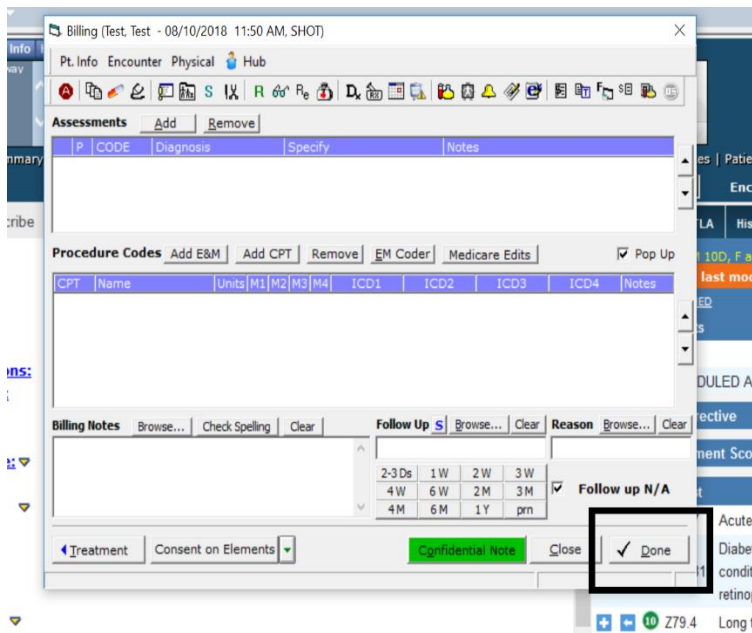


Memo

To: Doctors and MAs
From: Management
Date: August 10, 2018
Re: Locking charts

In order to reduce the amount of charts being unlocked, we are having the doctors change their work flow slightly.

1. Instead of locking the chart immediately when you are done charting, please hit the “Done” button. This will indicate on the schedule screen you are done charting allowing you to keep track of finished charts. This will allow the progress note to remain open for the MAs to finish all documentation.



This will indicate on the schedule screen that you are done documenting for this patient.

Appt. Time Morning View All P = Providers
 Sort by Appt Time < 08/10/2018 > R = Resources

P/R	Reason	Sex	Age	Visit St.	Arr Time	Duration	Room	Status	Notes Sts
WCP	18 MONTH CHECK-UP	M	18M 4D	CHK	08:15 AM	42 m			✓
WCP	1-2 WEEKS CHECK-UP	M	7D	CHK	08:31 AM	40 m			✓
WCP	2month wcc	M	1M 29D	CHK	08:44 AM	55 m			✓
WCP	2 YEAR CHECK-UP	M	23M 24D	CHK	09:22 AM	17 m			✓
WCP	planter's wart	F	6Y 7M	CHK	08:56 AM	52 m			✓
WCP	12 MONTH CHECK-UP	M	12M 4D	CHK	09:37 AM	53 m			✓
WCP	poss eczema	M	1M 17D	CHK	09:26 AM	44 m			✓
WCP	wheezing	M	3Y 3M	CHK	09:47 AM	49 m			✓
WCP	9 MONTH CHECK-UP	F	9M	CHK	09:59 AM	1 h, 17 m			✓
WCP	F/ U from Hospital	F	9Y 4M	CHK	10:03 AM	1 h, 13 m			✓
WCP	poss strep	F	6Y 5M	ARR	10:20 AM	59 m		OUT	✓
WCP	strep throat	F	6Y 1M	ARR	11:02 AM	30 m	5		✓
WCP	2 YEAR CHECK-UP	F	2Y	ARR	10:30 AM	58 m		OUT	✓
WCP	poss strep throat	F	3Y 4M	ARR	10:22 AM	57 m		OUT	✓
WCP	Late 14yr wcc	M	12M 10D	ARR	11:15 AM	17 m	8	IN	✓
WCP	Late 16yr wcc	M	14 Y	ARR	11:16 AM	16 m	6	IN	✓
WCP	Late 16yr wcc	M	16 Y	ARR	11:18 AM	14 m	6	IN	✓

2. At the end of the day, once all patient charts have been completed, then you can choose the box on the left-hand side to choose all patients and click the "Lock Progress Notes". This will lock all of your charts for the day at once.

<input type="checkbox"/>	Visit Type	Appt Time	P/R	Reason
<input type="checkbox"/>	WELL-EXIS	08:20 AM	WCP	18 MONTH CHECK-UP
<input type="checkbox"/>	WELL-EXIS	08:30 AM	WCP	1-2 WEEKS CHECK-UP
<input type="checkbox"/>	WELL-EXIS	08:40 AM	WCP	2month wcc
<input type="checkbox"/>	WELL-EXIS	08:50 AM	WCP	2 YEAR CHECK-UP
<input type="checkbox"/>	SICK-EXIS	09:20 AM	WCP	planter's wart
<input type="checkbox"/>	WELL-EXIS	09:30 AM	WCP	12 MONTH CHECK-UP
<input type="checkbox"/>	SICK-EXIS	09:40 AM	WCP	poss eczema
<input type="checkbox"/>	SICK-EXIS	09:50 AM	WCP	wheezing
<input type="checkbox"/>	WELL-EXIS	10:00 AM	WCP	9 MONTH CHECK-UP
<input type="checkbox"/>	F/U	10:10 AM	WCP	F/ U from Hospital
<input type="checkbox"/>	SICK-EXIS	10:20 AM	WCP	poss strep
<input type="checkbox"/>	SDV- SICK	10:50 AM	WCP	strep throat
<input type="checkbox"/>	WELL-EXIS	11:00 AM	WCP	2 YEAR CHECK-UP
<input type="checkbox"/>	SDV- SICK	11:10 AM	WCP	poss strep throat
<input type="checkbox"/>	SDV- SICK	11:20 AM	WCP	
<input type="checkbox"/>	WELL-EXIS	11:30 AM	WCP	Late 14yr wcc
<input checked="" type="checkbox"/>	WELL-EXIS	11:40 AM	WCP	Late 16yr wcc

500 << Prev Next >> 0-17 of 17 results. Cppy (F2)

View Progress Notes Check In/Out Billing Data Refresh View Orders **Lock Progress Notes**