Steps to Complete the Comprehensive Assessment and Plan of Care (MD’s)

If you are Courtesy Staff and don’t have access to Crystal Reports, you will receive this document via fax from NKC (Courtesy Staff start with step 7)

1) Login to Crystal Reports
2) Click on Comprehensive Assessment and Plan of Care
3) Select Date (in most case you will use the current date)
4) Select Patient by click box next to name
5) Click Submit and run
6) When Report is complete, Print
7) Fill out all required pages (this depends on whether patient is New or not, if not a New pt look for STOP HERE around page 8 or 9) and sign the last page. NEPHROLOGIST MUST sign after reviewing even if form is completed by ARNP
8) Fax all pages back to patients home unit.

Using this ICON Login to Crystal Reports
Click on Comprehensive Assessment and Plan of Care
Select Date Here

Select Patient by clicking in box next to Name.

Click on Submit and Run or you can “Schedule Report” to run at a later time.
If you scheduled Report to run at a later time, you can view it when you login by clicking on “My Report”.

Then click on “View” for any Report you want to See and/or Print.
Once you have completed the Document, sign it and Fax back to the patients Home Unit.