How to print a facesheet in PointClickCare

This guide explains how to print a facesheet in PointClickCare. In PointClickCare, the facesheet is the Admission Record, a printable report that summarizes a resident's key information. You open the report from the resident's profile, check its timestamp, and print it from your browser.

Prerequisites

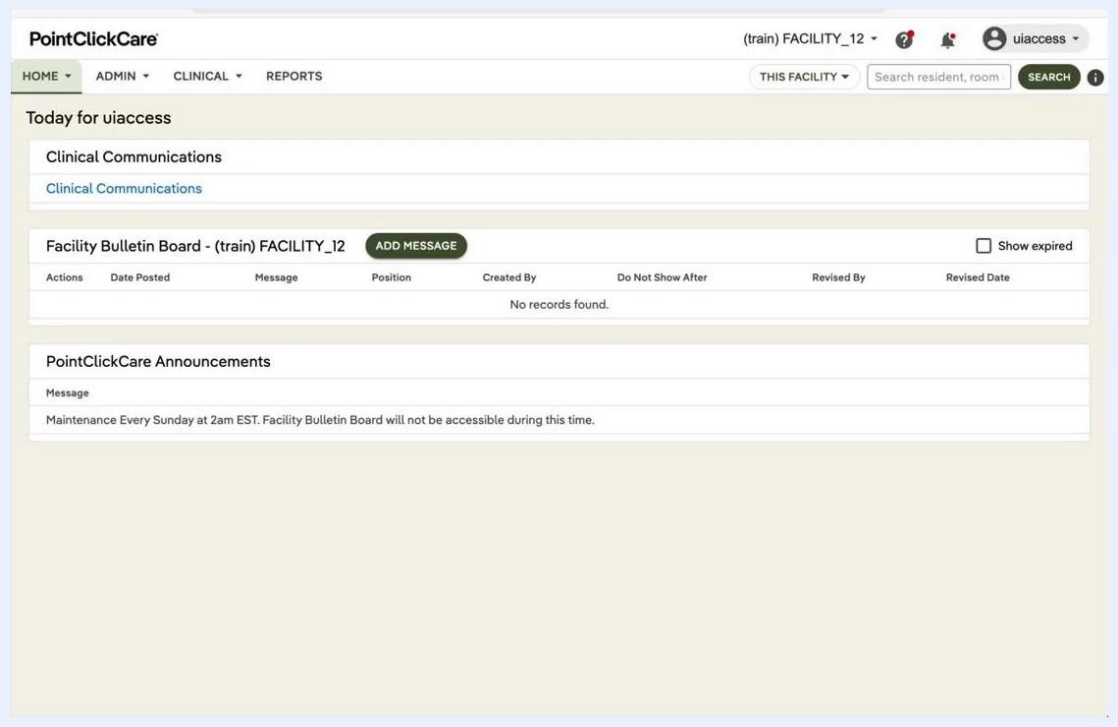
- You are logged in to PointClickCare with appropriate access rights.
- You have a printer available to select in the print dialog.

Steps

1. Go to the Clinical section

After you log in, the home screen shows the main dashboard with sections such as "Clinical Communications," "Facility Bulletin Board," and "PointClickCare Announcements." The top navigation bar includes **HOME**, **ADMIN**, **CLINICAL**, and **REPORTS**. Your facility and user information appear in the upper right.

Click the **CLINICAL** tab in the top navigation bar.

