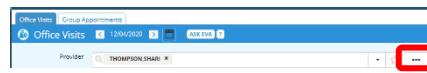


eCW Providers SHARI THOMPSON – Locking ALL Notes

Start in Office Visits Window

1. Click ... Ellipses beside Provider



2. View at drop down at top – change to All Providers & Resources



It does take a bit for all resources and provider names to populate, so best thing to do is search by first three letters of resource or last name:



3. Check your INDIVIDUAL selections:

Resource: **Saline – Community Testing**

Resource: **COVID Lab Marshall**

Resource: **Thompson Nurse**

Resource: **Shelley Norton, RN** (*Be sure not to select Shelley as a staff member.*)

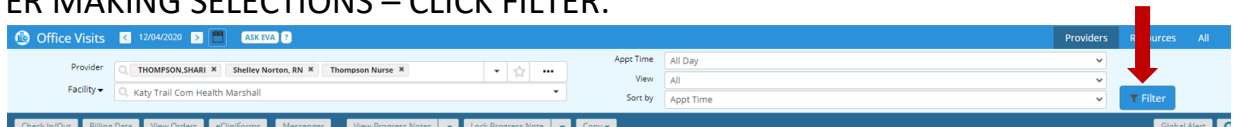
Provider: **THOMPSON, SHARI**

4. Facility – Update to All

5. Appt Time – Update to ALL DAY

6. View – Update to Unlocked Only

7. AFTER MAKING SELECTIONS – CLICK FILTER:



8. Select Previous Day: Use Arrows to Navigate Days:



9. Verify Notes are Done by looking for checkmark in Notes STS column

Check In/Out	Billing Data	View Orders	eClnForms	Messenger	View Progress Notes	Lock Progress Note	Copy	P/R	REASON	SEX	AGE	VISIT STATUS	ARR TIME	DURATION	ROOM	STATUS	NOTES STS
								CT	fitzgibbon fu trouble breathing liver was elevated-jm	M	36 Y	OK					✓
								CT	med refill-jm	F	55 Y	OK					✓

10. Review individual notes as necessary.

11. Select all notes ready to be locked, by checking top selection box:

Check In/Out	Billing Data	View Orders	eClnForms	Messenger	View Progress Notes	Lock Progress Note	Copy	P/R	REASON	SEX	AGE	VISIT STATUS	ARR TIME	DURATION	ROOM	STATUS	NOTES STS
								CT	fitzgibbon fu trouble breathing liver was elevated-jm	M	36 Y	OK					✓
								CT	med refill-jm	F	55 Y	OK					✓
								CT	possible UTI	F	13 Y	OK					✓

12. Uncheck those not ready to be locked

13. Lock Notes by Clicking Lock Progress Note

