



Microsoft Teams

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Purpose:

Microsoft Teams is an available medium of communication with Aveanna office staff & clinicians when activated on the Aveanna issued floater tablet. This article is to provide instructions on how to activate your Microsoft Teams account and to set expectations for care coordination.

Activation Instructions:

[HHH Floater tablet with Teams initial setup \(1\).pdf](#) 

Documenting Care Coordination:

Microsoft Teams can be used for many purposes, such as to aid in scheduling of visits in the EMR, to ask questions of the office staff, and also to document **patient related care coordination. Whenever documenting clinical updates to the inter-disciplinary team, please be sure to also include a 'Care Coordination' note in the HCHB (PointCare) Medical record.** This will ensure compliance with our care coordination requirements and aid in the clinical communication needed to ensure positive clinical outcomes for our patients.

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