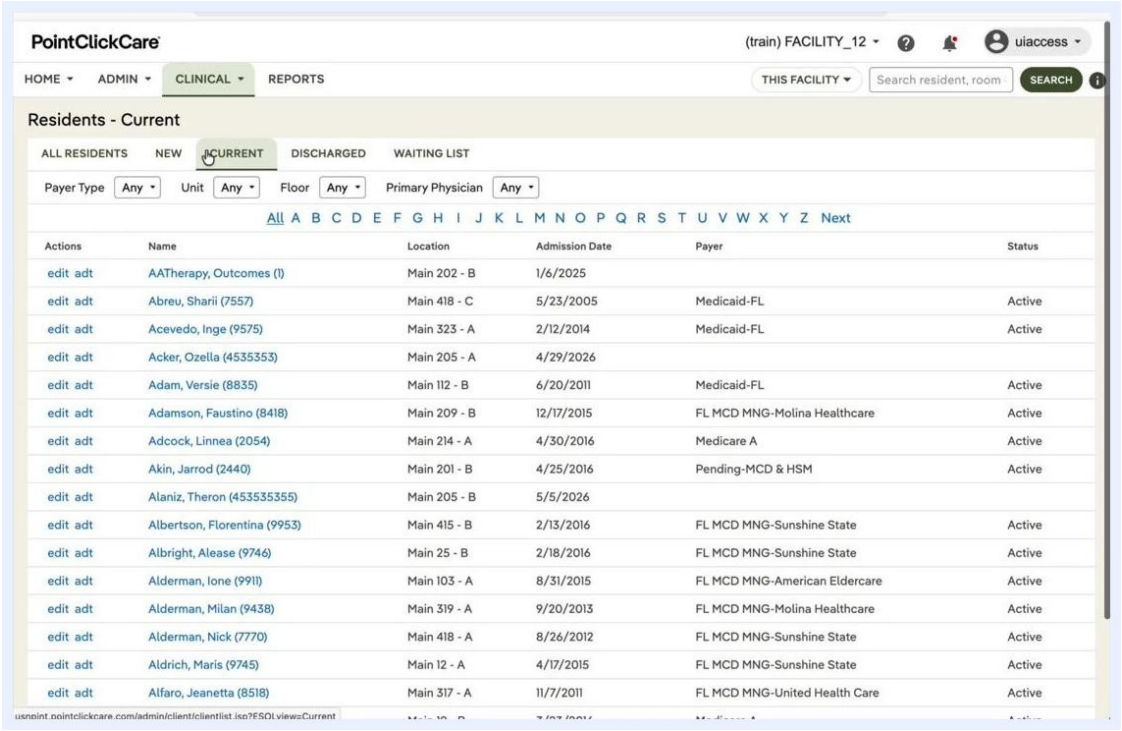


PointClickCare home screen showing the navigation bar and dashboard sections

2. Select Residents

Under the **CLINICAL** menu, select **Residents**. The "Residents - Current" list appears and shows all current residents with columns for Name, Location, Admission Date, Payer, and Status.

If needed, use the filters at the top of the list: Payer Type, Unit, Floor, and Primary Physician.

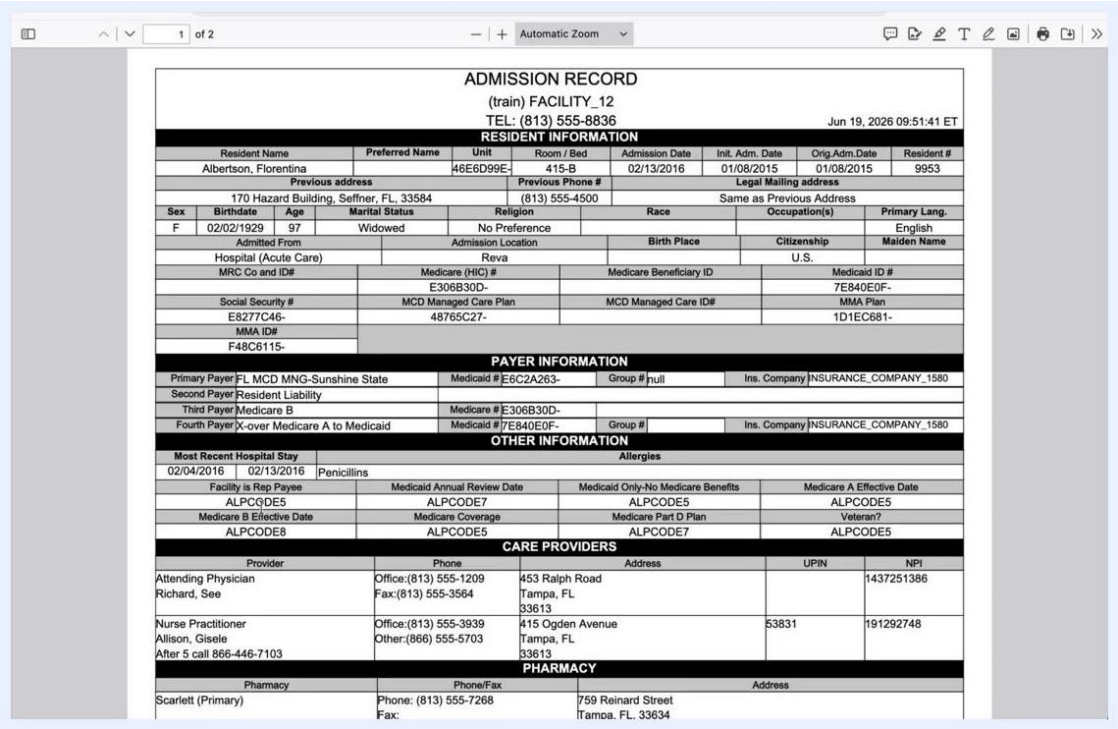


Residents - Current list showing resident names, locations, and admission details

3. Choose the resident and open the profile

Find and select the resident whose facesheet you want to print. For example, select "Albertson, Florentina (9953)" from the list.

