From within the contact view, go to the "New Event" Dropdown menu. Choose "04) Prenatal Encounter" from the list of events.

2

Click on "New Event"

Contact View Print History Face Sheet

Contact Code: LX Contact #92885 Active Save Add Flag

Contact Info: Lilly Lundt
 Work Phone: Home Phone: Cell Phone: Fax: Source: Please select a source
 Role: Mother Assigned To: UserId Type: Individual

Add an additional address Modify

New Event dropdown menu:

- 01) Personal Encounter
- 02) Group Encounter
- 03) Newborn Encounter
- 04) Prenatal Encounter**
- 05) Personal Contact
- 06) Screening (Dev, Health, Vision, etc)
- 07) Family Resource Assessment
- 08) Family Service Plan
- 09) Referral
- A) Screening for Eligibility
- B) Child Enrollment
- C) Child Transition
- D) Child Exit
- Update Contact

More Contacts Show Void

Name	Map	Address	Phone	Email	Assigned To	Role	Status
unborn Lundt					UserId	Child	Active

The system will take you to this screen that tracks the general details for the event:

Create Recurrence

Event:

Contact: Lilly Lundt (92885) Type: 04) Prenatal Encounter Edit

Date: 05/26/2017 (mm/dd/yyyy) Start Time: 3 : 00 : PM
 Remind me: 0 days before this event. End Time: 3 : 00 : PM
 Minutes: 0

Description:

Assigned To: UserId

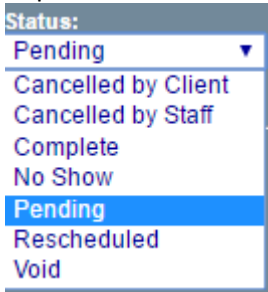
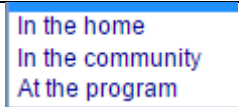
Status: Pending Open/Closed: Open Access: Public

Division:
 Program:
 Encounter Location:

Save Save & New Save & Close Cancel

Copy Contacts
 Copy Event

Prenatal Encounter

Field	Value
Event	A short description. Not used for reporting. Does appear on the calendar view on the Event tab.
Date	Date on which the event is planned or the date on which happened (or was supposed to have happened)
Start time/End time	Start and end time of the home visit
Description	General case notes
Status	<p>Choose appropriate status. Void is only used to eliminate errors or duplication.</p> 
Open/Closed	<p>Open for all future events Closed for all other. Note: If an event is closed, you will be unable to make changes to the associated contacts and staff. If you need to make corrections, set the status to "open", <save>, make changes, and re-set to "closed" and <save> again</p>
Division	"Home Visiting"
Program	Choose appropriate program for your agency
Encounter location	

3 Click <Save>

Prenatal Encounter

4 Now, you can add more contacts

5 More staff

Event Edit Standard Summary Print Outlook Event Details Contacts Files

Create Recurrence

Event:

Contact: Lilly Lundt (92885) Edit Type: 04) Prenatal Encounter

Date: 05/28/2017 (mm/dd/yyyy) Start Time: 3 : 00 PM

Remind me: 0 days before this event. End Time: 3 : 00 PM

Minutes: 0

Description:

Assigned To: Userid More Staff

Notify me if not closed by: Edit

Status: Complete Open/Closed: Closed Access: Public

Division: Home Visiting

Program: Prevention Initiative

Encounter Location: In the home

Available Forms/ Surveys: Create Prenatal Encounter

Save Save & New Save & Close Cancel

Copy Contacts

Copy Event

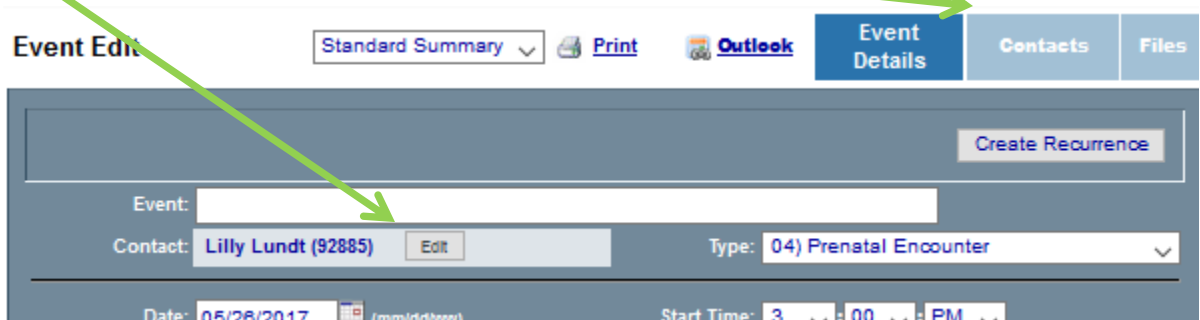
6 You will also see that you can open and create a prenatal encounter form.

