

# CARE4 MODULE NAME: WEB Acute/ED/AMB

## Viewing Another Users Document in Draft Status

The purpose of this tip sheet is to provide instructions on how to properly view other physician's reports in Draft status. This process will prevent users from adding themselves as cosigners of a document in error.

1. To view another user's document that is currently in Draft status, the user should always go to the patients EMR Chart and view the document under the Provider Notes tab.

DATE	DOCUMENT	PROBLEM	STATUS	BY	SPECIALTY
10/02/2022 13:21	Pain Management Consultation	abdo pain	Draft	Matos, Paul	Internal Medicine
03/02/2022 15:48	Admission Notes	abdo pain	ISigned	Ma, Maria (testing) (+)	Registered Midwife
03/02/2022 12:26	Hospitalist Progress Note	abdo pain	Draft	Jeffreys, Michael	Internal Medicine
01/02/2022 11:12	Discharge Packet	abdo pain	Viewable	(+)	
24/01/2022 11:46	Admission Notes	abdo pain	Draft	Matos, Paul	Internal Medicine
12/01/2022 13:07	Labor and Delivery Notes	abdo pain	Draft	MacLellan, Karen	Internal Medicine

2. Clicking the paper icon next to the document status will launch the Provider Notes overlay with the document preview screen.

**Provider Notes**  
Test, Sally 35 F 05/05/1986 Allergy/Adv: Not Recorded

Pain Management Consultation (Draft)  
Matos, Paul - 10/02/2022 13:21

Admission Notes (ISigned)  
Ma, Maria (testing) (+) - 03/02/2022 15:48

Hospitalist Progress Note (Draft)  
Jeffreys, Michael - 03/02/2022 12:26

Discharge Packet (Viewable)  
01/02/2022 11:12

Admission Notes (Draft)  
Matos, Paul - 24/01/2022 11:46

Labor and Delivery Notes (Draft)  
MacLellan, Karen - 12/01/2022 13:07

**Royal Victoria Regional Health Centre**  
**Health Records Department**  
201 Georgian Drive  
Barrie, ON L4M 6M2  
(705) 728-9990  
Acute Pain Service Consult  
Report Status: Draft

Patient: Test, Sally  
DOB/Age/Sex: 05/05/1986 / 35 / F  
Visit Date:  
MRN: V000011216  
Acct: VA0011455/21  
HCN:  
Report Number: 1002-00012

Attending Provider: Paul Matos  
Primary Care Provider: Andre Valentin Bedard  
Copies To:

**This report is DRAFT, there may be substantive differences between DRAFT and SIGNED reports.**

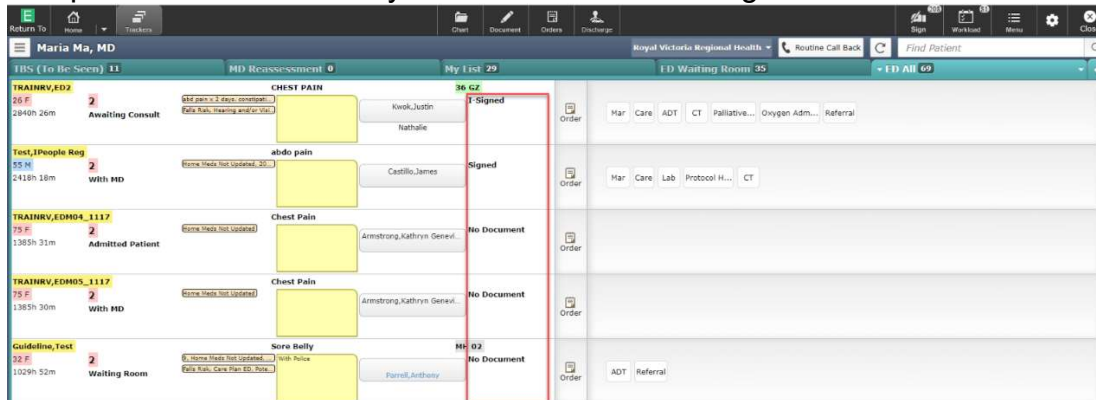
**Procedures**  
**Epidural Anesthesia (Non-Labour)**  
Insertion Time 14:00

Dictated By: Matos,Paul INF

**NOTE: If you are accessing a draft document outside of this routine you will be added as a cosigner of that document. You should only access a document in draft if you will be contributing to that document.**

## WEB ED Status board:

If a user clicks on the document status on the ED Status board, they will launch into that patient document and you **WILL** become a cosigner of the document.

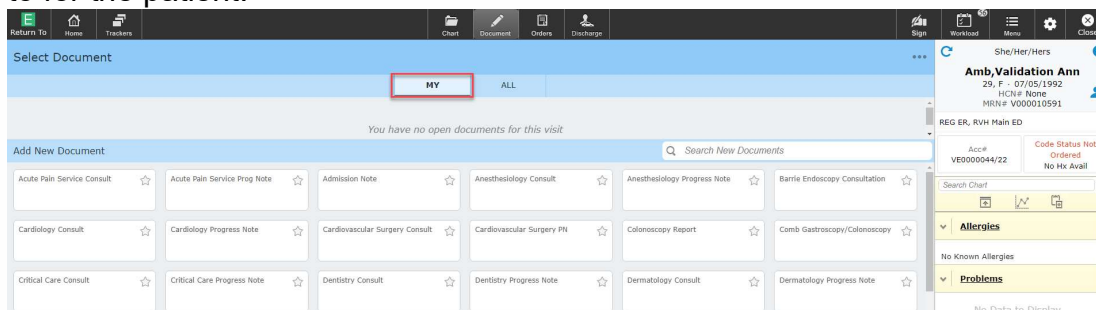


If the user is not contributing to the ED Report and wants to start a new document, they have to select the patient by clicking the patients name and then click the document button on the black navigation toolbar. The user is then launched into the document routine.

## WEB Acute / WEB AMB

When users click the document button on the black navigation toolbar for Web Acute and Web AMB, they are launched into the document routine into the MY documents tab.

The **MY tab** will display any documents that you as a user have opened or contributed to for the patient.



The **ALL tab** will display all documents that have been opened for the patient by all providers. **Users should only go to the ALL tab if they want to add themselves as a cosigner of another user's document.**

Return To Home Chart Document Orders Discharge Sign Workload Menu Settings Close

Select Document MY ALL

<b>Newborn Discharge Summary</b> Pending Macellan, Karen Encounter:23/12/2021 06:25	<b>Newborn Discharge Summary</b> Pending Macellan, Karen Encounter:12/01/2022 13:06	<b>OBS Birth Summary</b> Draft Macellan, Karen Encounter:12/01/2022 13:07	<b>Admission Note</b> Draft Matos, Paul Encounter:24/01/2022 11:46
<b>Anesthesiology Progress Note</b> Pending Poulter, Ty Encounter:01/02/2022 15:21	<b>Hospitalist Progress Note</b> Draft Jeffreys, Michael Encounter:03/02/2022 12:26	<b>Acute Pain Service Consult</b> Draft Matos, Paul Encounter:18/02/2022 13:21	

Add New Document Search New Documents

Acute Pain Service Consult ☆ Acute Pain Service Prog Note ☆ Admission Note ☆ Anesthesiology Consult ☆ Anesthesiology Progress Note ☆ Barite Endoscopy Consultation ☆

**Test, Sally**  
35, F - 05/05/1986  
HC/Pr None  
MRN# V000011216

ADM IN, (T) V OR

Acc# VAA0011455/21 Code Status Not Ordred! No Hx Avail

Search Chart

**Allergies**  
No Data to Display

**Problems**