

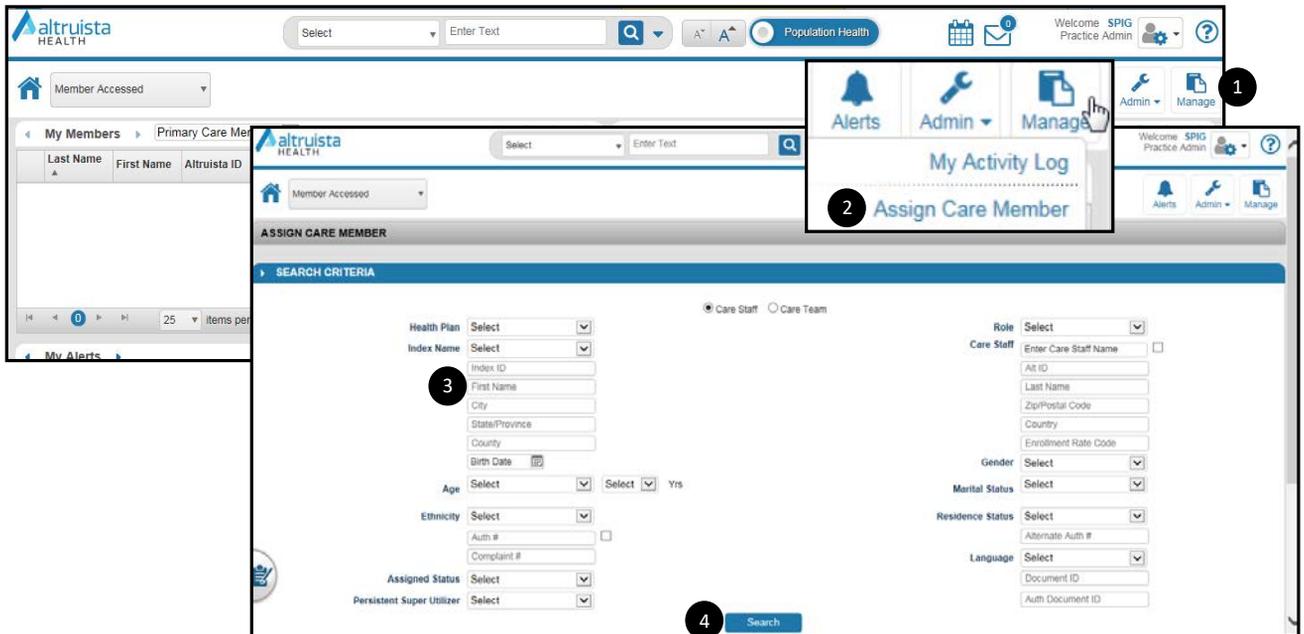
How to assign a member to a Care Coordinator

Step 1: From any screen, select the  Manage icon

Step 2: From the drop down screen, select **Assign Care Member**

Step 3: From the Assign Care Member screen, enter the search criteria for the member(s)

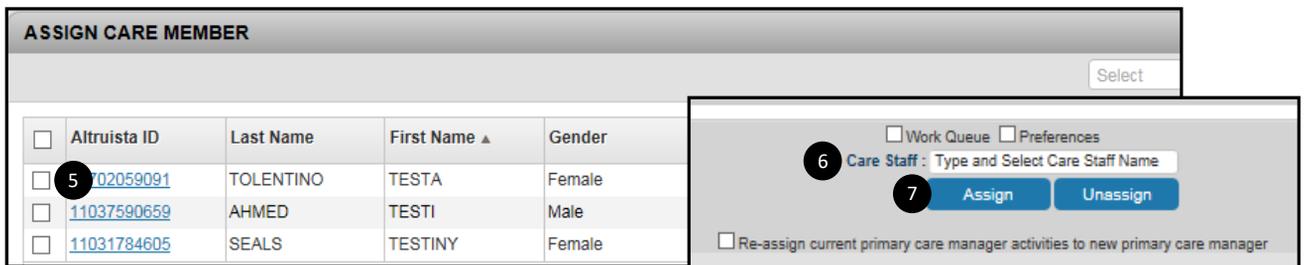
Step 4: Select **Search**



Step 5: The member(s) will display; click the selection box of the member(s) to be assigned to a Care Coordinator

Step 6: Enter the Care Coordinator's name or CCT sign-on into the **Care Staff** box

Step 7: Select **Assign** tab



To remove a member from a Care Coordinator's list, repeat steps 1 - 6:

Step 8: Select **Unassign**

Step 9: Select **No** on the confirmation screen

Step 10: The member(s) will be removed from the Care Coordinator's list