The resident's profile page opens. It shows tabs such as DASH, PROFILE, CENSUS, MED DIAG, ALLERGIES, IMMUN, ORDERS, WTS/VITALS, RESULTS, MDS, ASMNMTS, PROG NOTES, and CARE PLAN. The **PROFILE** tab should be selected, displaying resident details, contacts, and medical professionals.



ADMISSION RECORD
(train) FACILITY_12
TEL: (813) 555-8836
Jun 19, 2026 09:51:41 ET

RESIDENT INFORMATION

Resident Name	Preferred Name	Unit	Room / Bed	Admission Date	Init. Adm. Date	Orig.Adm.Date	Resident #
Albertson, Florentina		46E6D99E-	415-B	02/13/2016	01/08/2015	01/08/2015	9953

Previous address	Previous Phone #	Legal Mailing address
170 Hazard Building, Seffner, FL, 33584	(813) 555-4500	Same as Previous Address

Sex	Birthdate	Age	Marital Status	Religion	Race	Occupation(s)	Primary Lang.
F	02/02/1929	97	Widowed	No Preference			English

Admitted From	Admission Location	Birth Place	Citizenship	Maiden Name
Hospital (Acute Care)	Reva		U.S.	

MRC Co and ID#	Medicare (HIC) #	Medicare Beneficiary ID	Medicaid ID #
	E306B30D-		7E840E0F-

Social Security #	MCD Managed Care Plan	MCD Managed Care ID#	MMA Plan
E8277C46-	48765C27-		1D1EC681-

MMA ID#
F48C6115-

PAYER INFORMATION

Primary Payer	FL MCD MNG-Sunshine State	Medicaid #	E6C2A263-	Group #	null
Second Payer	Resident Liability				
Third Payer	Medicare B	Medicare #	E306B30D-		
Fourth Payer	X-over Medicare A to Medicaid	Medicaid #	7E840E0F-	Group #	

Ins. Company
INSURANCE_COMPANY_1580
INSURANCE_COMPANY_1580

OTHER INFORMATION

Most Recent Hospital Stay		Allergies
02/04/2016	02/13/2016	Penicillins

Facility is Rep Payee	Medicaid Annual Review Date	Medicaid Only-No Medicare Benefits	Medicare A Effective Date
ALPCODE5	ALPCODE7	ALPCODE5	ALPCODE5

Medicare B Effective Date	Medicare Coverage	Medicare Part D Plan	Veteran?
ALPCODE8	ALPCODE5	ALPCODE7	ALPCODE5

CARE PROVIDERS

Provider	Phone	Address	UPIN	NPI
Attending Physician Richard, See	Office:(813) 555-1209 Fax:(813) 555-3564	453 Ralph Road Tampa, FL 33613		1437251386
Nurse Practitioner Allison, Gisele After 5 call 866-446-7103	Office:(813) 555-3939 Other:(866) 555-5703	415 Ogden Avenue Tampa, FL 33613	53831	191292748

