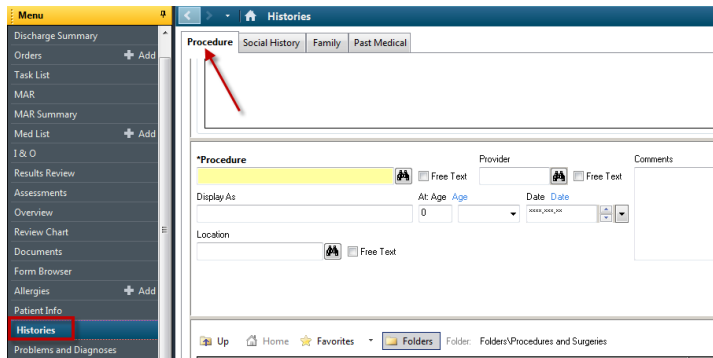# Procedure Tab

Clinicians are able to document patients completed procedures.

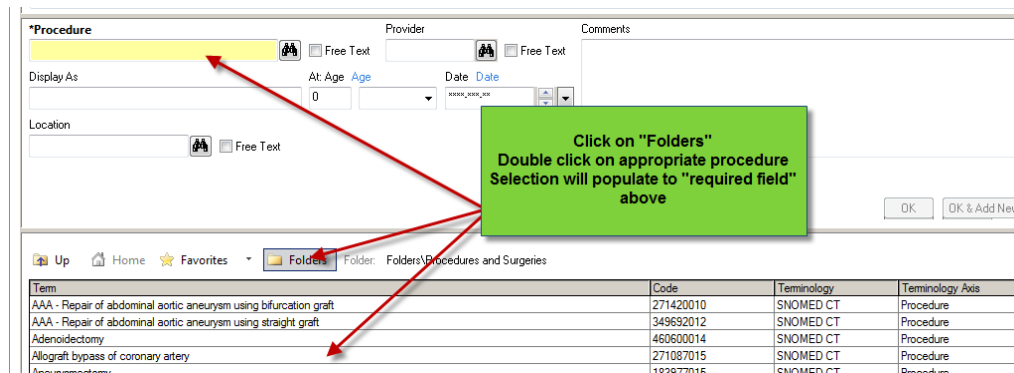To add an procedure under this tab

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.**

9. The paper clip icon represents a comment is attached