## CREATING ASSIGNMENTS FOR A CARE PROVIDER OR CARE TEAM USING STAFF ASSIGNMENT

Complete the following steps to create an assignment for a care provider using Staff Assignment

1. Open PowerChart and select **Staff Assignment** (Staff Assignment).

2. Select an activity from the Assignment Type. Select **Add Care Providers** ( ). The Add Care Providers dialog box is displayed.

3. Enter the name of the care provider that you want to add in the Individuals search element. The provider name is displayed in the Individuals box.

4. Select the name of the appropriate care provider and drag it into the Assigned Care Providers list. The **OK** button is now available. Select **OK**.
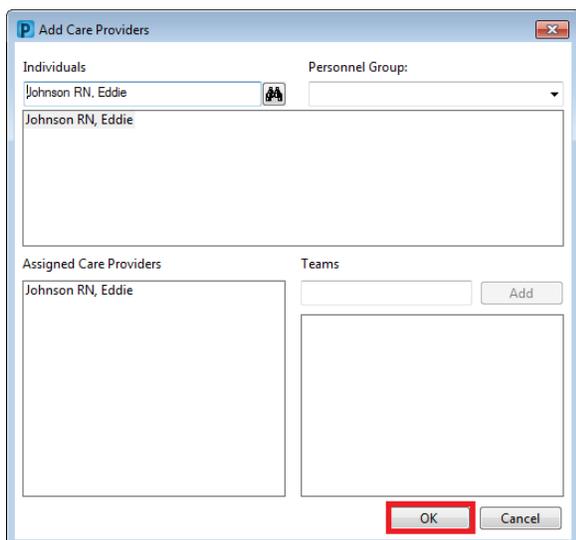
5. To assign a room, select the room and drag the room onto the care provider in the pane on the right. The room, bed, and patient are displayed in the tree under the Providers list and only the Provider row is highlighted (in dark gray) to indicate that an assignment has been given to the provider. The room, bed, and patient are displayed in the tree under the provider's name. As the room is selected and assigned to the care provider, the room row is highlighted in blue, and the rows for the bed and patient are highlighted in light gray.
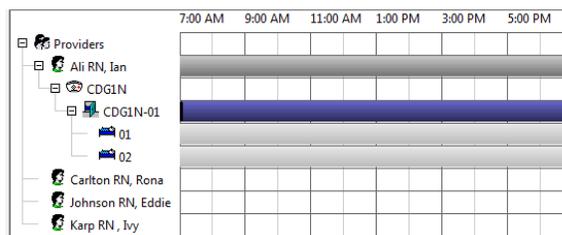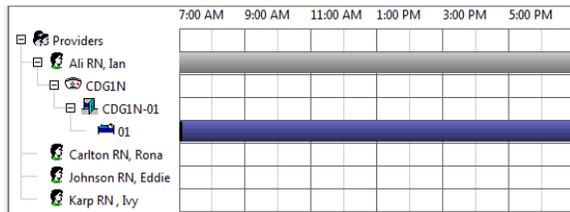

6. To assign a bed, select the bed and drag the bed onto the care provider in the pane on the right (or bottom, depending on the selected view). The room, bed, and patient are displayed in the tree under the Providers list and the rows are not highlighted. The room, bed, and patient are displayed in the tree under the provider's name. As the bed is selected and assigned to the provider, the bed row is highlighted in blue, and the row for the patient is

highlighted in light gray.

7. To assign a patient, select a patient, and drag and drop the patient onto the care provider in the pane on the right. The room, bed, and patient are displayed in the tree under the providers list and the rows are not highlighted. The building, room, bed, and patient are displayed in the tree under the provider's name. As the patient is selected and assigned to the provider, the patient row is highlighted in blue and the building, room, and bed rows are not highlighted.


8. Select **Save**.

Rooms, beds, and patients can also be assigned to care teams. A care team is a multidisciplinary team, usually under the leadership of a physician, where each member of the team has specific responsibilities and the whole team contributes to the care of the patient. The team can consist of a physician, nurse, physiotherapist, and so on. Care teams can be added from the Add Care Providers dialog box.

Complete the following steps to add a care team:

1. Select an activity from the Assignment Type. Select **Add Care Providers** ( ). The Add Care Providers dialog box is displayed.

2. Enter the name of the care team that you want to add in the Teams element and select **Add**. The Care Team is displayed in the Teams box.

3. Select the appropriate personnel group from the Personnel Group list.

4. Drag a provider from the group to the care team.

5. Drag additional providers to the care team. The **OK** button is now available. Select **OK**.
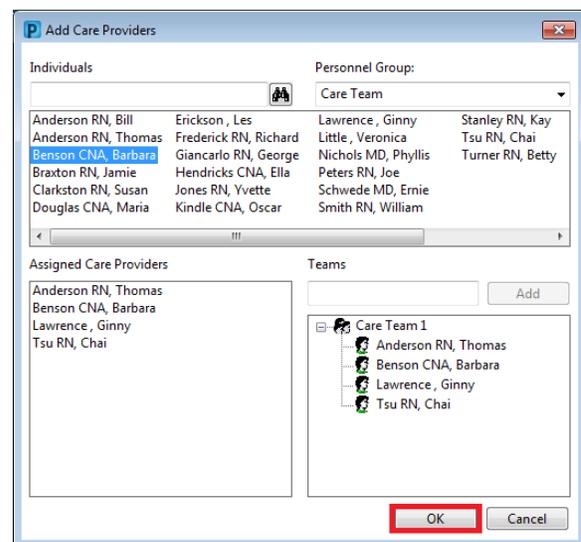
 Note: The **OK** button is unavailable upon opening the Add Care Provider dialog box and becomes available only when you add one or more care providers in the Assigned Care Provider box, or when you assign one or more care providers to the care team or teams in the Team box.