

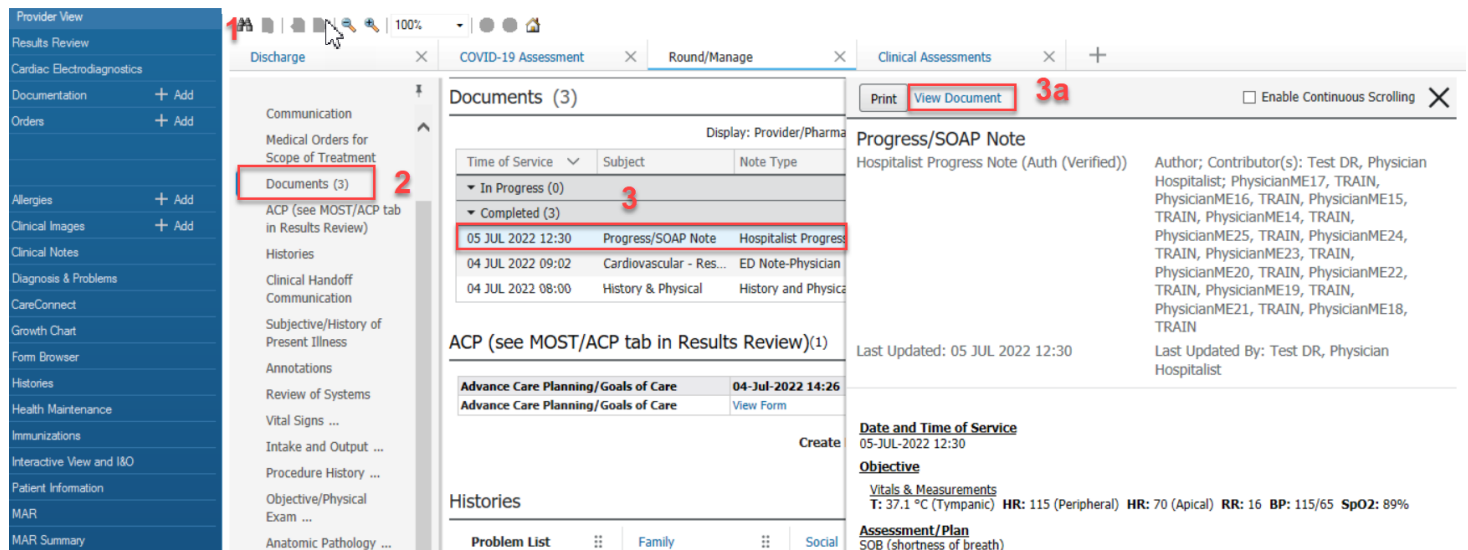
# WCGH Medical Staff Go-Live Update: July 7, 2022

## Tip of the Day: Adding a CC to a Signed Dynamic Documentation Note

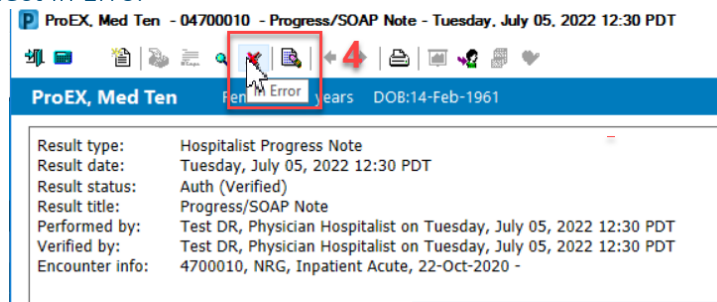
A limitation of Dynamic Documentation is that you cannot add a cc after a note is signed. To add a cc to a signed document, please follow these instructions.

Note: A Primary Care Provider, if entered during Registration, automatically receives a copy of your note even though their name does not appear in the note's content.

