

# point click care tutorials

## Point Click Care Tutorials: Your Comprehensive Guide to Mastering the Platform

In the rapidly evolving world of healthcare management, Point Click Care (PCC) has emerged as a leading cloud-based electronic health record (EHR) platform designed specifically for long-term and post-acute care providers. Whether you're a new user seeking to familiarize yourself with the system or an experienced professional aiming to optimize your workflow, Point Click Care tutorials are essential resources that can significantly enhance your proficiency. This comprehensive guide aims to walk you through the most important aspects of PCC, providing clear tutorials and tips to help you navigate the platform efficiently and confidently.

## Understanding Point Click Care: An Overview

Before diving into tutorials, it's important to understand what Point Click Care offers and how it benefits healthcare facilities.

### What is Point Click Care?

- Cloud-based EHR platform tailored for long-term care, nursing homes, and assisted living facilities.
- Streamlines clinical, administrative, and financial processes through integrated modules.
- Provides real-time data access, ensuring accurate and timely decision-making.

### Key Features of Point Click Care

- Resident Management
- Clinical Documentation
- Medication Administration
- Billing and Financial Management
- Staff Scheduling

- Reporting and Analytics

## **Getting Started with Point Click Care: Basic Tutorials**

For newcomers, mastering the basics of Point Click Care is the first step toward effective utilization. The following tutorials cover essential tasks to help you get started.

### **Logging Into Your PCC Account**

1. Open your preferred web browser and navigate to the Point Click Care login page.
2. Enter your assigned username and password provided by your administrator.
3. Click the "Login" button to access the dashboard.
4. If prompted, complete any two-factor authentication steps for security.

### **Navigation and User Interface Overview**

- Familiarize yourself with the main menu, typically located on the left side of the screen.
- The dashboard provides quick access to resident lists, reports, and modules.
- Use the search bar to locate residents, staff, or documentation quickly.

### **Resident Record Management**

1. Click on "Residents" from the main menu to view the list of residents.
2. Select a resident's name to open their detailed record.
3. Review and update demographic information, medical history, and care

plans as necessary.

4. Save any changes to ensure the record is up-to-date.

## **Advanced Tutorials for Efficient Workflow**

Once familiar with the basics, focus on more advanced features that can streamline daily operations and improve care delivery.

### **Documenting Clinical Notes and Care Plans**

- Navigate to the resident's record and select the "Clinical" tab.
- Choose "Progress Notes" to document ongoing care activities.
- Use predefined templates for common notes to save time.
- Ensure all documentation complies with facility and regulatory standards.
- Update care plans regularly to reflect changes in resident needs.

### **Medication Administration and MAR Management**

1. Access the resident's medication profile through the "Medications" module.
2. Review the Medication Administration Record (MAR) for scheduled doses.
3. Use the "Administer Medication" feature to document each dose administered.
4. Record any refusals or adjustments directly in the system.
5. Set alerts for medication conflicts or allergies to prevent errors.

### **Billing and Financial Management Tutorials**

- Navigate to the "Billing" module from the main menu.
- Create new charges by selecting the resident and corresponding services.
- Use the integrated billing features to generate invoices and submit claims.
- Review payment statuses and follow up on overdue accounts.
- Generate financial reports for audits and compliance.

## **Customizing and Optimizing Your PCC Experience**

Maximizing the benefits of Point Click Care involves customizing the platform to meet your facility's specific needs.

### **Setting Up User Roles and Permissions**

- Access the "Admin" or "Settings" menu.
- Define user roles such as Nurse, Administrator, or Billing Specialist.
- Assign permissions based on responsibilities to control access levels.
- Regularly review and update permissions to maintain security.

### **Configuring Alerts and Notifications**

1. Navigate to the "Notifications" settings within your profile or admin panel.
2. Set up alerts for medication times, lab results, or care plan updates.
3. Customize notification preferences for email, in-platform alerts, or SMS.
4. Test notifications to ensure proper delivery.

## Creating Custom Reports

- Access the "Reports" module and select "Custom Reports."
- Choose the data fields and filters relevant to your needs.
- Save report templates for recurring use.
- Export reports in formats such as PDF or Excel for analysis or compliance documentation.

## Troubleshooting Common Issues in Point Click Care

Even with training, users may encounter issues. Here are some common problems and solutions.

### Login Problems

- Verify your username and password.
- Reset your password using the "Forgot Password" link if necessary.
- Contact your system administrator if issues persist.

### Data Entry Errors

- Ensure correct resident identifiers when entering data.
- Use validation checks within the system to prevent incorrect entries.
- Report persistent errors to IT support for resolution.

