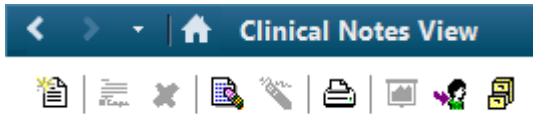


Viewing Documentation

- Once selected, the document will be displayed in the preview pane. Selected documents can be signed, modified, printed and forward by selecting the relevant icon above the document selection pane.



Single clicking a document or folder will highlight the item, but it will not be selected. Take care that you have selected the correct document.

- Below the preview pane is the *Action List*. This can be referred to in order to see who has signed a document or made any modifications.

Action List								
Action	Performed By	Performed Date	Action Status	Comment	Proxy Personnel	Requested By	Requested Date	Request Comment
Perform		10-Jun-2020 8:10 AEST	Completed					
Modify		10-Jun-2020 8:11 AEST	Completed					
Sign		10-Jun-2020 8:11 AEST	Completed				10-Jun-2020 8:10 AEST	

Changing the Date Range

When viewing documents via *Clinical Notes View*, the default date range is six months so you may not be seeing all of a patient's documentation.

The date range can be extended but note that the longer the time period and the more documents the system tries to return, the longer it may take. The date range may be changed temporarily and will expire at the end of the session or the default date range can be set for up to two years.

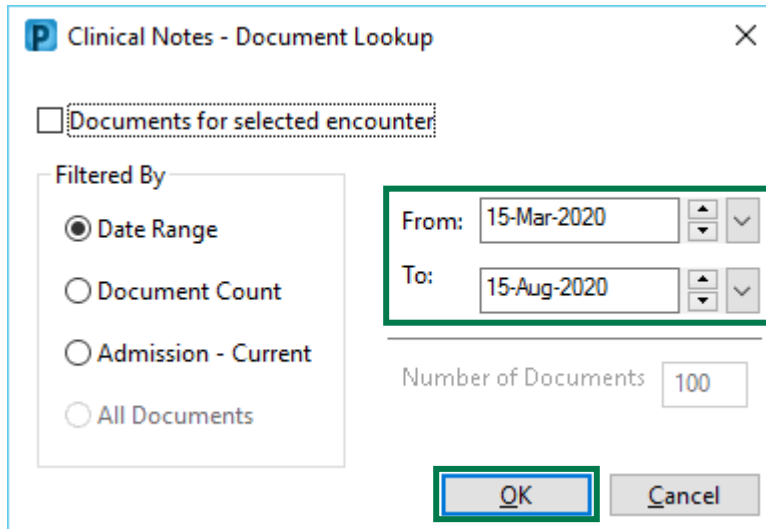
To change the date range temporarily:

- Right click the date range at the top of the pane and select *Change Search Criteria*



Viewing Documentation

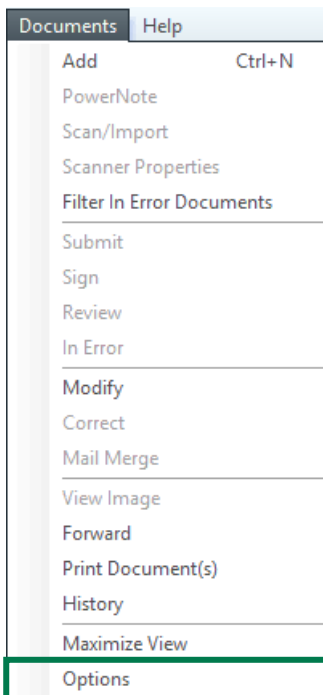
2. Select the date range required and then click *OK*. Remember to click *Refresh* to pull through any additional documents.



3. The date range will be extended as specified for the rest of the session.

To change the default date range:

1. Ensure the *Clinical Notes View* tab is selected and select *Documents* → *Options* from the toolbar.





Viewing Documentation

2. In *Options*, choose the second tab *Index Defaults*.
3. Set the *Days Backward* as required to a maximum of *730* and click *OK* to set the new default. Remember to click *Refresh* or close and reopen the patient's record to pull through any additional documents.

The screenshot shows the 'Clinical Note Options' dialog box with the 'Index Defaults' tab selected. The 'Document Lookup' section has 'Documents for selected encounter' unchecked. Under 'Filtered By', 'Date Range' is selected. The 'Days Backward' field is highlighted with a green box and contains the value '730'. Other fields include 'Days Forward' (1), 'Adjust Offset Days' (1), 'Document Count' (100), and 'Adjust Offset Count' (10). Under 'View Preferences', 'Reverse Chronological' and 'Expand History' are checked. The 'All Folder Types' list includes various document categories, and 'Alerts and Adverse Reactions' is listed under 'Default Expandable Folders'. The 'OK' button is highlighted with a green box.