Prenatal Encounter

Add more Contacts to Event

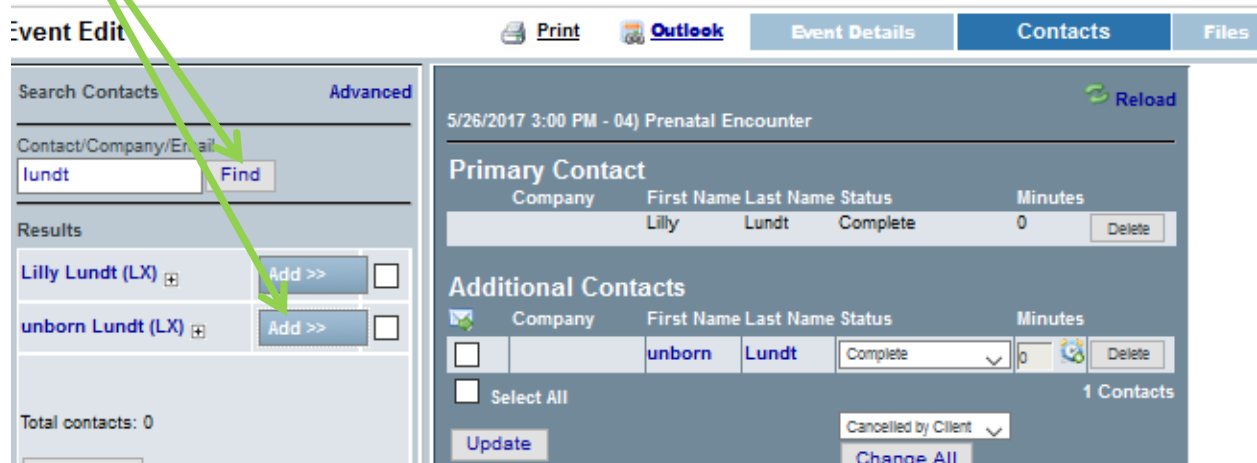
7

Click <Edit> next to the primary contact name or click on the <Contacts> tab on the upper right of the Event screen.



Use Search to pull up list of contacts and click <Add>

8



Be sure to add the unborn child so that this encounter will be included in reporting for the child after s/he is born.

On the contact view, you will maintain the status for each person. Note: The primary contact status is the same status as the Event status. Once you have added and/or updated contacts, click on <Event Details> to get back to the main screen for the event.

Prenatal Encounter

Add more Staff to Event

- When you click on <More staff> (see previous event details screen), you will be able to select additional staff for the event. Use <Ctrl> key to select multiple staff.

Description:

Assigned To: Userid

Additional Staff:

- Amy Malone - admin
- Amy Malone - enduser
- April Ingram
- Cindy Bardeleben
- Deb Widenhofer

Notify me if not closed by: [Edit](#)

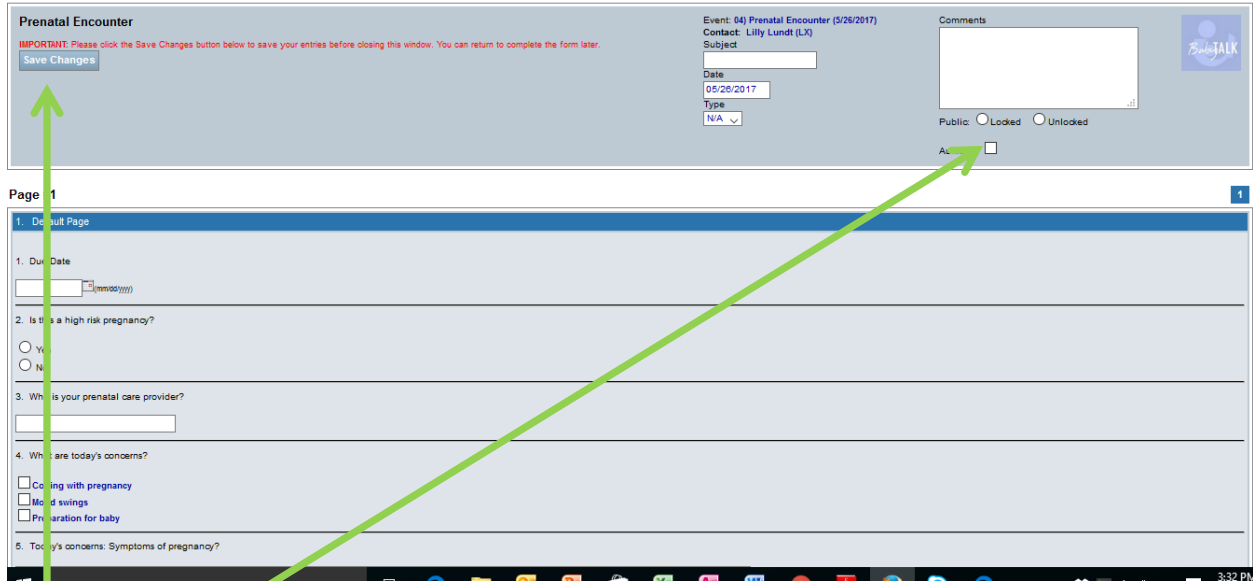
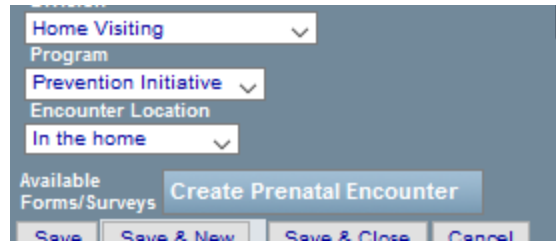
Description:

Assigned To	Status	Minutes	Payroll
Userid <input type="text"/>	Cancelled by Client <input type="text"/>	<input type="text"/>	Hourly
<input type="button" value="More Staff"/>			
Additional Staff	Status	Minutes	
Amy Malone - enduser	Complete <input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Cindy Bardeleben	Complete <input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Notify me if not closed by: [Edit](#)

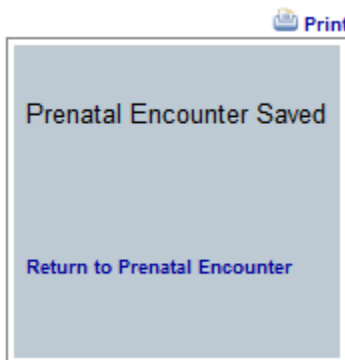
Prenatal Encounter

10 Finally, select <Create Personal Encounter form>



11 Choose <Autosave>

12 <Save changes> when complete



You may return to Prenatal form to edit, print the completed form, or close the tab and return to the event details and <save>