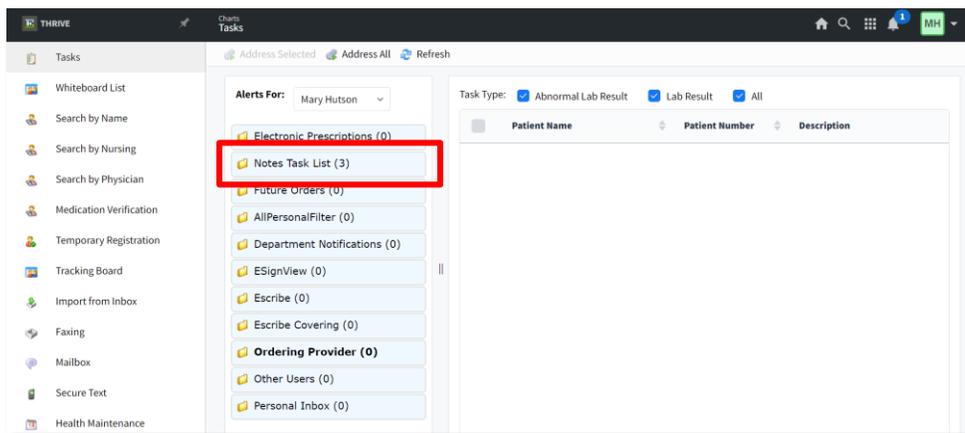


Once Notes 2.8.0 has been loaded, notes requiring a signature will no longer display within the user's notes task folder. A new access point called Notes Task List will be available. Once selected, the new Task List will display. The user will see all the Notes in a single location where they are able to view multiple notes on different patients. Users who do not require a cosignature will also be able to easily select and sign multiple notes at one time.

## Accessing the Notes Task List

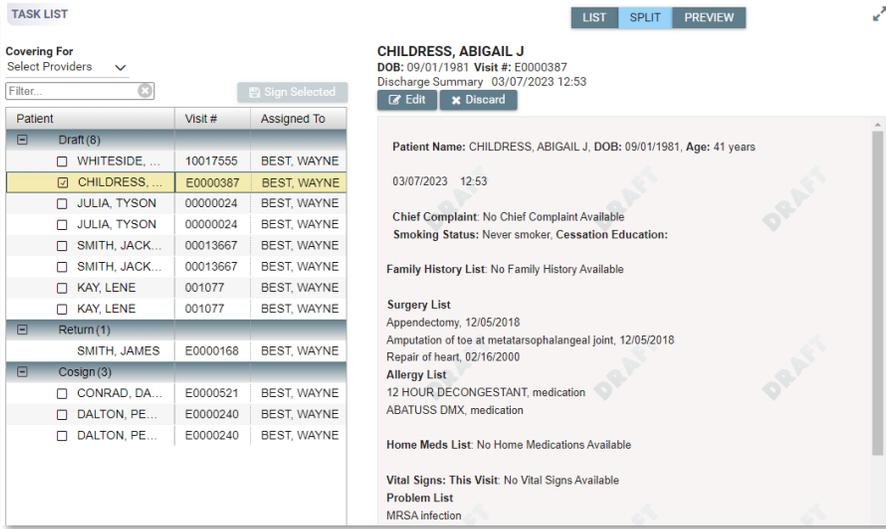
From Tasks, the user will now select **Notes Task List** to access their Task List.



The Task List will display all the notes that are drafts, pending cosign, or returned for editing for the user. The Task List is sorted by type: Cosign, Draft, and Return.

TASK LIST					
<input type="button" value="LIST"/> <input type="button" value="SPLIT"/> <input type="button" value="PREVIEW"/>					
Covering For					
Select Providers					
Filter...					
<input type="button" value="Sign Selected"/>					
Patient	Visit #	Assigned To	Note Type	Charted Date Time	
<input type="checkbox"/> Draft (6)					
<input type="checkbox"/> WHITESIDE, KARA	10017555	BEST, WAYNE	Progress Note	02/07/2023 13:15	
<input type="checkbox"/> CHILDRESS, ABIGAIL J	E0000387	BEST, WAYNE	Discharge Summary	03/07/2023 12:53	
<input type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE	History and Physical	03/07/2023 12:55	
<input type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE	Discharge Summary	03/07/2023 12:54	
<input type="checkbox"/> SMITH, JACK L JR	00013667	BEST, WAYNE	Discharge Summary	03/07/2023 12:55	
<input type="checkbox"/> SMITH, JACK L JR	00013667	BEST, WAYNE	History and Physical	03/07/2023 12:55	
<input type="checkbox"/> KAY, LENE	001077	BEST, WAYNE	Discharge Summary	03/07/2023 12:57	
<input type="checkbox"/> KAY, LENE	001077	BEST, WAYNE	History and Physical	03/07/2023 12:57	
<input type="checkbox"/> Return (1)					
SMITH, JAMES	E0000168	BEST, WAYNE	Clinic Provider Note	03/07/2023 12:49	
<input type="checkbox"/> Cosign (3)					
<input type="checkbox"/> CONRAD, DAPHNE	E0000521	BEST, WAYNE	History and Physical	03/07/2023 13:16	
<input type="checkbox"/> DALTON, PEARLA	E0000240	BEST, WAYNE	History and Physical	03/07/2023 13:17	
<input type="checkbox"/> DALTON, PEARLA	E0000240	BEST, WAYNE	Discharge Summary	03/07/2023 13:17	

