
Adding Monthly Nursing Visits to Therap
Effective March 20, 2020

To support provider nurses, DDS is offering guidance on how to standardize Adding Monthly Nursing Visits to Therap. Please note that at this time, in order to adhere to the Current Public Emergency Health Order, these required visits can be performed via telephonic/telehealth formats.

1. Create a shared contact for each Nurse.
2. Create a “new” appointment.
3. For “Appointment Status” field input ‘scheduled’.
4. For “Begin time” input the time of the visit.
5. For the “Consultant” field” input the nurse’s name from shared contacts.
6. For the “Specialty” field which is a required field, input Primary Care Nurse.
7. For “Location Type” input where the person was seen i.e. Home, Office, other (use other for telephonic/telehealth visits).
8. For the “Description” section input this as a “Semi-annual”, “Quarterly” or “Monthly Nursing face to face visit”.
9. Then scroll to the bottom and click on the save button.

After completing Visit

10. After you have seen the person then go back to that appointment and open it and change “Appointment Status” field to completed.
11. You have two options on entering the information from your visits:
 - a. Use the “Appointments Results” section to document the assessment and other information
 - b. Or attach the agency documentation the agency requires for Nursing Visits.
12. When finished, scroll to the bottom and click the “submit” button.