

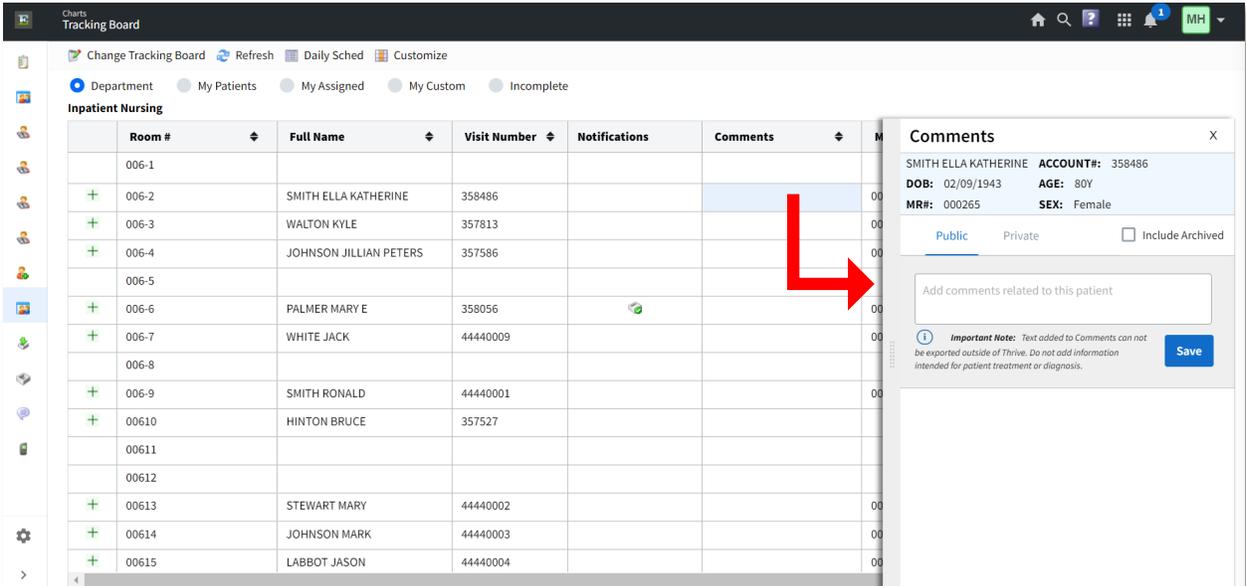
## About Tracking Board Comments

The **Comments** column on the hospital tracking board provides a space to make public and/or private notes on patients.

**NOTE:** Comments are not intended to be a part of the patient's chart. Anything that needs to be included in the patient's chart should not be added via Comments.

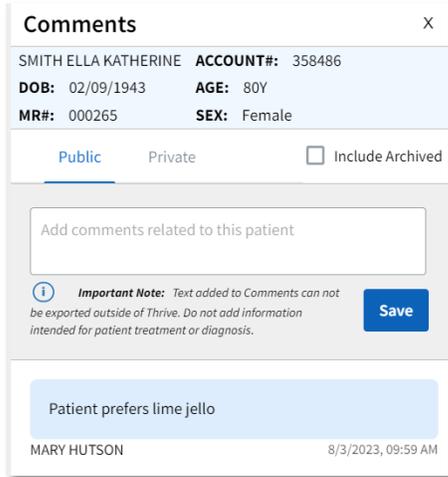
## Adding a Comment on a Patient

1. Select the field within the **Comments** column that corresponds with the patient. The Comments panel displays.



The screenshot shows the 'Charts Tracking Board' interface. At the top, there are navigation options: 'Change Tracking Board', 'Refresh', 'Daily Sched', and 'Customize'. Below this, there are filter tabs: 'Department', 'My Patients', 'My Assigned', 'My Custom', and 'Incomplete'. The main area displays a table for 'Inpatient Nursing' with columns: Room #, Full Name, Visit Number, Notifications, and Comments. The table lists 15 patients, with the second row highlighted in blue. A red arrow points from the 'Comments' column of this row to a 'Comments' panel on the right. The panel shows patient details for SMITH ELLA KATHERINE (ACCOUNT#: 358486, DOB: 02/09/1943, AGE: 80Y, MR#: 000265, SEX: Female). It has radio buttons for 'Public' (selected) and 'Private', and a checkbox for 'Include Archived'. Below is a text input field with the placeholder 'Add comments related to this patient'. An 'Important Note' is displayed: 'Text added to Comments can not be exported outside of Thrive. Do not add information intended for patient treatment or diagnosis.' A 'Save' button is at the bottom right.

