

WCGH Medical Staff Go-Live Update: July 2, 2022

Tip of the Day: Document Distribution

Copying Physicians (and Clinics/Agencies) on Your Note: Please note that primary care providers are automatically copied on all note types other than progress notes. When you are copying other physician follow the steps below:

Physician found in search (i.e.: B.C. Physicians)

- 1. In the Sign/Submit Note window, search for the physician name and click Ok to add the physicians name to the Recipients window. Click Sign to finalize distribution.
 - a. **Note:** We are currently reviewing the naming for organizations and clinics to enable easier searching and distribution.

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✓ Position	~			
Title:	*Date (mm/dd/yyyy):	*Date (mm/dd/yyyy):		
Discharge Summary	23-Sep-2021 1220 PDT	1220 PDT		
🔶 Default Name	Comment Sign Revie	w/C		
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Physicians not found in search, but from Canada

If the Physician is not found in search but practices in Canada, use "Chart Copies, To" and follow the steps below. While in the Note:

- 1. Add CC Provider details at bottom of Note, Click Sign/Submit
- 2. From the Sign/Submit Note Window:
 - a) Search for **Chart Copies, To**, Click **Ok** to add this to **Recipients** window, Click Sign. Health Information Management will then be notified to send the notes to the cc'd physicians included in the note.

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♣ Add ~ ',, , , , , , , , , , , , , , , , , ,	U A. ► E = = = 0% turosemide (turosemide 40 mg oral tablet), 40 mg = 1 tab, oral, AM & NOON, Not taking as prescribed: Patient is taking 2 tabs BID because she is SOB and ankles are swollen latanoprost-timolol ophthalmic		*Date (mm/dd/ypy): 23-Sep-2021 1/220 PDT Comment Sign Review/CC
Dr. John Doe, Medicine Hat, Alberta, Happy Heids Clinic, 111.222.3333 Note Details: PhysicianME21, TRAIN, 23-Sep-2021 12:20 PDT, Admissi	(latanoprost-timolol 0.005%-0.5% ophthalmic solution), 2 drop, eyes- both. OHS Ibmit Save Save & Close Cancel		Sign Cancel



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Provider Do Not Distribute

Please use the contact (recipient) name of **Provider, Do not distribute** if you do not want to autodistribute the note to the Primary Care Provider. You may still cc other providers to the note through the work flow above.

Please ensure that you have not accidentally clicked the default next to this Provider Do Not Distribute – or none of your notes will be auto-distributed to the Primary Care Provider.

Conta	cts		Recip	pients			
	Default	Name	1	Default Name	Comment	Sign	Review/CC
	~	Provider, Do no Unspecified - Ex					

Removing Default Recipients

When a default recipient has been selected, that physician will receive a copy of every note. This workflow is used for medical students and residents.

To remove a default, click on the blue check mark (it will turn grey). It is very important to ensure that the contact (recipient) of Provider, Do not distribute is not set as a default.

D Sign/Submit Note	— D X	P Sign/Submit Note	— 🗆 X
*Type: Note Type List Filter: Geriatric Psychiatry Consult Position *Author: Title: PhysicianME21, TRAIN Psychiatry Consult Note @ Forward Options Create provider letter Favorities Recent Relationships Provider Name	*Date (mm/dd/yyyy): 23-Sep-202 11813 PDT	•Type: Note Type List Filter: Geriatric Psychiatry Consult ✓ •Author: Title: PhysicianME21, TRAIN Psychiatry Consult Note @ Forward Options □ Create provider letter Favorites Recent Relationships	*Date (mm/dd/yyyy): 23-Sep-202 III 1813 PDT
Contacts Recipients	Comment Sign Review/CC	Contacts Recipients	int Sign Review/CC
Default Selected	Sign Cancel	Default Removed	Sign Cancel



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