



## Paperless Charting: Access to Online Documentation

### Sign in

Go to [www.paperlesscharting.com](http://www.paperlesscharting.com). Type in your unique username and password.

### To Change Your Password

Hover over the user icon in the top right-hand corner , select “Change Password,” and follow the prompts.

### Patient View

Once you sign in, you will see a list of all the Residents who are currently receiving or have received Psych Services in the past. This list is sorted alphabetically. To sort Patients based on the services they receive, click the “Status” heading. Click the “Patient” heading to sort them again alphabetically.

### View/Print Patient Chart

Click on a Patient’s name to view his/her chart. Click on any service date to view a PDF copy of the note from that day. The PDF document will open *in a separate browser tab*. You can view the document, print it, then close the tab when you are finished. To print all of the Patient’s documents, click the “Print All” button. To view a different Patient, click the “Select Patient” button at the top, or click your browser’s “Back” button.

### View/Print Service Notes by Date

Click the “View Recent” menu button to see a list of all service notes from the previous calendar week. Click on a document to open, view, and print. Click the “Change dates” button to view documents from any date range. Click on the “Print All” button to print all services within the specified date range.

### Roster of Active Patients

To view a list of Residents current enrolled in HighPoint services, click on the “Active Roster” button just above the list of Patient names.


### Forms

If you need a copy of a HighPoint form, you can access it using the “Forms” button above the Patient List.

### Chart Updates

Charts are updated every Monday morning with the previous calendar week’s service notes. Check the website footer to see when the last update occurred.

### Sign Out

To Log out, hover over the user icon in the top right-hand corner , and select “Sign Out”. Please note, to ensure security, the online system will automatically log you out if your account has been idle for 15 minutes.

### Troubleshooting

If you need assistance, please email [Steven.Barwick@360care.com](mailto:Steven.Barwick@360care.com) or call (844) PSYCHED x 116. That’s (844) 779-2433 x 116.