Viewing Documentation

View Past Versions of a Document

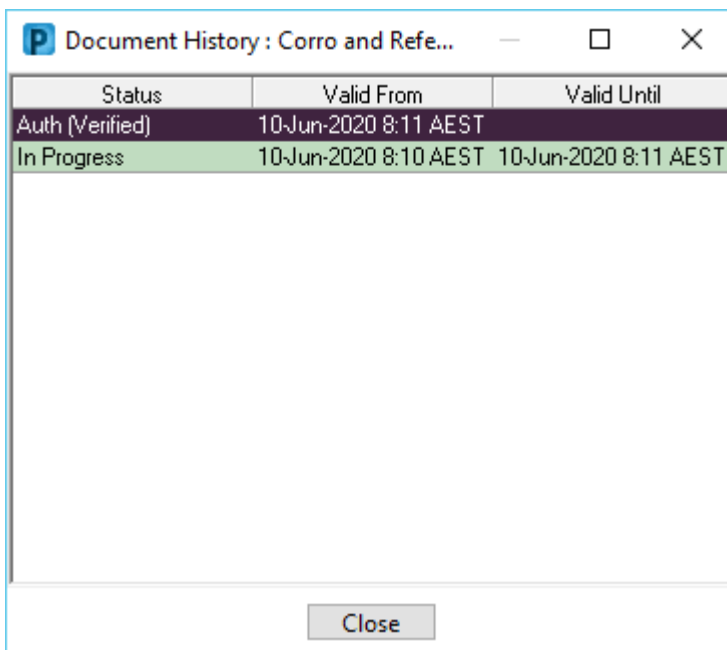
When viewing documents via *Clinical Notes View*, it is possible to view past versions of the document.

1. Open *Clinical Notes View*
2. Select the document required.
3. Click the *History* button.



This button will only be active if there are previous versions of the selected document.

4. The *Document History* window will open showing all versions of the document. Click on the required version to select it.



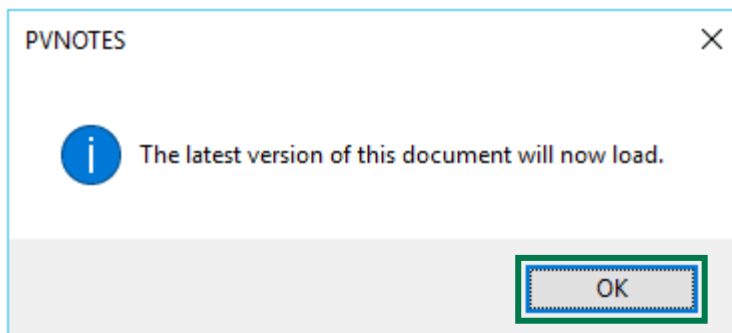
- The selected version will now be displayed. The top of the note will state the date and time that this version was current.

**A newer version of this document is now available.
This version is valid from 10 June 2020 8:10 AEST to 10 June 2020 8:11 AEST**



The *Action List* is located underneath the body of the note. This displays who performed actions against this document, including any modifications.

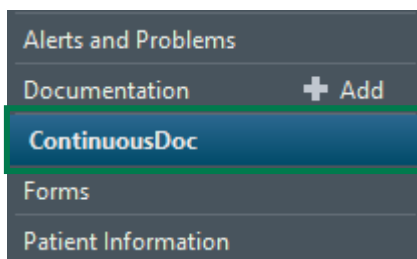
- Close the *Document History* window by clicking the *Close* button.
- A warning will pop up to alert you that the latest version of the document will now load. Click *OK*.



