Resident Rooms on CoolCare

If a resident's changes their room, during a stay in your care home, this should be recorded and kept up to date in CoolCare. If this is not kept up to date then you will find that Occupancy Reports and Resident Reports are incorrect as well as home analysis. It is very important to keep accurate records of Residents on CoolCare. The Rooms tab only allows you to view a resident's room history, see below on more information on how to change a resident's room.

Room History

The Rooms tab allows you to view the records of every room a resident has been in during their stay in your care home - as long as your records on CoolCare have been kept up to date.

To view a resident's room history:

- 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
- Click on the Room History tab on the top bar

Care Home	Elizabeth Savage Admission Date: 01/03/2022			Select Room History to open the room history for the selected resident
 Staff Residents 	Change Photo Weekly Fee: £1000.00 Home: Moe's Home			Care Type: Regular Covid-19 status: - /
Resident Records	General Admission & Discharge 💌	Billing T Contacts Doct	uments Room Absence	ces Vaccination
Accounts	Room History			
Invoicing	Room	Bed Da	ate In	Date Out
Invoices	Room 1	A 01	1/03/2022	19/04/2022
Reports	Room 4	B 20	0/04/2022	07/06/2022
	Room 3 Back	A 08	3/06/2022	

Changing and Swapping Resident's Rooms

To quickly and easily change a resident's room:

- Navigate to the resident record you are moving
- Under the Residency Details section of the General tab click Change Room
- Select whether you are moving the resident into an empty room or swapping them with a current resident
- Select which empty room you are moving them into or select the resident you are swapping them with
- Change the date to the date they moved, you cannot set the date to a date in the future
- Click Move into Room or Swap Rooms to complete the move/swap (screen shots below)



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cool core		♠ Moe's Home ▼ Maurice Sharp
III Dashboard	Sharpe Barry	Go to the General Tab to change a resident's room
▲ Care Home	Admission Date: 23/06/2022	
u Staff	Weekly Fee: £1000.00 ◆ Change Photo Home: Moe's Home	Change Room
Residents		
Resident Records	General Admission & Discharge V Billing V Contacts Docume	nts Vaccination Absences Vaccination
Accounts	General	
Invoicing	Resident Details	Residency Details
Invoices		★
Reports	Title Required	Room No: Room 1 Bed: A Change Room
	Mr	Permanency Type percent
	Forename Required	Permanent ·
	Sharpe	
	Surpamo a su s	Funding Type Required
	Barry	Private
		Care Type Required
	Known As	Regular •
		Nursing Band
	Date of Birth Age	High
	07/06/1950 72	
	Marital Status Deviced	Dependency Level
	Separated *	1 - Low Risk -
		Resident Number
	Sex Required	
	Male •	

Moving a Resident in to an Empty Room

Care Hc Staff	re	Sharpe Barry Chane	re Room	To move into an empty room click Move into an empty room option Select the empty room from list
Residen	Move Into Empty Room Swap Room with Current Resident		Date Of Change Required	Click Move into Room
Accounto	Room Number	Bed	Statu	s-
Accounts	Room 2	A	Active	
Invoicing	Room 3	A	Active	
invoices	Room 4	A	Active	
Reports	Room 4	В	Active	
	Selected Room:			
		Move	into Room	•
	07/06/1950	72	Dependency Level	
	Separated	•	1 - Low Risk Resident Number	· ·



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



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