
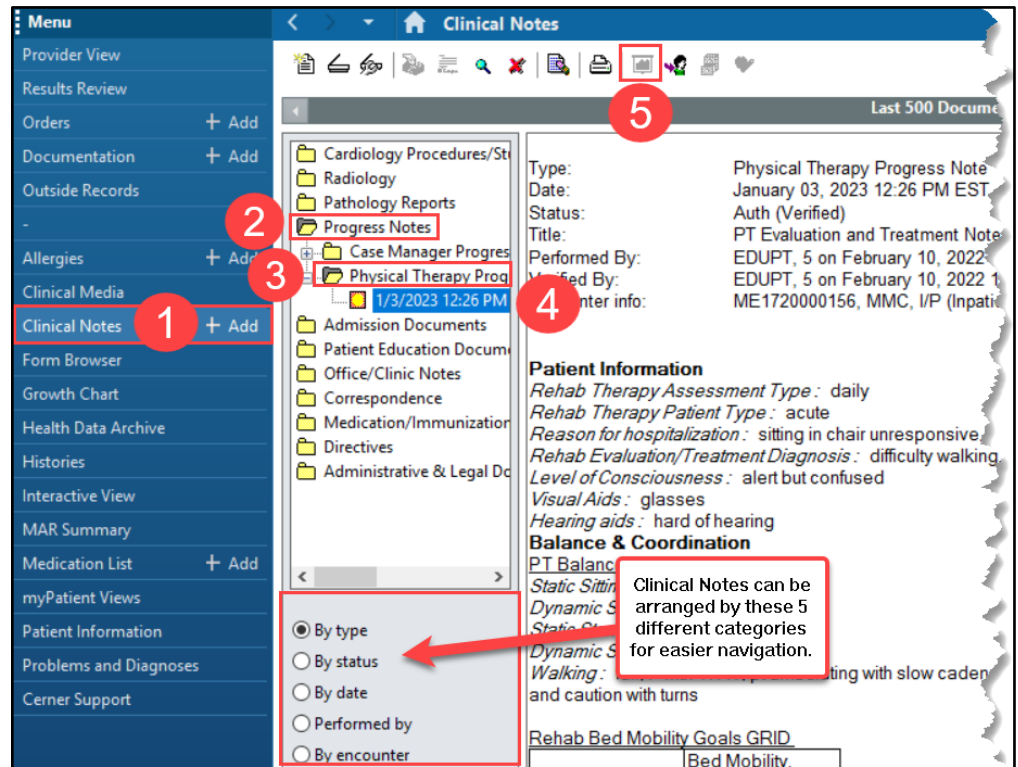


Viewing a Document

Clinical Notes contains all transcribed documents, scanned documents, as well as nursing and ancillary documentation.

To view a document in the Clinical Notes area of PowerChart:

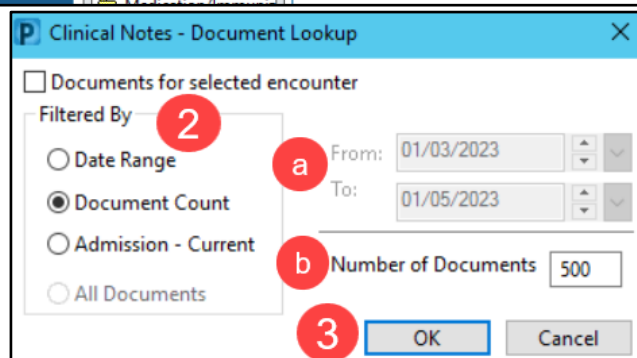
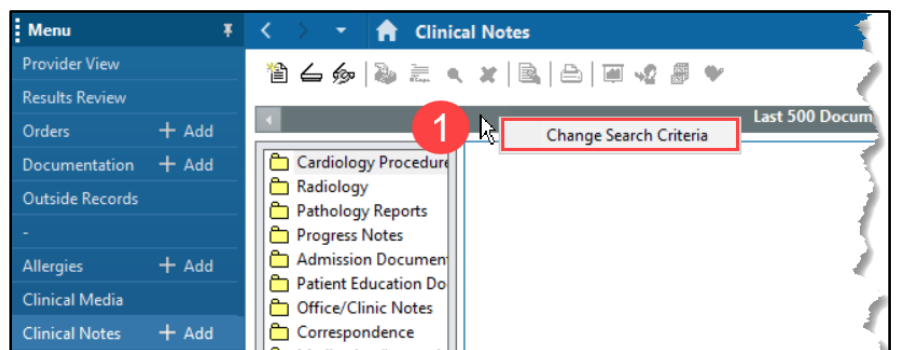
1. Navigate to Clinical Notes in the dark blue Menu.
2. Double-click on the appropriate folder.
3. Double-click on the appropriate subfolder, if applicable.
4. Double-click on the document date or on the red square  to open and view the document.
5. Click on the View Image icon to view an image associated with the document, if applicable.



