

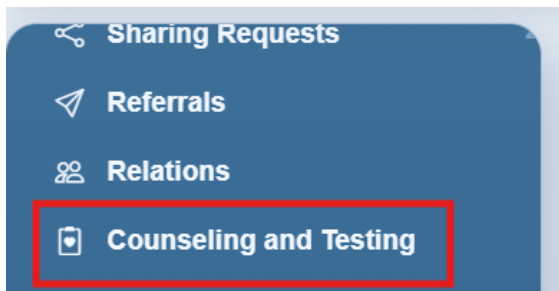
Counseling and Testing

Purpose	Record a client's HIV counseling, testing, results, referrals, partner notification, and related notes.
Who should do this	Authorized CAREWare users working in the client's provider-domain record.
Use this guide when you need to	Add or review a Counseling and Testing record for a client.
Main warning	Save only after all required counseling and testing fields have been reviewed.

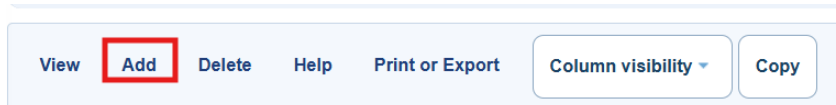
Quick path
Client record > Counseling and Testing > Add

Add a Counseling and Testing record

Step 1. Click Counseling and Testing in the left menu.



Step 2. Click Add.



Counseling Testing Data

Search: 100 ▾ entries per page

Pretest Counseling	Pretest Date	Tested for HIV

Counseling and Testing menu options

Use these options from the client's Counseling and Testing history.

Item	What it does	When to use it
View	Opens the selected Counseling and Testing record.	Review an existing record.
Add	Creates a Counseling and Testing record.	Enter a new record.
Delete	Deletes the selected record.	Remove a record entered in error.
Help	Opens the CAREWare Knowledge Base.	Get field-specific help.
Print or Export	Prints or exports the client's record list.	Share or retain the displayed history.
Column Visibility	Controls columns shown in the history.	Customize the list view.

Step 3. Complete the applicable fields. If Posttest Counsel is No, complete Reason no Counsel.

Save Back

Counseling and Testing

Pretest Counseling: Yes

Pretest Date *: 06/29/2026

Tested for HIV: Yes

Test Date *: 06/29/2026

Test Result: HIV Positive

Posttest Counsel: Yes

Posttest Date *: 07/10/2026

Reason no counsel *:

Post Counsel Referred: ☒

Partner Notification Offered: Yes

Number Notified: 5

Comments: Comments.

Step 4. Click Save.

Save Back

Counseling and Testing

Pretest Counseling: Yes

Pretest Date *: 06/29/2026

Tested for HIV: Yes

Test Date *: 06/29/2026

Test Result: HIV Positive

Posttest Counsel: Yes

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Reason no counsel *:

Post Counsel Referred: ☒

Partner Notification Offered: Yes

Number Notified: 5

Comments: Comments.

How to confirm it worked

1. CAREWare returns to the client's Counseling and Testing history.
2. The new record appears in the list with the expected dates and result.
3. Open the record with View to confirm the saved details.

Troubleshooting and common questions

Why can't I add or edit a record?

Confirm that you are working in the correct provider domain and that your account has permission to update the client record.

What if Posttest Counsel is No?

Select the appropriate Reason no Counsel before saving.

What if I entered the wrong information?

Click View to open the record, and click Edit to make the changes. Click Save when done with the changes.