How to Create a Resident (Assessment-Only Orgs)

Description

Use this function to create a resident. Note: these instructions are for creating a resident file in an organization that does not use the Sales and Marketing module of RHS.

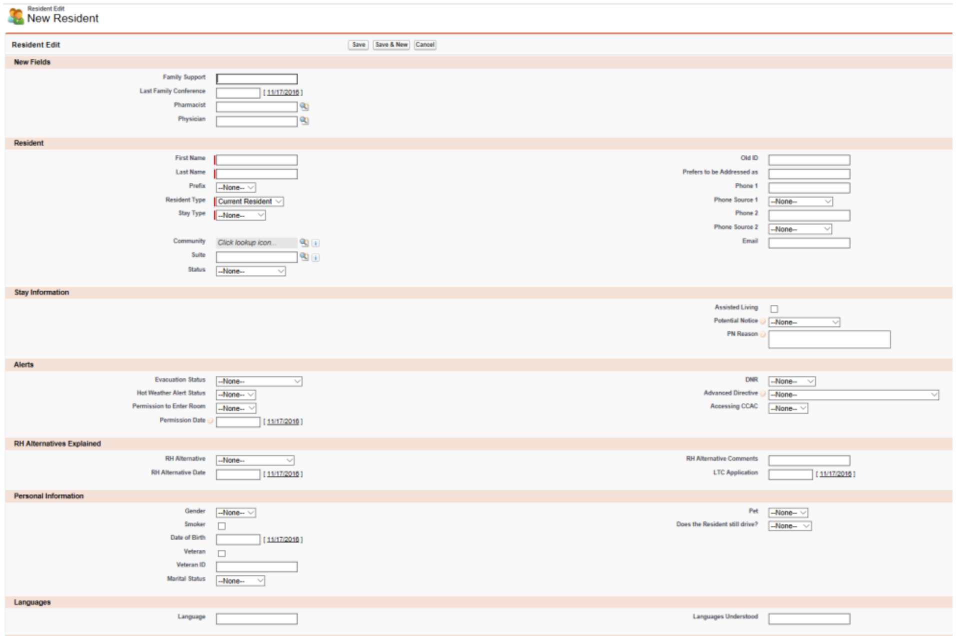
The system will:

- Create a resident file

Step by Step

1 Use the search bar to search for the resident to avoid creating a duplicate record
2 Navigate to the **Residents** tab
3 Click **New**
4 Enter **First Name**
5 Enter **Last Name**
6 Select **Prefix**
7 Select *Current Resident* as the **Resident Type**
8 Select **Stay Type**
9 Specify **Community**
10 Specify **Suite**
11 Select **Status**
12 Fill in information available for all remaining fields
13 Click **Save**

* Please note, your organization's screen may look different than the screen shot below


New Resident
Resident Edit
Save
Save & New
Cancel
New Fields
Family Support
Last Family Conference
Pharmacist
Physician
Resident
First Name
Last Name
Prefix
Resident Type
Current Resident
Stay Type
Community
Suite
Status
Old ID
Prefers to be Addressed as
Phone 1
Phone Source 1
Phone 2
Phone Source 2
Email
Stay Information
Assisted Living
Potential Notice
PN Reason
Alerts
Evacuation Status
Hot Weather Alert Status
Permission to Enter Room
Permission Date
DNR
Advanced Directive
Accessing CCAC
RH Alternatives Explained
RH Alternative
RH Alternative Date
RH Alternative Comments
LTC Application
Personal Information
Gender
Smoker
Date of Birth
Veteran
Veteran ID
Marital Status
Pet
Does the Resident still drive?
Languages
Language
Languages Understood
Insurance