Adjusting Time Range or Document Count for Current Login

To adjust the time range or document count when viewing documents in Clinical Notes during the current login:

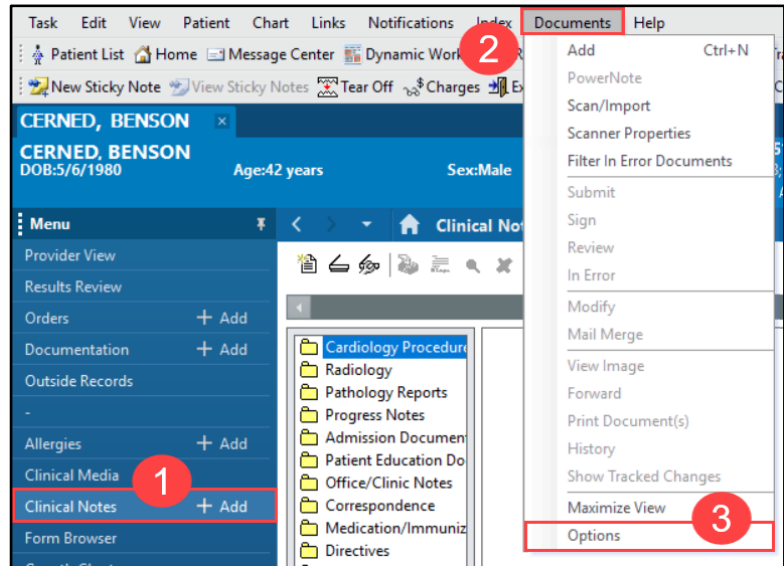
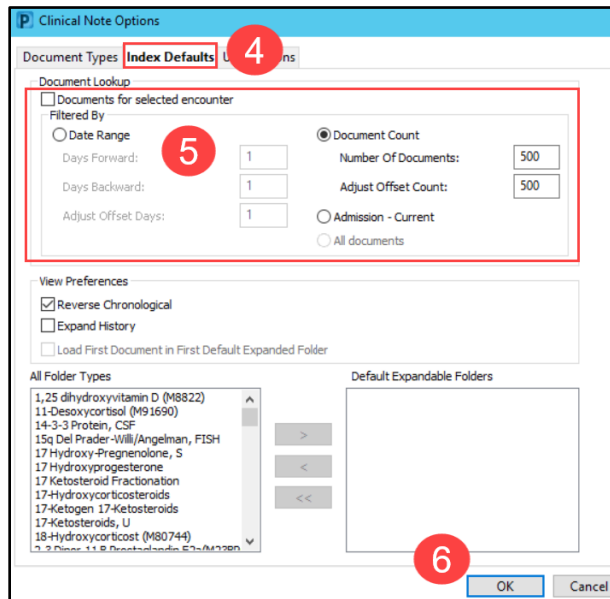
1. Right-click the gray information bar and select **Change Search Criteria**.
2. Select an option in the Filtered By area to filter documents.
 - a. If Date Range is selected, adjust the date range, as needed.
 - b. If Document Count is selected, adjust the number of documents.
3. Click OK.



