

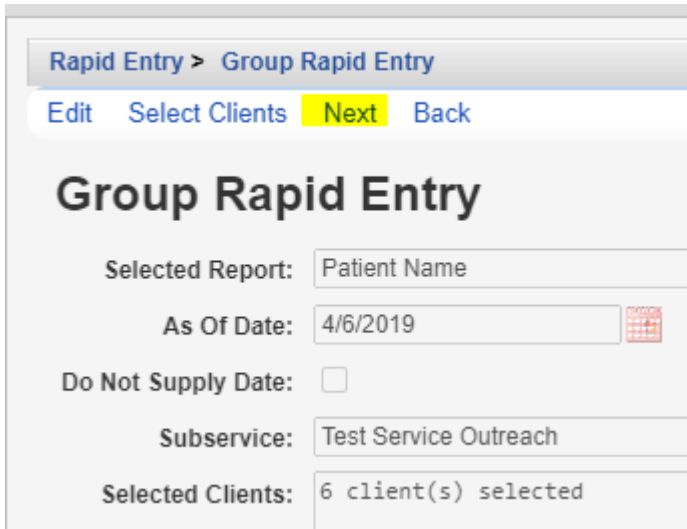
Group Rapid Entry allows users to enter an individual service to several clients at one time, using a list of clients from a custom report. The first step is to select the report and define the date and subservice.

- Selected Report – This is a [custom report](#) selected from the list of custom reports for this provider.
- As Of Date – This is the through date the custom report users to create the list of clients.
- Do Not Supply Date – If checked, the report users today's date.
- Subservice – This is the service selected to add to selected clients.
- Selected Clients – These are clients checked in the list produced by the report.

Selected	Name	HIV Status	Date Diff (DOB, Last va	LSFV (Contract)	Last VL Lab Date	Last CaseMgr Value
<input checked="" type="checkbox"/>	Jeffers, Blair	CDC defined AIDS		RW 2018 Part A	04/29/2015	
<input type="checkbox"/>	Runningtest, Edwar	HIV-positive (not AII		First Contract	03/01/2019	
<input checked="" type="checkbox"/>	Testending, Pippa	HIV-positive (not AII		RW 2018 Part A	03/01/2019	
<input checked="" type="checkbox"/>	Haeren, Rolovaul H	HIV-positive (not AII		RW 2018 Part A	03/01/2019	
<input checked="" type="checkbox"/>	Hamilton, Emily	Unknown		RW 2018 Part A	04/29/2015	
<input checked="" type="checkbox"/>	Turner, Jessica	HIV-positive (AIDS s		RW 2018 Part A	04/29/2015	
<input checked="" type="checkbox"/>	TestingTesting, Clec	Unknown		RW 2018 Part A	03/01/2019	

Once Select Clients is clicked, the results of the custom report appear, including the field selection headers. Each client checked here appears in the Selected Clients list for adding services.

Clicking *Next* begins the service entry process.



The screenshot shows a web interface for 'Group Rapid Entry'. At the top, there is a breadcrumb trail: 'Rapid Entry > Group Rapid Entry'. Below this, there are four navigation buttons: 'Edit', 'Select Clients', 'Next' (highlighted in yellow), and 'Back'. The main heading is 'Group Rapid Entry'. The form contains several fields: 'Selected Report:' with the value 'Patient Name'; 'As Of Date:' with the value '4/6/2019' and a calendar icon; 'Do Not Supply Date:' with an unchecked checkbox; 'Subservice:' with the value 'Test Service Outreach'; and 'Selected Clients:' with the value '6 client(s) selected'.


Service Data Setup has two options for completing fields: Get From Report or Direct Entry.

Rapid Entry > Group Rapid Entry > Service Data Setup

Edit Continue Back

Service Data Setup

Get Date From Report:

Date: 4/6/2019 

Get Contract From Report:

Contract: RW 2018 Part A

Get Units From Report:

Units: 20

Get Price From Report:

Price: 0

Get Service Comment From Report:

Service Comment:

Get Cognitive function assessed? From Report:

Cognitive function assessed?:

Get Adherence to Cotrimoxazole From Report:

Adherence to Cotrimoxazole:

Get cccc From Report:

cccc:

Get Johns Test Field From Report:

Johns Test Field:

Get Case Manager (WRMA webinar) From Report:

Get From Report only works if that field is included in the report. If the Service Comment field is included in the custom report field selections, comments from services can be quickly added to the next service entered for that client. This can speed up note taking if the same comment is entered often for that service. Clicking *Continue* produces a list of clients and the service to be added for review prior to adding the records.

Verify Add Service

Search:

Error	Name	Date	Service Name	Contract
	Jeffers, Blair	04/06/2019	Test Service Outrea	RW 2018 Part A
	Testending, Pippa	04/06/2019	Test Service Outrea	RW 2018 Part A
	Haeren, Rolovaul H	04/06/2019	Test Service Outrea	RW 2018 Part A
	Turner, Jessica	04/06/2019	Test Service Outrea	RW 2018 Part A
	Hamilton, Emily	04/06/2019	Test Service Outrea	RW 2018 Part A
	TestingTesting, Clec	04/06/2019	Test Service Outrea	RW 2018 Part A

Click *Add Records* to add the services to the clients.

If there is an error in the Error column, that may prevent that service from being added to the client.