

# Adding and Editing Actions

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Version 14.19

**Path: Clinical tab > Care Plans**

## About

Actions are added or suppressed from your patient's Care Plan once all Triggers are met. All reminders will appear on that chart when a patient is enrolled in a plan. In this section, you will find the steps to make changes to the actions within your existing Care Plans.

## Actions

1. Open the Manage Care Plans window by following the path above.
2. Highlight a Care Plan to update the Actions.
3. In the **Actions** section of the window, click the **Edit** button  .
4. Select an **Item Name** from the drop-down menu. The Item Name is generated from the Care Plan Items tab.
5. Select **Add** from the Action Type drop-down menu (includes the item in the Care Plan) or **Suppress** (Excludes the item from the Care Plan if it is normally included by another enrolled plan).
6. Click the **checkmark** to save changes.

Version 14.10

**Utilities > Manage Clinical Features > Care Plans**

Actions are added or suppressed from your patient's Care Plan once all Triggers are met. All reminders will appear on that chart when a patient is enrolled in a plan. In this section, you will find the steps to make changes to the actions within your existing Care Plans.

## Actions

1. Open the Manage Care Plans window.
2. Highlight a Care Plan to update the Actions.
3. From the **Actions** section, there is an option to add, edit, delete, save changes, cancel changes, and refresh the grid.



4. Use the dropdown to update the **Item Name**. The Item Name is generated from the **Care Plan Items** tab.
5. Use the dropdown to choose an **Action Type** of **Add** or **Suppress**.



**Add:** Includes the item in their Care Plan. **Suppress:** Excludes the item from their Care Plan if it is normally included by another enrolled plan.

6. Click the **checkmark** to save changes.