1. Open AdHoc, select “Patient Care” file and then

“Accessible Information”



1. Select “Yes” if the patient has accessible information needs



1. Follow the steps outlined, starting with opening the “alerts” folder



1. Then “Accessible Information”



1. You can then enter as many details as required. The more details that are entered, the more useful the alert will be.



1. A flag is then entered onto the banner bar

