

# Badger Notes -Active Records

## Trouble Shooting Process

<b>To ensure access for the Woman to her Maternity Notes New record to Global</b>	1	Complete “New Booking Form” from the Community Tab
	2	Complete “Upcoming Appointment” note, and the <u>Reason</u> field must be “Antenatal Booking”
	3	Complete “Portal Access” accessed via “Enter New Note”

<b>To ensure access for the Woman to her Maternity Notes Previous Desktop Record</b>	1	From “Notes During Pregnancy” find the first “Antenatal Assessment” in the timeline
	2	From the summary view expand the “Antenatal Assessment” note
	3	This needs to have “Antenatal Booking” as the <u>Reason for Assessment</u>
	4	“Upcoming Appointment” note, and the <u>Reason</u> field must be “Antenatal Booking”
	5	Notes are required to be published to the woman’s application. This is done at the bottom of each note – this is complete for open records and we are working on closed with Clevermed
	6	If the woman had access already – the “Portal Access” will be completed
	7	No previous portal access – “Portal Access” accessed via the “Enter New Note”

<b>To ensure access for the Woman to her Maternity Notes Previous iPad record</b>	1	“Booking Smartform” will need to be completed from the previous booking section
	2	“Upcoming Appointment” note, and the <u>Reason</u> field must be “Antenatal Booking”
	3	Notes are required to be published to the woman’s application. This is done at the bottom of each note – this is complete for open records, and we are working on closed with Clevermed
	4	If the woman had access already – the “Portal Access” will be completed
	5	No previous portal access – “Portal Access” accessed via the “Enter New Note”