

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.

The General Tab is where you'll be able to edit or add details such as date of birth

Resident Details

Title Required: Mr

Forename Required: Sharpe

Surname Required: Barry

Known As:

Date of Birth: 07/06/1950 Age: 72

Marital Status Required: Separated

Sex Required: Male

Gender: Male

Residency Details

Room No: Room 2 Bed: A [Change Room](#)

Permanency Type Required: Permanent

Funding Type Required: Private

Care Type Required: Regular

Nursing Band: High

Dependency Level: 1 - Low Risk

Resident Number:

— Visa Information

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.

Date of Birth
07/06/1950

Age
72

Marital Status Required
Separated

SEX Required
Male

Gender
Male

Orientation
Not Disclosed

High

Dependency Level
1 - Low Risk

Resident Number

Visa Information

Visa Type
-

Visa Start Date

Visa Expiration Date

Conditions of Visa

Add additional information such as NHS and National Insurance numbers

Other Details

Religion

Nationality
English

National Insurance
HU7865431431

NHS Number
JH8767654

Past Occupation
Builder

Back Save

Date	Version	Reviewed By	Comments
27/07/2022	V4.6.13	Maurice Sharp	N/A