

Adding a Photo for the Resident

You can add a photo of a resident to the resident record. The photo appears in multiple modules and can be used as a method of resident identification.

You can add a photo from the resident's header or capture and upload a resident photo directly from an iPhone, iPad, or iPod touch using the ChartPic app. After the photo is captured and uploaded, the resident photo is updated in all areas of PointClickCare.



Note

Photo file sizes can be up to 512Kb. Photo files must be: .jpg, .gif, or .jpeg.

Steps

To add a photo through the resident header

1. Do one of the following:
 - Admin > Resident.
 - Clinical > Resident.
2. In the resident's header, click **Edit**.
3. Click **Photo**.
4. Click **Import**.
5. Click **Choose File** and select the photo.
6. Type **Photo Date**.

7. Click **Import**.

8. Click **Close**.

To add a photo through ChartPic

To add a resident photo, you must have Edit Resident Photo security set to Yes.

1. Download the **ChartPic** app from the iTunes store.

2. Click the ChartPic **icon** to access the login screen.

3. Type your org code, username, and password.

4. Locate and select the resident.

5. Do one of the following:

- Click **Take Photo** and capture the resident's photo.
- Click **Photo Library** and select photo.

6. Select **Use Photo** or **Choose** to add the to the resident's chart photo or select **Retake** to take another photo.



Note

If you retake the photo, the one you just took is not saved.

Overall, how easy was it to find the information you needed today?

Extremely Hard	Somewhat Hard	Neither Hard or Easy	Somewhat Easy	Extremely Easy
1	2	3	4	5