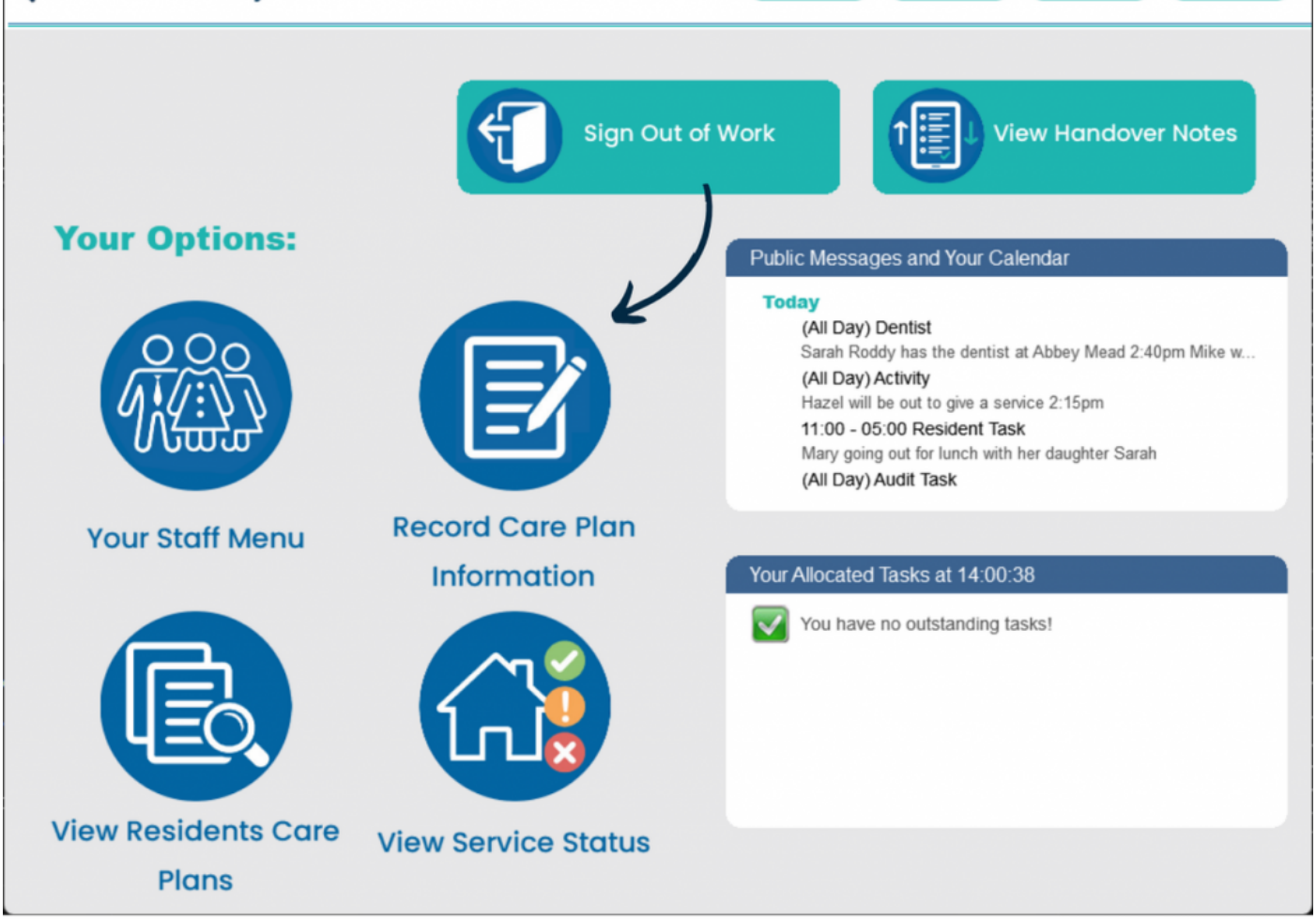
Creating a Handover Note

Monitoring Windows · https://cclearninghub.co.uk/docs/creating-a-handover-note/

Creating a Handover Note

This guide will cover how to create a handover note on Care Control Mobile. These notes can be viewed by other staff members to help keep them updated with what care has been given as well as any other important information.





