

resident contacts in CoolCare.

In CoolCare you can insert as many contacts onto a resident record as necessary. In addition to the standard types of contacts, such as their Next of Kin and Family, you can also specify other types of contacts such as their Doctor, Social Worker or another Professional.

creating and amending resident contacts.

- Navigate to **Residents – Resident Records**
- Select the resident or find them using the search bar
- Select the **Contacts** tab
- Click **+Insert** to add a new contact, or select an existing contact to amend their record
- Make sure that all required fields are filled in and click **Save**



Elizabeth Ainsworth

Room No: 10A Dependency Level: 1 - Low Risk
Admission Date: 02/11/2023 Care Type: Residential
Weekly Fee: £820.00 Covid-19 status: - 
Home: Sam's Home

General Admission & Discharge ▼ Billing ▼ **Contacts** Documents ▼ Rooms Absences Vaccination

Edit Contact

Contacts

Contact Details

Contact Type Required
Next of Kin ▼

Title Required
Mr ▼

First Name Required
Alex

Middle Name(s)

Surname
Ainsworth

Marketing Communication Preferences

Consent provided to receive communications regarding our products and services/news/events/promotions via:

Telephone
 Postal
 Email
 Fax

Power of Attorney

Lasting Power of Attorney - Health & Welfare
 Lasting Power of Attorney - Property & Finance
 Enduring Power of Attorney - Property & Affairs

Address	Telephone
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; align-items: center; border-bottom: 1px solid #ccc;"> <div style="background-color: #f0f0f0; padding: 2px 5px; margin-right: 5px;">Address Search</div> <input style="flex-grow: 1; border: none;" type="text" value="Enter the Postcode"/> <div style="background-color: #007bff; color: white; padding: 2px 5px; margin-left: 5px;">🔍</div> </div> <div style="margin-top: 5px;">Address 1 <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-top: 5px;">Address 2 <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-top: 5px;">Address 3 <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-top: 5px;">Address 4 <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-top: 5px;">Postcode <input style="width: 100%; height: 20px;" type="text"/></div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="margin-bottom: 5px;">Daytime Telephone <input style="width: 100%; height: 20px;" type="text" value="0750947823"/></div> <div style="margin-bottom: 5px;">Evening Telephone <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-bottom: 5px;">Mobile <input style="width: 100%; height: 20px;" type="text" value="0750947823"/></div> <div style="margin-bottom: 5px;">Email <input style="width: 100%; height: 20px;" type="text"/></div> <div style="margin-bottom: 5px;">Relationship <input style="width: 100%; height: 20px;" type="text" value="Son"/></div> </div>
<div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">← Back</div> <div style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Save</div> </div>	

resident contacts report.

There is a report that will export all the contact information for all residents on CoolCare into a CSV file. This is particularly helpful if you require it for sending bulk communications out to all the resident contacts.

To run this report, follow the navigational steps below:

- Navigate to **Residents - Reports**
- Select the **Resident Contacts** report, under the Resident Details section

Residents Reports 👁 Show Descriptions

Resident Details

🔗 Full Resident Details	🔗 Resident Contacts	🔗 Resident Ledger
🔗 Resident Missing Information	🔗 Fire List	🔗 Covid Vaccination Status