2. Select whether the comment should be **Public** or **Private**. By default, **Public** is selected.
  - **Public:** The comment will be visible to all users.
  - **Private:** Only the individual who enters the comment will be able to view it.
3. Type the comment in the **Add comments related to this patient** field.
4. Select **Save**. The comment will display in a blue box at the bottom of the Comment panel. The name of the user who entered the comment will display, along with the date and time it was last updated.



**Comments** X

SMITH ELLA KATHERINE ACCOUNT#: 358486  
DOB: 02/09/1943 AGE: 80Y  
MR#: 000265 SEX: Female

Public Private  Include Archived

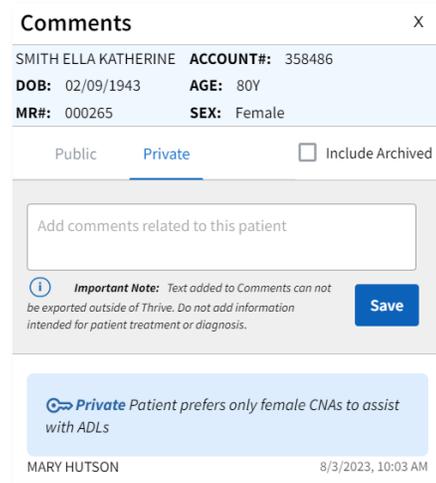
Add comments related to this patient

**Important Note:** Text added to Comments can not be exported outside of Thrive. Do not add information intended for patient treatment or diagnosis. **Save**

Patient prefers lime jello

MARY HUTSON 8/3/2023, 09:59 AM

**Public Comment**



**Comments** X

SMITH ELLA KATHERINE ACCOUNT#: 358486  
DOB: 02/09/1943 AGE: 80Y  
MR#: 000265 SEX: Female

Public **Private**  Include Archived

Add comments related to this patient

**Important Note:** Text added to Comments can not be exported outside of Thrive. Do not add information intended for patient treatment or diagnosis. **Save**

**Private** Patient prefers only female CNAs to assist with ADLs

MARY HUTSON 8/3/2023, 10:03 AM

**Private Comment**

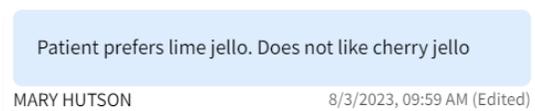
When public comments are entered for a patient, an abbreviated version of the most recent comment appears in the **Comments** column on the tracking board.

When private comments are entered for a patient, they are visible only to the user who entered the comment. That user will see the comment marked with a blue key and the word “Private” next to the comment text.

## Editing a Comment

Only the user who entered a comment can edit the comment. To edit a comment, follow these steps.

1. Select the comment from the Comments column to open the Comments panel again.
2. Hover over the comment within the panel to display a **Menu** icon.
3. Select the Menu icon; then select **Edit**.
4. Edit the comment as necessary.
5. Select **Save**. The date and time updates to indicate when the comment was edited.



Patient prefers lime jello. Does not like cherry jello

MARY HUTSON 8/3/2023, 09:59 AM (Edited)

## Archiving Comments

Comments cannot be deleted, but they can be archived once they are no longer relevant. Both public and private comments can be archived, but only the user who entered the comment can archive it.

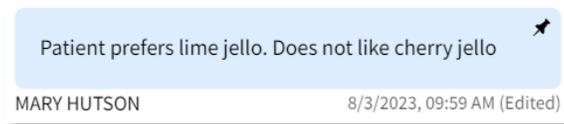
1. Open the comment in the Comments panel; then hover over it to display a  **Menu** icon.
2. Select the Menu icon; then select **Archive**.

To view a comment once it is archived, select the **Include Archived** checkbox at the top of the Comments panel.

## Pinning Comments

Comments can also be pinned to the patient's profile, rather than an individual visit.

1. Open the comment in the Comments panel; then hover over it to display a  **Menu** icon.
2. Select the Menu icon; then select **Pin**. A pin icon appears to the upper-right of the comment.



3. Once a comment is pinned, the comment will populate on all subsequent visits created from the profile. If the comment should no longer display on future visits, select  **Menu** icon for the comment again and select **Unpin**.