CSR Navigator – Adding an Assessment Tool

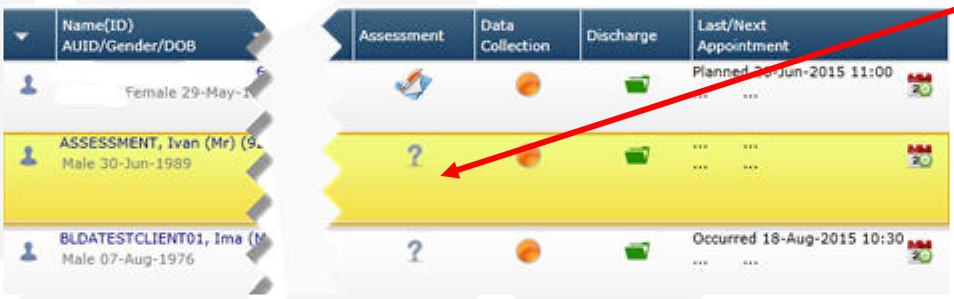
Introduction

This guide will show how to add Assessment Tools to a client's record from the Client Service Request Navigator screen.

NB: If the text on the assessment screen is difficult to read check the preset text size for your computer and change it to normal for the text to be viewed easily.

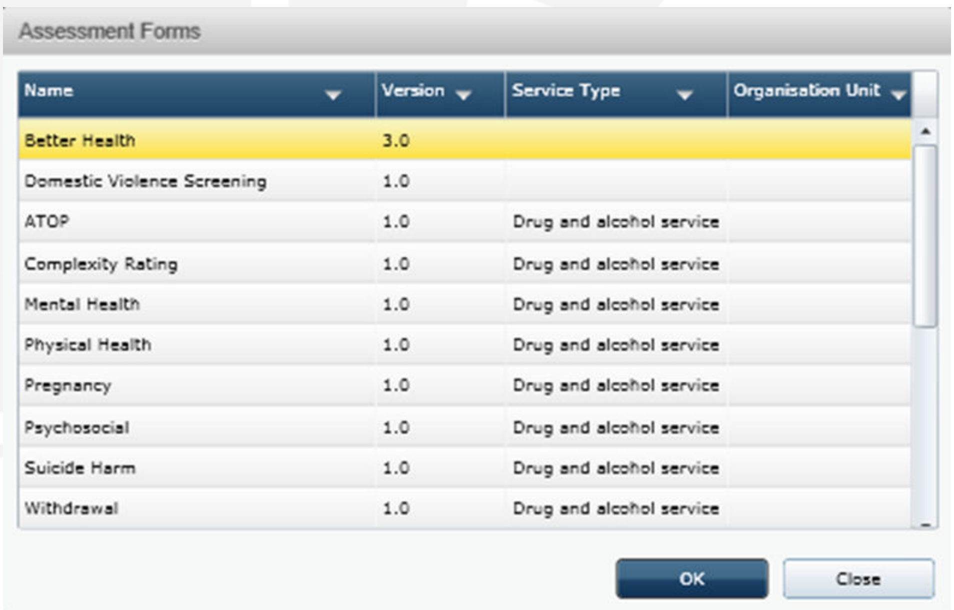
NSQHS

Governance for Safety and Quality in Health Service Organisations.



From the Navigator screen locate and highlight the client that requires an Assessment tool added.

Click on the ? icon under the assessment column to add an assessment.



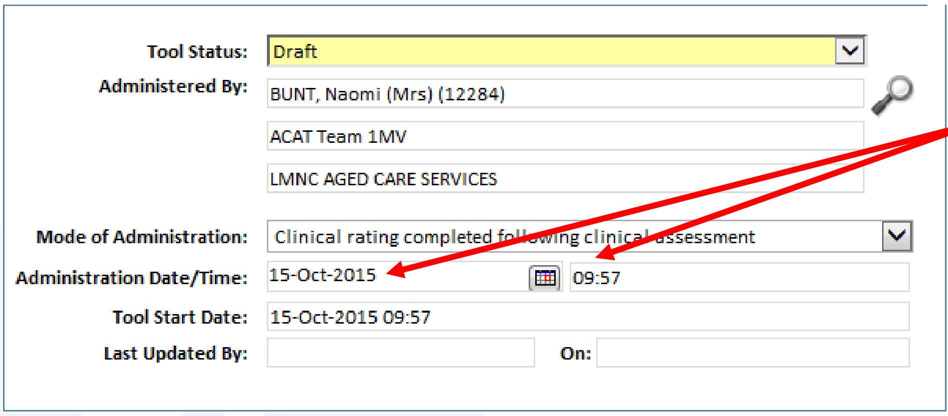
The Assessment form box will open, locate the assessment you require, highlight it and press OK