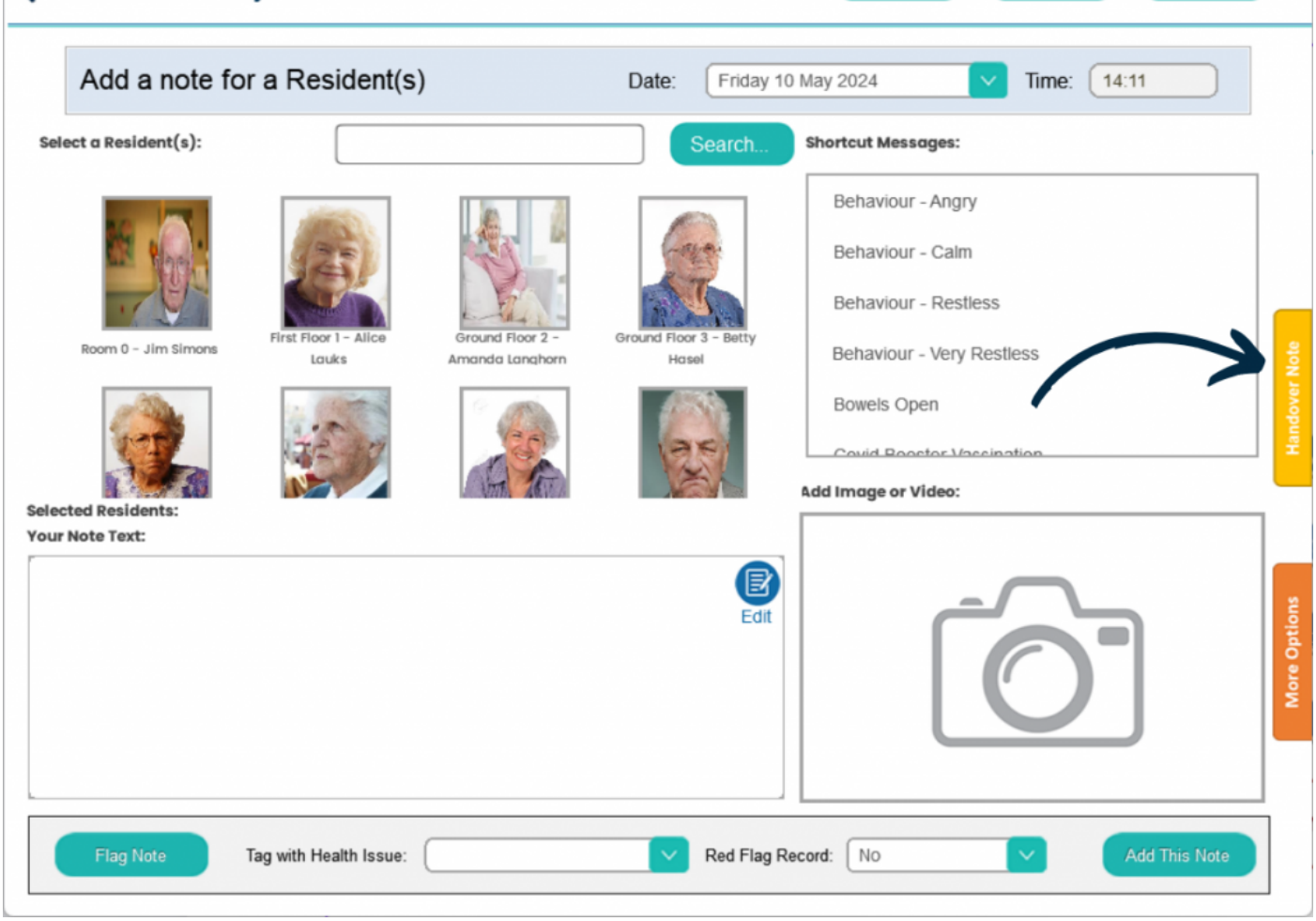
1

After signing into Care Control Mobile, navigate to the **Record Care Plan Information** tool.

2

Here, select **General Note**.


