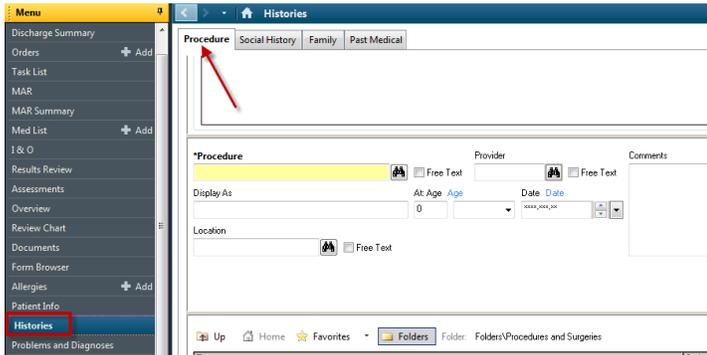


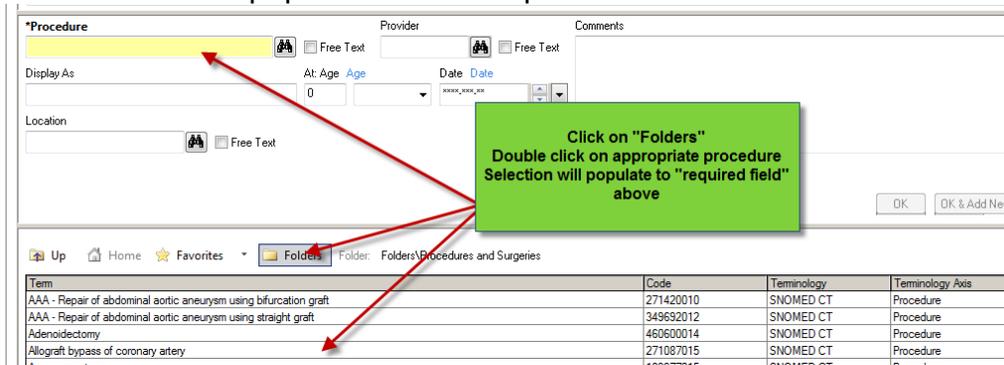
Adding a Procedure to the Procedure Tab

How to document a completed procedure

1. Click on **“Histories”** tab
2. Select **“Procedures”**
3. Select **“Add”**



4. **“Procedure”** screen opens.
To enter a procedure:
5. Click on the **“Folders”** and select the appropriate procedure.
6. Double click on the procedure
7. Procedure name populates to the required field



OR

8. Click in the box next to **“Free Text”**
9. Enter the title of the procedure into the **“Procedures”** field



10. Add the date/ time and procedure (Type **t** and **n** for today and now or the date and time of the procedure)
11. Enter the name of the provider. (Type the first 3 or 4 letters of the last name and click on the binoculars)
12. Add location (Click on the binoculars next to “Location”. Select the appropriate location from the dropdown list)
13. Add any comments as necessary
14. Click “**OK**”
15. A “**Paper Clip**” icon indicates a comment is attached.

