

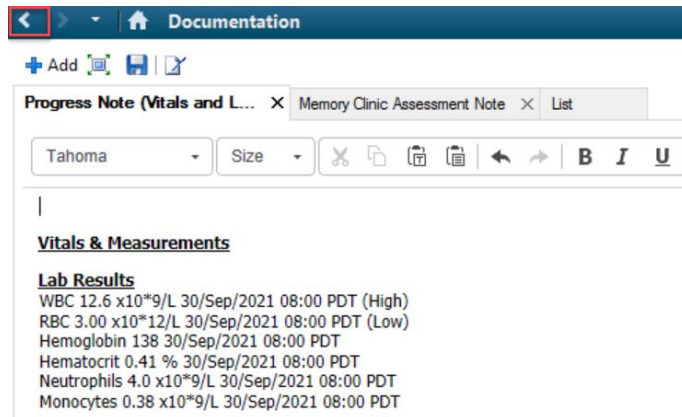
WCGH Medical Staff Go-Live Update: July 10, 2022

Tagging Labs into a Unsigned Note

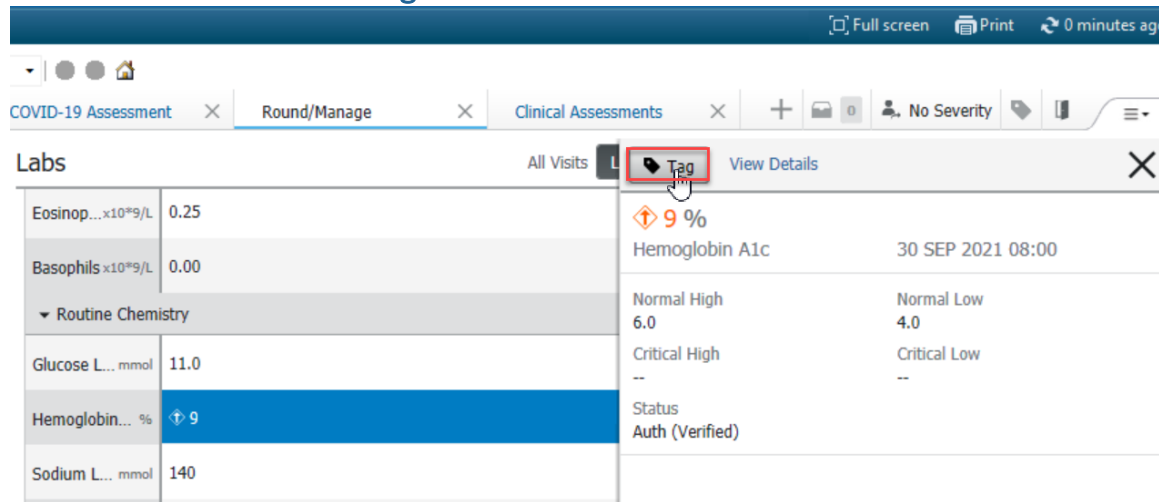
Tag New Labs in Provider View and Refresh Note

If you have already created your note and are looking to add new labs.