General Note
Record an Incident
Common Options
Activities
Food Intake
Sleep Information
Bath or Shower
Medical Visit
Hand Washing
Bowel Movements
Movement Chart
Wellbeing Check
Creams
Personal Care
Intervention
Fluid Intake
More Options



3

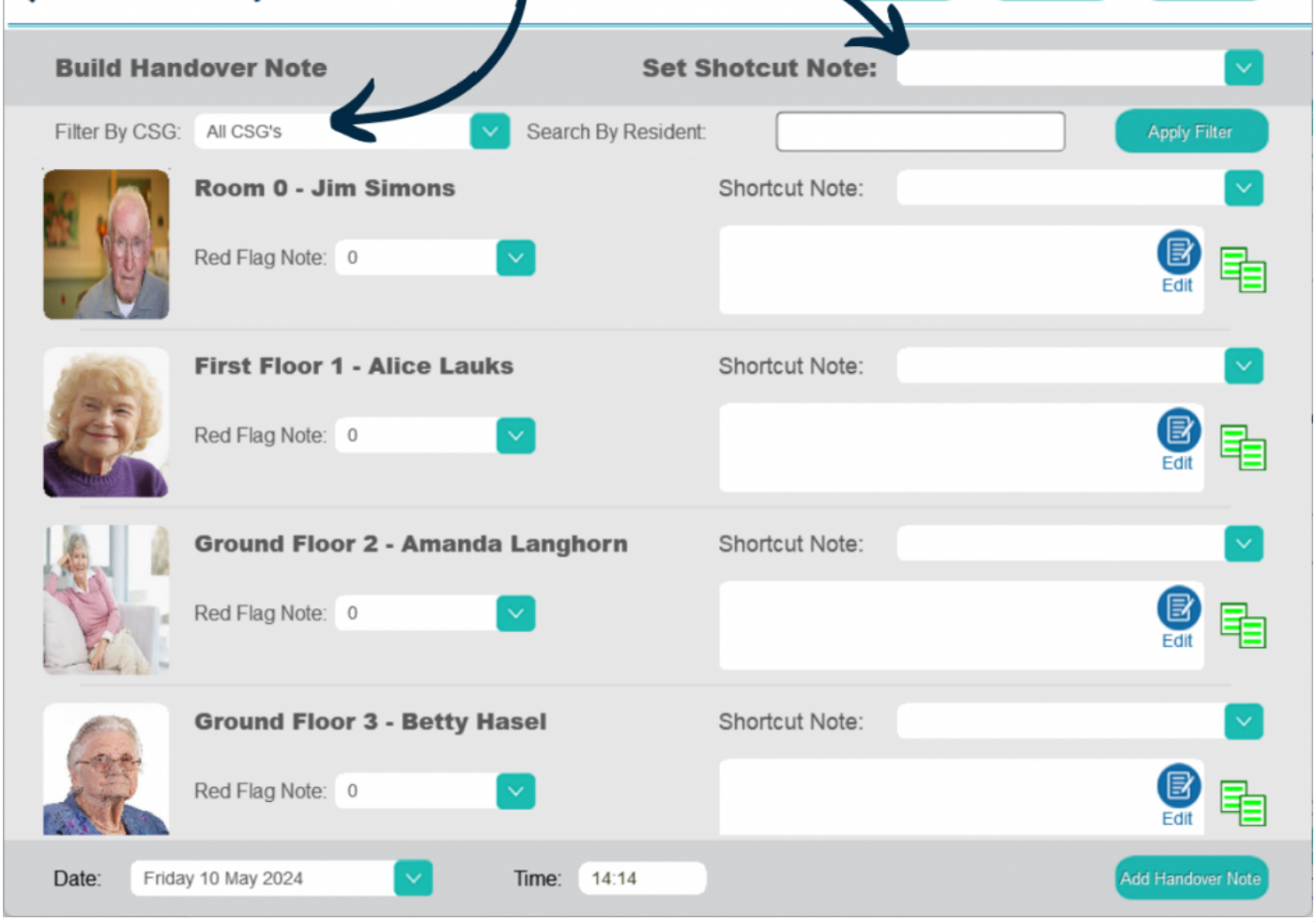
Press the yellow **Handover Note** button on the right hand side of the screen.