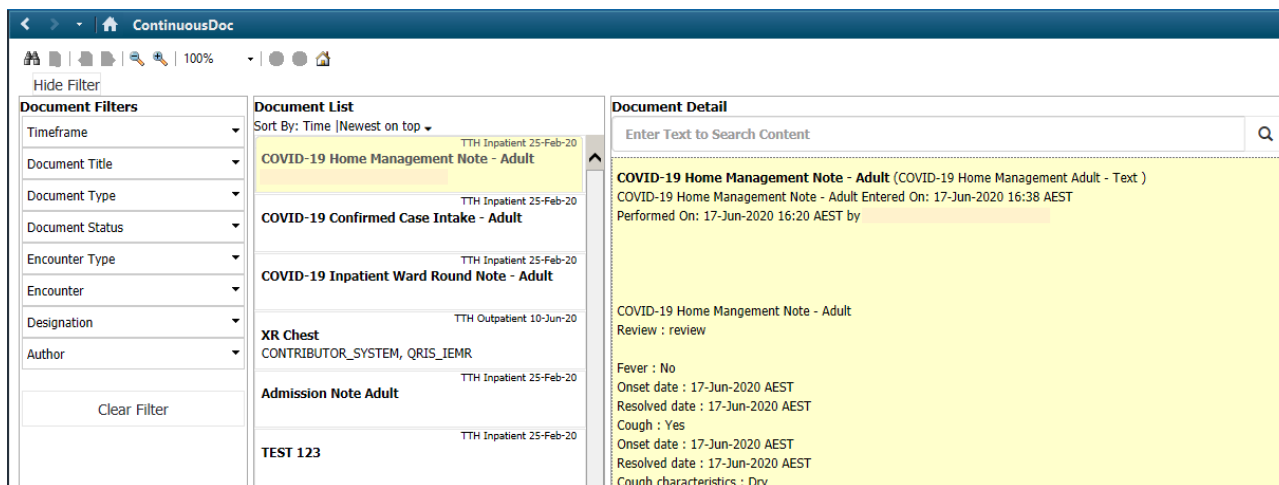
ContinuousDoc

Viewing ContinuousDoc

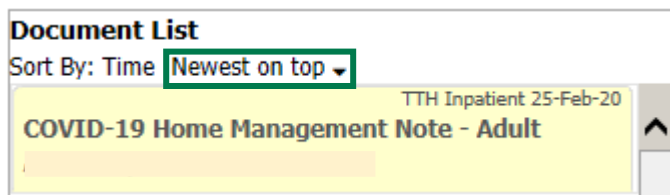
- Select *ContinuousDoc* from the *Menu*.



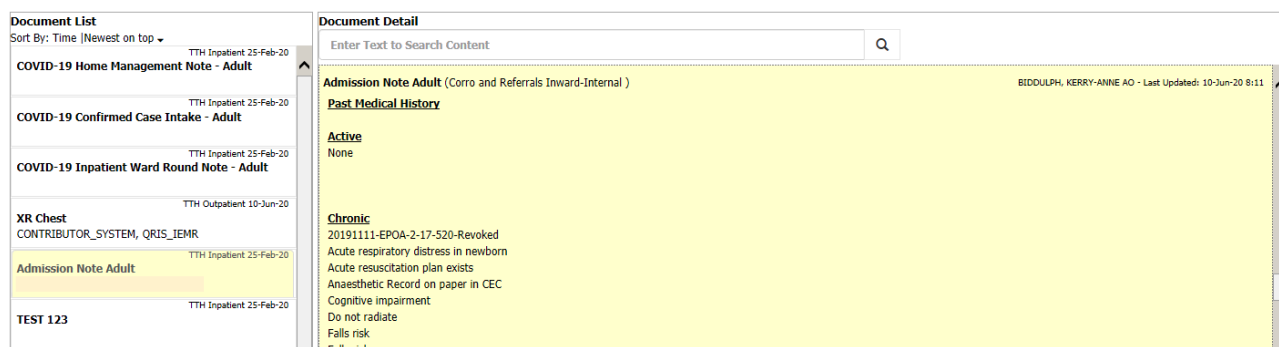
2. The *ContinuousDoc* screen will open displaying *Notes* in order of newest to oldest.




3. The *Document List* can be reordered from *Newest on Top* to *Oldest on Top* by clicking the down arrow at the top of the *Document List*.



4. Click the *Note* to be viewed to select it. It will be highlighted in yellow and the content will be shown in the *Document Detail* pane on the right.



5. Scrolling to the end of a document will take you directly to the next document in the *Document List*.



Scanned documents and preliminary reports cannot be previewed through *ContinuousDoc*. *ContinuousDoc* will show that an image or a preliminary report exists and this can be double clicked to view. Alternatively, the document can be viewed through *Documentation* or *Clinical Notes View*.



Viewing Documentation

Filtering ContinuousDoc

1. *ContinuousDoc* can be filtered by *Timeframe*, *Document Title*, *Document Status*, *Encounter Type*, *Encounter*, *Designation* and *Author* by selecting the required field in the *Document Filters* pane.

Hide Filter

Document Filters	
Timeframe	▼
Document Title	▼
Document Type	▼
Document Status	▼
Encounter Type	▼
Encounter	▼
Designation	▼
Author	▼

Clear Filter

2. The applied filters will be highlighted in yellow. Multiple filters can be applied at the same time.
3. Click *Clear Filter* to remove all filters.

Searching ContinuousDoc

1. You can enter a keyword in the *Enter Text to Search Content* box in the *Document Detail* pane to locate specific information within a note.

Document Detail	
Enter Text to Search Content	Q

Viewing Documentation

- The *Notes* will be searched and only documents that contain the keyword will be returned. The keyword will be highlighted in red each time it appears.

Document List	Document Detail
Sort By: Time Newest on top ▾ TTH Inpatient 25-Feb-20 COVID-19 Inpatient Ward Round Note - Adult TTH Inpatient 25-Feb-20 XR Chest CONTRIBUTOR_SYSTEM, QRIS_IEMR TTH Inpatient 08-Oct-19 Home Visit Risk Assessment Tool	ward <input type="text"/> <input type="button" value="Q"/> COVID-19 Inpatient Ward Round Note - Adult (COVID-19 Inpt Ward Round Adult - Text) COVID-19 Inpatient Ward Round Note - Adult Entered On: 17-Jun-2020 15:47 AEST Performed On: 17-Jun-2020 15:47 AEST by COVID-19 Inpatient Ward Round Note - Adult Clinicians present : test COVID-19 related pathology : COVID-19 Related Pathology Results No qualifying data available. Patient has current ARP : Yes Vital signs : Vital Signs No qualifying data available. - 17-Jun-2020 15:47 AEST



You can use this search function multiple times but each search will be applied to the results of the previous search or any applied filters. Use the *Clear Filter* button to remove all searches and filters.