

Documentation: Modifying and forwarding documentation.

Quick reference guide

Modifying Documentation

With the patient medical record open:

1. Select *Documentation* from the menu
2. Select the document to be modified from the *List tab*.

Both *Final Reports* and *Preliminary Reports* can be modified.

3. Select *Modify* 

If the document is a *Final Report*, an *Insert Addendum Here* message will appear

* Final Report *

This is a blank progress note

*Insert Addendum Here:

1. Enter additional information in this area
2. Select *Sign/Submit*

If the document is a *Preliminary Reports*, the document will open and all fields will be active

1. Enter information as necessary
2. Select *Sign/Submit*

Forwarding Documentation

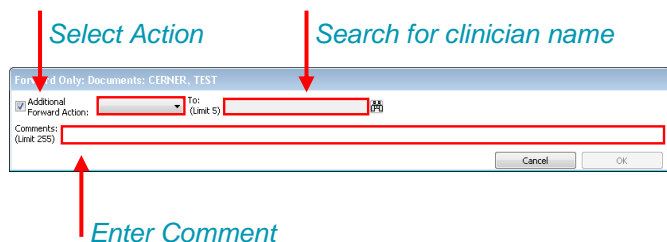
Documentation can be forwarded to other clinical staff for them to sign or review.

With the patient medical record open:

1. Select *Documentation* from the menu.
2. Select the document to forward from the *List tab*.

3. Select the *Forward*  icon

The Forward Only: Documents window opens.



4. Select the action you would like the recipient to take from the drop down menu

5. Find the person you wish to forward the document.
6. Enter any additional comments into the comments field
7. Select *OK*

The forwarded document should now appear in the recipient's *Message Centre* for them to action.

Doctor

Nurse

Allied