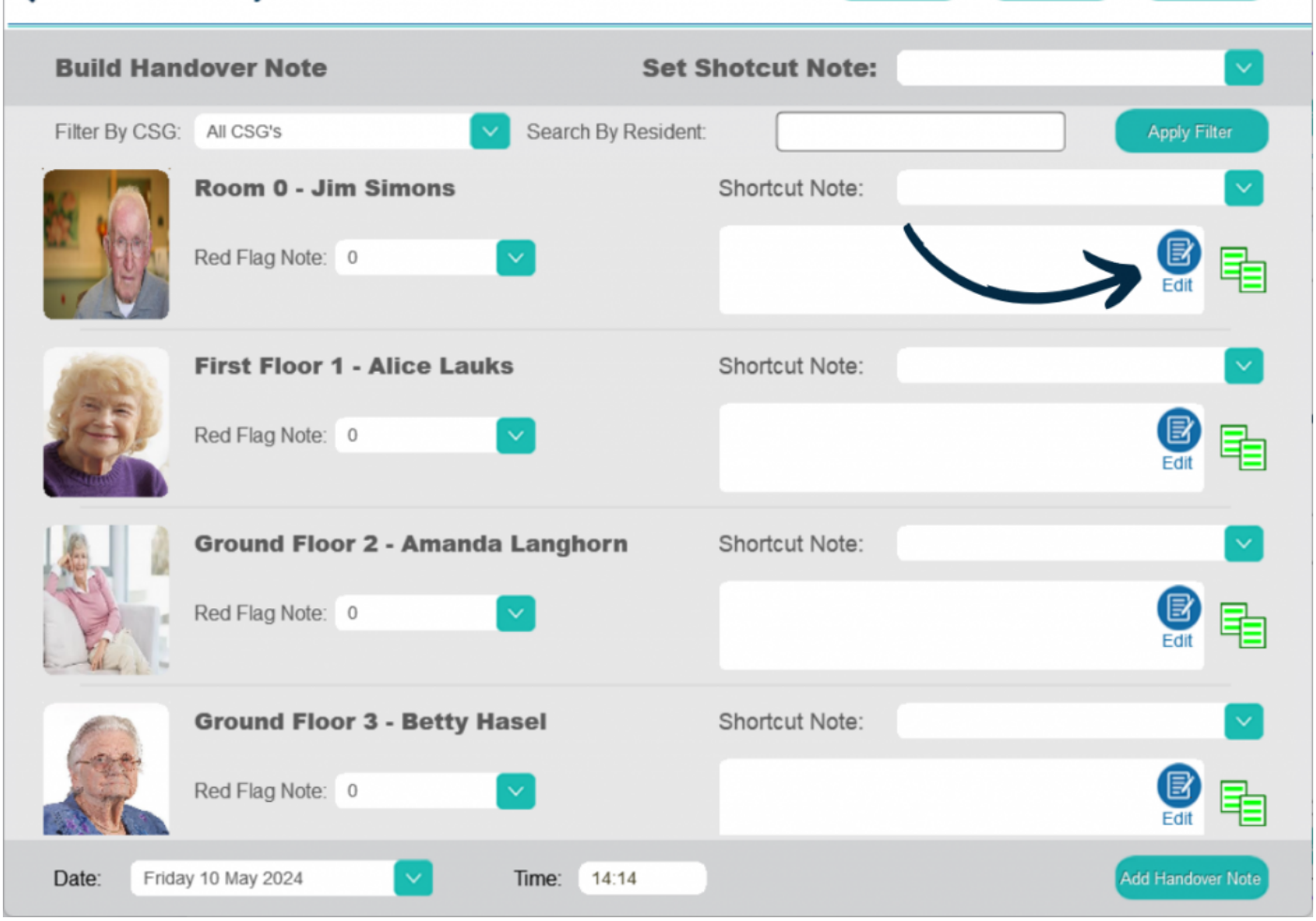
4

A blank handover form will open. You can **Filter by CSG** via the drop-down in the top left corner. You can also **Search** for specific service users via the search bar.

Press **Apply Filter** to search or filter the service user list.

You can use a **Shortcut Note** and assign it to all the service users in the list. Simply select one from the drop-down list in the top right corner.


