

Resident, Staff & Community Messages

There are 3 types of messages. Resident, Staff, and Facility/Community.

Creating a facility/community Message

Step 1. The Community message is created at the “HQ” level.

The screenshot shows the VorroHealth Charting dashboard for user Walter Harriman (Nurse). The 'Community Message' section is highlighted with a red circle. It displays a message titled 'There's a thing on the other thing (04/13/2015)' with the following text: 'Candy canes candy canes jujubes brownie liquorice tootsie roll. Tiramisu icing jelly beans dessert pudding pudding candy canes chocolate cake. Topping bonbon dessert cotton candy topping. Sugar plum fruitcake icing cupcake. Dragée chupa chups cookie chocolate cake jelly beans marshmallow chupa chups.' Below this, there are other messages: 'And another thing... (04/12/2015)' and 'Something Amazing! (04/09/2015)'. The dashboard also includes sections for 'Recent Records', 'Tasks', 'Staff Messages', 'Birthdays Next 30 Days', and 'New Residents Past 7 Days'.

Step 2. Select the “Community Record” link. This will take you to the Setup: Charting Facility Message.

The screenshot shows a navigation menu for 'Demo Unit' under 'Information'. The 'Setup: Community Information' link is selected. A red arrow points to the 'Setup: Charting Facility Message' option within the expanded menu.

Step 3. A history of facility/community Messages will be displayed. To create a new facility/community message, click the new entry button.

The screenshot shows the 'Setup: Charting Facility Message' table. A red arrow points to the 'New Entry' button in the top right corner. The table contains the following data:

Date	Title	End Date	Edit Delete
06/05/2015	Staff In-service Training	06/12/2015	[Edit] [Delete]
08/01/2015	4th of July Party	08/03/2015	[Edit] [Delete]
04/13/2015	There's a thing on the other thing	04/30/2115	[Edit] [Delete]
04/12/2015	And another thing...	04/29/2115	[Edit] [Delete]
04/09/2015	Something Amazing!	04/30/2115	[Edit] [Delete]

Step 4. Create a facility/community message. A start and end date are required to indicate when you want the message to appear and when you want the message to drop off. If no end date is selected, 7 days will be the defaulted duration for facility/community note to be displayed.

Setup: Charting Facility Message

*** Required**

Date * 06/05/2015 

Title * Staff In-service Training

Message *

To All Staff:
CPR/First Aid training will be in the Activity room at 1pm today.

Path:

End Date
Default 7 days

06/12/2015 

*** Required**

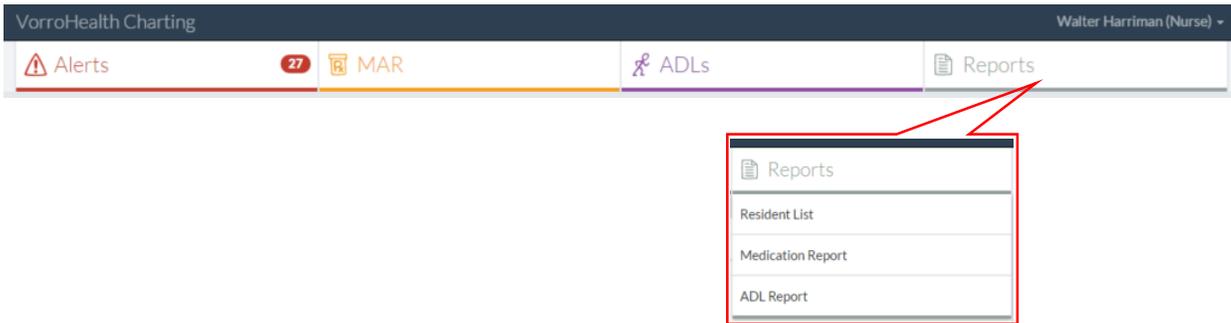
Step 5. The facility/community message will appear as seen below on the charting site. In this example the note will drop off the message board in 7 days.

