Health Notes – ChildPlus Instructions

Create this Health Event **only once** for the entire time a child is enrolled on our program. Do not create one for each year. Do not create one when children transfer or transition.

Use the Health Notes event to document health related conversations and actions that do not "belong" to an existing event or immunizations.

Event Date: Enter date event created
Status: Completed (meaning the event was created)

Adding Actions

Actions: Add actions for each health note. Document conversations and actions that do not "belong" to an existing event or immunizations. For example:
- Each time you fax a request to provider
- Reminders for upcoming WCE or Dental Exam
- Faxing for medication authorization

Scheduled: You have the option to schedule an action if you want a reminder for your to-do list. Enter Scheduled Date and Description. Open the scheduled action to data enter as follows for the completed action.
Action Date: Enter date the action is completed
Description: Enter brief, informative description
Status: Select Action Completed
Case Worker: Select your name if does not auto-fill
Action Notes: Click the Clock and document the details of the conversation or action.