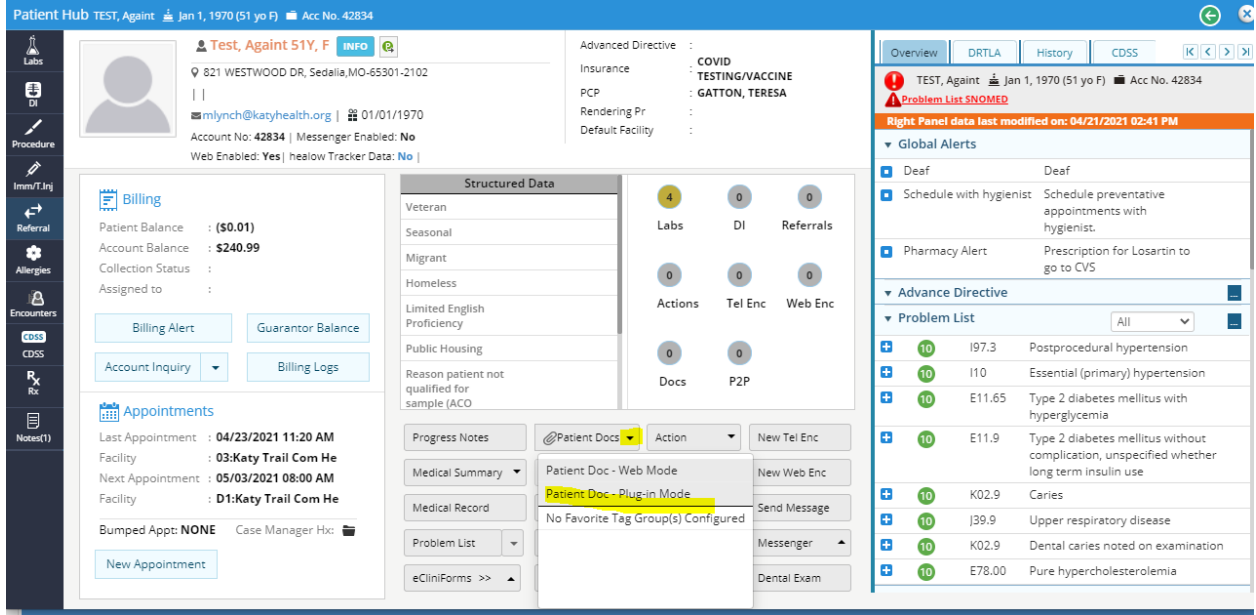


Procedure for adding text, signatures, or other information to patient documents.

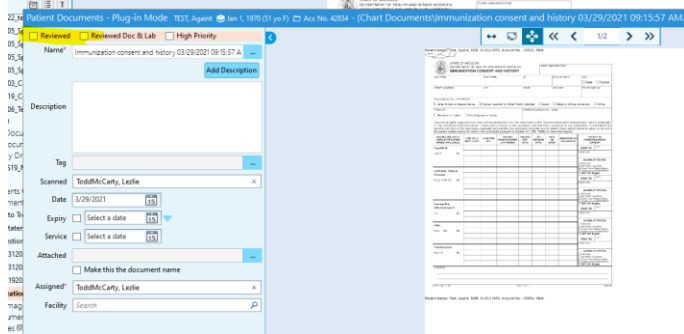
- First you look up the patient whose document you want to edit.
- Once you open the patient hub then click on the arrow next to documents and open up the patient doc-plugin in mode:



- The patient document screen should open. (Be aware sometimes it opens the patient document screen behind current screen. If you do not see it pop up, then look at bottom on computer for the following icon and click on it to open documents.)