Community Message

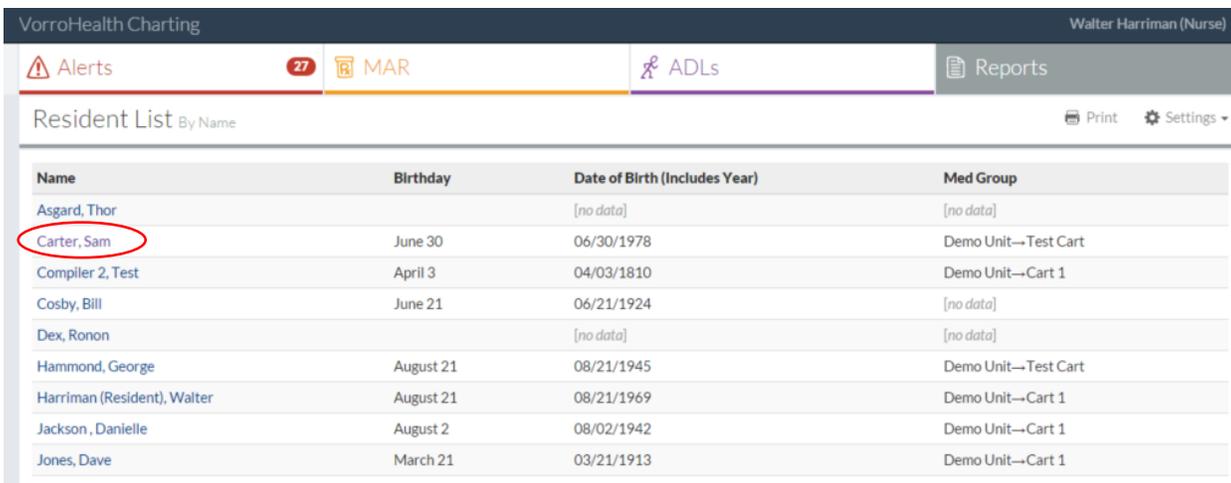
- Staff In-service Training (06/05/2015)
To All Staff:
CPR/First Aid training will be in the Activity room at 1pm today.
- There's a thing on the other thing (04/13/2015)
- And another thing... (04/12/2015)
- Something Amazing! (04/09/2015)

Creating a Resident Message on the Charting Site

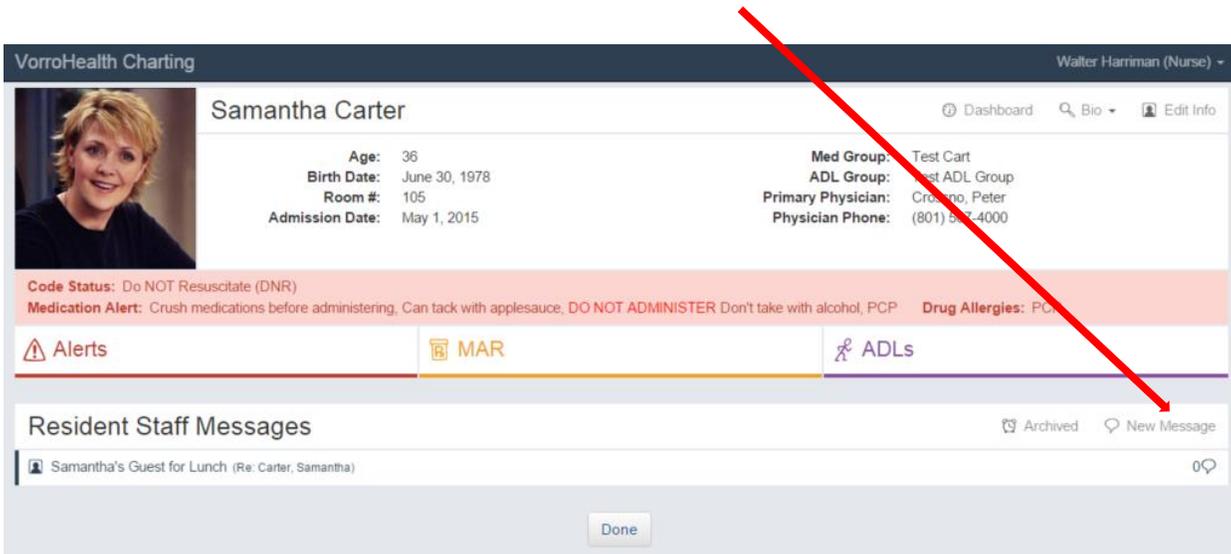
Step 1. Select a resident to create a message for. Go to Reports – Resident List



Step 2. Select a resident.



