Amending Resident Records on

CoolCare

The Residents section on CoolCare is denoted by its green colour. This is where all resident records are stored in CoolCare and the location of where you manage the resident records.

Once you've added a new resident, you'll be able to navigate through their general information, documents, room history, this guide will show you the different options and how to get the most from the resident area on CoolCare, for more information on admissions, contacts etc; please use the specific guides.

Amending Resident Records

To locate, add or amend a resident's details such as their name, date of birth, marital status etc you'll need to access the residents' records

When you are ready to add details to your resident's record:

- Navigate to the Resident Records
- Find the resident in the records list or by using the search bar
- Click on the record to open it
- It will open on the General Tab where you will find the resident's details. Once you've made your changes click save at the bottom of the page.

coolcare		♠ Moe's Home 🐨 Maurice Sharp 🐨
III Dashboard	Sharpe Barry	
▲ Care Home	Admission Date: 01/06/2022	The General Tab is where you'll be able to
A Staff	Change Photo Home: Moe's Home	edit or add details such as date of birth
Residents	General Admission & Discharge Billing Contacts Doc	uments Dooms Absences Vaccination
Resident Records		
Accounts	General	
Invoicing		
Invoices	Resident Details	Residency Details
Reports	Title Required	Room No: Room 2 Bed: A Change Room
	Mr •	
	Forename Required	Permanency Type Required
	Sharpe	1 childheir
	2	Funding Type Required
	Sumanie Required	Private
	Dairy	Care Type Required
	Known As	Regular -
		Nursing Band
	Date of Birth Age	High •
	07/06/1950 72	Dependency Level
	Marital Status Required	1 - Low Risk
	Separated •	
	Sex Required	Resident Number
	Male -	
	Gender	
	Male	Visa Information



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Other Details

On the General tab of the resident's record there is a section at the bottom called Other Details. These are details that are not necessarily personal details but are details which may be of use to the care home. Details such as the resident's previous occupation and their religion can be stored here.

07/06/1950 72 Dependency Level 1 - Low Risk Separated	
Marital Status Required 1 - Low Risk	
Separated •	
Resident Number	
Male +	
Conder	
Male	
Visa Information	
Orientation Visa Type	
Not Disclosed	•
Visa Start Date	
Visa Expiration Date	
dd additional information such as NHS	
nd National Insurance numbers	
Conditions of visa	
	11
Cother Details	
Religion Nationality	
Territ	
English	
English National Insurance NHS Number	
English National Insurance NHS Number HU7865431431 JH8767654	
English National Insurance NHS Number HU7865431431 JH8767654 Past Occupation Image: Comparison of the second secon	
English National Insurance HU7865431431 JH8767654 Past Occupation Builder	
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