



## Accessing Document Manager

### 1. SCOPE

- 1.1. System Wide

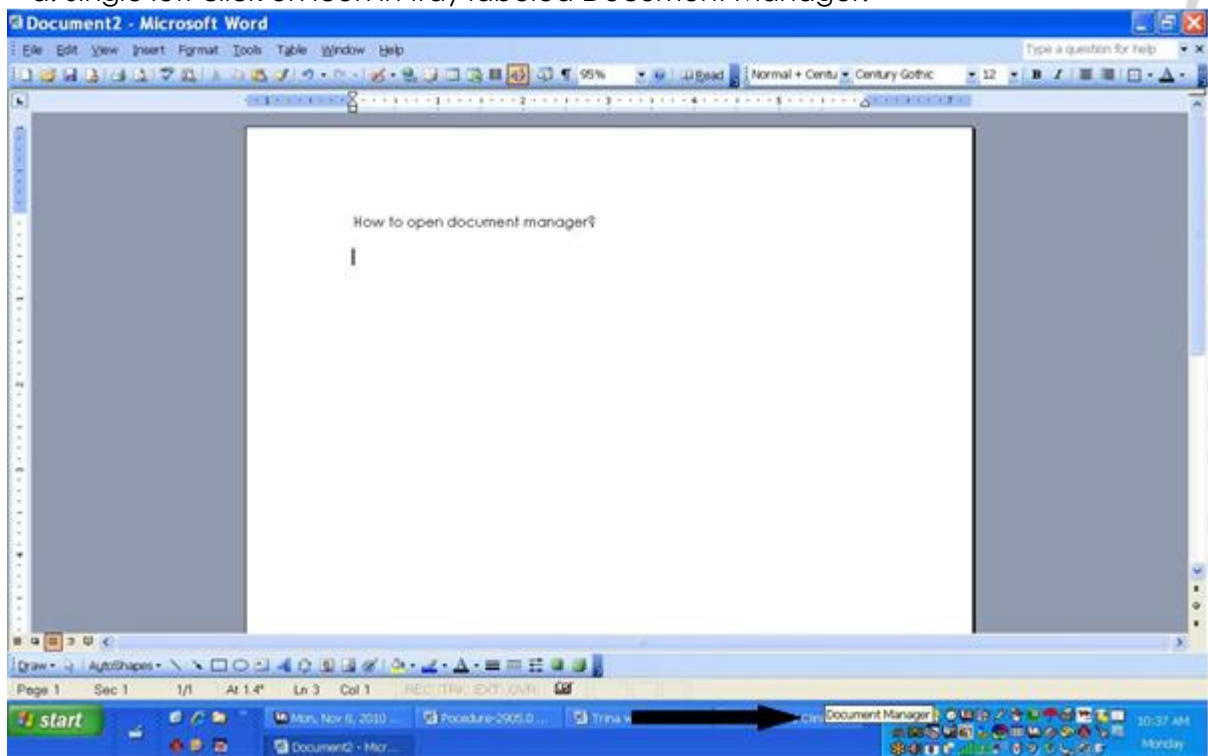
### 2. DEFINITIONS & EXPLANATIONS OF TERMS

- 2.1. Document Manager: is an application where providers and staff document information to be saved into the patient's electronic medical record.

