

A Visit Frequency is the order for the number and frequency of visits for each discipline. They limit the visits which may be added to the patient calendar.

### Adding a new Visit Frequency

**NOTE:** For an Admission, if the patient status has been updated and synched however at the top left it still displays **Prospect**, submit a Help Desk ticket for it to be fixed.

**STEP 1:** Within the patient chart, tap the **Visit Frequency** tile.

**STEP 2:** Tap  at lower right side.

**STEP 3:** Add the **Discipline** using the drop-down.

**STEP 4:** Add **Visits** based on patient needs.

- Range of visits – enter a number for **Low** and **High**.
- Fixed number of visits – only enter a number for **High**.

**STEP 5:** For **Admission, Secondary Eval** or **Recertification** visit, tap **Cert/Recert**.

**STEP 6:** Enter **Physician** using drop-down.

**STEP 7:** Enter **Duration** using drop-down (Week, Month, Daily etc).

**STEP 8:** Enter **length of Duration** in the **For** field.

**STEP 9:** Tap **Do not create end sup order** box.

**STEP 10:** Tap  at the top left next to Visit Frequency to **Save**.

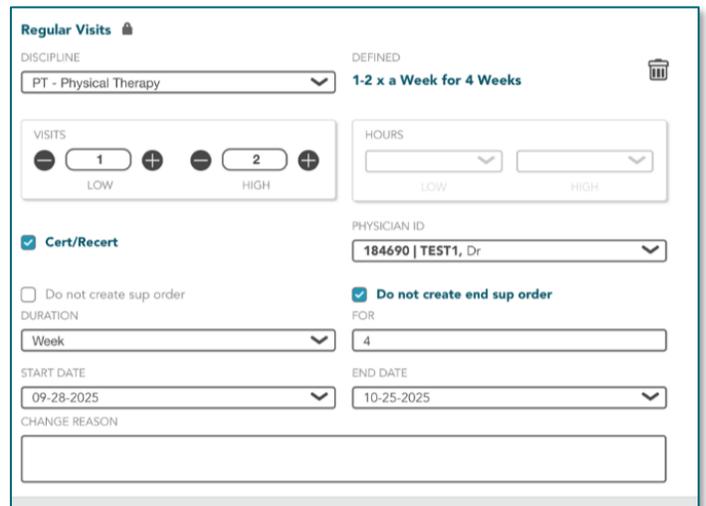
**STEP 11:** Enter **Netsmart password** to sign off on the Visit Frequency.

### Editing an existing Visit Frequency

**STEP 1:** Edit the **End date** of the existing visit frequency. This is the only field to edit on an existing Visit Frequency as it represents a signed order.

**STEP 2:** Enter information in the **Change Reason** field at the end of the screen.

**STEP 3:** Start at step 2 above.



**Regular Visits** 

DISCIPLINE: PT - Physical Therapy

DEFINED: 1-2 x a Week for 4 Weeks 

VISITS: LOW: 1 HIGH: 2

HOURS: LOW HIGH

**Cert/Recert**

Do not create sup order

PHYSICIAN ID: 184690 | TEST1, Dr

**Do not create end sup order**

DURATION: Week

FOR: 4

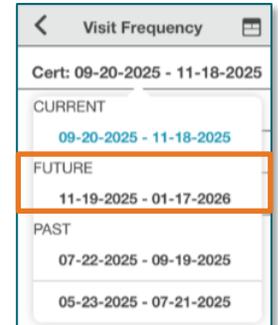
START DATE: 09-28-2025

END DATE: 10-25-2025

CHANGE REASON:

### Adding a Visit Frequency for a new Certification period

- STEP 1:** Tap on the **current certification period** at the top left.
- STEP 2:** Tap on the **future certification period** to **add** new Visit Frequency(ies).
- STEP 3:** Start at step 2 above.



### Add a PRN Visit Frequency

- STEP 1:** Tap **PRN** at lower left.
- STEP 2:** Tap  at lower right side.
- STEP 3:** Add the **Discipline** using the drop-down.
- STEP 4:** Add **Value (number of PRN visits in the cert period)** based on patient needs.
- STEP 5:** For **Admission, Secondary Eval or Recertification visit**, tap **Cert/Recert box**.
- STEP 6:** Enter **Physician** using drop-down.
- STEP 7:** **Start Date** defaults to first day of cert period. **Do not add End Date.**
- STEP 8:** **Reason(s) for PRN visits** is a required field.
- STEP 9:** Tap  at the top left next to Visit Frequency to **Save**.
- STEP 10:** Enter **Netsmart password** to sign off on the **Visit Frequency**.

A screenshot of the 'Prn Visits' form. It includes a 'DISCIPLINE' dropdown menu set to 'PT - Physical Therapy', a 'VALUE' field with '4' and plus/minus buttons, and a 'PHYSICIAN ID' dropdown menu set to '184690 | TEST1, Dr'. There are checkboxes for 'Cert/Recert' (checked), 'Do not create sup order' (unchecked), and 'Do not create end sup order' (unchecked). There are also 'LOW' and 'HIGH' dropdown menus, 'START DATE' and 'END DATE' dropdown menus (with '09-22-2025' in the start date), and a 'REASON' text field containing 'Falls'.