

Using the Calls and Visits Module

The Calls and Visits Module is a useful tool to keep track of a Client's information. You can use the Module to record incoming or outgoing calls to/from relatives, supports, and more. The Calls and Visits Log can also be used to record calls and meetings with a Client as well!

1.) The Calls and Visits Module

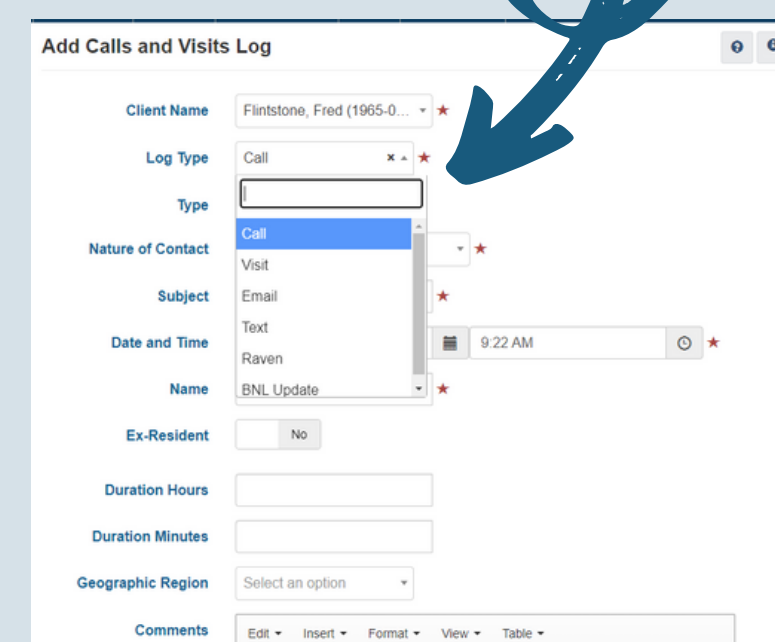
When you're logged into HIFIS, click the Front Desk and then the Calls and Visits Module.



2.) Enter Client Name

Then on the dropdown, select which type of log you wish to make.

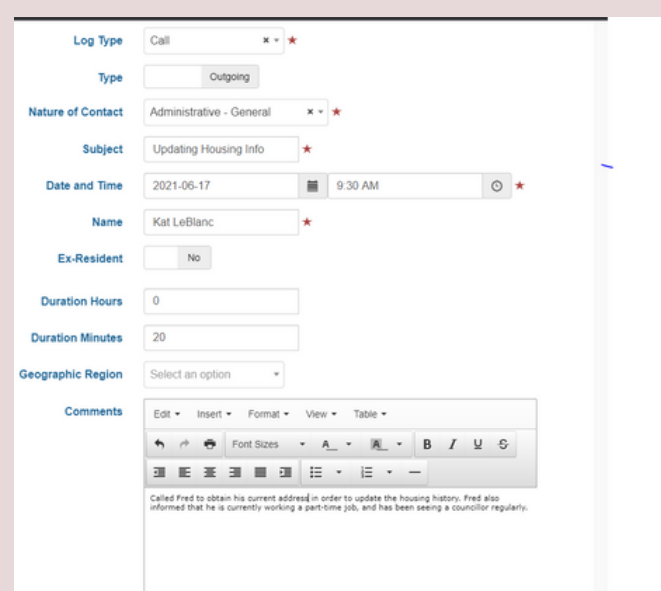
Select which type of log, then select Incoming or Outgoing