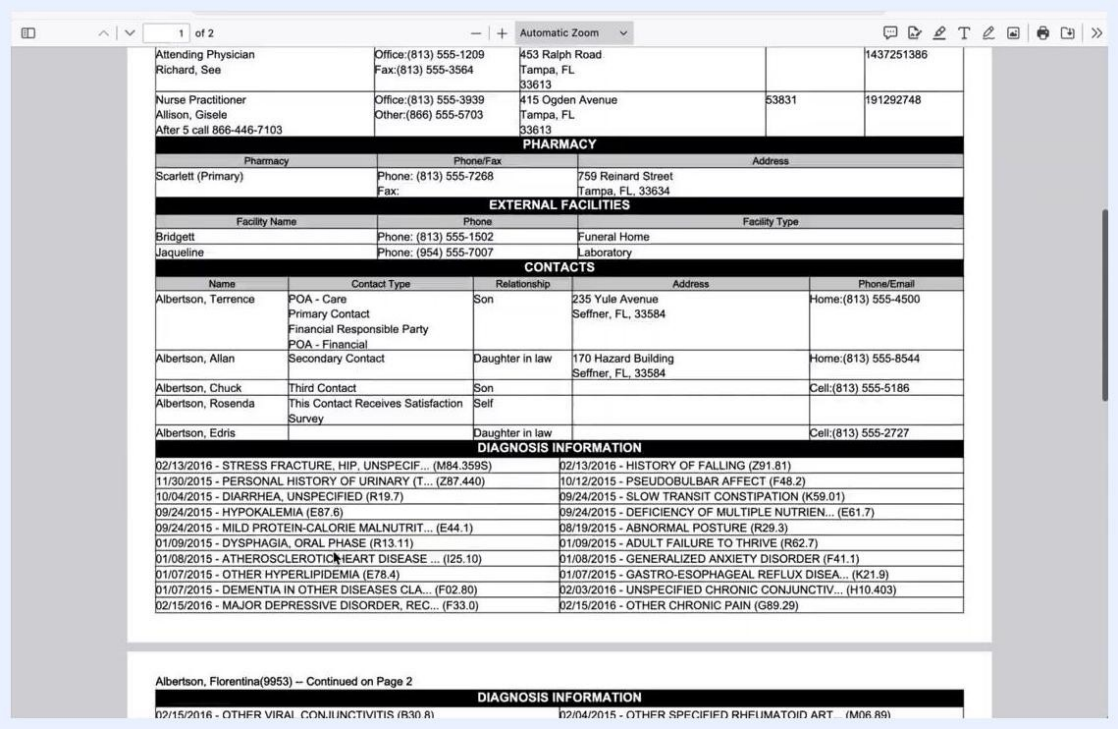
PHARMACY

Pharmacy	Phone/Fax	Address
Scarlett (Primary)	Phone: (813) 555-7268 Fax:	759 Reinard Street Tampa, FL, 33634

Resident profile page with the PROFILE tab selected and resident details visible

4. Open the Admission Record

On the **PROFILE** tab, find the **ADMISSION RECORD** button. This is the facesheet. Hover over or click the button to see the "Admission Record Report" tooltip.



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EXTERNAL FACILITIES

Facility Name	Phone	Facility Type
Bridgett	Phone: (813) 555-1502	Funeral Home
Jaqueline	Phone: (954) 555-7007	Laboratory

CONTACTS

Name	Contact Type	Relationship	Address	Phone/Email
Albertson, Terrence	POA - Care Primary Contact Financial Responsible Party POA - Financial	Son	235 Yule Avenue Seffner, FL, 33584	Home:(813) 555-4500
Albertson, Allan	Secondary Contact	Daughter in law	170 Hazard Building Seffner, FL, 33584	Home:(813) 555-8544
Albertson, Chuck	Third Contact	Son		Cell:(813) 555-5186
Albertson, Rosenda	This Contact Receives Satisfaction Survey	Self		
Albertson, Edris		Daughter in law		Cell:(813) 555-2727

DIAGNOSIS INFORMATION

02/13/2016 - STRESS FRACTURE, HIP, UNSPECIF... (M84.359S)	02/13/2016 - HISTORY OF FALLING (Z91.81)
11/30/2015 - PERSONAL HISTORY OF URINARY (T... (Z87.440)	10/12/2015 - PSEUDOBULBAR AFFECT (F48.2)
10/04/2015 - DIARRHEA, UNSPECIFIED (R19.7)	09/24/2015 - SLOW TRANSIT CONSTIPATION (K59.01)
09/24/2015 - HYPOKALEMIA (E87.6)	09/24/2015 - DEFICIENCY OF MULTIPLE NUTRIEN... (E61.7)
09/24/2015 - MILD PROTEIN-CALORIE MALNUTRIT... (E44.1)	08/19/2015 - ABNORMAL POSTURE (R29.3)
01/09/2015 - DYSPHAGIA, ORAL PHASE (R13.11)	01/09/2015 - ADULT FAILURE TO THRIVE (R62.7)
01/08/2015 - ATHEROSCLEROTIC HEART DISEASE ... (I25.10)	01/08/2015 - GENERALIZED ANXIETY DISORDER (F41.1)
01/07/2015 - OTHER HYPERLIPIDEMIA (E78.4)	01/07/2015 - GASTRO-ESOPHAGEAL REFLUX DISEA... (K21.9)
01/07/2015 - DEMENTIA IN OTHER DISEASES CLA... (F02.80)	02/03/2016 - UNSPECIFIED CHRONIC CONJUNCTIV... (H10.403)
02/15/2016 - MAJOR DEPRESSIVE DISORDER, REC... (F33.0)	02/15/2016 - OTHER CHRONIC PAIN (G89.29)

Albertson, Florentina(9953) -- Continued on Page 2

DIAGNOSIS INFORMATION

02/15/2016 - OTHER VIRAL CONJUNCTIVITIS (B30.8)	02/04/2015 - OTHER SPECIFIED RHEUMATOID ART... (M06.89)

