

Group Program Report

Purpose: This task card is an instructional document that outlines the clinical requirements and steps to complete a Group Program Report in VERA.

Clinical Requirements

- A Group Program report is required for each Group Program
- The report must be completed within 2 weeks of the completion of the program
- A workflow task will automatically be assigned to the Group Program Coordinator to review and approve once the report is completed.

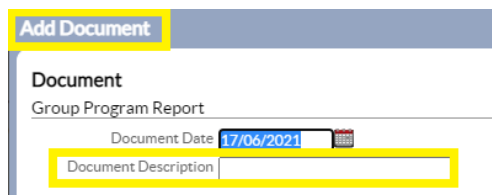
VERA Instructions

1. Access the **Group List** in VERA
2. Move to the **Documents** tab on the right hand tool bar at the Group List level.
3. Select **Group Program Report** Document template from the drop down list.



4. An Add Document window will open. Select the **Document Description** box to populate the template.

(Note: you do not need to enter anything into the Document Description)



5. Complete the document template and select **Update**
(Note: Do not select next and sign the Report as this will lock the document from being able to be edited)
6. Select **Finish**. An automatic workflow task will be sent to the Group Program Coordinator to review and approve the report.