

Patient Chart Documents

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The **Documents** section of the patient chart provides a centralized location to easily access, view, and manage all patient-related documents, organized across six tabs:

- General
- Locked Notes
- Consents
- Referrals
- Lab
- Amendments

Patient Chart	Documents						Add Document	
Patient Summary	General 95	Locked Notes 107	Consents 83	Referrals 1	Lab 0	Amendments 32		
Demographics	Q Search by document name						Tag	More Filters
Appointments	Document Name	Tags	Document Date	Sent to OnPatient	Added By	Date Added	Action	
Problem List	Patient HIPAA Signature	No tag	02/17/2022		Krystal Parker, MD	02/17/2022	📄 👤 ⋮	
Allergy List	Patient HIPAA Signature	No tag	02/14/2022		Krystal Parker, MD	02/14/2022	📄 👤 ⋮	
Medication List	Patient HIPAA Signature	No tag	02/04/2022		Krystal Parker, MD	02/04/2022	📄 👤 ⋮	
Send eRx	Patient HIPAA Signature	No tag	01/28/2022		Krystal Parker, MD	01/28/2022	📄 👤 ⋮	
Documents	Patient HIPAA Signature	No tag	12/08/2021		Krystal Parker, MD	12/08/2021	📄 👤 ⋮	
Eligibility	Baruch Medical	No tag	11/17/2021		Krystal Parker, MD	11/17/2021	📄 👤 ⋮	
Tasks	Baruch Medical	No tag	11/17/2021		Krystal Parker, MD	11/17/2021	📄 👤 ⋮	
Drug Interactions		No tag	11/17/2021		Krystal Parker, MD	11/17/2021	📄 👤 ⋮	
Clinical Dashboard		No tag	11/17/2021		Krystal Parker, MD	11/17/2021	📄 👤 ⋮	

Set up tag management permissions

Providers or staff members must set up permissions to create, edit, delete, or manage document tags in [Tag Management](#).

1. Select **Account > Staff Permissions > Providers or Staff** tab.
2. Select **View**.

The permissions window opens.

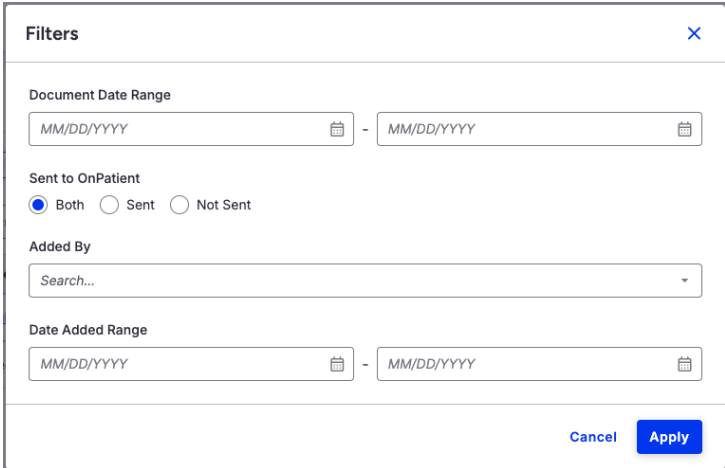

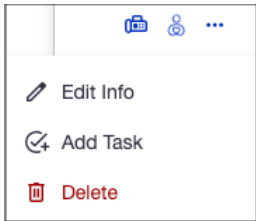

3. Select **Edit Permissions**.
4. Select the **Manage Form Tags** checkbox and then select **Save Permissions**.



All actions performed (create, update, delete, and read/open) within the **Documents** section of the patient chart are recorded in the clinical audit log.

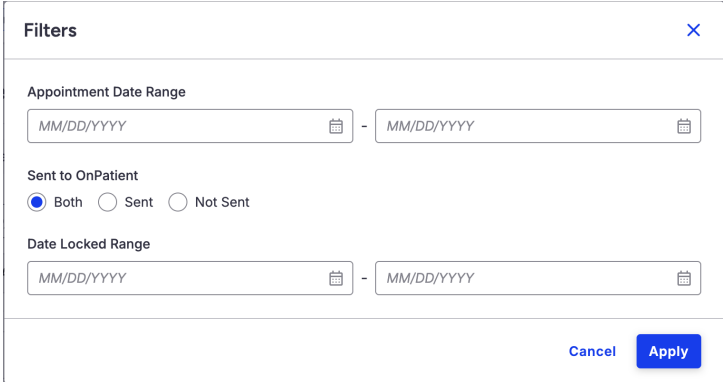


General

The most recent general documents are shown at the top by default and listed in reverse chronological order.