### System Performance Issues

- Clear your browser cache and cookies.

- Update your browser to the latest version.
- Check internet connection stability.
- Contact technical support if problems continue.

## **Conclusion: Mastering Point Click Care Through Tutorials**

Mastering Point Click Care is an ongoing process that requires consistent learning and practice. Utilizing detailed tutorials, whether provided directly by PCC or through third-party training resources, can significantly enhance your efficiency and confidence in the platform. From basic navigation to advanced clinical documentation and billing procedures, comprehensive PCC tutorials empower healthcare providers to deliver better resident care while maintaining compliance and operational excellence. Remember to stay updated with new features and participate in ongoing training sessions to keep your skills sharp and your facility's operations running smoothly.

By investing time in learning Point Click Care tutorials, you're not only improving your technical proficiency but also contributing to a higher standard of care for residents, streamlined administrative processes, and overall facility success.

## **Frequently Asked Questions**

### **What are the basic steps to access Point Click Care tutorials?**

To access Point Click Care tutorials, log into your account, navigate to the Help or Resources section, and select the Tutorials option. You can also visit the official Point Click Care website's training portal for guided tutorials.

### **Where can I find video tutorials for Point Click Care features?**

Video tutorials are available on the Point Click Care YouTube channel, as well as within the platform under the Training or Help menu, providing step-by-step visual guides for various features.

## **Are there any beginner tutorials for new users of Point Click Care?**

Yes, there are beginner tutorials designed to familiarize new users with the platform's interface, basic functions, and navigation. These can be found in the 'Getting Started' section of the official training resources.

## **How can I access advanced Point Click Care tutorials for billing and coding?**

Advanced tutorials for billing and coding are available through the platform's training portal, often requiring a user login. You can also attend live webinars or enroll in specialized training sessions offered by Point Click Care.

## **Are there any tutorials on customizing reports in Point Click Care?**

Yes, tutorials on customizing reports are available within the platform's Help section, guiding users through creating, modifying, and managing reports to meet specific needs.

## **Can I access Point Click Care tutorials on mobile devices?**

Many tutorials are optimized for mobile viewing and can be accessed through the platform's mobile app or mobile-friendly website, allowing for on-the-go learning.

## **How often are new Point Click Care tutorials updated?**

New tutorials are regularly added and existing ones updated to reflect platform upgrades and new features. It's recommended to check the official training portal periodically for the latest content.

## **Is there a way to get personalized training or tutorials for my facility's specific needs?**

Yes, Point Click Care offers personalized training sessions and customized tutorials through their support team or via scheduled webinars tailored to your facility's workflows.

## **Are there any certifications available after**

## completing Point Click Care tutorials?

Yes, completing certain tutorials and training programs may qualify you for certification or professional development credits, which can be verified through the platform or training provider.

## How do I troubleshoot issues while following Point Click Care tutorials?

If you encounter issues, consult the FAQ or support section within the platform, watch troubleshooting videos, or contact Point Click Care support for assistance.

## Additional Resources

Point Click Care Tutorials: A Comprehensive Guide to Mastering the Leading EHR Platform for Senior Care

In the rapidly evolving landscape of healthcare technology, Point Click Care tutorials have become essential tools for providers seeking to optimize their operations, ensure compliance, and deliver superior patient care. As one of the most widely used electronic health record (EHR) platforms in long-term and post-acute care, Point Click Care (PCC) offers a suite of features designed to streamline documentation, billing, staffing, and clinical workflows. However, navigating its extensive capabilities can be challenging without proper guidance. This guide aims to provide a detailed overview of Point Click Care tutorials, equipping healthcare professionals with the knowledge needed to harness the platform's full potential effectively.

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### Understanding the Importance of Point Click Care Tutorials

Before diving into specific tutorials, it's crucial to appreciate why comprehensive training matters. PCC is a robust system with core modules such as clinical documentation, billing, staffing, and compliance management. Proper training ensures:

- Efficiency: Reduces time spent on documentation and administrative tasks.
- Accuracy: Minimizes errors in documentation, billing, and compliance reporting.
- Compliance: Ensures adherence to regulations such as CMS guidelines.
- Patient Care: Enhances clinical decision-making and improves patient outcomes.
- Cost Savings: Streamlines workflows to lower operational costs.

PCC tutorials serve as foundational resources, enabling users—whether new staff or seasoned professionals—to master functionalities that support daily workflows.

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## Types of Point Click Care Tutorials

Point Click Care tutorials can be classified based on format, target audience, and complexity:

### 1. Video Tutorials

- Step-by-step visual guides demonstrating specific tasks.
- Ideal for visual learners and quick reference.

