To add Special Needs column, start at multi-provider schedule and click to highlight folder with your name.

Right click for list of options, then left click to select “Properties”.

Select “Special Needs” from “Available Columns” on left. Click “Add” to move to your list of selected columns.

Use arrows to move up to position you would like.

You can now see if your patient is “Risk for Falls” under the “Special Needs” column in your multi-provider schedule. Check this regularly throughout the day as a patient’s risk for falls may change.