Step 3. Create a new message by clicking the “New Message” link.



VorroHealth Charting Walter Harriman (Nurse) ▾

*** Required**

New Resident Message

Regarding: Carter, Samantha

Subject: *

Message: *

*** Required**

Step 4. New messages will be red in color until they are viewed by staff.

VorroHealth Charting Walter Harriman (Nurse) ▾



Samantha Carter

Age: 36
 Birth Date: June 30, 1978
 Room #: 105
 Admission Date: May 1, 2015

Med Group: Test Cart
 ADL Group: Test ADL Group
 Primary Physician: Crossno, Peter
 Physician Phone: (801) 507-4000

Code Status: Do NOT Resuscitate (DNR)
Medication Alert: Crush medications before administering, Can tack with applesauce, DO NOT ADMINISTER Don't take with alcohol, PCP
Drug Allergies: PCP

Dashboard 🔍 Bio ▾ Edit Info

Alerts MAR ADLs

Resident Staff Messages

Archived New Message

- Sam going to Visit Family (Re: Carter, Samantha) 0
- Samantha's Guest for Lunch (Re: Carter, Samantha) 0

When viewed on the charting home page, the new message will also be red in color until viewed by staff.

VorroHealth Charting Walter Harriman (Nurse) ▾

Alerts 27 MAR ADLs Reports

Recent Records

- Carter, Samantha
- Simmons, Tealc
- Cosby, Billy
- Compiler 2, Test
- Asgard, Thor

Tasks

- Add New Incident
- Add New Maintenance Ticket
- View Auto Med Import 10

Community Message

Staff In-service Training (06/05/2015)

To All Staff:
CPR/First Aid training will be in the Activity room at 1pm today.

There's a thing on the other thing (04/13/2015)

And another thing... (04/12/2015)

Something Amazing! (04/09/2015)

Staff Messages

Archived New Message

- Sam going to Visit Family (Re: Carter, Samantha) 0
- Samantha's Guest for Lunch (Re: Carter, Samantha) 0
- Test Message (Re: Simmons, Tealc) 3
- This is a new staff message! 0
- This is a new message that is new! 1
- This is a test! (Re: Simmons, Tealc) 0

