

Patient Chart: Documents

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Version 20.18



This window map article points out some of the important aspects of the window you're working with in OP but is not intended to be instructional. To learn about topics related to using this window, see the **Related Articles** section at the bottom of this page.

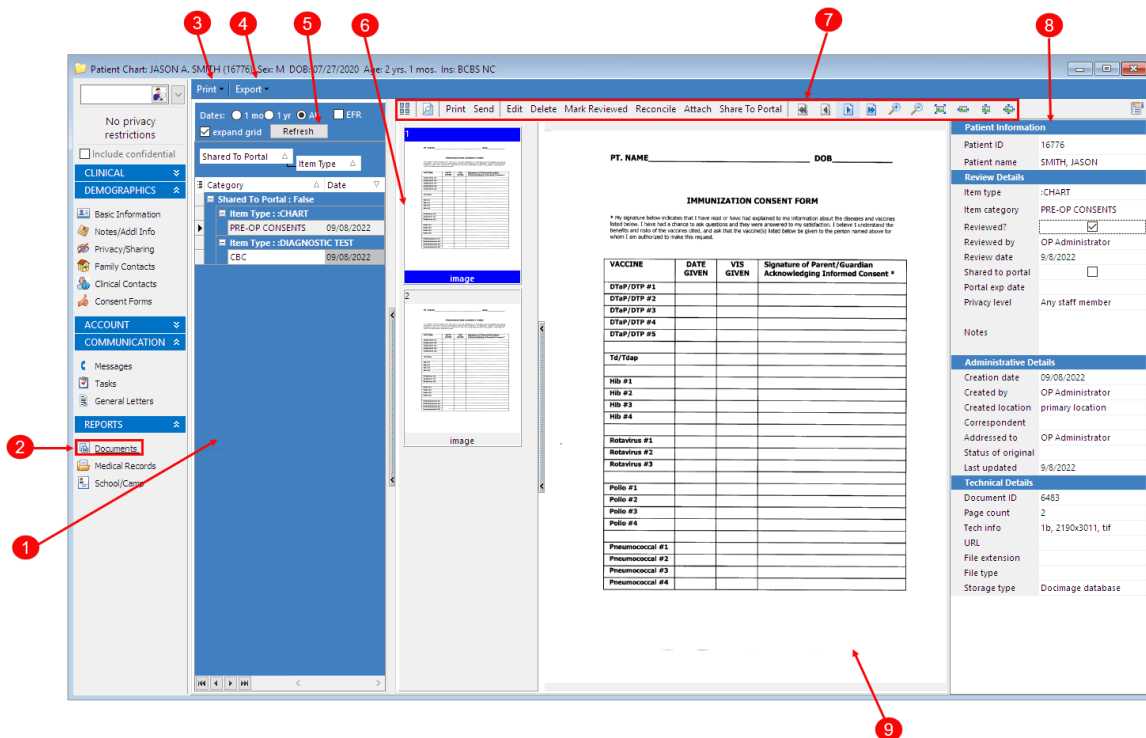
About Patient Chart: Documents

Path: Clinical, Practice Management, or Billing tab > Patient Chart button > Documents

The Patient Chart: Documents window contains the functions to review and manage a patient's documents.



Note: Just like a paper chart, the electronic chart in OP contains personal health information and should be kept protected and confidential. Always close all windows on your screen and log out of OP when you are not at your workstation.



Manage Documents Map

Number	Section	Description
1	Document List panel	Lists all documents associated with the selected patient.
2	Documents button	The Documents button opens the Documents window in the patient's chart.
3	Print button	Clicking this button displays a drop-down menu with several print options.

4	Export button	Clicking this button displays a drop-down menu with several export options.
5	Refresh Button	The Refresh button allows users to refresh the screen after entering their Emergency Override credentials.
6	Thumbnail panel	Displays thumbnails of each document selected in the Document List panel.
7	Document Controls toolbar	Provides viewing and navigation functionality for the selected document.
8	Document Details panel	Displays the file-level details for the selected document.
9	Preview Panel	Displays a preview of the content of the document selected in the Document List panel.

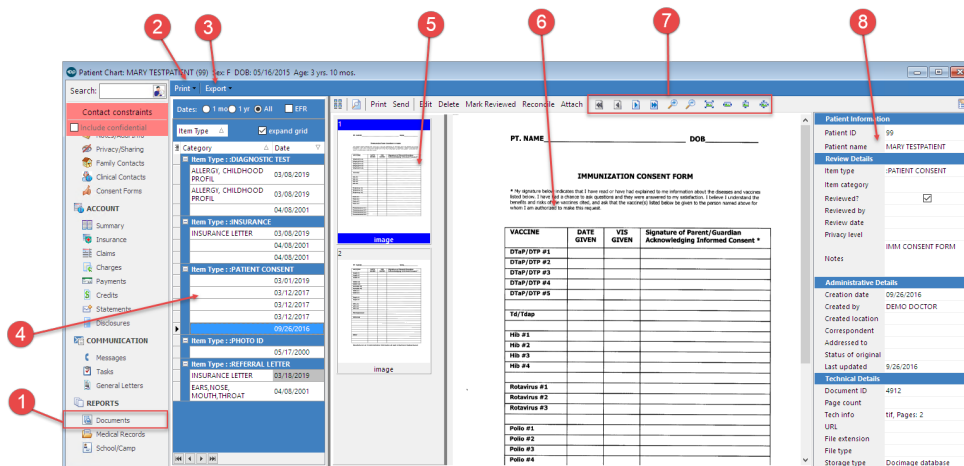
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