
FAQ – “How do I add new episodes or extra phases?”

A - Adding a new Episode Record

- Ensure you are on the correct **Patient Record** in the patient screen
- Select the **‘Episode’** data set from the **‘Set List’**. The ‘Episode Details’ Screen will now be displayed in the ‘Edit View’.
- Click on **‘Add’** — a new Episode Record will be opened in the ‘Edit View’.
- Complete the fields as explained in the PCOC dataset or cheatsheet

A - Adding a new Phase Record

Clinical information relating to the client’s Palliative Care is recorded in the PallCare screen.

- Ensure you are on the correct **Patient Record** in the patient screen and the correct **Episode Record**
- Select the **‘PallCare’** data set from the **‘Set List’**. The ‘Pall Care Phase Details’ Screen will now be displayed in the ‘Edit View’.
- Click on **‘Add’** — a new Pall Care Record will be opened in the ‘Edit View’.
- Complete the fields as explained in the PCOC dataset or cheatsheet

If you require any further assistance, please contact your PCOC Quality Improvement Facilitator.