## ePOC – Problems in the Add Problems screen are Greyed out

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ePOC - Problems in the Add Problems screen are Greyed out

Purpose: Follow this procedure when a user reports issue with Plan of Care (POC) – Problems in the Add Problems screen are Greyed out.

Required Information to be documented in each incident:

Contact NameContact NumberClinic / Facility NumberPatient NamePatient MRNDetailed Description of the issue.Screen shot of the Error

**Troubleshooting Process:** 

- 1. Confirm with user that the issue matches the issue reported.
- 2. Please document required information and troubleshooting details in the Incident.
- 3. Please attach any referenced knowledge articles to the incident.
- 4. On the Add Problems screen, the Problems are Greyed out and there is a Green Check next to it This indicates the problem is already in accepted in ePOC and you cannot add it again.
- 5. On the Add Problems screen, the Problems are Greyed out and there is a "P" next to it This indicates the problem is already listed under Potential Problems and are waiting to be accepted.
- 6. Advise the user to go to the Potential Problems section and accept the problems.
- 7. Follow the resolution process.
- 8. If the user is still unable to add Problems, follow escalation process.

Classification Requirements

Category

Software & Applications

Subcategory

Clinical Applications

Service

ePOC

**Resolution Process** 

Please review/update Classification and provide customer with the Incident number for their reference prior to resolving.

**Resolution Categorization** 

**Resolution Code** 

Solved Remotely (Permanently)

**Resolution Category** 

Software & Applications

Service

**Clinical Applications** 

**Escalation Process** 

Please review/update Classification and provide customer with the Incident number for their reference prior to escalating.

Assign the Incident to the Following Group

DTI-EUX-Help Desk-Clinical Java Review - L1

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