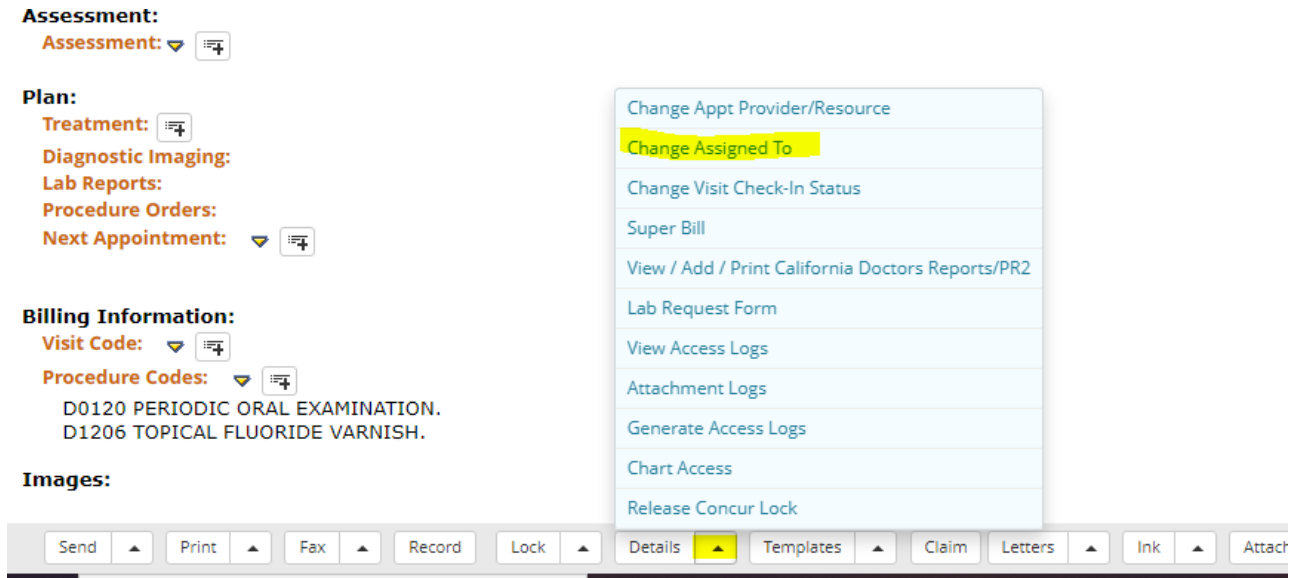
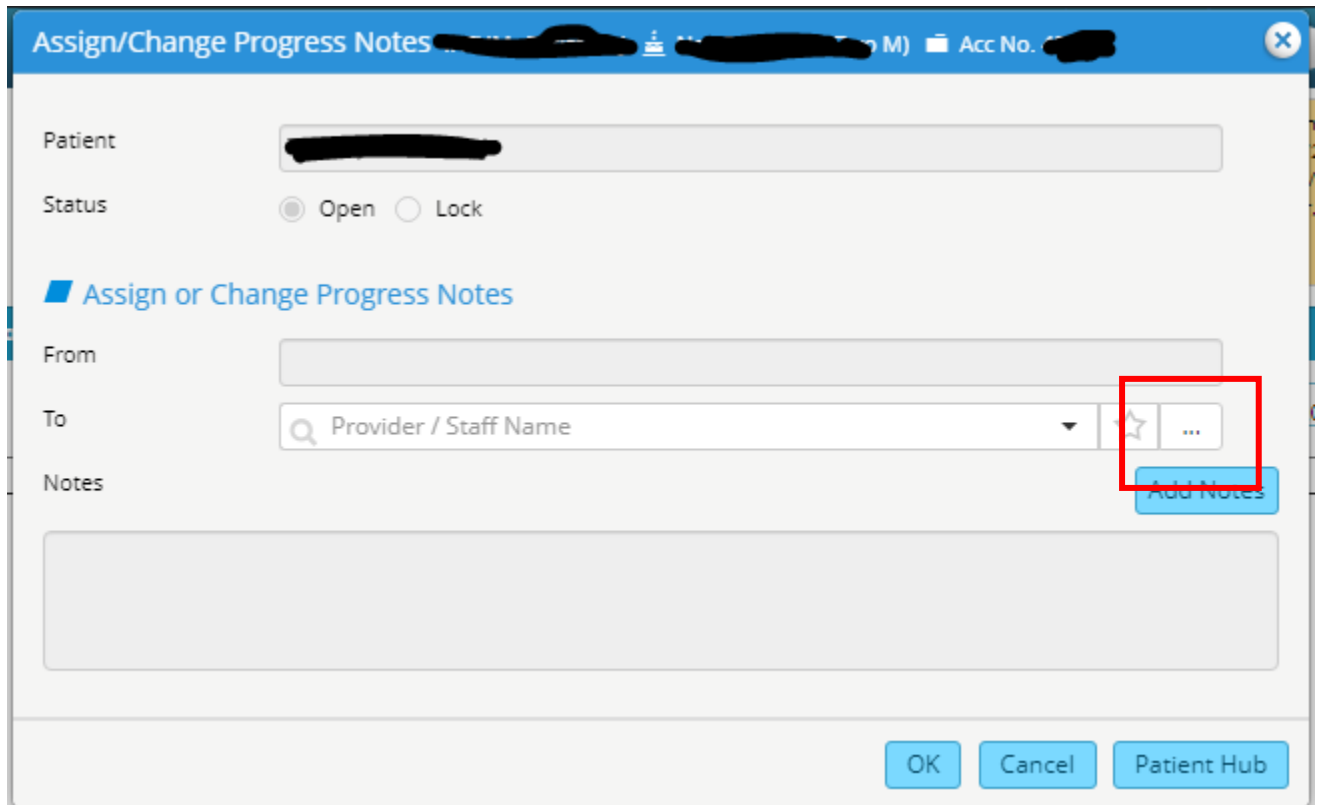


