

IBHRS Linker-Unlinker Tool for Care Statuses

Last Modified on 09/28/2022 8:41 am EDT

Path: Main Menu > Admin Tools Menu > IBHRS Linker-Unlinker Tool

About

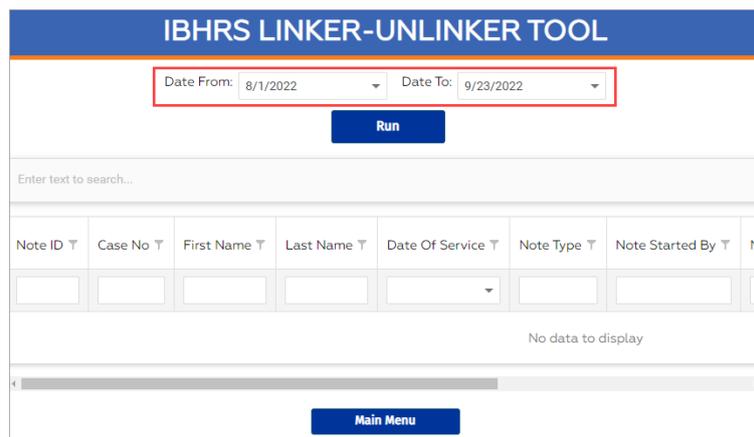
For Agencies reporting to IBHRS, you may need to correct the Care Status(es) linked to a Note in order to resubmit the data. Your Agency has the ability to link or unlink Notes to/from IBHRS Care Statuses via the IBHRS Linker-Unlinker tool. If a change is made using this tool, when you view the Note that has been modified, the Note's Updates log displays "Updated with IBHRS Linker-Unlinker Tool" along with the name of the user that made the change and the date/time.



User Permission: Users must have the **IBHRS Linker-Unlinker** tool permission turned on in Maintain Users in order to use this tool.

Link or Unlink a Care Status to or from a Note

1. Navigate to the IBHRS Linker-Unlinker tool by following the path above.
2. Click the **Date From** and **Date To** drop-downs and select the dates of service for Notes.



3. Click the **Run** button.
4. *(Optional)* Sort, search, or filter your results:
 - To **sort**, click on a column header.
 - To **filter**, click the filter icon  and **Enter text to filter...** or select from the list.
 - To search the report, enter text in the **Enter text to search** box or use the empty search boxes or drop-downs under a column to search.

IBHRS LINKER-UNLINKER TOOL

Date From: 8/1/2022 Date To: 9/23/2022

[Run](#)

Enter text to search...

Note ID	Case No	First Name	Last Name	Date Of Service	Note Type	Note Started By
345433	3351-1	Damien	Wayne	8/3/2022	Group Narrative	Denver
345475	3390-1	Test	Patient	8/15/2022	Group Narrative	NextStep Solutions

5. Click the **Edit** button for the Note you want to edit the Care Status for.

IBHRS LINKER-UNLINKER TOOL

Date From: 8/1/2022 Date To: 9/23/2022

[Run](#)

Enter text to search...

Note ID	Case No	First Name	Last Name	Date Of Service	Note Type	Note Started By	Note Sealed By	Note Has Billing	Care Status	Action
345433	3351-1	Damien	Wayne	8/3/2022	Group Narrative	Denver	Denver	<input type="checkbox"/>	IBHRS Care Status	Edit
345475	3390-1	Test	Patient	8/15/2022	Group Narrative	NextStep Solutions	NextStep Solutions	<input type="checkbox"/>	IBHRS Care Status	Edit

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6. In the Link/Unlink Care Statuses to/from this note window, click the **Linked Care Statuses*** drop-down and select the checkbox(es) for the Care Status(es) you want to link, or deselect the checkbox(es) for the Care Status(es) you want to unlink.

Link/Unlink Care Statuses to/from this note. ✕

Linked Care Statuses:* IBHRS Care Status

[Update](#) [Cancel](#)

7. Click the **Update** button.