4.) Nature of Contact

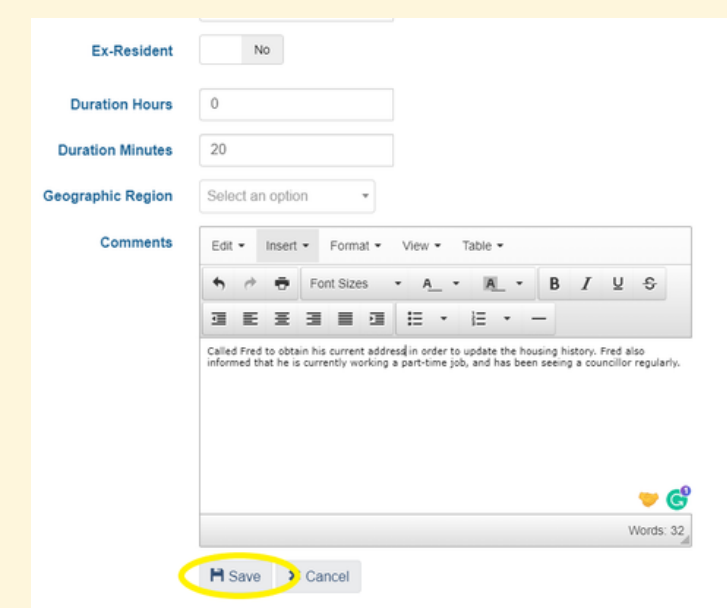
Next, we specify the nature of the contact.

Is it a crisis? A friendly check-in? Select which option fits best.



5.) Fill out description.

Once all of the fields are filled out, you can click the save button at the bottom of the page to save the record.

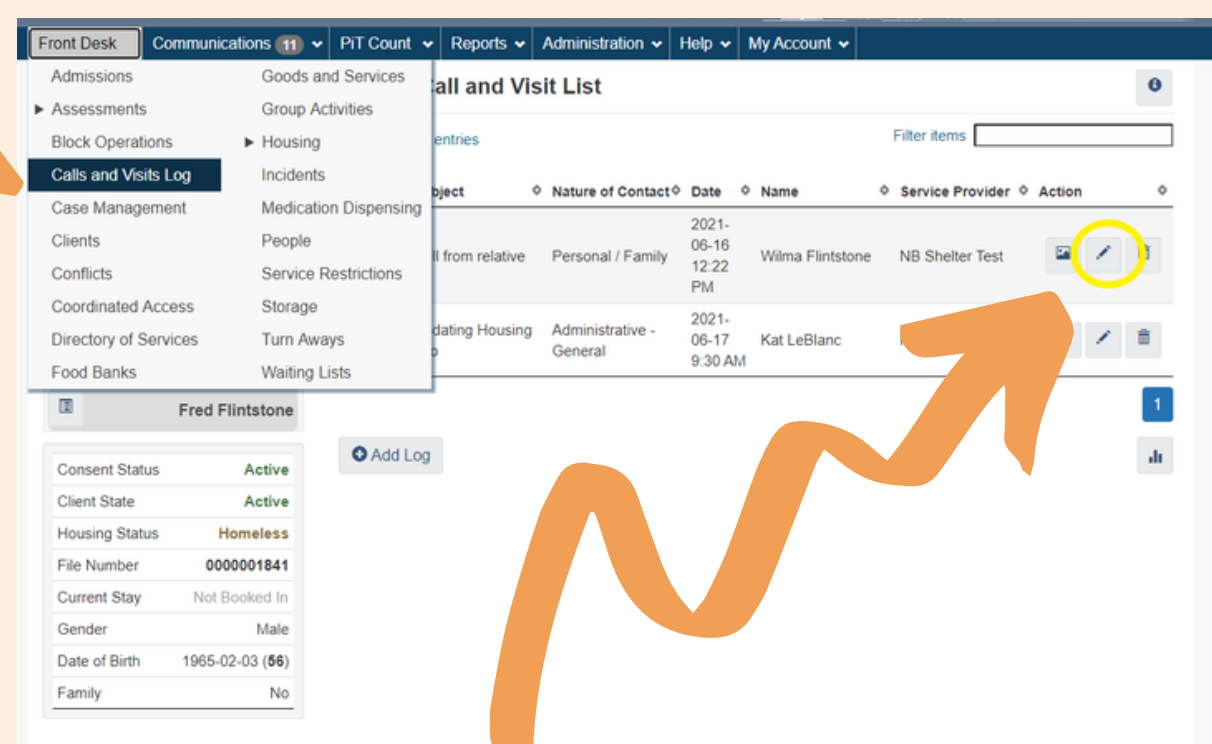


Client's Calls and Visits Log

You should see your new record on the list.

If you need to change anything, click the pencil icon to edit the record.

If you wish to see all the calls and visits, not just the ones connected to one Client, Click Front Desk, and Calls and Visits Log.



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