

Quick Guide to Using Ensocare

1

Select Packet-Upload and Open Care Finder-Pro

2

Search for Placement/Service Providers using a Quick List or Advanced Search

Quick List:

- » Select the Level of Care.
- » Select the Cerner "Reporting Category."
- » Click on the Quick List category for providers you would like to select (example Acute Rehab).

Advanced Search:

- » Click the "Placement Options" or "Service Options" tab, then select the levels of care that you would like to search.
- » Enter demographic search criteria in the bottom part of the screen (name, zip code, etc).
- » Click "Search for Providers."

3

Selecting Providers & Attaching Clinicals

- » Click "Select Providers."
- » Select the clinical packet by checking the box to the left of the packet.
- » Evaluate the clinical packet by clicking blue plus sign to open an expandable view containing thumbnails of the packet. Select or deselect individual pages as appropriate.
- » Click "Select Clinicals."
- » Review facilities and clinical information; add notes in the comments box as appropriate.
- » Click "Confirm and Send."
- » On the Transition Plan, the Post Acute Placement and/or Post Acute Service component will update to reflect pending referrals. Responses of Accepted, Declined, or Considering populate automatically as providers respond to the referral.
- » Additional Post Acute Placement or Post Acute service inquiries can be sent by clicking "Add Placement/Services."

4

Book to Necessary Level of Care

- » Go to the Transition Plan, select the level of care you would like to book for the patient.
- » Find the specific post-acute placement or service provider.
- » Select provider and click “Book.”
- » Ensure that necessary Placement and Service Items have been booked for the patient.
- » Click “Close Patient.”

5

Closing a Patient Encounter

- » Upon clicking “Close Patient,” a dialog box will appear asking you to confirm that you would like to mark the patient as closed. Press “Confirm” or “Cancel.”
- » Once confirmed, the patient is considered closed and you cannot send any more referrals on behalf of the patient.
- » In the event additional items are needed, you may reopen the patient and send additional referrals.