### 2. Written Guides and Manuals

- Detailed instructions, often with screenshots.
- Suitable for in-depth understanding and troubleshooting.

### 3. Interactive e-Learning Modules

- Self-paced courses with quizzes and assessments.
- Good for comprehensive training programs.

### 4. Webinars and Live Training Sessions

- Real-time instruction with Q&A.
- Offer opportunities for hands-on learning and clarification.

### 5. On-demand Resources

- FAQs, tip sheets, and best practice guides available online.

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## Key Topics Covered in Point Click Care Tutorials

Effective tutorials span a broad range of topics. Here are some core areas:

### Clinical Documentation

- How to create, edit, and review resident records.
- Managing care plans and progress notes.
- Utilizing clinical alerts and prompts.

### Billing and Reimbursement

- Entry of charges and billing codes.
- Managing Medicaid/Medicare claims.
- Ensuring documentation supports billing accuracy.

### Scheduling and Staffing

- Creating and managing staff schedules.
- Tracking staff hours and certifications.
- Using staffing reports for resource planning.

### Compliance and Regulatory Reporting

- Generating required reports for CMS.
- Documenting assessments and interventions.
- Managing incident reports and audits.

## Medication Administration

- Documenting medication passes.
- Managing medication profiles.
- Handling medication errors and alerts.

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## How to Access and Utilize Point Click Care Tutorials

### Official PCC Resources

- Point Click Care University: An online training platform offering courses, certifications, and tutorials.
- Help Center and Knowledge Base: A comprehensive repository of articles, guides, and troubleshooting tips.
- Customer Support: Access to live support for personalized training sessions.

### Internal Training Programs

- Many organizations develop customized tutorials based on their workflows.
- Incorporate role-specific training for nurses, clinicians, administrative staff, and management.

### Best Practices for Using Tutorials

- Start with the basics: Focus on core modules relevant to your role.
- Practice hands-on: Use sandbox environments for trial and error.
- Stay updated: Regularly review new tutorials as PCC updates features.
- Engage in peer learning: Share tips and tricks within your team.
- Document questions: Keep a list of challenges to seek clarification during live sessions.

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## Step-by-Step Guide to Mastering Point Click Care Through Tutorials

### Step 1: Identify Your Learning Needs

- Assess your role and responsibilities.
- Determine which modules you need to master (e.g., clinical documentation, billing).

### Step 2: Access the Right Tutorials

- Visit the Point Click Care University or your organization's LMS.
- Search for tutorials specific to your needs.

### Step 3: Follow a Structured Learning Path

- Start with introductory modules.
- Progress to advanced features and workflows.
- Complete interactive assessments to reinforce learning.

### Step 4: Practice in a Sandbox Environment

- Apply what you've learned in a test environment.
- Experiment with creating records, generating reports, and managing

schedules.

#### Step 5: Implement and Monitor

- Begin using PCC features in daily workflows.
- Use checklists or cheat sheets from tutorials.
- Track your proficiency and seek refresher courses as needed.

#### Step 6: Seek Feedback and Continuous Improvement

- Ask colleagues for tips.
- Attend live webinars for updates.
- Keep abreast of new tutorials and features released by PCC.

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#### Tips for Maximizing the Benefits of Point Click Care Tutorials

- Set Learning Goals: Define what you want to achieve with each tutorial session.
- Schedule Regular Training: Dedicate time weekly to enhance your skills.
- Engage with Community Forums: Share experiences and solutions.
- Leverage Support Resources: Use PCC's support team for complex issues.
- Stay Updated: PCC periodically releases updates; tutorials should be revisited to learn new functionalities.

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#### Common Challenges and How Tutorials Help Overcome Them

| Challenge                     | How Tutorials Assist                          |
|-------------------------------|-----------------------------------------------|
| ---                           | ---                                           |
| Navigating complex interfaces | Step-by-step guides simplify workflows.       |
| Ensuring compliance           | Tutorials highlight regulatory requirements.  |
| Reducing documentation errors | Demonstrations improve accuracy.              |
| Managing time efficiently     | Best practices streamline processes.          |
| Troubleshooting issues        | Troubleshooting guides offer quick solutions. |

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#### Conclusion

Mastering Point Click Care tutorials is an investment that pays dividends in operational efficiency, compliance, and quality patient care. Whether you're a new user or seeking to deepen your expertise, leveraging a variety of training resources ensures you can navigate the platform confidently. Regularly engaging with tutorials, participating in live sessions, and practicing within the platform will empower healthcare providers to harness PCC's full capabilities. As the landscape of senior care continues to evolve, staying educated through comprehensive tutorials will remain a vital component of delivering exceptional care and maintaining organizational excellence.

