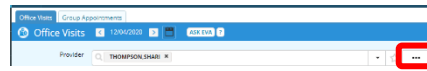


eCW– Locking ALL Notes

Start in Office Visits Window

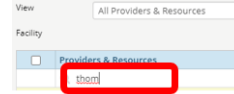
1. Click ... Ellipses beside Provider



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:

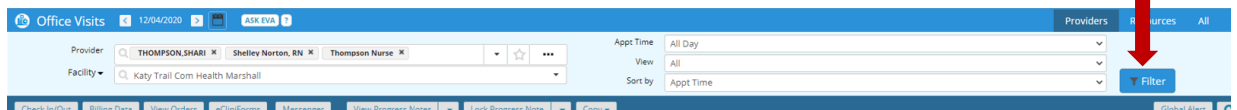
Resource: CC-Kristen Jones

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

| VISIT TYPE | APPT TIME | PATIENT NAME | INSURANCE | P/R | REASON | SEX | AGE | VISIT STATUS | ARR TIME | DURATION | ROOM | STATUS | NOTES STS |
|------------|-----------|--------------|-----------|-----|--|-----|------|--------------|----------|----------|------|--------|-----------|
| Hosp F/U | 08:00 AM | | | CT | ftzbigbon fu trouble breathing liver was elevated-jm | M | 36 Y | Chk | - | - | - | - | ✓ |
| ESTPT | 08:30 AM | | Grant 330 | CT | med refill-jm | F | 55 Y | Chk | - | - | - | - | ✓ |

10. Review individual notes as necessary.

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

| VISIT TYPE | APPT TIME | PATIENT NAME | INSURANCE | P/R | REASON | SEX | AGE | VISIT STATUS | ARR TIME | DURATION | ROOM | STATUS | NOTES STS |
|------------|-----------|--------------|--|-----|--|-----|------|--------------|----------|----------|------|--------|-----------|
| Hosp F/U | 08:00 AM | | | CT | ftzbigbon fu trouble breathing liver was elevated-jm | M | 36 Y | Chk | - | - | - | - | ✓ |
| ESTPT | 08:30 AM | | Grant 330 | CT | med refill-jm | F | 55 Y | Chk | - | - | - | - | ✓ |
| ESTPT | 10:30 AM | | BLUE CROSS BLUE SHIELD OF KANSAS CITY/BS | CT | possible UTI | F | 13 Y | Chk | - | - | - | - | ✓ |

12. Uncheck those not ready to be locked

13. Lock Notes by Clicking Lock Progress Note

