

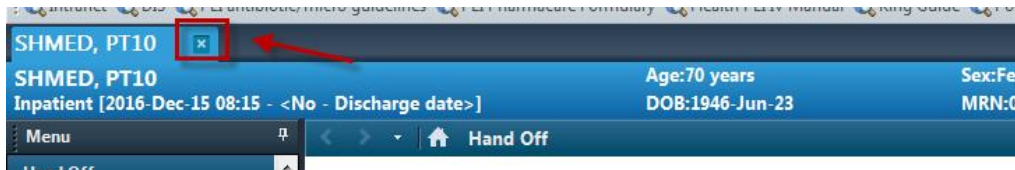
Opening / Closing Patient Chart

To open a patient chart, do one of the following:

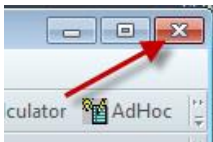
1. Highlight the patient's name of the chart you wish to open
2. In the "name" column, double-click the patient's name. It will open to the Handoff tab.
or
Right-click in any section or column and choose open chart ,then select the tab you want to access.
or
From the menu bar, click on **Chart**, then select the tab you want to access.

To close a patient chart, do one of the following:

1. Click on the Blue X on the patient's name on the demographic bar.



2. Click on the red X in the upper right hand corner of the screen



3. From the Tool Bar menu , click on Chart and select Close Chart

