

## eDocuments Main page Navigation

**Resident Banner with Photo**

**Select "All eDocuments" to view all eDocuments**

**Quick View & Filter by Folders and Types**  
- Displays All Folders/Types User has Security

**Identifies number of eDocuments in each folder**

**Identifies number of eDocuments for each Type**

**Allows for multi-select quick filtering by clicking on Type**

**Highlights Selected Type**

**Collapse Folders view**

**Quick Search all columns**

**Sort Any Column**

**Quickly Clear All Filters**

**Enter Text to Filter Any Column**

**Filter Column Options**

DATE/TIME	TYPE	FOLDER	SIGNED	HARD COPY S...	COMMENTS	APPLIES ...
08/19/2021 14:56	Skin	Assessments				Resident
08/19/2021 14:55	Lab reports	Labs & Radiology				Resident
08/19/2021 14:55	Progress Notes	Hospital			Group Therapy	Resident
08/19/2021 14:54	History & Physical	H & P			From Medical Center Stay	Resident
08/19/2021 14:53	Misc	Miscellaneous			DME Audit	Resident
08/19/2021 14:52	Discharge instructions	Discharge	Support		Reviewed with Care Giver	Resident
08/19/2021 14:51	AD Form	Advance Directives	Support	Resident	Delivered by Resident's Hea...	Resident
01/07/2020 10:04	Insurance Cards	Billing			2020	Resident
10/07/2019 13:25	Insurance Cards	Billing			Home Psych	Resident
08/28/2019 07:49	Face Sheet	Hospital			Home Psych notes	Resident
06/17/2019 07:27	Other Information	Hospital			Home Psych notes	Resident
06/05/2019 13:07	Visit Summary	Hospital			Home Psych notes	Resident
05/29/2019 13:47	Misc	Miscellaneous			Home Psych notes	Resident
10/29/2018 10:53	Lab reports	Labs & Radiology				Resident
10/10/2018 09:44	Influenza	Consents			Influenza consent 2018	Resident
10/05/2018 06:35	Misc	Miscellaneous			Self Medication Exam	Resident
09/06/2018 18:23	Lab reports	Labs & Radiology				Resident
09/05/2018 23:47	Visit Summary	Hospital			Neurology	Resident
08/23/2018 08:55	History & Physical	H & P				Resident
08/23/2018 08:36	Transfer Assessment	Assessments				Resident

## Add eDocuments

**+ Add eDocuments**

Select + Add eDocuments to add new document to chart.

Dialog box for adding a new eDocument. Fields include: Date (08/18/2021), Location (4145 PCs), Type (History & Physical), Applies to (Resident), Imported by (Support), and a 'Save' button.

Select +Click to Import eDocument to Choose File & Import.

Dialog box for importing an existing eDocument. It shows a 'Choose File' button and a file named 'History & Physical.pdf'. There is an 'Import' button at the bottom right.

Enter additional document details, signatures, and comments.

Preview eDocument and verify document information, then Save

Advanced view of the 'Add eDocument' dialog box. It includes a preview pane on the right showing the document content. Fields include: Date (08/18/2021), Time (4:37 PM), Location (4145 PCs), Type (History & Physical), Applies to (Resident), Imported by (Support), and a 'Save' button.

## eDocuments View

**Callouts:**

- Collapse Folders for increased screen display
- Utilize Filters to reduce document listing
- Quickly navigate through eDocuments
- Row Count of Items Displayed
- Edit Details
- Easily eSign
- Detach from other chart items
- Delete
- Download
- Print
- Open to full view

**Table Data (from screenshot):**

DATE/TIME	TYPE	PRN
08/19/2021 14:55	Skis	
08/19/2021 14:55	Labi reports	
08/19/2021 14:55	Progress Notes	
08/19/2021 14:54	History & Physical	
08/19/2021 14:53	Misc	
08/19/2021 14:52	Discharge Instructions	
08/19/2021 14:31	AD Form	
01/07/2020 10:04	Insurance Cards	
11/08/2019 12:18	Dr's notes	
10/26/2019 09:48	DNA Checklist	
10/07/2019 13:25	Insurance Cards	
09/25/2019 08:30	Education	
08/26/2019 10:54	Referral Portal Documents	
08/28/2019 07:49	Face Sheet	
08/22/2019 10:05	Contracts	
07/16/2019 08:25	Medication List	
06/17/2019 07:27	Other Information	
06/05/2019 13:07	Visit Summary	
03/26/2019 13:47	Misc	
03/26/2019 13:39	Standard Bill Assignment	

## Edit

Edit includes modification of data fields, Hard Copy Sign, eSign and eDocument Preview

**Form Fields (from screenshot):**

- Title: 08/19/2021
- Folder: Assessments
- Type: Skis
- Applies to: RUI 0001
- Imported by: SLP Support
- Buttons: Hard Copy Sign, eSign

## eSign, Hard Copy Sign & Sign Pad

**Hard Copy Sign:** Utilize Hard Copy Sign to identify who signed document prior to importing.

**eSign / SignPad:** Utilize eSign or Sign Pad functionality to electronically sign eDocument already imported.

**Signature List (from screenshot):**

- ARMAND HAUS, Attending
- ELMA RAPPLEVEA, Attending
- CARLO BOYD, Attending
- AUDRAY CARDITELLO, Admitting
- CLEVELAND FREEDMAN, Admitting
- ALINE BENKERT, Alternate
- STELLA BLANDING, Admitting