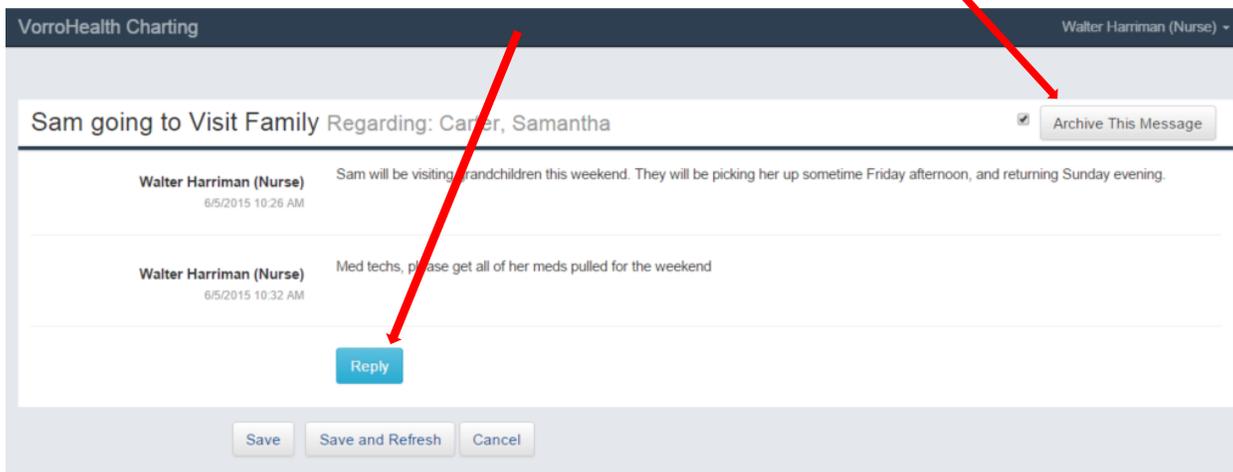
Birthdays Next 30 Days

- Cosby, Billy June 21
- Carter, Samantha June 30

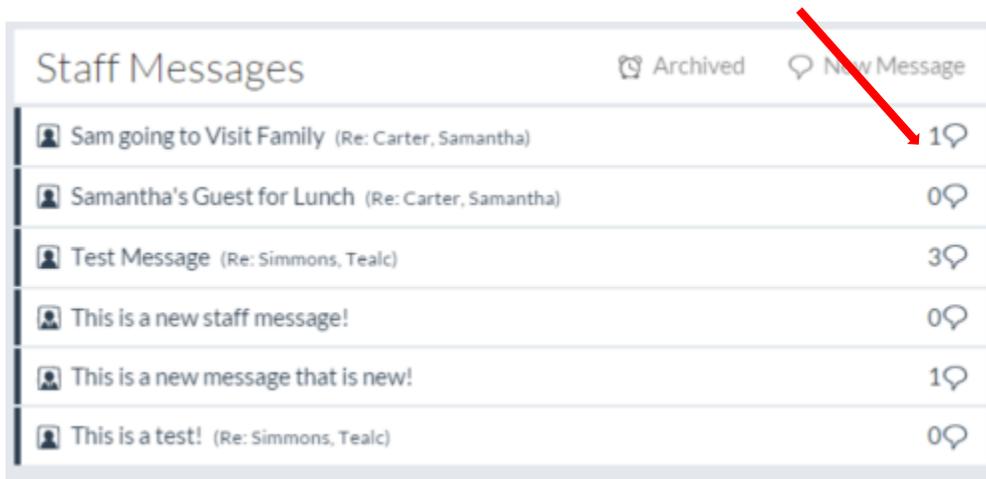
New Residents Past 7 Days

- Rose, Charlie June 01

Step 5. Other staff can add to this message by clicking on the message link and then clicking the reply button. You can also Archive the message by selecting the Archive this Message button.



Step 6. All “reply’s” to each message will be displayed by a number by the message.



Creating a Staff Message on the Charting Site

Step 1. Create a new staff message by clicking the “New Message” link.

The screenshot shows the VorroHealth Charting interface. At the top, there are navigation tabs for Alerts (27), MAR, ADLs, and Reports. The user is identified as Walter Harriman (Nurse). The main content area is divided into several sections: Recent Records (listing staff members like Carter, Samantha), Tasks (with options like Add New Incident, Add New Maintenance Ticket, and View Auto Med Import), Community Message (with a message about CPR/First Aid training), Staff Messages (with a 'New Message' link highlighted by a red arrow), Birthdays (listing staff members and dates), and New Residents (listing a new resident).

Step 2. Messages can be sent to all staff or individuals. To send to an individual, click the Select Staff button and then select the staff member

The screenshot shows the 'New Staff Message' form. It has a 'Required' indicator. The form includes a 'For' section with radio buttons for 'All Staff' and 'Select Staff'. The 'Select' section has checkboxes for staff members: Admin, Amy (checked), Bra'tac (Admin), Master, CNA, CNA, Harriman (Nurse), Walter, and Nightingale, Florence. The 'Subject' field contains 'Amy PTO request'. The 'Message' field contains 'Hi Amy, Can I please have off this weekend for a family emergency? Thanks, Walter'. At the bottom, there are 'Save' and 'Cancel' buttons.

Step 3. New messages will be red in color until they are viewed by staff. In this example, only Amy Admin will see the message since it was just sent to her.

Staff Messages		Archived	New Message
 Amy PTO request.	0		
 Samantha's Guest for Lunch (Re: Carter, Samantha)	0		
 Test Message (Re: Simmons, Tealc)	3		
 This is a new staff message!	0		
 This is a new message that is new!	1		
 This is a test! (Re: Simmons, Tealc)	0		