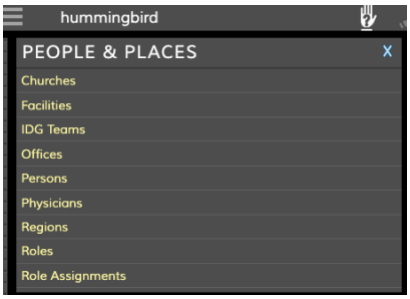
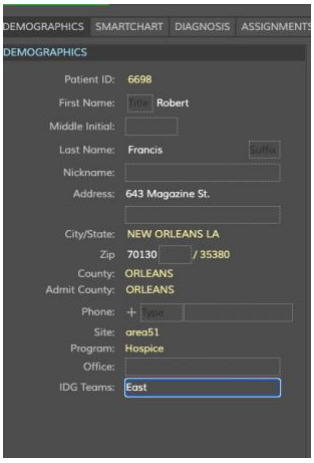
Assignments and Visit Frequency

To assign staff to patients and set the visit frequency, IDG teams must first be set up. The Assignment tab is read-only.

This is done from the Admin page, using IDG Teams in the PEOPLE & PLACES section.

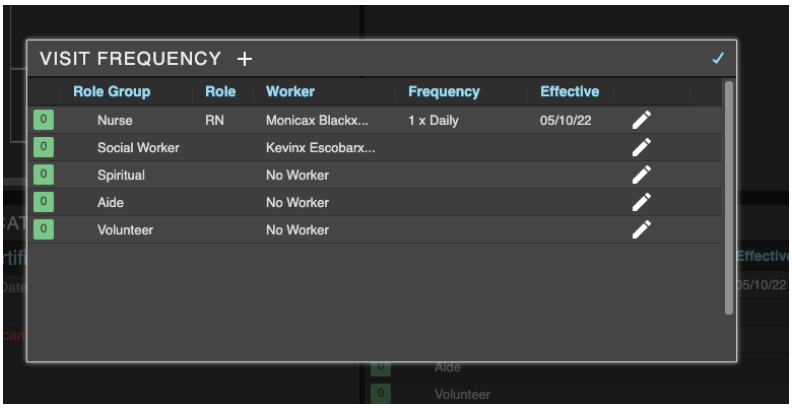


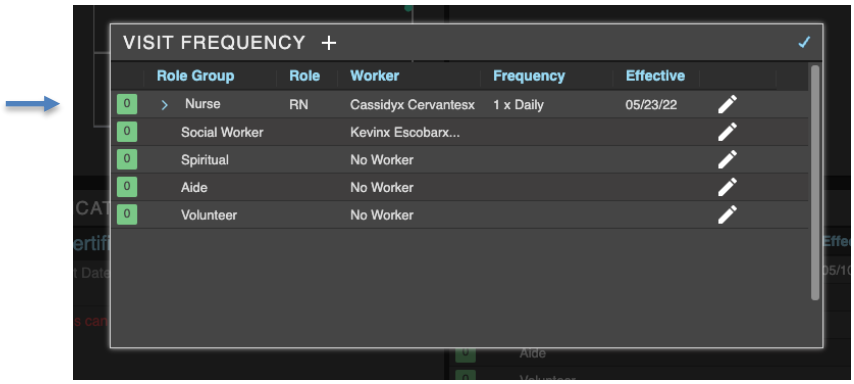
When admitting a patient, assign to the appropriate team when entering demographic information.



All the members of the team will automatically be assigned to the patient. This does not mean all those team members will make visits to the patient; that will be addressed by the visit frequencies. Assignments will not have to be entered in separate places.

The Visit Frequency widget is where you will determine which of the assigned staff is visiting the patient. The widget must be expanded to make any changes, as well as see the specific team member making the visits.



To add frequencies to the listed team members, use the pencil icon. If there is more than one person in a role, for example, two RN's are listed, using the pencil icon will allow you to choose the specific team member. To add a role not listed, use the plus sign (+) and adjust frequencies with the pencil icon.

If there have been frequency changes for a role, a caret icon (>) will appear next to the role. Click that icon to see previous frequencies.