Co-Sign an Unlocked Note

- 1) After you have finished your documentation leave the note unlocked, click on the arrow next to details at the bottom of the progress note, and click on "Change Assigned To":

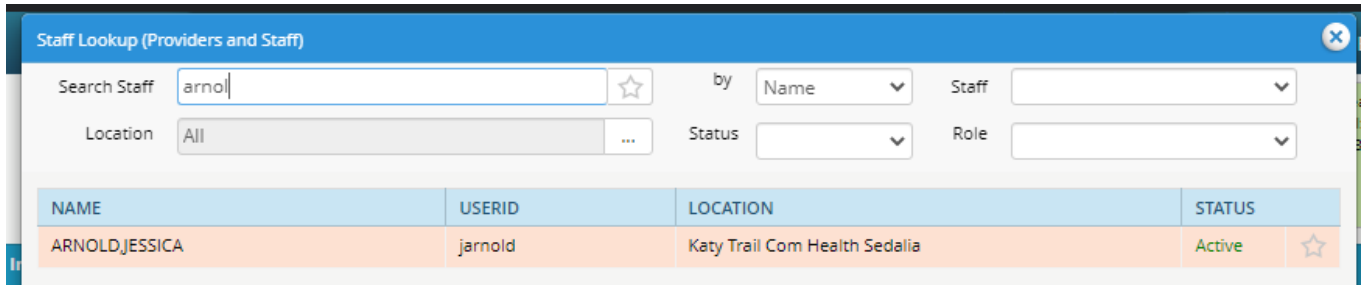


- 2) Click on the ellipses on the "To" line under the assign progress note section:



Co-Sign an Unlocked Note

3) Type in the name of the provider you wish to assign the note to then click "OK":

