

## CARE4 MODULE NAME: AMBULATORY

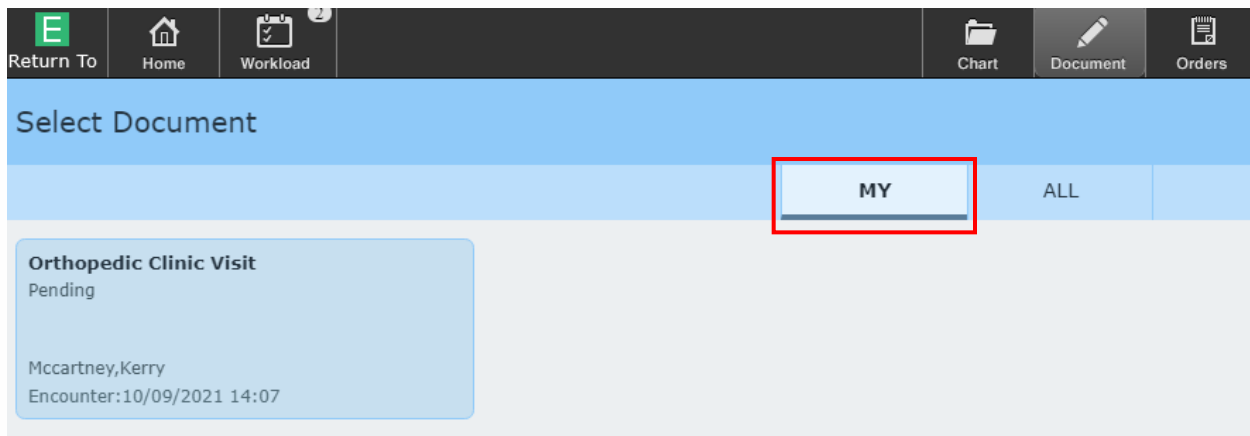
### MY vs ALL Documents

When you are in the “Select Document” section you will notice that there is a “MY” header and an “All” header.

The “MY” header will show all the documents you as a user currently have open on this patient.

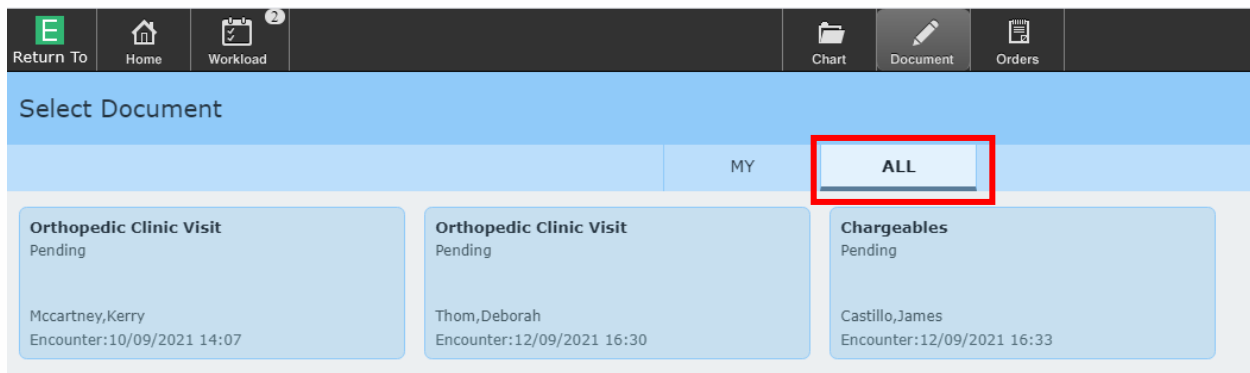
It is a little hard to tell, but you will notice that the “MY” is a lighter blue and is underlined with dark blue, this means that you are looking at “MY” documents.

Users are automatically defaulted into the “MY” documents.



The screenshot shows the 'Select Document' interface. At the top, there is a navigation bar with icons for 'Return To', 'Home', 'Workload', 'Chart', 'Document', and 'Orders'. Below the navigation bar, the 'Select Document' title is displayed. The 'MY' tab is selected and highlighted with a red box, while the 'ALL' tab is unselected. Below the tabs, a single document card is visible for 'Orthopedic Clinic Visit' (Pending) by 'Mccartney, Kerry' with an encounter on 10/09/2021 at 14:07.

The “ALL” document will show all documents that have been started on this patient’s visit by other users. The user that initiated the document is displayed.



The screenshot shows the 'Select Document' interface with the 'ALL' tab selected and highlighted with a red box. The 'MY' tab is unselected. Below the tabs, three document cards are visible: 'Orthopedic Clinic Visit' (Pending) by 'Mccartney, Kerry' (10/09/2021 14:07), 'Orthopedic Clinic Visit' (Pending) by 'Thom, Deborah' (12/09/2021 16:30), and 'Chargeables' (Pending) by 'Castillo, James' (12/09/2021 16:33).

Again, you will notice that the “ALL” is now light blue with a dark blue underline indicating that you are looking at “All” documents.

**NOTE** if you select and enter a document from the ALL documents tab you will become a contributor of that document. Users should not click into the document if they are not contributing to that document.