FAQ – “How do I add new episodes or extra phases?”

A - Adding a new Episode Record

- Ensure you are on the correct Patient Record in the patient screen
- Select the ‘Episode’ data set from the ‘Set List’. The ‘Episode Details’ Screen will now be displayed in the ‘Edit View’.
- Click on ‘Add’ — a new Episode Record will be opened in the ‘Edit View’.
- Complete the fields as explained in the PCOC dataset or cheatsheet

A - Adding a new Phase Record

Clinical information relating to the client’s Palliative Care is recorded in the PallCare screen.

- Ensure you are on the correct Patient Record in the patient screen and the correct Episode Record
- Select the ‘PallCare’ data set from the ‘Set List’. The ‘Pall Care Phase Details’ Screen will now be displayed in the ‘Edit View’.
- Click on ‘Add’ — a new Pall Care Record will be opened in the ‘Edit View’.
- Complete the fields as explained in the PCOC dataset or cheatsheet

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.