ADDING AN ACP PROGRESS NOTE

1: Click on 'add new document' and then 'ACP progress note' in HCS document tree

2: Choose specialty (this is likely renal in this situation)

3: Add the date and the content of the email in the progress note section

4: Once details added click on the '+' button to enter and then on the 'finish' button at the bottom of the page.

This will then add an 'ACP progress note' to the document tree for anyone involved in the person's care to access.