Nursing iCentrix Forms

This list identifies all forms used by Nursing. Contact Jennifer McNulty in the Training Department for any changes or training needs regarding the use of these forms.

1. Intake Personal Record
2. Diagnosis Management
3. Medication Management
4. Daily Medication Chart
5. Special Medical Needs/Diet
6. Health Care Encounter Form v2 (HCEF)
7. Health Exam Screenings & Immunizations
8. Nursing Daily Note
9. Daily Individual Progress Note v3 (DIPN)
10. Daily Individual Progress Note v3 Monthly Report (DIPN Monthly Report)
11. Covid-19 Vaccine Tracking Form
12. Paperwork – File Uploads
13. Emergency Fact Sheet v2 (EFS)
14. Summary of Medical Appointments by Specialty
15. Internal Incident Report v3 (IIRv3)

Nursing iCentrix Forms

This list identifies who has access to the forms and their level of access to the forms. Changes to form access is requested by contacting Jennifer McNulty in the Training Department, who will obtain the required permissions for the change.

➢ All forms **MUST** be locked when completed. Forms left In Process cannot merge information with other forms and will not meet compliance for documentation requirements

iCentrix Access by Role

❖ Clinical Director/Nursing Director (also shows on Clinical iCentrix Forms)
  o Lock all Nursing forms except DIPN
  o View Access to all other forms
❖ RN
  o Lock
    ▪ All Nursing forms except DIPN & DIPN Monthly Report
    ▪ Covid Test Tracking
    ▪ Health/Medical Status Assessment
    ▪ Monthly Nursing Summary
    ▪ Nursing Daily Note
    ▪ Nursing Daily Note Detail Report
    ▪ Six Month Nursing Summary
  o Edit
    ▪ IIRv3
  o View all other forms
❖ LPN
  o Lock all Nursing forms except DIPN & DIPN Monthly Report
  o Edit
    ▪ IIRv3
  o View all other forms