Notes may be previewed by selecting the checkbox next to a note or by selecting the note itself. When viewing a note in the preview panel the options available are the same as they are when previewing a note from the Note List in the Notes application. When a note is viewed it will display in a yellow highlight. If several notes are viewed the last note viewed will display with a yellow highlight.



**TASK LIST** [LIST] [SPLIT] [PREVIEW]

Covering For  
Select Providers

Filter... [Sign Selected]

Patient	Visit #	Assigned To
Draft (8)		
<input type="checkbox"/> WHITESIDE, ...	10017555	BEST, WAYNE
<input checked="" type="checkbox"/> CHILDRESS, ...	E0000387	BEST, WAYNE
<input type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE
<input type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE
<input type="checkbox"/> SMITH, JACK...	00013667	BEST, WAYNE
<input type="checkbox"/> SMITH, JACK...	00013667	BEST, WAYNE
<input type="checkbox"/> KAY, LENE	001077	BEST, WAYNE
<input type="checkbox"/> KAY, LENE	001077	BEST, WAYNE
Return (1)		
SMITH, JAMES	E0000168	BEST, WAYNE
Cosign (3)		
<input type="checkbox"/> CONRAD, DA...	E0000521	BEST, WAYNE
<input type="checkbox"/> DALTON, PE...	E0000240	BEST, WAYNE
<input type="checkbox"/> DALTON, PE...	E0000240	BEST, WAYNE

**CHILDRESS, ABIGAIL J**  
DOB: 09/01/1981 Visit #: E0000387  
Discharge Summary 03/07/2023 12:53  
[Edit] [Discard]

Patient Name: CHILDRESS, ABIGAIL J, DOB: 09/01/1981, Age: 41 years

03/07/2023 12:53

Chief Complaint: No Chief Complaint Available  
Smoking Status: Never smoker, Cessation Education:

Family History List: No Family History Available

Surgery List  
Appendectomy, 12/05/2018  
Amputation of toe at metatarsophalangeal joint, 12/05/2018  
Repair of heart, 02/16/2000

Allergy List  
12 HOUR DECONGESTANT, medication  
ABATUSS DMX, medication

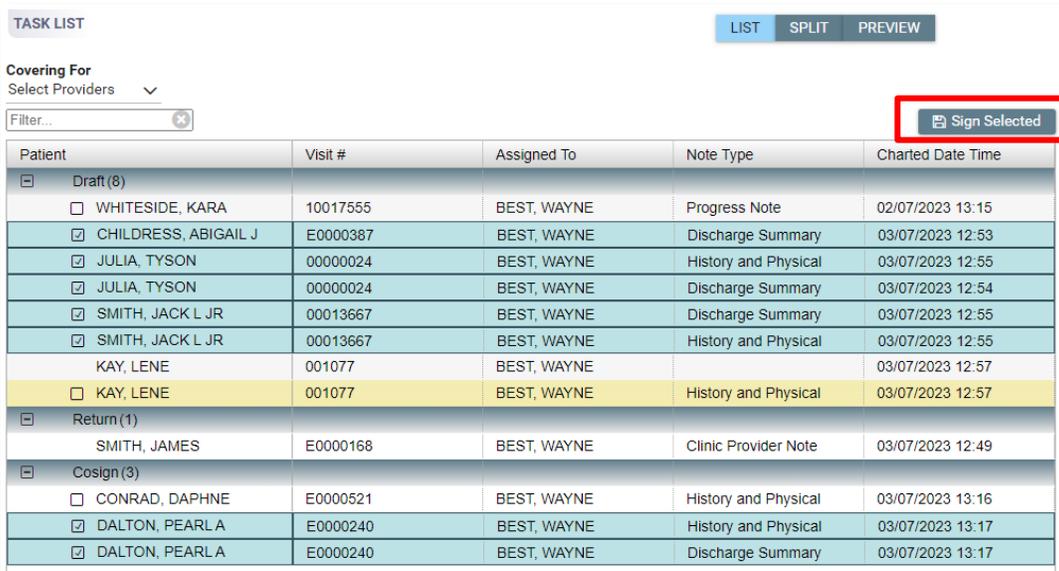
Home Meds List: No Home Medications Available

Vital Signs: This Visit: No Vital Signs Available  
Problem List  
MRSA infection

## To Complete a Batch Sign

Users that do not require a cosignature will be able to batch sign and will see checkboxes in front of the Notes. Selecting the check box will allow them to sign multiple Notes at once. Draft Notes that are missing a Note Type will not display with a check box.

