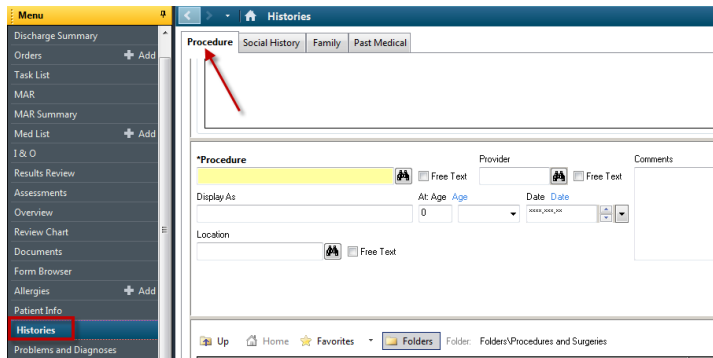


## Procedure Tab

Clinicians are able to document patients completed procedures.

To add an procedure under this tab

1. Select Add



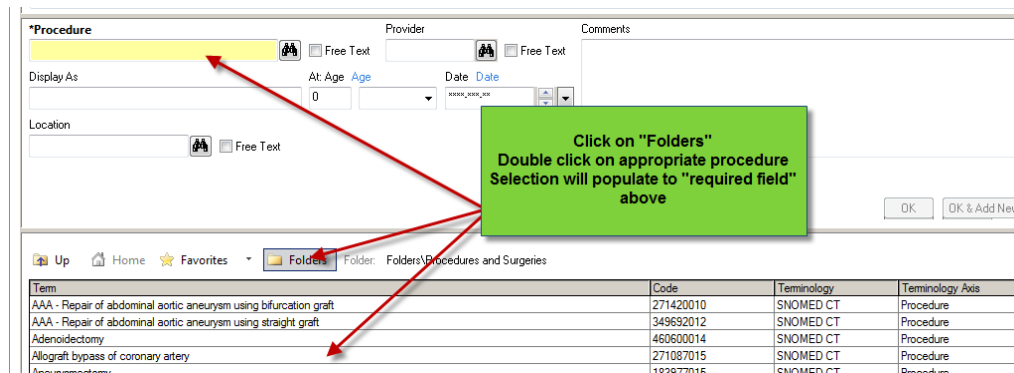
2. Add procedure screen will come up.

3. To enter a procedure

- Click on the Folders and pick select the appropriate procedure. Double click on the procedure and it will be populate to the required field

**OR**

Check in the free text box next to the Procedure box. Enter the procedure into the required field



4. Add the date/ time and procedure ( Type **t** and **n** for today and now if appropriate or the date and time of the procedure)

5. Add the provider ( person who performed the procedure) Type the first 3 or 4 letters of the last name and click on the binoculars


6. Add location. Type in the first 2 letters and click on the drop down arrow. Select the appropriate location.
7. Add any comments.
8. Click **OK**.

The screenshot shows a form titled '\*Procedure' with fields for 'Appendectomy', 'At: Age', 'Date', and 'Location'. A green callout box with the text 'add additional information as required' has red arrows pointing to the 'At: Age', 'Date', and 'Location' fields. Another green callout box with the text 'Click "OK" or "OK & Add New" if you have more than one procedure' has red arrows pointing to the 'OK' and 'OK & Add New' buttons at the bottom right. The 'OK' button is highlighted.

9. The paper clip icon represents a comment is attached

Procedures

+ Add    Modify    Display: Active

Procedure	Last Reviewed	Procedure Date	
Appendectomy	2017-Jan-13	2016-Dec-14	

2017-Jan-13 11:56 - Test, CPOE RN, RN  
Blood loss greater than 200 cc

comments will display