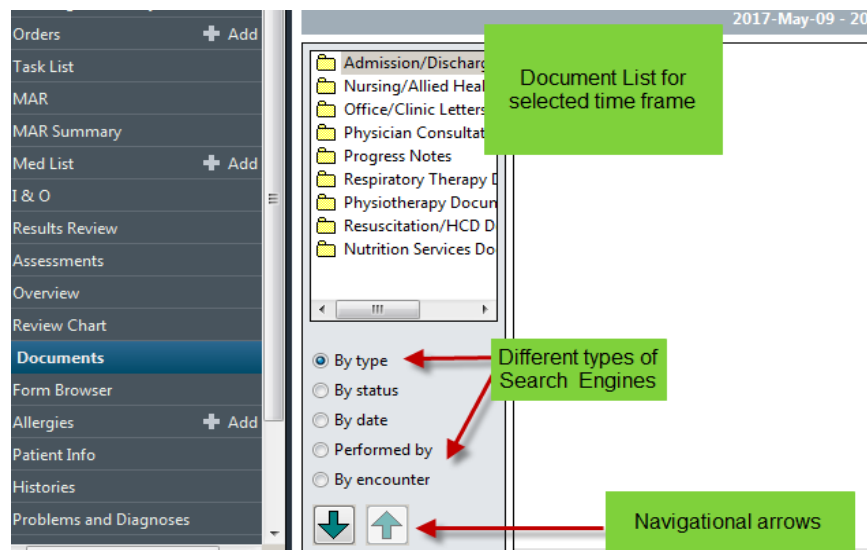## Documents Tab

Once Documents are completed and signed they will fall into the Documents tab in a textural version

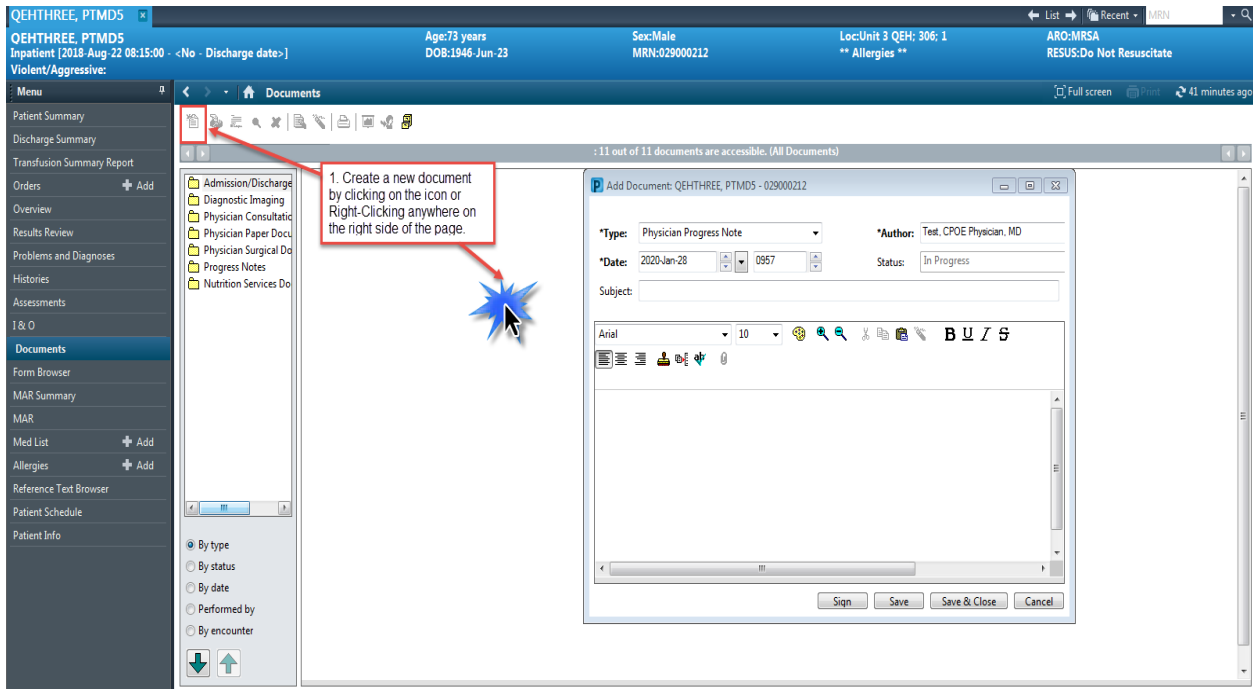On the Documents tab you will notice:

1. A list of folders containing documents

2. A search Engine selection allowing you to select how you wish the documents to display

3. Navigational Arrows that will allow you to move from one documents to the next either up or down the list with one

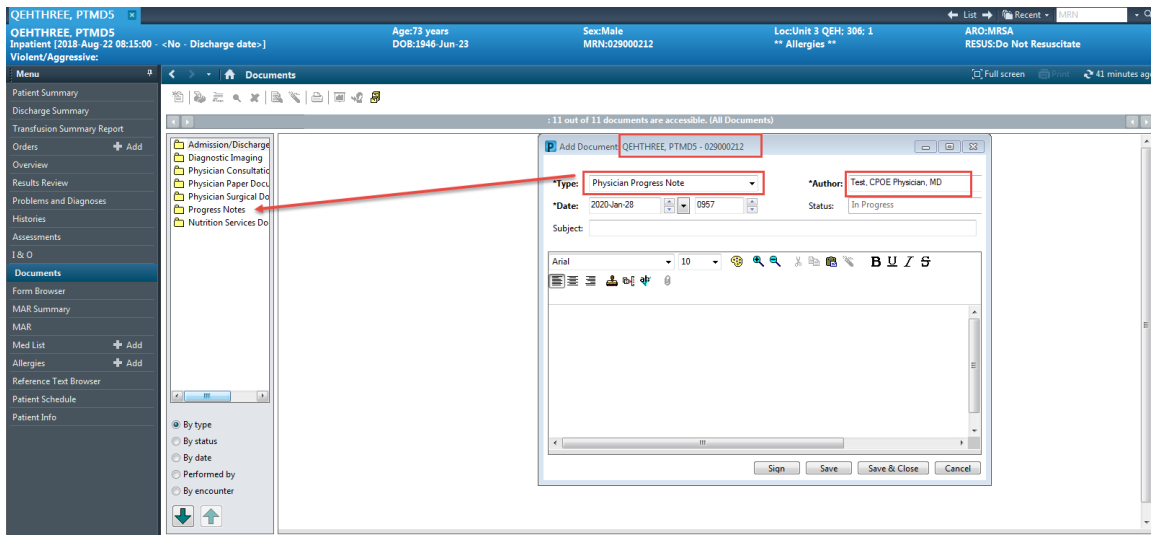Progress Notes are always completed from the "Documents" Tab.

You can also change your search criteria by right clicking on the clinical range on the grey bar above.

To Create a document

To create a document, select the new document icon, or right click in the large white field to open a new document.

When you create your document, there are a few important things to note.

1. Be sure to select the correct note type, this will ensure it is foldered properly
2. Make sure you are documenting under the correct patient chart
3. Make sure your name populated in the Author box, and not another clinician

Choosing a Folder Type

When creating a new note, you must make sure you choose the correct type of note you wish to create. Select the correct note type from the drop down arrow. Doing this, will ensure that when completed, it will be filed under the correct folder.