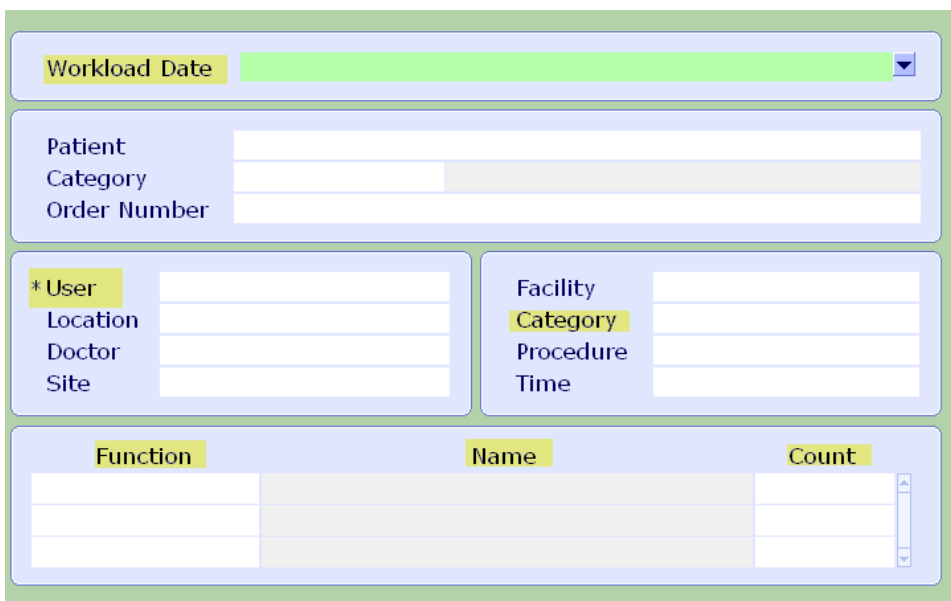# Non Client Care Statistics – Enter Manual Workload

Enter Manual Workload - use this routine to enter non client care activities. On the desktop, click on Enter Manual Workload. Note: Usage of this routine may slightly vary from site to site; refer to your site's processes. For Example, some sites enter their non client care workload daily, while others track it daily on paper and then enter the totals for the month.

Only a few fields need to be entered in this routine, they are highlighted below in yellow. Ignore the rest of the fields in this routine.

Workload Date - enter a date for the non client care activity (DD/MM/YY format).

User - enter your 6 digit Meditech user ID, or do a lookup to select a user if entering workload on behalf of another staff.

Category - enter appropriate category so that the care activities can be sorted by user and category criteria on the reports.

Function – do a look-up to see the active entries that are available, or if the mnemonic is known, users can enter it directly.

Count - once an activity/function is selected, then a count needs to be entered. Depending on process, some sites enter the total minutes (whole number) while others enter in hours. Reference your site's process.   If more than one non client care activity needs to be recorded, users can enter multiple activities.

When finished entering non client care activities, File (F12) ✔ the screen.

To exit out of the screen, select the Cancel ✖ (ESC key).

Non Client Care Statistics – Report

This report provides a summary of any activities not related to direct client care that are entered by the clinicians using the **Enter Manual Workload** routine.

The Non Client Care Statistics Report can be found under ITS>> Reports >> Custom Reports

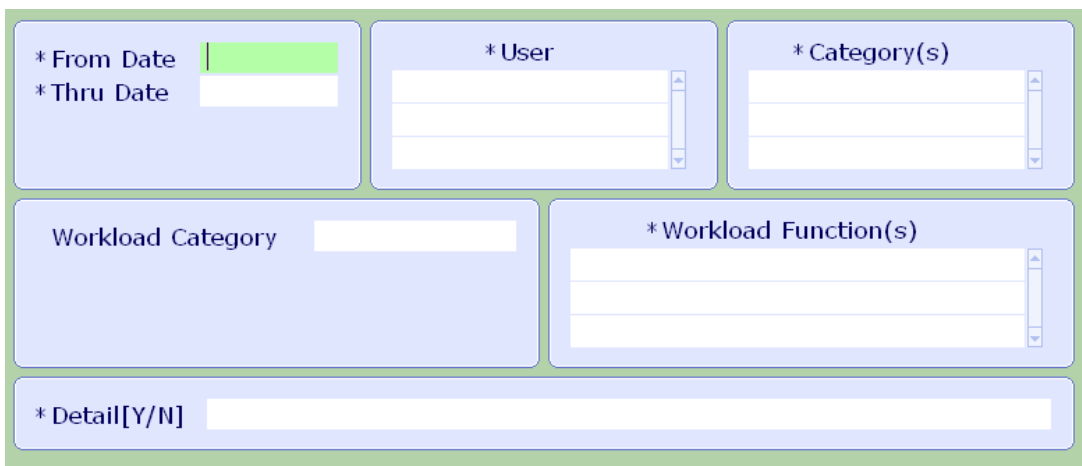**From Date & Thru Date** – enter the date range in DD/MM/YY format

User – default is ALL, but can remove and enter specific user(s). Enter the users' Meditech ID.

Category (s) - default is ALL, but can remove and enter specific categories, i.e. PT, SLP, etc.

Workload Category – default is ALL. Remove and enter *TSNST for the therapy service non client care activities* or enter *SWNST for the social work non client care activities*.

Workload Function(s) – default is ALL. But can remove and enter specific functions, i.e. MEET for meetings. Do a F9 look-up to see all the non client care activities.

Detail (Y/N) – default is No. The report summarizes the non client care activities. If select Yes, then report provides a further breakdown of non client care activities by each user, category and date.

Once all the report prompts are answered, File (or F12) so that the report compiles.