## **Point Click Care Tutorials**

**point click care tutorials: PowerPoint Tutorials** smart books, PowerPoint Tutorials

**point click care tutorials: *Tutorial Guide to AutoCAD 2016*** Shawna Lockhart, 2015-05-28

*Tutorial Guide to AutoCAD 2016* provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides readers through all the important commands and techniques in AutoCAD 2016, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and readers are asked to apply what they've learned by completing sequences on their own. A carefully developed pedagogy reinforces this cumulative-learning approach and supports readers in becoming skilled AutoCAD users. *Tutorial Guide to AutoCAD 2016* begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial. Also, a glossary of terms and Commands Summary list the key commands used in the tutorials. Each chapter concludes with end of chapter problems providing challenges to a range of abilities in mechanical, electrical, and civil engineering as well as architectural problems.

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**point click care tutorials: Tutorial Guide to AutoCAD 2025** Shawna Lockhart, 2024-06-21 • Covers 2D drawing and 3D modeling • Uses step-by-step tutorials and written for novice users • Organization that parallels an introductory engineering course • Mechanical, electrical, civil, and architectural based end of chapter problems • Prepares you for the AutoCAD Certification Exam • This edition includes all new videos with greater coverage of AutoCAD's tools and features Tutorial Guide to AutoCAD 2025 provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides you through all the important commands and techniques in AutoCAD 2025, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and you are asked to apply what you've learned by completing sequences on your own. A carefully developed pedagogy reinforces this cumulative-learning approach and supports you in becoming a skilled AutoCAD user. Tutorial Guide to AutoCAD 2025 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial. Also, a glossary of terms and Commands Summary list the key commands used in the tutorials. Each chapter concludes with end of chapter problems providing challenges to a range of abilities in mechanical, electrical, and civil engineering as well as architectural problems. AutoCAD Video Tutorials This textbook includes access to videos that are designed to help you get started using the most common tools in AutoCAD. These tutorials complement the textbook content by providing a practical, hands-on approach to understanding the basics of AutoCAD. These videos parallel the tutorials in the book and serve as an

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**point click care tutorials: Tutorial Guide to AutoCAD 2022** Shawna Lockhart, 2021 Tutorial Guide to AutoCAD 2022 provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides you through all the important commands and techniques in AutoCAD 2022, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and you are asked to apply what you've learned by completing sequences on your own. A carefully developed pedagogy reinforces this cumulative-learning approach and supports you in becoming a skilled AutoCAD user. Tutorial Guide to AutoCAD 2022 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial. Also, a glossary of terms and Commands Summary list the key commands used in the tutorials. Each chapter concludes with end of chapter problems providing challenges to a range of abilities in mechanical, electrical, and civil engineering as well as architectural problems.

**point click care tutorials: Tutorial Guide to AutoCAD 2021** Shawna Lockhart, 2020-05 Tutorial Guide to AutoCAD 2021 provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides you through all the important commands and techniques in AutoCAD 2021, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and you are asked to apply what you've learned by completing sequences on your own. A carefully developed pedagogy reinforces this cumulative-learning approach and supports you in becoming a skilled AutoCAD user. Tutorial Guide to AutoCAD 2021 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial. Also, a glossary of terms and Commands Summary list the key commands used in the tutorials. Each chapter concludes with end of chapter problems providing challenges to a range of abilities in mechanical, electrical, and civil engineering as well as architectural problems.

**point click care tutorials: Tutorial Guide to AutoCAD 2018** Shawna Lockhart, 2017-09-07 Tutorial Guide to AutoCAD 2018 provides a step-by-step introduction to AutoCAD with commands presented in the context of each tutorial. In fifteen clear and comprehensive chapters, author Shawna Lockhart guides readers through all the important commands and techniques in AutoCAD 2018, from 2D drawing to solid modeling and finally finishing with rendering. In each lesson, the author provides step-by-step instructions with frequent illustrations showing exactly what appears on the AutoCAD screen. Later, individual steps are no longer provided, and readers are asked to apply what they've learned by completing sequences on their own. A carefully developed pedagogy reinforces this cumulative-learning approach and supports readers in becoming skilled AutoCAD users. Tutorial Guide to AutoCAD 2018 begins with three Getting Started chapters that include information to get readers of all levels prepared for the tutorials. The author includes tips that offer suggestions and warnings as you progress through the tutorials. Key Terms and Key Commands are listed at the end of each chapter to recap important topics and commands learned in each tutorial.

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