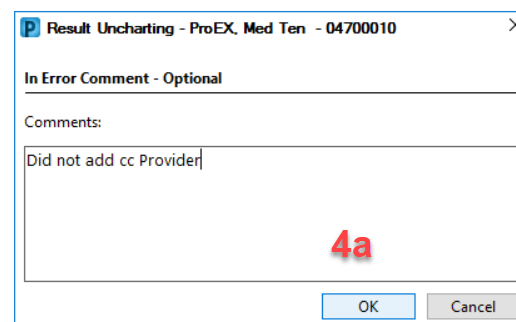
1. Open the patient's chart and navigate to the Provider View tab.
2. Open the Documents section in Provider View
3. Select the note you want to add a cc. Note its date/time creation.
  - a. The note should open. Click View Document



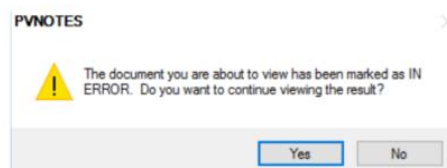
4. Once Note is open, select In Error



- a. Add a comment in the box and click OK.



- b. Click Yes to the pop-up box.



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- Highlight the content to be included in the new note and select Tag. Do not include the header or signature line.



- Click the Add icon.

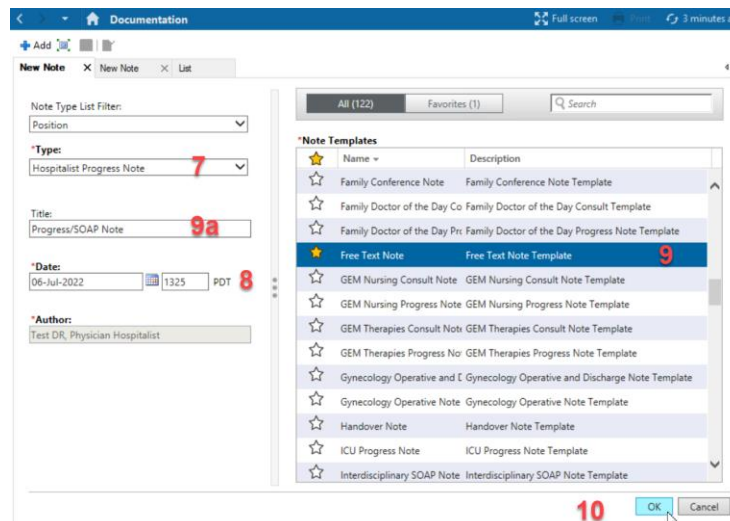
Documents (2)

+ All Visits | Last 1 years | Last 24 hours | L

Display: Provider/Pharmacy Documentation | Change Filter... | Last 50 Notes

Time of Service	Subject	Note Type	Author	Last Updated	Last Updated By
▼ In Progress (0)					
▼ Completed (2)					
05 JUL 2022 09:02	Cardiovascular - Respiratory	ED Note-Physician	Test, EDPhysician	29 OCT 2020 09:03	Test, EDPhysician
05 JUL 2022 08:00	History & Physical	History and Physical	Unknown	Unknown	Unknown

- Select the same note **Type**.
- Modify the **Date** to match the same date of the original note.
  - Modify the **time** to one minute after the original note. This ensures the notes do not display in the same call in Results Review.
- Select the Free Text Note **Template**. This ensure updated information from formatted templates does not pull into the new note and require editing.
  - Update the **Title** from the Note Template, as required.
- Click OK.



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11. Add tagged information to the note.

12. Click Sign/Submit.

13. In the Sign/Submit Note window, add cc Provider(s).

14. Click Sign.

**Sign/Submit Note**

\*Type: Hospitalist Progress Note

Note Type List Filter: Position

\*Author: Test DR, Physician Hospitalist

Title: Progress/SOAP Note

\*Date: 06-Jul-2022 1333 PDT

Forward Options |  Create provider letter

Favorites | Recent | Relationships |  **13**

★	Default	Name	Comment	Sign	Review/CC
★	✓	PhysicianME14, TRAIN Unspecified - Physicia...		<input type="radio"/>	<input checked="" type="radio"/>
★	✓	PhysicianME15, TRAIN Unspecified - Physicia...		<input type="radio"/>	<input checked="" type="radio"/>
★	✓	PhysicianME16, TRAIN Unspecified - Physicia...		<input type="radio"/>	<input checked="" type="radio"/>

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