

Skills Matrix - Care Response for Receptionists / Administrators

Friday, 27 July 2012

You may like to use this check list of activities whilst training.

If any of the video links do not work please email us for an updated list.
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Checklist

Task	Date completed	Checklist
Logging into Care Response		Logging Into Care Response
Finding your way round Care Response		Navigation In Care Response
Adding a new patient		Adding a new patient to Care Response
Finding an existing patient / changing patient details		Find existing patient and ammend their det...
Starting a new presentation & sending a pre visit form by email		Creating a presentation in Care Response
Completing a pre visit form at the practice		Completing assessment forms in the clinic
Printing a completed pre visit form		Printing an initial assessment form in Care...
Following up assessments not completed		Following up on assessments not comple...
Stopping a patient from receiving further assessments		Stopping patients from recieving emails/a...
Managing failed emails to patients		Managing failed emails from patients
Accidentally entering a patient twice		
What does a patient see when sent an email by Care Response?		What a patient sees when sent an asses...