Build Handover Note
Set Shotcut Note:
Filter By CSG:
All CSG's
Search By Resident:
Apply Filter
Room 0 - Jim Simons
Shortcut Note:
Red Flag Note:
0
Edit
First Floor 1 - Alice Lauks
Shortcut Note:
Red Flag Note:
0
Edit
Ground Floor 2 - Amanda Langhorn
Shortcut Note:
Red Flag Note:
0
Edit
Ground Floor 3 - Betty Hasel
Shortcut Note:
Red Flag Note:
0
Edit
Date:
Friday 10 May 2024
Time:
14:14
Add Handover Note

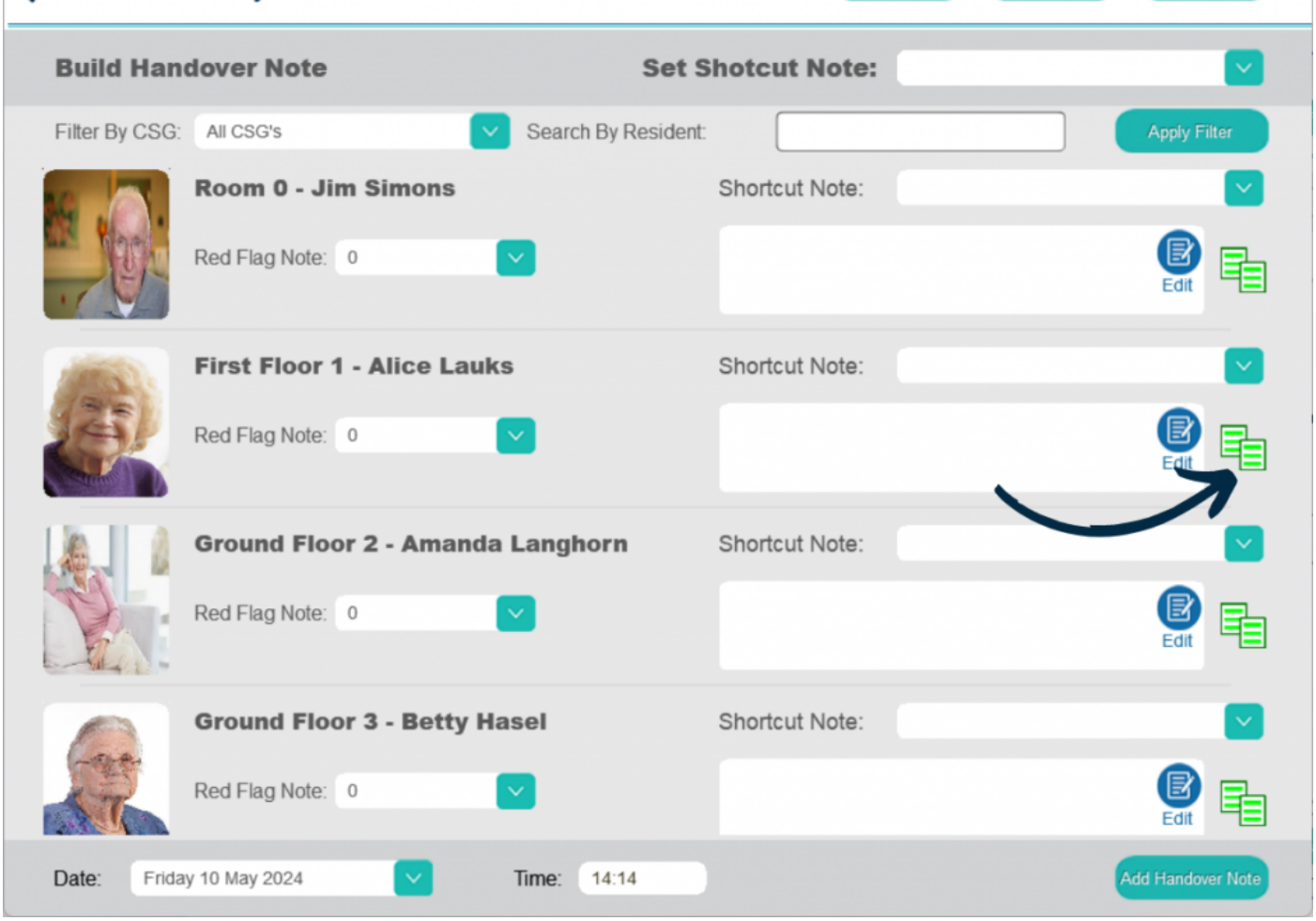


5

You can also set a shortcut note on an individual basis. Alternatively, press the **Edit** button to manually type in a note for the service user.

