

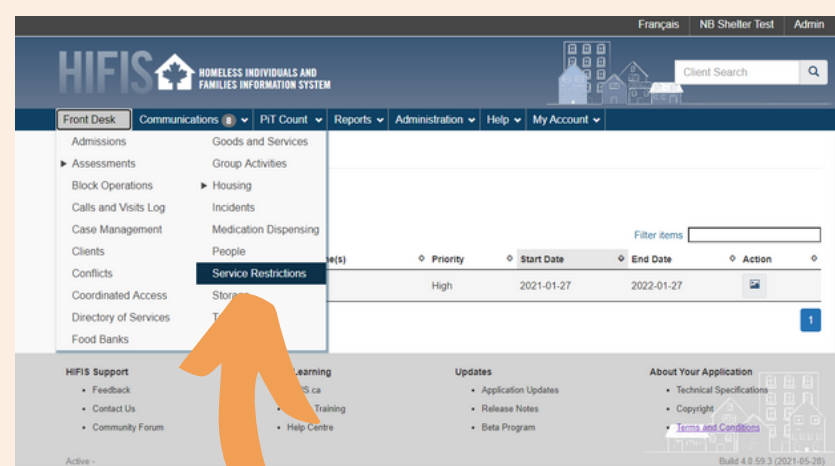
Adding a Service Restriction

Although the goal is for Restrictions to be limited, sometimes Service Restrictions are necessary. This Guide will show you how to enter a Service Restriction into HIFIS.

1.) The Service Restrictions Module

From the Home Page, Click the Front Desk and then click Service Restrictions.

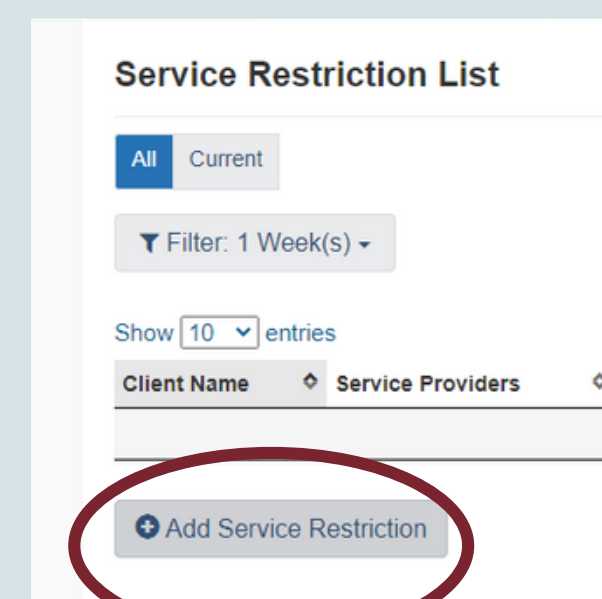
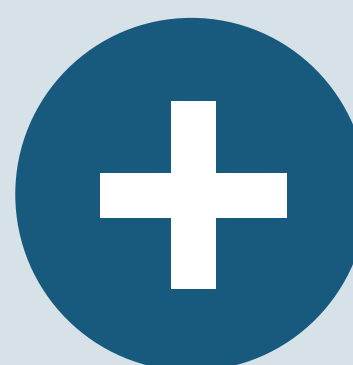
Two simple clicks!



2.) Add a new Service Restriction

From this page you can see the history of Service Restrictions for your provider.

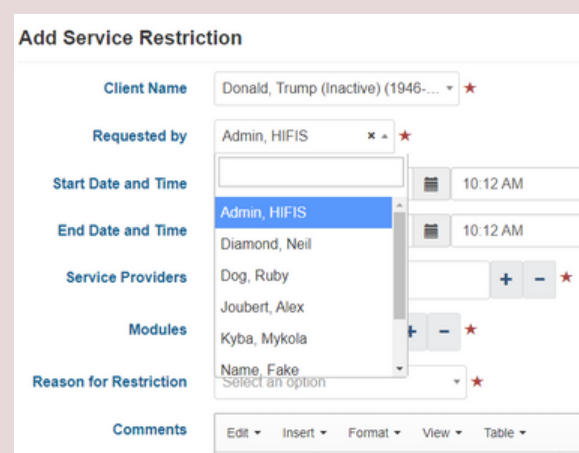
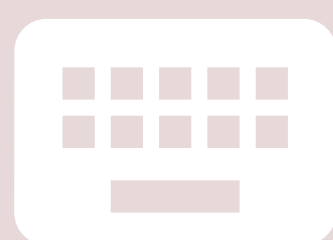
Click the Add Service Restriction button.



3.) Type in your Client's name.

Fill out the Restriction information as accurately as possible.

Don't forget to add a Restriction Start Date and End Date!