### 3. RESOURCE GUIDE BODY

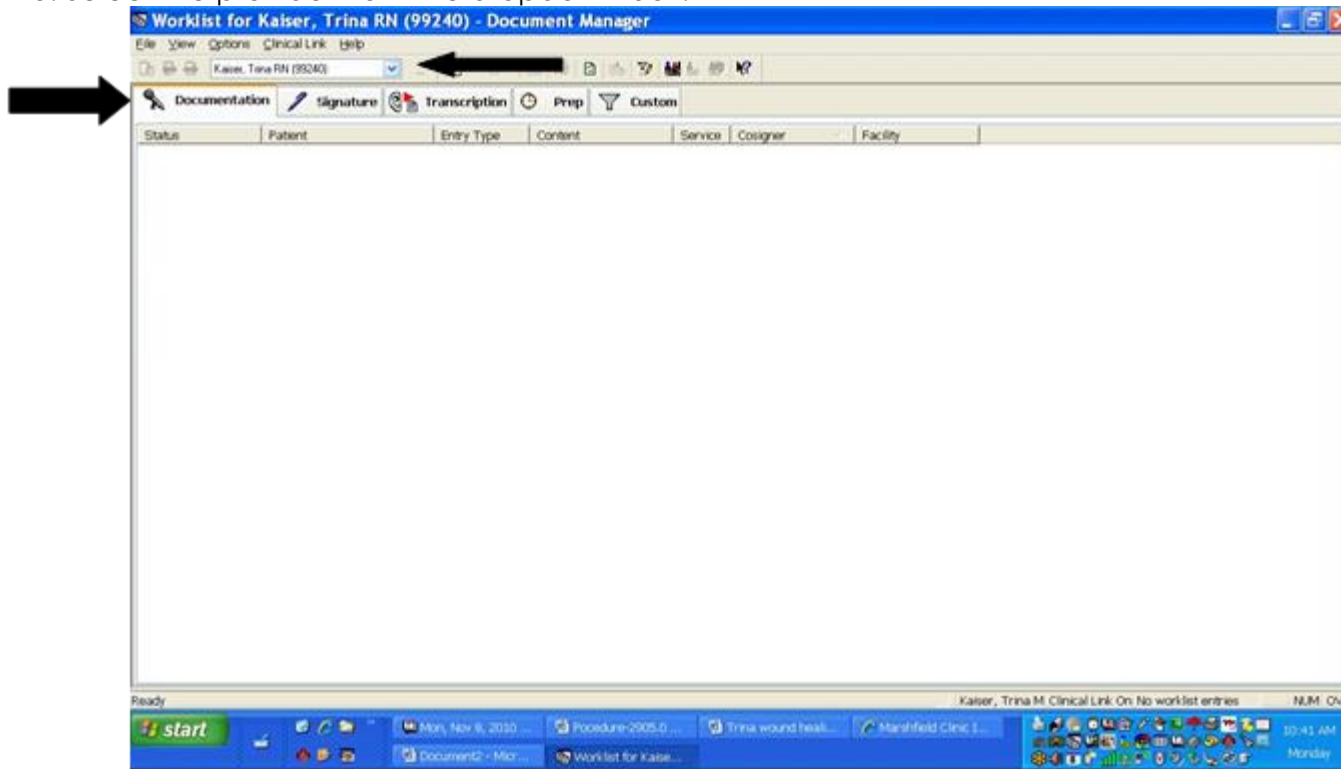
This is a guideline to provide users the knowledge to access documents in Document Manger.

- 3.1. How to open Document Manager:
  - a. Single left click on icon in tray labeled Document Manager.



When document is printed it becomes an uncontrolled copy. Please refer to DCS system for most current version.

b. Select the provider from the dropdown box.

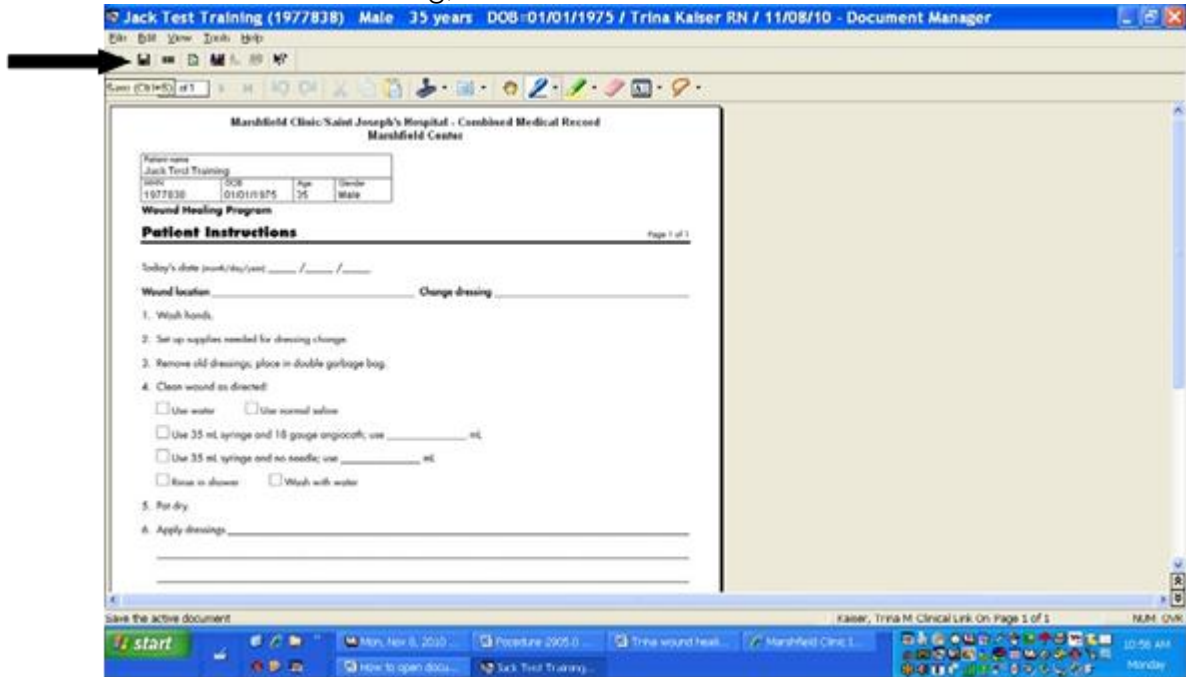


c. Be sure the Documentation tab is selected.

d. This will bring up a list of documents for the provider.

e. Double-click on the document to be opened.

