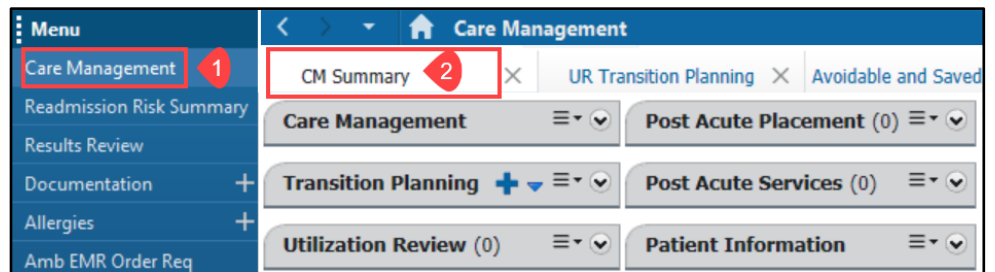## CM Summary Navigation

The folders within the CM Summary page view provide convenient access to the patient's current hospital encounter on one screen. Folders may display information, include hyperlinks to areas of the chart, and/or hyperlinks to documents.
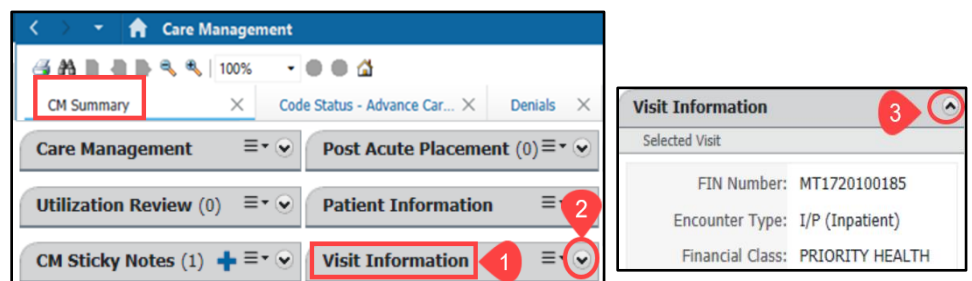
1. Select **Care Management** from the dark blue menu.
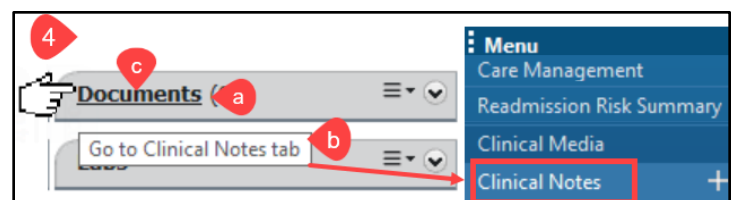
2. Select **CM Summary.**

Viewing folder contents:

1. Navigate to the desired folder.

2. Select the drop-down arrow to expand the folder.

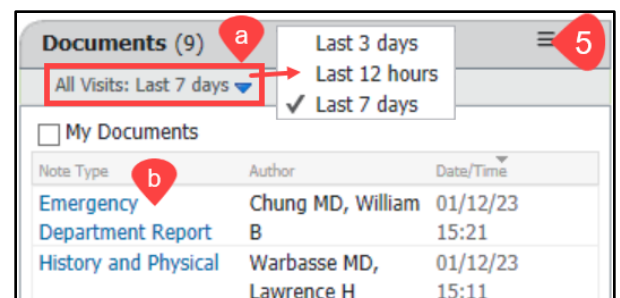3. After viewing, select the arrow to collapse the folder contents.

4. Some folder titles are hyperlinks to specific areas within the patient chart.

   a. Hover the cursor over the folder title.

   b. A box will display indicating the hyperlink destination.

   c. Select the hyperlink to navigate to that section of the chart and view the information.

5. Some folders contain hyperlinks to documents.

   a. Select the blue arrow to filter the desired time period.

   b. Select the blue hyperlink to view the document.

6. The Risk Indicators folder displays the Readmission Risk Score, BOOST Ps, and Transition of Care information.

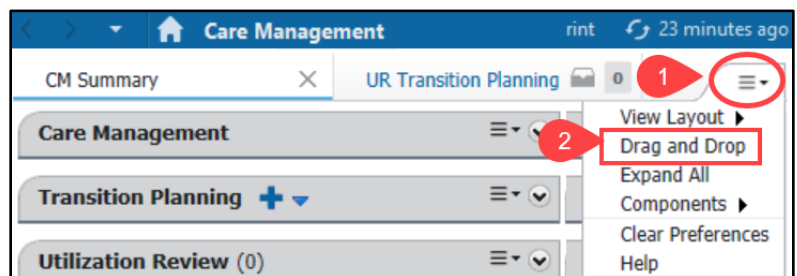   a. Select the blue hyperlinks to view details in each category.

Note: For more information on Risk Indicators, please review the educational document **Readmission Prevention Solution** located on the Clinical EHR Education website.
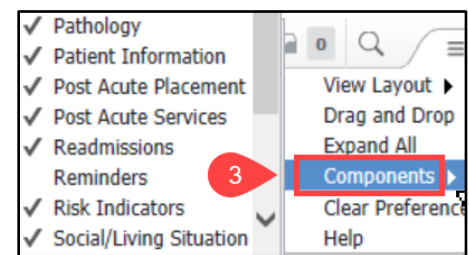
Customizing the folders

Folders can be rearranged on the screen and be color coded for user preference.

1. Select arrow next to the pancake stack on the right side of the screen to view options.

2. Select **Drag and Drop** to rearrange the folders on the screen.
   - Select **Drag and Drop** again when finished to save the changes.

3. Select **Components** to add or remove folders from the viewing screen.
   - Uncheck the item to remove the folder.
   - Re-check the item to add the folder.

4. Select the pancake stack located on each folder to choose a color theme or set folders to an expanded or collapsed view.

   a. Color theme example.