NB: Indicates the client has previously had an Assessment added and clicking the icon will take you to the Assessment Tools list. If you need to ADD an assessment click on the Radial Menu button, then Add to open the list of Assessment Tools

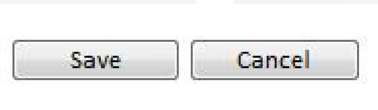
Health
Hunter New England
Local Health District

This will appear at the bottom of your screen click **Open**

The selected form will open

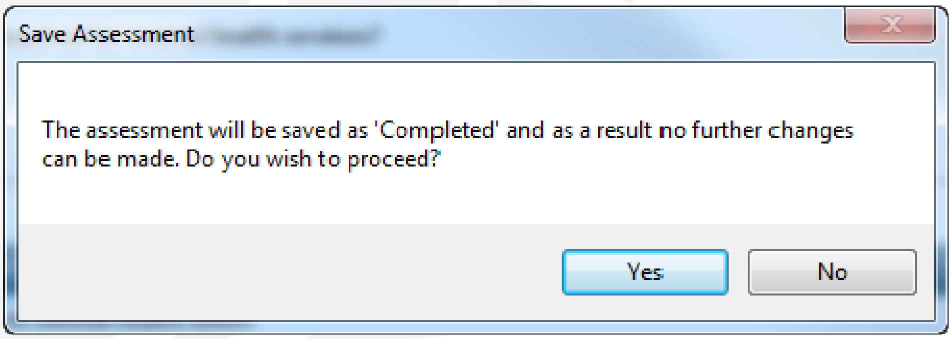


NB: Administration Date and Time should be changed to reflect when the tool was done



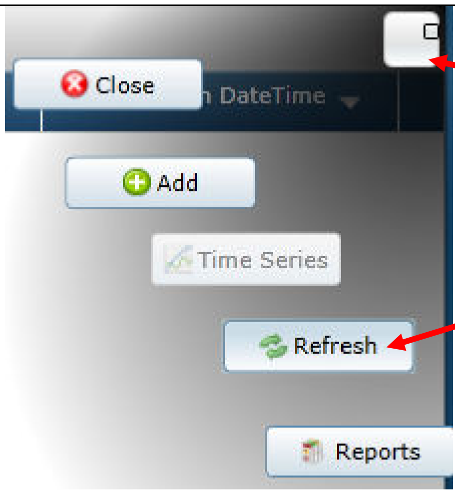
Answer all mandatory questions marked with this symbol

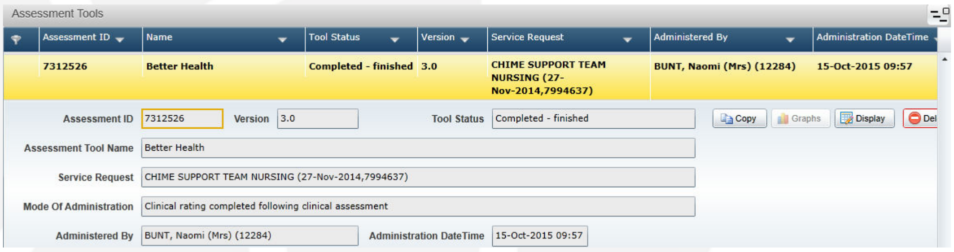
Click **Save** when finished.

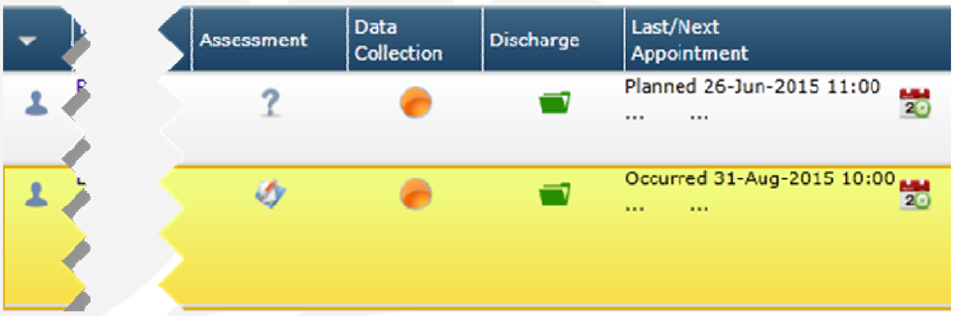


Click **Yes** to save the completed form

Click **Close** to close the form

<table>
<tr>
<td>
</td>
<td>Click the Radial Button

Click **Refresh** to display the assessment</td>
</tr>
<tr>
<td>
</td>
<td>The completed assessment will show

Close Client Window to go back to the CSR Navigator</td>
</tr>
<tr>
<td>
</td>
<td>You will now see the assessment icon indicating that an assessment is present in the client file.</td>
</tr>
<tr>
<td colspan="2">**NB: Double clicking on the assessment icon will open up the Assessment Tools Box**</td>
</tr>
</table>