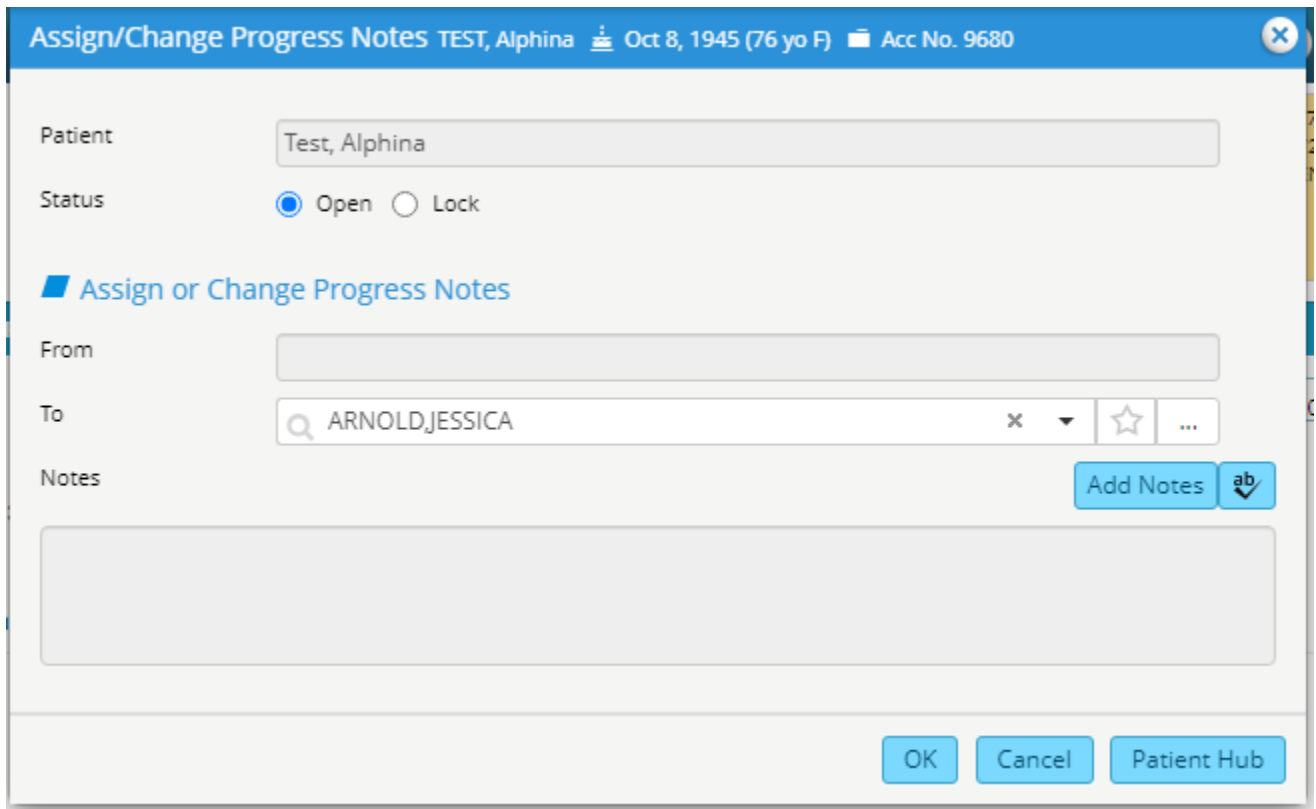


Staff Lookup (Providers and Staff)

Search Staff: arno| ☆ by Name Staff: [dropdown]
 Location: All ... Status: [dropdown] Role: [dropdown]

NAME	USERID	LOCATION	STATUS
ARNOLDJESSICA	jarnold	Katy Trail Com Health Sedalia	Active ☆

4) Confirm the information is correct then push "OK":



Assign/Change Progress Notes TEST, Alphaina 📅 Oct 8, 1945 (76 yo F) 📄 Acc No. 9680

Patient: Test, Alphaina
 Status: Open Lock

Assign or Change Progress Notes

From: [empty field]
 To: 🔍 ARNOLDJESSICA × ☆ ...

Notes: [empty text area] Add Notes ab

OK Cancel Patient Hub

The note has been assigned to the provider. They will get a notification in their S jellybean.