Label/Icon	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search box	Search by document name
Tags	Select a tag to filter documents by a tag.
More filters	Select additional filters and select Apply . 
Document Name	<ul style="list-style-type: none"> • Select the document name to view the document. • Select the document's checkbox to open the action toolbar. See Batch document actions.
Action 	<p>Single document actions</p> <ul style="list-style-type: none"> • Fax general document • Send to OnPatient • More actions (select ...) 
	<p>Batch document actions</p> <p>Select the document's checkbox to open the action toolbar.</p> <ul style="list-style-type: none"> • Fax • Send to OnPatient • Retract from OnPatient • Edit all tags • Delete

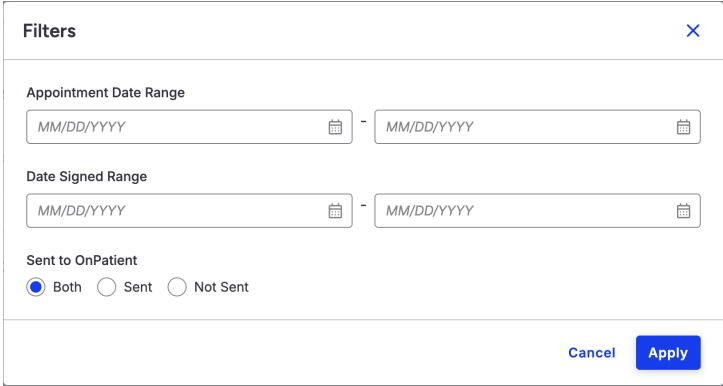





Locked Notes

Label/Icon	Description
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Label/Icon	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search box	Search by provider name
More filters	Select additional filters and select Apply . 
Appointment	<ul style="list-style-type: none"> • Select the appointment to view the locked note. • Select the appointment's checkbox to open the action toolbar. See Batch document actions.
Action 	Single document actions <ul style="list-style-type: none"> • Fax locked note • Send to OnPatient • Open note
	Batch document actions Select the appointment's checkbox to open the action toolbar. <ul style="list-style-type: none"> • Fax locked notes • Send to OnPatient • Retract from OnPatient

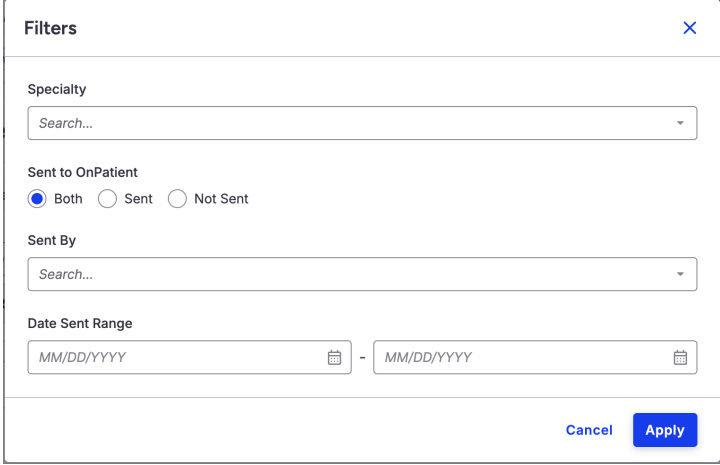


Consents

Label/Icon/Checkbox	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search bar	Search by consent name

Label/Icon/Checkbox	Description
More filters	<p>Select additional filters and select Apply.</p> 
 	View signed or archived consents
Consent Name	Select the consent name to view the consent document.
Action 	Single document actions <ul style="list-style-type: none"> • Fax consent • Send to OnPatient • Archive consent
 	Batch document actions Select a consent's checkbox to open the action toolbar. <ul style="list-style-type: none"> • Fax all consents • Send all to OnPatient • Retract all from OnPatient • Archive all consents

Referrals

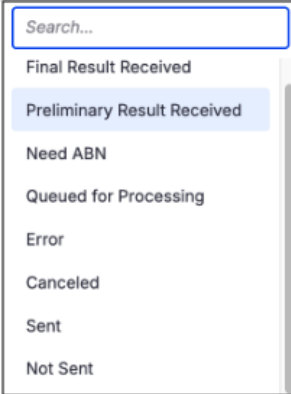
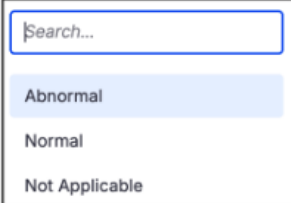
Label/Icon	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search bar	Search by recipient name

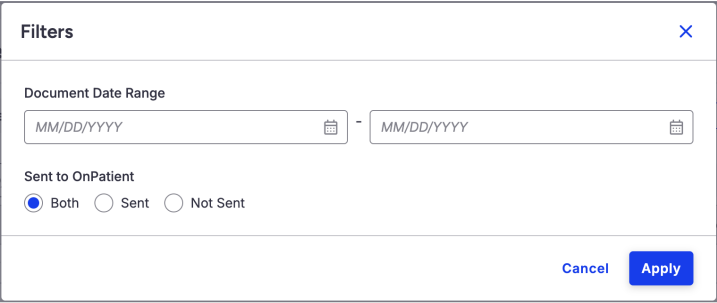


Label/Icon	Description
More filters	<p>Select additional filters and select Apply.</p> 
Recipient	Select the recipient's checkbox to open the action toolbar. See Batch document actions .
Title	Select the referral title to view the referral.
Action 	Single document actions <ul style="list-style-type: none"> • Fax referral • Send to OnPatient • Open message
	Batch document actions Select a recipient's checkbox to open the action toolbar. <ul style="list-style-type: none"> • Fax all referrals • Send all to OnPatient • Retract all from OnPatient

Lab

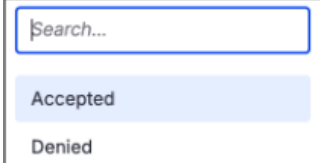
The most recent documents related to the test are shown by default. To access additional lab result documents for the test, select **View All**.



