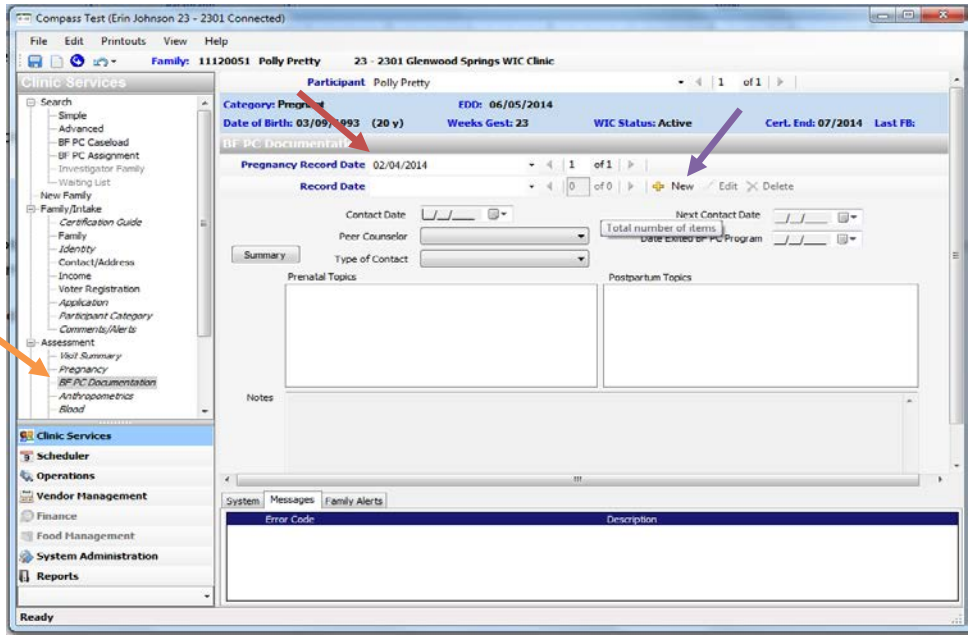
BF PC Documentation

Follow the steps below to documentation participant contacts:

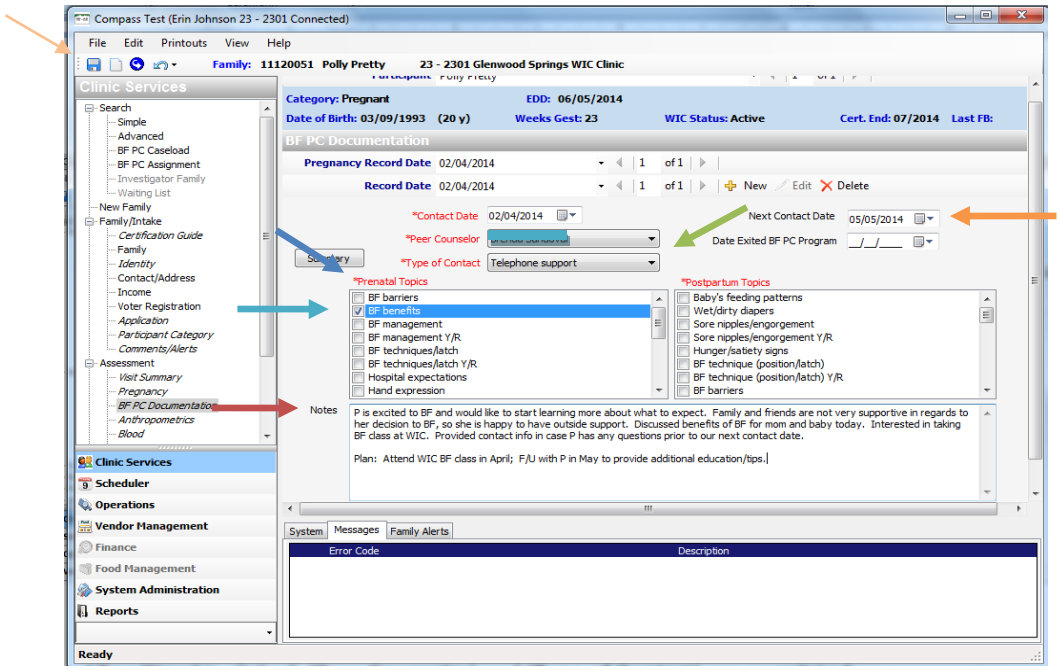
Open the BF PC Documentation Panel.



Note the pregnancy record. There may be more than one pregnancy record. Always make sure you are documenting under the current pregnancy. The most recent pregnancy should be the most recent pregnancy record.

Click 'New' to document a BF PC Contact.

BF PC Documentation



After 'New' is clicked, select 'Peer Counselor' and 'Type of Contact' from the drop downs.

Select the appropriate category – **Prenatal** or **Postpartum**

Select topics discussed - can select as many as necessary.

Add notes to provide additional important details.

Add 'Next Contact Date' to document the future date you plan to contact the participant.

Don't forget to SAVE your work. You have completed your note!