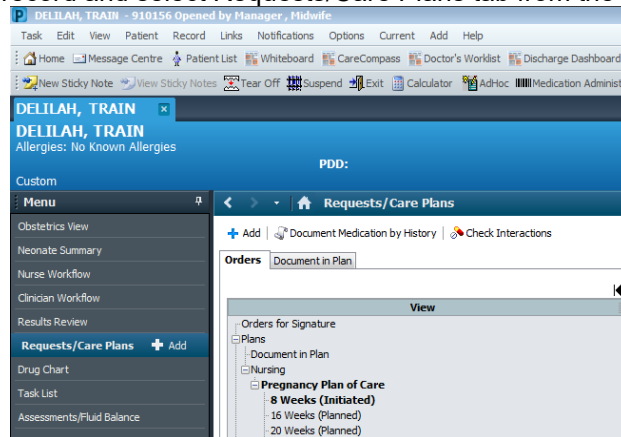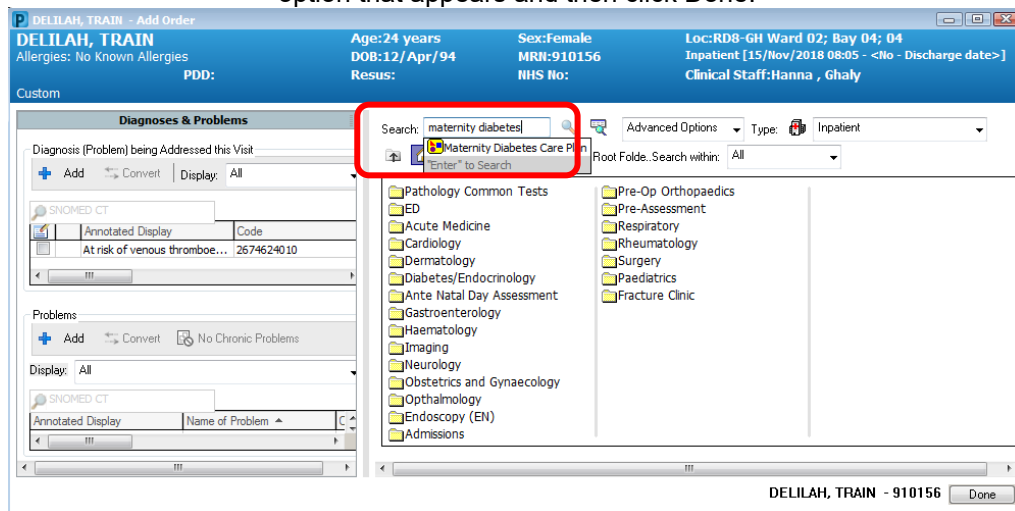# MATERNITY DIABETES CARE PLAN

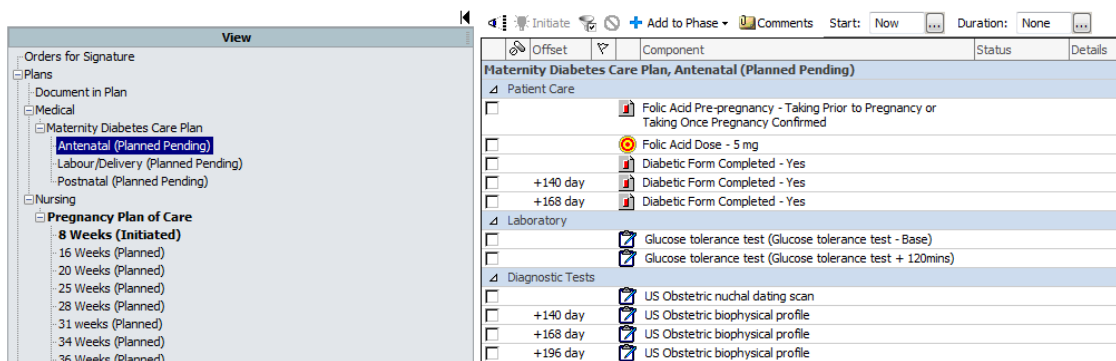| 1.	Open your patients record and select Requests/Care Plans tab from the main left hand menu.
2.	Click on the Add in in the top left hand corner and type; maternity diabetes into the search box. Click on the option that appears and then click Done.
3.	The Care Plan should now appear on the screen. Under View on the left hand side you can select which part of the Care Plan you wish to view. As you can see in the image below, we are using Antenatal for this example.

4.	Select what components of the Care Plan you want by ticking the boxes and then click the initiate (light bulb) icon.
5.	Light bulbs will appear next to items previously ticked. Click on Orders For Signature in the bottom right hand corner.
6.	Complete the mandatory fields (blue circle with a white cross indicates this), they are marked in yellow/bold with an asterisk.
7.	Once the mandatory fields have been completed, click Sign (bottom right hand corner). Refresh the screen.
8.	Items now showing as Activated/ordered.
9.	The Add to Phase Icon: ✚ Add to Phase ▾ allows us to add additional orderables, interventions and goals, relevant to the patients needs at any stage.
10.	To update the plan, select the Document in Plan tab.

11.	Select the item you wish to document against and click on the icon under status. The rightward facing arrow indicates documentation on the right, whilst the other icon will open up a form needing completion.
12.	Complete the relevant documentation on the right hand side and click Sign Documentation once complete.
13.	A tick now appears next to the item documented. This shows the documented outcome was within the 'expected' criteria. Click back onto the Orders tab and the same information should be available. To view comments, click on the black triangle and the comments will display.