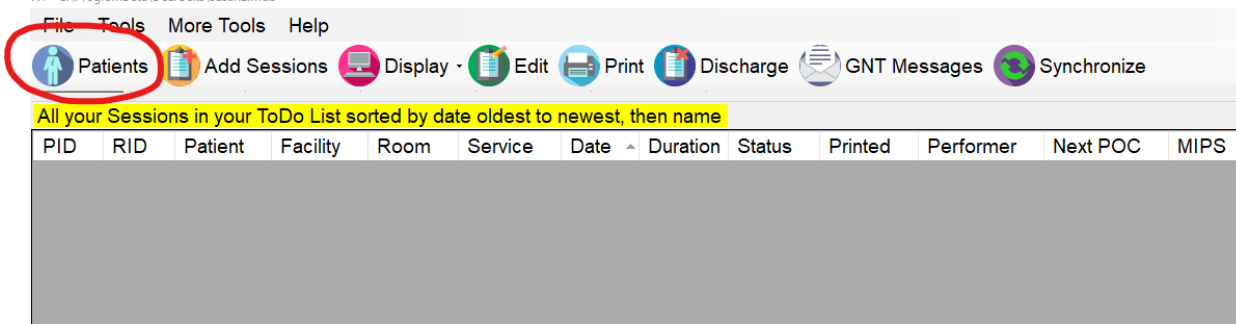


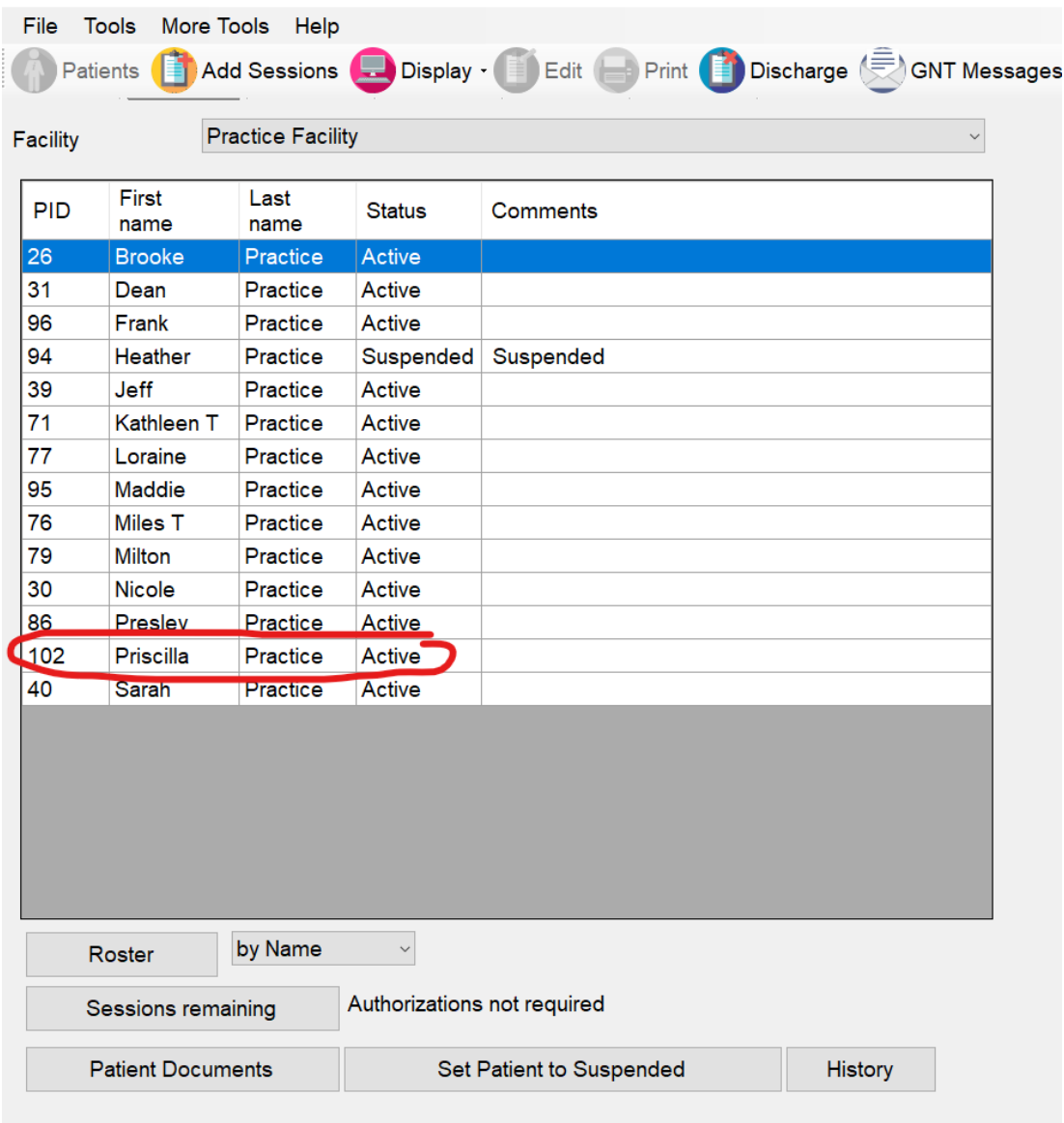
# Changing a patient's skilled status

This document shows you how to change the patient status and then update a GNT document.

Step 1: Click the Patient Tab in the top left of GNT home screen.



Step 2: Select the patient you wish to change in the pick list on the left side of the window.



Step 3: Select the skilled status you want the patient to be changed to from the drop down, and check Hospice if appropriate.

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Facility Practice Facility

PID	First name	Last name	Status	Comments
26	Brooke	Practice	Active	
31	Dean	Practice	Active	
96	Frank	Practice	Active	
94	Heather	Practice	Suspended	Suspended
39	Jeff	Practice	Active	
71	Kathleen T	Practice	Active	
77	Loraine	Practice	Active	
95	Maddie	Practice	Active	
76	Miles T	Practice	Active	
79	Milton	Practice	Active	
30	Nicole	Practice	Active	
86	Presley	Practice	Active	
102	Priscilla	Practice	Active	
40	Sarah	Practice	Active	

Roster by Name

Sessions remaining Authorizations not required

Patient Documents Set Patient to Suspended History

Firstname Priscilla Lastname Practice  
Location Practice Facility  
Room 250 Language English  
Psychological Diagnoses Primary F33.1 Secondary F02.81 Tertiary  
Psychiatric Diagnoses Primary Secondary Tertiary  
POS Non-Skilled Facility Hospice  
DOB 1/1/1940  
Gender Female Date of DA  
Insurances  
Physician Practice, PCP Discharged  
Testing  
Race Caucasian Weeks Between Visits 2  
Save Changes

Step 4: Click the **Save Changes** button. When you click Save Changes the following pop up box will appear:

GNT

Do you want this new POS to be applied to any past notes?

Copy Yes No

Step 5: Select YES and then a box will appear that lists the dates of all the notes for that patient:

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Facility Practice Facility

Firstname Priscilla Lastname Practice

PID	First name
26	Brooke
31	Dean
96	Frank
94	Heather
39	Jeff
71	Kathleen T
77	Loraine
95	Maddie
76	Miles T
79	Milton
30	Nicole
86	Presley
102	Priscilla
40	Sarah

Select dates of service to change

- 1/28/2021 8:00 AM
- 1/27/2021 8:20 AM
- 1/22/2021 8:50 AM

Cancel OK

Save Changes

0 records

Step 6: Select the dates you want to change and click OK. The notes will automatically be updated with the new Place of Service.