PROFILE tab with the ADMISSION RECORD button highlighted

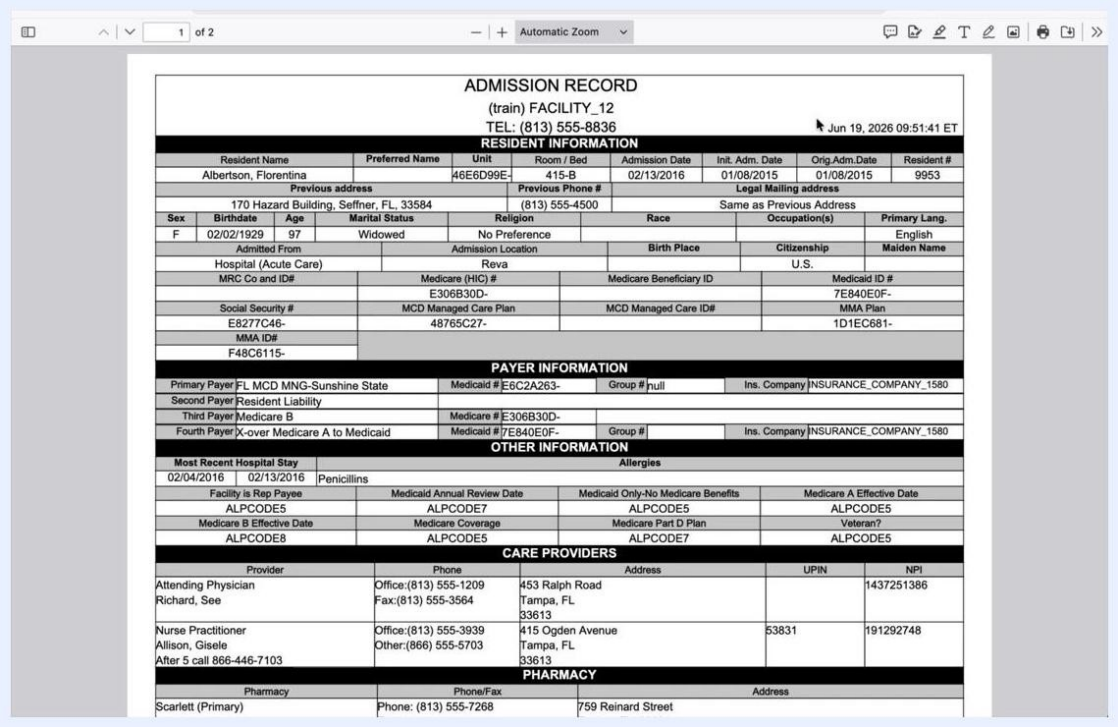
Click **ADMISSION RECORD**. The Admission Record opens in a new window or tab as a printable report.

5. Review the report and verify the timestamp

Review the report to make sure all necessary information is present. The report includes:

- Resident information (name, DOB, address, admission details)
- Payer information
- Other information (allergies, hospital stays)
- Care providers and pharmacy details
- Contacts and diagnosis information

Check the top right corner of the Admission Record for the timestamp, for example "Jun 19, 2026 09:51:41 ET". The timestamp shows when the record was generated, so you can tell whether the information is current or whether anything has changed since the last printout.



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MMA ID#
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Third Payer	Medicare B	Medicare #	E306B30D-				
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Admission Record PDF with the timestamp and resident details visible

6. Open the print dialog

With the Admission Record open, start the print command:

- On Windows, press **Ctrl + P**.
- On Mac, press **Command (⌘) + P**.

The print dialog opens, where you can select your printer and adjust print settings.

7. Select your printer and print

In the print dialog, choose the printer you want from the list of available devices. Review the print settings, such as the number of copies and the page range. Then click **Print** to print the Admission Record (facesheet).

8. Confirm the printout

Retrieve the printed facesheet from your selected printer. Review the document to make sure all information is clear and complete.

Troubleshooting

- If the Admission Record does not print, check your printer connection and make sure the printer is powered on and has paper.
- If the information on the facesheet looks outdated, refresh the Admission Record in PointClickCare and verify the timestamp before you print again.
- Your facility may call the Admission Record the "facesheet." The process is the same.

Summary

- The Admission Record (facesheet) in PointClickCare includes a timestamp so you can verify the data.
- Print the record with **Ctrl + P** (Windows) or **Command + P** (Mac).
- Select your printer and confirm the printout to make sure the resident information is accurate.

By following these steps, you can reliably print a resident's facesheet in PointClickCare and keep the most up-to-date information on hand.