

Create a New Case

Last Modified on 15/07/2024 12:00 pm ACST

Create a New Case

1. [Search](#) for a patient.
2. Click **Show** to load the patient.
3. In the menu, click **Cases & Programs**.
4. In the Cases screen, click **New**.
 - a. A blank case record will appear.
5. Specify Case Parameters
 - a. In the **Case Category** field, select a relevant case category.
 - b. In the **Location** field, select a location where the case is being presented.
 - c. In the **Reference** field, enter a description of the case.
 - d. In the **Case Worker** field, search for and select an appropriate provider.
 - e. Optionally, if a **Patient Entitlement** is associated with this case and available, you can select one at this point.
 - i. If a case category is configured with a patient entitlement and nothing is selected, a [new entitlement will be started](#) when the case is opened.
 - f. Enter **Start Date**
6. To open the new case, click **Open**.

Note: If the case category chosen is DVA Community Nursing and the service rendered is for a White Card holder and the service provided in accordance with the White Card Condition, then tick the box Accepted Disability Indicator.

The case will be given a case number and a start date, which is the current date. The date can be amended by clicking on **Show**. Likewise, if you have added associate [Checklist](#), you can view by clicking on show.

EditHoldClosedCancelled

Dashboard / Clients / Miss John Smith / Cases & Programs / Cardiology - 23

Case was successfully updated.

Admission checklists

✔ Identification verification✔ Guarantor verifications✕ NOK notify and consent taken

Cardiology - 23

Case Number	23
Case Category	Cardiology
Reference	
Case Worker	Dr Darlene HALL
Location	TTEST Location
Checklist	Admission checklists
Status	Open
Start	20/05/2024
End	