

Directions to Upload Documents into Point Click Care

1. Create a PDF of your document. Save as a non-password protected document.
2. Log into PCC. You will need access to the Documents tab. If you do not see this tab, you can request access from the facility network administrator (the person who gave you PCC access).

The screenshot shows the PointClickCare Resident Dashboard for a patient named Mallock Place - SNF. The 'Documents' tab in the navigation bar is circled in red. The dashboard displays patient information, current vitals, allergies, and various care plans.

Vital Sign	Recent Value	Date	Time
Weight	138.0	3/19/2018	16:11
Blood Pressure	124 / 50	3/26/2018	06:12
Temperature	98.0	3/26/2018	06:11
Pulse	70	3/26/2018	06:11
Respirations	18	3/26/2018	06:11
Blood Sugar			
O2 sats	98.0 %	3/25/2018	12:16
Height	67.0	2/12/2018	11:30

CAA Name	Triggered
Cognitive Loss / Dementia	N
ADL Functional / Rehabilitation Potential	Y
Urinary Incontinence and Indwelling Catheter	Y
Activities	N
Falls	Y
Pressure Ulcer	Y
Return to Community Referral	Y

3. Select the Documents option in PCC. You will see the option New Document – select it.

The screenshot shows the PointClickCare Documents page. The 'New Document' button is circled in red. The page displays a list of documents with columns for Effective Date, Document Name, Category, Upload Date, and Uploaded By.

Effective Date	Document Name	Category	Upload Date	Uploaded By
3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
3/20/2018	CONSENT FOR USE OF PSYCHOACTIVE MED-MELATONIN.pdf	CONSENTS	3/20/2018	LPaige
3/19/2018	T/O-3/19/18.pdf	Clinical Document	3/20/2018	LPaige
3/19/2018	T/O-3/19/18.pdf	Clinical Document	3/20/2018	LPaige
3/19/2018	Deer Care psychological progress note.pdf	Clinical Document	3/20/2018	CJackson
3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
3/14/2018	LABS-CBC-RESULTS.pdf	LABS	3/16/2018	LPaige
3/14/2018	X-RAY-KUB 1V.pdf	X-RAYS	3/16/2018	LPaige
3/14/2018	X-RAY-KUB 1V.pdf	X-RAYS	3/16/2018	LPaige
3/12/2018	Med Management Psychiatry Progress Note.pdf	Clinical Document	3/16/2018	CJackson
3/14/2018	MEDICINE CHEST PHARMACY.pdf	Pharmacy	3/15/2018	LPaige
3/14/2018	LABS-CBC-RESULTS.pdf	LABS	3/15/2018	LPaige
3/12/2018	T/O-3/12/18.pdf	Clinical Document	3/14/2018	LPaige
3/12/2018	T/O-3/12/18.pdf	Clinical Document	3/14/2018	LPaige
3/12/2018	LABS-BMP-CBC-RESULTS.pdf	LABS	3/14/2018	LPaige
3/12/2018	CONSENT FOR USE OF PSYCHOACTIVE MED-LEXAPROF.pdf	CONSENTS	3/14/2018	LPaige
3/12/2018	PH-DR ACOSTA.pdf	Progress Note	3/14/2018	LPaige
3/1/2018	WOUND CARE SPECIALIST EVAL.pdf	Clinical - Other	3/14/2018	LPaige

- You can select the PDF document by browsing on your PC – select the PDF where you stored it. When you have completed all the information and selected the PDF, click Upload.

The screenshot shows a web browser window with the 'Upload New Document' form open. The form includes fields for 'Effective Date' (3/26/2018), 'Name', 'Category' (set to 'Other'), and 'File' (with a 'Browse...' button). 'Upload' and 'Cancel' buttons are at the bottom of the form. In the background, a table lists existing documents with columns for Effective Date, Document Name, Category, Upload Date, and Uploaded By.

	Effective Date	Document Name	Category	Upload Date	Uploaded By
edit del	3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
edit del	3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
edit del	3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
edit del	3/10/2018	T/O-3/10/18.pdf	Clinical Document	3/23/2018	LPaige
edit del	3/20/2018	CONSENT FOR USE OF PSYCHOACTIVE MED-MELATONIN.pdf	CONSENTS	3/20/2018	LPaige
edit del	3/19/2018	T/O-3/19/18.pdf	Clinical Document	3/20/2018	LPaige
edit del	3/19/2018	T/O-3/19/18.pdf	Clinical Document	3/20/2018	LPaige
edit del	3/19/2018	Deer Oaks psychological progress note.pdf	Clinical Document	3/20/2018	CJackson
edit del	3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
edit del	3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
edit del	3/19/2018	LABS-CMP-CBC-RESULTS.pdf	LABS	3/20/2018	LPaige
edit del	3/14/2018	LABS-CBC-RESULTS.pdf	LABS	3/16/2018	LPaige
edit del	3/14/2018	X-RAY-KUB 1V.pdf	X-RAYS	3/16/2018	LPaige
edit del	3/14/2018	X-RAY-KUB 1V.pdf	X-RAYS	3/16/2018	LPaige
edit del	3/12/2018	Med Management Psychiatry Progress Note.pdf	Clinical Document	3/16/2018	CJackson
edit del	3/14/2018	MEDICINE CHEST PHARMACY.pdf	Pharmacy	3/15/2018	LPaige
edit del	3/14/2018	LABS-CBC-RESULTS.pdf	LABS	3/15/2018	LPaige
edit del	3/12/2018	T/O-3/12/18.pdf	Clinical Document	3/14/2018	LPaige
edit del	3/12/2018	T/O-3/12/18.pdf	Clinical Document	3/14/2018	LPaige
edit del	3/12/2018	LABS-BMP-CBC-RESULTS.pdf	LABS	3/14/2018	LPaige
edit del	3/12/2018	CONSENT FOR USE OF PSYCHOACTIVE MED-LEXAPRO.pdf	CONSENTS	3/14/2018	LPaige
edit del	3/12/2018	PN-DR ACOSTA.pdf	Progress Note	3/14/2018	LPaige
edit del	3/12/2018	WOUND CARE SPECIALIST EVAL.pdf	Clinical - Other	3/14/2018	LPaige