

Website address for Cx360:
www.hw.cx360.net







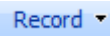
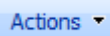
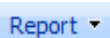

Use Navigation Menu and Breadcrumbs to Navigate the Client Chart

HealthWest | Home | Dashboard | Clients | Scheduler | Finance | Reports | Utilities | Welcome Admin, User

Clients | Buffay, Phoebe (1500019) (DOB: 06/11/1981) » Client Chart » Progress Note

Mandatory fields

Required fields are marked with an asterisk (*) and must be completed
 Non-mandatory fields may be left blank, if unknown

	Searching using this field to locate a form record (after typing, press enter and the system refines the list based on your search criteria)
	Create a new form
	Open the list/grid view for an element in the Client chart
	Create a new form or entry
	Refresh the screen
 OR 	Edit a record displayed in a list/grid view or in review mode OR Edit a record in review mode
	Allows a user to copy data for a previously entered form (same form) so the user can update only the fields they need to update (E-PIN does not copy forward)
	Delete a record from a list/grid view
	Save or cancel the form using the drop-down menu (this button only displays when editing a record)
	Save to or open the form to a spreadsheet, or view an RSS feed of the form
	View the form as a PDF document, multi-document image, or spreadsheet
	Print a form

Password Requirements

Your password must contain:

- At least 1 number
- At least 1 special character
- At least 8 characters

Client Search Criteria

- Name** – Any part of the name
- Last Name** – Enter Last Name
- First Name** – Enter First Name
- SSN** – Enter the dashes (123-34-6789)
- DOB** – Enter / (03/15/1988)
- Alias** – Any part of the alias
- SSN, Name, Gender, DOB** – Enter info separated by commas
- SSN** – Enter SSN

What if I Don't Have a Client's SSN?

Call Log: select "Yes" for "Unknown SSN?"
 User Profile: enter: ***-**-****

What if I Don't Have a Client's Phone Number?


Enter: (999) 999-9999

What Format Do I Use to Enter Time?

Enter time as a 2-digit hour followed by a colon followed by a 2-digit minute followed by a space and then AM or PM

Example: 09:15 AM

How Do I Enter a Date?

Referral Completion Date 

Referral Completion Date

Referral Completion Date	←	November, 2016	→				
Service Requested	Su	Mo	Tu	We	Th	Fr	Sa
Referral To	30	31	1	2	3	4	5
Phone Number	6	7	8	9	10	11	12
Referring Physician	13	14	15	16	17	18	19
Referral Taken By	20	21	22	23	24	25	26
Referral Entered By	27	28	29	30	1	2	3
	4	5	6	7	8	9	10
	Today: November 29, 2016						
	Client aware of Referral						