Using the Resident Listing

In PointClickCare, you select residents from an alphabetical list for your facility. The resident list also provides quick access to the resident records.

You can change the Resident List view by selecting filters. You can view the resident list by All Residents, New, Current, Discharged, Waiting List, and Outpatients. These filters narrow the list of possible selections. If you have difficulty finding a resident, try changing your view filter back to All Residents.

Steps

1. Admin > Residents.

2. You can filter the resident list as needed:

   - **All Residents** - All residents in the database, regardless of status.

   - **New** - The residents with demographic data entered and no admission date.

   - **Current** - All residents listed with an active census line.

   - **Discharged** - All discharged and deceased residents.

   - **Waiting List** - All residents on the waiting list from their demographics or CRM (if needed).

   - **Outpatients** - Add (if needed).

   - **IRM Pending** - All residents set to pending admission in IRM (if needed).

3. You can sort the resident list as needed by Payer Type, Unit and Floor.

4. Do one of the following:

- Click the linked **Resident Name** to see the resident's record.

- Click **edit** to edit the resident's detail information.

- Click **adt** to enter an Quick ADT action for the resident,

Overall, how easy was it to find the information you needed today?

Extremely Hard	Somewhat Hard	Neither Hard or Easy	Somewhat Easy	Extremely Easy
1	2	3	4	5