- 3.2. Saving a document:
  - a. When finished documenting; click on the save button.



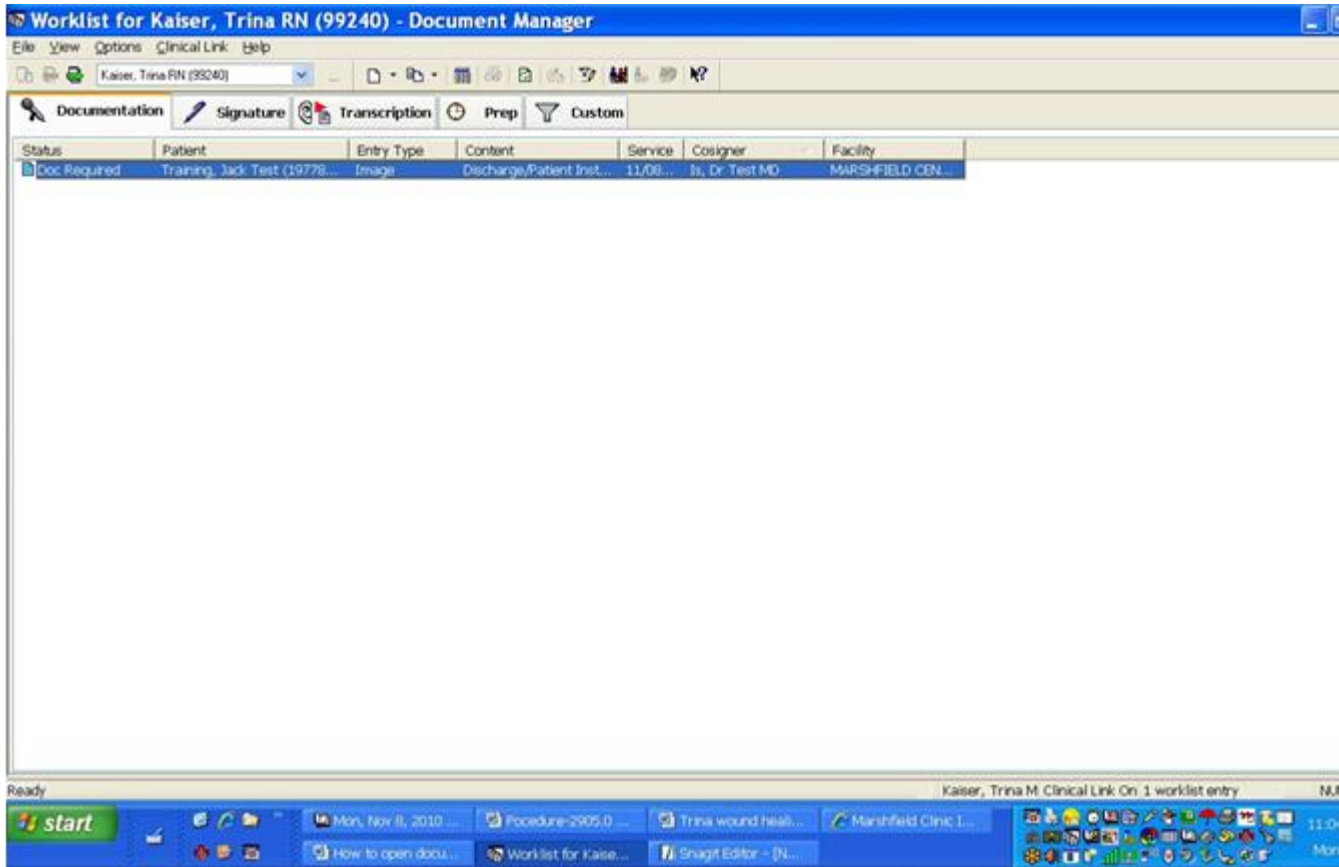
- b. Click on Save Incomplete Document.



- c. Click Ok.
    - d. The document is now saved back to the provider's worklist.

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**4. ADDITIONAL RESOURCES**

E  
G  
U  
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E

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**5. DOCUMENT HISTORY**

Version No.	Revision Description
1.0	Conversion from Policy Handbook to Document Control. Resource Guide #4006.0

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## 6. DOCUMENT PROPERTIES

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