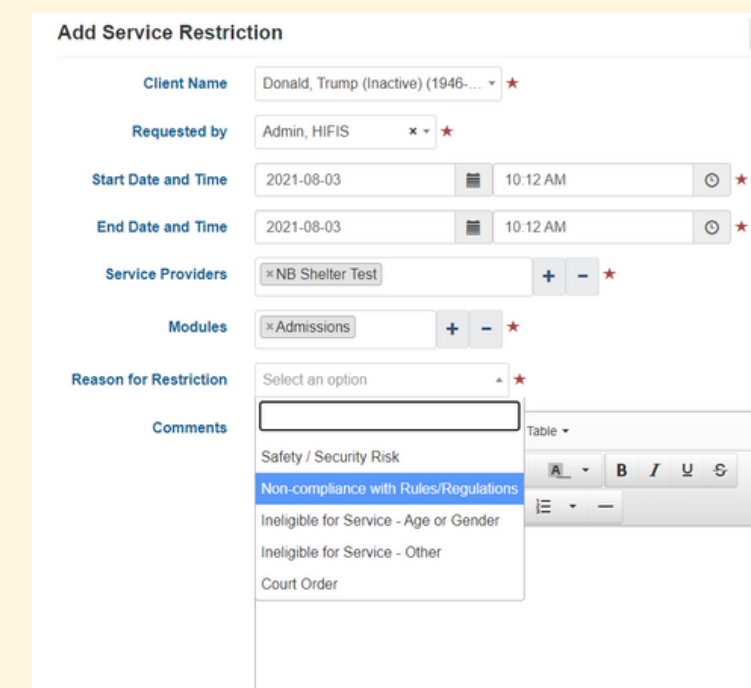


4.) Enter where the Restriction applies

Choose a location from the Service Providers List.

Also, select which modules the Client is to be restricted from.

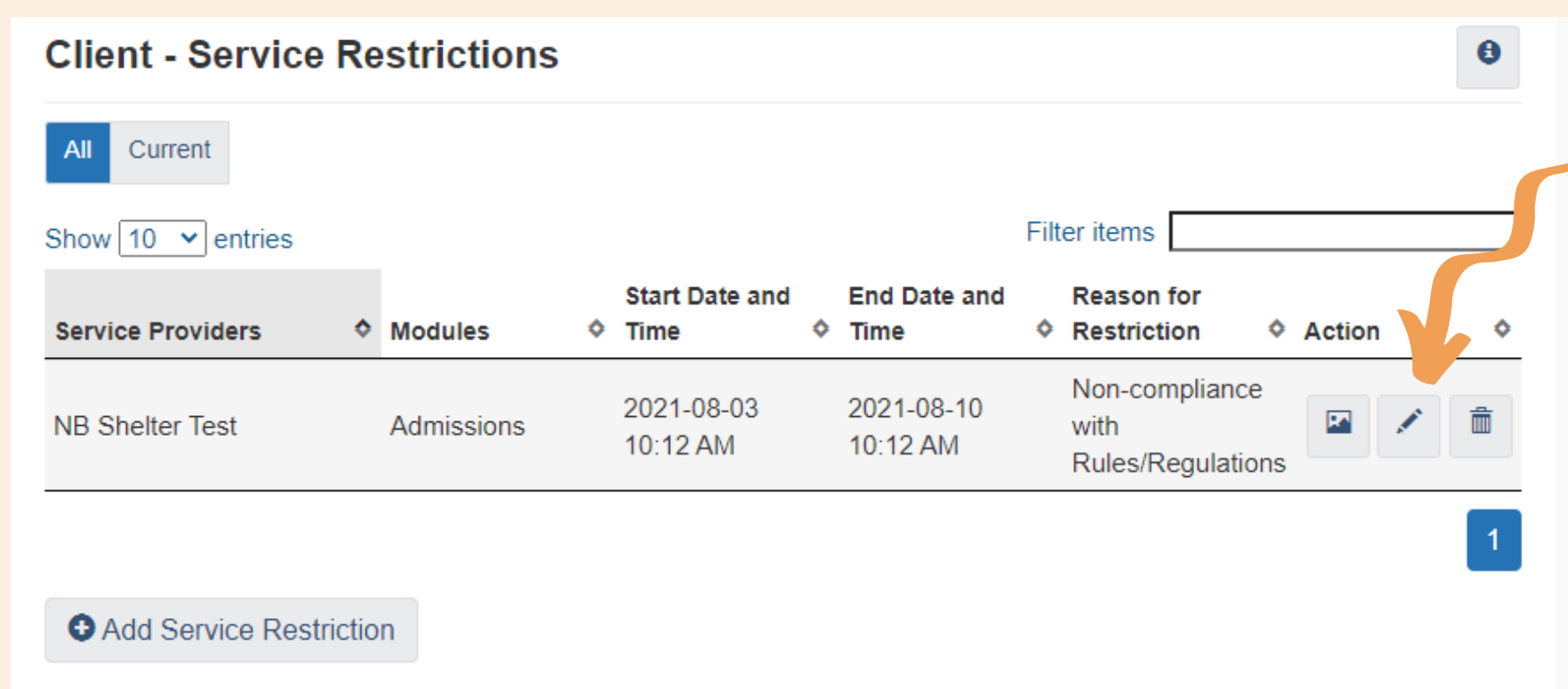
Select the most accurate Reason for Restriction!



Fill a Comment, and Click Save.

You'll then be taken to the Client's Service Restriction List, with your new Restriction showing.

Something Incorrect? Click the Pencil Icon to edit the record.



Questions or Concerns? Email the team at hifis@sjhdc.ca