Adjusting Time Range or Document Count for Future Logins

To adjust the time range or document count when viewing documents in Clinical Notes for all future logins:

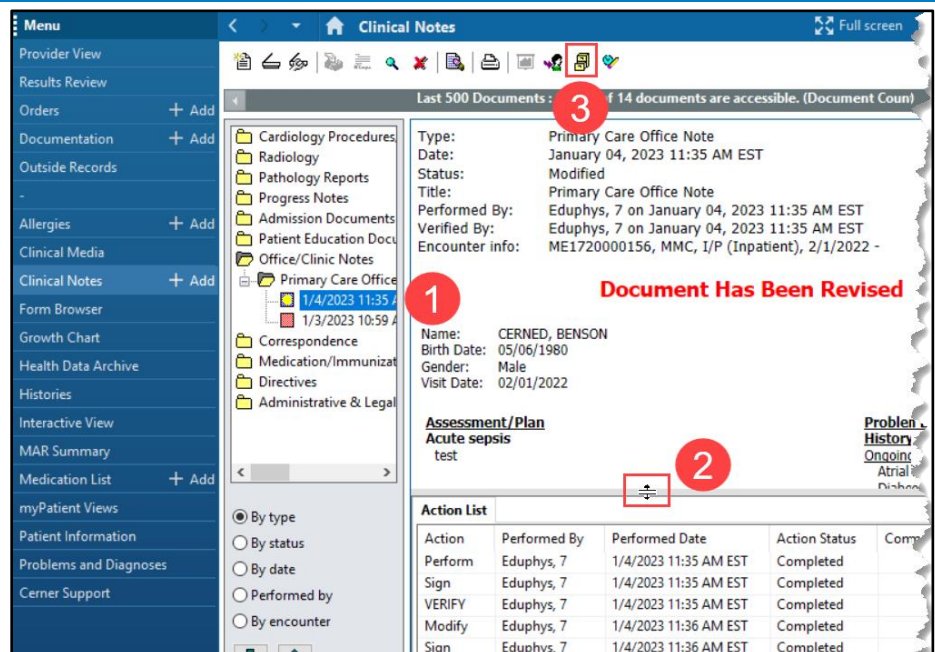
1. Click on Clinical Notes in the dark blue Menu.
2. Click Documents in the top toolbar.
3. Select Options.
4. Select the Index Defaults tab.
5. Make appropriate selections to filter Clinical Notes.
6. Click OK to save.



Viewing Document History

To view a document's history:

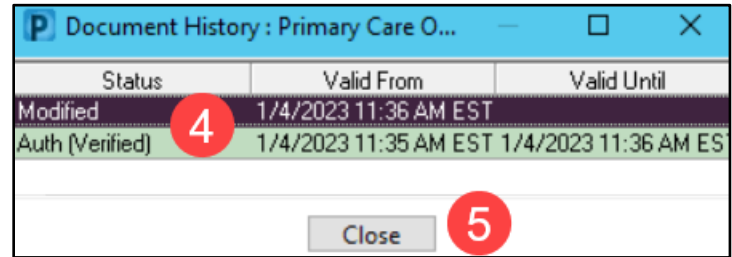
1. Select a document in Clinical Notes.
2. Hover the cursor over the border line just below the text entry area of the window until the drag icon appears. Drag the line upward to reveal the Document History box. The history details are displayed under the Action List tab.
3. Click the history button in the toolbar to view the document's history.



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4. In the Document History pop-up window, select another version of the document to view.
5. Click Close when finished and the system will automatically load the latest version of the document.



Document Status Icons

Individual documents in Clinical Notes are denoted by one of the following icons that reflect document status.

| Icon | Status | Description |
|------|--|--|
| | In Progress | Document is saved but not signed. |
| | Transcribed | Document is entered into the system and signed by a transcriptionist but is not yet signed by the person who dictated it. |
| | Unauthenticated | Document is signed by someone who does not have authorization to grant final approval for this document. The document needs an additional signature by someone authorized to change its status to Authenticated. |
| | Authenticated | Document is in its final status and is signed by someone authorized to change its status to Authenticated. |
| | Modified or Corrected | Document has been modified and may have an attached addendum. |
| | Anticipated | The medical records department anticipates a document of the type indicated, but the document contents have not been entered into the system yet. |
| | In Error | Document was marked as In Error. |
| | Unknown | Document status is not known. |
| | Note: A yellow dot in an icon indicates that the note is being viewed. | |