1. Click **Back Arrow** in Note to Return to Provider View



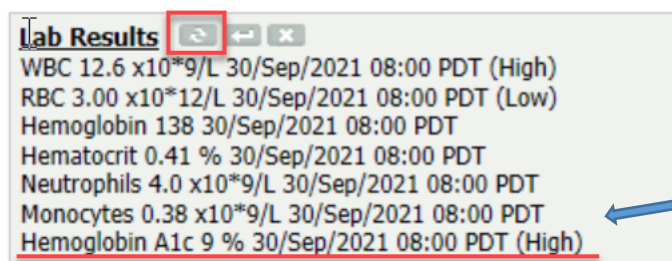
2. Go to Labs Section and Tag New Labs



3. Click **Forward Arrow** to Return to Note



4. Go to Labs Section in Note and **Refresh**. Labs should be updated.



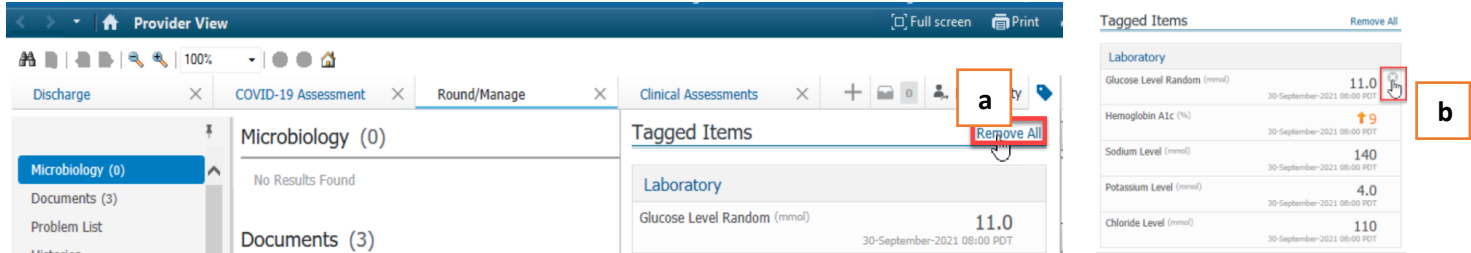
New Tagged Lab Added

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

If Labs have Changed, Un-Tag and Re-Tag New Labs

If new or additional labs required are available since initial note creation.

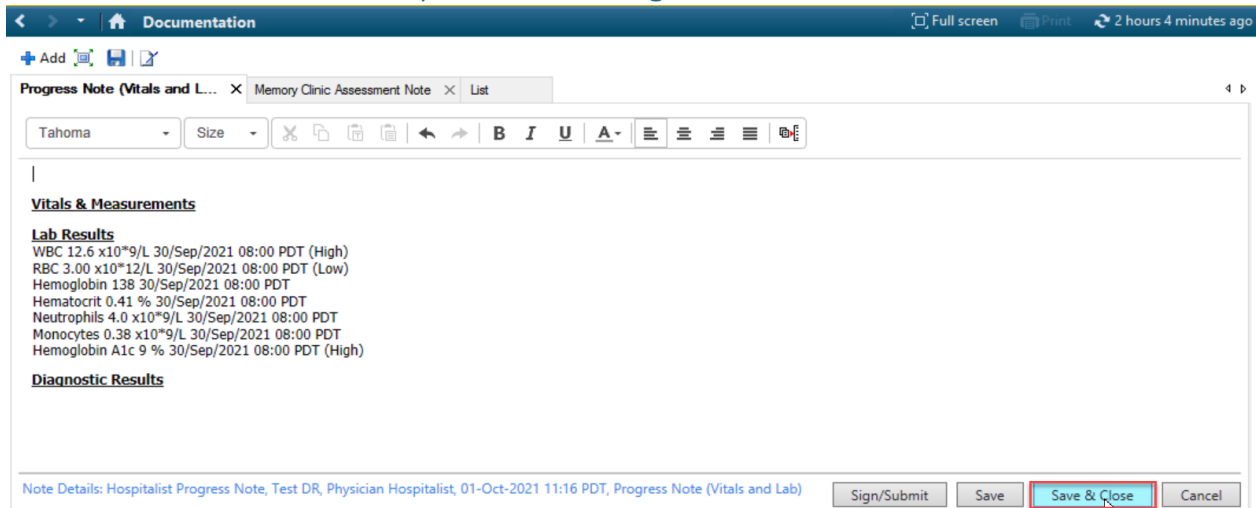
1. Click **Back Arrow** in Note to Return to Provider View
2. Un-Tag Out of Date Labs in one of two ways:
 - a. Click on Tagged Items and Select **Remove All** *or*
 - b. Individually Remove Tag



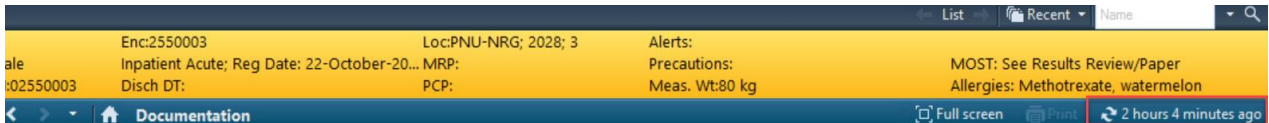
3. **Tag** New/Desired Labs
4. Click **Forward Arrow** to Return to Note
5. Go to Labs Section in Note and Refresh. Labs should be updated.

If Labs have not updated following above steps (Desired Information is Already Tagged)

1. **Save and Close** the Note you are Working on



2. **Refresh** the Patient Chart



3. Go to **Documentation List** and **Re-Open Note**. Tags should now be updated.