As notes are selected the row for the selected note will display in blue. When at least 2 check boxes have been selected the Sign Selected option will become available.



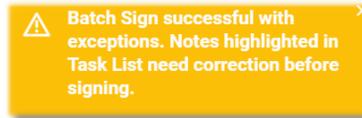
**TASK LIST** [LIST] [SPLIT] [PREVIEW]

Covering For  
Select Providers

Filter... [Sign Selected]

Patient	Visit #	Assigned To	Note Type	Charted Date Time
Draft (8)				
<input type="checkbox"/> WHITESIDE, KARA	10017555	BEST, WAYNE	Progress Note	02/07/2023 13:15
<input checked="" type="checkbox"/> CHILDRESS, ABIGAIL J	E0000387	BEST, WAYNE	Discharge Summary	03/07/2023 12:53
<input checked="" type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE	History and Physical	03/07/2023 12:55
<input checked="" type="checkbox"/> JULIA, TYSON	00000024	BEST, WAYNE	Discharge Summary	03/07/2023 12:54
<input checked="" type="checkbox"/> SMITH, JACK L JR	00013667	BEST, WAYNE	Discharge Summary	03/07/2023 12:55
<input checked="" type="checkbox"/> SMITH, JACK L JR	00013667	BEST, WAYNE	History and Physical	03/07/2023 12:55
KAY, LENE	001077	BEST, WAYNE		03/07/2023 12:57
<input type="checkbox"/> KAY, LENE	001077	BEST, WAYNE	History and Physical	03/07/2023 12:57
Return (1)				
SMITH, JAMES	E0000168	BEST, WAYNE	Clinic Provider Note	03/07/2023 12:49
Cosign (3)				
<input type="checkbox"/> CONRAD, DAPHNE	E0000521	BEST, WAYNE	History and Physical	03/07/2023 13:16
<input checked="" type="checkbox"/> DALTON, PEARLA	E0000240	BEST, WAYNE	History and Physical	03/07/2023 13:17
<input checked="" type="checkbox"/> DALTON, PEARLA	E0000240	BEST, WAYNE	Discharge Summary	03/07/2023 13:17

Once selected, a green success message will display to let the user know that all notes with their checkbox selected were successfully signed. Notes signed will be removed from the listing. If a note is selected containing an anchor or empty list phrase, a notification will display alerting the user that the remaining Notes highlighted (in blue) in the Task List need correction before signing.



To correct a note remaining in the blue highlight select **Edit** to address the anchors and/or empty list phrases. Then select **Sign**. If more than one note needs to be corrected a second batch sign may be performed.

## Cosigning a Note

Users that require a cosignature (or multiple cosigners) will need to edit the Note and then complete the cosign process. This process is the same as signing a note within the Notes application.

## Covering Providers

Users that have Login Associations setup will see the users they are covering within the Covering For dropdown. Selecting the checkbox next to a user will add that user's unsigned notes to the logged-in user's Task List. Once the user signs the notes they will be removed from both the covering user and the assigned user's Task List.

TASK LIST					
<div style="float: right;"> <span>LIST</span> <span>SPLIT</span> <span>PREVIEW</span> </div>					
Covering For Jake Turberville <span>⊗</span> <span>▼</span>					
<span>Sign Selected</span>					
<input checked="" type="checkbox"/>	Jake Turberville	Visit #	Assigned To	Note Type	Charted Date Time
<input type="checkbox"/>	Turberville Colton	S	E0000168	BEST, WAYNE	Clinic Provider Note 03/07/2023 12:49
<input type="checkbox"/>	Chris Sells				
<input type="checkbox"/>	KAY, LENE	001077	BEST, WAYNE		03/07/2023 12:57
<input type="checkbox"/>	WHITESIDE, KARA	10017555	BEST, WAYNE	Progress Note	02/07/2023 13:15
Cosion (1)					
<input type="checkbox"/>	CHILDRESS, ABIGAIL J	E0000387	Turberville, Jake	Clinic Provider Note	03/07/2023 12:51