

Documents Tab

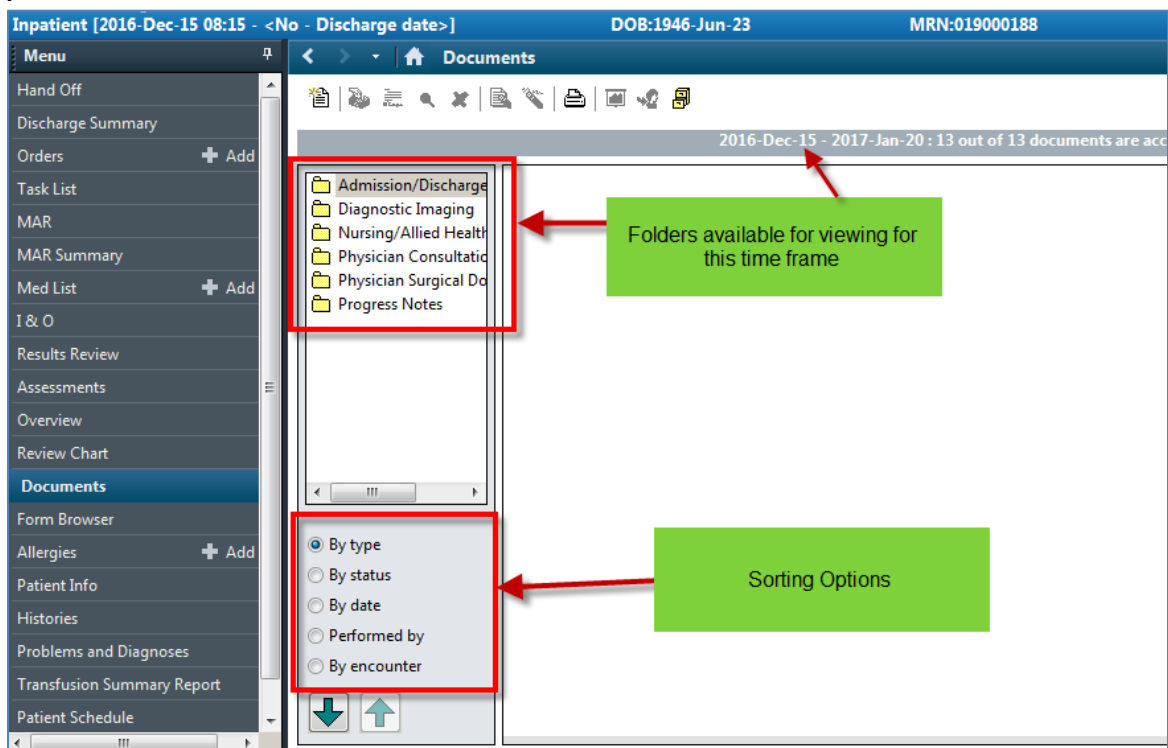
The **Documentation tab** allows clinicians to

- View information from a form in a textual format.
- May also enter information manually (Progress Notes) or electronically entered via interface (dictated note).

Documents

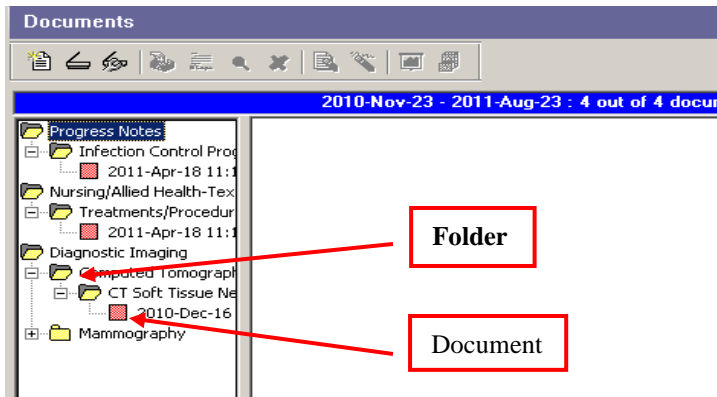
Features of the Document tab view include the following:

- Only signed documents are able to be viewed on the Documents tab.
- Indexing allows the sorting of documents by
 - Date
 - Type
 - Author
 - Status
 - Encounter.



Understanding the Index Tree

- The Documents window uses an index tree to sort documents.
- Documents are sorted into categories represented by a folder icon.
- The individual documents and reports are each represented by a document icon.



To open a document

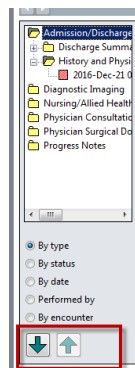
1. Double-click a document icon,

or

Select the document and press **ENTER**

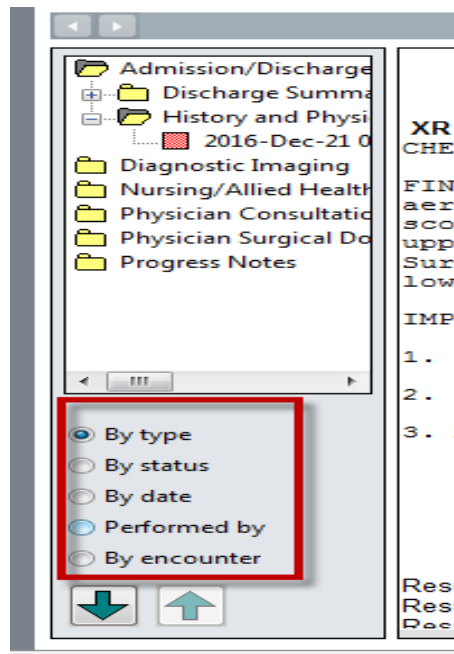
To open a different document,

- Double-click the corresponding icon in the index tree.
- You can scroll through sequential documents by clicking on the directional green arrows in the lower left hand corner of your screen











Clinicians can organize the folders based on

- Document type,
- Status of completion
- Date
- Performed by (author)
- Encounter



Understanding Document Status Icons

Individual documents in Clinical Notes are denoted by a colored icon that reflects document status.

Color	Status
	In Progress - Document has been saved but not signed.
	Transcribed - Document has been entered into the system and signed by a transcriptionist but has not been signed yet by the person who dictated it.
	Unauthenticated - Document has been signed by someone who does not have authorization to grant final approval for this document. The document needs an additional signature by someone authorized to change its status to Authenticated.
	Authenticated - Document is in its final status and has been signed by someone authorized to change its status to Authenticated; for example, the physician who originally dictated it.
	Modified or Corrected - The document has been amended or has an attached addendum.
	Anticipated - The medical records department anticipates a document of the type indicated, but the document contents have not been entered into the system yet. For example, patient admission triggers the need for an H&P.
	In Error - The document was entered in error; for example, for the wrong patient.
	A yellow dot on the page icon indicates that the document is currently is open.