

# CareRight Navigation

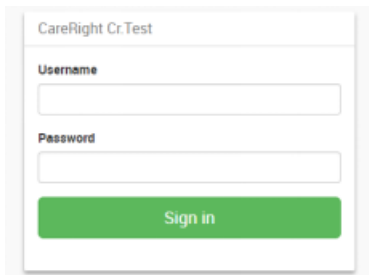
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## CareRight Navigation

CareRight is a web-based application.

### Logging On to CareRight

1. Open a web browser (preferably Chrome, Firefox or Internet Explorer).
2. Go to the website URL provided to you.
  - a. The following login Screen will display.
3. In the **Username** field, enter your user name.
4. In the **Password** field, enter your password.
5. Select the **Sign in** button.

A screenshot of the CareRight login screen. It features a white box with a light gray border. At the top, it says "CareRight Cr.Test". Below this, there are two input fields: "Username" and "Password". At the bottom of the box is a green button with the text "Sign in" in white.

Some users may be presented the option to *Single Sign In* - see the main article, [SAML](#), for more detail.

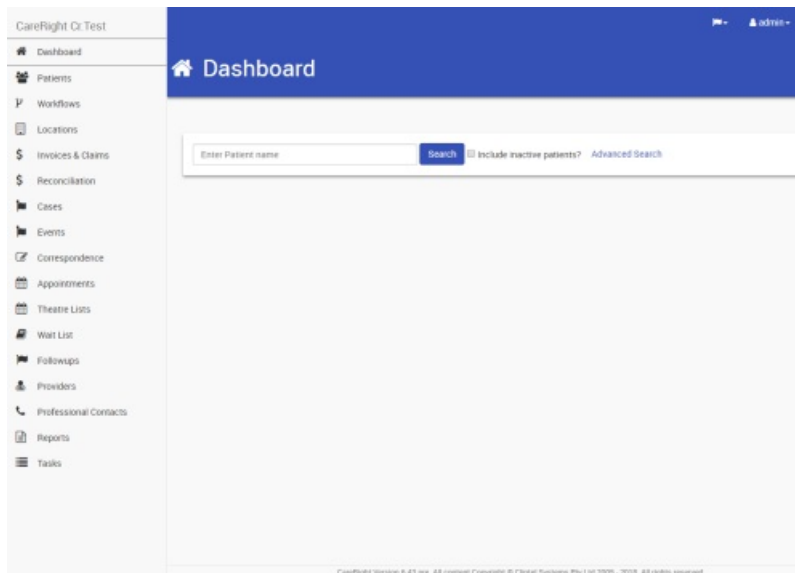
### Logging Out of CareRight

1. In the top left corner of the dashboard is the admin menu.
2. Click on the arrow and another menu will open.
3. Select **Logout** option.
  - a. The original login screen will display along with a message advising that you have 'Signed out successfully.'



### CareRight Dashboard

Once you have logged on successfully, the following dashboard will display. This is the main screen for CareRight with the main menu on the left side.



## Today's Appointments (v6.64 Enhancements)

For **Providers** who have appointments, the Dashboard will automatically inform you of relevant details (for Admins, please enable the "Dashboard Show Appointments" Global Setting to enable this feature).

v6.64 enhancements to this panel include:

- Dynamic Header: Displays the current day and date; and,
- Date Navigation: Use the arrow keys to navigate forward or backward between appointment sessions, click Today to return to today's date or click the mini-calendar icon to select a specific date.

Wednesday, Feb 26 Appointments (about 1 month in the past)			<	Today	
Time	Details	Patient			
11:00	East St Kilda Clinic DESC C - Consult System Administrator	Miss Denise Alisha Jordan 0405919583	Form		
		Booked			

## CareRight Menu

The menu on the left side of the main dashboard will change depending on what action you are taking.

Patients	This will display 'favourite' patients – these may be regularly accessed patients (a flag is set on a patient record for it to appear in this list).
Workflows	
Locations	This will display a list of the active locations associated with your practise (this can relate to billing locations).
Invoices & Claims	This will display a summary of invoices and claims (Paid, unpaid, etc) for each type of

	claim (Bulk billed, IMC etc) for every location.
Reconciliation	
Cases	
Events	
Correspondence	Used to access patient and user correspondence.
Appointments	Displays the appointment management system.
Theatre Lists	This will display any theatre sessions.
Wait List	This will display patients currently on the wait list for an appointment.
Follow Ups	
Providers	This allows you to access information about Providers for your location, including their appointment calendar.
Professional Contacts	This is a list of Professional Contacts associated with your location.
Reports	This displays a list of standard reports, such as financial and patient related reports.
Tasks	

## Notifications Flag

In the top toolbar you may notice a flag. This flag indicates that you currently have:

1. Open (unapproved) assessments assigned to you.
2. Reservations in the appointment calendar.



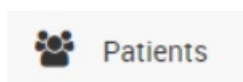
## Searching for Patients

There are two ways to search for patients in CareRight:

- Simple Search
- Advanced Search (includes additional search criteria about one or more patient attributes)

### Simple Search

1. From the CareRight Dashboard.
2. Select Patients from the menu.
3. Enter the patient name (e.g., John Smith).
4. Select **Search** button.



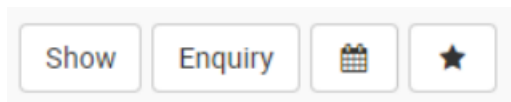
## Advanced Search

1. From the CareRight Dashboard
2. Select **Patients** from the menu.
3. Select the **Advanced Search** link next to the search box.
4. The Advanced Search screen will display:
  - a. Patient Details – Name, Gender, Medicare Number, Date of Birth
  - b. Financial – Invoice Number
  - c. Admission – Dates, Doctor, Location
  - d. Diagnosis – Diagnosis code
5. Fill in the relevant search criteria.
6. Select **Search** button.

**Advanced Search**

## Search Results

If one or many Patient records exists which match the search criteria, they will display in the Search Results section of the screen. These Patient records will be listed, and each will have the following icons alongside of the record:



- **Show** – this button will open the patient record
  - **Enquiry** – this button will open a screen to record an enquiry
  - **Calendar icon** – this will take you directly to the Patients Appointments screen.
  - **Star icon** – this will add the patient to the 'My Patients' list (this may be a regularly accessed patient).
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