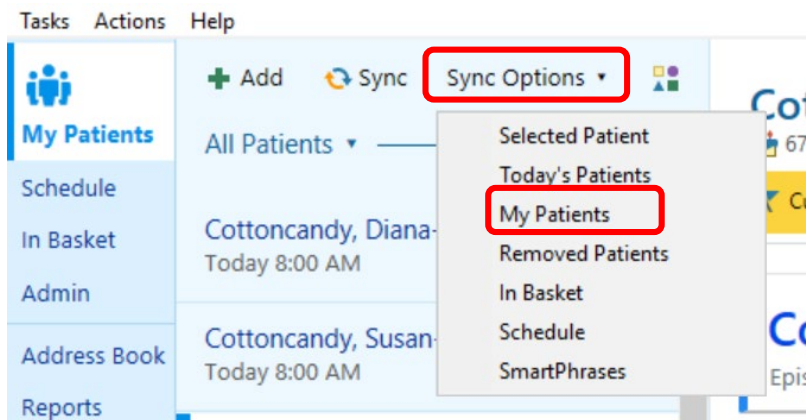


Syncing Patients Best Practice

We have asked staff to do a “Big Button Sync” at least twice a day when you are working. We discovered if any of the patients on your caseload do not have a visit scheduled for the week and you have not done anything in the record recently (like document a phone call), you may not sync all of your patients with a “Big Button Sync.”

Best practice is to click on “Sync Options” and then click on “My Patients” at the beginning of your day to make sure you receive the most recent information in all of your patient’s charts. Please also repeat this sync at the end of your day.



It is also best practice to sync each patient after you complete their visit by clicking on the patient’s individual syncn option (see below). Thank you.