6

The green **copy** icon can be used to duplicate a message entered into a service users note.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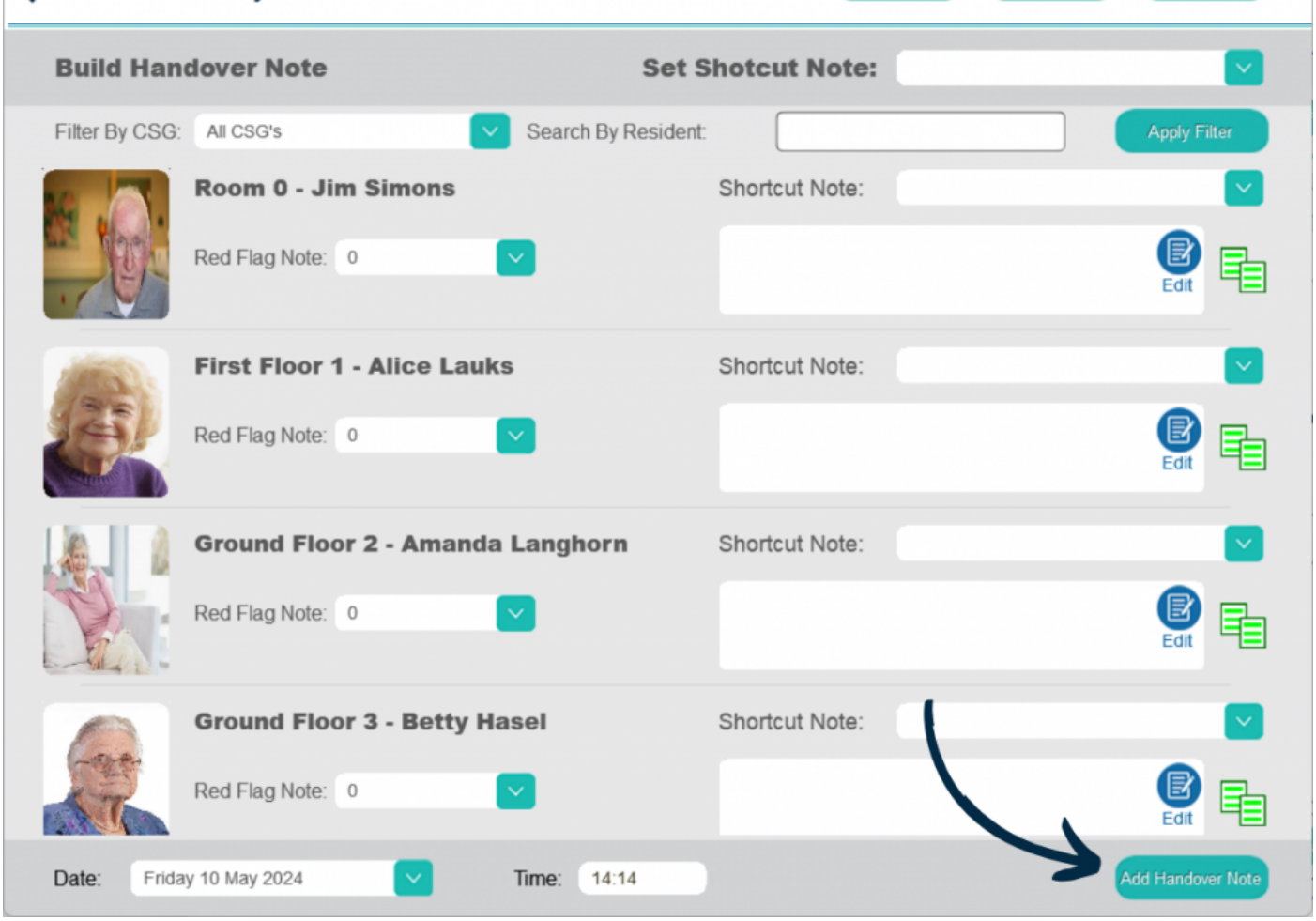

7

After completing any handover notes for a service user / users, press **Add Handover Note** to complete the process.