

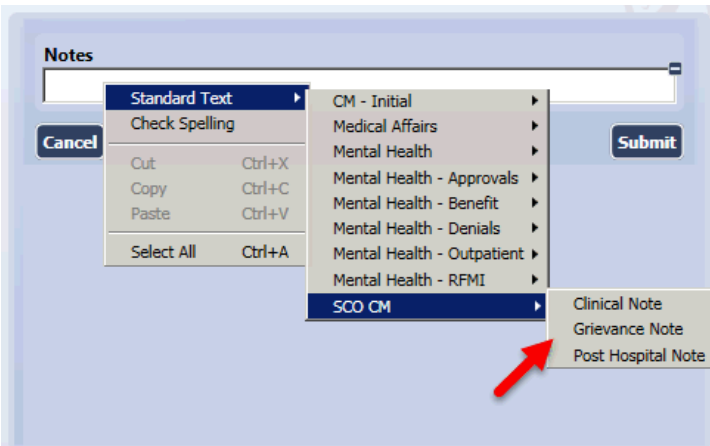
Tuesday Tips

CaseTrakker Standard Text

Standard Text in CaseTrakker contains predefined note layouts with topic-specific text headers. Currently, there are three **Standard Text** options available in CaseTrakker for care managers to use when making entries in notes fields. The three Standard Text options are:

- Clinical Note
- Grievance Note
- Post Hospital Note

Right-click anywhere in a Note field and highlight **SCO CM** from the dropdown menu to select from the current Standard Text options.



When using Standard Text, remember to select the appropriate dropdowns under **Type** and **Detail** for Tasks or Activity Logs. For example, you should select the following Activity Type and Activity Detail when using the Post Hospital Note Standard Text:

Activity Type = Care Transition
Activity Detail = Post Hospital Note

