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Overview

Assessment forms are used to capture and record a an extensive amount of information about patients from initial assessment to discharge.

Any old assessment forms that are no longer in use have been archived.

Accessing Archived Assessment Forms

Assessment forms can be accessed via the **Clinical Portal - Client's View**:

- Open the **Clinical Portal** for your client
- Locate the **Navigation** pane (right)
- Locate and open the **BCHC Generic Assessments** folder
- Select the **BCHC Core** link

The **Rio Forms** screen will load

To the **left** of the screen is a pane displaying folders. Each folder will contain forms or links to forms.

The **blue folder** icon  indicates that no forms in the folder have been completed.

The **yellow folder** icon  indicates that at least one form in the folder has been completed.

- Select to **open** the Archived Assessment Forms Folder

Within the folder you will see a list of archived forms and links to forms.

The **black form** icon  indicates the form has never been completed.

The **white form** icon  indicates the form has been completed.

The **link** icon  is a link to the form which is stored in another folder in Rio.

- Select the **required** form



Viewing Previous Versions of Assessment Forms

Previous versions of the form can be opened and viewed by clicking on the form in **Index view**.

- Select a form

When the form opens at the very bottom of the screen you will see several **buttons** and **arrows**.

The **Edit current** button allows you to edit the form you have open and should only be used to amend incorrect information.

The **Create new** (or Add) button will allow you to create a new form.

The **Index** button returns you to the Index view of all the previously recorded forms. (note the Index button does not display on all forms).



The **History** button displays previous versions of an edited form.

The **Entered in Error** button will mark the form as Entered in Error (note the Entered in Error button does not display on all forms).

Note once marked as Entered in Error the form, although still viewable, cannot be edited or un-marked.

The **First** arrow  takes you to the first saved form.

The **Previous** arrow  takes you to the previous saved form.

 Displays which form of how many forms you are viewing.

The **Next** arrow  takes you to the next saved form.

The **Last** arrow  takes you to the last saved form.