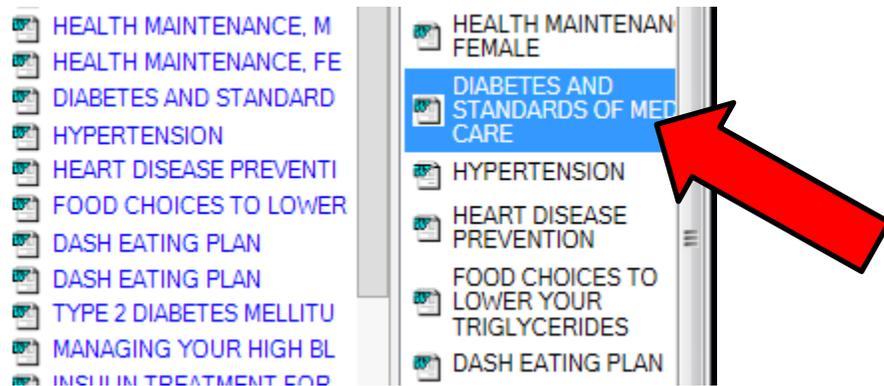




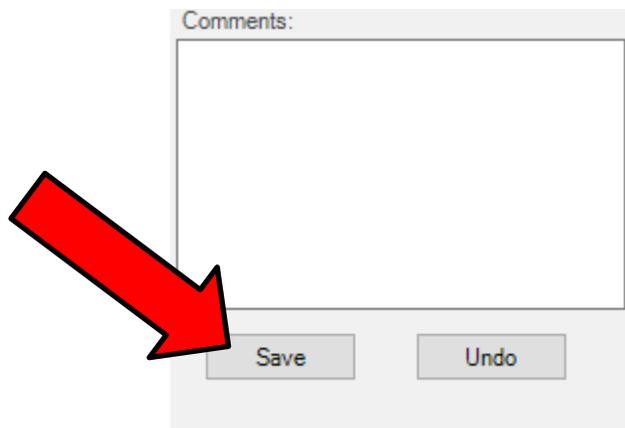
Adding Comments on MISC Index Documents

Outlines the proper workflow to add comments onto an individual document inside MISC Index in Documents

1. Open a patient's chart
2. Proceed to **Documents**
3. In the **Misc Index** section choose the document you would like to note comments on



4. With the document selected, proceed to the bottom left corner to the **Comments:** box



5. Enter any appropriate comments for the document and select **Save**. The comments will be viewable when selecting the individual document

Important Note: *You can only document comments on MISC Index Documents. All other documents such as order attachments, etc. would need comments documented within the order itself.*