Label/Icon	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search bar	Search by test name

Label/Icon	Description
Status filter	<p>Select a status to filter the documents.</p>  <ul style="list-style-type: none"> • Final Result Received The lab has completed testing and the final, confirmed result is available. • Preliminary Result Received Early test results are available, but additional testing or review may still be in progress. Results may change. • Need ABN An ABN (Australian Business Number) is required before the lab can continue processing or release results. • Queued for Processing The lab has received the sample or request and will begin testing soon. • Error A problem occurred during processing (for example, missing information or a system issue). Follow-up is required. • Canceled The test was canceled and no results will be produced. • Sent The lab request or results have been successfully sent to the intended recipient. • Not Sent The lab request or results have not yet been sent.
Abnormal Flag filter	<p>Select a flag to filter the documents.</p> 
Lab filter	<p>Select a lab to filter the documents.</p>

Label/Icon	Description
More filters	<p>Select additional filters and select Apply.</p> 
Document	<ul style="list-style-type: none"> • Select the document's name to view the document. • Select the test detail's checkbox to open the action toolbar. See Batch document actions.
Action 	Single document actions <ul style="list-style-type: none"> • Fax lab document • Send to OnPatient • Retract from OnPatient
	Batch document actions Select the test detail's checkbox to open the action toolbar. <ul style="list-style-type: none"> • Fax all lab documents • Send all to OnPatient • Retract all from OnPatient

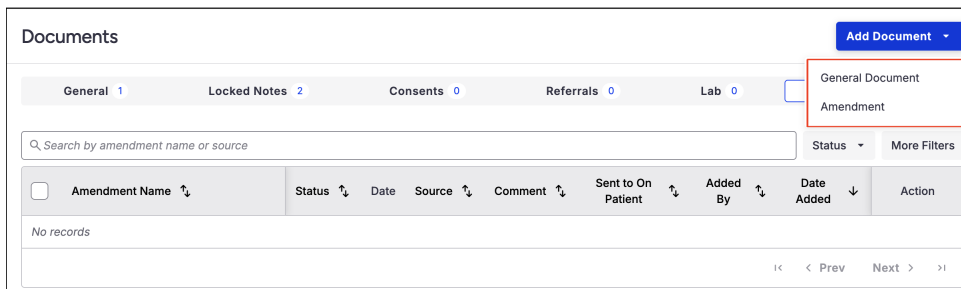
Amendments

Label / Icon / Checkbox	Description
Counter	The tab displays the total number of documents next to its name, regardless of any filters applied.
Search bar	Search by amendment name or source
Status filter	

Label / Icon / Checkbox	Description
More filters	<p>Select additional filters and select Apply.</p> <div data-bbox="539 230 1257 869" style="border: 1px solid #ccc; padding: 10px;"> <p>Filters ×</p> <hr/> <p>Appointment Date Range Not applicable to amendments uploaded manually.</p> <p><input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/></p> <p>Date Requested Range Not applicable to amendments added through clinical note.</p> <p><input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/></p> <p>Date Processed Range Not applicable to amendments added through clinical note.</p> <p><input type="text" value="MM/DD/YYYY"/> <input type="text" value="MM/DD/YYYY"/></p> <p>Sent to OnPatient</p> <p><input checked="" type="radio"/> All <input type="radio"/> Sent <input type="radio"/> Not Sent</p> <p>Added By</p> <p><input type="text" value="Search..."/></p> <p>Date Added Range</p> <p style="text-align: right;">Cancel Apply</p> </div>
Amendment Name	<ul style="list-style-type: none"> • Select the document's name to view the document. • Select the document's checkbox to open the action toolbar. See Batch document actions.
Action 	Single document actions <ul style="list-style-type: none"> • Fax amendment • Send to OnPatient
 Cancel	Batch document actions Select the amendment name's checkbox to open the action toolbar. <ul style="list-style-type: none"> • Fax all amendments • Send all to Onpatient • Retract all from OnPatient

Add a document

1. From the **Add Document** dropdown, select **General Document** or **Amendment**.



The **Add General Document** or **Add Amendment** side panel opens.

2. Select **Choose File** or drag and drop to upload the file or add multiple files.
3. **(Optional)** Edit the document name (defaults to the file name).
4. **(Optional)** Select the document date (defaults to the current date) or a tag.
5. Select **Add General Document** or **Add Amendment**.

