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.

Return To Home		Chart	Document	Orders D	2. Discharge		//an Sign	Workload	⊞ 🛊 🛞
Diagnostic	s	Provider Notes		Nu	urse/Allied Health	Medications		C	(
History & Prob	lems	Administrative	V		Other Clinical			1	Test,Sally
Summary		Activity			Flowsheets	Health Mgmt		35, MRI	F · 05/05/1986 HCN# None A N# V000011216
Provider Notes							Subcategory 🐃	ADM IN, (T) V.	OR
All Activity : All Time : All Subcat	egories						Filter	00	
✓ General								-	
DATE	DOCUMENT	PROBLEM	12	STATUS	BY	SPECIALTY	Нх	Acc#	Code Status Not Ordered
10/02/2022 13:21	Pain Management Consul	tation abdo pain		Draft	Matos, Paul	Internal Medicine		VA0011455/	No Hx Avail
03/02/2022 15:48	Admission Notes	abdo pain		ISigned	Ma, Maria (testing) (+) Registered Midwife	S	Search Chart	1
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	(+)			Allergies	5
24/01/2022 11:46	Admission Notes	abdo pain		Draft	Matos, Paul	Internal Medicine		No D	ata to Display
12/01/2022 13:07	Labor and Delivery Notes	abdo pain		Draft	Maclellan, Karen	Internal Medicine		v Problem	IS

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		Close Sign
Pain Management Consultation (Draft) Matos, Paul - 10/02/2022 13:21	Edit	🖶
Admission Notes (ISigned) Ma, Maria (testing) (+) - 03/02/2022 15:48	Royal Victoria Regional Health Centre	
e Hospitalist Progress Note (Draft) Jeffreys, Michael - 03/02/2022 12:26	Health Records Department 201 Georgian Drive	
Discharge Packet (Viewable) 2 01/02/2022 11:12	Griffe, Un C4N 6M2 (705)728-9090 Acute Pain Service Consult	
Admission Notes (Draft) Matos, Paul - 24/01/2022 11:46	Report Status: Draft Patient: Test,Sally Dop(/aw/ow of Status) / Dr / C	
8 Labor and Delivery Notes (Draft) Maciellan, Karen - 12/01/2022 13:07	Visit Date: MRN: v00011218 Acct: V40011455/21 HCN: Report Number: 1002-00012 Attending Provider: Paul Matos Primary Care 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	
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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.

Return To Home	Tinckers				Churt C	Document	Orders	L. Discharge					//1	Workland	i≣ Menu	٠	× Close
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TRAINRV,ED2 26 F 2 2840h 26m Ar	waiting Consult	CHE (alid pain in 2 days: constipati) (fala Ruk: meaning and/or Visi.)	ST PAIN	Kwok, Justin Nathalie	36 GZ T-Sigr	ned	Order	Ма	r Care AD	T CT Palliativ	e Oxygen Adm	Referral					Î
Test, IPeople Reg 55 M 2 2418h 18m W	/th MD	abd	o pain	Castilio,James	Signe	чđ	Order	На	r Care La	b Protocol H	a						
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TRAINRV,EDM05_1 75 F 2 1385h 30m W	117 Vith MD	Che (Earre Mede Not Updated)	st Pain	Armstrong, Kathryn Gei	nevi No Do	ocument	Order										
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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.

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Acute Pain Service Consult	습	Acute Pain Service Prog Note		Admission Note	습	Anesthesiolo	gy Consult	合	Anesthesiology Progress Note	合	Barrie Endoscopy Consultation		Search Cha	n •	<u>/</u> [2	×
Cardiology Consult	습	Cardiology Progress Note	슈	Cardiovascular Surgery Consult	습	Cardiovascul	ar Surgery I	PN 合	Colonoscopy Report	습	Comb Gastroscopy/Colonoscopy	슙	~ Aller	<u>gies</u>		í
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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.



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	МҮ	ALL		Test 35, F · 0 HCN:	. ,Sally)5/05/1986 # None
Newborn Discharge Summary Pending	Newborn Discharge Summary Pending	OBS Birth Summary Draft	Admission Note Draft	ADM IN, (T) V.OR	500011216
Haclellan,Karen incounter:23/12/2021.06:25	Maclellan,Karen Encounter:12/01/2022 13:06	Maclellan,Karen Encounter:12/01/2022 13:07	Matos, Paul Encounter: 24/01/2022 11:46	Og	
Anesthesiology Progress Note	Hospitalist Progress Note	Acute Pain Service Consult		Acc# VA0011455/21	Code Status N Ordered No Hx Avail
rending	bran	Draft		Search Chart	
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Encounter:01/02/2022 15:21	Encounter:03/02/2022 12:26	Encounter:10/02/2022 13:21		V Allergies	
dd New Document		Q S	Search New Documents	1	