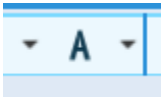
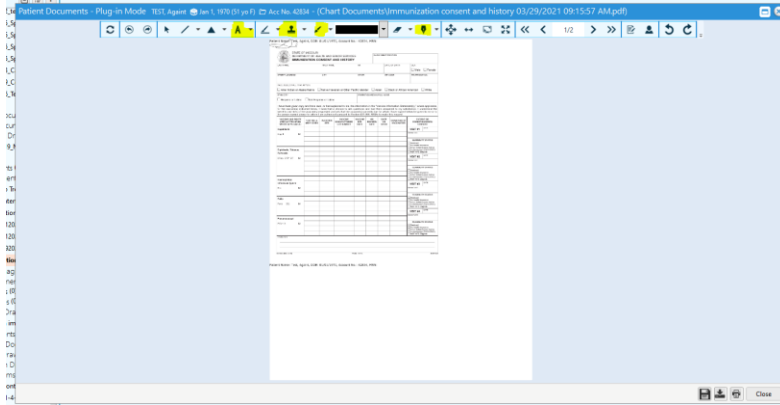


- Choose the document you want to ink/Edit and right click on the name of the document and hit update with preview. If the reviewed box is checked in the upper left-hand corner click on the box to unreview the document or you will not be able to ink/edit the document then hit ok and close out of that window.

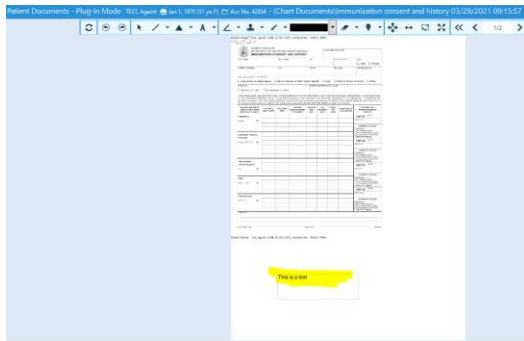


How To Ink Edit Patient Documents

- Go back and right click on the document again and you can now choose the ink edit option and it will open the following screen where you will choose on one or more of the highlighted options as explained below:



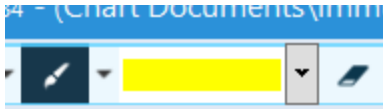
- This icon allows you to put a text box on the document. You click on the icon and then draw the box on the document. The cursor will go to the top of the box, and you can type in what you want to add:



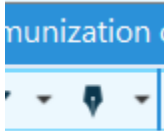
- this box allows you to stamp the document. Click on the arrow on the right side of the stamps and your options will appear. You can choose review, approved, denied, and signed. Click on the icon and place the cursor where you want your information to be on the document and it will put it there:



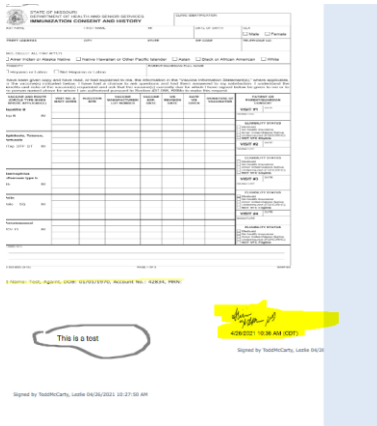
How To Ink Edit Patient Documents



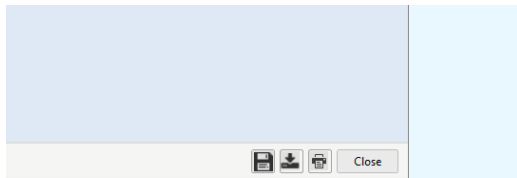
- Patient Name: Test, Againt, DOB: 01/01/1970, Account No.: 42834, MRN: 04/26/21 10:26:16 AM
 This icon will allow you to highlight on the document. Just click on the icon and make sure you have chosen the color of the highlight:



- MRN: 04/26/21 10:26:16 AM
 This icon will let you put a signature on the document. You will want to click on the area of the document you want the signature and then click the arrow on the right for the drop down that says import signature. It will bring up a box and just choose the staff member whose signature you want to import and hit ok



- Once you are done with the document then you have the options of printing the document (which saves it to documents as well), save the document or you can download the document you your computer:



- The first icon is to save, second to save to local (meaning to save on your computer in documents), third to print (and save to patient documents).

- FINALLY, DO NOT FORGOT TO GO BACK TO DOCUMENTS AND RIGHT CLICK ON THE DOCUMENT AND HIT UPDATE WITH PREVIEW AND CHECK RECEIVED AGAIN. UNLESS YOU ARE SENDING TO SOMEONE ELSE TO REVIEW THEN LEAVE OPEN AND ASSIGN TO THE PERSON TO REVIEW.**